



Lewes
Town
Council

Town Hall, High Street
Lewes, East Sussex
BN7 2QS

lewes-tc.gov.uk

Call: 01273 471469

Email: townclerk@lewes-tc.gov.uk

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 Sub Committee

Date: 17 April 2024

Time: 1230pm

Location: Lewes Town Hall

Present: Councillors Bird and Gardiner (Chair)

Officers present: Veronique Poutrel, Hannah Roxx and Lizzie Zeyfert

Public present: None

Minutes

1 Apologies for absence

Apologies were received from Councillor West and Brian Courage.

2 Minutes of last meeting

The minutes of the Buildings and Amenities Sub Committee held on 13 March 2024 were approved as a true and accurate record of the meeting.

3 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.

4 Community venues maintenance reports

a) All Saints

There was no update on Bell Tower, however a second person will provide a quote shortly on flint work required.

Planning consent will be required for CCTV and is being arranged by Lizzie.

A planning permission is currently in place for poles and extended corridor. A quote is being sought to strap the corridor as it is subsiding. Quote will be brought to the Buildings and Amenities Committee in due course.

b) Malling Community Centre

Part 2 of the damp survey will be happening in the next 4 to 6 weeks and determine whether work met required specifications (i.e. damp proofing required).

The issues with the roof vent might have been caused by vandalism prior to the café opening. These will be investigated shortly.

Quotes for lamp posts near the steps have been provided and are being considered. Other options are being investigated, in terms of choice of colour and environmental impact. [Guidance](#) on dark skies regarding compliance will be sought.

Brian is checking if planning permission is required for internal work (moving storage and office) and then quotes will be sought.

Football storage should be taken away shortly, Brian is investigating a flat pack option of a container, seeking planning permission. Other options like a shed could be looked into as well.

It was resolved that: Details of other options will be explored and brought back to committee.

Councillor Gardiner asked about use of showers. Hannah mentioned the need to have processes in place in terms of safeguarding and management. Use of gas was also raised and whether other options could be considered in future. Production of solar energy will need to be considered.

c) Lewes Town Hall

A survey took place in 2023 and a follow up asbestos visit is being arranged to consider degrading surfaces.

Work is being carried out at the Tourism Office and the impact on the Town Hall was discussed. Business Rates was discussed to see if exemption was a possibility.

It was resolved that: The Town Clerk will liaise with Lewes District Council

Rates were being discussed and work is being done to harmonise these amongst the three venues.

Improvements to the Town Hall and the Council Chamber were discussed and how these could be improved, whilst considering the history and heritage of the building.

A lot of improvement work is needed and considering whether a different model could be used to run some of the venues could be looked into.

It was resolved that: A programme of review of buildings uses will be presented to the Committee in due course.

A meeting with the person who carried out the condition survey is being held in two weeks' time to review issues with the building.

5 To prioritise any urgent maintenance

It was resolved that: The Forward Plan priority list was approved.

It was resolved that: in addition to work mentioned above, the following work will be carried out:

- Fisher Street – Venue Assistants will be carrying out weekly checks and logging issues with regard to masonry and gutters
- Walls and roof of the main kitchen will be checked
- The Town Clerk reminded the group of the need to also consider the condition of the flat. The Interim Town Hall Manager declared an interest as she is the tenant.

It was resolved that: The flat will be surveyed together with the rest of the Town Hall.

6 The meeting closed at 14:26.