

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.

12th April 2024

Dear Committee Member,

You are summoned to a meeting of the COMMUNITY HOUSE SUB-COMMITTEE to be held on THURSDAY 18TH APRIL 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

CH061 CHAIR'S ANNOUNCEMENTS.

CH062 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.*

CH063 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

CH064 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

CH065 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 15TH FEBRUARY 2024

CH066 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN

CH067 TO RECEIVE A REPORT FROM THE FIRE SURVEY REPORT TFG

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

CH069 TO DISCUSS REQUIREMENTS FOR CCTV IN COMMUNITY HOUSE

CH070 DATE OF NEXT MEETING – THURSDAY 14TH MAY 2024

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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.

2. CH052 PUBLIC QUESTIONS

There were no public questions.

3. CH053 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received and accepted from Cllr Veck

4. CH054 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

5. 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.

6. 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.

7. 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

8. 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.

9. 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.

10. 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



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	Tender is on contract finder and end date for applications is 4 th March.
3	Climate change survey to be commissioned, in due course.	Committee Members	Two quotes obtained. To be agreed on 15/02/24
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	Report received. Need to create a TFG to discuss action points and next steps
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	

Zoe Malone
Responsible Finance Officer

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Committee:	Community House Sub-Committee	Agenda Item:	CH067
Meeting date:	18 April 2024	Authors:	Fire Safety TFG
Subject:	Update on TFG progress		
Purpose:	To note		

Recommendation(s):

To note the update from the TFG.

1. Background

Following a condition survey of Community House, it was recommended that we have a fire safety report conducted. This was completed 30 January 2024.

It was agreed to set up a TFG to discuss and prioritise the recommendation from the report.

The TFG met for the first time on 27 March 2024. The report was discussed at length and it was agreed to seek three quotes for the repairs / replacement of the fire doors and compartmentation areas within Community House.

Cllr Alexander did a walk through of Community House and believes there are 15 fire doors within the building that may need looking at.

It was also recommended that we resolve the recommendations from the fire safety report together, ie replace the doors and deal with the compartmentation together, rather than piecemeal.

2. Options for Council

Once quotes are received we will report back to this committee with the costs and agree next steps.

3. Reason for recommendation

To note the TFG report.

4. Expected benefits

a. The community

b. The environment

c. Other

ADDITIONAL INFORMATION FROM CLLR GALLAGHER

Fire Inspection surveys were conducted by Veritas Inspections and two reports produced dated 30th January 2024.

1. Fire Door Inspection Report
2. Compartmentation Integrity Report

A Task and Finish Group (TGG) was set up to review the recommendations reports and to prioritise actions including cost implications.

The TFG met for the first time on 27th March 2024.

Report 1. The Fire Doors Integrity Report on page 4 in OUR CONCLUSIONS contains the information that the doors are historic and upgraded more modern doors without identification.

The doors shall be assessed against BS 8214, current UK fire legislation and FDIS (Fire door inspection scheme) requirements

To determine the ability of each door to hold back fire for the prescribed period of time.

Deficiencies were noted throughout the report with damaged frames, missing or the wrong ironmongery and seals.

Report 2 The Compartmentation Integrity report.

Compartmentation serves to protect escape routes for safe evacuation ,whilst limiting fire spread within buildings so that the degree of damaged caused by the fire is reduced, many examples and photographs in the report show where the compartmentalisation is defective.

In the Executive Summary , Page 9 of the report ,Note 7 Recommendations states “ We strongly recommend further destructive investigations are carried out and/or a programme of remedial works undertaken across the building using a 3rd party accredited installer utilizing tested and/or where necessary assess fire stopping systems.

Note 5 in the same summary General re-occurring issues highlighted Were :

- 5.1 omitted/damaged/incorrectly installed fire stopping
- 5.2 Incomplete/omitted compartmentation above ceilings
- 5.3 Fire dampers not present
- 5.4 Drylining not sealed as tested and /or incomplete.

Note 6. Our Conclusions states “ All parties involved with the premises should consider the importance that compartmentation makes to life safety and limiting damage.....”

“ The owner of the building therefore has an obligation under the Regulatory Reform(Fire Safety) order 2005 to take reasonable steps to reduce the risk from a fire and to make

sure people can either safely escape or remain in a protected part of the building in the event of a fire occurring.”

FURTHER ACTIONS TO BE CONSIDERED ARISING FROM REPORT.

- 1. Compartmental Survey visual non-destructive inspection
Further destructive inspection recommended.**
- 2. Fire Doors inspection , a further inspection 3 to 6 months from the date of the Report.**
- 3. 3 Fire Door contractors with expertise to provide quotations to undertake work to bring fire doors to compliance.**
- 4. Specialist contractors to sought to supply quotations to rectify compartmentalisation.**

Examples attached as Appendix.

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	
5.8 Crime & Disorder	
5.9 Health & Safety	
5.10 Biodiversity	
5.11 Privacy Impact	
5.12 Equality & Diversity	

6. Appendices

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Committee:	CH Sub	Agenda Item:	CH069
Meeting date:	18 th April 2024	Authors:	Town Clerk
Subject:	Community House CCTV		
Purpose:	To Discuss		

Recommendation(s):

To discuss the requirements for Community House CCTV

1. Background

The CCTV at Community House has previously been managed by the Meridian Centre security, however, as part of obtaining a new premises licence, PTC are required to install CCTV to meet a criteria set out by the police (criteria included in appendices).

2. Options for Council

To note the requirements of the police for Community House CCTV

To consider whether any other requirements might be appropriate

3. Reason for recommendation

Part of the premises licence conditions

4. Expected benefits

a. The community

Evidence in cases of criminal/ public nuisance problems.

b. The environment

c. Other

Safety of users of Community house.

5. Implications

5.1 Legal	In line with ICO requirements.
5.2 Risks	Need to ensure the security of recording equipment/ access to data.
5.3 Financial	Anticipated cost circa. £4000
5.4 Time scales	Still TBC, timescale anticipated to be minimal once agreed.
5.5 Stakeholders & Social Value	Safety of hirers/ persons in Community House
5.6 Contracts	N/A
5.7 Climate & Sustainability	N/A
5.8 Crime & Disorder	Evidence in cases of Crime & Disorder, may also act as a deterrent.
5.9 Health & Safety	Safety of staff in the workplace.
5.10 Biodiversity	N/A
5.11 Privacy Impact	In line with ICO requirements.
5.12 Equality & Diversity	No implications.

6. Appendices

CCTV

Subject to GDPR guidance and legislation:

- (a) Digital CCTV and appropriate recording equipment to be installed in accordance with Home Office Guidelines relating to UK Police Requirements for Digital CCTV System (PSDB Publication Number 09/05), operated and maintained throughout the premises internally and externally to cover all public areas, including the entrances/exits to the premises as well as any outside space. The system shall be on and recording at all times the premises licence is in operation.
- (b) The CCTV cameras and recording equipment must be of sufficient quality to work in all lighting levels inside the premises at all times.
- (c) CCTV footage will be stored for a minimum of 31 days
- (d) The management will give full and immediate cooperation and technical assistance to the Police in the event that CCTV footage is required for the prevention and detection of suspected or alleged crime.
- (e) The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.
- (f) The management of the premises will ensure that key staff are fully trained in the operation of the CCTV, and will be able to download selected footage onto a disk (or other electronic portable device acceptable to Police e.g. USB) or provide footage via an online link as initiated by Police, without difficulty or delay and without charge.
- (g) Any breakdown or system failure will be notified to the police immediately & remedied as soon as practicable.
- (h) In the event of the CCTV system hard drive being seized as evidence as part of a criminal investigation by Police or for any other reason, the premises will be expected to install a replacement hard drive or a temporary replacement drive as soon as practicable.