

## **EAST GRINSTEAD TOWN COUNCIL**

To: Chairman and Members of the Amenities & Tourism  
Committee:  
Cllrs Mrs Belsey, Mrs Bennett, Burns, Favor, Mainstone,  
O'Brien, Osborne (Chairman), Scott (Vice Chairman)  
and Sillitoe, Mayor & Deputy Mayor  
(Other distribution for information only)

Quorum = 1/4 membership = 3

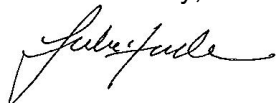
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10<sup>th</sup> November 2011

Dear Sir/Madam,

Your attendance is requested at a meeting of the AMENITIES & TOURISM COMMITTEE to be held in the Council Chamber, East Court on THURSDAY, 17<sup>th</sup> NOVEMBER 2011, at 7.45 p.m. Where possible please clarify any points or raise questions before the meeting with the Clerk to ensure an answer can be given. Please note that the report to supplement the agenda has been emailed to your official town council email address (and is posted on the Town Council website). Please print and bring those papers to the meeting, should you have any difficulty please address this with the Clerk prior to the day of the meeting.

Yours faithfully,



Mrs J W Holden,  
Town Clerk.

### **A G E N D A**

- 1 Public Question Time. The public are welcome to ask questions of the Committee on matters that are within the Committee's remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The chairman will call the question from those who are indicating that they wish to speak.
- 2 To commence not later than 8 p.m. - apologies for absence.
- 3 To receive Minutes of the meeting held on 15<sup>th</sup> September 2011
- 4 To receive Members Declarations of Prejudicial and Personal Interest.
- 5 Tourism Update Report (Min. 132 15.9.11)
- 6 East Court - Buildings and Estates Maintenance (Min. 133 15.9.11)
- 7 Community Housekeeping Service (Min. 134 15.9.11)
- 8 Burial Services – Information and Performance Report (Min. 136 15.9.11)
- 9 Mount Noddy Cemetery fees for 2012/13
- 10 High Street Flower Beds (Min 138 15.9.11)



11 Town Signs (Min. 140 15.9.11)

12 Town Clock (Min. 142 15.9.11)

13 Mid Sussex Relay Marathon ( Min. 143 15.9.11)

14 Diamond Jubilee Celebrations 2012 (Min 144 15.9.11)

15 Olympic Torch Relay

16 Any Other Business

NB The next meeting of the Committee will be held on THURSDAY 19TH JANUARY 2012.



## **EAST GRINSTEAD TOWN COUNCIL**

To: Chairman and Members of the Amenities & Tourism Committee (17.11.11)  
(Other distribution for information only).

### **Agenda Item 5: TOURISM UPDATE REPORT (Min 132 15.9.11)**

As the peak tourism season comes to an end, planning starts for the coming year. I'm pleased to report that we'll be working with our local tourism providers such as the National Trust's Standen and of course the Bluebell Railway helping to promote new events. New opportunities occur to help create events such as the one we have recently been working on with fund raisers for the Sussex Air Ambulance, who are hoping to hold a large Night Walk around here next year. Besides this there has been considerable amount of work on our Diamond Jubilee celebrations and also on the proposed three towns marathon being held in 2012.

Promotional work for the town has included the new town guide plus several front covers and press articles for local media. There has also been the challenge of sourcing suitable photographs as we up-grade our web pages and there will further be the task of editing and creating fresh text as we develop this project.

There is continuous work undertaken assisting the various committees who are charged with many of the town's events such as the forthcoming Christmas shopping days. In addition we are planning for 2012 events, such as the popular Bus Running Day, and I have also joined the committee planning a Cultural Heritage Week for 2012 which is proposed to become an annual event.

I'm pleased to report that the company planning to re-locate here, mentioned in my previous report, have now confirmed that East Grinstead will be their new HQ. The Faversham House group are now part of our business community, and as one of their Directors wrote. "It will be an extra 100 people coming into town on a daily basis and hopefully spending money in the shops. Your help was much appreciated and enabled us to put an attractive proposition to our staff about East Grinstead."

### **Statistics**

<u>DATE</u>	<u>TOTAL</u>	<u>ATTRACTIONS</u>	<u>ACCOMMODATION</u>	<u>TRANSPORT</u>
2011				
September	658 (620)	299	34	325
October	426 (419)	243	30	153

### **Members are asked to note this report**

### **AGENDA ITEM 6 - EAST COURT - BUILDINGS AND ESTATES MAINTENANCE (Min 133 15.9.11)**

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

### **Tenancies & Hirings**

As previously reported to your Committee CAMHS (Child & Adolescent Mental Health Services) the current tenants of the New Wing, 1st Floor offices will be relocating to Horsham before the end of their tenancy on 31<sup>st</sup> December '11. Consequently, we have retained Park & Bailey Commercial to find tenants for this suite of three offices. The suite will



be marketed at £11,400.00 + VAT per annum, this being fully inclusive of all costs excepting telephones. Their advice is that in the current market conditions this might be relatively optimistic and to obtain a quick letting we might need to consider a lower offer. Giving due consideration to this advice and bearing in mind that these offices form 20% of the Mansion's budgeted revenue your Officers will closely monitor the progress of the marketing and keep your Committee duly advised.

Your Officers are pleased to advise that 'East Grinstead and District Access Group' will take a 3 year tenancy of the 'East Court Mansion, Music Room' commencing 1st April '12. The rent will be £250.00 + VAT per month. An agreement has been made with Mid Sussex District Council to pay a subsidy of £50.00 + VAT per month leaving the group to fund the balance. Prior to the group moving we will need to make alterations to the entrance lobby and upgrade the room's facilities. Subject to receiving detailed costings for these improvements Mid Sussex District Council have indicated that they will also meet the cost of these works. Your Amenities Manager has already engaged 'Building Structures Associates' to prepare specification of the building works required. This will shortly be drafted into a tender document and forwarded to our building contractors for quotation.

Having reached the first anniversary of their tenancy in the mansion the opportunity has been taken to negotiate a small increase of rent with the tenants of room 39, 'Surrey Business Services'. Commencing 12th November '11 they will pay £385.00 + VAT per month. Similarly 'Jigsaw4U' have agreed an extension of 12 months to their tenancy at the increased rate of £415.00 + VAT per month. An agreement has been made with Adam Eld, the tenant of the ground floor office, to extend his initial 6 month tenancy for a further 6 months commencing 1st November '11 with no increase in rent. His rent will be reviewed at the end of the first year. At the time of writing this report your Officers are pleased to advise that all the available office space in both the East Court Mansion and The Old Court House is fully tenanted. It is pleasing to report that there has been one further booking for a wedding/civil ceremony; we now have 21 booked for 2011/2012 financial year; this is in comparison with the 11 in 2010/2011. In an effort to find further wedding enquires for the estate the new East Court Weddings website extolling the virtues of the facilities we have available has now gone live. Members can find the website at [www.eastcourtweddings.co.uk](http://www.eastcourtweddings.co.uk).

A meeting has been held with 'Woodies Catering' regarding further wedding packages; these discussions are on-going. Your Officers have been approached by a local events organiser, Denise Willman, enquiring about the facilities available for corporate events. The first meeting has proved to be very positive and discussions are on-going. It is your Officers opinion that there may be substantive scope to improve our revenue stream from such events. Having now completed the work on the new weddings website it is their intention to target their efforts in this direction.

It is with regret your Officers must advise that 'Rockin', Rollin' & Jivin' have cancelled their monthly Friday evening booking for the Meridian Hall due to drop off of interest in their dances. On a more positive note due to growing demand 'A & J Dancing' have moved their regular Thursday evening booking from The Parish Halls to The Meridian Hall. In a similar vein the monthly Tuesday afternoon Tea Dances held in conjunction with 'A & J Dancing' continue to hold their own and still produce income over and above what could be expected from a simple hourly hire.

Bearing in mind the above-mentioned long term letting of the Music Room to 'East Grinstead and District Access Group' your Officer will need to liaise with our existing hirers of that room to find them suitable alternative accommodation. The principle groups who will be affected are 'The Royal Society of Music', 'Divorce & Separation', 'Dyslexia Action' and 'Bullfrog Music'. Your Officers are hopeful that the music groups will use the facilities offered by the



Old Court House, Music Room, with the other groups utilising available rooms on the Ground Floor of the Mansion.

### Maintenance

Our Handyman has continued repairing and repainting the exterior of the window frames on the front of East Court Mansion. The work has not progressed as quickly as had been hoped due to high level of occupation of the rooms and the repairs required. The system of working has involved taking the sashes out and their replacement with acrylic sheet while they have been dealt with in the workshop. The windows in the Council Chamber have been completed and one window remains to be completed in the Cranston Suite. Should the weather remain relatively benign it is your Officers intention to tackle the window in the Cranston Suite Ante-Room, this will be the final one dealt with this autumn.

Works to complete the painting of East Court Mansion's fire escape continued during September and October. As a safety measure non-slip edges and patches have also been applied. As previously reported to your Committee the condition of the East Court, Main Hall floor was causing concern. Your Officers are pleased to report that they have received a very favourable quotation from Mark Antony & Son for its sanding, lacquering and repair. These works will cost £1,600.00; this was substantially less than what was previously feared. These works will take three days commencing on the 14<sup>th</sup> November. Unfortunately, this work will restrict access to some rooms in the Mansion.

The repair work on the East Court, New Wing chimneys commenced on the 17<sup>th</sup> October, it was completed by the end of the month. Works were delayed until the hand-made decorative bricks for the top of chimneys were received. Your Officers are pleased to report their satisfaction with the quality of the repair work.

Your Officers had become concerned at the security of the rooms exclusively occupied by the Town Council. As a consequence new push button coded door locks were fitted to the Basement, the Basement Storeroom and Boiler Room; the existing locks were re-programmed with new codes.

After a series of false alarms from the fire detection system in the East Court kitchen your Officers arranged for the detector head to be changed from a smoke to a heat detector. As part of the same works the cooker back was redesigned to allow the steam and heat to rise directly into the extractor hood also the switch gear was rewired so the cooker cannot be turned on without the fan. The total cost of these works was £512.50 + VAT. Since their completion there have been no further false alarms.

Work has commenced on the annual renewal of the Display Energy Certificate (DEC). At the time of writing our consumption data has been passed to our consultants, Energy Team, we await the new certificate and any recommendations. The renewed certificate will cost £180.00 +VAT.

Looking forward your Officers plan to have our Handyman re-decorate the East Court Mansion, Main Hall, Cranston Suite and Cranston Suite Ante-room. In preparation for the expiry of the electrical testing certificates for the East Court Mansion and the Meridian Hall in March 2012 your Officers have held preliminary planning meetings with our electrical contractor. Having agreed the scope and quantity of the testing that will be required a quotation is awaited; this will be reported to the next meeting of your Committee.

In the previous report to your Committee your Officers raised concerns over the condition of the Meridian Hall, Main Hall floor. Since then our flooring contractor, Sussex Floors, has performed a light sanding and re-varnishing, it cost £1,230.00 + VAT. Although the work will



definitely help protect the floor your Officers regret to advise they are disappointed that the overall appearance is not as improved as much as had been hoped.

As part of the budgeted Capital Expenditure for the 2011/2012 Financial Year it was planned to replace the Meridian Hall kitchen. In preparation for these works discussions were held with 'K & M Equipment Ltd' the supplier of the East Court kitchen that was renewed earlier this year. Their initial cost indication was £45,000.00 + VAT. As this is significantly above the budget figure of £25,000.00 your Officers are currently reviewing the requirements and available options. They will keep future meetings of your Committee advised of progress with this project.

Despite the Outside Services Team having painted the asphalt flat roof of the Meridian Hall with a solar reflective paint three years ago existing damage caused by the sun has caused a leak. The leak has damaged the barge board and soffit. Our roofing contractor has been engaged to repair the leading edge of the roof facing onto the piazza; this work will cost £385.00 + VAT and will be undertaken during November.

At the end of October The Meridian Hall bar water boiler failed. It has now been repaired, the repair cost £93.00 + VAT. This being said Members should be aware that the unit is now nearly 10 years old and will most probably need replacement in the nearest future. As an indication replacement will cost £600.00 + VAT.

As reported to the previous meeting of your Committee, the roof space above the Grenestede Talking News studio in The Old Court House had become infested by an extremely large wasps nest. Before this could be treated by our specialised contractor part of the ceiling had to be taken down. This has now been repaired by our Handyman.

The air conditioning units that supply The Old Court House, Music Room were serviced at the end of October. The engineer noted that one of the units has suffered a leak and has lost its refrigerant. Your Officers have obtained an indication of £1,300.00 + VAT to repair and refill the unit with refrigerant. Considering the costs involved your Officers will make enquires of the users of the room as to the necessity of repairing the unit and will report back to your Committee before proceeding further.

At the beginning of September our heating engineers 'Comfort' serviced the East Court Mansion and Meridian Hall boilers; at the same time new gas safety certificates obtained. The previously reported replacement of the pressure valve on the rear of the Meridian Hall boiler was also completed, this cost £595.00 + VAT. Once the pressure release valve was replaced the increased pressure in the system caused the automatic air release valve in Meridian Hall to leak water. It was reset by our heating contractor at a cost of £105.00 + VAT. Whilst servicing the East Court Mansion boiler the engineer noted that the bearing in the main heating pump was making a lot of noise and recommended its replacement. Whilst it is possible to run the system on the back up pump and boiler were there any problems with the Meridian Hall boiler we would be unable to heat the East Court Mansion. Our heating engineers have quoted £569.00 + VAT to supply and fit the new pump, this quotation has been accepted and the new pump will be fitted shortly.

Our current electricity supply contracts for East Court Mansion and The Old Court House will expire on the 4th February '12. After giving the required notice under the contract to ensure we are not automatically switched to British Gas's standard tariff we took the opportunity to obtain quotations from 3 suppliers. The best price we could obtain was again from British Gas. We have agreed a two year fixed contract commencing 5th February 2012. The average price increase across all our properties will be 31%. This being said our present contract is now extremely competitive when compared to current market prices. Before commencing this process your Officers held a meeting with a local energy consulting company 'ESS (Utility Consultants) Ltd' to see if they could assist in obtaining better pricing.



In a letter dated 4<sup>th</sup> October they confirmed that our method was likely to produce the best possible result. Our Assistant Amenities Manager has undertaken the PAT testing (Portable Appliance Testing) of the electrical equipment used by the Town Council. This work was completed in September. At the beginning of October all the 1st Aid Kits in the East Court Mansion and Meridian Hall have been replaced.

#### East Court Grounds and Play Area

As reported to the last meeting of your Committee the East Court Estate won a Gold Award at the South & South East In Bloom competition. To ensure standards in the gardens continue to rise your Officers are planning more improvements, namely further work on the woodland walk involving the planting of more bluebell bulbs, establishment of a wildflower garden alongside The Old Court House and the building of a greenhouse using recycled timber and plastic bottles at the front of The Old Court House.

One project that has already been completed is the redesign and planting of the flowerbed at the upper entrance to the Estate. This involved grubbing out all the old roses and cutting down one of the trees. Once the planting has established your Officers are of the opinion it will significantly enhance the appearance of this area. In their last report to your Committee your Officers expressed their concern at the condition of the lower terrace lawn. They can now report an order has also been placed with 'Grasstex' to 'Vertidrain' the lower terrace lawn; this will improve the drainage through the winter. In the early spring they will return to repeat the 'Vertidrain' as well as spreading seed, sand and herbicides. The total cost of these works will be £1,319.00 + VAT.

As reported to the two previous meetings of your committee your Officers were concerned at the protracted works to replace the lamp posts on the Estate that are within the Public Finance Initiative. They can at last report the work has finally been completed and all the damage caused by the works to our paths has been repaired. It is with regret your Officers must report that two of the lamp posts on the Estate that are the direct responsibility of the Town Council have developed faults. Considering the age of the posts spare parts are not obtainable and consequently they will need replacing. A quote of £1,387.00 + VAT has been received from our electrical contractor.

The Outside Services Team continues to monitor safety standards within the East Court play area and repair items as required. During the period covered by this report they have repaired the external entrance gate and internal gate to the small children's play area. They also noted the ever popular Cantilever Swing had significant wear and tear damage to the head bearing. The swing was taken out of commission for 3 weeks while a spare part was obtained from the manufacturer. Upon receipt the team fitted the part and re-commissioned the swing. Members should be aware that this head bearing seems very susceptible to wear and requires continual monitoring. The Outside Services Team has also re-sprayed the swings in the corporate green. The team continues to mow lawns and control litter around the estate.

Whilst this segment of the report to your Committee can seem to be a liturgy of expensive issues your Officers can confirm that the tenancies and hirings continue to produce revenues above budget, in addition the general appearance and fabric of the building and estate continue to improve. This would not be possible without the dedication and commitment of the Office Staff, Caretakers, Cleaners, Gardeners, Handyman and Outside Services Team.

Details of income received for 2011/2012 financial year until 30<sup>th</sup> October 2011 is given below on an individual cost centre basis. The overall revenue from the three properties shows a slight improvement over last year, this being said there are slight variations in individual performance which your Officers are monitoring.



Cost Centre	Budget	Anticipated Income Based Upon Profile	Actual Income	Actual income as a %age of profile	Income same period last year
	£	£	£	%	£
Meridian Hall	60,000	35,000	42,162	121	44,650
East Court Mansion	54,000	31,500	44,030	140	36,561
Old Court House	35,000	20,417	20,257	99	21,698

The Performance Indicators are for our various buildings for September and October 2011. Where there is a comparison figure for the same periods in the previous year (2010/2011) this is given in brackets alongside. Production and reporting of these figures is an integral element within the Council's performance management system.

No. of Bookings in Month	September	October
<b>East Court</b>		
Block Bookings	25 (19)	23 (20)
Casual	36 (39)	36 (26)
Total	61 (58)	59 (46)
<b>Meridian Hall</b>		
Block Bookings	28 (25)	37 (36)
Casual	12 (17)	10 (13)
Total	40 (42)	47 (49)
<b>Civil Weddings`</b>		
East Court	2 (1)	2 (0)
Meridian Hall	0 (0)	0 (0)

#### **Members are asked to note this report**

#### AGENDA ITEM 7: COMMUNITY HOUSEKEEPING SERVICE (Min 134 15.9.11)

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

The Outside Services team continue to deliver the work required under the partnership working agreements with West Sussex County Council and Mid Sussex District Council. During September and October 4 incidents of graffiti covering some 4.5 sq metres have been cleaned and 38 items of fly posting have been removed.

As reported to the Public Services Committee, officers have held two meetings with local Parish Councils at The Ark, Turners Hill to discuss the potential cluster work opportunities with West Sussex County Council. It is your Officers opinion that there are significant cost risk implications of providing services in co-operation with the Parish's. Whilst discussion with the Parish's will continue it is your Officer's preference to continue with the current Partnership Working Agreement; they will approach the County Council on that basis. Your Officers will keep Members advised as to the progress of both sets of discussions. This being said your Officers are keenly aware of the budgetary implication of drawing these discussions to a speedy conclusion.

In preparation for the forthcoming winter, the Outside Services Team have serviced our Glasdon hand gritter, Tracmaster snow plough and brush. Similarly your Officers have placed an order with West Sussex County Council for 12 additional jumbo bags of grit; delivery is due at the beginning of November. Whilst there is no doubt it is imperative that we should hold a stock of grit Members need to be aware that the salt content of the grit is damaging the hedges and trees alongside the Cemetery Workshop. Due to this Your



Officers are currently examining the cost of purchasing a 20' Open Top used shipping container to be used for grit storage. Initial costings have indicated a cost of around £2,000.00 + VAT delivered to site. Your Officers will examine all options and report back to your Committee. Your Officers have also applied to West Sussex County Council for a licence for a local agricultural contractor to clear snow from a number of designated roads around the town.

An audit of the requests for new salt bins has been undertaken; an order was placed for 6 new bins, these have now been delivered, installed and filled. The Town Council now has 57 grit bins around the town all of which are full as at 21<sup>st</sup> September. Members should be aware that there are currently 13 outstanding requests for new grit bins.

On the 28<sup>th</sup> September your Officers met with Mid Sussex District Council and SERCO to discuss winter working planning. Your Officers believe the council is as ready as possible should we experience another severe winter but would remind Members we have no statutory responsibilities in this area.

Since the last meeting of your Committee the organiser of the weekly Farmers Market has withdrawn his services. As there was a significant risk that the market might fold the Town Council has taken over its management. This was agreed as an urgent delegated action between the Town Clerk, Chairman and Vice Chairman of Amenities and Tourism. The Outside Services Foreman now oversees the market management, arranges car parking spaces and obtains parking permits; he also collects the weekly subscriptions of £30.00 per stall. It is intended to improve publicity and also provide corporate style stalls or coverings for the market. The market has already increased to the current maximum of 6 stalls.

The Outside Services Team continued to water the hanging baskets, planters and troughs twice a week throughout September. During the week that commenced 3rd October the hanging baskets, troughs and planters containing the summer planting were taken down and stripped out. The contents were taken to Saint Hill for recycling. The 48 winter hanging baskets for the roundabouts were received from our new supplier and hung on 31st October. These baskets cost £22.50 + VAT each, a saving of £7.00 per basket when compared to our previous supplier. The troughs and planters around the town were replanted with winter bedding during the week commencing 24th October. This includes the 4 new self watering half barrel planters purchased for the Lewes Road roundabout. The Outside Services Team has also completed the annual pollarding of the High Street lime trees. Similarly the hedges bordering the Turners Hill Road Recreation Ground have received their annual flail trimming by our contractors Coppards. This cost £225.00 + VAT.

At the time of writing this report the Outside Services Team are currently lifting the canopy of the trees on the left hand side of the recreation ground. It is hoped will deter occasional rough sleepers that are reported to be using it. Your Officers are pleased to acknowledge the willingness of the Outside Services Team to work outside their regular working hours. During September and October they have assisted on Saturday mornings with the tidying of the Chequer Mead gardens and providing equipment for Neighbourhood Plan consultations.

### **Members are asked to note this report**

### **AGENDA ITEM 8: BURIAL SERVICES – INFORMATION AND PERFORMANCE REPORT** **(Min 136 15.9.11)**

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

The previously reported dead willow tree in the Mount Noddy cemetery was cut down by our tree surgeons; this cost £275.00 + VAT. The hedges surrounding the Mount Noddy Cemetery have been trimmed where possible by our contractors Coppards utilising their flail cutter and where access was limited by our Cemetery Foreman assisted by the Outside Services Team. The Outside Services Team has pollarded the Queens Road and St Swithuns Cemetery's lime trees. Our Cemeteries Assistant has written a follow up letter to our neighbours of the St Swithuns Churchyard to ascertain their current position regarding the condition of the joint boundary wall. In the meantime the Cemetery Foreman and Outside



Services Team have continued to cut the grass at Mount Noddy and St Swithuns Churchyard, your Officers are pleased to report standards within the three cemeteries remain high.

In terms of burial activity Members are asked to note as follows with the figures for the equivalent months in 2010 shown in brackets alongside:

<b>Mount Noddy Cemetery</b>	<b>September</b>	<b>October</b>
Number of Earth Burials	2 (1)	4 (2)
Number of Interments of Cremated Remains	6 (1)	1 (4)
Number of Memorial Applications Processed	3 (6)	7 (1)
Number of Memorial Wall Plaques Sold	0 (2)	0 (0)

### **Members are asked to note this report**

#### **AGENDA ITEM 9: MOUNT NODDY CEMETERY FEES FOR 2012/13**

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

It has been a long term policy of the Town Council to raise cemetery charges at above inflation rates to close the gap between revenue and costs on what has historically been a highly subsidised service. As background information the budgeted revenue for the current financial year is £43,100 compared to expenditure of £79,000, giving a projected operating cost for the Cemeteries of £35,900. This being a significant improvement from the 2008/2009 financial year where budgeted revenue was £29,000 compared to expenditure of £90,570, giving a projected operating cost of £61,570. From this comparison Members will be able to see that your Officers have already made significant improvements to both revenue generation and cost control in this area of expenditure. To continue with this policy your Officers would propose an average 9.5% increase in charges for the 2012/2013 financial year. A schedule reflecting the new charges is attached as Appendix A.

### **Member instructions are requested.**

#### **AGENDA ITEM10: HIGH STREET FLOWER BEDS (Min 138 15.9.11)**

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

After receipt of the planting licence from West Sussex County Council the Outside Services Team stripped out the summer planting from the High Street flowerbeds on 11th October. These were subsequently replanted with the winter bedding by 'Grasstex' during the week commencing 24th October. The planting cost £1,085.00 + VAT. As the Town Council is now responsible for the cost of planting the High Street flowerbeds your Officers are now seeking sponsors for them. To highlight the opportunities for sponsorship your Officers have prepared a page on the Town Council website detailing the sites we have available. Your Officers are now actively seeking sponsors. The Sign Company's design for the Town Twinning sign for the High Street flowerbeds was received and passed to the Town Twinning Association for their comment. Their suggestions for amendments to the design have now been received and need to be passed back to The Sign Company.

### **Members are asked to note this report**



#### AGENDA ITEM11: TOWN SIGNS (Min 140 15.9.11)

Officers have sought to discover whether the County Council have to provide the signs. Enquires to date have not been answered and therefore this position remains unknown.

Four Brown signs consisting of 5 tourist attractions and then with subsidiary signs have been asked for a costing from WSCC. These four signs would be placed on the A22 coming south, the A22 on Beeching Way, the A264 coming from the A/M23. The exact places are not yet determined as advice from Highways is sought.

Officers are intending to engage with the attraction owners to contribute to the signs once a costing has been received. Standen House have already indicated that they are keen to contribute.

**Members are asked to note the progress** which when costs, design and placement are established will come back to the committee for decision. Any views on placement for the signs can be advised to the Clerk.

#### AGENDA ITEM12: TOWN CLOCK (Min 142 15.9.11)

Mr Astley, the Town Council's Amenities Manager, has prepared the following report:

After receipt of Cowan Architect's report and specification of works for the repair of the Town Clock it was felt it was inappropriate to tender the original specification until clarification of the working area and approval by WSCC Highways could be obtained. A meeting with WSCC Highways was organised for 6th October and the potential working area agreed. The tender documents for the repairs were despatched to two contractors on 13th October for reply by 16:00hrs 4th November. The most competitive tender in the sum of £14,358.00 + VAT was received from C J Gowing. As this is substantially above the anticipated cost of £9,000 + VAT your Officers would refer Members back the previous report to your Committee and advise that repair is one option but another could be relocating the Town Clock. The tower is not the original placement for the clock which was further up London Road, re-siting it on another building on London Road or even integrating it in to a new retail development. Frontier Estates and Broadway Maylon have indicated in their discussions with your officers that they would consider incorporating the clock in to the redesign of Queens Walk should members wish this. There will be an opening on the London Road as well as a new town square and both could be options. Should re-siting be the favoured option officers would formally consult with local organisations such as the East Grinstead Society for views.

**Member instructions are requested.**

#### Agenda Item 13: MID SUSSEX RELAY MARATHON (Min 143 15.9.11)

This is progressing with no financial contribution sought from the Town Council. Freedom Leisure have offered the use of the sports club and EG Rotary (Meridian) are helping to provide stewards. Mid Sussex District Council are underwriting the event. The run will be 10 miles in East Grinstead, 10 miles in Haywards Heath and 10k in Burgess Hill. This is a change that was advised by the experienced runners that have been advising the lead officer and has been supported by Run Britain.

The Sports Club are hosting a day of activities, the run will begin at 10.00 am and will be started by past Medal winners and present Olympic hopefuls. Once underway taster events for other sports and the facilities of the sports centre will be showcased. Local businesses and attractions are also being invited to become involved to encourage competitors and their support to sample the town and the nearby attractions later or on another occasion.

The Charities that have been chosen by the Clerk as per members previous instruction are:



EG Rotary (Meridian) and EG Access Group, they will share the proceeds equally.

**Members are asked to note this report.**

Agenda Item 14: DIAMOND JUBILEE CELEBRATIONS (Min 144 15.9.11)

Further progress has occurred with the following report:

Not mentioned below is the idea of fund raising around the “60” symbol – being the 60 years of the Queens reign. This would be for charitable purposes and ideas need developing including involving the schools with for example badges for sale at 60p. All suggestions very welcome on how the get maximum advantage from this excellent idea.

**Events to be held at the Jubilee Centre (Frank Osborne)**

**Choir Festival:** during week preceding the Jubilee weekend 2/3 June is being organised by Simon Elliott of the New Life Church - the day to be arranged.

**Jubilee Dance:** Capacity 200 – 300 with dancing to live music with drinks and food bars. Ticket price to be around £12 with food and drinks available for sale throughout the evening. Work to be done – seating and tables, decoration of hall, bars to be manned and stocked, raffle etc.

**Sunday June 3<sup>rd</sup> St Swithins Church**

Interdenominational Church Service - the Reverend Clive Everett Allen.

**East Court events : Sunday 3<sup>rd</sup> and Monday 4<sup>th</sup> June 2012 (Town Clerk)**

The parade will arrive at East Court around 2.30 pm - this will include vintage vehicles which will then park up and be on display to the public - probably until around 4pm (no cost)

There will be a vintage funfair (- no cost - % income of takings)

Bubble Fun (no cost % of takings)

Food and beverage will be allowed (burger vans etc) where they will pay a pitch fee for the day

Food (cream teas) franchise will be allowed for use of kitchen and sales through the Cranston suite - if wet this will be indoor

Meridian FM / music on the terrace (no cost)

East Court usage: no cost donated by EGTC

**Evening events**

8pm Teenage music festival in the Meridian Hall

Local bands will have a 30 min set each (3 bands) with burgers / hotdogs and soft drinks available to purchase from the courtyard in the front of East Court. Using the East Court kitchen. No alcohol permitted. End at 10.30 pm - MFM / Nick Blythe to help with the sourcing of the bands

Tickets to include one soft drink – bands to play for promotion (not payment) max 150 tickets

**Monday**

**Possibly music in the afternoon and again Tea on the terrace (TBC on ability to erect staging - book band and meet costs)**

Torch parade from high street to light the beacon - (time not confirmed yet by National Beacon lighting events to light between 10 and 10.30pm) – cost of torches

Fireworks will follow to music - quotes obtained at 2.5k and 4k - cost (2.5 – 4k) - would recommend that the EGTC determine the package and build this element in to the budget to contribute to the celebrations. Both amounts will produce a set to music that will last a determined period. The Higher cost is due to the number of fireworks that are included in the show. Clearly a more spectacular display is set out in the higher cost.

Donation buckets and sheet to follow the parade,

**Flower Show**



The Flower Committee will need to raise the required £ 5000 from sponsorship/donations and are quite prepared to try to do so. However we will need to put a time-limit, perhaps till Christmas, in which to do so because the Jubilee Committee will not want to advertise the Flower Show as an event and then have to pull the plug. Details:  
Meeting at St Swithun's Vicarage - 19.30hrs - 10th October 2011

Present: - Alexandra Durrant, Sheila Gellatly, Stef Maynard,  
Clive Everett-Allen, George Allard, Peter Wyan  
Apologies for Absence: - Esther Scott due to illness

Venue - Agreed as St Swithun's Church with Stef, Alexandra and George to determine preferred sites within the Church.

Dates - 1st June - Staging/Preparation

2nd, 3rd 4th June - Exhibition with perhaps morning of 2nd to be a pre-exhibition open to special guests.

**The Parade:-** We have a great deal of interest from the West Sussex section of the Military Vehicle Trust, who have already contacted their members who in turn are 'spreading the word' to other contacts. I'm keeping a watching brief on this and will pass on any details that we have about the parade as and when this is confirmed to my contact Mark Collins (who works at Martells, so quite handy).

**The Programme:-** EG Lions have identified a potential sponsor, and we are now waiting for a quote from an East Grinstead firm for a 12 page full colour A5 size publication. It is planned that this will be distributed to 13,750 homes in the town together with the Intouch magazine, thus promoting the events we plan to hold and becoming a souvenir of the Jubilee. At present it isn't clear if the sponsorship will cover the total cost, but we should also be able to sell space in the programme that will further defer any costs, as well of course as having it professionally designed.

Advance publicity all ready started (EG Living Magazine) and the Town Council website has a new page <http://www.eastgrinstead.gov.uk/jubilee/> with news about the Jubilee -

**Members are recommended:**

- (i) To approve the booking of Bubble fun
- (ii) To approve the booking of fireworks
- (iii) To recommend to Finance and General Purposes Committee in principle, to allocate a budget for Diamond Jubilee for 2012/13
- (iv) To note the rest of the report

**Agenda Item 15 : OLYMPIC TORCH RELAY**

There is not much that can be reported on this matter at the moment. However this is to advise members that on 7<sup>th</sup> November the announcement was made that East Grinstead is one of the 8,000 communities that will have the torch pass through. It will come through the town on Tuesday 17<sup>th</sup> July. Routes, Times and surrounding information will be released over the coming months when LOCOG allow this. (London Organising Committee for the Olympic Games).

The Bid was put forward several months ago by Mid Sussex District Council and only when it was confirmed to them were Officers at EGTC advised. The matter is subject to great secrecy due to security of the torch and the Town Clerk has had to sign a document of



confidentiality, in order to have any involvement with the arrangements. Members will be advised before any public release whenever possible.

EGTC have press released the event and have been involved in an official invitation photo shoot at East Court on the meridian line. This is an excellent opportunity to show case the town and help to build tourism around this. MSDC have also now press released the invitation story.

MSDC and EGTC are to arrange a sports event, possibly a mini Olympic event for the school children from Mid Sussex who will be bussed in to line the route at Eat Court after the torch has passed through. Details will unfold and be reported to the committee as soon as we are able to confirm arrangements and the programme for the day.

**Members are asked to note this report**

Town Clerk and Officers Reports ends



**EAST GRINSTEAD TOWN COUNCIL****Table of Fees, Payments and Sums, fixed by the Town Council acting  
as the Burial Authority for the Parish of East Grinstead**

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**PROPOSED FEES 2012/2013**

		2011/2012 £	2012/2013 £
1	<b><u>INTERMENT FEES</u></b>		
	For the burial of the body of:-		
	(a) a stillborn child, or a person whose age at the time of death did not exceed One Month (Parishioner or Non-Parishioner)	Free	Free
	(b) a person whose age at the time of death exceeded 1 month but did not exceed 12 years	150	150
	(c) a person whose age at the time of death exceeded 12 years:-		
	Depth of Grave - 5 ft	400	440
	Depth of Grave - 7 ft	500	540
	Depth of Grave - 8 ft	560	610
	(d) for interment of urn containing ashes	120	130
2	<b><u>EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES</u></b>		
	For the exclusive right of burial (for a period of 50 years from the date of Grant) in an earthen grave 9 ft x 4 ft	560	610
	For the purchase of grave space for a child	200	200
3	<b><u>MEMORIALS ON EARTHEN GRAVES</u></b>		
	For the right to erect (on a foundation plinth supplied by the Town Council) on a grave in respect of which the exclusive Right of Burial has been granted:-		
	(a) Head Stone or Cross:-		



	Not exceeding 2 ft in height	170	185
	Not exceeding 4 ft in height	195	210
	There will be no extra charge for a memorial vase incorporated in the Head Stone		
	(b) Tablet or Stone/Marble Vase	100	110
	All the above fees include initial inscription		
	For each inscription after the first	90	100
4	<u>GARDEN OF REMEMBRANCE</u>	£	£
	For the purchase of a Garden of Remembrance Plot	170	190
	Interment in Garden of Remembrance plot of cremated remains	100	
		110	
	Tablet on a Garden of Remembrance Plot	Included in interment fee	
	Marble Vase on a Garden of Remembrance Plot	40	45
5	<u>MEMORIAL WALL</u>		
	For the right to have installed in perpetuity an inscribed plaque	450	
		450	
	on the Mount Noddy Memorial Wall, size 8 x 4.5 inches, sourced from an approved Town Council mason. (Price includes plaque purchase and installation.)		
	Administration charge for each inscription after the first.	50	50
6	<u>OTHER FEES</u>		
	Scattering of ashes on grave or lawn	40	45
	For the purchase, planting and maintenance of one native tree	130	
		140	
	For the right to have a tree dedication plaque	40	40
	For the donation of an approved bench (150cm / 5 feet) to be	800	
		850	
	placed in the burial ground. To include concrete plinth, installation and plaque.		



## 7 FAMILY HISTORY AND RESEARCH

Research time will be charged in half-hourly units with a minimum charge period of 30 minutes. 15 15

Transfer of Deed of Grant 35

Photocopy of record, A3 or A4, per sheet 1 1

### NOTE

- (i) DOUBLE CHARGING for non-parishioners only applies for Sections 1, 2 and 4.
- (ii) Parts 1 to 6 inclusive shall apply to Mount Noddy Cemetery, East Grinstead.
- (iii) Parts 1 to 6 shall apply to Queen's Road Cemetery, East Grinstead, only in respect of existing commitments.
- (iv) V A T shall be added to the fees where appropriate.