



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 July 2024
Time: 12:30pm
Location: Lewes Town Hall
Present: Councillors Gardiner (Chair), Bird and West
Officers present: Veronique Poutrel (VP), Town Clerk
Nisha Vesuwala (NV), Deputy Town Clerk
Hannah Roxx (HR), Malling Community Centre Manager
Lizzie Zeyfert (LZ), Interim Town Hall Manager
Public present: One

Minutes

1. Apologies for absence

No apologies were received.

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 were received.

3. Minutes of last meeting

The minutes of the Buildings and Amenities Sub Committee held on 15 May 2024 were approved as a true and accurate record of the meeting.

4. Community venues maintenance reports

a) All Saints Centre

It was noted that:

- There has been no action/progress on non-urgent repairs since the last committee meeting. LZ is awaiting quotes for the north face / small room wall, and replacement of gutters.
- Planning permission is nearing expiration for urgent works (columns and floor).

It was resolved that: All councillors agreed on getting urgent works completed (columns and floors) as a matter of urgency.

Proposed – Councillor Gardiner

Seconded – Councillor West

It was resolved that: The installation of video doorbells was approved as an interim option for staff security, with a long-term consideration to CCTV installation (where planning permission is proving difficult). LZ is do further research into CCTV.

Proposed – Councillor Bird

Seconded – Councillor West

It was noted that: The Organ is being serviced and musicians are lined up to play.

b) Malling Community Centre

It was noted that:

- Solar light has been installed over the external steps.
- Confirmation that roof vent damage has been caused by vandalism. Quotes and repair will be arranged over the next few weeks.
- Second part of the damp survey to take place shortly.
- The storage purchasing options discussion is on hold until a wider discussion on better utilisation of shower rooms/area has taken place.
- Family hub would like to put a new sign on the wall of the building they occupy, and fund and install a bigger, covered buggy park (which HR can approve as an operational matter).

c) Lewes Town Hall

It was noted that: Asbestos training is scheduled 5th September.

It was resolved that: Actions will be undertaken to address asbestos issues as recommended by surveyor.

Proposed – Councillor West

Seconded – Councillor Bird

It was noted that:

- Electrical & emergency Light report was undertaken, and the Fire brigade is doing an assessment next week.
- The basement is being tidied up due to filming requests from various TV production companies.
- LED lights across the TH are being investigated by the Town Ranger.
- Fixed-term contractor (architect/maintenance) to be considered to help longer term.

- Storage rates need reviewing.
- Business rates discussion with LDC to be considered.
- Security assessment report actions are being implemented.
- Boiler snagging issues are being fixed under warranty.
- Temporary hosting of the Tourist Information at the Town Hall is being considered.

5. Repairs at the Town Hall

It was resolved that: Subject to clarification of whether the 9% quoted is offset or in addition to overall costs, approval was granted for the completion of the survey.

Proposed – Councillor Bird

Seconded – Councillor Gardiner

It was resolved that: Guidance will be sought from auditor to clarify whether a tender is necessary for the surveyor.

6. Repairs of Bell Tower

It was resolved that: The Bell Tower repair is approved to go ahead.

Proposed – Councillor Gardiner

Seconded – Councillor West

7. To prioritise any urgent maintenance

It was resolved that: Carpet replacement to be downgraded in priority, the list has been agreed and actions will be updated with existing narrative.

Proposed – Councillor West

Seconded – Councillor Gardiner

8. The meeting closed at 13:50.