



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held on **Monday 28<sup>th</sup> November 2022** in Telscombe Civic Centre at 7.30 pm.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson *Chairman*, C Gallagher, L O'Connor, B Page, C Robinson & A Selby *Vice-Chairman*

**Also Present:** - Stella Newman, Town Clerk & RFO  
Bianca Buss, Amenities Officer (*minutes*)

Cllr Clarkson welcomed everyone to the meeting and asked that agenda item number 26, to consider using the Civic Centre as a warm space, is discussed earlier on in the meeting, following the action list. This was **agreed** by the Committee.

## **1611. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1612. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Judd who had a physio appointment and Cllr Smith who was away. These reasons were accepted by the Committee. Cllr Brindley was absent but had not sent apologies.

## **1613. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1614. TO APPROVE MINUTES OF THE MEETING HELD ON 26<sup>th</sup> SEPTEMBER 2022**

It was proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RESOLVED** that the minutes of the meeting held on Monday 26<sup>th</sup> September 2022 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Clarkson.

## **1615. TO RECEIVE ACTION LIST**

The action list was noted as follows:

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
23.9.19	Min 1215, p 3053 – Proposals to increase Civic Centre revenue	SN	Agreed at last Committee meeting to remove from action list.	Complete
27.1.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Second-hand value to be ascertained and table then advertised for sale. <i>Agreed at Sept ACC to advertise pool table for sale at price Town Clerk felt reasonable. Sale price yet to be ascertained.</i>	March '23



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## 1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
27.9.21	Min 1461, p 3516 – To consider carbon footprint calculator for the Civic Centre	SN	Information on Civic Centre carbon footprint calculation to be taken to the Climate Change working group for consideration as to a way forward. <i>No action agreed at working group meeting.</i>	Complete
24.01.22	Min 1492, p 3593 – To agree annual playground area inspections	BB	The annual playground reports have been received and will be considered at this meeting.	See new agenda item
24.01.22	Min 1499, p 3595 – To agree estimates for replacement fire doors at the Civic Centre	SN	Replacement fire doors were all fitted by end September.	Complete
21.03.22	Min 1523, p 3638 – Update on tree survey actions and to agree way forward with tree works	BB	Purchase Order issued to EH Treecare for works but delay due to badger survey. BB is liaising with Middlemarch & EH Treecare for a Natural England License.	Jan 2023
21.03.22	Min 1524, p 3639 – Urgent Matters, bee homes	BB	Meridian School were not able to complete the project in the summer term so will put the homes together in the autumn. <i>BB chasing but no response.</i>	Jan 2023
30.05.22	Min 1536, p 3678 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	BB	A new agenda item has been added to this meeting to discuss way forward with obtaining estimates.	See new agenda item
30.05.22	Min 1541, p 3679 – To consider recommendations from surveyor's report for suggested works in Chatsworth Park next to a property in Kirby Drive	BB	A new agenda item has been added to this meeting to discuss way forward with obtaining estimates.	See new agenda item
30.05.22	Min 1542, p 3679 – To consider estimates for tree works in Chatsworth Park	BB	Purchase Order issued to EH Treecare for works but delay due to badger survey. BB is liaising with Middlemarch & EH Treecare for a Natural England License.	Jan 2023
30.05.22	Min 1551, p 3681 – To consider replacing the steps in the Copse	BB	Works to the Copse have been carried out by ID Verde.	Complete



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## 1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
30.05.22	Min 1552, p 3681 – To consider quotes for café feasibility study	SN/BB	The working group have asked to meet with Stickland Wright to discuss their proposal in further detail. Any update will be provided at this meeting.	Jan 2023
30.05.22	Min 1559, p 3682 – Urgent Matters – funds for grounds maintenance works	SN	SN to write a report on recommendation for virement of funds once detailed costings of tree works obtained.	March 2023
25.07.22	Min 1565, p 3714 – Update on Develop Outdoors request to build a permanent shelter in Chatsworth Park	BB	Develop Outdoors working on the shelter & fence over the autumn – delays due to the weather.	Jan 2023
25.07.22	Min 1567, p 3714 – To review/update the Business Plan	SN	Project number 1 has been updated to include the findings from the bat roost survey.	Complete
25.07.22	Min 1571, p 3715 – Update on Management Plan		A new agenda item has been added to this meeting regarding the ball wall.	See new agenda item
25.07.22	Min 1572, p 3715 – To discuss findings from the preliminary bat roost assessment in Chatsworth Park	BB SN	Awaiting way forward from tree surgeon regarding works to trees that have high bat roosting potential. Town Crier article added for October's newsletter. The 10 trees have been listed in the Business Plan.	Jan 2023 Complete
25.07.22	Min 1573, p 3716 – To agree for a wildflower pond and second hibernacula being added in Chatsworth Park	CCL	CCL to obtain funding for pond. Once created, info to be added to our website and QR code link.	Mar 2023
25.07.22	Min 1574, p 3716 – To consider two wildflower meadow locations in Chatsworth Park	CCL	The wildflower meadow by the old carpark will be completed next autumn. A large amount of bramble cut back will also need to be undertaken.	Sep 2023
25.07.22	Min 1576, p 3717 – To consider tree policy	SN	Agreed draft taken to Full Council and adopted.	Complete
25.07.22	Min 1577, p 3717 – To consider accepting oak tree saplings	BB	Tree saplings now at Civic Centre and will need to be planted in the park in the autumn. Cllr Clarkson will collect and plant at a volunteer session.	Jan 2023



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## 1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
25.07.22	Min 1580, p 3717 – To consider extending Wander Coffee's concession	BB	Wander Coffee have agreed to extend the concession and signed their forms.	Complete
25.07.22	Min 1583, p 3718 – To consider estimate for bird proofing solar panels at the Civic Centre	SN	Titan Eco have installed Black SolaSkirt around the sides of the solar panels.	Complete
26.09.22	Min 1592, p 3741 – To review/update the Business Plan	SN	Updates have been carried out.	Complete
26.09.22	Min 1595, p 3742 – To consider purchasing an account with Survey Monkey	SN	Town Council has purchased an account with Survey Monkey.	Complete
26.09.22	Min 1597, p 3742 – To consider repairs to the green felt surfacing at Robert Kingan Playground	BB	Repairs have now been undertaken by Playsafe Playgrounds.	Complete
26.09.22	Min 1598, p 3742 – To consider removal of wooden posts at Robert Kingan Playground	BB	Posts have now been removed by Countrywide Grounds Maintenance.	Complete
26.09.22	Min 1599, p 3743 – Update on Management Plan and agree works required	CCL BB	Mud has been cleared and volunteers continue to sweep paths during monthly volunteer sessions. BB to obtain quotes to clear the vegetation bordering 2 properties by 2m and to make contact with residents to ask if they would be in agreement to Town Council carrying out this work.	Complete Jan 2023
26.09.22	Min 1600, p 3743 – To consider planting at bottom of 'Pigs Hill' in Chatsworth Park	BB	Estimates to be obtained in a phased approach to cut back the vegetation to the tree line, rotavate and grass seed the area, a walkway to be added with bark chippings held in place with logs, shrubs to be planted and a new bench installed.	Jan 2023
26.09.22	Min 1601, p 3743 – Update on information boards	SN	3 information boards have been installed. Decision re position of last board to be considered at this meeting.	See new agenda item



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## 1615. Action List (Contd)

Date of Meeting	Issue Detail	Action Owner	Update	Due Date
26.09.22	Min 1606, p 3744 – To consider way forward with planting a hedgerow at the Copse	CCL	Planting of the hedgerow to be undertaken by volunteers. CCL is meeting with LDC ecologist and will liaise with the Sussex Wildlife Trust for planting advice.	Jan 2023
26.09.22	Min 1609, p 3745 – Future Events	BB	BB has contacted PTC re each Town Council holding a summer fayre on alternate years.	See new agenda item

Cllr Selby asked if minutes 1523 and 1540 could be added together as they have the same action. The Amenities Officer stated that they relate to works to two different groups of trees and were considered under separate meetings, so will need to be shown as such.

Cllr Page considered that the action list was too long and felt that only outstanding actions needed reporting.

Cllr Robinson asked why the oak saplings under minute 1577 had a due date of January but the update states they need to be planted in the autumn. Cllr Clarkson advised that Cllr Gallagher will be aiming to plant the surviving sapling at the volunteer session next week.

Cllr Clarkson reported that he had met with the District Council ecologist for planting advice on the hedgerow at the Copse, minute 1606. She had provided him with advice on best planting practice and this will be scheduled in for the January volunteer session.

The Amenities Officer advised that Meridian School have now completed the bee home bundles under minute 1520. Cllr Clarkson has collected them direct from the school and they will be added to the park in the spring.

## 1616. TO CONSIDER USING THE CIVIC CENTRE AS A WARM SPACE/HUB

Cllr Robinson informed the Committee that several local churches and community spaces were providing a warm space where residents can go if they are finding it hard to stay warm at home due to increasing energy prices. The District Council had provided grants to several groups to assist with costs. Although the grant process had closed, Cllr Robinson asked the Committee if they would consider the Town Council offering a warm safe space in the Civic Centre for our residents, at an allocated time each week. Following consideration it was proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council temporarily offer Room 1 of the Civic Centre as a warm space every Thursday between 1.30 and 4.30pm, starting from 5th January 2023 with Cllr O'Connor supervising, that Cllr Robinson will obtain drinks and other items for residents to use, posters be shared to advertise the warm space and that the scheme is reviewed at March's committee meeting. Cllr Robinson advised she would contact Peacehaven Town Council who are currently providing a warm space, to see if the two Town Councils could produce a flyer together advertising the two locations.

## 1617. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> OCTOBER 2022

The Town Clerk's report detailing any significant differences between budget and actual spend figures, along with the full income and expenditure list detailing the current budget lines for the



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## **1617. To note income & expenditure figures to 31<sup>st</sup> October 2022 (Contd)**

Committee and Earmarked Reserves were noted. It was proposed by Cllr Gallagher, seconded by Cllr Page and unanimously **RECOMMENDED** that the income and expenditure figures for Amenities of £16,119 expenditure and income of £4,187 and Civic Centre expenditure of £22,403 and income of £16,084 at 31<sup>st</sup> October 2022 be accepted as correct.

## **1618. TO REVIEW/UPDATE THE BUSINESS PLAN**

The Business Plan was **noted** and it was agreed no updates were necessary.

## **1619. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING**

The list of complaints was **noted** by the Committee.

## **1620. UPDATE ON HIGH PRIORITY ITEMS LISTED ON THE ACCESS REPORT FOR TELSCOMBE TOWN COUNCIL'S GREEN SPACES**

The Committee **noted** the updates on the 16 urgent items on the access report. Cllr O'Connor had previously asked the Committee via email to re-consider the proposed location of the information board next to the car park at Chatsworth Park, so that it is further away from the bin in this area. As the location had already been agreed at the last meeting, it would need to be re-considered at this Committee meeting. It was therefore proposed by Cllr O'Connor, seconded by Cllr Selby and unanimously **RECOMMENDED** that the information board is positioned 2 metres north of its current proposed location along the pathway.

## **1621. TO CONSIDER WAY FORWARD WITH CHATSWORTH PARK ACCESS SURVEY RESULTS**

The results from the Chatsworth Park access survey had previously been sent to the Committee and a working group consisting of Cllrs Clarkson, Gallagher, O'Connor, Robinson and the Amenities Officer met to discuss the findings. Residents felt that priority should be given to the path surfaces north of the park, including the memory garden, as well as Pigs Hill, the car park and the wooded area that runs east to west of the park between Bridle Way and Ambleside Avenue. Residents also asked that the pathways are cleared of mud and resurfaced. Following on from the survey, the Amenities Officer advised that a resident had informed the Office that they had broken their upper arm and shoulder 6 weeks ago tripping on a tree root on a pathway between the first and second field in Chatsworth Park, whilst trying to get away from the contractors cutting the grass. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a working group meet in January to draft an action plan on what items they would like taken forward, taking into consideration costs, labour and time and the Town Clerk contacts the resident who fell to advise the Town Council are undertaking investigations on the pathways throughout the park. Cllrs Clarkson, Gallagher and O'Connor volunteered to be part of the working group.

The Amenities Officer also reported that the pathway at the end of Pigs Hill, leading out of the park to Park Avenue, had become extremely muddy due to the recent wet weather. It is very difficult to pass and is one of the major walkways through the park, which is used to access the local primary school. The mud collects every time there is a lot of rain and two complaints have been received from residents who have asked that it be cleared. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Chatsworth Park volunteer group clear the mud from the pathway at their session at the weekend and that discussion on how to prevent the mud washing across the pathway be discussed at the access survey working group.





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## **1622. TO NOTE THE ANNUAL PLAYGROUND INSPECTION REPORT**

The Committee **noted** the annual playground inspection report.

## **1623. UPDATE ON PLAYGROUND INSPECTION REPORTS**

The playground inspection report was **noted** by the Committee

## **1624. TO CONSIDER FURTHER WORKS TO WET POUR SURFACES IN CHATSWORTH PARK SOUTH AND ROBERT KINGAN PLAYGROUNDS**

The Committee considered the Amenities Officer's report. DCM Surfaces had carried out repairs to wet pour surfaces across the three Town Council owned playgrounds in the summer, but advised that the surfaces to the trampolines at Chatsworth Park South playground were too damaged for them to repair and the whole section would need replacing. In addition, the wet pour at Robert Kingan playground was damaged following the repairs due to members of the public entering the playground when it had been closed off. DCM provided a price of £1,250 plus VAT for Chatsworth Park South and £500 for Robert Kingan to cut out the damaged wet pour areas and re-lay.

Councillors raised concerns regarding the costs and that the earmarked reserves were being reduced, which would decrease funds for the next major playground refurbishment. It was noted that the annual playground inspection report highlighted the wet pour next to the trampolines in Chatsworth Park South playground as low risk and the damaged wet pour next to the roundabout at Robert Kingan playground as very low list, whilst both items on the weekly playground report were listed as low risk. It was therefore proposed by Cllr Clarkson, seconded by Cllr Robinson and unanimously **RECOMMENDED** that works are not undertaken to either location at the present time and it is re-looked at in the New Year.

## **1625. TO CONSIDER REMOVAL OF CLIMBING APPARATUS IN CHATSWORTH PARK SOUTH PLAYGROUNDS**

The report from the Amenities Officer advised that there were several low and medium risk findings from the weekly playground inspection report concerning the wooden climbing apparatus in Chatsworth Park South playground, including an extremely large crack on the bottom of one of the poles. The annual playground inspection report had also recently been received, with 12 findings listed from level 12, moderate risk to level 4, very low risk. Although five contractors had been contacted for a price, only one had responded. Playsafe Playgrounds quoted £2,265 plus VAT to fully remove the climbing apparatus or £1,723 plus VAT to replace the damaged post. The Committee felt the item was beyond repair and should be removed, but that the price from Playsafe Playgrounds was high. It was therefore proposed by Cllr Clarkson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the Amenities Officer further investigates alternative prices from other contractors and if there is no response within 10 days, that the quote from Playsafe of £2,265 plus VAT to fully remove the equipment be accepted.

## **1626. TO CONSIDER REPLACEMENT LOG ON WOODEN TRIM TRAIL AT CHATSWORTH PARK SOUTH PLAYGROUND**

The report from the Amenities Officer was considered by the Committee. One of the wooden logs on the trim trail at Chatsworth Park South playground was reported as missing on a recent playground inspection report. The hanging rope was removed for safety reasons and Playsafe Playgrounds, who installed the item, were asked to quote for a replacement log. They quoted £416 plus VAT to replace



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## **1626. To Consider Replacement Log On Wooden Trim Trail At Chatsworth Park South Playground**

the stepping log with new steel fixings, but this did not include installation. Following discussion, it was proposed by Cllr Gallagher, seconded by Cllr Selby and **RECOMMENDED** to accept Playsafe Playgrounds quotation of £416 plus VAT to replace the stepping log and for M Evans to fit it. Cllr Clarkson agreed with the recommendation but Cllrs O'Connor, Page and Robinson abstained. Cllr Clarkson had the casting vote as Chair and this motion was carried.

## **1627. TO CONSIDER PRICE TO PAINT BALL WALL IN CHATSWORTH PARK**

The Committee discussed the Amenities Officer's report. A local artist had created a mock-up of the painted ball wall in Chatsworth Park and listed the costings to cover materials. The Councillors were all in favour of the proposed picture and it was therefore proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that the local artist paints the ball wall with the pre-agreed design at a cost of £343.24 for materials including an anti-graffiti coating and that the Town Clerk checks with our insurance company to see if the artist can be covered under the Town Council's insurance as a volunteer.

## **1628. TO CONSIDER ADDING BAT BOXES IN CHATSWORTH PARK**

The report from Cllr Clarkson asked if the Committee would consider allowing the installation of 8 bat boxes in Chatsworth Park. The bat boxes would be assembled by students of Meridian Primary School, with materials and instructions on how to create the boxes being provided by the Chatsworth Park volunteers. Following consideration, it was proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that 8 bat boxes are added to Chatsworth Park and the allocated trees are decided alongside discussion with the Amenities Officer and findings from the most recent tree survey report.

## **1629. TO CONSIDER A NEW WILDFLOWER MEADOW IN CHATSWORTH PARK**

The Committee considered Cllr Clarkson's request to add a wildflower meadow on the east side of Chatsworth Park in February 2023. It was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** for a meadow 3m by 20m to be added to this location at no cost to the Council, with all work being undertaken by the Chatsworth Park volunteers.

## **1630. TO NOTE REMOVAL OF RUSSIAN VINE TO AN AREA WITHIN CHATSWORTH PARK**

The Amenities Officer's report confirmed that additional works had been carried out to an area within Chatsworth Park to remove Russian Vine at a cost of £160 plus VAT. The resident had been contacted to check if they were happy with the works undertaken but no response had been received. This was **noted** by the Committee. However, Cllr Clarkson asked the Amenities Officer to re-contact the resident now that some time had passed to check that they were happy with the work undertaken.

## **1631. TO RATIFY AGREEMENT OF 3 MONTH TREE WORKS**

The report from the Amenities Officer confirmed that as agreed at March's Committee meeting, estimates had been obtained for trees listed on the tree survey where the structure was listed as poor and/or works needed to be undertaken within 3 months. The Committee were emailed in June by the Amenities Officer with the recommendation that works for this group of trees be undertaken by EH Treecare who had provided the most competitive price. As a majority response had been received, a





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## **1631. To Ratify Agreement Of 3 Month Tree Works**

Purchase Order was issued to EH Treecare to undertake the work, excluding £150 for tree 85 in the Copse which required approval from Lewes District Council (LDC) before any works could take place. It was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously agreed to **RATIFY** the decision.

## **1632. TO CONSIDER WORKS TO TREE 86 IN THE COPSE**

The Amenities Officer's report confirmed that as tree 85 in the Copse is subject to a Tree Preservation Order (TPO), an application was submitted to LDC for the recommended work to be undertaken. The tree survey highlighted another tree in the Copse that also required works; tree 86 listed as a Sycamore with fair structure and recommended work within 6 months to lift the branches over the road and lawn by 5 metres. As a tree works application to LDC was being completed for tree 85, the Amenities Officer also included tree 86 within the application. LDC have now approved works to both trees and EH Treecare were contacted for a price to undertake the work to tree 86. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that EH Treecare undertake the proposed works to tree 86 in the Copse at a cost of £80 plus VAT.

## **1633. TO DISCUSS WAY FORWARD WITH OBTAINING ESTIMATES FOR WORKS IN CHATSWORTH PARK**

The report from the Amenities Officer highlighted the difficulty in obtaining estimates for proposed works in two areas within Chatsworth Park; repair works to the steps next to the north playground and re-grading and reduction of a bank bordering a property in Kirby Drive. Unfortunately none of the contractors contacted to date had provided estimates for the proposed works.

Councillors discussed how to progress this. Councillor Gallagher suggested that the Town Council review their strategy and work with one or two contractors to build loyalty. She also suggested contact be made with Countrymans to see if they could re-consider quoting. Concerning the steps next to the north of the playground, Cllr Clarkson noted that this location within the park was not highlighted in the recent access survey responses provided by members of the public and may therefore not be a priority. Following consideration it was proposed by Cllr Clarkson, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a) a decision on the steps next to the north playground be taken to the access survey working group so that it is considered alongside the other access findings, b) that the Amenities Officer contacts S Willmot for a quotation on re-grading and reduction of a bank bordering a property in Kirby Drive, (c) contact is made with Countrymans to ask them to provide an estimate on the aforementioned bank and (d) that the Town Council advertises for contractors to quote for the works on social media and that it is shared on local interest pages.

## **1634. TO CONSIDER REPLACING BATTERY AND PADS TO DEFIBRILLATOR AT CIVIC CENTRE**

The Town Clerk's report advised that the battery to the defibrillator needed replacing and the adult pads are due to expire soon. Secamb had previously replaced these free of charge but they have now advised that as the defibrillator is privately owned by the Town Council, they will no longer provide replacement parts free of charge. Prices for a replacement battery average at £270 and £45 for a set of adult pads. Cllr Page felt that the battery and parts should be obtained as soon as possible and it was therefore proposed by Cllr Page, seconded by Cllr Gallagher and unanimously **RECOMMENDED** that a new battery and adult pads be purchased at the best price available.



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## **1635. TO AGREE GAS BOILER PROGRAMMER REPAIR AND CONSIDER NEW GAS SERVICE CONTRACT**

The Committee considered the Town Clerk's report. The gas boilers at the Civic Centre had stopped working and Gregory Gas Heating & Plumbing were asked to inspect re repair and were subsequently instructed to resolve the problem. Whilst on site, the Town Clerk asked them to provide a quote to service the boilers. Following consideration, it was proposed by Cllr Gallagher, seconded by Cllr Robinson and unanimously **RECOMMENDED** for Gregory Gas Heating & Plumbing to service the boilers annually at a cost of £95 plus VAT.

## **1636. TO CONSIDER ADDING AN ANNUAL 3-HOUR DURATION TEST OF THE EMERGENCY LIGHTING TO THE SECURITEL SERVICE SCHEDULE AND AGREE WORKS REQUIRED FOLLOWING FIRE ALARM SERVICE VISIT**

The report from the Town Clerk confirmed that the emergency lighting at the Civic Centre requires an annual 3 hour duration test and Securitel, who service the fire alarm, were asked to undertake a test. Their report showed that 4 emergency lights had failed and that the fire alarm panel will need isolating via an unswitched fuse spur to be operated without the need for a special key. Securitel were asked to provide an estimate but the Town Council have not received anything to date. Westview Electrical Ltd were asked to look at the emergency lights as one of them had been replaced by them last year. They agreed to replace one light free of charge as it is under warranty and provided an estimate for the remaining works. Following consideration, it was proposed by Cllr Robinson, seconded by Cllr Selby and unanimously **RECOMMENDED** that an annual 3 hour duration test of emergency lighting is added to the Securitel servicing schedule at the next renewal and that Westview Electrical Ltd replace 3 of the emergency lights at a cost of £195 plus VAT and the fire alarm isolation key switch at a cost of £55 plus VAT.

## **1637. FUTURE EVENTS UPDATE/AGREEMENT**

The Amenities Officer's report was considered by the Committee. It was noted that the Macmillan coffee morning had raised £440 and the children's Halloween party was sold out. Peacehaven Town Council have agreed to hold a summer fayre bi-annually with Telscombe Town Council, starting with Peacehaven Town Council holding their event in 2023. This was **noted** by the Committee. Cllr Robinson asked if Cllr Judd would be attending the Christmas morning and the Town Clerk confirmed that he had advised he will be present. Cllr Clarkson advised he would like to arrange another movie evening in the near future.

## **1638. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

There were no urgent matters.

There being no further business the meeting closed at 9.18pm.

Signed, CHAIRMAN .....