



# EAST GRINSTEAD TOWN COUNCIL

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

Town Clerk: Samantha Heynes BA (Hons), FSLCC

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To: All Members, East Grinstead Town Council  
(Other distribution for information only)

Quorum is 1/3 or 6 members

19<sup>th</sup> June 2026

Dear Sir/Madam

Your attendance is requested at a **COUNCIL MEETING** of **EAST GRINSTEAD TOWN COUNCIL** to be held in the **MERIDIAN HALL** at **EAST COURT** on **THURSDAY 25<sup>th</sup> JUNE 2026** at 7.30pm. Where possible please clarify any points or raise questions beforehand.

Members are asked to resolve or advise of any detailed questions to officers prior to the meeting where possible.

Yours faithfully

Samantha Heynes  
Town Clerk

## ORDER OF MEETING

### 7.30pm 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. In the event of a large number of speakers, the Chairman has the discretion to increase the number allowed to speak.

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

- 20 To receive apologies for absence
- 21 To receive any declarations of personal or pecuniary interest
- 22 To receive an update from Inspector Ben Fahey regarding local policing matters
- 23 To ratify the recommendation made at F&GP Committee to note and approve the Annual Review of Effectiveness of Internal Control Audit Report for 2025/26 (*F&GP Item 10 & Appendix D*)
- 24 To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31st March 2026, Section 1 – Annual Governance Statement 2025/2026 (*F&GP Item 11 & Appendix E*)
- 25 To ratify the recommendations made at F&GP Committee to approve the Annual Return for the year ended 31st March 2026, Section 2 – Accounting Statements 2025/2026 (*F&GP Item 11 & Appendix F*)
- 26 To consider and approve an amendment to the NatWest bank mandate to reflect the Council's current financial approval processes and to align with Financial Regulations 6.1 and 6.2, as adopted by Council on 14<sup>th</sup> May 2026:  
  
That the NatWest bank mandate be amended to designate the Town Clerk, Head of Finance (Responsible Financial Officer) and Deputy Clerk as the authorised signatories for the Council's financial transactions, in accordance with the Council's Financial Regulations and subject to the existing approved transaction limits
- 27 To consider the report outlining the boiler replacement options and costs for the Old Court House (Appendix A)
- 28 To note the request for an Independent Inquiry into the Management of Moat Pond and Disclosure of Environmental Information (2017 – 2026) submitted to MSDC on 15<sup>th</sup> June 2026

## **Confidential Business**

To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted:

- 29 To consider the draft sites proposed for inclusion in MSDC's draft District Plan including input to the Strategic & Local Community Infrastructure Needs for East Grinstead (Appendix B)

The date of the next ordinary meeting of the Town Council is **THURSDAY 30<sup>th</sup> JULY 2026 at 7pm.**



# EAST GRINSTEAD TOWN COUNCIL

Council Meeting

25<sup>th</sup> June 2026

Agenda Item: 27 – Old Court House Boiler Replacement

Author: Sarah Mamoany Deputy Town Clerk

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## **Purpose of the report:**

To inform the Council of the costings, funding sources and progress regarding the replacement of the boilers in the Old Court House.

### **1. Recommendation**

To replace the boilers at the Old Court House using the recommended quotation C for the sum of £22,887.47, funded from S106 monies (subject to MSDC approval) and earmarked reserves.

### **2. Background**

It has been established that the boilers at the Old Court House require replacement before the onset of winter. The existing boilers, which are estimated to be between 30 and 40 years old, are nearing the end of their operational life. At present, the heating system is being left running continuously at a low temperature as there is a significant risk that if the boilers are switched off, they may fail to restart.

This arrangement is neither cost-effective nor energy-efficient and presents an increasing risk of heating failure. Replacing the boilers will improve the reliability, efficiency and sustainability of the building's heating system, while reducing ongoing energy consumption and maintenance concerns.

It should be noted that these boilers provide the heating only for the Old Court House, the water is heated via an alternative dedicated source.

As Council has been made aware, there is also the need to replace the boilers at East Court, which is a separate matter. Estimates for this work have not yet been received due to complications with the current flue system that will need altering to include the fitting of an external flue. Specialists in this area have now made site visits and the quotes should be available within the next few weeks.

### **3. Main Considerations**

#### **3.1. Quotations**

Quotations have been received and are detailed below for the replacement of the

boilers. It is noted that the Council will have to pay the VAT as the Old Court House is not VAT registered, meaning it cannot be reclaimed.

<b>Quote details</b>	<b>Cost (including VAT)</b>
Quote A	£19,849.73 (10-year warranty) Additional recommended works: Installation of Boiler Room Interlock Panel (recommended due to Building Bulletin 100 in respect of fire safety in educational establishments, i.e. nurseries using the building <sup>1</sup> ) £3,367.68 Flushing of system, recommended to remove debris and sludge, which could improve efficiency £2,121.60 Total costs: £25,339.01
Quote B	£32,203.82 (5-year warranty) Additional recommended works: Flushing of system if this is found to be necessary £2,984.40 Total costs: £35,188.22
Quote C	£19,167.47 (10-year warranty) (note that flushing of system is included in this cost, together with installation of 2 fire sensors above the boiler interlocking with emergency shut off) Additional recommended work: Replacement of one circulating pump £3,720 Total costs: £22,887.47

### 3.2. Funding

Existing funding streams available for this work are detailed below:

<b>Source</b>	<b>Amount</b>
Old Court House (ear marked capital reserves)	£12,219
S106 East Court Improvements (application to be submitted)	£10,862
Building repairs and maintenance (ear marked reserves)	£13,282
	<b>£36,363</b>

It is noted that currently £17,600 of S106 funds from MSDC has been allocated and approved for the internal separation works at the Old Court House. This work was approved to proceed at the Estates & Environment Committee on 4th June 2026. These works are required to improve the safety, security and general facilities for hirers. The final cost of these works is subject to change and could be lower than currently anticipated, which would free up additional S106 funds to use for the boiler replacements at the Old Court House, reducing the Council's overall expenditure.

The funding arrangements for the replacement boilers at East Court have not yet been confirmed. However, the S106 funding of £24,461 allocated to Meridian Hall

<sup>1</sup> Building Bulletin 100 (BB100) is the Department for Education's fire safety design guidance for schools. Therefore, the fire safety principles found in BB100 are good practice, but not compulsory in this situation, unless required in compliance with Building Regulations.

Improvements may potentially be available for this purpose, subject to MSDC approval.

The estimated cost of replacing the boilers at East Court is likely to be significantly higher than that for the Old Court House, owing to the greater complexity of the works required.

### **3.3. Operational implications**

Due to the nurseries located in the building, the work will ideally be completed during the school holiday period. The internal separation works will be completed at the same time, expected to take approximately 2 weeks. In addition, this work will also potentially impact on our regular hirers as well, although it may be possible to offer them alternative rooms for this period subject to availability.

### **3.4. Risks/issues**

Not replacing the boilers could mean that they fail leaving no heating in the Old Court House. Clearly the nurseries would not be able to function without this especially as we move towards the colder months, and the Council would be in breach of the terms of their lease/tenancy agreements. It would also clearly cause major issues for the nurseries to be without these facilities should this work have to be completed as emergency works at short notice with no warning.

## **4. Options**

In respect of the above there is no other option other than to replace the boilers, so the building continues to be able to supply heating to tenants and hirers.

## **5. Conclusion**

The existing boilers at the Old Court House are at the end of their operational life and present a significant risk of failure. Replacing the boilers during the planned school holiday period will ensure the continued provision of heating, minimise disruption to building users and protect the Council's obligations to its tenants.

Sufficient funding has been identified to undertake the works, and quotation C represents the most cost-effective solution. Quotation C has confirmed their availability to commence this work over the summer should their quote be approved.

It is therefore recommended that the Council approves the replacement of the boilers as set out in this report.