

George Dyson
Town Clerk

☎ (01273) 585493

✉ TownClerk@peacehaventowncouncil.gov.uk



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

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.