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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 15th February 2024 at 7.30pm**

**Present:**

Cllr Griffiths (Chair), Cllr Paul Davies (Vice Chair), Cllr Mary Campbell,Cllr David Seabrook, Cllr Donovan, Cllr Gallagher, Cllr Cheta.

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

1. **CH051 CHAIR’S ANNOUNCEMENTS**

Cinema showing the film One Life on Wednesday 21st February.

There were no other announcements.

1. **CH052 PUBLIC QUESTIONS**

There were no public questions.

1. **CH053 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

Apologies received and accepted from Cllr Veck

1. **CH054 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

1. **CH055 TO ADOPT THE MINUTES FROM THE 18TH JANUARY 2024**

**Proposed by:** Cllr Campbell **Seconded:** Cllr Davies

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

1. **CH056 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

Cllr Cheta requested that the time scale for item 7 (10-year costed plan) is added to the action plan. The RFO confirmed that it needs to be completed by 31st March and the action plan will be amended to show this.

It was noted that the Town’s Resident’s have a lot of unanswered questions with regards to the Morrison’s redevelopment and suggestions for communication were discussed:-

* Door to door leaflet drops
* Councillor Surgeries
* Peacehaven Directory advert

Cllr Seabrook advised that it is not the Town Council’s responsibility to advertise the Morrisons redevelopment and there also is not enough staff capacity right now to promote this on behalf of Morrison’s.

The RFO reported that at a recent meeting with Morrisons, communication was discussed and they are planning on updating their website with frequently asked questions, with a view to having an online chat forum so that they can answer questions quickly. Morrisons are planning on implementing this within the next 2 weeks. The RFO will ask Morrisons if they will be prepared to provide regular updates in the Peacehaven Directory.

The RFO has suggested that she will raise this with Morrisons at the next meeting and ask if they are prepared to advertise their own updates on the development in the Peacehaven Directory.

1. **CH057 TO RECEIVE A REPORT ON THE RECENT FIRE SAFETY SURVEY**

The RFO updated that she has spoken to the Town Clerk who has suggested that a TFG is arranged to discuss the results of the Fire Survey to then determine the priorities and the next steps. The RFO also updated that she has spoken to Cllr Alexander who does have knowledge in this area and is happy to give advice on this survey and be part of the TFG.

Committee agreed that they would like to see the survey results before agreeing to volunteer to be part of the TFG. The RFO will speak to the Town Clerk and request that the report is distributed to Councillors who can then decide if they want to join this TFG.

It was proposed that a request is made to the Town Clerk to circulate the report to members of this Committee and then volunteers can come forward to join this TFG and for this report and invitation to be extended to Cllr Alexander.

**Proposed by:** Cllr Seabrook **Seconded:** Cllr Davies

All in Favour

1. **CH058 TO REVIEW AND AGREE QUOTES FOR CARBON SURVEY**

There was a lengthy discussion for and against the need for this survey.

20.02 the meeting was adjourned for 5 minutes

20:07 meeting reconvened

It was requested by Committee that Officers check the previous recommendation for obtaining a carbon survey for both CH and the Hub.

The RFO reported that the 5k earmarked reserve is for climate change not carbon survey specifically, however, in a previous sub committee for Community House, it was agreed to use that 5k for a carbon survey of CH.

It was proposed to accept the quote from BHESCo for the Carbon Survey.

**Proposed** Cllr Campbell **Seconded** Cllr Seabrook

Agreed by Majority, 5 in favour, 1 abstention and 1 against.

Cllr Gallagher requested that the procedure is checked with the Town Clerk to check that this decision will now be referred to Policy & Finance due to this Committee being the sub Committee.

1. **CH059 TO NOTE ANY UPDATES RELATING TO THE MERIDIAN CENTRE REVELOPMENT**

The RFO reported that there have been no further updates on the Morrisons’ redevelopment since Cllr Collier’s update on Monday.

The RFO updated that it has been requested that it would be beneficial to reinstate the regular meetings with Morrisons as we were having last year. Which will mean the Town Council can be kept up to date with just the operation and technical areas of the development; Morrisons were agreeable to this.

Cllr Campbell requested that Officers put the latest update on the website and social media for the Residents. The Meetings and Assistant Projects Officer agreed this can be done and there is a slight delay to updating social media due to staffing capacity.

Morrisons take possession of the Meridian centre on the 28th February and they are aware of the request for opening the north entrance for better access for residents on that side of the site, who need to access the library.

1. **CH050 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting was **confirmed** for 28th March 2024

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