



Lewes
Town
Council

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IN ACCORDANCE WITH THE STATUTORY REQUIREMENTS OF THE LOCAL
GOVERNMENT ACT 1972 SCHEDULE 12 PARAGRAPH 26(2) [A] (ADMISSIONS TO
MEETINGS) SECTION 1(4)

NOTICE IS GIVEN THAT A EXTRAORDINARY BUILDINGS AND AMENITIES COMMITTEE
OF LEWES TOWN COUNCIL WILL BE HELD AT LEWES TOWN HALL ON WEDNESDAY
27TH SEPTEMBER, 6.30PM

MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND UNLESS A SPECIFIC
DECISION HAS BEEN TAKEN TO EXCLUDE THEM

TO THE MEMBER COUNCILLORS
BUILDINGS AND AMENITIES COMMITTEE, LEWES TOWN COUNCIL
YOU ARE HEREBY SUMMONED TO ATTEND A
BUILDINGS AND AMENITIES COMMITTEE MEETING OF
LEWES TOWN COUNCIL
WEDNESDAY 27TH SEPTEMBER 6.30PM

Meeting called by Cllr Bird

Town Mayor and Chair of the Committee

Signed: *Cllr M Bird*

Date: 20th September 2023

Agenda

1 APOLOGIES FOR ABSENCE

To receive apologies for absence

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

3 ADOPTION OF EAST SUSSEX COUNTY COUNCIL BUS SHELTERS – Appendix 1

- a) To consider the adoptions of bus shelters proposed by East Sussex County Council.
- b) To agree any cleaning maintenance on costs

4 CHRISTMAS LIGHTS AND A TREE TRAIL PROPOSAL – Appendix 2 and Appendix 2.1

To agree a plan of action

5 LANDPORT BOTTOM GRASS CUTTING – Appendix 3

To consider whether Lewes Town Council should assume responsibility for the grass cutting of the Bonfire Societies area at Landport Bottom

6 MAINTENANCE WORK AT PELL'S POND – Appendix 4

- a) To consider appointing an arboriculturist to carry out a safety condition inspection of all our trees every 3-4 years
- b) To carry out any necessary work to trees and possible re-routing of the path

7 TO AGREE A PROPOSAL TO SET UP A SUBCOMMITTEE; BUILDINGS; SCHEDULE OF WORKS

This subcommittee will focus entirely on prioritising and monitoring the Schedule of Works for all Council Buildings. There is currently an existing Schedule of works which will form the basis for the Committee.

- a) To agree the number of Membership
- b) To appoint Members to the Sub-Committee
- c) To agree to work on a Terms of Reference for the Committee

8 EXCLUSION OF PRESS AND PUBLIC

That pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business by reason of the confidential nature of business to be transacted

9 TO CONSIDER A CONTRACTOR TO OVERSEE THE RENOVATION WORKS AT ALL SAINTS CENTRE – Appendix 5 (More information to follow.)

10 TO CLOSE THE MEETING



OFFICER REPORT

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| COMMITTEE: | Building and Amenities |
| DATE OF MEETING: | TBC |
| AGENDA ITEM: | ESCC bus shelter adoption |
| LEGAL AUTHORITY: | |
| FINANCIAL IMPLICATION: | Bus stop cleaning contractor @ £35 per clean per shelter twice a year, staff cost for occasional inspection and graffiti removal etc, replacing broken glass or Perspex, insurance cost. |
| IMPACT ASSESSMENT: | We will benefit from being in control of the cleaning schedule and carry out regular inspections as well as being better equipped to react quickly to any maintenance issues. |
| BACKGROUND: | ESCC highways have asked in principal if we would adopt 4 bus shelters that they are proposing to install (Phoenix Causeway, Waitrose, top of High Street, opp Law Courts) plus 3 existing shelters at the bottom of the High Street. We would not be responsible for the electronics (lighting and timetables) but for routine maintenance and cleaning. |
| SUMMARY: | LTC has previously tried to install shelters at some of these locations at its own expense but not succeeded due to restrictions in place by ESCCH. I would therefore assume we welcome the proposal. We do need to consider if we ask for a payment to come from ESCCH to cover costs. Traditionally we have asked for a contribution towards the first 5 years expense. |
| RECOMMENDATION: | .Adopt the shelters assuming ESCCH can contribute towards the first 5 years of maintenance. |



OFFICER REPORT

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|------------------------|---|
| COMMITTEE: | Building and Amenities |
| DATE OF MEETING: | TBC |
| AGENDA ITEM: | Christmas lights |
| LEGAL AUTHORITY: | |
| FINANCIAL IMPLICATION: | We have a budget available of £20000 |
| IMPACT ASSESSMENT: | The town's Christmas lights have always been a topic for discussion and are clearly high on the Public's priority list as a necessary part of the seasonal festivities in the town. |
| BACKGROUND: | Historically we have been supported by the Lewes Chamber of commerce and High street traders as well as the other authorities in the town to install Christmas lighting. It seems that support from all other agencies is no longer available. |
| SUMMARY: | We need to decide how to best spend our limited budget to achieve the best possible outcome to illuminate the town. It was suggested that we could just focus on one area rather than trying to spread lights thinly from top to bottom of the town, and staff at Lewes Castle have agreed to engage in a conversation should we choose to use the building as a focus. It was also suggested that we could offer financial support to shops to enhance their appearance. Options need to be agreed upon and investigated urgently given the limited time available. |
| RECOMMENDATION: | Note the report and make a plan to progress. |

Seasonal celebration installations

I have previously mentioned an idea borrowed from Bethlehem Pennsylvania's seasonal installations.

The idea is:

1. To have large Evergreen trees in each of the Town-owned venues/locations.
2. Each tree will be decorated by a different group (groups to be approached/apply), such as *schools*, brownies, cadets, flower-arrangement group, etc. *Nick has noted that councillors will have ideas for groups to approach.*
3. The Town Council will produce a 'Tree Tour and Voting Slip' leaflet, encouraging people to visit each of the trees and to vote on their favourite tree. *Nicky has suggested that an app might be a welcome alternative – something simple for a parent's phone. This is something that is already done by Malling School for their lights tour, so shouldn't be beyond us.*
4. Completed votes to be dropped at the Town Hall. *Or sent in on the app/email*
5. A random selection of votes will win e.g. a Seasonal Hamper, private dinner with the Mayor, guided tour of the Town Hall, box of locally made chocolates, or soap, or...
6. Prizes to be delivered by Father Christmas or the Green Man a few days before Xmas.

NB. Wendy has friends who grow old-fashioned Christmas trees, who are willing to sell them to us for £25 each, regardless of size. We would have to cut and collect from near Uckfield.

Financial/staff implications:

1. £25 per tree x circa 10 trees (Town Hall to have a tree in each room, we can also consider having trees at outdoor locations, e.g. Priory, Landport Bottom) = £250
2. Water reservoir for each indoor tree £30 x circa 8 trees = £240
3. Prizes = £150
4. Leaflet = £150

[Direct Costs: Around £800]

5. Tree cutting, collection and delivery to venues; tree recycling after Christmas. *Nicky has suggested that perhaps funds could be found for a handy person/local gardener to do this, rather than this be existing staff.*
6. Admin for approaching groups and arranging for groups to have access to trees for decorating
7. Marketing and comms for project/approaching groups
8. Comms for leaflet production
9. Admin for voting box
10. Admin for getting prizes
11. Staff support for Father Christmas to deliver prizes
12. Giving water to indoor trees.

A more extensive version of the cross-facility tree trail installation could include District property locations, if LDC was willing.

Risk factors:

Cutting trees not very Green, so could take flack for this. *Nick has noted that we could emphasise that the trees are grown locally and will be cut anyway, to 'protect our green bona fides'.*

Putting up and taking down decorations would be the responsibility of the groups, though I imagine there will be some groups that don't manage taking down, so we might have to factor this in as a staff cost.

Should we decide to have outdoor trees, we may have to accept that some of them will be vandalised or stolen. We should agree the level of protections to ameliorate this likelihood and our response should vandalism occur.



OFFICER REPORT

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| COMMITTEE: | Building and Amenities |
| DATE OF MEETING: | TBC |
| AGENDA ITEM: | Landport Bottom bonfire area grass |
| LEGAL AUTHORITY: | |
| FINANCIAL IMPLICATION: | Approximately £1000 |
| IMPACT ASSESSMENT: | If we don't pay for the cut, the bonfire societies will need to pay to allow them to comply with their own RA's |
| BACKGROUND: | Two bonfire societies (BS) use our land at Landport Bottom for their event. Historically we have shared the cost of cutting the grass area required by the BS with Lewes District who used grant funding from the Rural Payment Agency to cover the cost. |
| SUMMARY: | The grant from the RPA is for environmental improvement to the site and the area the BS require cutting does not fall into that category. Either the BS need to pay for the cut or we need to find the money ourselves. |
| RECOMMENDATION: | . |



OFFICER REPORT

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|------------------------|---|
| COMMITTEE: | Building and Amenities |
| DATE OF MEETING: | TBC |
| AGENDA ITEM: | Pells trees |
| LEGAL AUTHORITY: | |
| FINANCIAL IMPLICATION: | |
| IMPACT ASSESSMENT: | <p>The proposed works might seem upsetting but are necessary in the interest of public safety.</p> <p>The trees are within a conservation area and require permission from the LDC tree officer before any work can be carried out.</p> |
| BACKGROUND: | <p>We have been aware for some time that many of the trees around Pells lake were likely mostly planted around the same time and are reaching maturity together.</p> <p>A Horse Chestnut and Beech located in between the Lake and Pelham Terrace have come to our attention before as a concern but are important trees so we appreciate the need to maintain them as long as possible.</p> <p>We employ an arboriculturist to carry out a safety condition inspection of all our trees every 3-4 years. The last survey was carried out in December 2022 and highlighted issues again which prompted a climbed inspection of both trees.</p> <p>The climbed inspection on the Horse Chestnut resulted in a recommendation for an ultrasonic picus and resistive drill survey. These have been carried out.</p> <p>There was a bench under the Beech tree which it was recommended we move from beneath the tree canopy to reduce the impact of risk. This has been carried out.</p> |
| SUMMARY: | <p>It has been advised to re-route the existing footpath which runs directly under the highest risk areas of the Beech tree, and put a fence around the tree to prevent access. Mulch can be put within the fenced area to help the root system recover from damage and further compaction which might help prolong the life of the tree.</p> <p>The recommendation on the horse Chestnut it to reduce the overall canopy by 2m which would reduce the loading on the damaged areas of the tree. The tree would require careful monitoring going forward and might require further significant work after assessing any recovery in 2 years</p> |



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| RECOMMENDATION: | Note the report. |



OFFICER REPORT

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| COMMITTEE: | Building and Amenities |
| DATE OF MEETING: | 14 September 2023 |
| AGENDA ITEM: | 12 |
| LEGAL AUTHORITY: | |
| FINANCIAL IMPLICATION: | TBC – approx. £1M |
| IMPACT ASSESSMENT: | To consider a contractor to oversee the restoration and renovation works at the All Saints Centre |
| BACKGROUND: | A building survey report has been received and a contractor is needed to take the project forward |
| SUMMARY: | <p>We have gone out to four local companies and received quotes.</p> <p>Company A: 20% Company B: 9% Company C: 9.95% Company D: 6%</p> <p>All based on the percentage of the overall project cost. Although Company D has come back with the cheapest quotation, they have come back with a very thorough approach to how they would take the project forward.</p> <p>They have recommended we have independent surveys carried out and submitted quotes for surveys to the existing heating, hot water and lighting (£2250), and additionally levels, buildings, boundaries, features and drainage (£4215).</p> |
| RECOMMENDATION: | Progress with company D and accept their quotes for their advised surveys. This will enable us to have a better understanding of the financial implications going forward. |