

George Dyson  
Town Clerk

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

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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, Cllr Gallagher, Cllr Campbell.

**8<sup>th</sup> May 2024**

**Dear Committee Member,**

**You are summoned to a meeting of the COMMUNITY HOUSE SUB-COMMITTEE to be held on TUESDAY 14<sup>TH</sup> MAY 2024 at 7:30pm in Community House.**

A handwritten signature in black ink, appearing to read "G Dyson", written over a horizontal line.

**George Dyson, Town Clerk**

## **AGENDA**

**CH071 CHAIR'S ANNOUNCEMENTS.**

**CH072 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.***

**CH073 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

**CH074 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

**CH075 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 18<sup>TH</sup> APRIL 2024**

**CH076 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

**CH077 TO DISCUSS THE COMMUNITY HOUSE CARBON SURVEY**

**CH078 TO NOTE REPAIR TO ONE OF THE COMMUNITY HOUSE BOILERS**

**CH079 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE**

**CH080 DATE OF NEXT MEETING – TUESDAY 27<sup>TH</sup> JUNE 2024**

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**DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on Thursday 18<sup>th</sup> April 2024 at 7.30pm**

**Present:**

Cllr Griffiths (Chair), Cllr Davies (Vice Chair), Cllr Veck, Cllr Campbell, Cllr David Seabrook, Cllr Donovan, Cllr Gallagher.

**Officers:** Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

There were no members of the public in attendance.

**CH061 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, and announced the following:-

Dr Bike on Saturday 20<sup>th</sup> April in Centenary Park 10am – 12pm  
Cinema on Wed 24<sup>th</sup> April 7:30pm Boys in the Boat.

The Chair briefly ran through the building fire procedure and asked for phones to be on silent.

**CH062 PUBLIC QUESTIONS**

There were no public questions.

**CH063 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS**

There were no apologies received.

**CH064 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were no declarations of interest.

**CH065 TO ADOPT THE MINUTES FROM THE 15<sup>TH</sup> February 2024**

It was proposed to adopt the minutes from the 15<sup>th</sup> February 2024.

Proposed by: Cllr Campbell    Seconded: Cllr Davies

All voted in favour.

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

Cllr Veck arrived at 19:33

**CH066 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

The RFO explained that for item 2 – Main Hall Heating System, the lead time is currently approximately ten weeks.

It was proposed that completed items to be removed from the action plan and to be listed underneath.

Proposed by: Cllr Griffiths

Seconded by: Cllr Donovan

All voted in favour.

**CH067 TO RECEIVE A REPORT FROM THE FIRE SURVEY REPORT TFG**

The Responsible Financial Officer (RFO) summarised the report.

Cllr. Gallagher explained it was useful that two caretakers were at the fire survey site meeting, and that the meeting helped explain the need for fire doors that it help explain compartmentalisation, and reminded committee that this is a ground floor building.

The RFO agreed to send the annual fire risk assessment of the building to Sub Committee and TFG members, and that it expires June 2024.

The report was **noted**.

#### **CH068 TO RECEIVE A VERBAL REPORT ON THE PROGRESS OF THE CARBON SURVEY**

The RFO explained the survey was completed on Tuesday 9<sup>th</sup> April and is expecting the report in the next two weeks, which will be passed on to the committee.

The report was **noted**.

#### **CH069 TO DISCUSS REQUIREMENTS FOR CCTV IN COMMUNITY HOUSE**

Cllr Veck explained that the need for CCTV is to do with licence conditions, and that active CCTV is required over both doors and outside, which is vital as the outside CCTV is turned off, and the lone working policy is affected.

Members summarised that, in terms of the licence, CCTV is needed inside, with one camera out to the car park; and that there is a need for more in terms of theft issues.

The RFO agreed to return to committee with the number of cameras needed.

The RFO confirmed there is no budget, that the finance may come from neighbourhood CIL, which would be confirmed after 26<sup>th</sup> April.

Members discussed data protection, the requirement of holding a CCTV licence to operate the CCTV, and that appropriate signage would be a requisite.

The report was **noted**.

#### **CH070 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting was **confirmed** for Thursday 14<sup>th</sup> May 2024

*There being no further business, the meeting closed at 19:49.*



# Peacehaven Town Council

## Community House Sub-Committee Action Plan

|   | Item  | Responsible Person | Updates                                     |
|---|---|--------------------|---|
| 1 | Morrisons Survey – Community House Condition report.                                | Town Clerk         | Completed                                   |
| 2 | Quotes for the Main Hall heating  | Town Clerk         | Contractor instructed & deposit paid.       |
| 3 | Climate change survey to be commissioned, in due course.                            | Committee Members  | Survey was actioned 08/04 – awaiting report |
| 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 | RFO                | Completed.                                  |



# Peacehaven Town Council

|   |   |                         |  |
|---|---|-------------------------|--|
| 6 | To action recommended fire survey report on Community House following condition report  | RFO                     | TFG meeting 27/03 agreed to sourcing quotes for replacement fire doors & compartmentation. Caretakers dealing. |
| 7 | 10 Year costed plan for community house. To consult with community groups and residents creating plans through a series of workshops. | Committee Members / RFO |  |

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|                      |                              |                     |           |
|----------------------|------------------------------|---------------------|-----------|
| <b>Committee:</b>    | Community House Sub          | <b>Agenda Item:</b> | CH078     |
| <b>Meeting date:</b> | 14 <sup>th</sup> May 2024    | <b>Authors:</b>     | Caretaker |
| <b>Subject:</b>      | <b>Boiler 1 Pump Failure</b> |                     |           |
| <b>Purpose:</b>      | To Note                      |                     |           |

**Recommendation(s):**

**To note this report**

**1. Background**

Boiler 1 pump failed due to age. Caretakers reported on day of failure and obtained a quote from our service provider(Heatcraft) to repair at a cost of £1182.78.

**2. Options for Council**

None, repair already in progress. Wrong part delivered, still awaiting repair when correct part arrives at Heatcraft.

**3. Reason for recommendation**

To Note this report

**4. Expected benefits**

**a. The community**

has a working boiler

**b. The environment**

has a working boiler

**c. Other**

## 5. Implications

|                                      |  |
|--------------------------------------|--|
| 5.1 Legal                            |  |
| 5.2 Risks                            |  |
| 5.3 Financial                        |  |
| 5.4 Time scales                      |  |
| 5.5 Stakeholders & Social Value      |  |
| 5.6 Contracts                        |  |
| 5.7 Climate & Sustainability         |  |
| <b>5.8 Crime &amp; Disorder</b>      |  |
| <b>5.9 Health &amp; Safety</b>       |  |
| <b>5.10 Biodiversity</b>             |  |
| <b>5.11 Privacy Impact</b>           |  |
| <b>5.12 Equality &amp; Diversity</b> |  |

## 6. Appendices

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| <b>Committee:</b>    | Community House Sub                     | <b>Agenda Item:</b> | CH079      |
| <b>Meeting date:</b> | 14 <sup>th</sup> May 2024               | <b>Authors:</b>     | Town Clerk |
| <b>Subject:</b>      | <b>10 year plan for Community House</b> |                     |            |
| <b>Purpose:</b>      | To Discuss                              |                     |            |

**Recommendation(s):**

To discuss developing a 10-year plan for maintaining and improving Community House.

**1. Background**

Item 7 on the sub-committee action plan, and following previous discussions at this sub-committee highlights the need for a 10-year plan for the maintenance and improvement of Community House, taking into account all the recent surveys that have been undertaken, including the condition report, asbestos survey, fire survey, and carbon survey (report expected imminently at the time of writing).

The plan will need to include necessary actions, as well as desired actions, and indications of costs and funding.

**2. Options for Council**

To discuss the development of the proposed plan.

**3. Reason for recommendation**

In line with previous Committee actions and action plan.

**4. Expected benefits**

**a. The community**

Maintaining and improving a key community asset, including the provision of the Information Desk.

**b. The environment**

Plan to take into consideration recommendations of the Carbon survey and Council commitments to climate change.

**c. Other**

Efficiency of the building resulting in reduced running costs, improvements to encourage income.



## 5. Implications

|                                      |  |
|--------------------------------------|--|
| 5.1 Legal                            | Planning & building regulations may apply.               |
| 5.2 Risks                            | Interruption of services, financial investment.          |
| 5.3 Financial                        | Plan to include outline figures.                         |
| 5.4 Time scales                      | 10 year plan   |
| 5.5 Stakeholders & Social Value      | Community House hirers & users, Staff, Councillors.      |
| 5.6 Contracts                        | Building works – some will meet the tendering threshold. |
| 5.7 Climate & Sustainability         | Improvements to building efficiency.                     |
| <b>5.8 Crime &amp; Disorder</b>      | N/A – CCTV already planned for installation.             |
| <b>5.9 Health &amp; Safety</b>       | Risk Assessments required for all works.                 |
| <b>5.10 Biodiversity</b>             | Could consider green roof/ walls.                        |
| <b>5.11 Privacy Impact</b>           | N/A  |
| <b>5.12 Equality &amp; Diversity</b> | Ensuring accessibility for all.                          |

## 6. Appendices