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**LEWES  
TOWN  
COUNCIL**

To: **Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell**

A Meeting of the **Working Party established to oversee repairs to the Council's buildings**, will be held on **Wednesday 13<sup>th</sup> September 2017**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am** which you are requested to attend.

S Brigden, Town Clerk  
29<sup>th</sup> August 2017

## **AGENDA**

### 1. ELECTION of CHAIRMAN

To elect a Chairman for the 2017/18 municipal year

### 2. PUBLIC QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

### 3. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

### 4. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 5. MINUTES:

To agree Minutes of the meeting held on 22<sup>nd</sup> February 2017 *(attached, page 3)*

### 6. UPDATE ON WORKS TO THE TOWN HALL

To consider the position on current repair works *(oral report by the Town Clerk)*

### 7. EXCLUSION OF THE PRESS & PUBLIC

At this point the Chairman will move:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider estimated costs and funding for proposed contracts.”

### 8. REFURBISHMENT of MALLING COMMUNITY CENTRE

To consider the draft proposals of the commissioned architects and estimated order of costs.

*Representatives of BLB Surveyors and LA Architects will attend, to present proposals and offer professional advice.*

*Working notes will be provided at the meeting.*

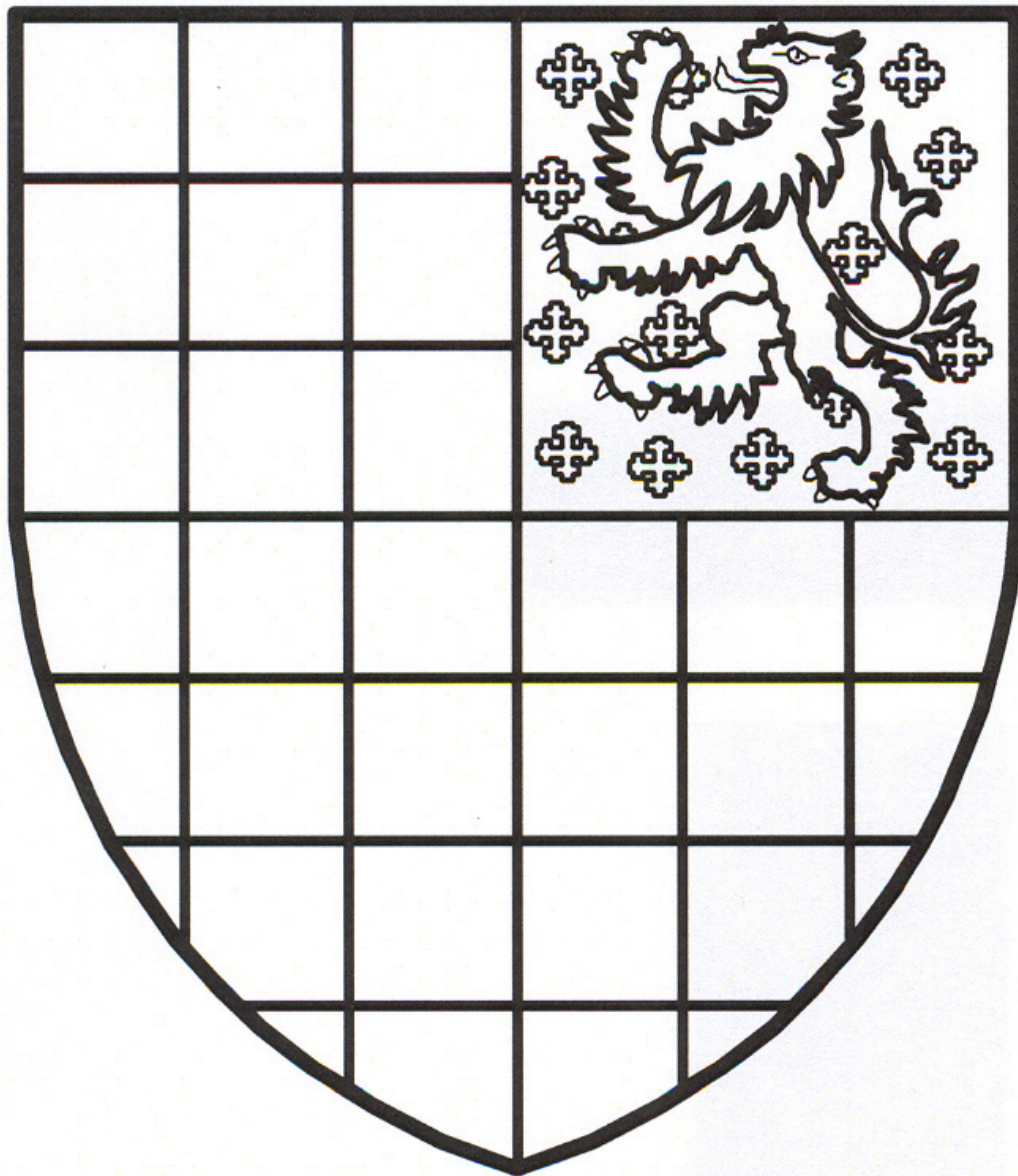
***For further information about items on this agenda please contact the Town Clerk at the above address.***

**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am and 5pm Mons- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

**Distribution:** Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell  
*(copy: all Cllrs: for information)*

*Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes*

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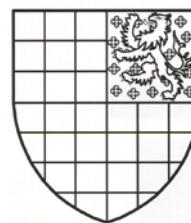
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**LEWES  
TOWN  
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## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Wednesday 22<sup>nd</sup> February 2017**, in the **Council Chamber, Town Hall, Lewes** at **4:00pm**.

**PRESENT** Cllrs S Catlin; M Chartier (*Chairman*); J Lamb; Dr G Mayhew; R Murray; S Murray, and R O'Keeffe

*In attendance:* S Brigden (*Town Clerk [TC]*)

**BRepWP2016/24** **QUESTIONS:** There were none

**BRepWP2016/25** **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner who was working, and Cllr Rowell who was attending a meeting of Lewes District Council's Planning Committee.

**BRepWP2016/26** **DECLARATIONS OF INTEREST:** There were none.

**BRepWP2016/27** **BUSINESS OF THE MEETING:** members received a brief oral report from TC regarding progress on current works.

The Assembly Room roof work was completed, and scaffolding was being redeployed to allow work to begin on the Corn Exchange.

'Due diligence' surveys on Malling Community Centre had been received from the contractors conducting the Measured Buildings survey and the Mechanical; Electrical & Plant survey. An Asbestos survey would be carried-out prior to building works.

**BRepWP2016/28** **EXCLUSION of THE PRESS & PUBLIC:**

At this point the Chairman moved, and **it was resolved that:**

**BRepWP2016/28.1** "That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider tender values and submissions for prospective contracts."

**BRepWP2016/29** **ARCHITECTURAL DESIGN SERVICES:** BLB Chartered Surveyors had conducted a tender exercise on the Council's behalf; inviting bids for Architectural design services for the refurbishment of Malling Community Centre. The invitation to tender had included a comprehensive brief on the Council's position; the history and current status of the project and the proposed execution plan; together with supporting information such as the aspirations of the current and prospective users of the Centre who had responded to consultation, ranked according to importance. All firms bidding were local, or had branch practices locally, and of the six invited only one had not submitted a tender.

BLB had prepared a summary of the relevant attributes of the bids, which ranged in value from £5,000 to £13,550, and recommendations. BLB's technical assessment showed that all were capable of carrying out the desired work to an acceptable level of competence, having appropriately-qualified and experienced staff; and all held the appropriate insurance cover and satisfied the other requirements set out in the invitation to tender. The recommended contractor was also the lowest bid, and offered significant experience in the design of multi-purpose community buildings.

Members considered salient points of all the tenders, and explored details of the two lowest-cost submissions. They were confident that the recommended architects were an appropriate choice and agreed that these should be invited to prepare a

minimum of two alternative designs, in outline, for presentation to the Working Party at a meeting to be held at the Community Centre, to allow contributions from stakeholders. Councillors were concerned that unsuccessful bidders would be appropriately thanked for their interest, and it was confirmed that they would be advised of the outcome of the tender process, with names and bid values dissociated to address any commercial sensitivity.

**BRepWP2016/30 CONCLUSIONS:**

The Working Party accept the bid from L A Architects Ltd, to provide architectural services (RIBA Plan of Works Stages 1 – 3) for the sum of £5,000.

**BRepWP2016/31** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

*The meeting closed at 4:40pm*

Signed ..... date .....

Draft