



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)

**Meeting:** Buildings and Amenities Committee  
**Date:** 25 July 2024  
**Time:** 19:00  
**Location:** Yarrow Room, Lewes Town Hall  
**Present:** Councillors Bird (Chair), Livesey, Makepeace, Maples, Todd.  
**Officers present:** Nisha Vesuwala (Deputy Town Clerk, NV)  
Hannah Roxx (HR) and Lizzie Zeyfert (LZ)  
**Public present:** One

## Minutes

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### 1. Apologies for absence

Apologies were received from Councillors West and Gardiner.

### 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.

No declarations of interest were received.

### 3. Minutes

**It was resolved that:** The minutes of the Buildings and Amenities Committee Meeting held on 23 May 2024 were agreed as a true and accurate record of the meeting.

Proposed: Councillor Makepeace

Seconded: Councillor Bird

### 4. 4 Public questions

No questions were received.

## 5. Allotments

**It was resolved that:** An Allotment Task and Finish group will be set up to include Councillors Bird, Burrows and Maples, and include officers Brian Courage (Town Ranger), and Julie Dean (Allotment Administrator).

Proposed: Councillor Maples

Seconded: Councillor Bird

## 6. Community Venues Reports

Members received the following Maintenance and Repair updates from the Venue Managers:

### Malling Community Centre

**It was noted that:**

- A solar lamppost had been installed.
- Parkrun has been running successfully over the last 4 weeks.
- Vandalised roof tiles have been replaced.

### Lewes Town Hall

**It was noted that:**

- Asbestos training is scheduled for 5th September 2024. Councillors to be provided with details of training content and spare places to be offered to all members.
- The Lecture Room door to be removed as recommended by surveyor.
- Survey for the kitchen roof repairs to be scheduled.
- Flags - We have received a progressive pride flag to replace the current one. We will be sourcing a new Union Jack flag as it needs replacing due to wear and tear.
- Fire brigade completed an on-site assessment with recommendations being implemented.
- Variation to current licence to be amended for any licensable activity.
- The production team for ITV series Grace will start filming in August.

### All Saints Centre

**It was noted that:**

- A survey (heat, light ventilation) was completed and awaiting report.
- Urgent works, including Bell Tower repair, cast-iron columns and flooring has been approved and quotes are being collated.
- Video doorbells are being installed.
- Strimming of the graveyard by LDC needs reviewing. Item to be included to the agenda of the Sub-committee.

**It was noted that:** Members were presented with occupancy and bookings figures year-on-year, with the additional points raised:

- There is a negative impact of the lack of storage across all sites deterring hirers (e.g. youth groups).
- Lack of accessibility in rooms particularly with regards to hearing loops and acoustics. LZ to review this for the Town Hall where most Committee meetings are held. Grant funding is available from organisations such as RNIB.

**It was resolved that:** The proposed amendments to the venue rates for consistency were approved on the condition that:

- Rate increases to be considered annually.
- A report to be compiled in Jan/Feb by HR & LZ to review offering on new rates.
- Review of rates for storage to be conducted.

Proposed: Councillor Maples

Seconded: Councillor Makepeace

## 7. Town Hall

**It was noted that:** A verbal report was provided from the Town Hall Kitchen Task and Finish Group regarding the next steps and actions to convert the kitchen into a more productive space.

## 8. Carbon Strategy

**It was noted that:** A verbal updated from the Carbon Strategy Task and Finish Group was presented regarding further proposed discussions with the carbon consultant and how energy saving corporate actions were implemented quickly.

**It was resolved that:** The Action Plan will be driven through the Buildings and Amenities Sub-Committee and to provide updates to future Buildings and Amenities Committees.

Proposed: Councillor Maples

Seconded: Councillor Livesey

## 9. Hosting of Lewes Tourism Office

**It was resolved that:** A Tourism Office Task and Finish group will be set up to include Councillors Bird, Livesey and Maples, and include officer LZ, with a motion to delegate authority to the Town Clerk to firm up arrangements.

Proposed: Councillor Bird

Seconded: Councillor Livesey

## 10. Town Ranger's Report

**It was noted that:** There was no report from the Town Ranger.

## 11. Tree work

**It was deferred that:** The tree work to the Sycamore on the Highdown Road allotment cannot be agreed without viewing the recommendation from the Tree Officer.

## 12. Bus shelters

**It was noted that:** The Station Road bus shelter proposed in previous meetings (in a wooden style) has already been agreed. Committee cannot consider Waitrose or Causeway bus shelters because of the ongoing objections to the removal of the Bus Garage and outcome of discussions between Highways and Human Nature.

## 13. Festive Lighting

**It was resolved that:** A contractor to provide festive lighting in Lewes has been approved.

Proposed: Councillor Maples

Seconded: Councillor Makepeace

#### **14. 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.

#### **15. Mallong Community Centre's Café (Confidential)**

**It was noted that:** A verbal update was provided on the operational and strategy plans for the café and related actions were agreed.

**It was noted that:** NV to investigate an enquiry form to be added to the LTC website.

#### **16. The meeting closed at 21.23**

**Chair** \_\_\_\_\_