

George Dyson  
Town Clerk

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Community House,  
Meridian Way,  
Peacehaven,  
East Sussex,  
BN10 8BB.

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

**12<sup>th</sup> January 2024**

**Dear Committee Member,**

**You are summoned to a meeting of the COMMUNITY HOUSE SUB-COMMITTEE to be held on THURSDAY 18<sup>TH</sup> JANUARY 2024 at 7:30pm in Community House.**

A handwritten signature in black ink, appearing to read "G Dyson", with a long horizontal flourish extending to the right.

**George Dyson, Town Clerk**

### **AGENDA**

**CH041 CHAIR'S ANNOUNCEMENTS.**

**CH042 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.***

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

**CH044 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

**CH045 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 20<sup>TH</sup> NOVEMBER 2023**

**CH046 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

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

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

**CH049 TO NOTE ANY UPDATES RELATING TO THE MERIDIAN CENTRE REDEVELOPMENT**

**CH050 DATE OF NEXT MEETING – THURSDAY 15<sup>TH</sup> FEBRUARY 2024**

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**DRAFT Minutes of the Community House Sub-Committee held in the Anzac Room, Community House on Monday 20<sup>th</sup> November at 7.30pm**

**Present:** Cllr Griffiths (Sub-Committee Chair), Cllr Seabrook (Chair of Council), Cllr Donovan, Cllr Gallagher, and Cllr Veck. Councillor Campbell was also present although not a member of the Committee.

**Officers:** Zoe Malone (RFO) and Emma Tingley (Locum Administration Officer)

**1. CH028 CHAIRS ANNOUNCEMENTS:**

- i) Cllr Griffiths welcomed all to the meeting and reminded those present of fire procedures and asked that phones be put onto silent.
- ii) Bingo would be held at the Community House on Wednesday 22<sup>nd</sup> November at 2pm and Film Club at 7.30pm.
- iii) Tickets were still available for the Peacehaven Players Pantomime.

**2. CH029 PUBLIC QUESTIONS:**

There were no public questions.

**3. CH030 TO CONSIDER APOLOGUES FOR ABSENCE & SUBSTITUTIONS:**

Apologies were received from Cllr Davies and Cllr Cheta.

Cllr Gallagher was substituting for Cllr Davies.

**4. CH031 TO RECEIVE DECLERATIONS OF INTERESTS FROM COMMITTEE MEMBERS:**

There were no declarations of interest.

**5. CH032 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 16<sup>th</sup> OCTOBER 2023:**

Proposed by: Cllr Donovan      Seconded by: Cllr Veck

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

**6. CH033 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN:**

The Chair informed the Committee that item 4 had been completed on the action plan, therefore the plan would be updated.

A query was raised regarding item 3 in the plan 'Climate change survey commissioned in due course.' It was proposed that the wording be amended to read 'Climate change survey **to be** commissioned in due course'.

Item 2 was an agenda item that will be discussed at an Extraordinary Meeting of the Full Council on 23rd November 2023.

It was agreed that the Review and Update for the Sub-Committee Action Plan be noted.

## **7. CH034 TO RECEIVE AN UPDATE ON THE AGREED CARBON SURVEY FOR COMMUNITY HOUSE**

The Committee considered a report regarding a Carbon Survey for Community House. There is up to £5000 in EMR for this survey. The Town Clerk had recently obtained 3 quotes for the survey to be carried out.

The Sub-Committee **noted** the report.

## **8. CH035 TO AGREE FLOORING SPECIFICATION FOR THE NEW LOBBY AREA**

This item had been discussed with the Caretakers regarding colours and safety issues for the flooring specification. It had been suggested that a pewter grey heavy duty non-slip vinyl be used, with a nuway grid barrier mat at the entrance.

Proposed by: Cllr Veck    Seconded by Cllr Seabrook

The Committee **resolved** to **agree** to this proposal.

## **9. CH036 TO DISCUSS INTERNAL IMPROVEMENTS TO COMMUNITY HOUSE**

The Committee discussed the use of Community House and the use of the centre by hirers. The Committee discussed that this would need to be properly consulted on.

It was proposed that the Committee take into consideration, in all plans, the findings of the condition survey, to consult with community groups, residents, and employees about creating plans through a series of workshops which will result in the development of a 10-year costed plan for Community House, and that a report is taken to the Policy & Finance Committee on 31<sup>st</sup> March 2024.

Proposed by: Cllr Seabrook    Seconded by Cllr Veck

The Committee **resolved** to **agree** to this proposal by majority vote.

## **10. CH037 DATE OF NEXT MEETING TO BE AGREED**

The next meeting of the Community House Sub Committee would be held on 13<sup>th</sup> December 2023.

## **11. CH038 OWING TO THE NATURE OF THE BUSINESS TO BE TRANSACTED THE PRESS AND PUBLIC BE EXCLUDED FROM THIS MEETING:**

Proposed by: Cllr Veck    Seconded by: Cllr Seabrook

## **12. CH038 CONFIDENTIAL REPORT ON THE MERIDIAN CENTRE**

The Sub-Committee received the report from the RFO and **noted** the update.

## **13. CH039 TO DISCUSS THE COMMUNITY HOUSE BUILDING:**

The Sub-Committee received the report from the RFO and **noted** the update.

*There being no further business, the meeting closed at 20:37.*



# Peacehaven Town Council

## Community House Sub-Committee Action Plan

	Item	Responsible Person	Updates
1	Morrisons Survey – Community House Condition report.		Report coming to Committee for discussion 20/11/2023. Report received and noted.
2	Quotes for the Main Hall heating	Town Clerk	Tender Specification agreed at full council 19/12/23. Town Clerk to publish.
3	Climate change survey to be commissioned, in due course.		Contacts have been provided to obtain quotes for the survey.
4	Mr Duncan Baker-Brown or Building Green to attend the next meeting.	Committee Chair	Completed
5	To action recommended asbestos report on Community House following condition report	Finance Officer	Completed.



# Peacehaven Town Council

6	To action recommended fire survey report on Community House following condition report	Finance Officer	This is booked in for 16 <sup>th</sup> / 17 <sup>th</sup> Jan.
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**MANAGEMENT SURVEY  
TO IDENTIFY ASBESTOS PRODUCTS AT**

**Peacehaven Town Council  
Community House  
Meridian Centre  
Peacehaven  
BN10 8BB  
SURVEY REFERENCE NO.  
ENV1038**



**SURVEY CARRIED OUT AND REPORT COMPLETED  
BY ENV SURVEYS LTD**



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Formula House, 12 Upper Hollingdean Road, Brighton, East Sussex, BN1 7GA tel. 01273 506098 info@envsurveys.com

Registered Office: 338 London Road, Portsmouth, PO2 3JY. Registered in England no. 4490449

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## 1.0 SITE INFORMATION

Client: Peacehaven Town Council  
Community House  
Meridian Centre  
Peacehaven  
BN10 8BB

Survey Requested By: Zoe Malone

Site Address / Location: Peacehaven Town Council  
Community House  
Meridian Centre  
Peacehaven  
BN10 8BB

Survey Reference No. ENV1038

Survey Type: MANAGEMENT SURVEY

Date of Survey: 06/12/2023

Date Report Completed: 12/12/2023

Lead Surveyor: Kevin O'Connor  
Other Surveyors:  
Other Surveyors:

Report Prepared By: Kevin O'Connor



Report Reviewed By: Mark Williams BSc(Hons)CoCA





## 2.0 SURVEY TYPES

### Management Survey

This is the standard survey that should be carried out for the continued management of asbestos in premises. The purpose of the survey is to locate, as far as is reasonably practicable, the presence and extent of any suspect ACM's in the building which could be damaged or disturbed during normal occupancy. The survey will primarily involve sampling and analysis to confirm the presence or absence of ACM's. Presumptions can be made on asbestos content by lead surveyors based on their skills and experience and results from other samples taken during the course of the survey. All areas should be accessed and inspected as far as is reasonably practicable, to include above false ceilings, and inside readily accessible risers, service ducts, etc. Where required safe access will need to be provided by the client (to be discussed during survey planning stage).

### Refurbishment and Demolition Survey

This type of survey is used to locate and describe, as far as is reasonably practicable, all ACM's in the area where refurbishment or demolition is planned. The survey will involve destructive inspection, as necessary, to gain access to all locations. The level of intrusion will be significantly greater compared with a management survey, to include accessing structural areas, between floors and walls and underground services. A full sampling programme will be undertaken to identify ACM's and estimates of quantity will be recorded. The survey is primarily designed to identify ACM's so that they can be removed in preparation for refurbishment or demolition. This type of survey should only be conducted in unoccupied areas. Where this is not possible the survey will require careful planning and management, with personnel and equipment/furnishings being decanted and protected while the survey progresses through the building. Surveyed areas will be isolated and confirmed to be fit for reoccupation prior to personnel reoccupying the areas. However, it should be noted that in some cases ACM's may be concealed within the fabric of a building which can only be positively identified once demolition has actually begun.

Due to the way in which asbestos has been used, no survey however thorough is guaranteed to discover all asbestos materials within a structure, therefore any person involved in the demolition or refurbishment process should be made aware of the potential further discovery of asbestos containing materials. In the event that a suspect material is discovered works should immediately cease, the area sealed off, and the material analysed by a UKAS accredited laboratory. Any subsequent actions will be dependent upon the analysis result.

### 3.0 SURVEY METHODOLOGY

- 3.1 The survey was conducted in accordance with procedures set out in Asbestos: The Survey Guide HSG264 and in-house documented procedures. A variety of characteristics specific to those asbestos containing materials (ACM's) identified were recorded (see Algorithmic Table). These were used to establish the relative ability of the ACM's to release fibres into the air, which could potentially lead to persons in the vicinity being exposed.
- 3.2 All areas were surveyed in a methodical manner where accessible (see Limitations 4.0). Where sampling was required a sufficient sized piece of material was taken with a sharp implement. The material was made damp to reduce fibre release and placed in an airtight bag. The bag was then labelled with a unique reference number and then double bagged. The sample point was then sealed with adhesive tape or paint. A label bearing the unique number can then be attached to the sample area however this will be at the discretion / request of the client and will be decided prior to commencing the survey. Photographic evidence was then taken and the locations recorded on a site plan (where applicable).
- 3.3 Presumed ACM's that were identified during the survey were also recorded. All non-accessible areas were listed and have been included within the report.
- 3.4 All samples taken were analysed using polarised light microscopy employing dispersion staining techniques by ENV Surveys Ltd UKAS accredited laboratory in accordance with HSG248: Asbestos: The Analysts' Guide.
- 3.5 We will attempt to maintain our accreditation schedule and to undertake standard inspections in accordance with standard ISO 17020.

## 4.0 SURVEY LIMITATIONS

- 4.1 The survey was limited to those areas where access was gained at the time of survey. Areas where no access was gained at the time of survey have been identified within the report.
- 4.2 Flues, Ducts, voids or any similarly enclosed areas, the access to which necessitated the use of specialist equipment or tools, or which could have caused damage to decoration, fixtures or the structure were not inspected. Asbestos materials may be present in these areas.
- 4.3 Areas requiring specialist access equipment other than step-ladders / 3.5m ladders have not been inspected. (limited visual inspection where possible)
- 4.4 Concealed spaces that may exist within the fabric of the building where the extent and presence of these is not evident due to inaccessibility or insufficient knowledge of the structure have not been reported on.
- 4.5 No liability can be accepted for the presence of asbestos materials in voids (under floor, floor, wall or ceiling) other than those opened up during the investigation.
- 4.6 Samples have not been taken where the act of sampling would endanger the surveyor or affect the functional integrity of the item concerned. For example, fuses within electrical boxes, gaskets, fire-doors, ropes associated with heating, glazing or power plant etc.
- 4.7 A limited inspection only has been carried out of pipe work concealed by overlying non-asbestos insulation. Inspection of pipe work has been restricted primarily to the insulation visible. The presence of debris to pipe work, which is not readily visible or would require the removal and replacement of existing non-asbestos insulation, has been considered outside the scope of this survey.
- 4.8 The survey and investigation is limited to the existing buildings on site and does not include an evaluation of the land surrounding the buildings or on which the buildings are
- 4.9 Drawings / plans, where included in this report, should not be used for scaling or quantification in any way. Any contractor required to carry out works in the contract area shall be responsible for carrying out his own measurements and shall not rely on the quantities given in this report.
- 4.10 This report should be read and considered in its entirety.
- 4.11 Given the way in which asbestos containing materials have been used in concealed and composite structures during the construction of buildings, some asbestos materials may only be detected during the course of demolition works. Care should be exercised at all times during refurbishment or demolition works. Whilst every effort has been made to identify the asbestos materials contained in these premises, ENV Surveys Ltd will not accept any responsibility for any future concealed asbestos materials discovered but not identified within this report.
- 4.12 Access/inspections have not been made through concrete floor slabs. Core samples have not been made of concrete floor slabs. Where the client has concerns with materials beneath the floor slab and it is being removed ENV would recommend revisiting site during the removal of the floor slab whereby ENV could then visually inspect any materials beneath and sample accordingly.

## 5.0 MATERIAL ASSESSMENT

In addition to identifying asbestos containing materials, each incidence of asbestos materials detected has been assessed according to a number of factors to identify their potential risk. The factors included within the material assessment include product type, condition, treatment, and fibre type. The recommendations based on the material assessment will vary according to specific local conditions. However in order to attempt to standardise potential risk and associated remediation recommendations four score groupings have been used. Where asbestos has been identified, its assessment score has been identified within the 'Survey Results Table' of this report.

### **Assessment Score 10 or more - regarded as having a high potential to release fibres if disturbed.**

These materials warrant urgent attention. Access should be restricted immediately. The asbestos containing material should be removed as soon as practicable along with any associated dust / debris.

### **Assessment Score 7 to 9 - regarded as having a medium potential to release fibres.**

These materials generally require remedial action either in the form of repair or encapsulation. Where continual damage is likely the material should be removed. Asbestos warning labels should be attached, and the materials condition checked on a regular basis.

### **Assessment Score 5 to 6 - regarded as having a low potential to release fibres.**

These materials are generally in good condition and the likelihood of fibre release is low under existing conditions. Asbestos warning labels should be attached, and the materials condition checked on a regular basis. Remove where damage is likely to be sustained.

### **Assessment Score 4 or less - regarded as having a very low potential to release fibres.**

Very low potential to release fibres. Asbestos reinforced composites. Items within this category are of no immediate health risk and may stay in-situ. Asbestos warning labels should be attached, and the material's condition checked on a regular basis. Remove where damage is likely to be sustained.

## Material Assessment Algorithm

To arrive at the assessment scores, the following material assessment point system was used:

<b>PRODUCT TYPE</b>	<b>SCORE</b>
Reinforced composites/cement/bitumens/felts/textured coatings	<b>1</b>
Insulating boards/millboards/textiles/gaskets/ropes/papers	<b>2</b>
Thermal insulation/sprayed asbestos/loose asbestos	<b>3</b>
No asbestos detected	<b>NAD</b>
<b>CONDITION</b>	
Good condition: No visible damage	<b>0</b>
Low damage: Minor damage/abrasions	<b>1</b>
Medium damage: Significant breakage revealing loose fibres	<b>2</b>
High damage: High damage/deterioration of material	<b>3</b>
<b>TREATMENT</b>	
Composite material	<b>0</b>
Enclosed lagging/insulating board with exposed face sealed/cement sheets	<b>1</b>
Unsealed insulating board/encapsulated laggings and sprays	<b>2</b>
Unsealed laggings/sprays	<b>3</b>
<b>TYPE</b>	
Chrysotile	<b>1</b>
Amphiboles excluding crocidolite	<b>2</b>
Amphiboles including crocidolite	<b>3</b>

## **6.0 EXECUTIVE SUMMARY**

### **6.1 General Site Description**

6.1.1 A 1970's purpose built commercial property.

### **6.2 Scope of Survey**

6.2.1 To undertake an asbestos management survey to all internal and accessible external areas.

### **6.3 General Construction**

6.3.1 The ceilings were metal, timber or concrete with timber joists and modern ceiling tiles below. Ceiling void services, insulation and firebreaks were modern. Ducting and trunking were metal.

Walls were solid or plasterboard with areas of timber or uPVC cladding.

Floors were concrete, quarry tiled or timber with carpet or modern vinyl covering.

Doors and frames were timber to metal. Window systems were uPVC and timber.

Boxing was timber. W/C fittings were ceramic or plastic. Pipework was metal or plastic with modern insulation. Boilers were modern.

### **6.4 Asbestos Containing Materials**

6.4.1 The external low level damp proof course was sampled and analysis confirmed that Chrysotile (White) asbestos was present.

### **6.5 High Risk Areas**

6.5.1 None.

### **6.6 Non-asbestos Samples**

6.6.1 All non-asbestos materials identified by sample analysis are detailed within Section 9.0 Survey Results.

## **7.0 ACCESS RESTRICTIONS**

### **7.1 Inaccessible Rooms**

7.1.1 All locations were accessible.

### **7.2 Site Specific Limitations / Restrictions**

7.2.1 None.

## 8.0 **RECOMMENDED ACTIONS**

*Please refer to the recommended actions as detailed in the 'Survey Results Table'*

- 8.1 The asbestos containing damp proof course was in a fair condition and can remain in situ. If this material is likely to be significantly disturbed, it should be removed under controlled conditions and disposed of in accordance with Hazardous Waste Regulations (2005). This is not a licensed activity but the Control of Asbestos Regulations (2012) must still be adhered to. For further guidance on removal please see <http://www.hse.gov.uk/asbestos/essentials/>.
- 8.2 All listed inaccessible items/areas should be presumed to contain asbestos materials until further investigations can be carried out to confirm or refute the presence of asbestos.
- 8.3 This is an asbestos management survey report and is suitable for normal occupancy of the building and simple maintenance work. Prior to more extensive maintenance or repair work a refurbishment or demolition survey will be needed. A refurbishment or demolition survey will be required for all work which disturbs the fabric of the building in areas where the management survey has not been intrusive. Should you require any further assistance please do not hesitate to contact ENV Surveys Ltd.



## 9.0 SURVEY RESULTS TABLE



SITE:		Peacehaven Town Council, Meridian Centre, BN10 8BB										
Photo No.	Sample No.	Location / Description	Material	Level of identification	Extent	Access	Product type	Condition	Treatment	Type	Material Assessment Score	Required actions
		G/001 Hall		Asbestos not detected								No action required
		G/002 W/C lobby		Asbestos not detected								No action required
		G/003 Store		Asbestos not detected								No action required
		G/004 W/C		Asbestos not detected								No action required
		G/005 Store		Asbestos not detected								No action required
		G/006 W/C		Asbestos not detected								No action required
		G/07 W/C lobby		Asbestos not detected								No action required
		G/008 W/C		Asbestos not detected								No action required
		G/009 Store		Asbestos not detected								No action required
		G/010 Kitchen		Asbestos not detected								No action required
		G/011 Reception		Asbestos not detected								No action required
1	1	G/012 Boiler room - To pipes	Gaskets	Asbestos not detected			NAD					No action required
		G/013 Office		Asbestos not detected								No action required

## 9.0 SURVEY RESULTS TABLE



SITE:		Peacehaven Town Council, Meridian Centre, BN10 8BB										
Photo No.	Sample No.	Location / Description	Material	Level of identification	Extent	Access	Product type	Condition	Treatment	Type	Material Assessment Score	Required actions
		G/014 Store		Asbestos not detected								No action required
		G/015 Office		Asbestos not detected								No action required
		G/016 Caretakers		Asbestos not detected								No action required
		G/017 Anzac Room		Asbestos not detected								No action required
		G/018 Kitchen		Asbestos not detected								No action required
		G/019 Electrical intake room		Asbestos not detected								No action required
		G/020 Hall		Asbestos not detected								No action required
2		G/021 Electrical intake room - Live switch boxes not accessed		Presumed								See section 8.2
3	2	G/022 Store - To ducting above ceiling	Mastic	Asbestos not detected			NAD					No action required
		G/023 W/C		Asbestos not detected								No action required
		G/024 Hall		Asbestos not detected								No action required
		G/025 Hall		Asbestos not detected								No action required
		G/026 Store		Asbestos not detected								No action required

## 9.0 SURVEY RESULTS TABLE



SITE:		Peacehaven Town Council, Meridian Centre, BN10 8BB										
Photo No.	Sample No.	Location / Description	Material	Level of identification	Extent	Access	Product type	Condition	Treatment	Type	Material Assessment Score	Required actions
		G/027 Hall		Asbestos not detected								No action required
		G/028 W/C		Asbestos not detected								No action required
		G/029 Office		Asbestos not detected								No action required
4	3	G/030 Kitchenette - Sink pad	Bitumen	Asbestos not detected			NAD					No action required
		G/031 W/C		Asbestos not detected								No action required
		G/032 Copper Room		Asbestos not detected								No action required
		G/033 Charles Neville Room		Asbestos not detected								No action required
		G/034 Phoenix Room		Asbestos not detected								No action required
		G/035 Police Room		Asbestos not detected								No action required
		G/036 Store		Asbestos not detected								No action required

## 9.0 SURVEY RESULTS TABLE



SITE:		Peacehaven Town Council, Meridian Centre, BN10 8BB										
Photo No.	Sample No.	Location / Description	Material	Level of identification	Extent	Access	Product type	Condition	Treatment	Type	Material Assessment Score	Required actions
		G/037 Main Hall & Stage		Asbestos not detected								No action required
		G/038 Store		Asbestos not detected								No action required
		G/039 Electrical store		Asbestos not detected								No action required
5	4	G/040 Store - Floor	Floor tile	Asbestos not detected			NAD					No action required
		1/001 Sound Booth		Asbestos not detected								No action required
		External Courtyard		Asbestos not detected								No action required
6	5	External Low level - Damp proof course	Bitumen	Identified	50 lm	Low	1	1	0	1	3	See section 8.1

## 10.0 PHOTOGRAPHS



Photo Number:	1
Sample Number:	1
Material Type:	Gaskets
Level of Identification:	Asbestos not detected
Location / Description:	

G/012 Boiler room - To pipes





Photo Number:	2
Sample Number:	
Material Type:	
Level of Identification:	Presumed
Location / Description:	

G/021 Electrical intake room - Live switch boxes not accessed



## 10.0 PHOTOGRAPHS





Photo Number:	3	
Sample Number:	2	
Material Type:	Mastic	
Level of Identification:	Asbestos not detected	
Location / Description:	G/022 Store - To ducting above ceiling	
Photo Number:	4	
Sample Number:	3	
Material Type:	Bitumen	
Level of Identification:	Asbestos not detected	
Location / Description:	G/030 Kitchenette - Sink pad	



## 10.0 PHOTOGRAPHS



Photo Number:	5	
Sample Number:	4	
Material Type:	Floor tile	
Level of Identification:	Asbestos not detected	
Location / Description:	G/040 Store - Floor	
Photo Number:	6	
Sample Number:	5	
Material Type:	Bitumen	
Level of Identification:	Identified	
Location / Description:	External Low level - Damp proof course	

# 11.0 BULK CERTIFICATE




ENV Surveys Ltd. Formula House, 12 Upper Hollingdean Road, Brighton, East Sussex, BN1 7GA  
tel: (01273) 506098 e-mail: info@envsurveys.com  
Registered Office: 338 London Road, Portsmouth, PO2 3JY. Registered in England no. 4490449



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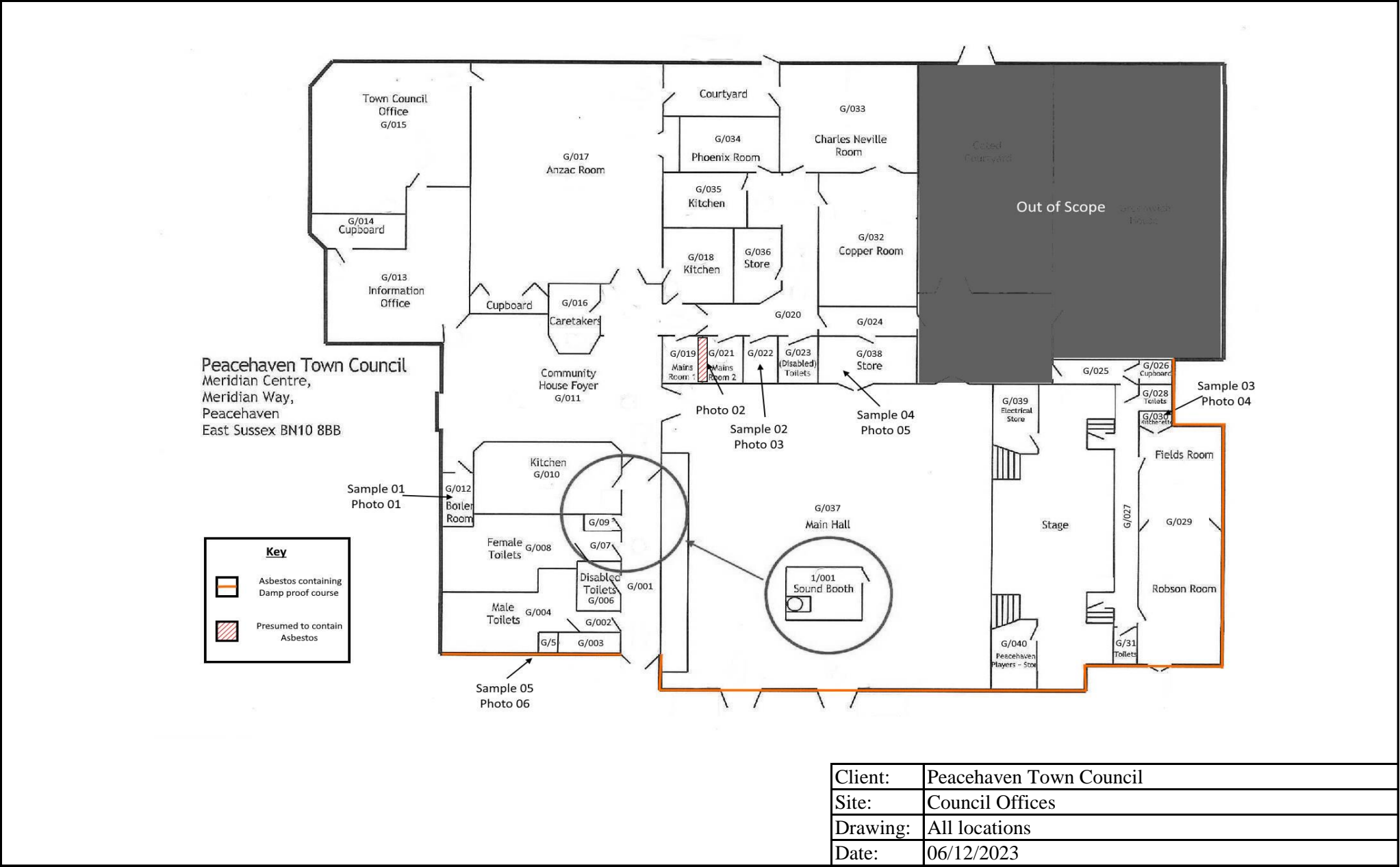
## CERTIFICATE FOR THE IDENTIFICATION OF ASBESTOS FIBRES

<b>ENV BULK REF:</b>	ENV1038	<b>DATE SAMPLED:</b>	06/12/2023	<b>NO. OF SAMPLES:</b>	5
<b>CLIENT REF:</b>	-	<b>DATE RECEIVED:</b>	06/12/2023	<b>SAMPLED BY:</b>	Kevin O'Connor
<b>DATE REPORT ISSUED:</b>	12/12/2023	<b>DATE ANALYSED:</b>	12/12/2023	<b>ANALYST:</b>	Jack Tandy
<b>CLIENT:</b>	<b>SITE:</b>		<b>AUTHORISED SIGNATORY:</b>		
Peacehaven Town Council Community House Meridian Centre Peacehaven BN10 8BB	Peacehaven Town Council Community House Meridian Centre Peacehaven BN10 8BB		Mark Williams 		

\* Analyst sample descriptions are outside the scope of our accreditation. The results of analysis relate only to the sample provided. If "Trace Asbestos Identified" is displayed this means analysis identified only 1 or 2 asbestos fibres/bundles in the sample at 2nd stage search using two preparations mounted in suitable RI liquid. Analysis was performed in accordance with HSG248: Asbestos: The Analysts' Guide, and the quality control in-house method of ENV Surveys Ltd. Opinions and interpretations expressed herein are outside the scope of UKAS accreditation. ENV Surveys Ltd cannot accept responsibility for any amendments or changes made to this report after issue. ENV Surveys Ltd cannot accept responsibility for any discrepancy or inaccuracy arising from collection or labelling of samples by the client. Samples are retained for 6 months. Reports are retained for 6 years.

SAMPLE NO.	SAMPLE TYPE	LOCATION/DESCRIPTION	ANALYST DESCRIPTION	ASBESTOS FIBRE TYPES	COMMENTS
1	Corner piece	G/012 Boiler room - To pipes	Gasket	Asbestos not detected	
2	Scraping	G/022 Store - To ducting above ceiling	Brown & grey mastic	Asbestos not detected	
3	Edge	G/030 Kitchenette - Sink pad	Bitumen	Asbestos not detected	
4	Edge	G/040 Store - Floor	Floor tile	Asbestos not detected	
5	Edge	External Low level - Damp proof course	Bitumen	Chrysotile (White) asbestos	







## I. REGULATIONS AND LEGAL REQUIREMENTS

The primary reference point relating to work with asbestos containing materials is *The Control of Asbestos Regulations 2012* which came into force on 6<sup>th</sup> April 2012.

Under Regulation 4, every building owner, tenant, managing agent, occupier and anyone else who has any legal responsibilities for workplaces has an obligation to take reasonable steps to find asbestos in premises and check its condition; presume materials contain asbestos unless there is strong evidence to suppose they do not; make a written record of the location and condition of asbestos materials which is kept up to date; assess the risk of anyone being exposed to asbestos materials; and prepare and put into effect a plan to manage the risk.

Works involving asbestos insulation, asbestos coatings or asbestos insulating board require the contractor to be licensed in accordance with The Control of Asbestos Regulations 2012. Minor, short-term repair works may not require a license but you still need to comply with The Control of Asbestos Regulations 2012. Work with asbestos cement and other materials where the asbestos is incidental to the materials main purpose, e.g. plastics, textured coatings, rubber and resins, do not require the contractor to be licensed, however guidance issued by the Health & Safety Executive should be adhered to.

Where asbestos containing materials are left in place, the condition of these materials must be monitored on a regular basis and the results recorded. The regularity of inspections will partly depend on the type of Asbestos material, its location and the nature of occupation / usage in the area concerned. The HSE recommend that the time period between inspections should not exceed 12 months.

Other relevant regulations include: The Health and Safety at Work Act 1974 / The Hazardous Waste Regulations 2005 / Asbestos: the Licensed Contractors Guide, HSG 247 2006 / Asbestos Essentials, HSG 210 2012 (Third Edition)



## II. GLOSSARY OF TERMS

**AC** – *Asbestos cement*

**ACM** – *Asbestos containing material*

**ACOP** – *Approved code of practice*

**AIB** – *Asbestos insulating board*

**Air monitoring** – *Testing of the atmosphere to determine airborne fibre concentrations*

**Amosite** – *Brown asbestos. An iron magnesium silicate whose fibres are long and rigid. Usually found in boards, sprayed steelwork insulation and as thermal insulation to pipework*

**Amphibole** – *A type of asbestos fibre, of which blue (Crocidolite) and brown (Amosite) asbestos are included*

**Upstand / Bulkhead** – *A panel used to close a void*

**Bulk sample** – *A sample of suspected asbestos material taken for analysis*

**CAR 2012** – *Control of Asbestos Regulations 2012*

**Chrysotile** – *White asbestos. A magnesium silicate whose fibres are soft and can be spun and woven to make cloths and tapes. Widely used in asbestos cement products, fire resistant building boards and other cement products*

**Controlled conditions** – *Measures adopted to control exposure and the spread of asbestos fibres*

**Crocidolite** – *Blue asbestos. A sodium iron silicate fibre of intermediate harshness. Widely used prior to 1970 for sprayed and other types of application to structural steelwork and to wall and roof surfaces*

**Duct or Riser** – *A crawlway, chasing or the like, used to carry cables and pipes etc*

**Encapsulation** – *The application of a paint type coating to provide a continuous seal to the surface of the asbestos containing material to prevent fibre release*

**Fascia panel** – *A board mounted in a raised position*

**Fully controlled conditions** – *Measures adopted to control exposure and the spread of asbestos fibres, usually involving fully sealed enclosures*

**HSC** – *Health and Safety Commission*

**HSE** – *Health and Safety Executive*

**MMMF** – *Machine-made mineral fibre*

**NAD** – *No asbestos detected in sample*

**Presumed asbestos** – *Where there is insufficient evidence to suggest a material does not contain asbestos.*

**Serpentine** – *A type of asbestos fibre, of which white asbestos is included*

**Sprayed asbestos coatings** – *Asbestos coatings sprayed or trowelled onto reinforced concrete or steel columns or beams, underside of ceilings, soffits, walls etc, usually as fireproofing, sound and thermal insulation*

**Strongly presumed asbestos** – *Where the material appears to contain asbestos but analysis has not been undertaken.*

**Textiles** – *Ropes, insulation tapes, fire blankets, fire curtains and clothing etc.*

**Textured coating** – *Painted on coatings forming a finish to ceilings and walls.*

**UKAS** – *United Kingdom Accreditation Service*

### Section 9.0 Survey Results Table:

In the column headed 'Sample Number' where 'As' and then sample number is used this means that the material has not actually been sampled but has been visually identified as the same material as the sample number referred to. In the column headed 'Level of Identification' these materials will be described as 'visually identified' i.e. the material has been visually confirmed as the same as the sample referred to but has not actually been sampled, except in the case of NAD samples where this box will state - 'Asbestos not detected'.

**Agenda Item: CH048**

**Committee: Community House Sub-Committee**

**Date: 18 January 2024**

**Title: Community House Repair / Alteration**

**Report Authors: RFO**

**Purpose of Report: Update committee on repairs / alterations to CH.**

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### **Analysis**

Blockbusters have been and completed replacement of pipe in order to allow the debris to flow through easier and should hopefully prevent further leaks into the building.

Asbestos survey on recommendation from the condition report has now been actioned and this is attached. Where asbestos has been identified we have placed warnings up in the building for contractors to check the register.

Fire survey has been booked in and will take place 16<sup>th</sup> and 17<sup>th</sup> January. Report will follow next meeting

Parts of Community House has been painted / decorated during the two week closure, movement of leaflet boards etc, archiving and sorting files, destroying unnecessary paperwork and training has been given to staff and some councillors. It's been a very productive two weeks with continued improvements happening.

### **Implications**

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

<b><u>Financial</u></b> <ul style="list-style-type: none"><li>• Use of capital?</li><li>• Replacement of asset?</li><li>• Reduced expenditure?</li><li>• Increased income?</li><li>• Budget provision?</li></ul>	
<b><u>Legal</u></b> <ul style="list-style-type: none"><li>• UK Law?</li><li>• Council Powers/Duties?</li><li>• Lease/landlord responsibilities?</li></ul>	
<b><u>Health &amp; Safety</u></b> <ul style="list-style-type: none"><li>• Accessibility?</li><li>• Equalities?</li></ul>	
<b><u>Planning</u></b> <ul style="list-style-type: none"><li>• LDC permission?</li><li>• Planning Law?</li><li>• Highways?</li></ul>	
<b><u>Environmental and sustainability</u></b> <ul style="list-style-type: none"><li>• AONB/SSSI/SDNPA?</li><li>• Green spaces?</li><li>• Walking/cycling?</li></ul>	
<b><u>Crime and disorder</u></b> <ul style="list-style-type: none"><li>• ASB?</li><li>• Public safety?</li><li>• Road safety?</li></ul>	

<b><u>Social value</u></b> <ul style="list-style-type: none"> <li>• Charities/voluntary orgs?</li> <li>• Support for those in need?</li> <li>• Area improvements?</li> <li>• Community benefits?</li> </ul>	
<b><u>Climate</u></b> <ul style="list-style-type: none"> <li>• Carbon footprint?</li> <li>• Materials?</li> <li>• Recycling?</li> </ul>	

### **Appendices/Background papers**

Three quotes?

Location map?

Location pictures?

Supporting doc's?