

EAST GRINSTEAD TOWN COUNCIL

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

Town Clerk: Samantha Heynes BA (Hons), FSLCC

www.eastgrinstead.gov.uk

Email: townclerk@eastgrinstead.gov.uk

Phone: 01342 323636

To: All Members, East Grinstead Town Council
(Other distribution for information only)

Quorum is 1/3 or 6 members

30th March 2026

Dear Sir/Madam

Your attendance is requested at a meeting of the **EAST GRINSTEAD TOWN COUNCIL** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **MONDAY 7th APRIL 2026** at **7.30pm**. Where possible please clarify any points or raise questions beforehand.

Members are asked to resolve or advise of any detailed questions to officers prior to the meeting where possible.

Yours faithfully

Samantha Heynes
Town Clerk

ORDER OF MEETING

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. In the event of a large number of speakers, the Chairman has the discretion to increase the number allowed to speak.

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.

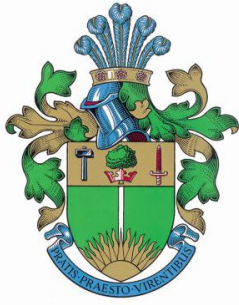
To request the meeting link please contact townclerk@eastgrinstead.gov.uk no later than noon on the day of the meeting.

AGENDA

- 69 Apologies for Absence
- 70 To confirm the minutes of the Town Council Meeting held on 26th January 2026
- 71 To receive any Declarations of Personal or Pecuniary Interest
- 72 Town Mayor's Announcements
- 73 To receive such communications as the Leader of the Council may desire to lay before the Council
- 74 To note the actions list (Appendix A)
- 75 To receive and consider the minutes of Committees:
- | | Date | Page Nos | Minute No |
|--|-------------|-----------------|------------------|
| (a) Planning | 03/02/2026 | 23-25 | 79-88 |
| (b) Environmental & Sustainable Travel | 24/02/2026 | 10-12 | 33-40 |
| (c) Public Services | 10/03/2026 | 9-14 | 33-41 |
| (d) Amenities & Tourism | 24/03/2025 | 9-13 | 34-47 |
| (e) Finance & General Purposes | 31/03/2025 | | 46-56 |
- 76 To consider the proposal to implement a formal delegated authority process for planning application consultations (Appendix B)
- 77 To receive the MSDC briefing note regarding East Grinstead parking statistics and strategy (Appendix C)
- 78 To note the UK Town of Culture 2028 application was submitted by the deadline of 31st March 2026
- 79 To confirm the reappointment of the Internal Auditor
Council will be asked to confirm the reappointment of Mulberry & Co, the internal auditor, for a further period of three years to 31st March 2029. The internal audit report findings will continue to be reported to the F&GP Committee on a bi-annual basis.
- 80 To consider a response to the East Grinstead Business Improvement District (BID) business survey (Appendix D)

The date of the next meeting of the Town Council meeting is **Thursday 14th May 2026**

Meeting	Min No	Details	Date	Action by	Comments	Status
Council	44	Clerk to draft a letter to MSDC to request a meeting to discuss parking strategies in the Town	18/10/2025	Clerk	Emailed Simon Hughes to request details of MSDC strategy in relation to parking fee increases, and how the volume of users has changed in light of the increases. Meeting with Rob Anderton on 24.2.26 to discuss.	Complete
Council	48	Moat Pond - Clerk to investigate further potential transfer options of Moat Pond and associated maintenance costs including the potential of the inclusion of King George's Field. Also contact Fields in Trust.	18/10/2025	Clerk	MSDC has requested a pump track proposal be prepared and submitted to them for review, and have suggested a lease arrangement may be acceptable. Further investigation to continue.	In progress



EAST GRINSTEAD TOWN COUNCIL

Planning Committee Meeting Report

Tuesday 7 April 2026

Agenda Item 76 Appendix B

Planning Applications Policy

Introduction

The Town Council receives a large number of planning applications on a weekly basis. Due to this, a strategic approach is required to manage the volume of applications to ensure planning committee meetings can be run efficiently.

Aim

To improve the quality, consistency and transparency of the Council's planning consultation responses.

Objectives

- To streamline the handling of minor applications
- To ensure larger, complex or sensitive applications receive full committee scrutiny.
- To ensure responses are aligned with the NPPF, local plans, neighbourhood plans and material planning considerations.
- To ensure councillors understand the distinction between material and non-material considerations.

Principles for assessing planning applications

When forming a response, the following will be considered:

- National Planning Policy Framework (NPPF) policies
- Local Development Plan Policies
- Material Considerations such as but not limited to:
 - Impact on character and appearance of the areas
 - Residential amenity (privacy, light, noise)
 - Highway safety and parking
 - Heritage assets
 - Environmental impact
 - Drainage and flood risk
 - Compliance with permitted development limits

Non-material considerations (eg loss of private views, property value or personal circumstance) will not form part of the Council's response.

Delegation and decision-making structure

All planning applications notified by the planning authority will be logged, with either the delegated or committee response noted.

The list of planning applications will be reviewed every 3 weeks prior to issuing an agenda, with a recommendation made by Officers as to whether the meeting is required. This decision will be made jointly between the Officer and the Planning Chair.

Delegated consultation for minor applications

Officers will be granted delegated authority for minor applications, which will generally not be considered by committee unless a member requests a committee discussion.

Applications requiring Planning Committee Meetings

A formal meeting will be convened for applications that are:

- Major developments
- New housing schemes
- Community facilities
- Demolition and replacement dwellings
- Substantial impact on street scene
- Change of use
- Applications requiring Listed Building Consent (other than repairs)
- Infill development (e.g. new dwelling)
- Any application requested by a member.

Conflicts of interest

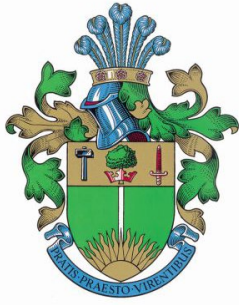
Members must declare interests in accordance with the Localism Act 2011 and the Council's Code of Conduct. Members with a disclosable pecuniary interest must not participate in discussion or decision-making.

Data Protection and document handling

All handling of planning documents and correspondence will comply with GDPR and the Council's data Protection Policy.

Policy Review

This policy will be reviewed regularly to ensure its relevance and effectiveness.



EAST GRINSTEAD TOWN COUNCIL

Planning Committee Meeting Report

Tuesday 7 April 2026

Agenda Item 76 Appendix B

Planning Applications Policy

Introduction

The Town Council receives a large number of planning applications on a weekly basis. Due to this, a strategic approach is required to manage the volume of applications to ensure planning committee meetings can be run efficiently.

Aim

To improve the quality, consistency and transparency of the Council's planning consultation responses.

Objectives

- To streamline the handling of minor applications
- To ensure larger, complex or sensitive applications receive full committee scrutiny.
- To ensure responses are aligned with the NPPF, local plans, neighbourhood plans and material planning considerations.
- To ensure councillors understand the distinction between material and non-material considerations.

Principles for assessing planning applications

When forming a response, the following will be considered:

- National Planning Policy Framework (NPPF) policies
- Local Development Plan Policies
- Material Considerations such as but not limited to:
 - Impact on character and appearance of the areas
 - Residential amenity (privacy, light, noise)
 - Highway safety and parking
 - Heritage assets
 - Environmental impact
 - Drainage and flood risk
 - Compliance with permitted development limits

Non-material considerations (eg loss of private views, property value or personal circumstance) will not form part of the Council's response.

Delegation and decision-making structure

All planning applications notified by the planning authority will be logged, with either the delegated or committee response noted.

The list of planning applications will be reviewed every 3 weeks prior to issuing an agenda, with a recommendation made by Officers as to whether the meeting is required. This decision will be made jointly between the Officer and the Planning Chair.

Delegated consultation for minor applications

Officers will be granted delegated authority for minor applications, which will generally not be considered by committee unless a member requests a committee discussion.

Applications requiring Planning Committee Meetings

A formal meeting will be convened for applications that are:

- Major developments
- New housing schemes
- Community facilities
- Demolition and replacement dwellings
- Substantial impact on street scene
- Change of use
- Applications requiring Listed Building Consent (other than repairs)
- Infill development (e.g. new dwelling)
- Any application requested by a member.

Conflicts of interest

Members must declare interests in accordance with the Localism Act 2011 and the Council's Code of Conduct. Members with a disclosable pecuniary interest must not participate in discussion or decision-making.

Data Protection and document handling

All handling of planning documents and correspondence will comply with GDPR and the Council's data Protection Policy.

Policy Review

This policy will be reviewed regularly to ensure its relevance and effectiveness.

Background

The Mid Sussex Parking Strategy and Action Plan (2020–2030) was formally adopted and approved at Council on 9 December 2020, and it is delivered through a five-year rolling Action Plan which translates the Strategy’s longer-term objectives into specific, timebound projects and deliverables.

In December 2025, East Grinstead Town Council approached MSDC to request a meeting to discuss the Council’s proposed strategy regarding the increase to parking fees.

The Town Council was concerned that recent off-street parking tariff increases could be impacting visitors to the town, reducing footfall and subsequently creating a downturn in revenue for High Street businesses.

They requested details of the impact of recent tariff increases on the use of the car parks within the town, to understand whether usage had increased or decreased since the parking fees were changed.

They also expressed concerns that the increased charges might be causing an increase in anti-social parking within the town centre.

A meeting took place to discuss these matters in February 2026, at which the detailed numbers were shared, and further questions were raised.

This note provides a response to both the original email request, and the subsequent questions raised.

Transaction Data

Annual total transactions.

The table below provides data on over-all transaction numbers across all East Grinstead Car Parks. It shows that the car parks have experienced an increase in use between 2024 and 2025.

Year	Chequer Mead	Christopher Road	King Street	Norton House	Queensway	Railway Approach	Vicarage	Total
2024	46,214	32,309	98,346	17,528	155,803	25,553	53,563	429,316
2025	58,264	40,137	117,062	29,153	188,169	28,687	67,096	528,568

Evening transactions

Acknowledging that evening charges are to be phased out in 2026 following the Council decision in March, the table below provides data on the number of transactions across East Grinstead Car Parks between 18:00 to 20:00.

Year	Chequer Mead	Christopher Road	King Street	Norton House	Queensway	Railway Approach	Vicarage	Total
2025	7,499	3,083	7,906	4,854	6,779	1,629	5,676	37,426

Sunday and Bank Holiday transactions

The following table provides the 2025 data for Sundays and Bank Holidays, showing the number of transactions across each site since the Council implemented a modest daily parking charge.

Year	Chequer Mead	Christopher Road	King Street	Norton House	Queensway	Railway Approach	Vicarage	Total
2025	4,837	3,536	8,453	3,595	16,381	1,546	5,519	43,867

Daily Charges

The table below provides a like-for-like year-on-year comparison of transactions based on the core daily charges (8am – 6pm), and an approximate percentage uplift between 2024 and 2025.

Year	Chequer Mead	Christopher Road	King Street	Norton House	Queensway	Railway Approach	Vicarage	Total
2024	45,925	31,668	97,314	17,371	154,582	25,321	52,952	425,133
2025	45,928	33,518	100,703	20,704	165,009	25,512	55,901	447,275
%	0%	5%	3%	19%	6%	0%	5%	5%

Has anti-social on-street parking increased within the town centre as a result of charges?

MSDC’s enforcement request logs do not suggest any uptick in requests to deal with anti-social or dangerous parking on-street, and the Parking Office has seen no increase in complaints following the introduction of new charges.

Queensway Multistorey Feasibility

MSDC’s Cabinet considered a report on the feasibility of decking Queensway Car park in East Grinstead in May 2025. A link to the public report is provided here [Parking Strategy- Queensway Car Park Business Case.pdf](#).

This confirmed that, due to significant increases in construction costs, and given the current levels of use at Queensway, there was no business case to proceed with the project.

Queensway Residents’ Overnight Permits

To accompany the introduction of evening charges, and in response to representations from the local community, the Council introduced an overnight residents’ permit at Queensway Car Park in January 2025. This permit is priced at £54.00 per annum and enables residents to park from 5pm to 9am every night.

Take-up of these permits has been slow, with only 9 residents currently making use of them.

Infrastructure Improvements

In November 2025, MSDC’s Cabinet approved the in-year allocation of £170,000 to bring forward the delivery of infrastructure improvements across a number of car parks in East Grinstead. These are summarised below:

Site	Summary of works	Indicative cost
Queensway	<ul style="list-style-type: none"> Surface service road Upgrade streetlights Public realm improvements 	£10,000
Norton House	<ul style="list-style-type: none"> Resurfacing and relining 	£62,000

	<ul style="list-style-type: none"> • Public realm improvements 	
Chequer Mead	<ul style="list-style-type: none"> • Resurfacing and relining • Upgrade streetlights to LEDs • Replace/ repair height restrictor • Public realm improvements 	£78,000

These works are currently being procured, with the aim of commencing in April 2026.

A further capital sum of £160,000 has been allocated to continue the investment programme into 2026/27, supported by a comprehensive condition survey of each site across the district. The survey work is due to conclude in spring 2026 and will give rise to a prioritised programme of physical works across the off-street parking estate, including surfacing, lighting, lining and public realm improvements (specific locations to be confirmed).

Car park Technology

The Parking Strategy Action Plan includes a commitment to deliver more convenient self-service systems, app technology, and ANPR systems to support a better customer experience; as well as to provide opportunities for more efficient enforcement in car parks, enabling the Council to respond more effectively to on-street safety concerns and illegal parking.

The first (£150,000) phase of these works is in progress, with a procurement underway for new technology which will be trialled across three sites in the district, including at Vicarage Road in East Grinstead. In line with the report to Cabinet in September 2025 ([link here](#)), we are working to have this new technology installed early in the new financial year.

Building on that trial, a further £350,000 has been allocated for the roll-out of a frictionless ANPR-based system across six more sites in 2026/27. The specific sites at which this second phase will be rolled-out are yet to be confirmed, but the list is likely to include at least two further sites in East Grinstead

Rob Anderton
Assistant Director- Commercial Services & Contracts

Consideration of a Business Improvement District for

East Grinstead

Initial information sheet Spring 2026



Background

Heartflood have been commissioned by Mid Sussex District Council to carry out an independent study to investigate the possible creation of a Business Improvement District (BID) in East Grinstead town centre. This sheet is therefore the first of a series of ways in which we will be asking town centre businesses for their views on this, and we hope that it answers a few initial questions about what might be proposed.

What is a BID?

A BID is a business-led and business-funded body formed to improve a defined commercial area. Most are governed by a Board made up of BID levy payers who represent the BID area, which means that businesses have a genuine voice, and are able to decide and direct what they want for their town or city.

Does there need to be business support towards a BID?

Absolutely – which is why it will be critical for us to assess the views of as many town centre businesses as possible. Any future BID would require a vote by all eligible businesses in the area, so we will be gathering as many business views as possible between now and April to determine whether a BID should be proposed for the town centre.

How could a BID help my business?

There are more than 340 BIDs already operating across the UK, with the majority focusing on town or city centres. Business benefits include:

- The activities overseen by BIDs are designed to result in increased footfall, which, in turn, boosts trade
- Businesses get to decide the improvements they want to see enacted, so activities result from business feedback
- Improvements, such as promotions, events, and streetscene enhancements generate a greater sense of local pride in the town, which is good for business

What type of projects might be considered?

This will depend entirely on local business feedback, although many BIDs focus upon:

- Marketing & promotion
- Events and vibrancy
- Streetscene improvements
- Initiatives to improve safety & security
- Projects to support businesses, such as those to reduce business overheads

Many other ideas will be encouraged as part of the business survey, and businesses can complete the survey via the following QR code.



Help shape the considerations proposed.

Please scan the QR code to complete the business survey

<https://www.surveymonkey.com/r/EASTGRINSTEAD2026>

Heartflood 

How are BIDs funded and set up?

A BID is funded by businesses paying a small proportion (typically about 2%) of their business Rateable Value towards improvement projects. This money is then allocated for use only in the BID area, unlike business rates which go to and are redistributed by Government. A BID can only be formed following extensive consultation, as well as a ballot, in which businesses vote on a detailed Business Plan which they have developed, and which needs to result in more than 50% of those who vote supporting the proposals.

So, are we at the point of a BID being set up?

No, this study is an initial exercise to test the appetite of businesses for the improvements which might be brought about by a BID. This is therefore an exploratory piece of research in advance of any BID being subsequently considered.

How much would it cost my business and how much money would be raised?

Both of these questions would be considered as part of the survey, because we need to assess the level of local support for businesses to invest in town centre improvements. We anticipate that a BID in East Grinstead could generate approximately £100,000 per year, although it should be emphasised that this is a guide figure at this stage.

Which area of the town centre could be covered?

This question will also be considered as part of the survey, because we will also need to assess the level of local support for businesses to be situated within a possible BID area. Any possible BID boundary is therefore open to consultation.



Would all businesses all businesses within the BID area be liable to pay the BID levy?

In principle yes, although an exemption level is typically applied, which is decided by businesses during the subsequent development of any BID. This would mean that small businesses falling under a set threshold of, say £5,000, Rateable Value, would not usually be liable to pay the bid levy.

When could this happen?

The current study proposals are due to be complete by the end of May, which should provide a clear indication of whether or not a BID proposal could be pursued. Given the complexity of a BID and the level of consultation required, we would anticipate that a BID would take a further 9-12 months to be implemented, which would need to be subject to the majority of businesses voting to support the BID in a ballot.

How long could a BID last?

The maximum term for any BID is 5 years and this is the typical duration chosen, which we would typically expect to generate approximately £500,000 over this timescale in East Grinstead.

So how can I give you my views?

We are seeking the views of as many businesses as possible in helping shape the considerations and would urge you to complete the business survey via the QR code. You can also get in touch with **Chris Gregory, Project Manager** for the study, to request a paper copy of this via either **chris@heartflood.co.uk** or **07854 027080**.

Where can I get further information on BIDs?

For further information on BIDs, please feel free to get in touch using the details above, or alternatively visit **<https://www.gov.uk/guidance/business-improvement-districts>**



Help shape the considerations proposed.

Please scan the QR code to complete the business survey

<https://www.surveymonkey.com/r/EASTGRINSTEAD2026>

Heartflood