

EAST GRINSTEAD TOWN COUNCIL

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

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Phone: 01342 323636

Town Clerk: Samantha Heynes BA (Hons), FSLCC

Email: townclerk@eastgrinstead.gov.uk

Committee Quorum is 3

4th September 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 10th SEPTEMBER 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. 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.

Agenda

10. Apologies for Absence/Substitutions
11. To receive Members Declarations of Interest
12. To receive a Chairman's Update
13. To receive an update regarding open actions (Appendix A)
14. To receive quarterly update report from Cemetery & Compliance Manager (Appendix B)
15. To receive quarterly update report from Deputy Town Clerk (Appendix C)
16. To receive quarterly update report from Head of Estates & Civic Pride (Appendix D)
17. To receive an update on the position with replacement boilers at East Court and funding sources. (Appendix E)
18. To consider the report and costings in relation to car parking control and management at East Court (Appendix F)
19. To consider the report and costings in relation to renewable energy options at the Old Court House (Appendix G)
20. To consider the historical car parking arrangement with Community Transport and to review the proposed licence arrangements (Appendix H)
21. To consider the Tennis Club usage of East Court tennis courts and the proposed 25-year lease, in replacement of the previously held licence (Appendix I)
22. To consider prioritisation of Business Plan items (Appendix J)

The next meeting of the Estates and Environment Committee will be Thursday, 3 December 2026 at 7pm.

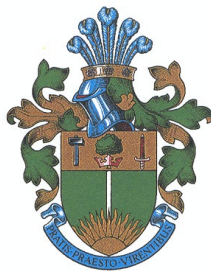
APPENDIX A

EAST GRINSTEAD TOWN COUNCIL

ACTION LIST – FULL COUNCIL & COMMITTEES

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

Committee	Original Meeting	Min No	Details	Date	Action by	Comments	Status	Date completed	Date taken to committee
E&E	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. 10/9 Officers recommendation to currently close this action and not progress further.			10/09/2026
E&E	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	Complete		10/09/2026
E&E	A&T	40	Full proposal of options for boilers in both buildings	24/03/2026	Estates Team	Ongoing to obtain quotes for these works 10/09 agenda update in report			
E&E	A&T	45	Tennis Club lease: move to a lease arrangement with the tennis court	24/03/2026	Clerk	Meeting with Tennis Club, new lease proposed and received well, Clerk to arrange for a lease to be created. 10/09 Lease prepared for review			10/09/2026
E&E	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. Awaiting outcome of the WSCC feasibility study. 10/09 WSCC officer will attend Town Improvement Plan Group Meeting on 2/11 with update			
E&E	E&ST	29	Renewable Energy - to continue looking at options at OCH	25/11/2025	Clerk	Solar panels being considered for OCH and awaiting a third quote. Air source heat pump route not viable due to inadequate insulation due to age of building. S106 funds are being directed to replacement boilers so would have to come from Sustainability & Enhancement budgets. Report will be available at September meeting with proposals. 04/06 - Local companies should be approached. 10/09 report for review at meeting.			10.09.2026
E&E		4	S106 funding	04/06/2026	Clerk	Councillors requested an updated list of S106 funds available to the Council. 10/09 report provided at Council meeting 30/07 ongoing discussions with MSDC Officers over deed of variations. 1/9/26: MSDC cancelled meeting for discussion, escalation requested.			
E&E		6	Booking systems	04/06/2026	Deputy Clerk	Booking systems were discussed - suggested to contact Chequer Mead as they have a bespoke software system built. 10/09 contact made with Chequer Mead			
E&E	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. 10/09 Looking to install in spring and will review the planting options in respect of drought tolerant options.			
E&E	E&E	7							



EAST GRINSTEAD TOWN COUNCIL

Burial Services Quarterly Service Update Report

Reporting Period: June – August 2026

Agenda Item: 14

Author: Ellie Lester, Cemetery Manager

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)

- **BRAMM Cemetery of the Year:** Officers decided to enter Mount Noddy Cemetery into the **2026 Cemetery of the Year Awards**. The cemetery achieved **Silver**, with a score of **36 points**. Individual scores were provided for each question, which will be reviewed alongside the BRAMM best practice guidance to identify areas for improvement and help the team work towards achieving **Gold in next year's awards**.
- Park AID Wheel Stops installed at Mount Noddy Cemetery.
- New aluminium stem vases purchased for the Memorial Wall.
- Cemetery newsletter launched to improve communication with cemetery users.
- Area at the top of Section 1U has been strimmed and flailed and will be used as a potential wilding area.
- Hedge alongside the compound at Mount Noddy Cemetery has been removed, creating additional space along the driveway.
- Foundations for the Columbarium are scheduled to commence the week commencing 31st August 2026.
- Columbarium delivery is scheduled for the week commencing 12th October 2026.

3. Key Issues/Challenges

- Southern Wall, Queens Road Cemetery: Some areas of the boundary wall are in poor condition. The Council has obtained a structural survey and has also had a building contractor inspect the wall. Indicative repair costs suggested range between £100,000–£250,000. Officers do not consider this to be a proportionate use of Council funds for a closed cemetery. The Queens Road Cemetery Risk Assessment has been updated and all Outdoor Services staff and contractors undertaking work at the cemetery, including tree inspection and maintenance contractors, are aware of the condition of the wall and associated risks. As there is currently no public access to the cemetery, the risk to the public is considered low. Officers recommend that the cemetery remains closed and that previous plans to potentially reopen the cemetery are not progressed. Officers recommend that this action item be closed.

- Memorial Wall: Families raised concerns about the number of flowers around the footings of the Memorial Wall. These have been removed and designated aluminium stem vases have been installed along the central column.
- Land in front of Mount Noddy Cemetery: No contact has been received from the Guinness Partnership. Officers will now close this action and take no further action.

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	July 25	July 26	Aug 25	Aug 26	Sept 25	Sept 26
Number of Earthen Burials	4	1	0	2	0	0
Number of Interments of Cremated Remains	2	8	5	3	7	0
Number of Memorial Applications Processed	5	3	7	4	4	0
Number of Memorial Wall Plaques Sold	0	0	0	0	0	0

6. Forward Plan (Next Quarter)

- Commence foundations for the Columbarium during w/c 31st August 2026.
- Columbarium delivery is scheduled for w/c 12th October 2026.
- Continue the memorial safety testing programme.
- Source suitable turf for graves at Mount Noddy Cemetery where required.
Develop the area at the top of Section 1U as a wilding area.

7. Risk/Resource Update

- The Queens Road Cemetery Risk Assessment has been updated to include the Southern Boundary Wall. All Outdoor Services staff and contractors

working at Queens Road Cemetery, including tree inspection and maintenance contractors, are aware of the risks associated with the wall.

- The cemetery remains closed to the public, reducing the current risk to members of the public.



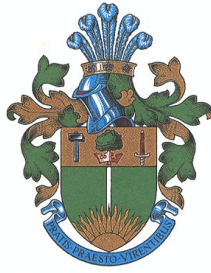
A dark red banner with a fine white dot pattern. A white rectangular box is centered on the banner, containing the award details. The box has a dark red border and contains the following elements from top to bottom: the BRAMM logo, the award title in a large serif font, the years in a smaller serif font, and a row of four logos.

BRAMM
IMPROVING STANDARDS

*Cemetery of the Year Awards
Mount Noddy Cemetery
2026 - 2027
Silver Standard Cemetery*

SLCC
For Local Council Professionals[®]



EAST GRINSTEAD TOWN COUNCIL

Bookings & Environmental Quarterly Service Update Report

Reporting Period: June- August 2026

Agenda Item: 15

Author: Deputy Town Clerk

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 – promotional offers have been launched in August and will continue for the next quarter. Old Court House – internal separation works have been completed including redecoration, providing a separate kitchenette which will be promoted to assist with attracting new hirers moving forwards.

Council Chamber

Full day meeting room hire 9-5pm

Whats included -

- Tea & Coffee
- Screen & Projector
- WIFI
- Free Parking

Availability Monday - Thursday
Capacity: up to 22 people
Price - £147 - 20% off original price
Special offer! Book by 30th September
*Subject to availability

Outside catering welcome!

SPECIAL OFFER

bookings@eastgrinstead.gov.uk
<https://www.eastgrinstead.gov.uk/venue-hire/>

- All the paperwork for the auction of land at St Margaret's Loop has been completed by the Council and Railway Paths with an auction date of the 22 September 2026 confirmed. Guide price: £3,500-£3,750 and the sales particulars are attached as an appendix to this report.
- An expression on interest has been submitted for an ArtRoots grant for the sum of £6,000. This application is to seek funding for the installation of artistic planters along the traffic-free sections of the Avenue Verte (Route 21), Worth

Way and Forest Way (subject to landowner permission). The planters will promote the walking and cycling routes through vibrant artwork, complimenting the planter already installed in Railway Approach. This project supports the EG Town Centre Improvement Plan which identifies opportunities to enhance signage, public spaces, planting and public art. If the expression of interest is successful, a full application will be submitted. An AI generated example of what the planters could look like is shown below. The budget for the project could be over the £6,000, but S106 funds would be available to support the potential additional expenditure of around £1,500.



3. Key Issues/Challenges

- WiFi is not available in the Old Court House, quotes are currently being considered with two suppliers.

4. Service Performance/Impact

- Marketing and promotional activities for hire facilities have commenced.
- If expression of interest is not approved from ArtRoots no grant funding will be received, possibility of funding project via S106, but prioritisation of business plan projects would need to be reviewed prior to this.
- Audio/visual equipment has not been promoted externally due to technical issues.

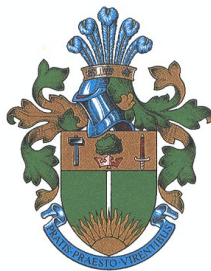
5. Forward Plan (Next Quarter)

- Continuation of 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 spring, with consideration for drought tolerant planting.
- If the auction of St Margaret's Loop is unsuccessful, the Council will need to consider its next steps.

- Planning for next Bee the Change Garden competition for the spring or alternative environmental project.
- If application to ArtRoots is approved, move forwards with the project or consider other funding/priorities.

6. Risk/Resource Update

- None



EAST GRINSTEAD TOWN COUNCIL

Estates & Civic Pride Quarterly Service Update Report

Reporting Period: June - August

Agenda Item: 16

Author: Alison Merricks Head of Estates & Civic Pride

1. Key Highlights (Achievements)

- **Blackwell Hollow Embankment – Overgrowth & Litter Pick**

Following the emergency road closure due to a water leak, the Outdoor Services team cleared overgrowth and carried out a litter pick along the accessible sections of the embankment.

- **Old Court House – Separation and Boiler Replacement Works**

Works to separate the Old Court House building and to install replacement boilers has been completed over the summer, together with redecoration of the toilets, entrance lobby and main foyer. This has significantly improved the appearance and presentation of the building.

The invoices for the completed works have been received and will be submitted to MSDC for reimbursement from S106 as agreed.



Figure 1: New Storage Area



Figure 2: New Kitchenette

- **East Court Play Park**

The annual safety inspection of the East Court Play Park undertaken in June identified a number of minor defects, all of which were assessed as low risk. The majority of these have since been rectified by the Council's Handyman.

The cantilever basket swing was replaced prior to the summer holidays to ensure it was safe and available for use during the busy summer period.

The toddler swing is now over 20 years old and taking into account its age and condition quotes are being sought to consider either replacement or refurbishment.

2. Key Issues/Challenges

Seeking quotations for the replacement of the boilers at East Court remain the largest challenge, a separate report has been prepared with a full update.

3. Service Performance/Impact

- **Hanging Baskets**

Despite the hot and dry summer we received an exceptionally high number of compliments regarding the hanging baskets this year, thanks to committed water regime implemented.

Due to the area being designated a drought region, the number of winter/spring hanging baskets has been reduced to 31 to ensure an appropriate floral display is maintained at the main entrance roundabouts and at East Court Mansion. This will help to manage water usage and maintenance requirements while still maintaining key floral displays.



- **Flower Beds and Sustainable Planting**

Due to the extended period of hot and dry weather this year the need to review the Council's approach to planting and consider more sustainable and drought-tolerant planting schemes has become apparent.

The Estates and Cemetery Administrator has been working closely with the Council's Gardener to develop a more sustainable approach to the town's flower beds. A proposed approach is attached at Appendix 1.

The team has prioritised watering newly planted areas but despite this, significant losses have been experienced including the main flower beds at East Court and the entrance beds, hedging and some trees.

Once the High Street flower bed has been replanted, the sustainable planting scheme will be extended to the two main entrance beds, gradually moving towards planting that is better suited to periods of hot and dry weather, reducing the reliance on regular watering.

The beds either side of the War Memorial will adopt a hybrid approach with the majority of the planting comprising of plants grown and propagated by the Council's Gardener, supplemented by a smaller number of annual plants. This will allow the main central bed to continue to provide the seasonal annual display while gradually increasing the use of more sustainable planting across the surrounding beds.

- **2027 Floral Display**

Planning for the 2027 floral display is currently underway. The display will commemorate Elsie Wagg, a local resident associated with the origins of the National Garden Scheme, while also marking its 100th anniversary. Elsie Wagg proposed that owners of private gardens should open their gardens to the public for a small admission fee, with the proceeds supporting district nursing. This innovative idea helped establish the concept that developed into the National Garden Scheme.

4. Forward Plan (Next Quarter)

- **High Street Drinking Water Fountain**

Weekly flushing of the High Street Drinking Water Fountain has continued throughout the summer, alongside regular water quality testing which has remained satisfactory.

Usage has increased compared to last year, although it remains lower than originally anticipated. Usage peaked during the first week of August and has steadily declined since.

The fountain will be turned off at the end of September and will continue to be flushed monthly throughout the winter to ensure the system is maintained and ready to be brought back into use in April 2027.

To improve public awareness and encourage greater usage next year, banners promoting the water fountain will be designed and displayed at suitable locations around town. Consideration will also be given to displaying the banners during the East Court Live events, on our website and via social media posts. It is hoped that if usage increases the need for weekly flushing will reduce, consequently reducing the manpower and time required for ongoing maintenance.

- **Small Retaining Wall**

As previously reported, the retaining wall on East Court Estate holding back the earth adjacent to the tennis courts has developed a significant lean. Following a structural engineer's inspection the wall was identified as requiring remedial action to prevent further movement or potential failure.

A quotation of £6,350+VAT was received, with a second contractor providing three remedial options, of which the lowest-cost option being £9,780+VAT.

A site meeting was subsequently held with our building contractor who has proposed constructing three reinforced buttress-type piers against the wall positioned at intervals along its length. This should help stabilise the wall and reduce the risk of any further movement.

The cost for this solution is approximately £2,000+VAT. To further reduce the forces acting on the retaining wall, the Outdoor Services team will excavate behind the wall and install a French drain to improve drainage and reduce water pressure.

This approach provides a significantly more cost-effective solution while addressing both the structural stability of the wall and the drainage contributing to the pressure behind it.



Figure 3: Retaining Wall

5. Risk/Resource Update

None.

Appendix 1: Sustainable Planting Report – Estates & Cemetery Administrator

1. Overview

This report proposes redeveloping the end High Street bed into a sustainable, drought-tolerant and attractive planting area, better suited to changing weather conditions.

Following research and a visit to Sheffield Park's Garden for the Future, the proposal focuses on improved drainage, drought-tolerant planting and the reuse and propagation of existing plants.

If successful, the approach could be extended to the beds on either side of the War Memorial, leaving only one High Street bed for traditional seasonal planting. This would reduce watering, seasonal planting costs and ongoing maintenance, while continuing to provide attractive, year-round displays.

2. Background

The end High Street bed has historically been maintained as a more natural planting area. Increasing periods of hot, dry weather and heavy rainfall have highlighted the need for a more resilient, long-term approach.

The proposal is to create a scheme that can cope with these changing conditions while reducing watering and maintenance requirements. It will also make greater use of existing plants and materials, helping to keep the project both sustainable and cost-effective.

3. Visit to Sheffield Park – Garden for the Future

As part of the research, a visit was made to Sheffield Park and Garden to view its Garden for the Future, which opened in 2025, and discuss the approach with Head Gardener Jordi Hilton.

The main purpose was to understand the ground preparation, drainage and growing medium used to establish drought-tolerant planting.

A key lesson was that drought-tolerant plants can cope well with hot, dry summers but may struggle during prolonged wet weather if their roots become waterlogged. Effective drainage is therefore fundamental to the success of the scheme.

4. Ground Preparation and Drainage

At Sheffield Park, sand and crushed brick were incorporated into the ground to create free-draining conditions. The crushed brick was already available on site, demonstrating how existing materials can be reused effectively.

For the High Street bed, the initial proposal is to consider approximately 10cm of sand and 10cm of crushed brick, subject to confirming the final specification, availability and cost.

5. Proposed Style

Rather than replicating Sheffield Park's relatively close planting, the High Street bed would have a more open, rockery-style appearance, using drought-tolerant plants alongside stone, gravel or suitable aggregates.

Planting seen in Eastbourne has also provided inspiration for the proposed style.

The existing shape and slope of the bed will form part of the design, with the existing palms incorporated where appropriate and lower planting towards the front to avoid obstructing the area around the bus shelter.

6. Planting and Propagation

Plants will be selected for drought tolerance, good performance in free-draining soil, manageable growth and year-round interest.

Potential varieties include salvias, euphorbias, thyme, sedum, thrift, agapanthus, geraniums, osteospermum, liatris and ornamental grasses. Other possibilities include potentilla, cistus, daphne, phygelius, gaura, eryngium and achillea.

Importantly, many of the proposed plants can be propagated from our existing stock through division or cuttings. This will reduce the number of plants that need to be purchased, benefiting both the environment and the project budget.

Additional plants would only be purchased where required to fill gaps or provide particular colour, structure or year-round interest.

7. Maintenance

Once established, the scheme should require less watering and seasonal maintenance than traditional bedding.

Plants will be positioned with their mature size in mind to reduce unnecessary pruning and replacement. Gravel or grit could also be used as a surface layer to support drainage, suppress weeds and complement the rockery-style appearance.

The objective is not a maintenance-free bed, but a more resilient and manageable planting scheme.

8. Next Steps

The next stage will be to:

- Confirm measurements and the final design.
- Establish the quantities and costs of sand, crushed brick and aggregates.
- Identify plants that can be propagated, divided or relocated from existing stock.

- Prepare a final planting plan and identify any plants that need to be purchased.
- Produce an overall project budget.

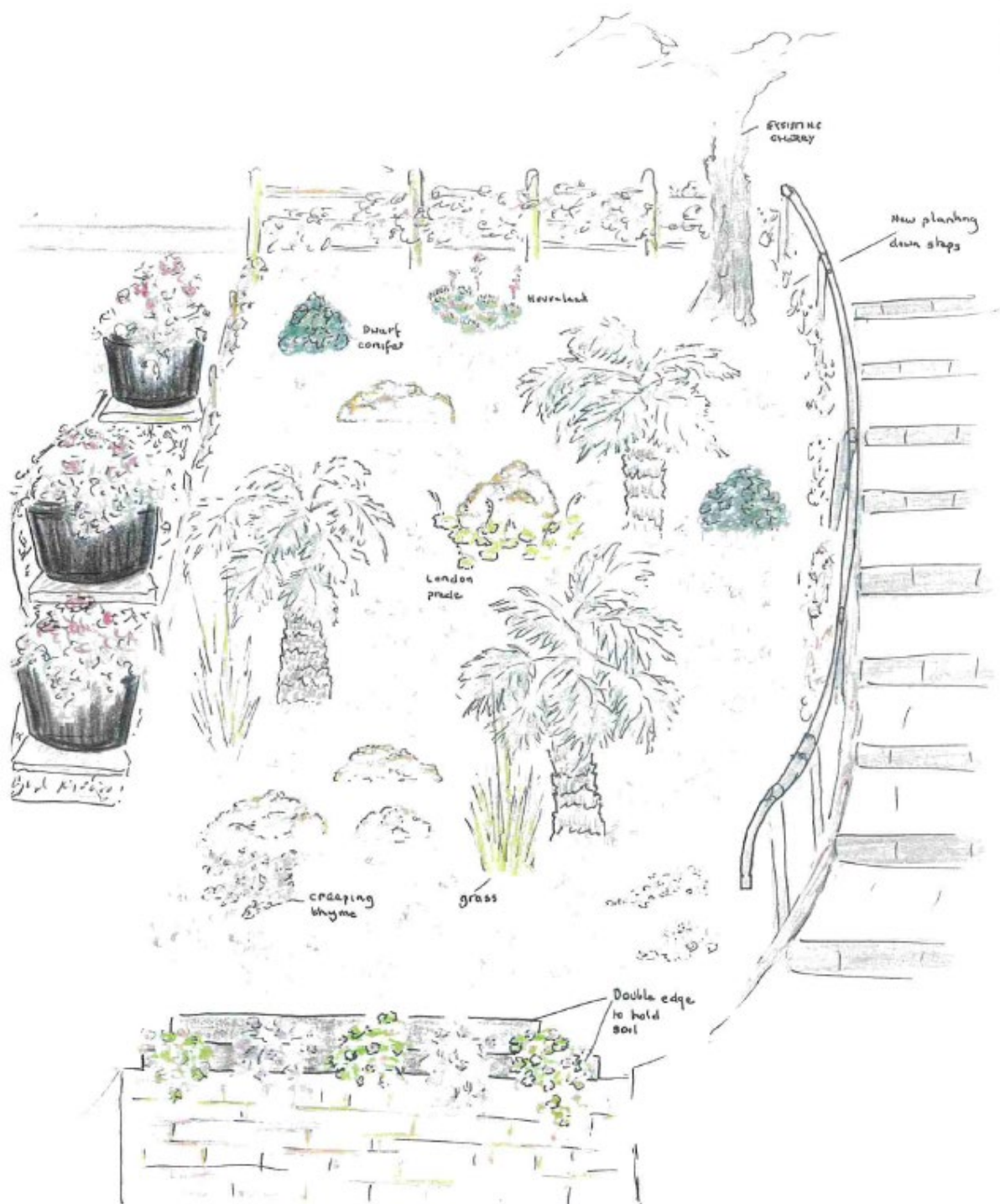
9. Conclusion

The proposal aims to create a sustainable, attractive and resilient planting scheme that is better suited to changing weather conditions and the future needs of the High Street.

By improving drainage, introducing drought-tolerant planting and propagating many of the plants from our existing stock, the scheme should reduce costs, watering requirements and ongoing maintenance, while still providing colour and year-round interest.

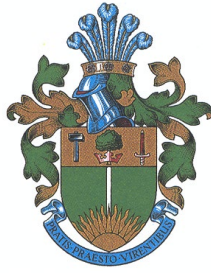
If successful, the approach could be extended to the beds on either side of the War Memorial, creating a more consistent and sustainable approach across the High Street while retaining one bed for traditional seasonal planting.

Overall, the project provides an opportunity to trial a practical and cost-effective approach that could shape how we manage High Street planting in the future.



Not to scale

Plants indicated are a small selection that I have already



EAST GRINSTEAD TOWN COUNCIL

Estates & Environmental Committee Meeting

10 September 2026

Agenda Item 17: Replacement boilers at East Court

Author: Head of Estates and Civic Pride

Purpose of the report:

This report updates the Committee on the current position with the renewal of the boilers serving East Court Mansion which are now at the end of their operational life, with one of the existing boilers already decommissioned.

1. Recommendation

Due to the significant financial implications associated with replacing the boilers, this report has been prepared to provide an update and explanation of the current position. No decision is required at this stage. Further detailed costings and funding proposals will be brought to full Council for consideration once they are available.

2. Background

Due to legislative changes and the requirements of modern condensing boilers, the existing air extraction system cannot be reused meaning a new condensing flue system is necessary. This causes further complications and complexity as the work requires specialist flue contractors and the Grade II listed status of East Court Mansion also has to be considered.

The original proposals required the new flue to be positioned either on the front or rear elevation of the Mansion. Following a meeting with the MSDC Conservation Officer, this was considered unacceptable due to the significant visual impact this would cause.

A subsequent meeting was held on the 23 July to explore other options, and two alternatives were developed which relocated the flue away from the principal elevations. However, both of these were considered to be less desirable due to their impact internally within the Mayor's Parlour, with one option being significantly more intrusive than the other.

Seven companies have now been approached, with only one quotation received to date, which reflects the complexity of the proposed works.

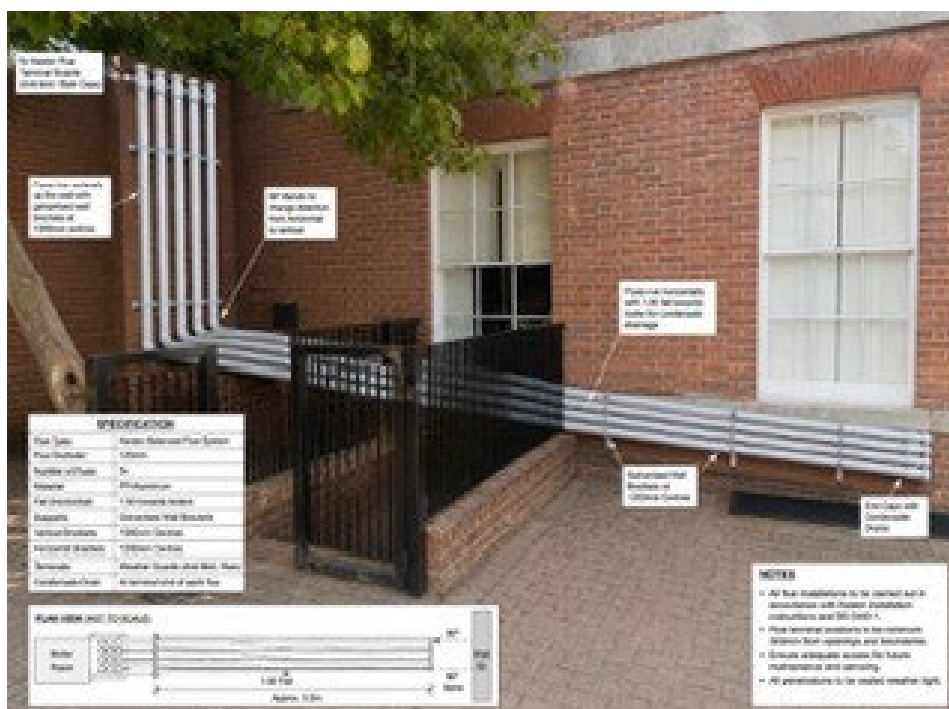
An alternative proposal has now been received which seeks to minimise both the internal and external impact on the Mansion by relocating the boilers to the end basement room, currently occupied by the East Grinstead Model Railway Club.

The proposed flue arrangement would utilise the existing basement window and external grating. The flues would then run at low level along the wall before continuing upwards along the curved wall between the Meridian Hall and East Court Mansion, avoiding the need for a large flue to extend above the roofline.

The principal advantages of this proposal are:

- avoids impacting on rooms within the Mansion, including the Mayor's Parlour.
- does not affect or obstruct any existing windows or fire escapes.
- avoids the requirement for a large flue to extend above the roofline.
- provides a practical solution while seeking to minimise the visual and physical impact on the listed building.

An illustrative AI-generated image was provided to the Conservation Officer on 25 August 2026 to assist with visualising the proposed arrangement and a response is expected by the 4 September.



This illustration above is indicative only and is not completely accurate in terms of scale or detailing.

3. Main Considerations

Financial Implications – at the current time one quotation has been received, but there are several additional costs to be considered as part of the overall project. These include, but are not limited to:

- Removal of asbestos within the existing boiler room.
- Structural building work required to create the necessary openings through the walls and making good following the installation works.
- Erection of scaffolding.
- Any additional works required to meet the requirements of the listed building consent.

Exact costs cannot be confirmed until the proposed flue arrangements are confirmed and accepted by the Conservation Officer. However, based on the information currently available, the overall project cost is expected to be in the region of £100,000-£150,000.

It should be noted that this expenditure is not included in the current 2026/27 budget. The Responsible Financial Officer has advised that there are earmarked reserves allocated to other projects which could potentially be used to fund the boilers. The Council also has general reserves of approximately £104,000 available; however, any further use of general reserves would reduce the Council's available contingency below the recommended minimum level of three months.

Legal/Governance – under the Council's financial regulations (5.3/5.5) as the project is over £30,000 (including VAT) the council must comply with any requirements of The Procurement Act 2023 and the Procurement Regulations 2024.

Risks/issues – If the boilers are not replaced there is a significant risk that the buildings will be without heating, which will impact on all users, including hirers and tenants.

Planning Application – A full listed building/planning application will need to be submitted prior to work commencing.

4. Options

As one boiler has already been decommissioned and we approach the autumn/winter period, the replacement of the heating system is becoming increasingly time sensitive. However, at the current time we are unable to proceed with further quotes or instruction of works until confirmation has been received from the Conservation Officer on the final flue arrangements.

5. Conclusion

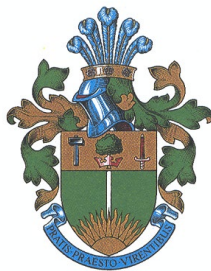
The project represents a significant and currently unbudgeted expenditure, with the overall cost currently estimated at approximately £100,000-£150,000. These costs include the boiler installation and associated works such as asbestos removal, structural works, scaffolding, making good and any requirements arising from listed building consent. The final cost and funding arrangements cannot therefore be confirmed until the flue arrangements have been agreed and further detailed quotations obtained.

At this stage, the Committee is asked to note the current position. Subject to the Conservation Officer's response, officers will continue to progress the preferred option and obtain further detailed costings. It is hoped that a final report will be presented to Council for consideration in October, including the final proposed works, confirmed costs and funding arrangements.

Given the urgency of the works, officers will continue to progress matters as far as possible pending the necessary conservation, planning, procurement and financial approvals.

6. Appendices

N/A



EAST GRINSTEAD TOWN COUNCIL

Estates & Environmental Committee Meeting

10 September 2026

Agenda Item 17: Car parking control and management at East Court

Author: Deputy Town Clerk

Purpose of the report:

This report seeks to consider the impact of parking at East Court in relation to the redevelopment of the Old Police Station building into 33 residential apartments. These properties could potentially come onto the market in November 2026 in phases through till March 2027; occupation could be spring 2027. The concerns are that the parking is not adequate for the flats and that residents/visitors will use the adjacent car parking areas at East Court, particularly the Old Court House area, causing issues for tenants and hirers of the Town Councils facilities if adequate spaces are not available for them.

1. Recommendation

To consider the report and options as follows:

- (a) confirm the timeframe for implementing the parking strategy; either prior to the development of the old police station being sold and occupied; or to ascertain the impact once the flats are occupied, and implement a parking strategy if this is found to be required;
- (b) consider the options in respect of the strategy; free parking for limited time, or to impose parking charges, providing guidance to officers so that a strategy can be prepared for Council approval;
- (c) make no changes to the current parking arrangements.

2. Background

A planning application was submitted and approved in May 2025 for the conversion of the Old Police Station to 33 residential units. This development is not yet completed; however, we have been advised marketing of plots could start from November 2026 in 5 phases through to March 2027. The application states the development will comprise the following: 12 No. 2 Bedroom 4 Person apartments; 8 No. 2 Bedroom 3 Person apartments; 8 No. 1 Bedroom 2 Person apartments; 3 No. 1 Person Studio apartments. The planning application noted there will be 34 parking spaces, including disabled and visitors.

The Council is concerned that the parking arrangements will in effect mean that residents will spill out into other areas of East Court, including the Old Court House car park, which is specifically used for the tenants (nurseries) and hirers of this building.

Therefore, options in respect of how this might be managed should it become a problem have been reviewed by officers, to potentially prevent any negative impact on tenants/hirers facilities at East Court. However, this also needs to accommodate users of the outside facilities at East Court so they can continue to be used by the community, for example dog walkers, people visiting the play park.

Currently the only parking restrictions in place is the car park area used by staff, councillors and tenants at East Court, which has a barrier. Although, following changes to the barrier operation, this is now open at the weekends for parking, unless an event is being held at East Court.

3. Main Considerations

- 3.1. To ensure that parking is still available for users of the facilities at East Court, mainly for hirers, tenants or general users of the outside areas.
- 3.2. Financial - currently there is no budget set aside for additional parking controls, however the proposals noted in this report would be at no cost to the Council, as the income from tickets issued goes to the parking management company to cover administration and set up costs. If parking fees were imposed then the Council could increase its income, as these fees would come directly to them. Under the Road Traffic Regulation Act 1984 Section 55 any income received must be spent on the upkeep of the car parking areas, but anything left over can be used for other projects, noted under this regulation such as *outdoor recreational facilities available to the general public without charge*.¹ So this could go towards for example a play area. Consideration may need to be given to remarking of lines and car parking surfaces, which would be a cost to the Council. The Old Court House parking area is in poor condition and does need some renovation which the Head of Estates and Civic Pride is investigating.
- 3.3. Legal/governance implications – to ensure that any parking controls are managed and signed correctly, in compliance with the UK General Data Protection Regulations and the Data Protection Act 2018.
- 3.4. Risks/issues – public perception of parking controls at East Court and managing those in a positive light, as tickets would be issued if drivers did not adhere to the car park regulations. Social media negativity, so any implementation would need to be well managed and promoted. If parking fees were implemented, this would most likely be unwelcome as parking has always been free to hirers and users of East Court. However, the options are very flexible when setting up this type of parking management system. Power supply should be able to be taken from the light columns to run the cameras. Solar is a potential option also, but may mean a longer, more expensive contract.

¹ Road Traffic Regulation Act 1984 Section 55 para (4B)

3.5. Timelines – system can be installed within a 4–6 week timeframe, depending on availability of equipment. Contract would be for a minimum 12 months or 24 months depending on the management company.

4. Options

Two parking management companies have visited the site, and potential proposals have been reviewed. The following are possible options:

- (a) Fitting of ANPR cameras to capture all vehicles that enter East Court, including the Old Court House. If free parking is still to be offered, the system can be set to a certain timeframe, for example 2 hours, giving people enough time to go for a walk or use the playground. Tickets would be issued after the 2-hour period had elapsed. Kiosks would be provided at East Court, Meridian Hall and the Old Court House for hirers to register their number plates, so stays longer than 2 hours would not incur a ticket. Staff and tenant number plates can be registered on the system in advance, so no tickets are issued to these vehicles. Management for this would be carried out by the car parking management company and they would receive income from any tickets issued. No installation costs to the Council.
- (b) Fitting of ANPR cameras to capture all vehicles that enter the car parks, including the Old Court House. A similar arrangement to the above, but after the 2 free hours, a fee would be made to park, (with tickets issued if payment not made). Kiosks would be provided as above for hirers to register if they were staying over the 2 hours, so they would not be charged. Any income from parking fees would be payable to the Town Council, income from tickets would go to the car park management company, no installation costs to the Council.

The above are examples in respect of time limits; fees/times for parking can be determined by the Council together with the times for free parking and these can also be different by car park area or day of the week.

It is noted that the system can be turned off if advance notice is given, for example during the East Court Live events.

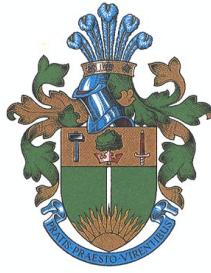
It was noted by both companies it could potentially be better to install the parking management system prior to the flats being sold, so it is clear when people are viewing that parking is not available to them from the offset. Although we cannot currently confirm if parking issues will arise, only provide the facts available at this stage.

Penalty tickets start at £100 and are reduced to £60 if paid within the first 14 days, if after 42 days this is not paid, it is passed onto debt recovery and it is increased to £170.

5. Conclusion

The redevelopment of the Old Police Station is likely to place additional pressure on parking at East Court and could affect the availability of spaces for existing tenants, hirers and community users. The report sets out the potential options available to the Council to manage this risk, including retaining free parking with time restrictions, introducing charges after a free period, or making no changes to the current arrangements.

Councillors are therefore asked to consider the potential impact of the development, the options outlined in the report, and whether parking controls should be introduced before the properties are occupied, introduced if a problem becomes evident following occupation, or not introduced at this stage. If controls are considered appropriate, councillors should also provide guidance on the preferred approach to enable officers to develop a detailed parking strategy for future Council approval.



EAST GRINSTEAD TOWN COUNCIL

Estates & Environmental Committee Meeting

10 September 2026

Agenda Item 18: Renewable Energy Options – Old Court House

Author: Deputy Town Clerk

Purpose of the report:

This report provides the Committee with an update on the progress of investigating the feasibility of installing solar panels at the Old Court House including the options available, indicative initial costs and the potential savings. It outlines the initial findings and costings to enable the Committee to consider the potential benefits and viability of progressing the proposal further.

1. Recommendation

To provide guidance to officers in respect of next steps with the installation of renewable energy at the Old Court House.

- (a) To proceed further with investigating the installation of solar panels or solar panels with batteries at the Old Court House and provide a recommendation at the next meeting;
- (b) To investigate other options available, such as community owned solar panel schemes;
- (c) To confirm funding sources for this project using ear marked reserves from the Sustainability and Enhancement budget or S106 funding if available.

2. Background

As East Court is a listed building, and the Meridian Hall is situated adjacent to it within the conservation area, advice was sought from the MSDC Conservation Officer regarding the most suitable location for solar installation. Following this advice, the Old Court House has been identified as the preferred option for consideration in the first instance, as it presents fewer planning and conservation constraints.

The installation of solar panels could provide several benefits, including reducing the Council's reliance on grid-supplied electricity, lowering ongoing energy costs and helping to reduce carbon emissions. Over time, generating renewable energy on-site could also provide greater resilience against fluctuations in energy prices and contribute towards the Council's wider environmental and sustainability objectives.

Companies have been asked to provide initial proposals for purchase of the equipment which are detailed in the appendix to this report.

Another option is community-owned solar panel schemes, whereby the panels would not be owned by the Council. Residents, businesses or community groups would invest in buying shares/bonds which would be used to purchase and install the panels. Potentially the Council would also receive funds which can be reinvested

back into local community projects, further investigation of this type of scheme is required, should the committee wish to consider this option.

3. Main Considerations

- 3.1. Operational implications – scaffolding would be erected if panels are installed on the roof following a survey to ensure the roof is suitable; this would have no impact on the tenants using the building.
- 3.2. Financial implications – funding could come from the Sustainability & Enhancements earmarked reserve of £59,404. Consideration should be given to the substantial costs for the replacement boilers at East Court noted in Head of Estates & Civic Pride report, as funding will need to be found for this project as the work is a necessity.
- 3.3. Legal/governance implications – there are no implications, however positive benefits include savings on energy costs and reduction in carbon emissions.
- 3.4. Risks/issues – no risks are associated with the project, although current usage figures supplied are basic meter readings, not half hourly readings which would generate more reliable figures for comparisons and quotes.
- 3.5. It is noted the community owned solar panel schemes are more complex, as investors would need to be found to support the project. We are unsure at this stage if it is viable due to the size of the potential scheme and further research is required.
- 3.6. Maintenance and monitoring of the system would need to be considered, including whether this be done externally as this could potentially see better returns. Maintenance costs are varied, with the maximum quoted on one system of £450 pa.
- 3.7. Cleaning – some suppliers advise annual cleaning, others suggest it may not be necessary.
- 3.8. Electric supplier – our existing contract expires in April 2028 and currently they do not provide an export facility within our contract to enable selling electricity back to the grid. It is viable to have another electrical supplier in order to do this, or this contract could be cancelled (cancellation fees to be confirmed).
- 3.9. VAT – it is noted that VAT reclaim is not possible on this project as the Old Court House is not VAT registered, so all costs would include VAT.

4. Options

Several companies have been approached for initial costings for the scheme that vary between £11,250 and £32,364 (plus VAT) with some schemes including batteries whilst others allow batteries to be added later. These options need to be considered carefully to ensure that the system is the best option for the building and achieves the best savings in the long term.

5. Conclusion

The initial investigations indicate that the installation of solar photovoltaic (PV) panels at the Old Court House has the potential to deliver both financial and environmental benefits. The proposals received demonstrate that renewable energy generation on site could significantly reduce the Council's reliance on grid electricity, generating lower energy costs over the long term and also contributing towards the Council's sustainability objectives. The quotations received vary considerably in both cost and specification with some proposals including battery storage and others offering batteries as a future addition.

Given the differences between the quotations and the assumptions used to calculate projected savings, further investigation is recommended before a final decision is made. This should include obtaining more detailed electricity consumption data if possible, reviewing the suitability of battery storage, considering maintenance and export tariff arrangements, and developing a specification to ensure that future quotations are directly comparable. Community-owned solar schemes may also warrant further exploration as a potential alternative delivery model.

The Committee is therefore invited to provide guidance on whether officers should continue to investigate the installation of solar panels at the Old Court House and return with a detailed recommendation, including funding options and a preferred solution, for consideration at a future meeting.

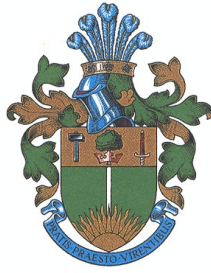
6. Appendices

Solar Panel Scheme Comparison.

Solar Comparison Table* – August 2026

Supplier	System Size	Battery	Annual Generation	Price	First-Year Savings	Payback	ROI / IRR
Company A Option 1	15.0 kWp	No	13,375 kWh	£11,250 ex VAT	£1,711	6.2 yrs	16.7%
Company A Option 2 PV + Battery	15.0 kWp	8.76 kWh / 10 kW	13,375 kWh	£14,053 ex VAT	£2,018	6.3 yrs	15.5%
Company B Option 1 14.79kWp	14.79 kWp	No	14,814 kWh	£19,296 ex VAT	£2,963	6.5 yrs	17.66%
Company C Option 1 Solar PV	11.04 kWp	No	12,543 kWh	£25,003 ex VAT	£2,095	9-10 yrs	11.57%
Company B Option 1 22.44kWp	22.44 kWp	No	22,560 kWh	£24,787 ex VAT	£4,674	5.3 yrs	18.1%
Company D	23.52 kWp	No	23,576 kWh	£30,648 incl. VAT	£4,185	6.9 yrs	16.1%
Company C Option 2 Solar + Battery	11.04 kWp	20 kWh	12,701 kWh	£32,364 ex VAT	£2,445	10-11 yrs	10.66%

* Generated by AI from quotes/reports received from 4 different companies.



EAST GRINSTEAD TOWN COUNCIL

Estates & Environment Committee Meeting

10th September 2026

Agenda Item 20: Community Transport Parking Space Licence

Author: Sam Heynes, Town Clerk

1. Recommendation

That the Committee:

1. Approves the creation of a licence permitting Community Transport to use one designated parking space at East Court for the parking of a community transport vehicle when not in use, together with the associated storage and key boxes and access arrangements.
2. Considers whether the licence (appendix A) should be granted at no charge or subject to a nominal annual fee, taking into account the community benefit provided by the service.
3. Authorises the Town Clerk to agree the final terms of the licence.

2. Background

Approximately 20 years ago, CVS, subsequently MSVA and now Community People, were based at the Old Court House at East Court. As part of the community services provided at that time, East Grinstead Bus was established, which subsequently became Bluebird Transport and is now operated as Community Transport.

As a result, an informal arrangement was established whereby two community buses could be parked at East Court when not in use, at no charge.

The service now requires only one parking space. In addition, a storage box and key box are located on site and access arrangements have developed over time without a formal agreement being put in place.

3. Benefit of Parking Licence

As part of the Council's wider review of the East Court site and its parking arrangements, it is considered appropriate to formalise the existing arrangement through a simple licence.

A licence would provide clarity for both the Council and Community Transport regarding the use of the parking space, storage facilities and access arrangements, whilst allowing the Council to retain control of the car park and the flexibility to review the arrangement as the use and management of the wider site evolves.

The proposed licence would not create a tenancy or grant exclusive possession of any part of the Council's land and would include appropriate provisions relating to insurance, use of the space, storage, access, termination and the Council's ability to

review or relocate the arrangement where reasonably required.

The following information has been provided by Community Transport advising of the support provided to the local community:

We advertise in a quarterly Newsletter our group hires for care homes, schools in East Grinstead and also West Sussex.

We have been asked by the residents of Turners Hill Park; to provide prices for Community Group Hire, we are also starting to look at supplying a weekly shopping bus for the residents of Turners Hill Park. We are looking to see if we can get some funding to supply the service.

We are unable to supply specific numbers, but the service is there for groups to use.

The main benefit is to the local school children with special needs, with our trained drivers and PAs to help get them to school on a daily, picking up 7 children in East Grinstead who attend a SEN school in Ifield. This is operated on behalf of WSCC.

The bus is also available as a secondary purpose to supply transport for the group hire between 10.00 and 14.00

4. Financial Considerations

The Council may either continue the existing arrangement on a nil-cost basis, recognising the community benefit provided by the Community Transport service, or introduce a nominal annual licence fee.

A nominal fee would provide consistency with the principle that the use of Council-owned land should generally be subject to an appropriate charge, whilst a nil-cost arrangement would recognise the community benefit and the historic nature of the arrangement.

The Committee is therefore asked to determine whether a nominal annual fee should apply.

5. Conclusion

The existing arrangement has operated informally for many years and provides a useful community service. Formalising the arrangement through a simple licence would provide greater clarity and appropriate governance for all parties, whilst ensuring that the Council retains control and flexibility over the use of its car park.

Approval is therefore recommended.

Appendix A – Draft Licence

PARKING SPACE LICENCE

Date: [Date]

Parties

- (1)** East Grinstead Town Council of East Court, College Lane, East Grinstead, West Sussex RH19 ("the Council")
- (2)** Community Transport ("the Licensee")

1. Background

- a. The Council owns and manages the car park adjoining the Old Court House.
- b. The Licensee wishes to use the parking space and associated facilities described in this Licence.
- c. The Council has agreed to grant a personal licence only. This Licence does not create a tenancy or confer exclusive possession.

2. Licensed Area

The Council grants the Licensee permission to use:

- a. A single parking space as already marked and shown edged blue on the attached plan;
- b. The storage box identified on the attached plan;
- c. A key box mounted externally on the Old Court House;
- d. The Council reserves the right to relocate the Licensed Area (or any part of it) to an alternative location within the Council's property where reasonably required for operational, maintenance, redevelopment or parking management purposes. The Council shall give not less than 28 days' written notice wherever reasonably practicable.

3. Term

Commencing on:

[date]

It shall continue until terminated under Clause 13.

4. Licence Fee

The Licence shall be granted:

☐ At no charge

OR

☐ £____ per annum payable annually in advance.

The Council reserves the right to review the fee annually.

5. Permitted Use

The spaces may only be used:

- a. for a vehicle belonging to the Licensee;
- b. by volunteers attending the premises.

The space must not be:

- c. sub-let;
- d. transferred;
- e. used for commercial parking.

6. Storage Box

The Licensee may install a storage box solely for equipment connected with its activities.

The storage box shall:

- a. be kept secure;
- b. be maintained in a clean and tidy condition;
- c. remain the property of the Licensee;
- d. not be used to store any hazardous, flammable, explosive or illegal materials.

7. Key Box

The Licensee may install a key box on the external wall of the Old Court House and used to store vehicle keys.

The key box shall:

- a. be kept secure;
- b. be maintained in a clean and tidy condition;
- c. remain the property of the Licensee.

8. Responsibilities

The Licensee shall:

- a. use reasonable care;
- b. keep the area tidy;
- c. not obstruct the remainder of the car park;
- d. comply with any parking management arrangements introduced by the Council.

9. Insurance

The Licensee shall maintain:

- a. Public Liability Insurance of not less than £10 million.

Evidence shall be provided upon request.

10. Indemnity

The Licensee shall indemnify the Council against claims arising from the Licensee's use of the licensed area except where caused by the Council's negligence.

11. No Tenancy

This Licence:

- a. creates no tenancy;
- b. gives no exclusive possession;
- c. may not be registered at HM Land Registry.

The Licensee acknowledges that:

- d. this Licence is personal to the Licensee and creates no legal or equitable interest in the Council's land;
- e. the Council retains overall possession and control of the Licensed Area at all times; and
- f. nothing in this Licence creates any expectation that the Licence will continue beyond its termination or that a replacement licence will be granted.

12. Annual Review

- a. The Council may review the operation of this Licence at any time and will normally undertake a review at least once every 12 months;
- b. The review may consider:
 - the operational requirements of the Council;

- parking demand and management of the wider site;
 - any redevelopment or changes affecting the site;
 - the continued need for the Licence; and
 - the Licensee's compliance with this Licence.
- c. Following any review, the Council may propose amendments to this Licence by agreement or, where appropriate, terminate the Licence in accordance with Clause 13.

13. Termination

Either party may terminate this Licence by giving **one month's written notice**.

The Council may terminate immediately if:

- a. this Licence is breached;
- b. insurance lapses;
- c. the space is misused;
- d. the Council reasonably requires the Licensed Area for operational purposes, changes to parking management, redevelopment, or any other reasonable purpose connected with the management of its land.

14. On Termination

The Licensee shall:

- vacate the space;
- remove all equipment including key box and storage box;

15. Notices

Any notice shall be served by email.

16. General

No variation shall be effective unless agreed in writing by both parties.

This Licence is governed by the law of England and Wales.

Executed by East Grinstead Town Council

.....

Authorised Signatory

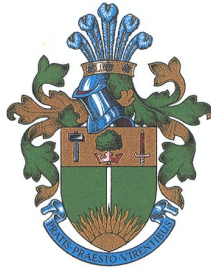
Date

Signed for and on behalf of the Licensee

.....

Chair/Secretary

Date



EAST GRINSTEAD TOWN COUNCIL

Estates & Environment Committee Meeting

10th September 2026

Agenda Item 21: East Court Tennis Courts Lease

Author: Sam Heynes, Town Clerk

1. Recommendation

That the Committee:

1. Approves replacing the existing licence with a 25 year lease of the East Court tennis courts;
2. Authorises the Town Clerk to agree the final terms of the lease.

2. Background

Estcots Lawn Tennis Club has occupied and managed the tennis courts at East Court for approximately 25 years under a licence arrangement. In practice, the Club has exclusive use of the courts, is responsible for their day-to-day management and maintenance, and the general public access to the facility has been limited to once a year.

Given the nature of this long-standing arrangement and the Club's exclusive occupation, a lease is considered to be the more appropriate legal mechanism. This would formalise the existing position and provide greater clarity for both parties regarding their respective rights and responsibilities.

The proposed lease would be for a period of 25 years, with the Club responsible for the repair and maintenance of the leased area.

The following principal terms are proposed:

- Landlord consent will be required for any structural or material alterations, with consent not to be unreasonably withheld.
- Routine maintenance will not require landlord consent.
- Responsibility for the maintenance and management of trees and hedges will remain with the Council, with the Club responsible for reporting any concerns or defects.
- Assignment or subletting will not be permitted without the Council's prior consent.
- Use of the premises will be restricted to tennis and ancillary club purposes.

The lease will also include appropriate provisions relating to rent and rent review, insurance, termination/default and the respective liabilities of the Council and Club.

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3. Financial Considerations

Historically, the rent has been reviewed annually in line with inflation. It is proposed that the current rent remains unchanged for the first three years of the new lease, with the first increase taking effect in May 2029 and subsequent reviews every five years.

Each review would reflect the cumulative movement in RPI over the relevant period, rather than applying the annual inflation rate prevailing at the review date. This provides a more consistent measure of inflation over the period and reduces the risk of a short-term spike in the annual inflation rate disproportionately affecting the rent. Rent reviews would be upwards only.

4. Conclusion

Moving from a licence to a lease does not represent a significant change to the day-to-day operation of the tennis courts. It regularises the existing long-standing arrangement using the legal mechanism that more accurately reflects the Club's exclusive occupation.

A 25-year lease will provide the Club with sufficient security to maintain and invest in the facilities whilst providing the Council with clear protections over the future use and management of its land.

Strategic Deliverable	Detailed Ideas/Projects	Committee	Prioritisation (H/M/L)	2026	2027	BAU	Comments
Deliver a coordinated programme of public realm maintenance and management to ensure streets and	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.
Enhance the appearance and identity of the town centre through high-quality planting, landscaping, public art and seasonal displays.	Introduce year-round decorations within the High Street and London Road.	E&E			x		Festoon lighting on the High Street
	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			x		
Promote environmental sustainability and biodiversity throughout the town.	Develop rewilding initiatives & conservation projects e.g. wildflower section at Mount Noddy, verges, bee friendly town, pollinators at East Court	E&E			x		
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 the land agreed, auction scheduled for September 2026.
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		
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
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 maintenance.

APPENDIX J