

PEACEHAVEN TOWN COUNCIL

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Councillors on this Sub-Committee:- Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Donovan, Cllr Veck, Cllr Cheta, Cllr Davies.

1st September 2023

Dear Sub-Committee Member,

You are summoned to a meeting of the **COMMUNITY HOUSE SUB-COMMITTEE** to be held on **THURSDAY 7TH SEPTEMBER 2023** at 7:30pm in the Anzac Room, Community House.



George Dyson, Deputy Town Clerk

A G E N D A

CH001 CHAIR'S ANNOUNCEMENTS.

CH002 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.*

CH003 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

CH004 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

CH005 TO ELECT A VICE-CHAIR FOR THE SUB-COMMITTEE.

CH006 TO NOTE THE SUB-COMMITTEE TERMS OF REFERENCE

CH007 TO NOTE THE SUB-COMMITTEE BUDGETARY UPDATE

CH008 TO DISCUSS HEATING PROBLEMS AT COMMUNITY HOUSE

CH009 TO NOTE THE COMMUNITY HOUSE BUILDING SURVEY AND DISCUSS ADDITIONAL CLIMATE CHANGE SURVEYS.

CH010 TO DISCUSS GETTING EXPERT INPUT FOR THE NEXT MEETING REGARDING GREEN WALLS & ROOF.

CH011 TO CREATE A SUB-COMMITTEE ACTION PLAN

CH012 TO AGREE THE DATE OF THE NEXT MEETING

CH013 TO RESOLVE TO EXCLUDE PRESS & PUBLIC FROM THE FOLLOWING ITEMS

NOTE: *In accordance with Standing Order No. 3(d) and the Public Bodies (Admission to Meetings) Act 1960, Section 1, in view of the confidential nature of the following business to be transacted, the public and press are excluded from the rest of the meeting.*

CH014 TO RECEIVE AN UPDATE ON THE HEADS OF TERMS WITH MORRISONS

CH015 TO RECEIVE A CONFIDENTIAL UPDATE ON THE MORRISONS DEVELOPMENT

Agenda Item: CH006

Committee: CH Sub

Date: 7th September 2023

Title: Community House Sub-Committee Terms of Reference.

Report Authors: Deputy Town Clerk

Purpose of Report: To note

Introduction

Standing Order 4a allows a Committee to appoint a sub-committee and determine its terms of reference.

Background

The Policy & Finance Committee terms of reference includes the following:

- Be responsible for Community House, in liaison with the Civic & Community Events Committee.

At the committee meeting on 27th June 2023, the Committee resolved to form a Community House sub-committee. This decision was also noted at the Civic & Community Events Committee meeting on 1st August 2023.

Analysis

The terms of reference for the Community House sub-committee were agreed as follows:

- a. The Sub-Committee will report to Policy and Finance every six weeks. The Sub-Committee will meet at least once every six weeks and on demand when called by the chair.
- b. To liaise with Morrisons regarding the redevelopment:
- c. To ensure best value for residents.
- d. To develop plans and engage outside expertise as required to achieve carbon neutral status for the building by 2030.
- e. To develop contingency plans should Community House not be accessible for staff, Councillors and residents and the provision of alternative services including bus services, information office and use of other premises.

Conclusions

A sub-committee which will meet at least every 6 weeks has been formed to champion the needs of Peacehaven Town Council during the next two years and to research and determine ways forward regarding Community House, our Net Zero Carbon Target and the needs of our community.

Recommendations

To note the terms of reference as above.

Appendices / Background papers

Copy of report from P&F Committee papers.

Agenda Item:	PF886
Committee:	Policy & Finance
Date:	27th June 2023
Title:	Community House
Report Authors:	Cllr Griffiths & Cllr Seabrook
Purpose of Report:	To form a Community House Sub-Committee

Introduction

The imminent redevelopment of the Meridian Centre will have a very significant impact on Community House, Council Staff and the needs of the community.

Background

Morrisons will be starting work on site in February 2024 which will restrict access to Community House. The redevelopment will also include alterations to the Community House roof and integration in to the main development. Peacehaven Town Council is committed to being carbon neutral by 2030 and this is an opportunity to achieve this with best value.

Analysis

Decisions will need to be made quickly which rules out using a Task and Finish Group that can only make recommendations to the Policy and Finance Committee. Outside expertise as well as in house knowledge will be required to achieve carbon neutral.

Conclusions

It is essential to have a focused group to champion the needs of Peacehaven Town Council during the next two years and to research and determine ways forward regarding Community House, our Net Zero Carbon Target and the needs of our community. Detailed discussions will be required and this will not be possible within the confines of the Policy & Finance Committee.

Recommendations

1. To form a Community House Sub-Committee consisting of five Councillors including the Chair of Policy and Finance and a Senior Officer.
2. To agree these Terms of Reference:
 - a. The Sub-Committee will report to Policy and Finance every six weeks. The Sub-Committee will meet at least once every six weeks and on demand when called by the chair.
 - b. To liaise with Morrisons regarding the redevelopment:
 - c. To ensure best value for residents.
 - d. To develop plans and engage outside expertise as required to achieve carbon neutral status for the building by 2030.
 - e. To develop contingency plans should Community House not be accessible for staff, Councillors and residents and the provision of alternative services including bus services, information office and use of other premises.
3. To agree members of this Sub-Committee and the chair.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u>	PTC CIL budget and possible CIL applications to Lewes District Council. There is £5000 available for carbon neutral surveys.
<u>Legal</u>	To ensure compliance with the Equalities Act. To follow agreements in the heads of terms and contract between PTC and Morrisons
<u>Health & Safety</u>	To comply with Health and Safety Legislation
<u>Planning</u>	Additional planning permission may be required for some of the alterations
<u>Environmental and sustainability</u>	Plastic cladding to be avoided. Features such as green walls and roofs could be incorporated. Insulation, heating and ventilation to be considered. Features must be sustainable and provide best value. Finding sustainable options for existing plantings and wildlife.
<u>Crime and disorder</u>	Security of the site and equipment to be considered during the redevelopment and particularly while the building has been vacated.
<u>Social value</u>	Provide information and ensure residents are fully aware of alternative facilities. To provide progress updates to residents
<u>Climate</u>	To ensure that community house achieves net zero carbon by 2030.

Detailed Income & Expenditure by Budget Heading 30/08/2023

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
360 Community House							
1069 C/H Police Room	2,341	2,341	0			100.0%	
1070 C/H Phoenix Room	2,297	6,242	3,945			36.8%	
1072 C/H Copper Room	4,000	9,216	5,216			43.4%	
1075 C/H Charles Neville	3,127	7,426	4,299			42.1%	
1076 C/H Main Hall	6,484	18,646	12,162			34.8%	
1077 C/H Anzac Room	5,971	9,246	3,275			64.6%	
1078 C/H Main Kitchen	703	910	207			77.2%	
1079 C/H Anzac Kitchen	697	510	(187)			136.7%	
1080 C/H Foyer	115	1,675	1,560			6.9%	
1081 C/H Equipment Hire	153	947	794			16.2%	
1090 Storage Income	360	0	(360)			0.0%	
1091 Cinema Income	1,829	3,000	1,171			61.0%	
1092 Electricity Feed-in Tariff	0	500	500			0.0%	
1303 Water Charges	80	0	(80)			0.0%	
Community House :- Income	28,157	60,659	32,502			46.4%	0
4167 Cinema Costs	1,920	2,400	480		480	80.0%	
4175 Music Licence	0	900	900		900	0.0%	
Community House :- Direct Expenditure	1,920	3,300	1,380	0	1,380	58.2%	0
4101 Repair/Alteration of Premises	1,617	7,000	5,383		5,383	23.1%	
4102 Maintenance of Buildings	3,230	5,000	1,770		1,770	64.6%	
4111 Electricity	3,757	15,000	11,243		11,243	25.0%	
4112 Gas	2,289	9,000	6,711		6,711	25.4%	
4122 Service Charge	0	30,000	30,000		30,000	0.0%	
4131 Rates	6,550	15,800	9,250		9,250	41.5%	
4141 Water Services	430	5,000	4,570		4,570	8.6%	
4151 Fixtures & Fittings	126	1,500	1,374		1,374	8.4%	
4161 Cleaning Costs	260	1,000	740		740	26.0%	
4162 Cleaning Materials	289	1,000	711		711	28.9%	
4163 Personal Hygiene	1,332	2,603	1,271		1,271	51.2%	
4305 Uniform	0	700	700		700	0.0%	
Community House :- Indirect Expenditure	19,880	93,603	73,723	0	73,723	21.2%	0
Net Income over Expenditure	6,357	(36,244)	(42,601)				
Grand Totals:- Income	28,157	60,659	32,502			46.4%	
Expenditure	21,800	96,903	75,103	0	75,103	22.5%	
Net Income over Expenditure	6,357	(36,244)	(42,601)				
Movement to/(from) Gen Reserve	6,357						

Agenda Item: CH008**Committee: Community House Sub****Date: 7th September 2023****Title: Heating problems at Community House****Report Authors: Caretakers & Deputy Town Clerk****Purpose of Report: To discuss**

Introduction

The heating in the main hall at Community House is operated by roof-mounted air source heat pumps, which are circa. 30 years old.

Background

The system that heats the main hall in Community House has had problems for some time as the units installed on the roof of the building are beyond their expected life span, just one of the units is currently functional meaning that the heating is ineffective.

Analysis

The heating repair company that PTC uses have been out on multiple occasions to undertake repairs to the units, it has now become impossible for them to source new parts for these outdated systems – in particular the unit that is now non-operational needs a replacement printed circuit board which cannot be sourced.

Conclusions

Having just one operational unit does not provide sufficient heating and air conditioning, particularly when large events are in the hall.

The heating repair company has stated that a new system will be required in order for PTC to have a fully operational system, and have been onsite to undertake a survey and provide a quotation for this, which we are currently waiting to receive.

Recommendations

To discuss this report, and suggest any considerations for a new heating system.

Implications

The Town Council has a duty to consider the following implications:

<u>Financial</u> <ul style="list-style-type: none">• Use of capital?• Replacement of asset?• Reduced expenditure?• Increased income?• Budget provision?	Cost currently unknown – quotation awaited. New system would be more efficient, reducing running costs for the building.
<u>Legal</u> <ul style="list-style-type: none">• UK Law?• Council Powers/Duties?• Lease/landlord responsibilities?	The Workplace (Health, Safety and Welfare) Regulations 1992 Occupiers' Liability Act 1957 & 1984
<u>Health & Safety</u> <ul style="list-style-type: none">• Accessibility?• Equalities?	Running at a suitable temperature is part of providing a safe environment for staff, visitors, hirers, and other building users including.
<u>Planning</u>	N/A

<ul style="list-style-type: none"> • LDC permission? • Planning Law? • Highways? 	
<u>Environmental and sustainability</u> <ul style="list-style-type: none"> • AONB/SSSI/SDNPA? • Green spaces? • Walking/cycling? 	N/A
<u>Crime and disorder</u> <ul style="list-style-type: none"> • ASB? • Public safety? • Road safety? 	N/A
<u>Social value</u> <ul style="list-style-type: none"> • Charities/voluntary orgs? • Support for those in need? • Area improvements? • Community benefits? 	Hall is used extensively by local groups, charities, and organisations, as well as PTC events that provide significant social value.
<u>Climate</u> <ul style="list-style-type: none"> • Carbon footprint? • Materials? • Recycling? 	More efficient system, reducing energy usage and positive climate implications.



Scope of Services – Condition Survey

Information to be Reviewed Prior to Survey

- Building plans and drawings.
- Operating and Maintenance Manuals.
- Existing Fire Strategy, Evacuation Plans and Fire Risk Assessments.
- Asbestos information and management plans.
- Any statutory information relating to the building.
- Service reports for building services installations.
- confirmation of any site-specific requirements.

Elemental Condition

The report will record and detail the condition and significant defects found during the survey and will cover the following building element groups:

- Roofs/balconies and canopies.
- Rainwater goods.
- Walls and cladding/facades.
- Windows, doors and joinery.
- Structural frame.
- Substructure/basement.
- Floors.
- Internal walls, ceilings, partitions and doors.
- Finishes.
- Internal and external staircases.
- Sanitary fittings and welfare facilities.
- Building engineering services installations; and
- External areas, outbuildings and boundaries.

Condition, Priority and Reason Rating

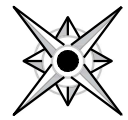
Each element be given a condition and priority rating along with a reason rating for the identified work:

Condition

- A** – Good Performing as intended and operating efficiently
B – Satisfactory Performing as intended but showing minor deterioration
C – Poor Showing major defects and/or not operating as intended
D – Bad Life expired and/or serious risk of imminent failure

Priority rating

- P1** – Urgent work that will prevent immediate closure of premises and /or remedy a serious breach of legislation and /or high risk to health & safety.
P2 – Essential work is required within two years that will prevent serious deterioration of fabric or service and /or remedy to minor breach of legislation and /or minor risk to health &



safety.

P3 – Desirable work is required within 3 to 5 years that will prevent deterioration of fabric or service and /or address a low risk minor breach of legislation and /or minor risk to health & safety.

P4 – Planned work for replacement beyond the 5 year period

Reason rating

R1 – Health and Safety Breach

R2 – Breach of Legislation

R3 – Deterioration of Fabric

R4 – Security Implications

R5 – Appearance/Aesthetic

Budget Costs

We will provide indicative details of the cost of repair or replacement of defective elements for each item of identified work noted in the condition survey. These will be sequenced over a ten-year period depending on the relative condition and priority of the work required.

Scope of Services – Indicative Scope of Works and Cost Plan

Provision of a high-level summary of the scope of the work likely to be required to achieve the de-coupling of the Community House from the Meridian Centre. This will be broken down on an elemental basis to with a brief description of the work required for that element.

Aligned to the indicative scope of works will be an estimated cost which will feed into an Order of Costs estimate which will include percentage additions for contractor's preliminaries, fees etc.

The output report will form the basis of negotiations with Morrisons and should not be taken as a developed scheme or budget. Further work would be required to develop the detailed designs, specifications and cost plan as further details of the wider redevelopment scheme develop.



Assumptions & Exclusions

- Fees exclude VAT.
- Fee based on full unobstructed access to undertake site surveys/inspection during normal working hours.
- Peacehaven Town Council shall provide all relevant data regarding known hazards, including asbestos and access restrictions on the site.
- The survey is non-intrusive visual only inspections.
- Our fee does not allow for us to carry out a detailed review of all statutory information for the site when undertaking the condition survey. We have only allowed to check the relevant information is in place.
- Fees for any specialist consultant/contractor input are excluded.
- Our fee does not allow for review of lease documentation or commentary on repairing covenants/responsibility of works items between the client and any tenant individuals/organisations
- We have not allowed for any access requirements over and above those available on site, including scaffolding or cherry pickers, nor have we arranged to carry out intrusive investigations.
- The survey does not include an accessibility audit, carbon consultancy or health and safety audit of the premises.
- Statutory fees for utilities information are excluded from the fee proposal but are not anticipated.
- We reserve the right to review this proposal and charge additional fees if deemed necessary due to programme overrun outside the proposed timescales. Also, in the event that the scope of work alters significantly we reserve the right to notify the client of any appropriate fee uplifts.
- Condition Survey reports will be issued electronically via email or file share link.

Agenda Item: CH015

Committee: Community House Sub

Date: 7th September 2023

Title: Morrisons Development (Appendix)

