

George Dyson
Town Clerk

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

Councillors on this Sub-Committee:- Cllr Gallagher, Cllr Campbell, Cllr Alexander, Cllr Davies, Cllr Veck, Cllr Donovan, Cllr Griffiths.

10th January 2025

Dear Sub-Committee Member,

You are summoned to a meeting of the COMMUNITY HOUSE SUB-COMMITTEE to be held on THURSDAY 16th January 2025 at 7:30pm in Community House.

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

George Dyson, Town Clerk

AGENDA

CH091 CHAIR'S ANNOUNCEMENTS.

CH092 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.*

CH093 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.

CH094 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.

CH095 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 27TH JUNE 2024

CH096 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN

CH097 TO NOTE MAINTENANCE WORKS THAT HAVE TAKEN PLACE AT COMMUNITY HOUSE

CH098 TO NOTE RECENT AND UPCOMING ISSUES IN LINE WITH THE DEVELOPING 10-YEAR PLAN

CH099 TO DECIDE WHETHER TO REQUEST TO THE POLICY & FINANCE COMMITTEE TO CONSIDER EXPANDING THE SUB-COMMITTEE TERMS OF REFERENCE

CH100 DATE OF NEXT MEETING – TUESDAY 18TH MARCH 2025 AT 6.15PM

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DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on 27 June 2024 at 7.30pm

Present: Cllr Gallagher, Cllr Campbell, Cllr Donovan, Cllr Griffiths, Cllr Seabrook

Officers: George Dyson (Town Clerk), Zoe Malone (RFO), Zoe Polydorou (Meetings & Projects Officer)

The Chair opened the meeting at 7:30pm.

CH081 CHAIR'S ANNOUNCEMENTS

Cllr Griffiths acted as Chair, and explained that the first announcement was to elect a Chair and Vice Chair.

It was proposed to nominate Cllr Griffiths as Chair

Proposed by: Cllr Seabrook Seconded by: Cllr Campbell.

It was proposed to defer the Chair nomination until Policy & Finance Committee and for it to be an agenda item.

Proposed by: Cllr Gallagher Seconded by: Cllr Donovan.

The Chair explained the first proposal must be voted on first.

3 members voted in favour of the proposal to elect Cllr Griffiths as Chair.

2 members voted against.

Cllr Griffiths was **elected** Chair of the Sub Committee.

It was proposed to nominate Cllr Davies as Vice Chair

Proposed by: Cllr Griffiths Seconded by: Cllr Campbell.

All in favour.

Cllr Donovan announced the following dates:-

- Friday 28th June - Raising the armed forces flag at 12:15am at the Memorial Park.
- Saturday 29th and Sunday 30th June - Peacehaven Open Gardens
- Friday 5th July at Community House at 10:30am - Meet the Mayor
- Saturday 6th July - Telscombe Summer Fair

CH082 PUBLIC QUESTIONS

There were no public questions.

CH083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS

Apologies received from:-

- Cllr Davies
- Cllr Alexander
- Cllr Veck (Cllr Seabrook substituted)

CH084 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS

There were no declarations of interest.

CH085 TO ADOPT THE MINUTES FROM THE 14TH MAY 2024

It was proposed to accept the minutes as correct.

Proposed by: Cllr Seabrook **Seconded:** Cllr Campbell

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

CH086 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN

Cllr Gallagher queried item number 3 – fire doors and compartmentation.

The RFO explained that quotes were still being sourced for fire doors and compartmentation, thanked Cllr Gallagher for her email, and explained a meeting with the TFG will be arranged.

Cllr Campbell queried whether PTC passed the annual fire safety assessment, whereby the Town Clerk explained that two assessments had been carried out this year: one by East Sussex Fire and Rescue Service which was passed with no actions, and the other was the Fire risk assessment where the 2024 survey was booked in for within the next couple of weeks.

The RFO confirmed to Cllr Gallagher that the TFG comment in section 4 of the 10-year costed plan was a continuing comment, and that it could be amended.

CH087 TO AGREE THE DISPOSAL AND NOTE REPLACEMENT OF A KITCHEN URN

The Town Clerk explained the cost of the urn was between £300 - £400.

It was proposed to dispose of the asset.

Proposed by: Cllr Gallagher **Seconded:** Cllr Campbell

All in Favour

CH088 TO NOTE THE MAIN HALL SEATING REPORT

The main hall seating report was **noted**.

CH089 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE

Cllr Gallagher expressed that setting up a working group would be more suitable than a TFG, since it was a continuous project, and gave reasons for it to be deferred and discussed at P&F in July, including that absent members would be present.

The RFO expressed that the sooner the urgent items were discussed the better.

The Town Clerk suggested a TFG or Working Party could be set up, without members agreed at this stage but with invites sent out, and be deferred to the next P&F in July, or the next CHSC in August.

It was proposed to defer setting up a working party to P&F in July.

Proposed by: Cllr Donovan **Seconded by:** Cllr Gallagher.

3 members voted against.

The proposal was **not carried**.

Cllr Seabrook questioned whether, within the plan, there was anything urgent not already being done. Whereby the RFO explained the year 1 recommendations from the building surveyor were already being dealt with: compartmentation, fire doors and the air handling unit, and that the other significant item was the felt roof.

It was proposed to set up a TFG to look at the items in year 1, and items in the decarbonisation report that could be relevant for year 1, and take a preliminary report to P&F.

Proposed by: Cllr Campbell **Seconded by:** Cllr Griffiths

There was discussion surrounding the work involved in a report and the likelihood of insufficient time to bring a detailed report to the next P&F committee meeting.

One member withdrew the proposal.

It was proposed that the Town Clerk and RFO would prepare draft terms of reference for the working party, for discussion at the next P&F Committee meeting to finalise the working party.

Proposed by: Cllr Seabrook Seconded by: Cllr Donovan

All in favour.

The Town Clerk explained there were no formal restriction to working party numbers, but good practice was that the number of members is fewer than the majority of the Committee that it reports back to, so would be four Councillors for P&F.

Cllr Gallagher expressed the report had excellent charts, that the report writers could attend the meeting depending on costs.

Cllr Seabrook expressed there was the opportunity to speak with building experts at the Towards Zero Carbon Peacehaven Fair.

CH090 DATE OF NEXT MEETING – THURSDAY 1ST AUGUST 2024

The next meeting was **confirmed** for 1st August 2024

There being no further business, the meeting closed at 8:24pm.



Peacehaven Town Council

Community House Sub-Committee Action Plan

	Item	Responsible Person	Updates
1	Quotes for the Main Hall heating	Town Clerk	Quote completed – work to be completed by end of July. New Air Handling Units installed and functioning – item completed.
2	Climate change survey to be commissioned, in due course.	Committee Members	Completed
3	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. Ongoing as part of 10 Year plan TFG.
4	10 Year costed plan for community house. To consult with community groups and residents creating plans through a series of workshops.	Committee Members / RFO	10 Year plan has been created and working group to be formed to discuss action points proposals and financing to take to P&F.

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Committee:	Community House Sub-Committee	Agenda Item:	CH097
Meeting date:	16/01/2025	Authors:	Town Clerk
Subject:	Community House Maintenance Works		
Purpose:	To note		

Recommendation(s):

To note works that have taken place at Community House

1. Background

Since the last meeting of this Committee on 27th June 2024, a number of works have taken place at Community House, this includes:

- July 2024 – Main Hall Air Handling Unit's installed and commissioned.
- August 2024 – Ballasts in Main Hall lighting replaced.
- September 2024 – Emergency Lighting Substantial Test.
- October 2024 – Replacement of door opening mechanism on external door to South Service Yard.
- November 2024 - Commissioning of replacement Fire Extinguishers.
- November 2024 – Repairs to Main Hall Tiered seating.
- November 2024 – Obtained Slip testing on Community House flooring
- January 2025 – Painting and decoration of Anzac Room, Foyer, Information Office, and Back Office, as well as snagging works in all rooms.
- January 2025 – Serviced Community House Air Conditioning Units

Portable Appliance Testing (PAT) is also taking place imminently by our in-house electrician.

2. Options for Council

To note this report.

3. Reason for recommendation

To note works that have taken place.

4. Expected benefits

Ensuring that Community House is available, functional, and appealing for all stakeholders.

5. Implications

5.1 Legal	Occupiers Liability Act Electricity at Work Regulations Health, Safety, and Welfare Regulations Health & Safety at Work etc Act
5.2 Risks	Ensuring compliance of works.
5.3 Financial	All expenditure on items agreed in line with Financial Regs & Terms of Reference.
5.4 Time scales	Since last Sub-Committee meeting
5.5 Stakeholders & Social Value	Immense social value of Community House
5.6 Contracts	N/A
5.7 Climate & Sustainability	Removing Foam fire extinguishers, Improved efficiency of AHUs/ Air Conditioning units.
5.8 Crime & Disorder	N/A
5.9 Health & Safety	Ensuring safe practices.
5.10 Biodiversity	N/A
5.11 Privacy Impact	N/A
5.12 Equality & Diversity	Accessibility to building of all users.

6. Values & priorities alignment

Which of the Core Values does the recommendation demonstrate?	
6.1 Empowering and supporting the community	<input checked="" type="checkbox"/>
6.2 Growing the economy sustainably	<input type="checkbox"/>
6.3 Helping children and young people	<input checked="" type="checkbox"/>
6.4 Improving the quality of life for residents and visitors to Peacehaven	<input checked="" type="checkbox"/>
6.5 Supporting residents in need	<input checked="" type="checkbox"/>
6.6 Valuing the environment	<input type="checkbox"/>

6.7 Which business plan item(s) does the recommendation relate to? Inclusion 10-year plan
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7. Appendices

Zoe Malone
Responsible Finance Officer

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Committee:	Community House Sub-Committee	Agenda Item:	CH098
Meeting date:	16 Jan 2024	Authors:	Responsible Finance Officer
Subject:	10 Year Plan Update		
Purpose:	To note		

Recommendation(s):

To note 10 Year plan update, focussing on the first 2 years of recommendations.

1. Background

It was agreed to set up a working group to specifically cover the recommendations from BHESCO Climate survey and Pyxis Building Survey on Community House. BHESCO visited on 01/11/24 to discuss the recommendations of their survey. This was attended by Cllr Campbell, Griffiths & Gallagher. Since this we have actioned the following;

- Serviced the Air-Conditioning units. The Servicer explained that the system can be used for heating as suggested by BHESCO, however as the boilers are linked to the whole building, it is not productive to heat the three rooms with this function via the aircon and the rest of Community House via radiators as the radiators will still be triggered in the rooms with the aircon units. There is no function to cap off the heating from the boilers to the rooms with the aircon functions.
- Boiler checked in the Fields & Robson Room and there is a timer for the heating to kick in and this is being used. Therefore no electric timer required as per their recommendations.

Working group members have agreed to the RFO to start drafting a pre-tender notice for the fire doors and compartmentation improvements. This is a work in progress and the RFO shall arrange a meeting with the working group once the draft document is ready.

Other works completed;

- Repointed the area outside Community House that was flagged
- Removed sink area from outside the Police Room
- Replaced plug sockets where identified
- Actioned all category 1 & 2 remedials from EICR
- Cosmetic improvements to Community House, including painting

2. Options for Council

- To note the 10 year plan

3. Reason for recommendation

To keep council fully informed.

4. Expected benefits

Over time the council should see a reduction in energy usage and carbon emissions.

a. The community

N/A

b. The environment

N/A

c. Other

5. Implications

5.1 Legal	
5.2 Risks	
5.3 Financial	Years 1 & 2 alone come to approx. £213k and we therefore need to budget accordingly
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	

RED	PRIORITY 1 - HIGH
YELLOW	PRIORITY 2 - MED
ORANGE	PRIORITY 3 - LOW
GREEN	DONE

Location	Description	Recommendation	Year 1	Year 2	Comments	Status	actions agreed 25/07/24
Rooms and circulation space	Suspended ceiling grid with prefinished tiles. Generally in good condition with some missing and stained tiles.	investigate causes of water satins, make necessary repairs and replace tiles as required. Provision for replacement tiles	500.00	100.00	We have spare ceiling tiles within CH - having walked round the building the RFO has identified 5 tiles which require attention.	DONE	DONE
Rooms and circulation space	Emulsion painted plaster - some wear & tear & minor deterioration	Provisional allowance for phased redecoration programme based on priority for each room or area.	1,500.00	1,500.00	Painting was actioned in CH corridors and meeting room in Jan 24 - main foyer area is on hold until decoupling has taken place - anticipate this should not cost more than £200	DONE	DONE
Rooms and circulation space	Mix of floor coverings, generally in good condition, some wear and tear, and some specific areas with damage. The Main Hall has a sprung vinyl sports hall covering.	Provisional allowance for phased flooring replacement programme, with Fields & Robson Room in Y1, Main Hall in Y4	2,000.00	0.00	Will speak to Caretakers regarding floor replacement in the F&R room - floor tiles being the initial thoughts	LOW	Caretakers to obtain three quotes for new flooring in F&R
Rooms and circulation space	Painted doors, screens, skirting boards, dado rails, radiators and pipework generally in good condition.	Provisional allowance for phased redecoration programme based on priority for each room or area.	500.00	500.00	Not particularly urgent, more cosmetic. Can incorporate redecoration into the annual close down in January 2025	LOW	To be actioned in January 2025
Throughout & glazed screens	Internal doors of timber construction with paint or stain finish. A good proportion of doors and screens are fire rated to provide resistance and prevent fire spread.	Fire doors need regular maintenance to ensure the designed fire rating is maintained. It is recommended that a fire door survey is undertaken and that an annual programme of repair and maintenance is undertaken.	2,000.00	250.00	Survey has been actioned and we are sourcing recommended replacement doors - awaiting quotes	DONE	DONE
Throughout	The void between the suspended ceiling and the underside of the roof structure provides space for most of the services including air handling, air conditioning, electrical, water and heating.	Where the void was accessible, it was noted that some penetrations through assumed fire compartment walls were not adequately fire stopped. Most notably the fire doors in the corridor outside the Anzac Room kitchen did not have a fire break above the doors which would allow fire spread in the void above. It is recommended that a fire compartmentation survey is undertaken and remedial works undertaken. Provision for survey and subsequent works.	20,000.00	0.00	Survey has been actioned and we are awaiting a further 2 quotes for this work.	HIGH	FO to meet with IA and caretakers regarding quote received and review whether all doors need replacing
Kitchen Adjacent to Police Room	Small kitchenette outside PoliceRoom Main male, female and disabled WC facilities in good condition. Some minor maintenance work required.	Consider options to remove kitchen, relocate of fit fire doors. Provision sum to undertake works to mitigate the identified risk.	2,000.00	0.00	Caretakers to investigate and remove in house.	MED	Caretakers to decommission water & electric in this area. 23/07/2024 ELECTRIC HAS BEEN ISOLATED
Main WC / Facilities		Provision for minor repairs in Y1, replacement of floor covering in Y7	500.00	0.00	Caretakers to resolve & fix	MED	Caretakers to assess minor repairs and fix accordingly
Staff & Other facilities	Staff/disabled WC in reasonable condition. WCs serving Fields & Robson Rooms in fair condition, some loose and missing wall tiles and stained ceiling tiles.	Provision for redecoration of staff/disabled in Y6, refurbishment of other WCs in Y2 & Y3	0.00	3,000.00	Ceiling tiles to be replaced. Staff toilet has been painted in Jan 24	DONE	DONE
External Construction	External Walls of facing brickwork construction assumed to be cavity construction with concrete blockwork forming the inner skin. Generally sound, small area of mortar erosion noted adjacent to south entrance door.	Provision for repointing	300.00	0.00		MED	DONE
External Construction	Tile mansard and parapet detail around the central flat roof	Provision for replacement of missing tiles	2,000.00	0.00		MED	Caretakers to obtain quotes

		Provision for phased roof covering replacement, Y1 main roof over Community House, Y2 roof over Field and Robson rooms and Y3 Main Hall roof.					Agreed to PAUSE this until decoupling has been actioned. Need to arrange for a flat roof specialist to assess current condition and life expectancy
External Contruction	Mineral felt roof covering with lead capping details at junction with mansards	Provision for regular cleaning and jetting of gulleys to ensure efficient drainage of water from roof. Costs included in Annual Maintenance	62,000.00	15,000.00		HIGH	
External Contruction	Mix of aluminium, uPVC and timber doors providing access and egress from the building	Provision for regular maintenance of external doors, with phased replacements	300.00	300.00	Doors are serviced annually and any remedials dealt with	DONE	DONE
External & Finishes	Meridian Centre and south entrance. Likely to need repairs and upgrades within the 10 year period Mix of aluminium and uPVC windows. Windows facing into Meridian Centre are single glazed aluminium, windows directly facing externally are double glazed uPVC. uPVC units are likely to need major overhaul or replacement with the 10 year period. Fascias and soffits are predominately clad in uPVC. Wide soffits below main hall mansard have rust staining from paintwork and decorated surfaces	Provision for regular maintenance of windows, with phased replacements in Y5-10	200.00	200.00	Need to budget for this accordingly over the course of the plan	LOW	Agreed to start building a reserve for replacement windows. Some Windows will be morrison's responsibility
External & Finishes		Provision for cleaning & replacement of corroded fixings	1,500.00	0.00	arrange caretaker to clean	LOW	Caretakers to assess and clean
Boiler Room	Pair of Broag boilers providing space heating and hot water to most parts of community house. Understood to be installed in 2004 as part of internal refurbishment. Likely to be coming to the end of their anticipated service life Alpha CB24 gas boiler serving the Robson and Fields rooms and adjacent facilities. Understood to be installed in 2004 as part of internal refurbishment. Likely to be coming to the end of their anticipated service life	Allowance for replacement gas boilers with high efficiency	0.00	0.00	Need to budget for this accordingly over the course of the plan	MED	Agreed to examine options and costs and move to HIGH priority
Fields & Robson		Allowance for replacement gas boilers with high efficiency	0.00	0.00	Need to budget for this accordingly over the course of the plan	MED	Agreed to examine options and costs and move to HIGH priority
Main Hall	Packaged rooftop AHU's providing heating and cooling to Main Hall. Of the two units, one is not working and the other is not functioning properly and cannot be repaired	Provision to replace	80,000.00	0.00	To be installed by end of July	DONE	DONE
Offices	Air conditioning Calorifier in boiler room serving main hot water outlets, heat connections to primary boiler circuits and electric immersion heater element. Likely to have been installed in 2004 with main boiler	Provision for phased replacement in Y4 & Y6	0.00	0.00	Need to budget for this accordingly over the course of the plan	LOW	Not discussed as £0.00 but something to consider for budgetary planning
Boiler Room	installation Local hot water supplies to Gents toilet adjacent to Robson Room and kitchenette	Provision for replacement at the end of 10 year period	0.00	0.00	Need to budget for this accordingly over the course of the plan	LOW	Not discussed as £0.00 but something to consider for budgetary planning
Various	adjacent to police room provided by electric water heaters Various pumps for the heating and hot water. Two twin set circulation pumps serving heating system primary heating circuit pump and DHW circulation	Provision for replacement at the end of 10 year period Allowance for phased replacements.	0.00 0.00	0.00 0.00	Need to budget for this accordingly over the course of the plan Need to budget for this accordingly over the course of the plan	LOW LOW	Not discussed as £0.00 but something to consider for budgetary planning Not discussed as £0.00 but something to consider for budgetary planning

Throughout	Steel radiators providing spare heating within rooms fitted with thermostatic controls. Corrosion noted on radiator in Gents toilet adjacent to Robson Room	Provision for replacement of corroded radiator and regular testing and services of TRVs	100.00	500.00		LOW	Caretakers to assess and clean
Various	Air extraction to WC facilities, kitchens, police room and charles neville not tested during survey	Provision for regular maintenance and servicing	200.00	200.00		LOW	To get quotes for an annual maintenance of the extractor services
Various	Input and exxtraction to anzac room, main kitchen and main WCs	Provision for regular maintenance and servicing	300.00	300.00		LOW	To get quotes for an annual maintenance of the extractor services
Mains Room	Main intakes, meters and boards located in the two Mains Rooms. Various ages of boards with alterations and adaptations over the years. Some elements may date back to when the original building was constructed	Periodic electrical installation condition reports typically 5 yearly should be undertaken. These will identify issues with the installation. It is likely that over the ten year period there will be a requirement to upgrade the distribution Provision for a phased replacement programme to upgrade to LED fittings.	4,000.00	4,000.00	Booked for July 2024 - £1800	DONE	DONE
Throughout	Standards 13a dsocket outlets mounted in walls or dado trunking. Supplies to mechanical plant and fixed equipment	Visually power circuits, switchgear and outlets appear serviceable but need to be assessed as part of periodic EICR. Provision for remedial works.	0.00	2,000.00	EICR booked as above - remedials potentially fixed by caretaker	DONE	Assessment completed - remedials to be looked at by DT and contractor
Throughout	Roof mounted solar panels with inverters mounted in mains. Understood to be installed in 2011	Provision for replacement of inverters in Y3	0.00	0.00	Need to budget for this accordingly over the course of the plan	LOW	Not discussed as £0.00 but something to consider for budgetary planning
Throughout	Multi zone fire alarm panel with associated detectors, sounders and call points located throughout the building	Provision for upgrade	0.00	0.00	Need to budget for this accordingly over the course of the plan	LOW	Not discussed as £0.00 but something to consider for budgetary planning
Air Conditioning		Engage an air conditioning engineer to investigate whether the existing Toshiba AC units could be used to heat the Information and Town Council Offices plus Anzac Room. This will lower gas consumption and allow these areas to be controlled as individual zones, potentially shortening the heating duration.	700.00	0.00	Will source quotes - anticipated £1k per year saving	MED	Agreed to PAUSE
	Pump & IHW Timers	Contact EMC Controls to see if they can provide access to the Building Management System (BMS). Investigate whether they can optimise the settings and install weather compensation. Should it be possible to adapt the current BMS (rather than replacing it), the payback period would be significantly lower than we have conservatively estimated.	1,600.00	0.00			Need to discuss futher
		Install pump and instantaneous water heater timers. This will reduce heat losses from pipework, electricity costs for pumping, and standing losses from heater cylinders. It may also be possible to re-configure the BMS with a timed profile for the pumps, to avoid installing additional pump timers.	3,100.00	0.00			Need to discuss futher
Roof		Consider whether there is potential for additional solar panels to be incorporated into the design for the proposed extension to the building (new foyer).	0.00	0.00	This would be a TC cost - Morrisons would not cover this	LOW	Did not discuss as £0.00
		There is potential to reduce electricity costs by switching to a single rate tariff, which would lower the cost of daytime electricity.	0.00	0.00	RFO has checked this and it doesn't make much difference	DONE	DONE
		Add humidity sensors to the public toilets, these should help ensure ventilation only runs when it is needed.	0.00	700.00	£80 per year saving	LOW	Felt this was unnecessary and to not action

Roof	Install a new smart thermostat for the Robson-Fields area to optimize heating consumption.	0.00	0.00		Not discussed as £0.00 but something to consider for budgetary planning
	If the existing BMS cannot be brought into effective use, and the medium-term solution is to maintain the existing gas system, consider replacing the BMS and adding weather compensation to the main boilers.	0.00	0.00		Not discussed as £0.00 but something to consider for budgetary planning
	Under current industry guidance, the cavity walls for the older parts of the building could only be viable for cavity wall insulation if they are at least 100mm wide and existing mortar defects are repaired. We recommend engaging a CIGA accredited installer to undertake a borescope survey of the walls and provide more detailed technical advice on the appropriateness of cavity wall insulation for the older (1970s) walls. External wall insulation could be an alternative, should cavity wall insulation be deemed unsuitable.	0.00	0.00		Not discussed as £0.00 but something to consider for budgetary planning
	Our economic analysis suggests that electricity cost savings from the existing solar panels means that they are likely to have paid for themselves by circa 2018. But there is scope to replace them with modern, higher output units. You should still be eligible for feed in tariff (FIT) payments for a panel output equivalent to the original system. We also recommend adding additional units to the flat roof above the offices and Anzac Room. It may be best to wait until the Meridian Centre has been demolished and any roof leaks repaired prior to adding additional panels.	0.00	0.00	Suggested £45K for this - need to look for grants	LOW Not discussed as £0.00 but something to consider for budgetary planning

Community House, Peacehaven

Energy Surveys

Summary Presentation

1st November 2024



BHESCO

Brighton & Hove Energy
Services Co-operative

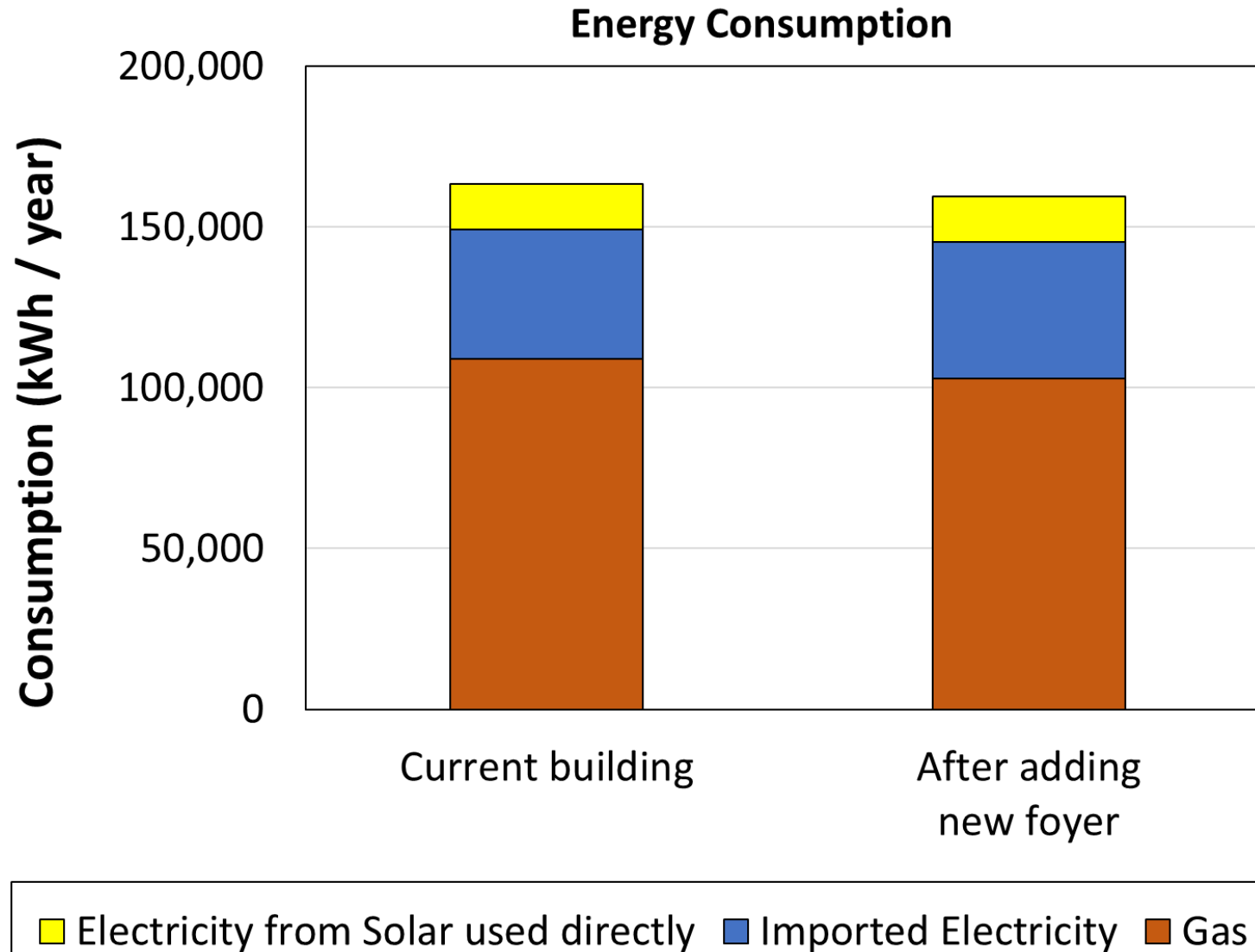
Meeting agenda

- ❖ Current energy consumption
- ❖ Potential solutions
 - Fabric and ventilation improvements.
 - Heating system improvements.
 - Solar panels (improvements).
- ❖ Costs, energy savings and CO2 impacts
- ❖ Suggested next steps

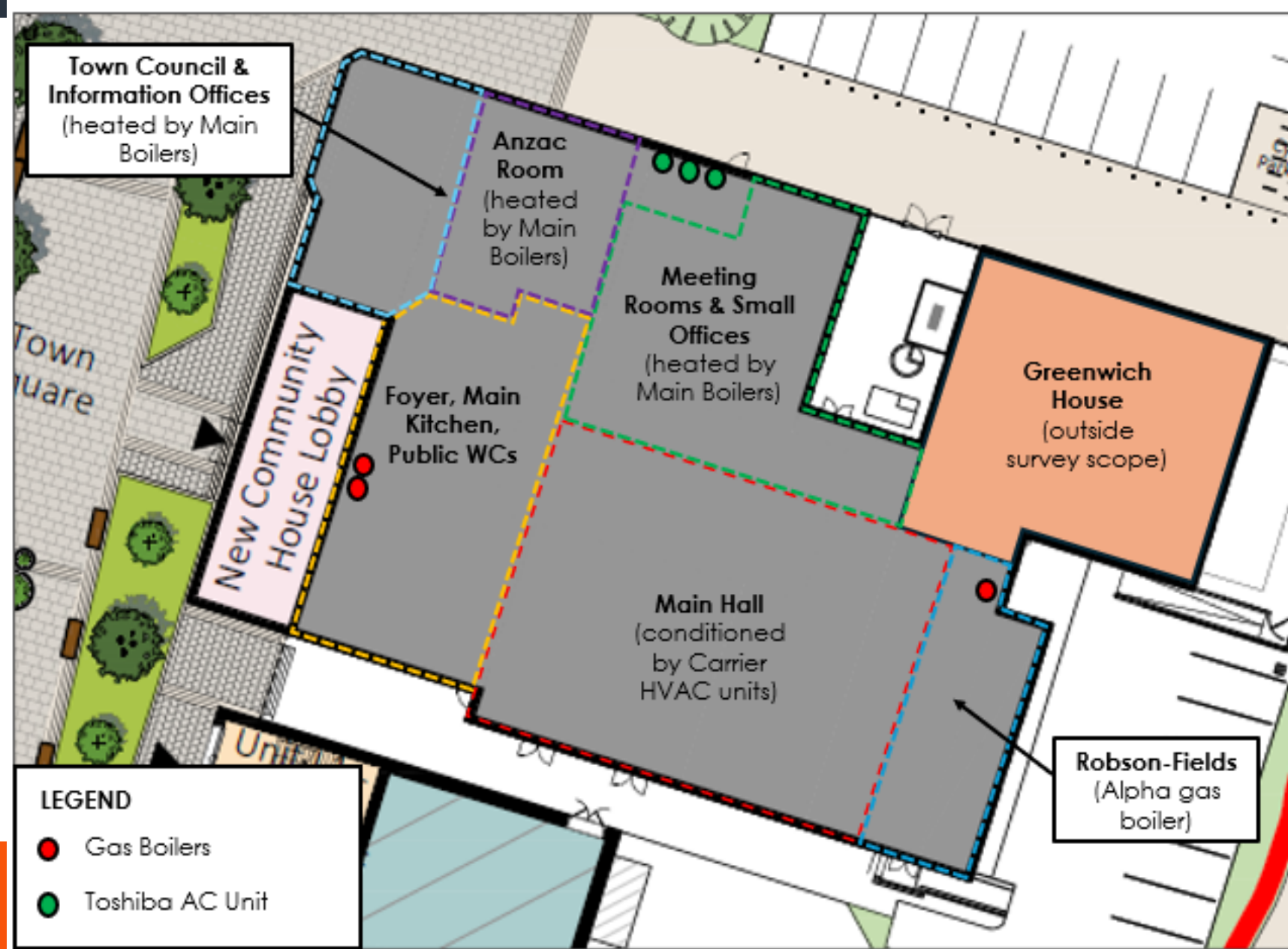


The Anzac Room

Current Energy Consumption



Key areas & heating systems



Fabric & Ventilation Improvements



Displaced ceiling tile above entrance corridor



Existing external wall



Window in Anzac Room with defective seal in the corner

Heating & Hot Water Controls (1)



Smart thermostat



BMS (main plant room)



Existing hot water heater (Robson-Fields)

Heating & Hot Water Controls (2)



Carrier packaged HVAC units serving the Main Hall



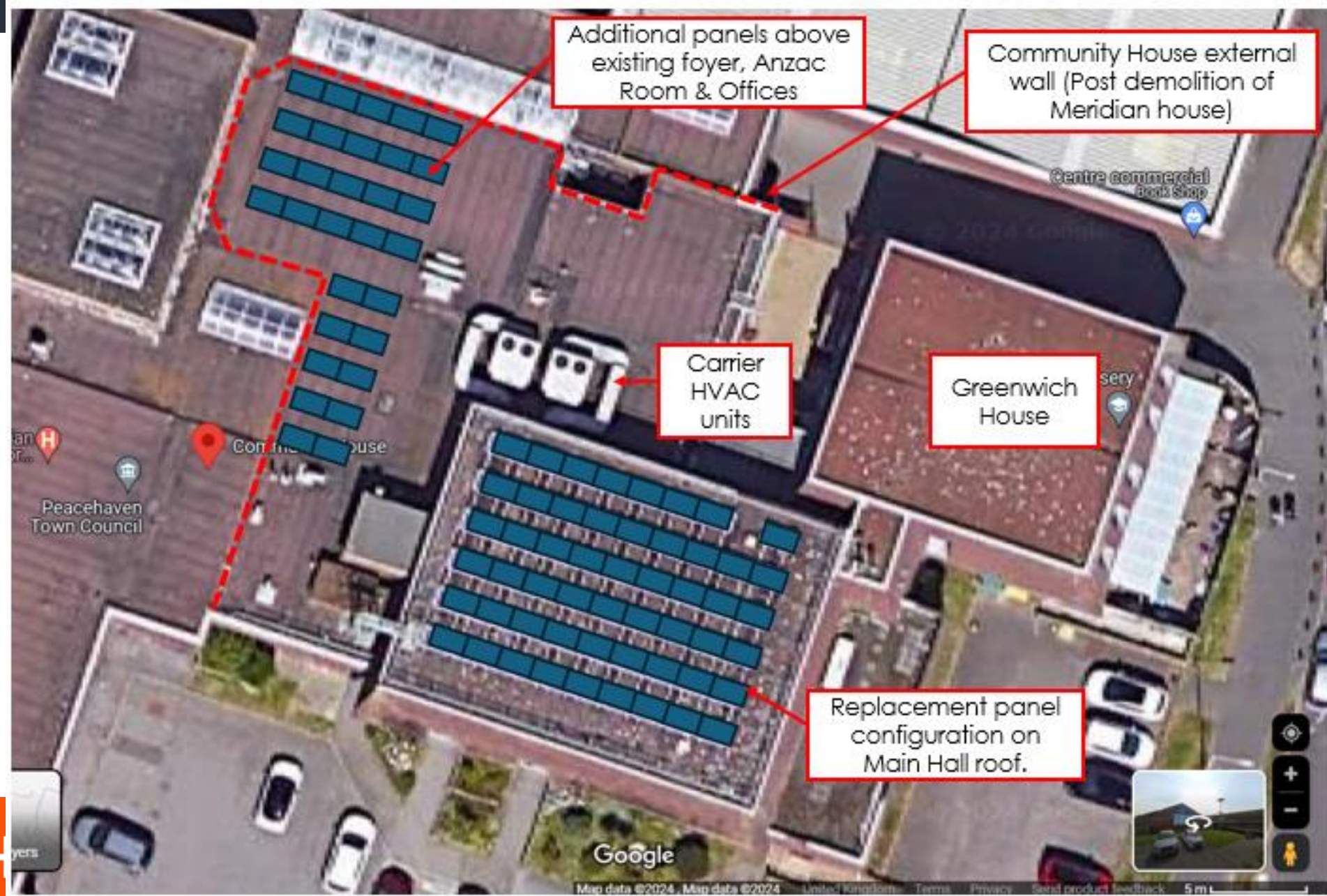
Existing AC units in courtyard

Future Heating Strategy – Heat Pumps



Indicative 10kW heat pump (external unit)

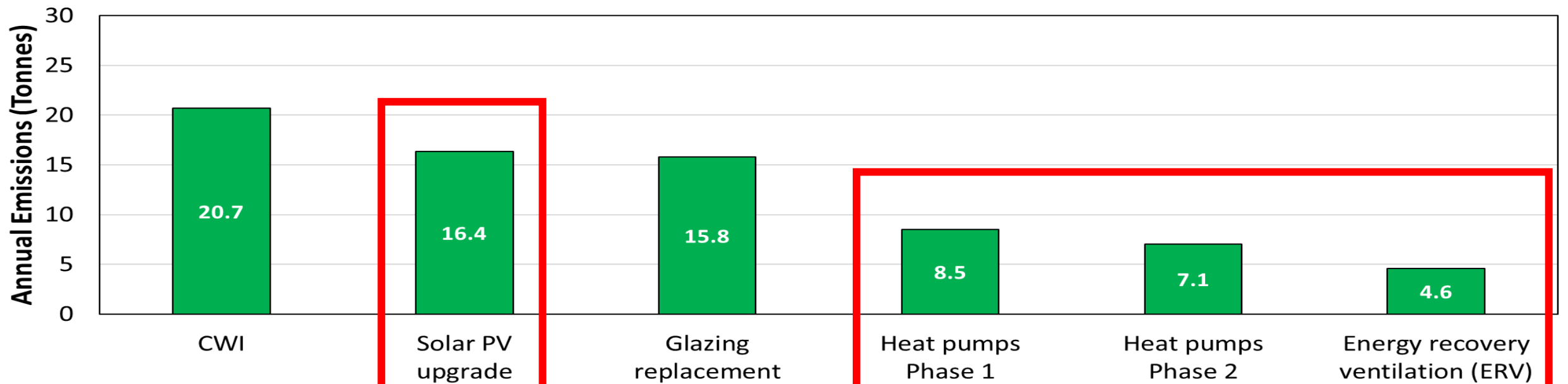
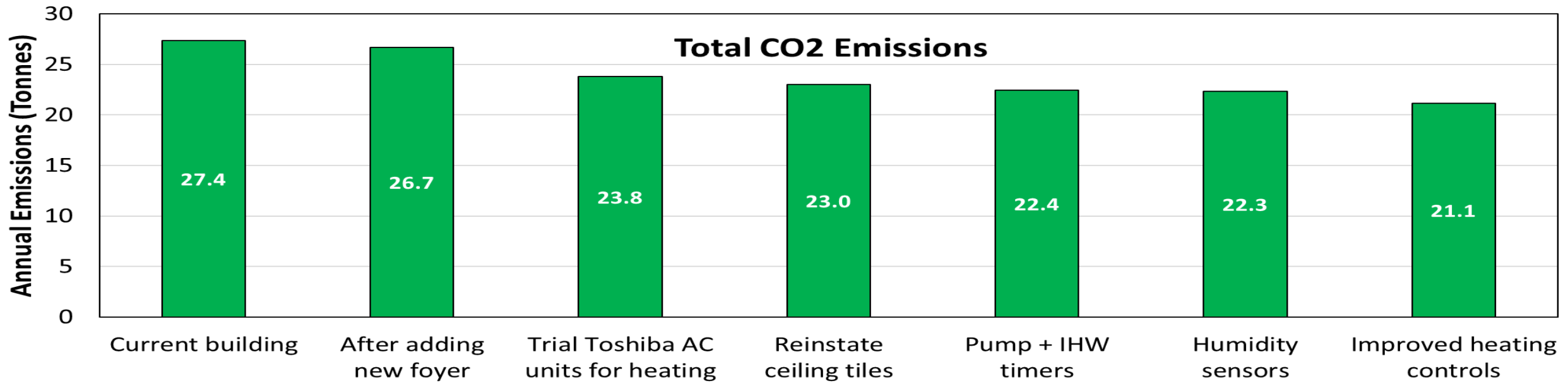
Solar PV



Most economic solutions

Improvement measure	Reduction in imported energy	Energy Savings	Estimated Install cost	Simple payback period	Cumulative Investment	Cumulative savings	CO2 Savings
	kWh/year	£/year	£k	Years	£k	£/year	Tonnes/year
Utilising Toshiba AC units for heating	16,400	£900	0.7	1	0.7	£900	2.9
Reinstate ceiling tiles	4,200	£400	0.8	2	1.5	£1,300	0.7
Pump + IHW timers	3,100	£600	1.6	3	3.1	£1,900	0.6
Humidity sensors (public toilets)	500	£100	0.7	9	3.8	£2,000	0.1
Improved heating system controls	6,600	£600	5.2	9	9.0	£2,600	1.2
CWI	2,600	£300	2.9	10	11.9	£2,900	0.5
Solar PV Upgrade	13,200	£4,200	44.6	11	56.5	£7,000	4.3
Selective glazing replacement	3,100	£400	8.0	18	64.5	£7,400	0.6

The Decarbonisation Journey



Suggested Next Steps

Short term

- Investigate using Toshiba AC units for heating.
- Reinstate disturbed ceiling tiles.
- Investigate whether Building Management System (BMS) settings can be accessed/improved.
- Consult Heatcraft as to whether heat recovery/fresh air modules can be added to the Carrier HVAC units.
- Explore whether solar panels can be incorporated into the design for the new foyer.

Medium term

- Consider adding humidity sensors to the fans in public toilets
- Install a smart thermostat for the Robson Fields area.
- If the BMS cannot be used effectively, consider BMS replacement + weather compensation.
- Explore cavity wall insulation, via a borescope survey with a CIGA accredited installer.
- Replace the existing solar panels with higher-output units & add additional panels to other areas of roof.

QUESTIONS?





Committee:	Community House Sub-Committee	Agenda Item:	CH099
Meeting date:	16 th January 2025	Authors:	Cllr Sue Griffiths
Subject:	Discussion Document		
Purpose:	To discuss the pros & cons of Community House Sub-Committee becoming the Community Buildings Sub-Committee.		

Recommendation(s):

That the Sub-Committee recommends to Policy & Finance that it becomes the Community Buildings Sub-Committee and that Officers work towards this change by the Annual Council meeting

1. Background

At present PTC Community buildings are the responsibility of two committees and one sub-committee with some aspects being dealt with directly by Council. The councillors and officers are mostly the same across all these responsibilities with the exception of the Parks Officer who is involved with the buildings within the parks but who could attend meetings that relate to these buildings if thought necessary.

Bringing the buildings under one sub-committee would bring all the knowledge and experience gathered relating to building work, maintenance, grant funding. and climate change into the one place and would mean that the buildings could be treated equitably.

It would streamline the meeting schedule and avoid cancelations or very short meetings and therefore reduce the PTC carbon footprint as well as saving everyone's time.

There are two very important and time-consuming projects at the moment namely the Hub CIL bid and the 10 year plan for Community House but bringing all community buildings under one sub-committee does not preclude the use of TFG's or working groups.

This would be nothing new as at the time that PTC owned the Annexe room at the Meridian School there was a Community Centres sub-committee reporting back to the P&F committee.

2. Options for the Sub-Committee

a. For the Sub-Committee to remain the same

b. For the Sub-Committee to recommend to P&F that the Community House Sub-Committee becomes the Community Buildings Sub-Committee and that Officers work towards this change in time for the Annual Council meeting.

3. Reasons for the Recommendation

To streamline the meeting schedule saving time and reducing the PTC carbon footprint

To bring all the relevant knowledge into one place

To bring equity across all our buildings

To be able to consider all possible grant funding available and prioritise it.

To ensure consistent decision making across all buildings

4. Expected benefits

a. The community

The community as a whole would benefit from all the buildings being cared for to the same standard.

b. The environment

The environment would benefit by a reduction in the PTC carbon footprint.

c. Other

The Council would benefit by the streamlining of this service

Implications

5.1 Legal	None
5.2 Risks	None
5.3 Financial	Economies of scale
5.4 Time scales	Change to happen at the Annual Council meeting
5.5 Stakeholders & Social Value	Better service to the public
5.6 Contracts	Some contracts could benefit from the economy of scale
5.7 Climate & Sustainability	Less meetings means less carbon produced
5.8 Crime & Disorder	None
5.9 Health & Safety	None
5.10 Biodiversity	None
5.11 Privacy Impact	None
5.12 Equality & Diversity	The standards across all the buildings should become the same creating more equality for the users of all our buildings

5. Appendices