



EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court, College Lane, East Grinstead, West Sussex, RH19 3LT

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www.eastgrinstead.gov.uk

Town Clerk: Samantha Heynes FdA (Comm Gov) FSLCC

Email: townclerk@eastgrinstead.gov.uk

To: Members of the Public Services Committee:
Quorum is 3

27th May 2025

Dear Councillor

Your attendance is required at a meeting of the **PUBLIC SERVICES COMMITTEE** to be held in the **COUNCIL CHAMBER, EAST COURT** on **TUESDAY 3rd JUNE 2025 at 7.00pm**. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given. If you are not able to attend and wish to send a substitute, please advise the Clerk as to whom your substitute will be.

Non-committee members wishing to attend and speak must ensure that they seek permission from the Chairman before the meeting starts, and indicate the item they wish to speak on.

Yours faithfully

Samantha Heynes
Town Clerk

ORDER OF MEETING

7pm Public Participation

Members of the public may attend the meeting in person or remotely. There is a period of up to 15 minutes for public questions relating to items on the agenda.

Any question must be submitted to the Town Clerk 24 hours in advance of the meeting, referencing the agenda item it is related to.

Each member of public will be able to speak for a maximum of 2 minutes and will have no right of reply. If a question cannot be answered at the meeting, a written response may be provided at a later date.

The Chairman's interpretation of the standing orders is final. Should there be no questions, or the questions complete before the end of 15 minutes the Chairman will move along to the agenda and public participation will end.

To request the meeting link please contact townclerk@eastgrinstead.gov.uk no later than noon on the day of the meeting.

AGENDA

1. To receive apologies for absence
2. To receive minutes of the meetings held on 13th March 2025
3. Chairman's Update
4. To receive Members' Declarations of Interest
5. To receive an update regarding local police matters
6. To receive an update regarding Chequer Mead Police Station
7. To receive a presentation from Rachel Pawley regarding HILS Meals on Wheels
8. To consider the request for support for the application to WSCC for future implementation of a 20mph zone on West Street/West Hill (report attached Appendix A)
9. To note letter received in relation to application the Local Magistrates Court for the stopping up of Highway at Beeching Way, Laurel Dene, East Grinstead RH19 3GD (attached Appendix B)
10. Community Team Report (attached Appendix C)
 - To receive an update from regarding current projects and work streams
 - To resolve to approve the funding required to support the additional youth club provision for young teenagers within the town
11. To note the actions list (attached as Appendix D)

The next full meeting of the Committee will be held on **TUESDAY 26th AUGUST** at 7pm

Proposal for 20 mph Speed Limit on West Hill / West Street – Key Points

May 2025

We are a group of West Lane, West Hill and West Street residents seeking a 20 mph speed limit on West Hill / West Street. We have discussed with West Sussex County Council, who recommend that we request the 20 mph limit through both a Traffic Regulation Order (TRO) and a Community Highway Scheme (CHS). We have support from WSCC Councillor Jacquie Russell for these requests, and require support from the East Grinstead Town Council to proceed with the requests.

The main points supporting our request are:

- There is a significant amount of dangerous speeding on West Hill / West Street, a stretch of road that runs past the East Grinstead Library (which is particularly important to children and seniors), Waitrose, the main town parking lot, various other businesses, and more than 75 houses.
- Under para 3.2 of the WSCC Speed Limit Policy, 20 mph limits are appropriate in "urban residential areas" and particularly so where the needs of vulnerable road users (VRUs) are at issue. West Street / West Hill are residential and within the East Grinstead town area. The proposed building of a care home off West Hill will introduce additional VRUs to the area.
- Para 3.11 of the Policy states: "Within the formal defined boundaries of a town or village it is acceptable for the speed limit to be set at either 20mph or 30mph on all roads." West Hill and West Street are well within the formal boundaries of East Grinstead.
- The expected construction of the access road for the new care home will complicate the traffic situation on West Hill. The care home entrance would be only 20 metres from West Lane. The planning application for the access road was contentious because of such risks (but was eventually approved).
- Our survey of residents indicates that there have been a significant number of collisions on West Hill and West Street, and many near misses. The junction with West Lane is particularly dangerous because of its angle and lack of visibility. While we do not have evidence of serious injuries or fatalities, it would be best to act in advance of this occurring (particularly with the expected care home).
- Other residential approaches to the centre of East Grinstead have 20 mph limits, notably the B2110 heading from the roundabout at the eastern end of the High Street, towards both the north (until the bridge before East Court) and the east (until the roundabout at the A22). In contrast, on the West Street / West Hill side of East Grinstead, a 30 mph limit begins immediately at the roundabouts at the western end of the High Street (near the Ship Inn), even though traffic levels appear comparable to those where there are existing 20 mph limits.

Your reference:

Our reference: BL03.MAG0170-0001.BL

Direct email: blee@hcrlaw.com



20 May 2025

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East Grinstead Town Council
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East Grinstead
RH19 3LT

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Cambridge
CB1 2JH
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**REAL ESTATE COMMERCIAL
PROP**

Dear Sir / Madam

**RE: APPLICATION TO THE LOCAL MAGISTRATES' COURT FOR THE STOPPING UP OF
HIGHWAY AT BEECHING WAY LAUREL DENE EAST GRINSTEAD WEST SUSSEX RH19
3GD
Highways Act 1980, Section 116**

We refer to our letter of 30 August 2024 notifying you in relation to the proposed stopping up of the highway in the above matter.

We are writing to advise that, in accordance with the enclosed notice, West Sussex County Council will on Friday 27 June 2025 be making an application to Crawley Magistrates' Court under Section 116 of the Highways Act 1980 seeking the stopping up of an area of the public highway known as land adjacent to Beeching Way Laurel Dene East Grinstead West Sussex RH19 3GD on the ground that it is unnecessary.

Should you have any questions please do not hesitate to contact us.

Yours faithfully

HCR HEWITSONS

Birmingham T 0121 454 0739 F 0121 455 7211	Cambridge T 01223 461 155 F 01223 316 511	Cardiff T 02922 749 200 F 02922 749 201	Central England T 01604 233 233 F 01604 627 941	Cheltenham T 01242 224 422 F 01242 518 428
Hereford T 01432 349 670 F 01432 349 660	London – International HQ T 020 7489 6320 F 020 7681 1261	Thames Valley T 0118 911 1206 F 0118 900 7874	Worcester T 01905 612 001 F 01905 744 899	Wye Valley T 01989 562 377 F 01989 561 400

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WEST SUSSEX COUNTY COUNCIL

HIGHWAYS ACT 1980, SECTION 116

Notice of Proposal to apply for an Order to authorise the Stopping-up of Highway situated adjacent to Beeching Way, Laurel Dene, East Grinstead, West Sussex

Notice is hereby given that the West Sussex County Council as the Highway Authority for the highway described in the Schedule hereunder intends to apply to the Crawley Magistrates' Court, sitting at County Buildings, The Court House, Woodfield Rd, Crawley, RH10 8BF, on 27 June 2025 at 10am, for an Order under section 116 of the Highways Act 1980, authorising the highway described in the Schedule hereto to be stopped up on the grounds that the said highway is unnecessary. The highway to be stopped up is shown edged red on the plan deposited at the West Sussex County Council, County Hall, Chichester, and may be inspected, free of charge, during normal office hours.

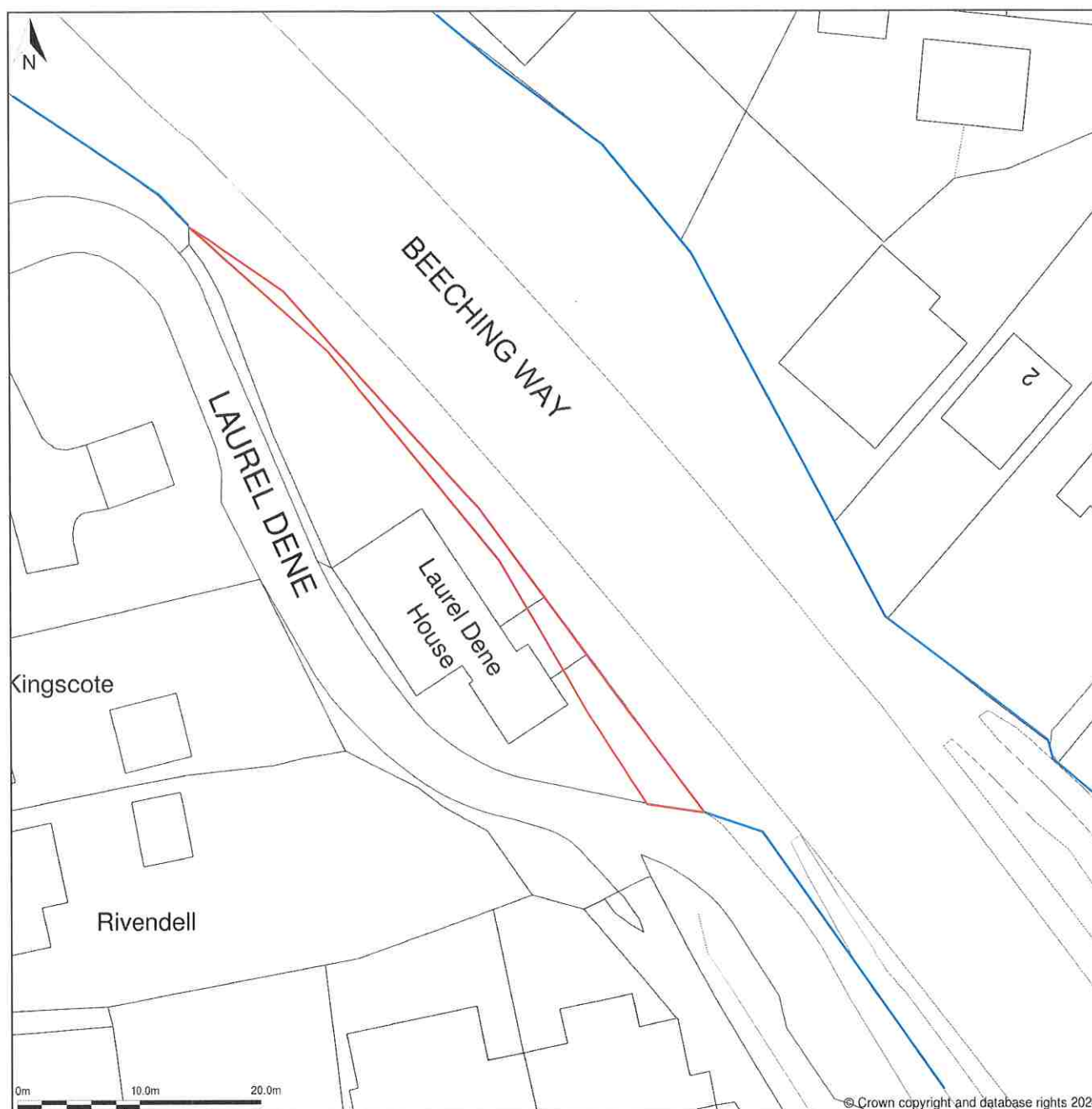
Any person who would be aggrieved by the making of the Order to be applied for may attend before the Court during the hearing of the application and shall have a right to be heard.

Legal Services, West Sussex County Council, County Hall, Chichester

SCHEDULE

Irregular shaped area of highway situated off the western side of Beeching Way adjacent to Laurel Dene House for an approximate length of 65 metres.

Highway Stopping Up Plan Beeching Way Laurel Dene East Grinstead West Sussex RH19 3GD



Site Plan (also called a Block Plan) shows area bounded by: 539894 88, 138062 99 539984 88, 138152 99 (at a scale of 1:500), OSGridRef. TQ39933810. The representation of a road, track or path is no evidence of a right of way. The representation of features as lines is no evidence of a property boundary.

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 - Highway to be stopped up


 - Highway boundary

Public Services Report**Alice Fletcher, Community and Tourism Manager**

Purpose of Report: To see the work of the Community Team in the past quarter. The Community and Tourism Team report jointly to this committee and the Amenities and Tourism Committee, Town Events are reported to A&T.

Sunnyside Barn hiring

Bookings have seen a drop this quarter. Below shows the regular and ad hoc hiring hours plus the updated list of regular hirers. We are actively promoting Sunnyside and will continue to advertise for new bookings.

Regular Hirers Weekly Booked Hours April - June

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	TOTAL
16	39	23	16.5 (Youth Club 42 – Not billable)	6	42	17.5	160 (+42 Y.C)

Approximately £150 per week. 20% decrease on last quarter

We lost four hirers in this quarter – two groups were not viable, one plans to return with a block booking in September and the other was with us for the winter and has now moved to outdoor classes.

Ad Hoc Hirers Monthly Booked Hours

APR	MAY	JUN	TOTAL
12	11	0	23

Approximately £372

Current Sunnyside regular hirer schedule

MONDAY	11am - 1pm	Cardiac / Hypertension Rehabilitation Group
TUESDAY	1.30pm – 3.00pm	Yoga Mitra– Chair Yoga
	6.45pm - 8.45pm	Yoga Mitra – Mat Yoga
WEDNESDAY		
THURSDAY	10.30am –12.30pm	Friendship Group (last Thursday of the month)
	10.30am-11.30am	Cardiac / Hypertension Rehabilitation Group (3 per month)
	6.30pm – 8.30pm	Youth Club – Free
FRIDAY	10.30am – 12.30pm	Life Drawing (once a month)
SATURDAY	8.30am – 10.00am	Slimming World
SUNDAY	10.00am – 11.00am	With Grace Yoga

Farmers Market

We have 7 regular stalls - Veasey's Fishmonger, Open Bakery, Falafel Box, Coffee Buzz, Tana Mediterranean attending weekly, and High Weald Dairy and The Flowered Garden attending fortnightly. There has also been two ad hoc stalls charity stalls this quarter- Raystede Animal Charity and St Piers College.

The stallholders report they have regular customers and it's a reliable and pleasant market to attend.

Community and Tourism Desk Enquiries

SID update

The SID's have been on Lingfield Road and Estcots Drive for the last 3 months. There is an issue downloading the data at the moment so they will be moved as soon as this has been resolved. They will be going to Woodbury Avenue and Herontye Drive.

Pub Watch

There are 6 people on the East Grinstead Pub Watch. Two from this year and 4 from previous year. They have been sent letters and are on DISC so that bar staff can see their photos.

Community and Tourism Desk Enquiries

The Team have responded to approximately 40 Tourist and 91 Community enquiries since last report. We have posted 57 public services posts on the Town Council Facebook pages and are averaging around 1100 views per day.

Sunnyside Youth Club

Over the past few months, there have been some changes in attendance, with a few young people leaving however, these places were promptly filled from the waiting list and both sessions are at full capacity, with a total of 52 young participants, aged 10-13 yrs old.

There have been lots of guest speaker workshop events organised by our Youth Worker, such as Sussex Search & Rescue who provided a talk and basic first aid training. A quiz night was held with the Mayor, Cllr. Steve Ody, serving as quiz master which was lots of fun and very competitive. The winning team got a handshake and photo with the Mayor and briefly tried on his Mayoral chain. There was also an active Judo sessions at Ashurst Wood Primary School with Keisen Judo Club and a very informative Makaton session led by Kay from SignHear. The Young People also got creative and collaborated on posters for World Bee Day, which were later displayed as banners around town. They have been very busy! When they aren't doing these activities they enjoy doing arts and crafts, table football, table tennis, boardgames and 'hanging out' together with no mobile phones in sight.

Looking ahead, a street dance workshop with Urban Dance is planned, along with a summer disco for both groups together at Meridian Hall. As the weather improves and daylight extends, we aim to organize outdoor activities at the recreation ground.

Funding remains an essential aspect of maintaining and expanding programme offerings. A recent application to East Grinstead Memorial Estate Ltd (EGMEL) resulted in the successful award of £2,000. This funding will support more activities and workshops, including the street dance and disco mentioned, with additional plans for a pottery workshop and

potentially a DJ workshop. A portion of the money will also be allocated to replenishing stock for the very popular tuck shop.

Establishment of a Youth Club at the Kings Centre

The establishment of a new youth club for teenagers at the Kings Centre was approved in principle at the last committee meeting. The proposed costings are presented for approval, to come from this year's budget, with final ratification to take place at the Finance & General Purposes meeting later this month.

The youth club will operate from the pavilion room at the Kings Centre, which has been secured at a discounted hire rate for term-time use. During school holidays, this space is allocated to the Kings Centre holiday club. However, should the youth club prove successful and there be demand for summer holiday sessions, the Kings Centre has expressed willingness to identify an alternative suitable room for continued operation.

Furthermore, the Kings Centre has offered additional support for the youth club by providing gym induction sessions and access to the badminton courts when available.

The aim is for the youth club to commence in September, subject to recruitment, and will be open to individuals aged 13 and above. Sessions will take place after school on Fridays (3.15pm – 5.15pm) and will be provided free of charge.

Below shows that to run the youth club from Sept 2025 until the end of the financial year in March 2026 it will cost £7,696.80.

Costings	September 2025 - March 2026 (30 weeks)
Youth Services Co-ordinator £15 per hour x 4 hours per week (total cost to council is £17.73 per hour)*	2127.6
Youth Worker £15 per hour x 3 hours per week (total cost to council is £17.73 per hour)*	1595.7
Recruitment costs - start with free indeed and social media	1000
Laptop if needed	500
Enhanced DBS Disclosure for Youth Workers - This includes £38 DBS fee and £9.50 processing charge + VAT. x 2	95
Enhanced Volunteer DBS Disclosure - There is no fee charged by the DBS for volunteer applications but there is a £9.50 Administration Charge + VAT.	28.5
Use of Kings Centre discounted rate of £40 per session (standard rate would be £97.50 for 3 hours)	1200
Purchase of initial tuck to sell at cost at the youth club, petty cash tin	150
Activity equipment - 2nd hand table tennis table or similar, 2nd hand Wii console, arts crafts, board games, sports equipment to use on the field	500
Optional workshops and activities to be arranged	500
Total	£7,696.80

*£17.73ph is the cost to EGTC if the person is not already employed by EGTC. If they are then the cost would be £19.98ph.

To run this youth club for 1 year on a term time only (39 weeks) basis it will cost £9,173.79

To run this youth club for 1 year including holidays (50 weeks) it will cost £10,979

Recommendation: Committee are asked to approve the cost of £7,969.80 from this year's budget to establish the youth club.

Meeting	Min No	Details	Date	Action by	Comments	Status
PS	128	Invite QVH CEO to December committee	12/09/2024			Complete
PS	210	Messages of Hope - clerk to follow up	05/12/2024		Ellie exploring options with the Samaritans	In progress
PS	212	Youth Services - to look at ways of working across the district. Clerk and Tourism Manager to talk to Worth PC's youth worker	05/12/2024		Spoken with Worth and they have just recruited new youth workers, once the budget has been approved for EG we will explore alternative recruitment options.	Complete
PS	206	Committee priorities for the next 2-3 years were requested, this would be an agenda item for the March 2025 meeting. Cllr Reeves would collate suggestions and write a proposal report for consideration.	05/12/2024		Working party formed.	Complete
PS	307	Re Evergreen Farm - to monitor response from WSCC	13/03/2025		Cllr Rex Whittaker to be the liaison	In progress
PS	312	Clerk to enquire with police re incident that occurred in the town on 8th March	13/03/2025		Emailed Insp Derrick who had shared details, circulated to committee.	Complete
PS	314	Clerk would explore funding opportunities to support 13+ youth group	13/03/2025		Costings provided for consideration at June meeting, to be sourced from reserves.	Complete