

Meeting: **Buildings and Amenities Committee**
Date: **06.07.2023**
Time: **18:00**
Location: **The Yarrow Room, Lewes Town Hall**
Present: **Councillors Bird, Maples, Gardiner, Livesey and Makepeace**
Officers Present: **Francesca Pridding, Lizzie Zeyfert, Hannah Roxx and Brian Courage**
In Attendance: **Councillor Baah**

MINUTES

1. ELECTION OF CHAIR

To elect a Chair for the Buildings and Amenities Committee for 2023-24

Councillor Maples proposed Councillor Bird be elected Chair of Lewes Town Council Buildings and Amenities Committee 2023 – 2024, with Councillor Makepeace seconding the proposal

RESOLVED: That Councillor Bird be elected Chair of Lewes Town Council Buildings and Amenities Committee for 2023 – 2024.

2. DECLARATIONS OF INTEREST

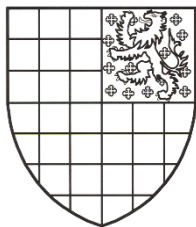
To receive any Declarations of Interest, including Disclosable Pecuniary Interests (DPI) on the agenda under Lewes Town Council's Code of Conduct issued in accordance with the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, SI No.1464

None

3. APOLOGIES FOR ABSENCE

To note apologies for absence

Apologies were received from Councillor Vernon and the Town Hall Manager



4. ELECTION OF THE VICE_CHAIR

To elect a Vice-Chair to the Buildings and Amenities Committee for 2023-24

Item **DEFERRED**

5. COMMUNITY VENUE REPORT

To receive a verbal update from the Community Venue Managers on progress relevant to this Committee

Verbal updates were received from the managers of the Malling Centre and All Saints and Councillors had the opportunity to ask questions relating to the venues.

It was agreed that officers would produce a proposal for a means of identifying priorities in taking bookings for approval by the Committee.

It was further agreed that reports from the booking system, with data regarding number and type of bookings would be presented to this Committee.

Officers agreed that they would promote the quiet times at the venues and that the availability of bike parking would also be promoted.

6. TOWN RANGER REPORT

To receive a written report from the Town Ranger and a verbal update on progress relevant to this Committee

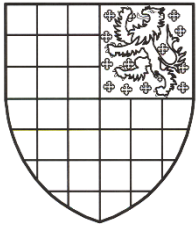
A verbal update was received, and Councillors had the opportunity to ask questions of the Town Ranger, in particular the Committee was updated regarding the War Memorial cleaning process, the Landport Bottom grant funding and the extent to which sheds are now permitted on the Highdown Road allotment site.

Councillor Gardiner entered meeting at 18:50

7. MEMORIAL BENCH POLICY

To agree a policy for the treatment of requests for memorial benches

RESOLVED: to amend the recommended policy with the period of time that a dedication is guaranteed be extended from 10 years to 15 with Councillor Maples proposing and Councillor Makepeace seconding the amendment.



RESOLVED: to approve the amended policy with Councillor Makepeace proposing and Councillor Maples seconding the proposal

8. ALLOTMENT POLICY AMENDMENT

To approve an amendment to the Allotment Policy at 6.2 to read 'in the first year of a tenancy, a minimum of 50% of the total plot should be cultivated and in active use during the main growing season.'

Councillor Maples declared an interest in the item due to being an allotment holder

RESOLVED: to approve the proposed amendment with Councillor Livesey proposing and Councillor Makepeace seconding the proposal

9. CCTV

To approve the proposal by Sussex Police for the provision of CCTV within Lewes

RESOLVED: to approve with Councillor Maples proposing and Councillor Makepeace seconding the proposal

10. COMMUNITY ASSET IDENTITY

To agree a strategy, based on Officer report, to create a consistent visual identity for Council assets and services

RESOLVED: to approve with Councillor Maples proposing and Councillor Makepeace seconding the proposal

11. ASSET CONDITION REPORTS

To receive asset condition reports for the Town Hall and All Saints

RESOLVED: to receive the reports with Councillor Makepeace proposing and Councillor Maples seconding the proposal

The meeting was declared closed at 20:07

The date of the next meeting was confirmed as 11.09.23