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| George Dyson  Town Clerk  ☏ (01273) 585493  🖂 TownClerk@peacehaventowncouncil.gov.uk | A green and black logo  Description automatically generated | Community House,  Meridian Way,  Peacehaven,  East Sussex,  BN10 8BB. |

**DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Charles Neville room, Community House on Thursday 18th January 2024 at 7.30pm**

**Present:** Cllr Paul Davies (Vice Chair), Cllr Ian Alexander, Cllr Mary Campbell,Cllr David Seabrook, Cllr Donovan. Cllr Veck.

**Officers**: Zoe Malone (RFO), Victoria Onis (Committees and Assistant Projects Officer)

1. **CH041 CHAIR’S ANNOUNCEMENTS**

In the absence of the Chair, the Vice Chair, Cllr Davies, took the chair.

1. **CH042 PUBLIC QUESTIONS**

There were no public questions.

1. **CH043 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received and accepted from Cllr Griffiths and Cllr Gallagher.

It was resolved that Cllr Alexander would substitute for Cllr Gallagher. Cllr Cheta was not present.

1. **CH044 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CH045 TO ADOPT THE MINUTES FROM THE 20TH NOVEMBER 2023**

**Proposed by:** Cllr Seabrook **Seconded:** Cllr Alexander

The minutes were **approved** and signed as accurate.

1. **CH046 TO REVIEW AND UPDATE THE SUB COMMITTEE ACTION PLAN**

Cllr Alexander noted that there had been no meetings with Morrisons since 20th November.

1 **Morrisons Survey** – Cllr Seabrook stated that this item can be updated as completed

2 **Quotes for Main Hall heating** – The specification was agreed at Full Council, that tender will go out on Monday 22nd January, we are giving 6 weeks for that, with a closing date of the 4th March, which ties in with the Policy and Finance and Full Council Committee. The heating units will be discussed at Policy and Finance on 30th January; the decision will be made on how the units will be funded, with the recommendation that they are paid for from the Solar Panel Rebate and a there will need to be a discussion on how the remaining amount will be funded.

Cllr Alexander touched on the asbestos survey; good results but need to be aware that the survey we had was a management survey which is looking at how it is now. If Morrisons decide to start works on Community House they need to be aware of this and obtain the next level up from a management survey before works commence. The RFO reported that signage regarding the current asbestos which is in the damp proof course, have been put up around the building.

Cllr Campbell noted paragraph 4.2 which says that ducts flues, voids and any similarly enclosed areas for which access necessitated the use of specialist equipment/ use of tools, were not inspected. Cllr Campbell noted that that they have done limited visual where possible, but we need to highlight for future reference that paragraph 4.2 areas were omitted, it could be assumed that these areas were included when they weren’t.

3 **Climate Change Survey** – The RFO reported that two quotes were received yesterday. One is for £3,570 and the other for £3,858. The higher quote cannot get to us until March. As we only received these quotes yesterday, the surveys will be circulated by the Town Clerk for review and agreement at Policy & Finance to enable us to push this survey along.

6 **Fire Survey report** –The RFO reported that the fire safety checks took place on the premises on the 16th/17th and today were working on the compartmentations part of the survey; the report will be received in due course.

Cllr Alexander volunteered to review the report once received. The Committee agreed that Cllr Alexander’s experience will be invaluable.

The Finance Officer noted that our legal rep and consultant from ME are liaising to get movement but no updates as yet.

1. **CH047 TO RECEIVE AN UPDATE ON COMMUNITY HOUSE SURVEYS**

This item was discussed at item CH046

1. **CH048 TO RECEIVE A REPORT ON WORKS CARRIED OUT DURING THE JANUARY 2024 CLOSURE**

The RFO gave an update on the work carried out in the 2 weeks closure. The RFO informed the Committee that Community House is closed to hirers for the first 2 weeks of the year and this is so that staff can carry out maintenance, clear out unnecessary paperwork and get everything in order.

* The meeting rooms and corridors have had a paint but not the foyer due to the future work that will happen in that area of the building.
* Blockbusters have been on the premises, which was previously agreed, to get the pipes sorted, they were in for a few days. Asbestos survey done and fire surveys completed just awaiting report.
* Cllr Seabrook queried the tourist information missing from the Foyer as we have a responsibility to have that information available. Cllr Veck confirmed that the leaflets have moved into the reception to make room for the work to be a carried out.
* Cllr Alexander & Cllr Donovan praised the Caretakers and Grounds team for their hard work and excellent job in painting Community House.

1. **CH049 TO NOTE ANY UPDATES RELATING TO THE MERIDIAN CENTRE REVELOPMENT**

The RFO noted that there are no new updates for the Meridian Development. Details are being dealt with through the Solicitor and Consultant.

The below items were discussed and noted.

1. Cllr Campbell noted that we have now received official notice that the library will remain open through the redevelopment, at least for a year and a half.
2. Cllr Donovan noted that we have not received any confirmation from Morrisons about a bus service from Peacehaven to the Morrisons in Seaford.
3. Cllr Veck queried the locking of the co op doors. The RFO reported that this has been raised though our consultant as it was brought to PTC’s attention that the security were locking the doors to the centre on the 20th January, but, apparently, they are not and no date has yet been confirmed. It is not known who will be responsible for the locking and unlocking of the external doors for access to the Library once the security are no longer there.
4. The RFO will find out if the Community House insurance will be affected if the doors to the Meridian Centre are left unlocked.
5. Concerns with vandalism and security if the Co-op doors are left unlocked.
6. Concerns that the lights in the south service car park are now off, which leaves the car park in complete darkness, which raises concerns for staff and hirers leaving Community House late at night. Cllr Campbell felt that we should alert the Police to the lack of security at the Meridian Centre.
7. It was noted that for any new bookings that are being taken; the hirers have been written to and verbally advised by the Bookings and Information Officer, that from the 1st March we will only be honouring bookings on a month on month basis.
8. Cllr Donovan advised that she has made arrangements for the Meridian Centre site to be recorded with a drone before works commence.
9. It was requested that The Town Clerk make contact with Morrisons to make them aware of the lack of light in the south service car park and the locking/unlocking of the Meridian Centre door as the Library will also need access, but it shouldn’t be left open at night or weekend.
10. **CH050 DATE OF NEXT MEETING**

The next meeting was confirmed as the 15th February 2024