

George Dyson  
Town Clerk

☎ (01273) 585493  
✉ TownClerk@peacehaventowncouncil.gov.uk



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

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

**21<sup>st</sup> June 2024**

**Dear Sub-Committee Member,**

**You are summoned to a meeting of the COMMUNITY HOUSE SUB-COMMITTEE to be held on THURSDAY 27<sup>TH</sup> JUNE 2024 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**

**CH081 CHAIR'S ANNOUNCEMENTS.**

**CH082 PUBLIC QUESTIONS - *There will be a 15-minute period whereby members of the public may ask questions on any relevant COMMUNITY HOUSE matters.***

**CH083 TO CONSIDER APOLOGIES FOR ABSENCE & SUBSTITUTIONS.**

**CH084 TO RECEIVE DECLARATIONS OF INTERESTS FROM COMMITTEE MEMBERS.**

**CH085 TO ADOPT THE SUB-COMMITTEE'S MINUTES OF 14<sup>TH</sup> MAY 2024**

**CH086 TO REVIEW AND UPDATE THE SUB-COMMITTEE ACTION PLAN**

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

**CH088 TO NOTE THE MAIN HALL SEATING REPORT**

**CH089 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE**

**CH090 DATE OF NEXT MEETING – THURSDAY 2<sup>ND</sup> AUGUST 2024**

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## **DRAFT Minutes of the meeting of the Community House Sub-Committee held in the Anzac room, Community House on Tuesday 14<sup>th</sup> May 2024 at 7.30pm**

### **Present:**

Cllr Griffiths (Chair), Cllr Campbell, Cllr Cheta, Cllr Seabrook, Cllr Veck.

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

### **1. CH071 CHAIR'S ANNOUNCEMENTS**

The Chair opened the meeting at 19:30, and announced the orchard blossom walk taking place on Friday 17<sup>th</sup> and Sunday 19<sup>th</sup> May at 9:45am starting at the Gateway Café, then briefly went through the building fire procedure, and asked for phones to be put on silent.

### **2. CH072 PUBLIC QUESTIONS**

There were 0 public questions.

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

Apologies received and accepted from Cllr Gallagher, Cllr Davies, Cllr Donovan.  
There were no substitutions.

### **4. CH074 TO RECEIVE DECLARATIONS OF INTEREST FROM COMMITTEE MEMBERS**

There were 0 declarations of interest.

### **5. CH075 TO ADOPT THE MINUTES FROM THE 18<sup>TH</sup> APRIL 2024**

**Proposed by:** Cllr Seabrook    **Seconded:** Cllr Veck

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

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

The RFO confirmed that completed actions will be removed, and updated Committee on the status of the action plan, and explained that in reference to the fire survey 6 companies had been contacted, but since this had so far resulted in 0 quotes Cllr Alexander had been contacted for recommendations.

The RFO explained this shouldn't impact June's end fire safety certificate.

The report was **noted**.

### **7. CH077 TO DISCUSS THE COMMUNITY HOUSE CARBON SURVEY**

The Chair explained that the survey had only been shared with Councillors today.

Cllr Seabrook requested, in reference to the bottom of page 22 – whether fresh air input and heat recovery is included – that this addition to be looked into and considered whether it is financially viable, and summarised that it was a clear and well written report.

The RFO responded to Cllr Cheta's request for extended time for feedback, and explained that further future comments on the report are welcome.

Members generally discussed how to progress the report, and the RFO agreed that items could be added to the action plan.

Cllr Seabrook explained that Community House finances this financial year had been spent, that other reports must also be considered, and the need for the actions to be chosen from each and placed into the 10-year plan, with costs, and moved forward in a calm and considered way.

#### **8. CH078 TO NOTE REPAIR TO ONE OF THE COMMUNITY HOUSE BOILERS**

The report was **noted**.

#### **9. CH079 TO DISCUSS 10 YEAR PLAN FOR COMMUNITY HOUSE**

Cllr Griffiths explained the need to look into the structure of the 10-year plan into what is needed and what is wanted, and to include all surveys already completed. Cllr Cheta agreed that alongside its maintenance, the vision for Community House should also be considered to make it the heart of the community.

The RFO agreed to collate recommendations with costings from all the survey reports into 1 spreadsheet, to bring the rough draft to the next Committee meeting for discussion and agreed it would be shared at least 1 week prior.

#### **10. CH080 TO CONFIRM THE DATE OF NEXT MEETING**

The next meeting was **confirmed** for Tuesday 27<sup>th</sup> June 2024.

*There being no further business, the meeting closed at 19:52*



# Peacehaven Town Council

## Community House Sub-Committee Action Plan

	Item	Responsible Person	Updates
1	Quotes for the Main Hall heating	Town Clerk	Contractor instructed & deposit paid. Should be installed by end of July
2	Climate change survey to be commissioned, in due course.	Committee Members	Survey distributed to committee members to be reviewed & discussed within 10 year plan
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.
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 TFG should be created to discuss action points proposals and financing.

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<b>Committee:</b>	Community House Sub-Committee	<b>Agenda Item:</b>	CH087
<b>Meeting date:</b>	27 <sup>th</sup> June 2024	<b>Authors:</b>	RFO / Caretaker
<b>Subject:</b>	Lincat Urn		
<b>Purpose:</b>	Disposal of Asset		

**Recommendation(s):**  
**Disposal of Asset**

#### 1. Background

The Lincat Urn in the main kitchen has been accidentally broken and is irreparable. The front casing has broken away leaving exposed electrical parts which are an electric shock hazard. The broken part is unobtainable and cannot be replaced.

#### 2. Options for Council

To authorise disposal of asset and note replacement to be sourced.

#### 3. Reason for recommendation

Unable to source part for repair for existing item

#### 4. Expected benefits

a. The community

b. The environment

N/A

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-Committee	<b>Agenda Item:</b>	CH088
<b>Meeting date:</b>	27 <sup>th</sup> June 2024	<b>Authors:</b>	Zoe Malone
<b>Subject:</b>	<b>Main Hall Theatre Seating Repair</b>		
<b>Purpose:</b>	To note		

**Recommendation(s):**

**To note the report**

**1. Background**

The theatre seating in the Main Hall is serviced annually. Upon the most recent service it was identified that some gas struts are leaking / failed.

As this is a safety defect we have authorised repair of this.

**2. Options for Council**

To note the repair and costs

**3. Reason for recommendation**

**4. Expected benefits**

**a. The community**

The seating is used for our monthly Cinema U3A and Peacehaven Players and adhoc bookings.

**b. The environment**

**c. Other**

## 5. Implications

5.1 Legal	Impact on insurance cover if repairs are not made
5.2 Risks	Risk of injury if seating is used before repairs are completed.
5.3 Financial	£903.10
5.4 Time scales	TBC
5.5 Stakeholders & Social Value	Ensuring accessibility and use of facilities for hirers.
5.6 Contracts	
5.7 Climate & Sustainability	
<b>5.8 Crime &amp; Disorder</b>	
<b>5.9 Health &amp; Safety</b>	PUWER 1998
<b>5.10 Biodiversity</b>	
<b>5.11 Privacy Impact</b>	
<b>5.12 Equality &amp; Diversity</b>	

## 6. Appendices

Inspection Report



## Annual Maintenance Inspection Report

### Meridian Centre

Main Hall

Site Visit 22/05/2024

SER20493

Unit Type TXF-PO

Chair Type 628

Description Annual Maintenance Inspection

#### Retractable Unit, Fixed Power Operated Unit

- Anchor fixings security and condition.
- Columns/latches locking out.
- Deck board & deck board finish.
- Full unit operation performed/checked.
- Full mechanical check.
- Half step condition and security (Incl. Row 1)
- Kickboard condition.
- Structural bracing.
- Structural supports.
- Unit adjustment (*where required*).
- Unit alignment.
- Unit lubrication.
- Visual electric check.
- Wheel condition.

Where applicable,

- Aisle Lights.
- Fascia's & aisle infills.
- Rails & sockets.

#### Seating, Manual Fold Down

- Chair Frame Operation.
- Fixings security and condition.
- Folding mechanism(s) checked.
- Gas Struts (*where applicable*).
- Plastic Moulding (*where applicable*).
- Seat No.s & Aisle Letters (*where applicable*).
- Upholstery (*where applicable*).

### Report

#### Advisories

#### Rectified on Site

*These items have been repaired/replaced during the service visit.*

- n/a

#### Advisory

*For informational purposes only, should further advice or clarity be required please contact us.*

- n/a

## Parts Required

### Safety Defects\*

*Items that are considered to carry a risk of injury to operators and / or occupants of the seating system and should be given attention at the soonest opportunity.*

- H&S - 3 No gas struts 460N – leaking /failed.
- H&S - 3 No gas struts 610N – leaking/failed.

### Safety Advisory

*Items installed no longer compliant with the relevant standard OR items that are showing signs of wear, that may lead to injury or malfunction, that we recommend be addressed.*

- n/a

### Observations and Recommendations

*Items that are recommended for replacement to maintain good overall condition.*

- 9 No seat pans 500ctr – damaged upholstery.

\*All Safety related works must be carried out for the seating system to receive certification. This certificate is issued in-line with P.U.W.E.R regulations and may also be used to satisfy insurance requirements.

## Quotation

### Quotation No. 23865A

The total cost to **supply, deliver & install** the above parts required highlighted in **yellow**, would be **£903.10 excl. VAT** and will take 1 day on site. This quotation is valid for 60 days from date of issue. Our standard lead time for manufacture is around 6-8 weeks from point of order and specification. (This is subject to components, finishes and manufacture schedule).

In accepting any quote, you agree to the below conditions:

- Fabric selection will be matched where possible however, in some instances where fabrics have been discontinued a best-match approach will be used. This may involve swatch cards being sent to you (the customer) to choose from, any delay in selection, or change in product specification may result in an extended lead time of proposed install date (if already confirmed) and may affect costs. Any changes may be subject to a re-quote and acceptance prior to commencement of any works.
- Our standard steelwork colour is Jet Black RAL9005 with 30% Gloss Level. Should you require a match to existing on-site steelwork colour this may be subject to cost adjustment, please contact our After Sales team should a specific colour different from above be required.
- Our standard plastic component colour is RAL9005 Jet Black and all replacement components will be supplied in this colour unless specifically stated above. Other colours are available on request but may be subject to minimum order quantities, please contact our After Sales team should a specific colour different from above be required.

Please contact us if you have any questions concerning the above.

If you would like to place an order please send your purchase order stating our quotation number to [aftersales@audiencesystems.com](mailto:aftersales@audiencesystems.com) or alternatively please contact myself at [msimms@audiencesystems.com](mailto:msimms@audiencesystems.com)

Please note our payment terms are 30 days net. Audience Systems standard terms and conditions will apply and are available on request.

**Please Note:**

**Purchase Orders –**

We can no longer accept just an order number in an email. We require an official PO as this detail's important information like the invoice /delivery address and contact details. This information is used on our system to produce the invoice.

**Don't have a purchase order system? –**

We will require an email with a reference number for invoicing, confirming that you wish to proceed, it must include the following:

- The quote number/revision
- The total value excluding VAT.
- The invoice address and contact details.
- The delivery / site address including contact details.
- Agreement to any special payment terms.

We trust the above is of interest to you and we look forward to receiving your valued instructions.

On behalf of

Audience Systems Ltd

**Matt Simms**

After Sales Co-ordinator

P: 01373 866149

Location	Description	Recommendation	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	TOTALS	Comments
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	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,400.00	
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	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	15,000.00	
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	0.00	30,000.00	0.00	0.00	5,000.00	0.00	0.00	5,000.00	42,000.00	
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	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,000.00	
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	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	4,250.00	
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	0.00	0.00	0.00	1,000.00	0.00	0.00	0.00	0.00	21,000.00	
Kitchen Adjacent to Police Room	Small kitchenette outside PoliceRoom	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	





Throughout	Multi zone fire alarm panel with associated detectors, sounders and call points located throughout the building	Provision for upgrade	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	25,000.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	700.00
		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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00
	Pump & IHW Timers	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00
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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	56,498.00	56,498.00

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 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

RFO has approached existing provider and the price difference is minimal and would not save any money

Add humidity sensors to the public toilets, these should help ensure ventilation only runs when it is needed.

0.00 0.00 0.00 3,800.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 3,800.00

Install a new smart thermostat for the Robson-Fields area to optimize heating consumption.

0.00 0.00 0.00 0.00 9,000.00 0.00 0.00 0.00 0.00 0.00 0.00 9,000.00

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 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00



