

# EAST GRINSTEAD TOWN COUNCIL

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

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**Town Clerk:** Samantha Heynes BA (Hons), FSLCC

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Committee Quorum is 3

29 May 2026

Dear Councillor

You are summoned to attend a meeting of the **ESTATES AND ENVIRONMENT COMMITTEE** to be held at **THE COUNCIL CHAMBER, EAST COURT** on **THURSDAY 4 JUNE 2026 at 7.00PM**. Where possible please clarify any points or raise questions before the meeting with the Clerk or Chairman to ensure an answer can be given. If you are not able to attend and wish to send a substitute, please advise the Clerk as to whom your substitute will be.

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

Yours faithfully

Samantha Heynes  
Town Clerk

## Order of Meeting

### 7pm Public Participation

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

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

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

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

To request the meeting link, please contact [townclerk@eastgrinstead.gov.uk](mailto:townclerk@eastgrinstead.gov.uk) no later than noon on the day of the meeting.

# Agenda

1. Apologies for Absence/Substitutions
2. To receive Members Declarations of Interest
3. To receive a Chairman's Update
4. To receive an update regarding open actions (merged from E&ST and A&T Committees) (Appendix A)
5. To receive quarterly update report from Cemetery & Compliance Manager (Appendix B)
6. To receive quarterly update report from Deputy Town Clerk (Appendix C)
7. To receive quarterly update report from Head of Estates & Civic Pride (Appendix D)
8. To consider the report and costings for the proposed internal changes to The Old Court House (Appendix E)
9. To consider the report in relation to the memorial plaque fee proposed increase (Appendix F)

The next meeting of the Estates and Environment Committee will be Thursday, 10 September 2026 at 7pm.

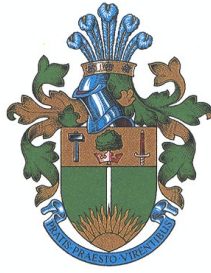
# APPENDIX A

## EAST GRINSTEAD TOWN COUNCIL

### ACTION LIST – FULL COUNCIL & COMMITTEES

For Information only – No Resolutions can be made from the Action List

Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed	Date taken to committee
A&T	335	To continue to explore options available to the Council to open the right hand side of QRC to the public	20/03/2025	EL	No progress to date.			
A&T	20	Look into securing ownership of the small area of land at the entrance to Mount Noddy cemetery.	09/09/2025	EL	Dialogue ongoing with developers, an update will be provided when available as developers are not very responsive.			
A&T	20	Chase structural engineer's report regarding the condition of the wall at QRC	09/09/2025	EL	Draft report received, feedback provided for amendments, no response to date (11/11). Need to take specialist advice regarding this matter the structural engineer has been chased for a third time with no response to date			
A&T	29	Investigations ongoing to having lights along London Road included on automatic turn on	06/01/2026	AM	Costs confirmed of £2,200, purchase order raised awaiting date for works to be completed			
A&T	40	Full proposal of options for boilers in both buildings	24/03/2026	Estates Team	Ongoing to obtain quotes for these works			
A&T	43	St Georges Field: to establish the existing costs of maintaining the field and the pond	24/03/2026	Clerk/AF	Awaiting response from Rob Anderson MSDC			
A&T	45	Tennis Club lease: move to a lease arrangement with the tennis court	24/03/2026	Clerk	Meeting sheduled with Tennis Club/Clerk/RFO			
A&T	46	St Margarets Loop: Confirm guide and reserve price with auctioneers	24/03/2026	Clerk	Auction date deferred to July due to Railway Paths not being in a postion to proceed as awaiting legal pack from their solicitors			
A&T	47	To review the Town Improvement Plan recommendations	24/03/2026	Clerk	Preparing a proposed priority action plan for full Council meeting on 30 July			
E&ST	26	Lowdells Lane Update - re possible cycling/Walking Route	25/11/2025	Clerk	WSCC now including Lowdells Lane in their current active travel feasibility study.			
E&ST	29	Renewable Energy - to continue looking at options at OCH	25/11/2025	Clerk	Initial proposals provided, potentially air source heat pump route not viable due to inadequate insulation due to age of building. S106 funds looking to be directed to building improvements/boiler replacements if renewables are not viable			
E&ST	30	To launch the Bee The Change Garden Design Competition	25/11/2025	Deputy Clerk	Completed			
E&ST	31	Purchase 2 pollinator station units and install. Deputy Clerk to contact EG Beekeepers Association.	25/11/2025	Deputy Clerk	Liaising with Sussex Green Living looking to install in June. EG Beekeepers Association contacted.			
E&ST	39	Pollinator Installation	24/02/2026	Deputy Clerk	Completed			



# EAST GRINSTEAD TOWN COUNCIL

Cemetery Quarterly Service Update Report

Reporting Period: April-June 2026

Agenda Item: 5

Author: Ellie Lester Cemetery & Compliance Manager

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## 1. Overview

Burial Services continued to deliver cemetery operations, maintenance works and memorial safety compliance across Mount Noddy Cemetery and Queens Road Cemetery during the reporting period.

## 2. Key Highlights (Achievements)

- S106 approval received for the new Columbarium in Section 5C.
- First Columbarium unit ordered.
- ODS staff completed Flail Training.
- Memorial safety testing completed in all current sections at Mount Noddy Cemetery.
- Queens Road Cemetery entrance wall repairs completed.
- Park AID Wheel Stops purchased for Mount Noddy Cemetery car park.
- ODS team carried out maintenance works at Queens Road Cemetery.

## 3. Key Issues/Challenges

- Repair works to the damaged wall at Mount Noddy Cemetery have been approved at a cost of £3,450 including VAT. Works have been instructed and are scheduled to take place within the first two weeks of June.
- Supplier costs for memorial wall plaques increased during 2026.  
*See separate Committee Report: Memorial Wall Plaque Fees.*
- Awaiting updated Structural Engineer report for the Southern Wall at Queens Road Cemetery.
- No update received from the Guinness Partnership regarding land in front of Mount Noddy Cemetery.

## 4. Service Performance/Impact

- Burial administration and memorial applications continued without disruption.
- Memorial safety testing programme remains on schedule.
- Staff training improved operational capability for cemetery maintenance works.
- Columbarium project progressing in line with planned delivery timescales.
- Infrastructure improvements continue to reduce operational risks.

## 5. Burial Data

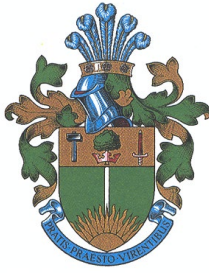
Measure	Apr 25	Apr 26	May 25	May 26	Jun 25	Jun 26
Number of Earthen Burials	1	0	3	0	3	1
Number of Interments of Cremated Remains	2	3	5	3	5	1
Number of Memorial Applications Processed	6	4	7	2	1	0
Number of Memorial Wall Plaques Sold	0	0	0	2	0	0

## 6. Forward Plan (Next Quarter)

- Complete cemetery wall repair works at Mount Noddy Cemetery.
- Install Park AID Wheel Stops following completion of wall repairs.
- Prepare foundations for the Columbarium installation.
- Continue memorial safety testing programme.
- Follow up outstanding structural report for Queens Road Cemetery.

## 7. Risk/Resource Update

- Temporary disruption to part of the Mount Noddy Cemetery car park during wall repairs.
- Increased supplier costs impacting memorial plaque fees.
- Delay in structural advice may affect future decisions regarding Queens Road Cemetery.
- Ongoing memorial safety inspections continue to reduce operational risk.
- No significant staffing issues during the reporting period.



# EAST GRINSTEAD TOWN COUNCIL

## Bookings & Environmental Quarterly Service Update Report

Reporting Period: April-June 2026

Agenda Item : 6

Author: Sarah Mamoany Deputy Town Clerk

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### 1. Overview

The service area covers the management of venue bookings and hire, supporting community events and functions, alongside the delivery of environmental initiatives, including sustainable travel and projects that enhance and protect the town environment.

### 2. Key Highlights

- Bookings have increased across the buildings, particularly at the Old Court House, which includes a new full day, regular weekly booking.
- Weddings – 29 booked, increase of 5 ceremonies from previous year, potential to increase.
- Bee the Change Garden Design competition received 16 entries, and the garden has been brought to life and opened with a small awards ceremony on the 19 May at Silver Court residential home.

### 3. Key Issues/Challenges

- Audio/visual equipment was not up and running as originally planned, but this has now been resolved for internal council meetings.
- St Margarets Loop – slow progress by Railway Paths in producing their legal pack for auction impacting the auction date, which has been deferred from the 15 June to the 21 July.
- WiFi is not available in the Old Court House, quotes are currently being obtained for installation.

### 4. Service Performance/Impact

- Marketing and promotional activities for hire facilities have not been followed through as planned but this will be progressed in the next quarter.
- Audio/visual equipment has not been promoted due to issues with equipment.
- St Margarets Loop potentially remains a liability for a longer period due to delay with auction date.

## **5. Forward Plan (Next Quarter)**

- Promotion of hire facilities with special offers.
- Testing of audio/visual equipment to ensure it is operational for external users as well as internal.
- Pollinator stations to be installed in the summer at East Court and Mount Noddy
- Planning for next Bee the Change Garden competition or alternative environmental project.

## **6. Risk/Resource Update**

- None



# EAST GRINSTEAD TOWN COUNCIL

Quarterly Service Update Report

Reporting Period: April-June 2026

Agenda Item: 7

Author: Alison Merricks – Head of Estates & Civic Pride

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## 1. Overview

This report provides an overview of estate management activities relating to Council owned buildings, public facilities, green spaces and civic assets within East Grinstead, including maintenance, improvements, compliance, and initiatives that support civic pride, community wellbeing, and the continued enhancement of the town's public spaces and facilities.

## 2. Key Highlights (Achievements)

- **Street Name Plates**

The SLA partnership agreement with MSDC has been signed to continue with the maintenance and replacement of street nameplates. The agreement includes the following locations in addition to East Grinstead: Ashurst Wood, Turners Hill, West Hoathly and Worth

- **Blackwell Hollow Embankment – Emergency Tree Works**

Following a tree survey emergency work was identified. Ownership of the embankment is unclear, due to tree being on our boundary WSCC Highways advised that responsibility fell to the Town Council. Emergency tree works were completed, together with some additional safety work by the outdoor services team whilst the road closure was in place. Costs: road closure £1,895 arboriculturist £900 (estimated).

- **Drinking Water Fountain**

As a result of satisfactory test results and confirmation from the Council's insurers, the fountain was turned on again on 24 April. Usage is monitored and remains low; the taps are run on a weekly basis to assist with maintaining water quality.

- **King Street Public Toilets**

Replacement doors are on order for the damaged cubicle following vandalism, delivery estimated a minimum of eight weeks. Further damage to another door has also been repaired.

- **Cantilever Swing**

The main bearings on the cantilever swing were found to have seized. These have been repaired by the outdoor services team, with the parts costing £374.88.

- **Planting**

The High Street flower displays this quarter have included the Chinese New Year, Easter and Dementia Action week. The summer hanging basket displays and floral installations are being planted w/c 25 May with a theme "Into the Reading Forest", celebrating literature and the natural landscape of Ashdown Forest, acknowledging the 100<sup>th</sup> anniversary of the publication of Winnie-the-Pooh by A. A. Milne.

### 3. Key Issues/Challenges

- **Heating Replacement Proposals – Old Court House and East Court**

Old Court House: Currently six companies have been approached, with only two quotes being received for replacement boilers, with no options for alternative heating systems.

East Court: Five site surveys have been completed, with contractors advising that due to legislative changes the existing flue system will need further assessment and a second site visit will be required.

Further updates will be provided on receipt of the additional surveys and quotations.

- **Budgeting constraints**

Due to the boiler replacement works that will be required in this financial year and the potential high costs involved, this is impacting the progression of the following maintenance and improvement works, which are currently on hold.

- Installation of a barrier at the Old Courthouse to help manage the safety of those crossing to access the building
- Restoration works to two windows in Office 41 at East Court Mansion which are currently in very poor condition.
- Renewal of the carpet in the Cranston Suite

- **Retaining Wall – East Court Tennis Courts**

The small retaining wall was reported to be in poor condition, therefore a structural engineer's report was obtained to ascertain the works required. One quotation has been received of £6,350 and a further two contractors have been invited to quote.

### 4. Service Performance/Impact

- **Basic Tree Inspection Training**

Three members of staff are attending a Basic Tree Survey and Inspection course in July to enable in-house visual checks prior to events and following periods of extreme weather. The current inspections by a qualified arboriculturist on a 2/3 year cycle with continue in accordance with the Tree Risk Management Strategy.

- **Brush Cutter Training**

Our two new trainees have successfully completed strimmer and brush cutter training, which increases operational flexibility.

## **5. Forward Plan (Next Quarter)**

- **High Street Cherry Tree**

The last remaining ornamental cherry tree on the High Street, has been inspected due to its poor condition and prominent location. If removal is recommended an application to MSDC will be required, as it's in the conservation area. The Town Council manage this area, under an agreement with WSCC that owns the land. WSCC has historically replaced cherry trees when necessary in this location.

- **Festive Lights Switch-On**

The Christmas light switch on in London Road will be automated due to safety reasons at the cost of £2,200.00.

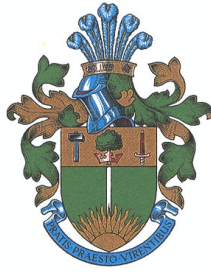
- **High Street Flowerbed**

The flowerbed near the Constitutional Building is being upgraded in line with the High Street. Existing planting will be partly retained, with future seasonal displays focused in three new barrel planters to improve appearance and create additional sponsorship opportunities.

## **6. Risk/Resource Update**

- **Neighbouring Trees – Fairview Homes Land**

Trees overhanging the footpath by Mt Noddy allotments continue to cause concern for allotment tenants and the Council's boundary fencing. The Council will continue to monitor the situation and liaise with the managing agents to ensure that appropriate action is progressed.



# EAST GRINSTEAD TOWN COUNCIL

Estates & Environmental Committee Meeting

4 June 2026

Agenda Item : 8 – Old Court House internal separation works

Author: Alison Merricks Head of Estates & Civic Pride

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## **Purpose of the report:**

To update committee on progress regarding the proposed internal separation works at the Old Court House, and consider priorities for this building in line with current financial position and other critical maintenance demands.

It is expected that some additional details will be available regarding S106 funds before the meeting date. These will be shared once received.

## **1. Recommendation**

**To consider expenditure at the Old Court House for the current financial year and review if the Council should proceed with the internal separation works, due to forthcoming capital expenditure required on boiler replacement.**

Option 1: To proceed with the proposed internal alteration works (detailed in the plans) estimated costs of £16,464.86 on MSDC approval of the S106 application for the sum of £17,600. Any additional expenditure required will come from Old Court House capital (EMR) and buildings and maintenance budgets. This will include the VAT which is not recoverable as the Old Court House is not VAT registered.

Option 2: To delay the internal separation works and establish in more detail the costs for the boiler replacements at the Old Court House and any associated works and obtain confirmation from MSDC if S106 funds can be used for this work.

## **2. Background**

### **Separation works**

A review has been undertaken of how access to the building is currently managed. Under the existing layout, the front entrance is unlocked for general hirers, which creates safeguarding and security challenges for the nursery areas as there is no way to secure access to this part of the building.

Furthermore, when general hirers need to use kitchen facilities historically they have been permitted to access the kitchen used by the nursery, which is unacceptable moving forwards.

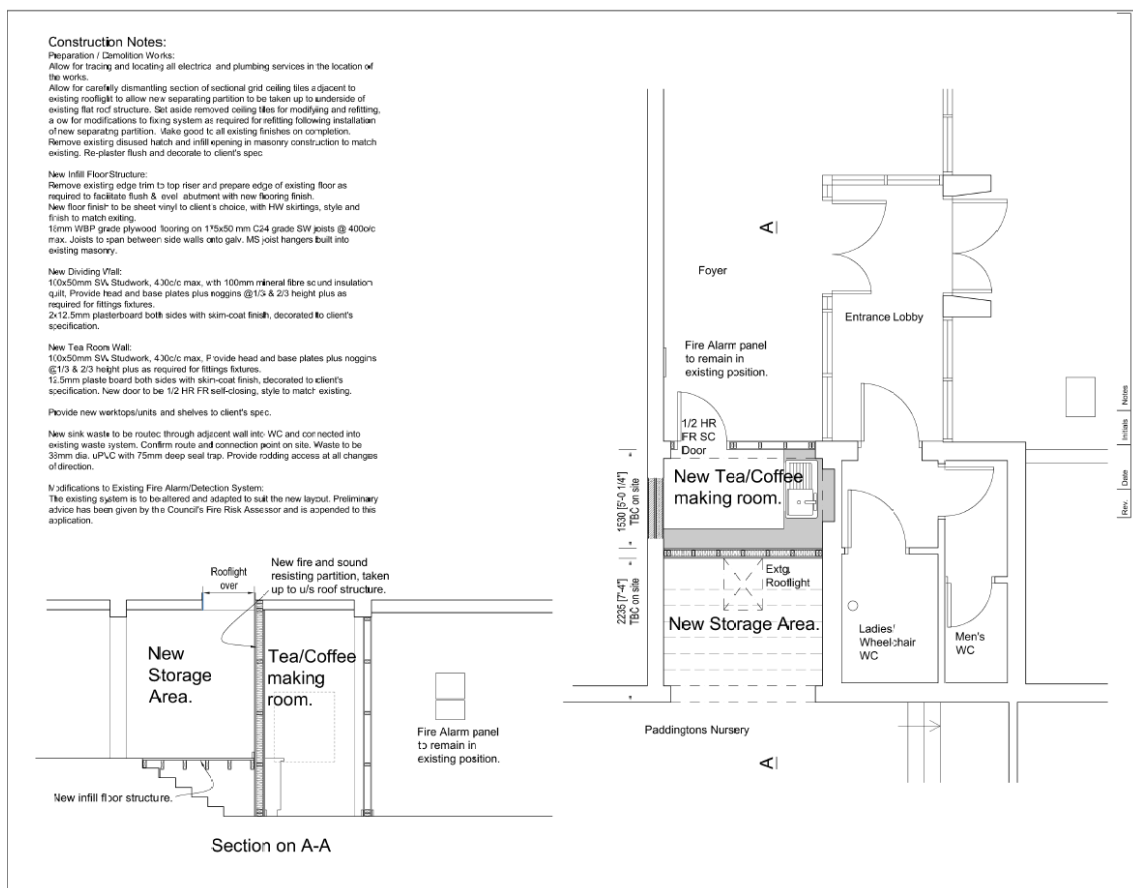
A proposal has been developed to provide secure separation between the nursery and the general hire space with the construction of a new internal wall. The nursery has

raised security and safety issues and welcome these potential changes, which will have the following benefits.

- Improve safety, safeguarding, security and operational flexibility for both the nursery and general hirers.
- Allow the front entrance door to remain accessible for general hirers during booking periods, without operational conflict between user groups.
- With the addition of a new kitchenette this will ensure that both the nursery and hirers using the Old Court house will have access to their own facilities and will support flexibility for future hirers.

Planning permission is not required but the work is subject to Building Regulations, an application has been submitted and fees paid.

An architect has prepared drawings which were required to obtain quotes and submit the Building Regulations application. The architect subsequently recommended the addition of a wall near the kitchenette due to its proximity to the only exit, to improve safety and circulation within the building. Three invitations to quote were issued, two have been received, one declined to quote.



An application has been made to MSDC for S106 funding for £17,600. MSDC Officers have indicated that this application will be approved, and a formal decision is expected on the 7 June 2026.

## Boiler replacements

It has been established that the boilers at the Old Court House must be replaced this year. Initial indicative costs for this work are in the region of £25,000- £36,000 including VAT, which cannot be claimed back on this building.

Currently the heating remains on continuously set at a low temperature, as there is a real risk that to turn the boilers off will mean they will never start again. This is clearly not an efficient way to run the building. Limited capital funds are available for this work and therefore the S106 funds could potentially be used for this if approved by MSDC rather than for the internal alternation works.

There is £12,628 available in Building Repairs & Maintenance earmarked reserves, as well as £21,256 in Old Court House earmarked capital reserves.

There is also the need to replace the boilers at East Court which is a separate matter, estimates for this work have not yet been received.

## 3. Main Considerations

### Operational implications

- Potential impact to current hirers whilst the work is being completed.
- Financial implications due to competing budget demands. If the S106 application is not approved, then funds could be used from the following cost centres:
  - £21,256 available from Old Court House earmarked capital reserves with the remaining balance being met from the Buildings and Maintenance budget

The total cost of the project (including architect fees/building regulation fees already paid) is £17,772.69 excluding VAT. It should be noted that S106 will not reimburse VAT, and as the Old Court House is not VAT registered this cost will be met by the Town Council and is not recoverable. Breakdown below:

Item	Cost (net)
Building works	£13,114.56
Architects Drawings	£540.38
MSDC Building Regulations fees	£767.45
Fire alarm system installation and commission upgrade	£3,050.30
Redecoration works (materials) labour undertaken in house	£300
<b>Total estimated expenditure:</b>	<b>£17,772.69</b>
<b>Estimated VAT (to be paid by Town Council)</b>	<b>£3,554.54</b>

### Risks/issues

Currently there are safeguarding, security and operational concerns due to the inadequate separation of general hirers from the nursery users. These have been

highlighted by the nursery. Should the nursery decide not to renew its lease in April 2027, this could result in the loss of annual rental income of £9,288 to the Council, in addition to the loss of valuable nursery places within the community.

Financial risk due to competing priorities. The Old Court House also requires replacement boilers, which will be in the region of £25-£35,000, this will need completing in this financial year.

Short-term disruption to building users during the construction period, although these will be managed to minimise inconvenience and maintain continued operation of the building wherever possible by offering alternative hire space where possible.

Upgrades to the fire alarm system are required.

#### 4. Options

##### **Option 1 – Proceed with the works following the approval of the Section 106 application to MSDC**

###### Pros

- Improves safeguarding and security arrangements within the building.
- Enhances operational flexibility and supports the continued shared use of the facility.
- Reduce the financial impact on the Council if S106 is approved.

###### Cons

- If the funding application is unsuccessful, the Council will need to fund the project.
- Large capital costs expected for the boiler replacements with currently no confirmed costs or budgetary plan for financing this work.

##### **Option 2 – Delay the project until further detail is established in relation to the costs of the new boiler and the use of S106 funding for this work.**

###### Pros

- No financial cost to the Council.
- Project can be budgeted for in the next financial year.

###### Cons

- Existing safeguarding and operational concerns would remain unresolved.
- Potential loss of rental income should nursery not renew tenancy.
- Reduced flexibility for future use of the building and continued management challenges between user groups.
- Expenditure has already been made on the project.

## **5. Conclusion**

The proposed internal separation works at the Old Court House would address ongoing safeguarding, security and operational concerns raised by the nursery and improve the long-term flexibility and usability of the building for all users. The works would provide clearer separation between nursery operations and general hirers, allowing safer and more effective shared use of the facility.

However, the Council must also consider the significant capital expenditure required this financial year for the replacement of the building's boilers, with estimated costs currently between £25,000 and £36,000. Given the limited available reserves and absence of a dedicated budget for either project, careful consideration is required regarding the prioritisation of expenditure and the potential use of Section 106 funding.

Members are therefore asked to consider whether to proceed with the internal separation works following confirmation of the Section 106 funding application, or whether it would be more prudent to delay the project until further information is obtained regarding boiler replacement costs and the potential eligibility of those works for Section 106 funding support.

## **6. Appendices**

None



# EAST GRINSTEAD TOWN COUNCIL

Environment & Estates Committee Meeting

4 June 2026

Agenda Item: 9 - Memorial plaque fee increase proposal

Author: Ellie Lester, Cemetery & Compliance Manager

## Purpose of the report:

To seek approval from Members for a revised memorial wall plaque fee following an increase in supplier costs.

### 1. Recommendation

That Members approve the revised memorial wall plaque fee of £405.

### 2. Background

Supplier costs for memorial wall plaques have increased from £282 to £354 for 2026. The current Council fee of £352 no longer covers costs.

The Council uses the same supplier for all memorial wall plaques to ensure they remain uniform and consistent across the memorial wall.

### 3. Main Considerations

#### Operational Implications

Using the same supplier ensures all memorial wall plaques remain uniform in style, size and finish.

#### Financial Implications

##### **Current Position**

- Supplier Cost: £354
- Current Council Fee: £352

##### **Proposed Position**

- Proposed Council Fee: £405

#### Risks/Issues

If the fee is not increased, the Council will continue subsidising the service.

### 4. Options

#### **Option 1 – Approve the Revised Fee of £405**

Achieves full cost recovery.

#### **Option 2 – Retain the Current Fee of £352**

Council continues covering supplier increases.

### 5. Conclusion

The proposed fee increase will ensure the memorial plaque service remains financially sustainable whilst maintaining a consistent memorial wall appearance.

## 6. Appendices

### Appendix A – Memorial Wall Plaque Fee Comparison

Year	Supplier Cost	Council Charge
2025	£282	£335
2026 – Current	£354	£352
2026 – Proposed	£354	£405

#### Summary

The proposed fee increase reflects the rise in supplier costs for 2026 and ensures the Council can continue to recover the full cost of providing memorial wall plaques.