



# TELSCOMBE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES & CIVIC CENTRE COMMITTEE** held at 7.30pm on **Monday 2<sup>nd</sup> October 2023** in Room 3 at Telscombe Civic Centre.

**COMMITTEE MEMBERS PRESENT:** - Councillors C Clarkson, L O'Connor *Mayor* and C Robinson *Chairman*

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

## **1735. PUBLIC QUESTION TIME**

There were no members of the public present.

## **1736. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Apologies were received from Cllr Judd who had a prior engagement, Cllr Lawrie due to annual leave, Cllrs Gallagher and Sharkey who were attending an Extraordinary Council meeting at Peacehaven Town Council, Cllr Watts who was working and Cllr Perrotta who was unwell. These reasons were accepted by the Committee.

## **1737. TO RECEIVE MEMBERS' DECLARATIONS OF INTEREST IN RELATION TO MATTERS ON THE AGENDA**

None.

## **1738. TO APPROVE MINUTES OF THE MEETING HELD ON 31<sup>st</sup> JULY 2023**

It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RESOLVED** that the minutes of the meeting held on Monday 31<sup>st</sup> July 2023 were a true record of the proceedings and were signed as correct by the Chairman, Cllr Robinson.

## **1739. TO NOTE ACTION LIST AND AGREE ANY FURTHER ACTIONS REQUIRED**

The action list was noted as follows:-

Meeting Date	Details	Action Owner	Update	Due Date
27.01.20	Min 1251, p 3129 – To consider disposal of pool table	SN	Pool table to be donated to the Joff when they are ready to take it.	Complete
28.11.22	Min 1620, p 3787 – Update on high priority items listed on the access report for Telscombe Town Council's green spaces	SN	4 <sup>th</sup> information board has now been added to Chatsworth Park.	Complete
20.03.23	Min 1667, p 3854 – To discuss way forward with wet pour surfaces in the three playgrounds	BB	Currently unable to obtain a price to add tarmac between wet pour and pathway at CPN. Continuing to contact various contractors.	Jan 2024
20.03.23	Min 1673, p 3856 – To consider estimates for roofing repairs at the Civic Centre	SN	Roof has now been repaired by Provincial Roofing.	See new agenda item



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## 1739. To note action list and agree any further actions required (Contd)

Meeting Date	Details	Action Owner	Update	Due Date
05.06.23	Min 1683, p 3896 – To review/update the Business Plan	CCL	CCL provided a presentation on ‘net zero’ greenhouse gas emissions at Sept Council mtg.	Complete
05.06.23	Min 1685, p 3897 – Update on works bordering a property in Chatsworth Park	BB	Works to this location have been added to the new draft grounds maintenance contract and will be considered at this meeting. Consideration to be made re a way forward on planting shrubs at the front, which will also be managed through the management plan in 2024.	See new agenda item Nov 2023
05.06.23	Min 1690, p 3898 – To consider removal of the wooden hippo and elephant at CPS Play-ground & ratify removal of springer at Robert Kingan Playground	BB	M Evans unable to provide a price to remove the wooden elephant and hippo. Other contractors being contacted to see if they can assist but struggling to find anyone to help.	Jan 2024
05.06.23	Min 1693, p 3899 – To consider way forward with planting at the bottom of ‘Pigs Hill’ in Chatsworth Park	BB	Price to be obtained to cut back the vegetation to the tree line where it dips away, which is approx 70m, to rotavate and grass seed the area and for the area to be roped off for protection to allow the grass to grow.	Nov 2023
05.06.23	Min 1694, p 3899 – To consider a tree survey for Chatsworth Park & the Copse	BB	Purchase Order sent to Aspen Treecare for tree survey as agreed. Inspection due to be undertaken mid October.	Nov 2023
05.06.23	Min 1696, p 3899 – To decide whether to extend the current grounds maintenance contracts or draw up new ones for 2024-7	BB	Working group have met and draft contracts drawn up for consideration at this meeting.	See new agenda item
05.06.23	Min 1698, p 3900 – To consider adding second wild-life pond in Chatsworth Park	CCL	Second pond has now been built.	Complete
05.06.23	Min 1699, p 3900 – To consider adding a gate to an area of Chatsworth Park that has been fenced by Develop Outdoors Forest School	CCL	Gate, latch and sign has been installed in Forest School area.	Complete
05.06.23	Min 1703, p 3901 – To consider installing fire sleds and CO2 fire extinguishers to upstairs fire exits at Civic Centre	SN	Work to room 4 door still to be undertaken.	Jan 2024



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## 1739. To note action list and agree any further actions required (Contd)

Meeting Date	Details	Action Owner	Update	Due Date
31.07.23	Min 1712, p 3934 – To review/update the Business Plan	SN	SN to contact ESCC re item 9 Youth Services, to see if they will progress a project. <i>Update – Cllr Robinson to contact ESCC. Joff alteration works given go ahead so unlikely for any new projects for the time being.</i>	Dec 2023
31.07.23	Min 1714, p 3934 – Update on Management Plan	BB	Contractor contacted for price to fill in the hole in post 24 and to replace posts 41, 57, 62, 63, 65, 85 & 90. Weeding between the paving slabs has been added to the new grounds maintenance contract.	Nov 2023  See new agenda item
31.07.23	Min 1716, p 3934 – To consider grounds maintenance / pathway works in Chatsworth Park	BB	Other contractors have been contacted by email and phone, but no response received to date. Will continue to chase and refer back to Committee at November's meeting.	See new agenda item
31.07.23	Min 1718, p 3934 – To consider replacement or repair to the basket swing in Chatsworth Park North Playground	BB	Awaiting replacement rubber nest seat from Sutcliffe Play. Contact made with contractors for a price to install.	Nov 2023
31.07.23	Min 1719, p 3935 – To consider minor playground refurb and make initial decisions		As agreed, survey added to Survey Monkey with deadline 10.9.23. Results taken to this meeting.	See new agenda item
31.07.23	Min 1720, p 3935 – To consider adding metal guards to information boards in Chatsworth Park	SN	Metal guards have been fitted.	Complete
31.07.23	Min 1721, p 3935 – To consider adding signs to the wildflower beds in Chatsworth Park	CCL	Signs have been installed at the wildflower beds near Kirby Drive and Manor Drive, with payment made by the Chatsworth Park volunteer group.	Complete
31.07.23	Min 1722, p 3935 – To consider way forward with a wildflower area in Chatsworth Park	CCL	The Chatsworth Park volunteers group have cut 3 strips in the area for wildflower. An article will also be added to the next Town Crier for resident's information.	Complete
31.07.23	Min 1723, p 3935 – To consider way forward with grass cutting the wildflower mound in Chatsworth Park	BB	The wildflower mound in Chatsworth Park has been cut with a scythe cutter bar machine. Countrywide informed not to cut.	Complete



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## 1739. To note action list and agree any further actions required (Contd)

31.07.23	Min 1724, p 3936 – To consider adding bird and bat boxes in Chatsworth Park	BB	Cllr Clarkson has provided the Amenities Officer a map listing all bird and bat boxes, so that an annual inspection can be undertaken.	Complete
31.07.23	Min 1726, p 3936 – To consider requests from Develop Outdoors to run parent and play sessions in Chatsworth Park and to replace gate bordering Kirby Drive	BB	Develop Outdoors advised they can run the Monday parent and play sessions. The gate has also been replaced and Town Council provided with 2 keys.	Complete
31.07.23	Min 1727, p 3936 – To consider quotations to clear tree branches and vegetation around the top of 2 street light columns in Chatsworth Park	BB	Purchase Order issued to Aspen Treecare for works.	Complete
31.07.23	Min 1728, p 3936 – To consider quotations to cut back tree branches from Chatsworth Park to a property in Central Avenue	BB	Purchase Order issued to Aspen Treecare for works.	Complete
31.07.23	Min 1729, p 3937 – To consider quotations to clear vegetation bordering two properties next to the Copse	LOC / BB	LDC's ecologist will attend site visit with Cllr O'Connor on 11.10.23. If they agree with the proposed works, we will issue a Purchase Order to Countrywide.	Nov 2023
31.07.23	Min 1730, p 3937 – To consider extending Wander Coffee's concession	BB SN	Wander Coffee have extended their concession. They do not want to crowd fund for new benches.	Complete
31.07.23	Min 1731, p 3937 – To agree way forward regarding replacement of Civic Centre boilers	SN	Estimates received for re-placement boilers and will be considered at this meeting.	See new agenda item
31.07.23	Min 1732, p 3937 – To ratify purchase of a music licence for the Civic Centre and consider passing costs onto hirers	SN	SN to write to exercise classes to notify them of potential cost increase from April 2024.	Dec 2024
31.07.23	Min 1733, p 3938 – Future Events update / agreement	BB	An update on events is to be considered at this meeting.	See new agenda item

## 1740. TO NOTE INCOME & EXPENDITURE FIGURES TO 31<sup>st</sup> AUGUST 2023

The Town Clerk's report detailed 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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## 1740. To note Income & Expenditure figures to 31st August 2023 (Contd)

Committee and Earmarked Reserves. The income and expenditure figures for Amenities of £11,810 expenditure and income of £1,020 and Civic Centre expenditure of £15,723 and income of £14,411 at 31<sup>st</sup> August 2023 were **noted** by the Committee.

## 1741. TO REVIEW/UPDATE THE BUSINESS PLAN

The Business Plan was noted. Cllr Clarkson requested that some amendments were made to project numbers 1, 5 and 8 as follows:-

Project number 1 Tree Survey includes confirmation of bat boxes hung in Chatsworth Park;

Project number 5 New Café in Chatsworth Park Project is updated to confirm that additional costs and grant funding is being investigated;

Project number 8 Chatsworth Park and Copse Management Plan is updated to read 'yearly' under Key Review Dates.

He also asked if there was an update with East Sussex County Council (ESCC) on progression of a joint project as highlighted under project 9 Youth Services. Cllr Robinson advised she had tried to contact Colin Edgley at ESCC but had not received a response, so will chase this up at the County Council's Full Council meeting next week.

Cllr Robinson asked if there was an update on providing EV charging points at the Civic Centre as listed under project number 6. The Town Clerk advised that Lewes District Council (LDC) had previously contacted the Town Council to ask if we would like charging points and we responded positively but have not heard anything from them since. Cllr Clarkson advised that LDC have recently completed their first phase of installing charging points with work being undertaken by an outside contractor and although the Civic Centre was not included, he hoped it would be considered for phase 2. The Town Clerk stated that even if the Civic Centre is included within a future project phase, we would still need to pay for the charging points. We could therefore obtain estimates from other contractors.

Following consideration, it was therefore proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the aforementioned amendments be made to project numbers 1, 5, 8 and 9, and that EV charging points on project number 6 is amended to read as 'Ongoing' under Key Review Dates.

## 1742. TO NOTE AMENITIES COMPLAINTS SINCE LAST MEETING

The list of complaints was **noted** by the Committee. The Amenities Officer directed Councillors to complaint number 80, which is a report of a hedge located in a twitten between Rodmell Avenue and Homebush Avenue in Saltdean which is encroaching onto a resident's property. The Amenities Officer provided pictures of the hedge, which had Russian Vine growing within it. Unfortunately as this is unregistered land, it is not the Town Council's responsibility to cut the hedge back, although we do cut the hedge from the pathway to allow the public to pass the twitten. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Amenities Officer contacts the resident to advise them that we will not cut the hedge back from their garden as it is not on Town Council owned land.

Regarding complaint 59, the Amenities Officer informed the Committee that she had been in contact with the resident to advise that the arborist will be carrying out the tree survey in mid-October and we will advise her of their findings thereafter. The resident, who had also contacted Cllr Robinson to complain, was not happy with this response and advised she has been nominated as a spokesperson



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## 1742. To note amenities complaints since last meeting (Contd)

on behalf of the residents who live in the Close. The complainant's email response was discourteous and the Amenities Officer had forwarded the email trail to the Town Clerk and Cllr Robinson as Chair of the Committee. The Town Clerk advised the Amenities Officer not to respond to the email and will respond with comments following this meeting. Cllr Robinson advised that ESCC have a policy for dealing with complaints, which includes a guide for staff when dealing with unreasonable customer behaviour. The Town Clerk advised she is currently updating the Town Council's Bullying and Harassment Policy for Councillors consideration. Following discussion, it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the Town Clerk responds to the resident to advise that Councillors are happy with the procedures put in place by the Amenities Officer and that a way forward will be considered following receipt of the arborist's report.

The Amenities Officer finally advised the Committee she had received a complaint over the weekend from another resident who borders Chatsworth Park. He had contacted the Town Council with concerns of the height of the trees bordering his property, which are causing leaves from the trees to constantly fall in his garden as well as causing overshadowing. He also complained about trees from the park growing too high, which have blocked his view of the sea. The Amenities Officer visited the resident's property, who confirmed that his garden was in shade from midday onwards over the winter months and from the afternoon onwards in the summer, but not his house. The Amenities Officer shared pictures she had taken that morning so that Councillors could see the issues raised. Councillors discussed the complaint and noted that the trees had been inspected last year by the arborist who had confirmed they were healthy. It was therefore proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** not to cut the trees back as there is no health and safety risk to either the trees, the resident or his property and no amenity benefit.

## 1743. 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. The Amenities Officer advised that two of the three picnic tables installed by Wander Coffee have been vandalised and broken, so had moved the status from completed back to ongoing. The Town Clerk advised that one of the broken picnic tables had been removed from the site but could be used as spare parts when repairing other Town Council owned benches and tables. Wander Coffee have since advised they no longer wish to crowd fund for benches and that they were putting small folding tables and chairs out for their customers to use. Cllr Robinson asked if the Town Council could add another, more vandal proof picnic table to the area for when Wander Coffee are not present. The Town Clerk stated that she had obtained a price for a metal framed table which was approximately £1600. The Committee discussed other options including recycled plastic and concrete benches and the Amenities Officer advised she would investigate these further.

Cllr Clarkson advised that for the pathway works as listed under items 4.1 and 4.2, the Town Council could contact SGS Surfacing and Penfold Driveways. He had contacted these two contractors with regards to estimates for the proposed café concession and had received a swift response from both companies. Cllr Clarkson also noted that item 2.2 was showing one of the information boards was yet to be installed, but this has since been completed so will be updated.

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## **1744. UPDATE ON WEEKLY PLAYGROUND INSPECTION REPORTS & AGREE ANY POSSIBLE ACTIONS**

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

## **1745. TO DISCUSS RESULTS FROM THE PLAYGROUND SURVEYS AND POSSIBLE REFURBS**

The Admin Assistant had collated the survey responses for the three playgrounds; Chatsworth Park North, Chatsworth Park South and Robert Kingan Playground, and these were considered by the Committee. Cllr Clarkson suggested that Councillors form a group to discuss the findings, compose an objective and plan of action and take their findings to a future Committee meeting. He asked how long the last refurbishment of the playgrounds took and the Town Clerk advised it took approximately 18 months to 2 years. Cllr Clarkson suggested that 3 or 4 playground companies are contacted for advice and funding be investigated, e.g. CIL funds from LDC, Viola and lottery grants. It was therefore proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that Cllr Clarkson organises a group to initiate proceedings and findings be taken back to a future Committee meeting for discussion.

## **1746. TO CONSIDER DRAFT GROUNDS MAINTENANCE CONTRACTS DUE TO START IN APRIL 2024**

Councillors considered the draft grounds maintenance contracts, which had also been emailed to all Committee members prior to the meeting. It was noted that no comments had been received by Councillors prior to the meeting. Cllr Robinson felt that where possible, we should not be using weed killer as a weed removal process. The Committee discussed alternative options including foam, steam and removal by hand. Following consideration, it was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the contracts are approved, on the proviso that the wording be amended to provide a quotation for 'environmentally friendly weed killer' and another for 'alternative to weed killer', and once amended, they are sent out to tender. Cllr Robinson thanked the Amenities Officer for creating the detailed contracts.

## **1747. MANAGEMENT PLAN UPDATE**

The Amenities Officer's report was considered by the Committee. Inspections had been undertaken on several pathways and routes within Chatsworth Park. Conditions in most areas have been good but there were leaves and pine needles along the pathway in zone 8 situated above the north playground, and nettles were encroaching onto the pathway at Ambleside Avenue in zone 27. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Chatsworth volunteers undertake a sweep of the pathway in zone 8 and cut the nettles back from the pathway at Ambleside Avenue in zone 27 at November's volunteer session.

## **1748. TO CONSIDER ADDING A WILDFLOWER BED ON THE GRASS AREA NEXT TO CHATSWORTH PARK SOUTH PLAYGROUND**

Cllr Clarkson requested that the Committee consider adding a new wildflower bed along the grass area outside Chatsworth Park South playground. The area measures approximately 40 metres long x 4 metres wide and Cllr Clarkson proposed that the grass turf is removed and disposed of within the treeline around the park. The ground will be left bare for 10 to 14 days, the weeds removed, the area



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## **1748. To Consider Adding a Wildflower Bed On The Grass Area Next To Chatsworth Park South Playground**

seeded and finally gently raked. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** that the wildflower bed be added in this location, with the ground being prepared by volunteers in March 2024 and seeded in April 2024.

## **1749. TO CONSIDER APPLYING FOR TREE PLANTING GRANTS**

The Committee considered the Amenities Officer's report. Cllr Clarkson had been sent details of two funding opportunities for trees and was keen to progress these for Chatsworth Park. The Branching Out Fund is a community planting project from the Tree Council. There are two separate applications we could consider; under £500 or £500 to £2,500. The Committee noted that applications under £500 are more likely to be processed quickly. Cllr Clarkson felt this fund would be useful for the proposed tree avenue to the southern end of the park, off Pigs Hill. The second opportunity is through Earthwatch Europe and they are offering funding for a 'Tiny Forest' movement. Contact is made via their website and the Amenities Officer had submitted a form but not received a response to date. Cllr Clarkson outlined his idea for the 'Tiny Forest', which he would like to be planted in a circle within the middle field in Chatsworth Park, with an inner circular space. Pathways would be added on all sides going through the forest, finishing at the centre point. Following consideration, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Amenities Officer submits a grant application for a project of £250 to £500 through the Branching Out Fund for the proposed tree avenue and to bring Earthwatch Europe's response back to a future meeting. Cllr Clarkson confirmed he would be willing to assist the Amenities Officer with the application form for the Branching Out Fund.

## **1750. TO CONSIDER MAKING A REQUEST TO LEWES DISTRICT COUNCIL TO REVOKE A TREE PRESERVATION ORDER AT THE COPSE**

The report from the Amenities Officer was discussed by the Committee. Cllr Gallagher asked at a previous Committee meeting if the Tree Preservation Order (TPO) at the Copse could be revoked. The Amenities Officer had contacted LDC who advised that the Copse is covered under a 'TPO Group' rather than individual trees. They confirmed it would be unlikely the TPO could be revoked as it is a great asset for the area. If it is decided to go ahead with the request, the Town Council would need to make an official request to LDC confirming our reasons and why we think the trees are no longer an asset and a full consultation process will need to be taken with local residents.

Cllr Clarkson advised that Cllr Gallagher had sent an email just before the meeting started, to request that the agenda item is deferred to the next meeting and that some investment of the Copse is undertaken, e.g. woodland planting as had previously been suggested by Aspen Treecare. The Town Clerk advised that cutting back of brambles can be undertaken, it is just any tree work that requires consent from LDC. Cllr Robinson suggested that the area is planted with bluebells and Cllr Clarkson felt that the Copse is an important wildlife habitat. Cllr O'Connor confirmed he would shortly be visiting the Copse with the LDC ecologist and it was therefore proposed by Cllr Robinson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that the Town Council do not request LDC to revoke the TPO, that we investigate planting the area with bluebells and that Cllr O'Connor asks the ecologist for any advice on future management of this area.





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## **1751. TO CONSIDER WHETHER TO RE-START A COMMUNITY SPACE, PREVIOUSLY KNOWN AS A WARM HUB**

The Committee discussed the report from the Town Clerk. Cllr O'Connor advised he had attended a meeting with Peacehaven Town Council to consider undertaking a joint hub for residents, as they were unsure when the Community House will close for redevelopment of the Meridian Centre. Peacehaven Town Council will be running a hub from 10am to 1pm on Monday's and it was noted that this has now been advertised as a sole venture as we could not offer the same hours at Telscombe. A quiet exercise class is held downstairs in the mornings, so a hub could only run from 12 midday. Cllr O'Connor had also met with the Havens Community Hub (HCH) who would like to provide food, e.g. soup, at the sessions. They would prefer to use the Exhibition Area on a weekly basis but it was noted this area is used for furniture storage so only the part nearest the kitchen hatch would be available and HCH should be advised accordingly.

The Town Clerk advised that the Havens Food Coop had since contacted her to ask if we had availability on Tuesdays or Fridays between 11am and 3pm and had offered to pay for the space if it was decided to go ahead with providing community lunches. The Committee discussed the benefits of using the Exhibition Area or Room 1 and **agreed** that Mondays are the only available day. It was proposed by Cllr O'Connor, seconded by Cllr Clarkson and unanimously **RECOMMENDED** to thank HCH for the offer and advise them that they can run a community space/lunch on the second and fourth Monday of the month between 12 midday and 2pm in the Exhibition Area, with the possibility that Room 1 is used if it becomes too busy (depending on availability), that they pay the charity rate for the room hire and that we will review the situation in March 2024.

## **1752. TO RATIFY ROOFING REPAIRS AT THE CIVIC CENTRE**

The Town Clerk's report advised that roofing repairs had been discussed at the last Committee meeting. As the company we had previously agreed to undertake the work were not responding following the issue of a purchase order, it was agreed to get further quotes. There was difficulty getting further roofers to respond, but a quote for £900 was received from Provincial Roofing Services to repair the roof and replace missing tiles in several areas above the front door/landing area and also at the front of the building where a gap was clearly visible and water had been getting through.

In view of the urgency of the matter and to prevent further water ingress, the Town Clerk and authorised the work under her delegated powers. She had notified Committee members by email of her intention and 6 members had responded positively to this action. It was therefore proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to **RATIFY** the roofing repairs undertaken in the sum of £900.

## **1753. TO CONSIDER QUOTES FOR A NEW HEATING SYSTEM AT THE CIVIC CENTRE**

It had been noted at the previous Committee meeting that the 2 gas boilers at the Civic Centre were failing and it was agreed to obtain quotes for replacements from Gregory Gas Heating who service the current boilers, Viessmann Boilers and Sussex Heat Pumps. Quotes were received from the three companies which varied in price from £5,300 to just over £52,000. Sussex Air Conditioning and Heat Pumps quoted for installing 11 air conditioning units in separate rooms which both heat and cool and a heat pump that would heat all the other communal areas not covered by the air conditioning units. Cllr Clarkson felt that this would not be a very environmentally friendly option as the heat pump would be off-set with the air conditioning units which are run by electricity. Viessman's quote was



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## **1753. To Consider Quotes For A New Heating System At The Civic Centre (contd)**

for the supply of a boiler only and we would need someone to fit this on our behalf at an extra cost. Cllr O'Connor asked if we could contact Ovesco for advice and it was noted that we had done so last year and they had confirmed that our gas boilers were the best option, however, they could be contacted again. Following discussion and due to the high costs and the need to get the heating system running before the cold weather set in, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation from Gregory Gas Heating and Plumbing at a cost of £5,300 plus VAT to replace 2 gas boilers and associated work.

## **1754. TO CONSIDER REPLACEMENT OF CCTV MONITOR IN GENERAL OFFICE**

The report from the Town Clerk advised that the CCTV monitor in the general office was no longer working. Haven Alarms provided a quote to replace with updated technology, including installation of a new monitor, HDMI splitter, extender transmitter, cable and receiver. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation from Havens Alarms at a cost of £275 plus VAT for the parts as highlighted above and labour at a cost of £65 plus VAT for the first hour and £45 plus VAT per hour thereafter.

## **1755. TO CONSIDER ESTIMATES FOR REPAIRS TO CIVIC CENTRE WINDOWS**

The Committee considered the two estimates received for repairs to the windows at the Civic Centre. It was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** to accept the quotation from MR House Ltd at a cost of £345 plus VAT to repair two windows in the Exhibition Area and one window in Room 5.

## **1756. FUTURE EVENTS UPDATE**

The report from the Amenities Officer confirmed that the Town Clerk had contacted a couple of companies with regards to purchasing a portable beacon, but had not received a response to date. This was **noted** by the Committee, alongside the minutes from the future events working group. Cllr O'Connor confirmed he would be able to attend the annual Christmas coffee morning, would purchase the food to be paid for from his Mayor's allowance and that he had an up to date food hygiene certificate. The Amenities Officer advised she would ask the Admin Assistant to send over a list of food required. Following discussion, it was proposed by Cllr Clarkson, seconded by Cllr O'Connor and unanimously **RECOMMENDED** that a Christmas tree is purchased for the outside front of the Civic Centre and that the trio of movie nights is scheduled for Saturday 2<sup>nd</sup> December 2023, Saturday 10<sup>th</sup> February 2024 and Saturday 30<sup>th</sup> March 2024.

## **1757. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING**

There were no urgent matters.

There being no further business the meeting closed at 9.25 pm.

Signed .....  
Chairman

*NB Next meeting of the Committee – Wednesday 22<sup>nd</sup> November 2023 at 7.30 pm*