

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

24th July 2026

Dear Sir/Madam

Your attendance is requested at a **COUNCIL MEETING** of **EAST GRINSTEAD TOWN COUNCIL** to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 30th JULY 2026** at 7.00pm. 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

7.00pm Public Participation

Members of the public may attend the meeting in person. 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.

AGENDA

- 29 To receive apologies for absence
- 30 To confirm the minutes of the following Council Meetings:
- 14th May 2026 and 25th June 2026
- To confirm the minutes of the final meetings held by the following committees, required for approval by Full Council:
- Environmental & Sustainable Travel on 24th February 2026
Public Services on 10th March 2026
Amenities & Tourism on 24th March 2026.
- 31 To receive any declarations of personal or pecuniary interest
- 32 To review the list of Town Mayor engagements (Appendix A)
- 33 To receive such communications as the Leader of the Council may desire to lay before the Council
- 34 To note the actions list (Appendix B)
- 35 To receive and consider the minutes of Committees:
- | | Date | Minute No | Page No |
|---------------------------|-------------|------------------|----------------|
| (a) Planning | 21/05/2026 | 1-9 | 1-3 |
| (b) Estates & Environment | 04/06/2026 | 1-9 | 1-3 |
| (c) Planning | 11/06/2026 | 10-17 | 4-5 |
| (d) Community & Tourism | 18/06/2026 | 1-7 | 1-3 |
| (e) F&GP | 25/06/2026 | 1-14 | 1-3 |
- 36 To receive an update from Abigail Jago, CEO, regarding Queen Victoria Hospital
- 37 To receive an update from County Councillors
- 38 To consider the report outlining the proposals for a Pump Track to be installed at King George's Field (Appendix C)
- 39 To consider the proposal and costs in relation to the Active Travel to School Scheme – Raingarden Partnership Opportunity (Appendix D)
- 40 To consider the following matters in relation to East Grinstead Town Council's annual insurance policy:
- To note the annual insurance policy renewal cost of £39,201 effective 1st September 2026 – 31st August 2027 (the final year of a 3 year contract), an increase of £3,527 or 9.9%.
 - To consider whether to extend the existing 3 year contract to 5 years (ending 31st August 2029) creating a lower renewal premium for 1st September 2026 – 31st August 2027 of £37,370, an increase of £1,696 or 4.8%.

- 41 To consider the proposal to take ownership and responsibility for Moat Pond from MSDC (Appendix E)
- 42 To consider the draft business plan and prioritisation of projects for 2026-27 (Appendix F)
- 43 To receive an update relating to the S106 funds (Appendix G)
- 44 To consider the following matters regarding West Sussex Association of Local Councils (WSALC) (Appendix H):
 - 44.1 To receive an update regarding WSALC's financial position and to note the recommendation of Mid Sussex Association of Three Towns to write requesting clarification of WSALC's financial strategy and plans (Appendix H)
 - 44.2 To resolve the WSALC representatives for 2026-2027, noting that the MSALC (Mid Sussex Association Local Councils) representatives are Cllrs Godwin & Whittaker. These representatives will be required to attend the WSALC AGM on 4th November 2026 in Brighton in order to raise questions regarding their current financial position.

The date of the next ordinary meeting of the Town Council is **Thursday 8th October 2026 at 7pm.**



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MAYOR'S DIARY EVENTS

14/05/2026 to 30/07/2026

Cllr Stephanie Reeves

MAY		
14	Mayor Making	
17	Scout Presentation	Deputy Mayor
19	Opening Silver Court Garden	Town Mayor
26	Picture with the hanging baskets	Town Mayor
JUNE		
7	East Court Live	Town Mayor/Deputy Mayor
9	EGBA Joint Business Association Evening	Town Mayor
13	Sussex Day	Deputy Mayor
26	Art Exhibition – Sackville School	Town Mayor
27	Armed Forces Day	Town Mayor
27	EGCS Concert	Town Mayor
27	St Peter's School Fair	Deputy Mayor
28	Girl Guide Awards	Deputy Mayor
JULY		
3	STEM Challenge	Town Mayor
5	East Court Live	Town Mayor/Deputy Mayor
15	EG Society	Deputy Mayor
15	Merdian Rotary	Town Mayor
16	EG Scouts Annual Review	Town Mayor
18	EG Bowling Club 90 th celebrations	Town Mayor
26	Kingscote Estate & Vineyard Summer Party	Town Mayor
28	Girlguiding Event at International Camp	Town Mayor
28	Pump Track Day	Town Mayor/Deputy Mayor

APPENDIX B

Committee	Orginal Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed	Date taken to committee
Council	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. Report included on agenda.	Complete		30/07/2026
Council	PS	24	Invite Abigail Jago to a future council meeting to present details of new strategic partnership.	09/12/2025	Clerk	Kirstie to invite to the July meeting before AJ leaves QVH. Emailed to invite 3/7	Complete	03/07/2026	30/07/2026
Council		27	Instruct boiler replacement at OCH to commence after S106 funding request has been notified.	25/06/2026	AM	Provisionally booked for August, pending S106 approval.	In Progress		
Council		28	Request details of spending on Moat Pond land vs water, and request details of the regular oxygen testing at the pond.	25/06/2026	Clerk	Details of expenditure received and shared, oxygen testing not undertaken as the pond is not a fishing pond so deemed unnecessary.	Complete		30/07/2026



EAST GRINSTEAD TOWN COUNCIL

Full Council Committee Meeting

30th July 2026

Agenda Item 38: Pump Track

Author: Alice Fletcher, Head of Community and Tourism

Purpose of the report:

To seek Full Council's support for the development of a permanent community pump track at King George's Field and approval to request the transfer of management responsibility for an area of the site from Mid Sussex District Council to East Grinstead Town Council, enabling the installation, management and long-term maintenance of the facility.

1. Recommendation

That Council:

- Supports the principle of a permanent pump track at King George's Field, including preferred solution and guideline budget.
- To consider expanding scope to include a splash pad and skate park enhancements as subsequent phases.
- Authorises officers to:
 - continue discussions with Mid Sussex District Council;
 - seek pre-application planning advice;
 - investigate external funding opportunities.
- Approves the expenditure of reasonable preparatory costs, where required, to obtain site-specific designs and detailed quotations from specialist pump track providers to support funding applications and procurement.
- Requests that a further report, including customised quotations, funding opportunities, recommended procurement arrangements and options for East Grinstead Town Council's financial contribution to the project, is brought back to Full Council for consideration before any commitment is made to the construction of a permanent pump track.

2. Background

King George's Field has been identified as a suitable location for a permanent pump track due to its existing recreational use, accessible town centre location and proximity to the railway station. While the park is well used by residents and visitors of all ages, there is an opportunity to broaden its recreational offer and encourage greater use of the site. The Council has identified a growing demand for modern outdoor facilities, particularly for young people and users of bikes, scooters and skateboards. The site has

sufficient space to accommodate a pump track in a range of potential locations while maintaining the wider usability and character of the field.

Feedback from the temporary pump track at King George's Field (23–30 July 2025) demonstrates strong public demand for a permanent facility. A total of 110 people completed the survey, with 95% stating they would use a pump track again and 96% (106 respondents) confirming they would use a permanent pump track, including 87% who said they would use it all the time. The facility attracted repeat visits, with 41% of respondents attending on multiple days or every day, demonstrating sustained use throughout the week. The survey also showed that the pump track appealed to its target audience, with 89% of users aged under 18, while 97% already used the existing skate park either regularly or occasionally, indicating strong demand for additional wheeled sports facilities. Comments consistently praised the pump track as a free, inclusive activity that encouraged physical activity, social interaction and skill development, with many respondents highlighting the lack of similar facilities in East Grinstead or near by and expressing support for a permanent pump track.

A larger temporary track will be installed 28th July – 4th August 2026, where further community feedback will be gathered to help inform the project. A survey to the wider community, not just those using the pump track, will also go out to gather feedback.

The Council is committed to improving opportunities for young people within the town. A permanent pump track would complement its existing youth provision, including its two youth clubs, by providing a free, year-round facility that encourages physical activity, promotes health and wellbeing, develops cycling and riding skills, and offers a safe, inclusive environment for wheeled sports. As a low-maintenance facility, it would enhance the recreational offer at King George's Field and encourage the positive use of public spaces by people of all ages and abilities.

The proposal for a permanent pump track aligns with the Council's strategic priorities, reflecting evidence gathered through both the Town Improvement Plan and the community engagement undertaken as part of the UK Town of Culture 2028 bid. Feedback from these initiatives identified a need for enhanced recreational opportunities, particularly for young people and families. The installation of a permanent pump track would directly support the strategic objective to "enhance parks, recreation and leisure facilities to meet community needs" by providing a modern, inclusive and accessible facility that responds to demonstrated community demand.

3. Main Considerations

3.1. Operational implications

The Council would need MSDC to agree to transfer the land / management of the land to the Council so that the Council can oversee the installation and maintenance of the pump track.

If this does not happen then an alternative location could be explored. There are two locations at the top of East Court that may be suitable for a pump track. These locations

are on EGMEL land and from an initial discussion with EGMEL they are unsure about encouraging bike use at these locations as biking is not allowed at the bottom of East Court in Ashplats Woods, however this could be worth further investigation.

There are currently two football pitches marked out for use during the football season (senior pitch is 100m x 60m and junior pitch is 73m x 45m). We were unable to ascertain usage from the Bookings team other than being told there are very few clubs in EG who want to play on turf however it would be possible to retain one pitch if required.

3.2. Financial implications

Quotes vary widely depending on the size, material and specification which needs to be decided upon. Example costs are detailed in section 4.

The Council would seek to deliver a pump track at King George's Field through a combination of support from MSDC and WSCC, external grant funding, partnership contributions and, where appropriate, a proportion of Council capital funding. The Council would actively pursue grants from organisations that support community sport, youth provision and active travel, including Sport England's Movement Fund, the Multi-Sport Grassroots Facilities Programme and the National Lottery Community Fund.

3.3. Legal/governance implications of doing/not doing this

If the project progresses, discussions will be required with Mid Sussex District Council regarding the use and management of the land. Any agreement would be subject to appropriate legal arrangements. Planning advice will be sought to determine whether planning permission is required, and any necessary planning application would be accompanied by public consultation in accordance with the statutory planning process. In addition, the Council would be expected to undertake wider stakeholder engagement to help inform the design and delivery of the project.

Should the project not proceed, there are no direct legal or governance implications. However, the opportunity to enhance the recreational offer at King George's Field and secure external funding for a new community facility may be lost.

3.4. Risks/issues

Land agreement – The project is dependent on reaching an agreement with Mid Sussex District Council regarding the use and management of part of King George's Field.

Planning – Planning permission or other statutory consents may be required, which could affect the project's scope, design or timescale.

Funding – The total cost of the project and the level of external funding secured will influence its affordability and viability.

Procurement – Final costs and timescales will depend on the outcome of the procurement process and detailed site-specific quotations.

Community feedback – While initial feedback has been positive, further consultation may identify concerns that need to be addressed through the design and location of the facility.

Ongoing maintenance – Although pump tracks are generally low maintenance, the Council would need to ensure adequate resources are available for routine inspections, repairs and long-term management.

Construction impacts – Temporary disruption to users of King George's Field may occur during construction but can be managed through appropriate project planning and communication.

4. Pump Track Options

There are several types of pump track available, each with different characteristics, construction methods and maintenance requirements. The main options are modular, asphalt, dirt and pre-cast concrete.

Modular pump tracks are manufactured off-site and assembled on location. They can be relocated or expanded and are commonly used for temporary or trial installations.

Asphalt pump tracks are permanently constructed using a continuous riding surface and are widely installed in public parks and recreation areas. They can be designed in a range of sizes and layouts to accommodate different user groups.

Dirt pump tracks are formed from compacted earth and are often developed by local BMX clubs or community groups. They typically require regular maintenance to retain their shape and riding quality and are weather sensitive.

Pre-cast concrete pump tracks are constructed using factory-made concrete sections installed on site. They provide a durable riding surface and are used in permanent recreation facilities to create an urban feel.

The Council have received initial quote examples of some of the different options available, as listed below. As part of the next stage of the project, the Council will consider the advantages, disadvantages, costs, maintenance requirements and suitability of each option alongside specialist design advice and detailed quotations before determining the most appropriate solution for King George's Field.

Company	Type	Estimate	Notes
A	Asphalt	£50,000 - £250,000	Requires £500 consultation for custom quote
B	Pre-cast concrete	£45,840 (small rideable length of 36m), £218, 929 (118m)	4-6 weeks design time, 12 day installation, 10-year manufacture warranty and optional maintenance plan
C	Asphalt design using type 1 aggregate to	Larger option: £230,000-£281,000, Smaller option:	Lots of design options. 9 year surface guarantee

	build up the ramps	£108,000 -£132,000 (120m)	
D	Ramps finished in tarmac	£97,500 example	Specialises in skate parks.



Example of a pump track finished in tarmac



Example of a modular pump track

5. Other Options

Other facilities could also be considered at this site, such as a splash pad and redesigning the current tarmac area by the half pipe to make it more useable.

Company	Type	Estimate	Notes
E	Option 1: Flush Mounted design	Option 1 £165,641.00	Both splash pad options 8m x 7m (56m ²)
		Option 2 £170,724.00	Estimated annual maintenance £26,478

	Option 2: with an above ground feature.		
F	Repurpose existing asphalt skatepark area	Option 1 Colour the whole surface in the region of £15,000 Option 2 To add simple colourful markings from £1,000	The removal of the ramp could be completed internally and advertised for second hand use. Creating a space that could be used for bike skills by learners, wheelchair handling skills as well as BMX or skateboard riders.



Example of a potential redesign of the existing asphalt skatepark area to a learn to ride area

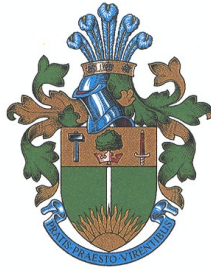
6. Conclusion

The proposed pump track would provide a valuable addition to the recreational facilities at King George's Field, creating a free, inclusive and low-maintenance community asset that supports physical activity, health and wellbeing, and positive opportunities for young people and families. Initial engagement has demonstrated strong public support for a permanent facility, and King George's Field has been identified as a suitable location that can accommodate the development while maintaining its wider recreational use.

As local government continues to evolve through reorganisation, East Grinstead Town Council is committed to investing in projects that deliver lasting value for residents. The proposed pump track reflects this commitment, providing high-quality community infrastructure that meets local need and will benefit the town for generations to come.

Supporting the recommendation will enable officers to progress discussions with Mid Sussex District Council, seek planning advice, investigate funding opportunities and prepare for procurement. These steps will establish the project's feasibility and allow a

fully costed proposal, including funding arrangements, to be brought back to Council for further consideration before any commitment to construction.



EAST GRINSTEAD TOWN COUNCIL

Council Meeting

30 July 2026

Agenda Item 39: Active Travel Rainwater Garden Scheme

Author: Deputy Town Clerk

Purpose of the report:

West Sussex County Council (WSCC) Highways have approached the EGTC (East Grinstead Town Council) in relation to a potential active travel to school scheme serving Estcots Primary School and Sackville School which will enhance accessibility and safety for pupils, parents, and the wider community, whilst discouraging school-gate parking, kerb mounting and damage to kerbs and footways.

Incorporated into this design are raingarden areas, which will provide both safety and environmental benefits, introducing critical green infrastructure that enhances biodiversity, supports drainage, improves visual amenity and contributes to climate resilience. WSCC are asking if EGTC will take on the management and maintenance of the raingarden area once it is installed.

Although the scheme will not be constructed until summer 2027, WSCC are asking EGTC for support in principle, as a landscape agreement must be reached before WSCC can commit to the scheme, and proceed with the final design of the project.

1. Recommendation

The recommendation is for the Council to approve taking on the maintenance of the raingardens in principle, from October 2028. WSCC will plant and manage for the initial 12-month period following construction in summer 2027.

2. Background

Support required from EGTC and timelines are detailed below:

- Maintenance requirements will include weed control, general upkeep, litter picking, cutting back of herbaceous planting, topping up mulch, selective pruning. Reactive works will potentially include replacement planting and sediment removal.
- Construction is proposed for summer 2027.
- The handover of the gardens to EGTC will take place in October 2028. WSCC will plant and manage for the initial 12-month period.
- If EGTC do not take on the responsibility, WSCC would explore alternative partnerships with for example Mid Sussex District Council or other interested

parties. If this failed the raingardens would be removed from the design and replaced with a verge.

- WSCC will maintenance and manage all below-ground drainage network through the established highway maintenance programme.
- The planting will comprise predominantly ornamental perennials and grass species, selected to provide seasonal interest, including see heads during the winter period, alongside specimen shrubs positioned throughout the raingardens.



Further details of the management and maintenance can be found in the attached appendix.

3. Main Considerations

3.1. Operational implications

The Head of Estates and Civic Service has been approached in respect of staff resources to take on this additional maintenance work and has advised that resources would be available. However, wished to highlight the additional pressures of additional watering this year due to the high temperatures and lack of rainfall during the past few months; and protection of the gardens was raised, for example the use of bollards.

3.2. Financial implications

Any additional costs would need to be considered in the budget for 2028/29 when the maintenance would be handed over to EGTC. WSCC have provided estimated annual costs for this maintenance in a schedule which is between £900 and £1,900. This work would be carried out by the EGTC outside services team.

3.3. Legal/governance implications

If EGTC cannot take on the maintenance, then WSCC would explore alternative partnerships with MSDC or other interested parties. If this failed the raingarden would be removed from the design and replaced with a verge.

3.4. Risks/issues

If EGTC do not take on the maintenance and no other interested party could be secured, the raingardens will be removed from the scheme.

4. Options

The option is to either take on the maintenance or decline and this would risk that the raingardens would be removed from the scheme.

5. Conclusion

The proposed raingardens will provide environmental and safety benefits as part of the wider active travel scheme. Approving maintenance in principle will enable WSCC to progress with the project, with ongoing costs to be considered through the 2028/29 budget process. If the Council declines and no alternative organisation is identified, the raingardens may be removed from the final scheme.

6. Appendices

Bourg-de-Peage Avenue Raingardens – Landscape Management & Maintenance Plan - Guidance Note

NB: The detailed design drawings are currently not in the public domain and are therefore not attached.



BOURG-DE-PÉAGE AVENUE RAINGARDENS

Landscape Management & Maintenance Plan

Guidance Note



Contents

Introduction	1
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WSCC Management Responsibilities	2
EGTC Management Responsibilities	3
Maintenance Schedule	4
Indicative Maintenance Costs	5
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Appendix B – Raingarden Typical Cross Section	11

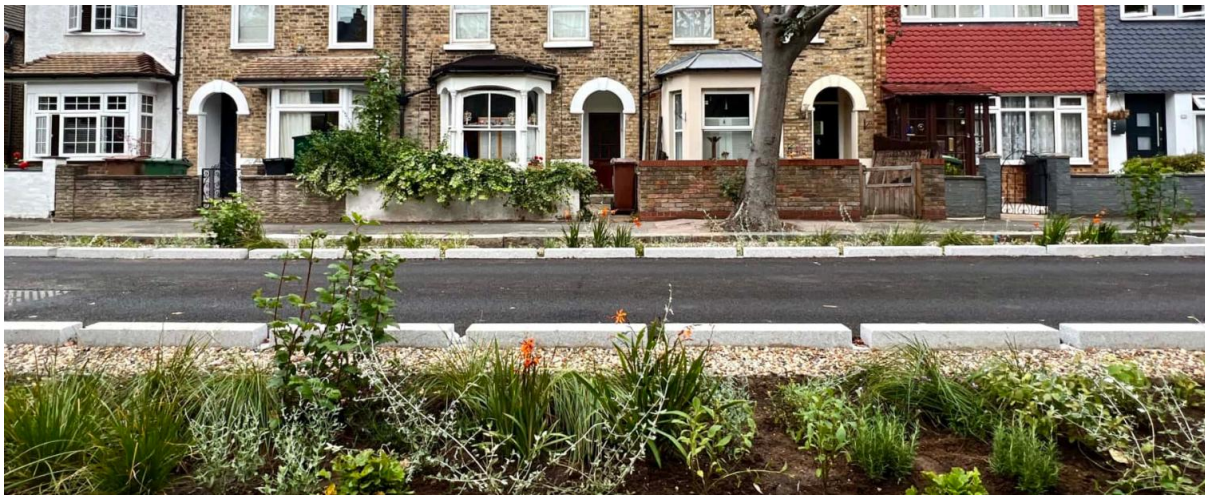


Introduction

West Sussex County Council (WSCC) are developing proposals for an Active Travel to School scheme serving Estcots Primary School and Sackville School in East Grinstead. The scheme will enhance accessibility and safety for pupils, parents, and the wider community, while discouraging school-gate parking, kerb mounting, and damage to kerbs and footways.

A raingarden is proposed along the eastern kerb line of Bourg-de-Péage Avenue, alongside widened footways and new zebra crossings. These measures will create a safer and more attractive environment for walking and wheeled travel, supported by reduced carriageway widths and tighter junction radii to help manage vehicle speeds and improve pedestrian priority.

The raingarden will provide both safety and environmental benefits, introducing critical green infrastructure that enhances biodiversity, supports drainage, improves visual amenity, and contributes to climate resilience.



Overview

This guidance document has been prepared by WSCC to set out the expected standards for the ongoing maintenance of the proposed highway raingarden located on Bourg-de-Péage Avenue, East Grinstead. Its purpose is to ensure that all landscape elements are maintained to a high standard, contributing to a safe, attractive, and welcoming environment for all users, in line with the key management objectives outlined in the following section.

The document defines the respective maintenance responsibilities of WSCC, acting as the Highway Authority, and East Grinstead Town Council (EGTC), acting as the stewardship partner responsible for ongoing management. It is intended to provide clarity on how maintenance activities are shared and coordinated to support the long-term success of the scheme.

This guidance should be used as a practical reference to inform resource planning and maintenance operations. While it establishes the expected maintenance approach, specific activities and frequencies should be agreed with the appointed landscape contractor to ensure they are appropriate, deliverable, and responsive to site conditions.

General arrangement drawings and typical cross-sections are included within the appendices and should be read in conjunction with this document.

Key landscape management objectives

The Landscape proposals' objectives are as follows:

- To ensure the successful establishment and continued healthy growth through to maturity of all proposed vegetation.
- To manage drainage and infiltration areas to ensure they are effective and provide a sustainable soft landscape solution to excess surface water.
- To achieve a high-quality landscape and any associated maintenance in accordance with BS7370-4:1993 - Grounds Maintenance - Recommendations for Maintenance of Soft Landscape.



WSCC Management Responsibilities

WSCC will be responsible for the implementation and maintenance of ornamental planting within all proposed raingarden areas. These areas will comprise predominantly ornamental perennials and grass species, selected to provide seasonal interest, including seed heads during the winter period, alongside specimen shrubs positioned throughout the raingardens.

Following Practical Completion, maintenance will be undertaken by WSCC, or a landscape contractor appointed by WSCC, for an initial 12-month establishment period. During this time, responsibility will include watering, weed control, plant establishment, and the replacement of any failed planting to ensure successful establishment.

WSCC maintain and manage all below-ground drainage network through the established highway maintenance programme. This includes, but is not limited to, gully grates, frames, catchpits, and connecting pipework. Cyclical maintenance will include inspection, cleansing, and jetting operations as required, with reactive maintenance (such as unblocking) undertaken as necessary.

In addition, WSCC will undertake routine inspection and maintenance of associated highway infrastructure, including kerbs, inlets, road surfaces, footways, and pedestrian crossing infrastructure.

EGTC Management Responsibilities

The following management responsibilities provide detail regarding the level of maintenance required to successfully manage the proposed raingarden.

- Watering of plants should be undertaken as necessary to ensure moisture levels are maintained appropriately for optimum growth. During drought conditions, periodic watering of evergreen shrubs, perennials and grasses over the winter months is required to ensure successful establishment. Watering frequency is to be monitored and modified to ensure moisture levels suitable to support the healthy plant growth, particularly in response to periods of drought and extended periods of rainfall. Application of a slow-release fertiliser only in situations where plants are showing signs of nutrient deficiency.
- Mulch between plants whilst establishing, which should be topped up regularly, to help maintain a 50mm depth all year round.
- As herbaceous plants start to dieback from early autumn onwards, they should be left to stand until the plant collapses under its weight or starts to interfere with other planting or footpaths. Between September and January, maintenance operatives should aim to remove some of the dead stems of those species starting to look poor at each monthly maintenance visit.
- Remove all dead growth and trim herbaceous perennial plants, avoiding damage to any new shoots that have emerged by the end of February at the latest to allow spring bulbs to flower. The dead growth from evergreen grasses can be removed by combing out the dead material.
- Pruning of specimen shrubs to ensure correct bushy, dense and compact form; promote flowering; and to remove weak, dead and diseased branches.
- Refirm loose plants or straighten as required.
- Control and removal of weeds by hand weeding and /or application of a spot-on herbicide.
- Remove any damaged, unhealthy, or dead specimens and replacement with plant(s) of the same size as those adjacent, during the next available planting season.
- Remove litter from all planting beds to maintain the site in a tidy condition.

Maintenance Schedule

The table below outlines the indicative maintenance operations, frequencies, and periods for maintaining the rain garden.

Maintenance Operation	Frequency	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Weed control and removal	Four times annually				Y		Y		Y		Y		
Apply slow-release fertiliser (if required)	One visit annually			Y									
Top up mulch (50mm, all year round)	Once annually												
Watering	As required												
Tidy dead stems of plants	During Jan / Feb visits	Y	Y										
Prune herbaceous plants	One visit annually		Y										
Selective pruning of shrubs	As required	Y	Y								Y	Y	Y
Remove litter from planting beds	Four times annually	Y			Y			Y			Y		
Review planting	One visit annually									Y			
Refirm loose plants	As required												
Replace unhealthy/damaged stock	As required												

Indicative Maintenance Costs

This section provides an indicative overview of the anticipated costs associated with the ongoing maintenance of the proposed raingardens. The estimates are intended to support forward planning and resource allocation and are based on comparable schemes and typical maintenance requirements. The approach is designed to ensure that maintenance remains proportionate, manageable, and aligned with the long-term benefits the raingardens provide to the local environment and community.

Routine maintenance

Activity	Frequency	Typical Annual Cost (£)
Weed control & general upkeep	4 visits	300–500
Litter picking & debris removal	4 visits	100–200
Inspection & minor adjustments	Included	-

Seasonal Maintenance

Activity	Frequency	Typical Annual Cost (£)
Cutback of herbaceous planting	1 visit	150–300
Mulch top-up	1 visit	150–250
Selective pruning (shrubs)	Ad hoc	50–150

Reactive Works

Activity	Frequency	Typical Annual Cost (£)
Replacement planting	Allowance	100–250
Sediment removal (inlets)	Occasional	50–150

Estimated annual maintenance cost

The estimated annual maintenance cost for 150 m² of raingardens is anticipated to be in the order of **£900–£1,900 per annum**, depending on the delivery approach and the level of integration with existing maintenance arrangements. Where maintenance activities are incorporated into existing grounds maintenance contracts, costs are expected to fall toward the lower end of this range.

Based on observed EGTC flower watering and maintenance regimes, it is anticipated that raingarden maintenance can be incorporated into the existing programme, with minimal requirement for new processes to be established.



EAST GRINSTEAD TOWN COUNCIL

Full Council Committee Meeting

30th July 2026

Agenda Item 41: Moat Pond

Author: Sam Heynes, Town Clerk

Purpose of the report:

To provide an update regarding Mid Sussex District Council's proposal for the Town Council to assume responsibility for the management and maintenance of Moat Pond and to outline the key considerations identified at this stage.

1. Recommendation

Members are recommended to:

- Note the report.
- Consider whether they wish officers to continue discussions with Mid Sussex District Council regarding the potential transfer of ownership and management responsibilities for Moat Pond.
- If minded to pursue a transfer, agree the principles upon which negotiations should continue, including whether the Town Council should seek sufficient revenue funding and any appropriate commuted sum to enable the site to be maintained to at least its current standard and address any identified maintenance liabilities.

2. Background

Moat Pond is situated adjacent to King George V Field and the Kings Centre and is owned and maintained by Mid Sussex District Council (MSDC).

The pond is one of over 100 water bodies managed by MSDC and serves two principal functions:

- Surface water attenuation, helping to manage runoff and reduce flood risk.
- Public amenity, biodiversity and visual enhancement.

MSDC has approached the Town Council regarding the potential transfer of ownership and management responsibilities and has advised that the current maintenance budget is approximately **£3,500** per annum. The Council has also been provided with the current Management Plan for the site.

3. Main Considerations

3.1. Current Management

The Management Plan identifies the routine management activities required to maintain the site, including litter clearance, vegetation management, management of the central island, water quality monitoring and maintaining safe public access.

The Plan also identifies a number of additional management options, including tree management, selective dredging, fish de-stocking, accessibility improvements and ecological enhancement works. These are intended to be considered where appropriate rather than forming part of a routine annual programme.

3.2. Purpose of the Pond

Moat Pond is not managed as a fishing pond and, under the Mid Sussex District Council Byelaws, fishing is prohibited. Whilst the pond supports fish and wildlife, its principal purpose is flood attenuation, with biodiversity and public amenity being secondary benefits.

Any future management regime should therefore remain proportionate to the purpose of the site. Routine maintenance would primarily focus on vegetation management, litter clearance, public safety, accessibility and maintaining the overall appearance of the site. Specialist ecological interventions, such as fish de-stocking or water quality management, would only be undertaken where appropriate and in consultation with the relevant agencies.

3.3. Site Condition

An initial officer site visit suggests that the estimated annual maintenance budget may not fully reflect the site's current condition or future maintenance requirements.

Issues identified during the visit included:

- Several trees that appear to be dead or in decline.
- Localised areas of uneven footpaths requiring attention.
- An overgrown central island requiring future management.

The practicalities of maintaining the island and the inner banks of the pond also require further consideration, as any works would involve safely transporting staff, equipment and arisings across the water.

The Outdoor Services Team has visited the site to undertake an initial review of the likely maintenance requirements. Due to the number of unknown factors, including the extent of the site boundary, frequency of required works and responsibility for specific elements of maintenance, it has not been possible at this stage to provide a definitive maintenance estimate. Photos of some items of concern/discussion are included as an appendix to this report.

Further discussions with Mid Sussex District Council would be required to clarify these matters before an accurate assessment can be completed.

However, based on the current condition of the site and the works required to bring the pond back to an appropriate standard, the initial view is that this would require a significantly greater level of staff resource than the £3,500 annual maintenance estimate provided by MSDC.

If council were to consider maintaining the site to a higher level than that currently being undertaken by MSDC, including exploring whether it would be possible to amend the existing 'no fishing' byelaw, a further detailed assessment and costing of the requirements for this would also be necessary.

3.4. Responsibilities and Financial Implications

Should discussions progress, it will be important to establish a clear understanding of the extent of the land proposed for transfer together with the associated maintenance responsibilities. This should include confirmation of ownership boundaries and responsibility for the pond, banks, footpaths, trees, central island and any associated infrastructure.

Whilst MSDC has advised that current maintenance costs are approximately £3,500 per annum, officers consider that further work is required to establish whether this reflects the true cost of managing the site, including routine maintenance, specialist ecological works and any significant maintenance interventions that may be required over the longer term, for example:

- significant tree works or removal of dangerous/declining trees;
- major path repairs or resurfacing;
- pond restoration works (e.g. dredging or silt removal if required);
- repairs or replacement of any drainage infrastructure associated with the attenuation function;
- major island management works;
- improvements required for accessibility or safety.

3.5. Public Expectations

Moat Pond is a highly visible and well-used public asset. Historically, its maintenance has attracted comments from residents and any transfer of responsibility would inevitably transfer those expectations to the Town Council. Members should therefore be satisfied that any transfer is accompanied by appropriate resources and funding to enable the site to be maintained to the required standard.

It will also be important to establish and document a clear maintenance remit for the site, setting out the standard of maintenance to be delivered, the frequency of routine works and the responsibilities of the Council. This will help ensure that expectations

are understood by all parties and provide a clear basis against which the ongoing management of the pond can be assessed.

4. Conclusion

Moat Pond is an important environmental and community asset, providing flood attenuation, biodiversity and public amenity benefits.

Whilst there may be merit in the Town Council taking on ownership and management of the site, officers consider that further discussions with Mid Sussex District Council would be required to establish the full extent of the maintenance responsibilities, define the site boundaries, understand any existing maintenance liabilities and agree an appropriate level of ongoing funding before any formal transfer could be recommended.

Any future transfer would also need to be supported by a clearly documented management approach, setting out the intended maintenance standards, responsibilities and frequency of works. This will be important to ensure a shared understanding between the Council and the community regarding the ongoing management of the pond and to help manage public expectations around the level of service that can be provided.

Photos taken at Moat Pond 21st July 2026



Ash die back



More ash die back.



Trip hazard at the pathway, there is at least one other example of this, and also the tree roots within the pathway in another area.



Ash die back.



Again asking where the boundary would be?



Fence damage, others around the site are in poor condition, would these be our responsibility or remain with MSDC?



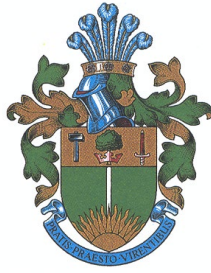
Where would the boundary be? Who would be responsible for this pathway and the boundary hedge here?



Dying/dead fir tree

Strategic Deliverable	Detailed Ideas/Projects	Committee	Prioritisation (H/M/L)	2026	2027	BAU	Comments	Status
Deliver a coordinated programme of public realm maintenance and management to ensure streets and public spaces remain clean, safe, attractive and welcoming.	Maintain the civic realm to high standards, including floral displays, street name plates, litter bins, grit bins, street furniture, the McIndoe statue and lawn, water fountain, graffiti and fly posting removal.	E&E				x		
	Deliver a coordinated maintenance programme covering litter management, lighting, surfacing, vegetation clearance, waste storage and decluttering.	E&E				x		
	Explore the potential role of a Business Improvement District (BID).	E&E		x			Work to explore this in underway, funded by MSDC in partnership with EGBA and supported by EGTC.	
	Introduce year-round decorations within the High Street and London Road.	E&E			x		Festoon lighting on the High Street	
Enhance the appearance and identity of the town centre through high-quality planting, landscaping, public art and seasonal displays.	Explore urban tree planting projects, looking at installation of street trees, planters and rain gardens where appropriate, creating more visually appealing , green spaces within the town centre.	E&E			x			
	Deliver public art, sculpture, projection or light trails.	E&E			x			
	Create attractive walking routes between the railway station and town centre.	E&E						
	Develop rewilding initiatives & conservation projects e.g. wildflower section at Mount Noddy, verges, bee friendly	E&E			x			
Promote environmental sustainability and biodiversity throughout the town.	town, pollinators at East Court							
	Support recycling initiatives.	E&E				x	Explore whether there is appetite for a Greener East Grinstead organisation	
	Increase biodiversity through appropriate planting schemes.	E&E				x	pollinating plants, drought friendly, perennial planting	
	Support delivery of the Local Cycling and Walking Infrastructure Plan (LCWIP) to improve cycling and walking infrastructure	E&E				x	Work with WSCC is ongoing.	
Improve walking, cycling and active travel throughout the town.	Improve bus shelters, signage and accessibility.	E&E						
	Provide additional cycle parking.	E&E					Additional parking installed at East Court.	
	Improve pedestrian lighting where required.	E&E						
	Improve wayfinding and signage, including directions to public toilets and the railway station.	E&E						
	Strengthen pedestrian links between town centre and key destinations.	E&E						
	To progress the St Margaret's Loop project to develop a sustainable route into the town	E&E			x		Feasibility study completed, decision to sell tha land agreed, auction scheduled for September 2026.	
	Improve Queens Walk through deep cleaning, lighting repairs, planting, art installations and improved bins.	E&E				x	Will not engage.	
Deliver targeted public realm improvements to key town centre spaces and gateways.	Improve Railway Approach through improved paving, planting, lighting, seating and decluttering.	E&E			x			
	Redesign surfacing, seating, lighting, planting and bin storage to create attractive public spaces.	E&E			x			
	Improve the setting behind Middle Row with better waste storage.	E&E			x			
Continue to provide and enhance high-quality community facilities.	Continue to provide well maintained community facilities at East Court buldings (Mansion, Meridian Hall, Old Court House) and grounds, and Sunnyside Barn which service community needs.	E&E				x		
Develop East Court Estate as an accessible, welcoming and community-focused destination.	Improve use of town council buildings across the estate.	E&E		x			Improvements to the Old Court House are underway.	
	Improve access to the East Court estate and terraces.	E&E			x			
	Enhance East Court landscaping and visitor experience.	E&E			x			
Manage parking effectively to support community facilities.	Investigate and implement parking controls at East Court to ensure parking remains available for legitimate users of the facilities.	E&E		x			Explore parking controls at East Court to ensure parking remains available for visitors to the site and buildings	
Continue to provide high-quality public conveniences.	Maintain well-managed and accessible public toilets across the town.	E&E				x		
Ensure sustainable cemetery provision and management.	Plan for future burial provision through expansion of capacity at Mount Noddy Cemetery.	E&E		x			Installation of columbaria to be completed 2026.	
	Continue the effective management and maintenance of Mount Noddy Cemetery	E&E					Consider a wildflower section, continue to return full plots to grass and general maintainance.	
	Continue the effective management and maintenance of Queens Road Cemetery	E&E				x	Explore remedial repairs to wall to improve safety, consider options for wild planting of the upper area with a view to opening to the public. Ensure maintenance of entire site is timely and in hand. S106 application for SML agreed, application for columbarium submitted and under consideration, successful application to pay for splitting of OCH into separate facilities to protect nursery provision, application pending for boiler replacement at OCH.	
Maintain sound financial management and long-term financial sustainability	Overseeing the allocation of S106 and spending of S106 funding	F&GP				x		
	To ensure that the Council's finances continue to be well stewarded and receive an unqualified audit	F&GP				x		
	To review the Council's finances with the aim of bringing reserves back to the CIPFA recommended levels	F&GP				x		
Maintain effective governance and organisational compliance	To ensure all policies are reviewed as required, including adoption of updated Standing Orders, Financial Regulations and a Scheme of Delegation	F&GP		x			IT support, Laptops and Cloud installed, AV system installed, telephone system to be explored	
Improve organisational effectiveness and digital services	Understand and explore the threats and opportunities for the Town Council relating to Devolution.	F&GP				x		
	To continue to find efficiencies and benefits through the use of technology	F&GP				x		
	Review and update Town Council website	F&GP				x		
Support and represent the community	To continue to support community groups and charities with annual and application grants, for revenue and project costs	F&GP		x				
	To respond to consultations as appropriate to influence and ensure that East Grinstead residents receive affordable, accessible services	F&GP			x		LGR Decision due March 2026 delayed until later in the year, Mayoral elections delayed by 2 years.	
Influence sustainable planning and development	To continue to scrutinise planning applications and make appropriate recommendations to Mid Sussex District Council with reference to the Neighbourhood Plan	Planning				x		
	To monitor the progress of the draft District Plan as it moves through examination to adoption	Planning				x	Monitoring of this continues, hearing scheduled for February 2026	
	To consider whether the Neighbourhood Plan requires review once the District Plan has been adopted, incorporating changes to the updated NPPF	Planning			x		Neighbourhood Plan updates on hold pending the future of the District Plan	
	To consider the Licensing applications and where appropriate send comments to the Licencing Authority	Planning				x		
Champion investment in infrastructure	To press that Mid Sussex District Council along with West Sussex County Council and Surrey County Council work together to resolve the infrastructure issues on the A22/A264 as strategic development comes forward for more housing in that area	Planning				x	Response to consultation submitted, awaiting outcome of consultation results.	Complete
Hold partner organisations to account	To continue to scrutinise the services provided by the Principal Authorities West Sussex County Council and Mid Sussex District Council, and Sussex Police, Fire & Rescue, holding them accountable for the services provided to the residents of the town	Planning				x		

Develop a long-term vision for the future of East Grinstead.	Commission a Town Improvement Plan to identify future opportunities for change and enhancement across the town.	C&T				Town Improvement Plan commission and delivered, key recommendations from this report have been included in this business plan.
	Investigate potential enhancements to Turners Hill Recreation Ground as a more usable community space.	C&T				
Enhance parks, recreation and leisure facilities to meet community needs.	Explore opportunities to install a splash pad within the town.	C&T		x		One quote has been received and included in the report outlining proposals for improvements at King George's Field for Council consideration prior to sharing with MSDC.
	Enhance facilities at King George's Field, including improvements to the skate park and installation of a pump track.	C&T	x			A proposal report including options for a pump track at KGF has been prepared for consideration at 30/7/25 Council meeting, prior to sharing with MSDC.
	Develop nature trails linking the town with surrounding villages.	C&T				cycle and walking routes leaflet developed, consider art trails
	Identify and support new community initiatives, whether or not delivered by the Council.	C&T			x	
	Continue exploring the provision of youth services, including a daily drop-in space.	C&T	x			Sunnyside Barn youth club is thriving, the Kings Centre Youth Club is less popular. We can explore alternative options for youth provision, such as a more casual daily drop in space.
	Develop Sunnyside Barn as a community hub.	C&T		x		Explore opportunities to make this a more attractive space for residents to use and visit.
	Improve engagement with residents from new developments and underrepresented groups, e.g. explore installation of Community Event Notice Boards in residential areas outside the town centre.	C&T	x			Areas to be identified to enable wider sharing of news and events with residents outside of the town centre. Once numbner of boards required estimates for purchase and installation can be provided.
	Work with Age UK and other organisations to promote intergenerational and community activities.	C&T			x	
	Explore newsletter subscriptions, local news communication streams and additional digital communication platforms.	C&T		x		
Strengthen community wellbeing, engagement and communications.	Establish the High Street as a destination heritage experience, promoting local culture and celebrating the local history of East Grinstead	C&T		x		Exploring blue heritage plaques for the town bringing the social history to life; A framework that sets out: what stories the town should tell where and how those stories are communicated what physical and digital tools are used how heritage supports tourism, education and civic identity
	Explore opportunities to hold job fairs in partnership with local stakeholders.	C&T				Liaison with local MP
	Support community engagement activities such as Citizens' Assemblies to bring forward ideas for the future of the town	C&T		x		Encourages engagement and ownership of town council led initiatives. A citizens' assembly is a representative group of randomly selected citizens who deliberate on a public issue after considering evidence and make recommendations to decision-makers.
Strengthen community safety through partnership working.	Work with Sussex Police and the Police & Crime Commissioner to improve the visibility of Chequer Mead Police Station within the town.	C&T			x	Additional noticeboard to be used outside the station for specific police information sharing
	Continue providing a first-class tourism information service.	C&T			x	Team based at library
Promote East Grinstead as a leading heritage and visitor destination.	Develop a coordinated heritage trail linking key historic assets including the High Street, Middle Row, Sackville College, St Swithun's Church, the McIndoe Memorial and East Grinstead Museum.	C&T				
	Improve visitor wayfinding through pedestrian signage, heritage interpretation, visitor maps, digital guides and additional brown tourist signs.	C&T		x		
	Improve signage between the railway station, Bluebell Railway and the town centre.	C&T		x		
	Work collaboratively with Bluebell Railway, Standen, Chequer Mead, Community Rail Partnership and other visitor attractions to promote East Grinstead.	C&T	x			
	Continue annual summer concerts and Christmas events, ensuring they remain inclusive and accessible.	C&T			x	
Deliver an ambitious programme of events, festivals and cultural activities.	Deliver a wider programme of community and cultural events including Sussex Day, heritage festivals, art fairs, jazz performances, astronomy events celebrating Sir Patrick Moore, carnivals, town twinning celebrations, Open House events and similar activities.	C&T	x	x		Explore budget options for consideration in 2027-28 budget
	Provide infrastructure to support regular and seasonal events, including electricity supplies, display plinths, anchor points, loading arrangements, temporary road closures, storage and waste management, particularly within Queens Walk, London Road and the High Street.	C&T				
	Explore Queens Walk as a location for markets, arts and cultural activity.	C&T		x		Subject to engagement from Evolve.
Animate the town centre through creative, cultural and commercial uses.	Explore opportunities to expand the Farmers' Market.	C&T	x			Consideration to be given to an opportunity to use the train station frontage.
	Encourage pop-up retail and temporary commercial uses.	C&T				
	Explore utilisation of vacant premises for community uses such as art galleries, community cafés, family support services, exhibitions and pop-up shops in partnership with other key stakeholders.	C&T		x		
Deliver a coordinated public art programme celebrating the identity of East Grinstead.	Reinforce East Grinstead's identity through high-quality public art and creative placemaking through the commission of public artworks at key arrival points including Station Approach and Queens Walk.	C&T				
	Introduce murals throughout the town centre, work collaboratively with local artists, schools and community groups.	C&T				
Improve sustainable transport, accessibility and connectivity.	Review bus routes, stop locations and passenger waiting facilities across the town centre.	C&T				
	Review and share bus passenger information,	C&T				split to E&E
	Improve pedestrian connections between transport hubs, visitor attractions and key destinations.	C&T				
Strengthen partnerships to deliver community and economic benefits.	Work collaboratively with Bluebell Railway, Standen, Chequer Mead, local businesses, community organisations and other partners to deliver projects that benefit residents, visitors and the local economy.	C&T				
	Explore partnership opportunities to support employment, volunteering, tourism, community initiatives and town centre activity.	C&T				



EAST GRINSTEAD TOWN COUNCIL

Full Council Committee Meeting

30th July 2026

Agenda Item 43: S106 Funds

Author: Sam Heynes, Town Clerk

Purpose of the report:

To provide Members with an update on the current Section 106 funding opportunities identified by Mid Sussex District Council (MSDC) and to advise on those funding streams that officers consider may be available to support Town Council projects.

1. Recommendation

Members are recommended to note the report and the attached schedule of potential Section 106 funding opportunities.

2. Background

Mid Sussex District Council has provided an updated list of available Section 106 contributions.

Each allocation has been reviewed and those which may present an opportunity for the Town Council to submit funding applications have been identified. These have been extracted into the attached spreadsheet for ease of reference.

The availability and use of Section 106 funding is governed by the legal agreements under which it has been secured. Some funding streams will also require liaison with, or approval from, partner authorities before applications can be progressed.

3. Main Considerations

3.1. Sustainable Transport

West Sussex County Council has advised that it would be willing to consider proposals for Sustainable Transport funding. Potential projects include Speed Indicator Devices (SIDs), traffic calming measures, bus stop improvements and safer routes to schools initiatives.

Any such proposals would require liaison with, and the agreement of, West Sussex County Council.

The Town Council has recently purchased one portable SID. Consideration could be given to purchasing an additional device or exploring other sustainable transport initiatives, such as improvements to bus stop infrastructure where a need is identified.

3.2. Community Buildings

Funding has already been secured for the separation works at the Old Court House, and a decision regarding funding for the replacement boiler also here is pending.

All remaining Community Buildings funding will be pursued for allocation towards the replacement boiler at East Court. If successful, this funding would reduce the financial impact of replacing the East Court boiler.

3.3. Play

The identified Play funding listed is not allocated to Town Council sites. However, I have written to Mid Sussex District Council to enquire whether there is any opportunity for these contributions to be considered towards the proposed pump track at King George's Field. A further update will be provided once a response has been received.

3.4. Local Community Infrastructure

The majority of the identified funding within this category is designated for burial provision. Enquiries will be made with MSDC to establish whether there is any flexibility to reallocate these funds towards alternative community infrastructure projects, such as the proposed pump track at King George's Field, although this is considered unlikely as the project would ordinarily fall within the Play category.

There are, however, a number of projects identified within the Council's Business Plan that may be suitable for some of this funding, particularly those relating to improvements to the town centre, including heritage signage, landscaping and wider public realm enhancements.

4. Conclusion

The review has identified a number of potential Section 106 funding opportunities that could support future Town Council projects and reduce the financial impact of planned capital expenditure. Discussions with MSDC and West Sussex County Council are ongoing to clarify eligibility and the scope of certain funding streams. A detailed schedule of all identified opportunities is attached for Members' information.

Category	Amount	Expiry	Project
Although these monies are normally spent by WSCC due to the date they were received if EGTC has a project they can bring forward please apply to use contributions.			
Sustainable Transport (TAD)	£34,649.93	2026	Examples of sustainable transport projects are speed indicator devices, traffic calming, bus stops, safer routes to schools scheme. It is acknowledged that for these projects we would have to liaise with/obtain permission from WSCC.
Community Buildings	£6,031.00	2031	Meridian Hall Improvements, to be requested towards East Court boiler replacements once quotations agreed
	£10,862.37	2032	East Court Improvements (£17,600 already awarded towards Old Court House separation works August 2026), balance to be requested for boiler replacements
	£18,430.00	2031	Meridian Hall Improvements, to be requested towards East Court boiler replacements once quotations agreed
Play*	£28,152.31	2036	Increased kickabout capacity at Hollands Way (EG/134) and/or East Crt (EG/221) and/or King Georges Fioeld (EG/136) and/or Mount Noddy (EG/135)
* Written to MSDC to enquire	£25,163.66	2031	Received for play, location unspecified
whether any of these S106 sums	£3,230.00	2025	Improvements to play equipment at Kings Centre
could be applied for towards	£915.00	2025	Kickabout at KGF
the proposed pump track at KGF	£7,220.00	2032	Play provision at Orchard Way (EG/130), the Kings Centre (EG/196), Brooklands Park (EG/163) or Mount Noddy (EG/123).
	£6,065.00	2032	Kickabout provision at Orchard Way (EG/131), the Kings Centre (EG/141), Brooklands Park (EG/164) or Mount Noddy (EG/135)
	£6,544.00	2034	Kickabout provision at King Georges Field (EG/136) and/or Mount Noddy (EG/135) and/or East Crt (EG/221).
	£7,790.00	2034	Improvements to play equipment at King Georges Field (EG/121) and/or Mount Noddy (EG/123a) and/or East Court (EG/220)
	£3,509.33	2033	Improvements to play equipment at Kings Centre (EG/121) and/or Orchard Way (EG/130) and/or Mount Noddy (EG/209) and/or Brooklands Park (EG/163) &and/or The Dakins (EG/206)
	£1,601.97	2033	Kickabout provision at Kings Centre (EG/136) and/or Orchard Way (EG/131) and/or Mout Noddy (EG/135) and/or Brooklands Park (EG/163) and/or The Dakins (EG/206)
Local Community Infrastructure	£70,552.00	2032	New Burial Ground
	£78,607.00	2033	New Burial Ground
	£26,185.79	2036	Extension at Mount Noddy cemetery or reprovion (EG/232) and/or cycle routes/footpaths in accordance with local walking and cycling infrastructure Plan (LCWIP) (EG/233) and/or traffic calming
	£29,045.04	2026	Ringfenced for QRC Preservation Project (13,639.72 allocated for columbarium at Mount Noddy)
	£22,852.00	2028	Ringfenced for QRC Preservation Project
	£6,936.09	2031	Roadside signs to promote the High Weald AONB on routes into the area including to refurbish black & white road direction signposts characteristic of the High Weald (EG/146)
	£16,269.00	2031	Additional allotment plots in EG
	£2,966.21	2029	Allotments or cycling facilities at St Margaret's Loop
	£3,864.44	2032	Landscaping of EG Town Centre entry points (Railway Approach) - who?
	£7,283.00	2026	Ringfenced for QRC Preservation Project
	£315.00	2025	Ringfenced for QRC Preservation Project
	£6,249.54	2025	Ringfenced for QRC Preservation Project
	£3,836.71	2027	Public realm enhancements EG town centre
	£192.47	2028	Landscaping of EG Town Centre entry points (Railway Approach) - who?
	£2,016.00	2029	Heritage signs for tourism direct to public amenties
	£11,523.28	2030	New Burial Ground
	£6,955.00	2031	Cycle Scheme improvements at train station including signage and parking
	£8,221.00	2033	Cycling St Margaret's Loop to A22 London Road/Lingfield Road
	£5,202.00	2030	Additional allotment plots in EG
	£4,589.00	2034	Improvements to QRC
	£3,852.00	2033	Burial provision/allotment reprovion/new allotments
	£3,220.00	2034	Improvements to King Street Toilets



EAST GRINSTEAD TOWN COUNCIL

Full Council Committee Meeting

30th July 2026

Agenda Item 44: WSALC Reserves & Governance Matters

Author: Sam Heynes, Town Clerk

Purpose of the report:

To provide an update regarding concerns raised relating to the level of reserves held by West Sussex Association of Local Councils (WSALC) and the absence of a documented reserves strategy, and to seek support for a proposed letter to WSALC requesting further information and assurance.

1. Recommendation

Members are recommended to:

- Note the concerns raised regarding WSALC's reserves and governance arrangements.
- Support the proposal that Mid Sussex Association of Town Councils (MSATC) writes to WSALC copying the Chairman and all board members requesting the development of a documented reserves strategy, to include the purpose of reserves, their intended use, priorities and timescales for delivery.
- Request that WSALC provides a commitment to a date by which this strategy will be presented to all member councils.

2. Background

East Grinstead Town Council is a member of both the National Association of Local Councils (NALC) and West Sussex Association of Local Councils (WSALC).

Membership of WSALC is a compulsory requirement for councils wishing to remain members of NALC.

For the 2026/27 financial year, the Town Council paid:

- NALC subscription: £1,894
- WSALC subscription: £1,866
- Total subscription cost: £3,760

A 3.5% increase to WSALC subscriptions has already been approved for 2027/28, effective from 1 April 2027.

The Town Clerk attended the WSALC Board meeting on Thursday 2nd July 2026 as the Sussex Clerks' Branch representative and subsequently raised concerns regarding the level of reserves held by WSALC and the lack of a clear, documented plan setting out how these reserves are intended to be used.

WSALC has further advised that the place to raise any questions regarding these matters would be at the AGM on 4th November 2026.

3. Main Considerations

3.1. WSALC Financial Position

The following financial performance information was provided by WSALC as at 18 March 2026 (appendix 1 relating to July's board meeting agenda):

Income: £152,767

Direct costs: £56,481

Overheads: £52,213

Net profit: £44,071

With a further £8,000 expected expenditure for March, WSALC was forecasting a surplus of approximately £38,000 for the 2025-26 financial year. The current financial year (2026-27) was currently forecasting an underspend of approximately £28,000.

WSALC's three-year budget forecast assumes annual income of approximately £150,000, expenditure of £135,000 and planned annual surpluses of £15,000 each year. This forecast expenditure includes £10,000 per annum allocated for special projects, although it is understood that these have not been delivered in recent years so have contributed to the annual underspend.

The financial information presented indicates that WSALC has consistently generated annual operating surpluses over a number of years, with those surpluses being retained rather than expended. As a result, general reserves have increased significantly from £9,322 at 31 March 2019 to approximately £200,000 as reported to the Board in July 2026. This represents a substantial accumulation of retained funds over time.

3.2. Reserves Strategy

The concern raised is not that WSALC holds reserves. Appropriate reserves are an important element of sound financial management and provide resilience against future risks.

Rather, the concern relates to the financial information presented demonstrating that reserves have increased by approximately £190,000 since 2019 through the retention of annual operating surpluses. Whilst this may be entirely appropriate, it has not been possible to identify a documented financial strategy explaining why this level of reserves has been accumulated, what the intended purpose is, any planned timescales for use or how future subscription increases align with the continued growth in reserves.

3.3. Member Council Assurance

As subscribing councils provide the income that supports WSALC's activities, it is considered appropriate that elected representatives have sufficient information and assurance regarding the management of member funds.

Whilst WSALC is not itself a local authority and therefore does not operate under the same statutory transparency requirements as town and parish councils, the funding provided by member councils ultimately derives from public money raised through the precept. Councils have a fiduciary responsibility to ensure public funds are spent prudently, represent value for money and are subject to appropriate governance. It is therefore reasonable for member councils to seek assurance regarding the financial strategy supporting subscription levels and the accumulation of reserves.

The purpose of seeking clarification is to ensure that member councils have confidence that funds provided through subscriptions are being used effectively, that reserves are held for clear and appropriate purposes, and that future subscription increases are supported by a clear rationale.

4. Conclusion

WSALC plays an important role in representing and supporting local councils across West Sussex. As a membership organisation funded through subscriptions paid by town and parish councils, those subscriptions are financed through public money raised by councils via the precept. Whilst those funds become WSALC's once paid, member councils have a legitimate interest in understanding how subscription income is managed and ensuring it continues to represent value for money.

The financial information presented demonstrates that WSALC has consistently generated annual operating surpluses over a number of years, resulting in reserves increasing from £9,322 in 2019 to around £200,000 today. Whilst it must be recognised that holding reserves is an important aspect of prudent financial management, it is considered reasonable for member councils to seek assurance regarding the rationale for accumulating reserves at this level, the target level considered appropriate by the Board, and the intended strategy for their future use.

Supporting the proposed letter would provide an opportunity for WSALC to demonstrate greater transparency and accountability to its member councils through the publication of a documented reserves strategy, enabling councils to better understand how subscription income is being managed, how future subscription levels are determined and how value for money is being achieved.