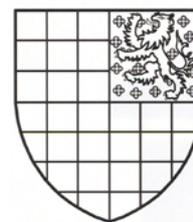


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Tuesday 27th September 2016**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am**.

PRESENT Cllrs S Catlin; M Chartier; J Lamb; Dr G Mayhew; R Murray; S Murray; R O'Keeffe

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

BRepWP2016/09 **APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner who had an unavoidable work commitment; and Cllr Rowell (no reason offered).

BRepWP2016/10 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2016/11 **QUESTIONS:** There were none. One member of the public was present.

BRepWP2016/12 **REMIT of the WORKING PARTY:**

The remit of the working party, as defined by Council, was reviewed:

The original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and extended further to include detailed consideration of the options for permanent roof repairs to the Assembly Room and Corn Exchange. On 25th August 2016 the Working Party was further delegated authority (*Council resolution FC2016/45.3 refers*) to oversee repairs at the All Saints Centre as and when appropriate.

BRepWP2016/13 **BUSINESS OF THE MEETING:**

Update on works at Lewes Town Hall: TC advised that work was underway to strip and re-tile the roof of the Assembly Room, and would continue for several weeks.

The upgraded fire alarm system was now fully-operational, and the infrastructure for publicly-accessible WiFi was in place. Broadband connections were scheduled for 2nd October, with commissioning of the system planned for the following day.

Malling Community Centre: The Chairman welcomed Grant Crossley, Project Management Director for BLB Chartered Surveyors, who had been asked to submit proposals for management of a project for the refurbishment of the Malling Community Centre (MCC), following the last meeting. Mr Crossley explained that BLB, who were established in 1904 and were the consulting engineers who had managed the recent Town Hall façade refurbishment, had prepared a project brief which was distributed to Members (*copy in Minute book*). This was structured in seven steps according to the industry-standard Royal Institute of British Architects (RIBA) Plan of Works Stages, and covered by the professional standards of the Royal Institution of Chartered Surveyors (RICS).

It was proposed that architects would be invited to prepare draft design ideas for approval by Council and subsequently a building contract would be offered through tender, with the contractors required to allow-for all risks and eventualities such as time over-runs. This would avoid unexpected inflation in the final cost and was a conventional approach. Council could suggest local architects for inclusion in the invitation to the first phase, to supplement the professional shortlist to which BLB would normally refer. It was suggested and agreed that the introduction of their design ideas could be assessed at a meeting held at the MCC to which existing hirers and the public could contribute.

The resulting preferred design option would then be submitted for Council

approval, and the successful architect novated to the build contract once appointed. Members were pleased to note that the proposals recognized potential links to parallel projects such as the proposed refurbishment and extension of the Pells Pool Kiosk in the foreseeable future, to provide a café facility that may complement any similar installation should it be included in designs for MCC. Once the project reached the stage of a more detailed design it was intended that external grant funding would be researched. This was likely to involve multiple agencies as the building has discrete elements such as sports changing facilities; community rooms *etc.* that may be eligible for some ‘specialist’ grants.

BRepWP2016/14 CONCLUSIONS:

The Working Party accepted BLB surveyors’ Project Management fee proposal (*copy in Minute book*) in the aggregate sum of £19,062.50 and asked Mr Crossley to begin preliminary “due diligence” surveys such as asbestos risk; mechanical & electrical plant survey *etc.* The group would meet again when an appropriate milestone stage was reached.

BRepWP2016/15 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance.

The meeting closed at 11:55am

Signed date