



Meeting: **Buildings and Amenities Committee**  
Date: **14.09.2023**  
Time: **18:00**  
Location: **The Yarrow Room, Lewes Town Hall**  
Present: **Councillors Bird, Gardiner, Livesey and West**  
Officers Present: **Karen Crowhurst, Lizzie Zeyfert, Hannah Roxx , Brian Courage and Lee Symons.**  
In Attendance: One member of the public

## MINUTES

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### 1 APOLOGIES FOR ABSENCE

To note apologies for absence

Apologies were received from Cllr Makepeace and Cllr Maples and Vernon.

### 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

There were no declarations of Members interests.

### 3 MINUTES

To accept the minutes of the meeting held on 6<sup>th</sup> July as a true and accurate record of the meeting.

**RESOLVED that:** The minutes of the meeting held on 6<sup>th</sup> July 2023 be accepted as a true and accurate record of the meeting.

### 4 PUBLIC QUESTION TIME

To receive questions regarding items on this agenda. Members of the public are invited to ask questions and raise issues which are relevant and are the concern of this committee. A period of 15 minutes is allocated for this purpose. If possible, notice of intention to address the Committee should be given to the Clerk by noon the day before the meeting.

One member of the public in attendance regarding item 7 on the agenda advised Members that he would be happy to answer any questions or queries regarding the item.

## **5 COMMUNITY VENUE REPORT**

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

Hannah Roxx Mailling Community Centre Manager. Provided a report about:

- Storage
- The Café concession, opening and trading.
- Bookings
- Urgent and remedial repairs.

Lizzie Zeyfert, All Saints Centre Manager, provided a report about:

- Some of the Centre is running at 46% capacity.
- The small hall is currently running at 27% capacity.
- Regular hirers continue to use the hall, there are also new hirers.
- Information about hiring the hall has been disseminated with the aim of increasing bookings.
- The installation of a new Broadband line.

Lizzie also reported that staff have recently received Equalities and Diversity Training.

Lee Symons, Town Hall Manager reported about:

- The Town Hall lighting project in the Assembly Hall and Corn Exchange lights will all be changed to LED lighting. Work will be commencing on 2<sup>nd</sup> October 2023.

Members thanked all members of staff who worked very hard at the Open Heritage Day.

## **6 TOWN RANGER REPORT**

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

The Town Ranger advised Members that much of his report requires actions and decisions needing to be made, specially making decisions regarding Christmas lights, maintenance at Landport Bottom and other items.

After bearing this in mind it was **RESOLVED for:** The Chairman to call an Extraordinary meeting to be held on 27<sup>th</sup> September 2023 with the items contained within the report to be discussed and decided upon as a matter of urgency. It was felt that these items would not be able to be carried over to the next meeting.

## **7 PRIORY TRUST REQUESTS FOR BIN REPLACEMENTS**

To consider replacement bins to be installed at Priory Ruins.

Members considered the proposal of bin types from the Priory Trust. It was agreed after a receiving an email from Cllr Maples which offered other alternatives to defer this item to the next meeting. All were in favour.

At 18.44 Standing Orders were suspended to allow the member of the public to speak.

The member of the public made a statement regarding the bins proposed at the site.

At 18.47 Standing Orders were reinstated.

## **8 EVENT AT THE PELL'S LEWES ROWING CLUB**

To decide whether to allow the event to take place- subject to appropriate risk assessments, licences, and other required documents.

Members agreed to the event in principle and requested that were concerns stated below will be borne in mind.

- 1) The fragility of the physical environment
- 2) Noise impact on neighbours
- 3) Any damage needing to be repaired.
- 4) Consultation with neighbours
- 5) Nesting ducks and other wildlife
- 6) Feasibility of water levels

## **9 MEMORIAL TREE AT ALL SAINTS CENTRE**

To consider the planting of a memorial tree at the All-Saints Centre

Members considered the request and agreed that as there is no Council policy in place for memorial trees to advise the requestee to contact the Friends of Lewes who do provide memorial trees. It was further agreed to plant one memorial tree could be setting a precedent. It was also agreed to look into the provision of memorial trees at a later date.

## **10 BENCHES AT LANDPORT BOTTOM**

To agree the location of 2 benches.

It was agreed to place benches at South Western corner of the pond field and on the Northern boundary of the Tumuli field.

## **10 CCTV**

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

After some discussion and considering the pros and cons Members felt that a decision could not be made as to who should have access to the CCTV footage.

## **11 COMMUNITY ASSET IDENTITY**

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

This item is still ongoing.

## **12 ASSET CONDITION REPORTS**

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

This will be discussed once a Sub- Committee has been formed.

## **13 MINOR AMENDMENTS TO VENUE TERMS AND CONDITIONS**

To agree minor amendments to the Community Venues, hire terms and conditions.

All were in favour of the minor amendments.

## **14 BOOKING PRIORITY POLICY**

To look at and agree the new booking priority policy for all three Community Venues

Members agreed to agree more and additional content for inclusion. This will be sent to Lizzie to enable approval at the next meeting.

## **15 LONE WORKERS POLICY**

To agree the Lone Workers policy

It was agreed for the Staffing Committee to consider this policy.

There being no further business the meeting closed at 19.35pm.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_