



EAST GRINSTEAD TOWN COUNCIL

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

Town Clerk: Samantha Heynes BA (Hons), FSLCC

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To: Members of the Community & Tourism Committee
Quorum is 3

11th June 2026

Dear Councillor

You are hereby summoned to attend a meeting of the **COMMUNITY AND TOURISM COMMITTEE** to be held at **THE COUNCIL CHAMBER, EAST COURT** on **THURSDAY 18th JUNE 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.

To request the meeting link, please contact 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, Public Services and A&T Committees) (Appendix A)
5. To receive the Community & Tourism quarterly update report (Appendix B)
6. To note the dates of the Town Twinning event in East Grinstead of 24th – 27th June 2027, and that these dates clash with the nationally set date of Armed Forces Day and their use of East Court
7. To consider the request to indicate Town Council support for the removal of the 'Loading Bay' signage outside St Lukes Community Room in Holland Avenue, installed to support the Community Fridge which moved location 2 years ago. The church and Cllr Carvalho of WSCC have indicated their support to proceed.

The next meeting of the Community & Tourism Committee will be Thursday 17th September 2026 at 7pm.

Committee	Original Meeting	Min No	Details	Date	Action by	Comments	Status
C&T	A&T	43	St Georges Field: to establish the existing costs of maintaining the field and the pond	24/03/2026	Clerk	Awaiting response from Rob Anderson MSDC	In progress
C&T	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	In progress
C&T	PS	39	EG Rugby Club - continue to press MSDC for S106 funds	10/03/2026	Clerk	Negotiations now underway, with MSDC considering a Deed of Variation to release funds to support this project.	In Progress
C&T	PS	40	Purchase a new SID	10/03/2026	Clerk	Ordered.	In progress



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Community & Tourism Quarterly Update Report

Reporting Period: April – June 2026

Agenda Item 5

Author: Alice Fletcher, Head of Community and Tourism

1. Overview

Community and Tourism team update since last committee meeting.

2. Key Highlights (Achievements)

- Supported Mid Sussex Marathon
- Attended May Fair
- Successful first East Court Live of the year
- Received £1k donation from South East Water to replace previous East Court Live sponsorship
- Received £1k sponsorship from Munich Legends for the Classic Motor Show
- Spring/Summer edition of The Line has been delivered
- Portable SID as approved at Public Services has been ordered
- Joint Dementia coffee morning with Age UK for Dementia awareness week

3. Key Issues/Challenges

- One of the King's Youth Club Workers has recently left the team. The remaining two Youth Club Workers are continuing to deliver the service, with additional support provided by Alice and Izzy to cover any periods of annual leave or sickness absence as required. Recruitment for a replacement will be undertaken shortly to ensure cover for September onwards.

4. Service Performance/Impact

- The Community and Tourism desk will have limited coverage over the next 5 weeks while the library is having works done. On average we support 12 people per day at the desk.

5. Forward Plan (Next Quarter)

- UK Town of Culture decision has been delayed until end of July. Working on a communications plan reflecting the eventuality of either making the shortlist or not.
- Organising a Dementia talk given by Care UK in the library on 17th June
- Permanent Pump Track research ongoing, a report to be prepared for July Full Council meeting for consideration
- Deliver July and August East Court Lives
- Deliver pump track event day
- Classic Motor Show preparation
- Big Reveal and Christmas Market preparation

- Continue with increased social media posting
- To organise other events – wellbeing self-defence workshops, digital support day, defib training, young carers
- Heritage plaques and town trail leaflet

6. Risk/Resource Update

- The team is currently operating at full capacity in delivering the events programme, with one full-time and two part-time staff members.
- While the team continues to successfully deliver events to a high standard, there is limited capacity to absorb any additional projects, increased event activity, or unforeseen operational demands, without impacting workload pressures, delivery timescales, or requiring additional resource.