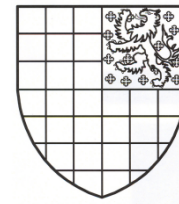


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**LEWES  
TOWN  
COUNCIL**

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To: **Cllrs Bird; Catlin; Earl; Lamb; Mayhew; Milner and Waring**

A Meeting of the **Buildings Working Party**, will be held online\* on **Thursday 10<sup>th</sup> September 2020**, at **11:00am** which you are summoned to attend.

**\*VIRTUAL ATTENDANCE:** This meeting can be joined using computer video and audio using any suitably equipped digital device (eg laptop; tablet or smartphone) or, by audio only, using a telephone.

**To join this meeting** either follow this link: <https://zoom.us/j/91839695134>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 918 3969 5134**

**\*Please also see the note below regarding password-controlled access to this online meeting**

S Brigden, Town Clerk 3<sup>rd</sup> September 2020

## **AGENDA**

### 1. QUESTION TIME

To consider any questions received regarding items on the agenda for this meeting.

### 2. APOLOGIES FOR ABSENCE:

To receive apologies from members of the Working-party who are unable to attend.

### 3. MEMBER'S DECLARATIONS OF INTEREST:

To note declarations of any personal or prejudicial interests in matters on this agenda.

### 4. MINUTES:

To agree Minutes of the meeting held on 23<sup>rd</sup> June 2020

(attached, page 3)

### 5. REMIT of the WORKING PARTY

The Buildings Working Party is tasked with oversight of maintenance of the Town Hall, All Saints Centre, and Malling Community Centre and other buildings/structures, meeting *ad hoc*.

Currently mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/refurbishments of major plant and equipment.

### 6. EXCLUSION OF THE PRESS & PUBLIC

At this point the Chairman will move:

“That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc.* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially-sensitive detail related to proposed works and contracts, and personal staff matters.”

### 7. TOWN HALL HEATING SYSTEM REPLACEMENT

Update on the project, and consultant's proposal. (oral report TC, and document herewith for Members only)

### 8. REFURBISHMENT of MALLING COMMUNITY CENTRE

To consider matters related to the building works and future management arrangements.

## **PUBLIC ATTENDANCE – Covid-19 emergency arrangements:**

Members of the public have the right, and are welcome, to attend\* this meeting of the Council – questions regarding items on the agenda may be heard at the start of the meeting with the Mayor's consent.

Questions or requests to address the meeting must be sent by email to the Town Clerk at least 3 days in advance.

This meeting will be held online via video link. To join the meeting follow the instructions above.

**\*Members of the public wishing to join this meeting must request a password by email at least 24 hours before the published start time. Please submit your request to [townclerk@lewes-tc.gov.uk](mailto:townclerk@lewes-tc.gov.uk)**

**For guidance on joining online meetings please see the notes overleaf**

## Guidance on attending ‘virtual meetings’



### Joining a meeting:

1. Invitations to COUNCILLORS and officers to join a virtual meeting of the Council; a committee, or Working Party will be included in an email accompanying the agenda, and will look similar to this (*examples only*):

Lewes Town Council is inviting you to a meeting of ??????????????????

To join the meeting, use this **link**: [zoom.us/j/nnnnnnnnnnnn](https://zoom.us/j/nnnnnnnnnnnn)

**Meeting ID**: 123 4567 8910 (*example only*)

**Password**: 123456 (*example only*)

OR dial by your location

+44 (0)131 460 1196 United Kingdom or +44 (0)330 088 5830 United Kingdom

The link (but not the password) will be also repeated at the head of the Agenda and can be accessed from either. The **password** should not be shared, as **PUBLIC** attendees are asked to request a password by email at least 24hrs before the scheduled start.

2. Using a digital device with camera and microphone (*eg* laptop; tablet, smartphone), access can be gained by following the link. If audio-only is preferred (or problems interfere with video connection), telephone connection can be made using either of the numbers and following the prompts. Meeting ID and Password may be required dependent upon your chosen method.
3. If using computer audio and video a screen will open, similar to this:

Launching...

Please click **Open Zoom Meetings** if you see the system dialog.

If nothing prompts from browser, [click here](#) to launch the meeting, or [download & run Zoom](#).

If you cannot download or run the application, [join from your browser](#).

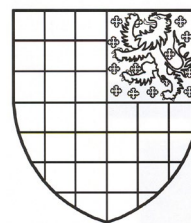
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees will be admitted once the meeting starts and what you see or hear after entry to the meeting may depend upon the equipment you are using.
6. To begin each meeting, the Chair will introduce some **meeting protocols** and all those attending will have live audio connections but will be asked to ‘mute’ their microphone when not speaking. Those wishing to speak will be asked to indicate by raising their hand or using the ‘hand up’ icon or sending a Chat message and they will be invited to do so by the Chair. The Chair can mute all attendees and selectively unmute individual speakers if there are interruptions or background noise issues.
7. While it is possible to use on-screen options to signify **voting** this will NOT be used. Should a vote be called during any meeting the Chair will ask Members to signify by raising their hand or, if there are any voting members attending by audio only, asking each in turn to voice their vote or abstention.
8. Attendees can send short **‘Chat’ messages** to one another privately and publicly during the meeting.
9. Meetings will be recorded, but records kept only until the Minutes have been subsequently validated.

### PLEASE NOTE:

**Before connecting**, it is good practice to ensure that your equipment is adequately charged; that you will not be interrupted, and that your camera’s field of view or microphone do not capture anything you would prefer is not seen/heard publicly. Functions will be available once you have entered the meeting to alter the background, and your camera and microphone can be muted at will.

Please also ensure that other equipment nearby does not introduce audio ‘feedback’; that background noise is minimal, and that you select appropriate levels of microphone sensitivity and speaker volume on your device.

To learn more, a number of helpful FAQ’s and video tutorials are available at [www.zoom.us](https://www.zoom.us)



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## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Tuesday 23<sup>rd</sup> June 2020**, online via Zoom Meetings at 11:00am.

**PRESENT** Cllrs Bird; Catlin; Earl; Lamb; Dr Mayhew and Waring.

**In attendance:** S Brigden (*Town Clerk [TC]*)

**BRepWP2020/01 ELECTION of CHAIRMAN:** Cllr Dr Mayhew was elected to chair the working Party for the 2020/21 year.

**BRepWP2020/02 QUESTIONS:** There were none

**BRepWP2020/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner, who was working.

**BRepWP2020/04 DECLARATIONS OF INTEREST:** There were none.

**BRepWP2020/05 MINUTES: it was resolved that**

**BRepWP2020/05.1** The Minutes of the meeting held on 20<sup>th</sup> September 2019 are received and signed as an accurate record.

**BRepWP2020/06 REMIT of the WORKING PARTY**

Members noted the remit of the working Party, which is:

*The Buildings Working Party is tasked with oversight of maintenance of the Town Hall; All Saints Centre, and Malling Community Centre and other buildings/ structures, meeting ad hoc. Currently mandated to administer the refurbishment of Malling Community Centre, and authorized to act for Council in that regard, the Working Party will otherwise formulate recommendations for Council as appropriate with regard to repairs; non-routine maintenance matters, or replacements/ refurbishments of major plant and equipment.*

**BRepWP2020/07 EXCLUSION of the PRESS & PUBLIC**

At this point the Chairman moved, **and it was resolved:**

**BRepWP2020/07.1** That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 *etc* any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider commercially sensitive detail related to proposed works and contracts.

**BRepWP2020/08 TOWN HALL HEATING SYSTEM REFURBISHMENT:**

1. The meeting considered a second report submitted by Delta Green Environmental Design, providing more detail on feasible options offered by air-source heat pump (ASHP) and photovoltaic panel (PV) technologies in replacing the Town Hall's existing heating system. Members welcomed James Porter and Ben Campbell of Delta Green; attending to present the report and advise.

2. Air Source Heat Pumps consist of an outdoor condenser or heat exchanger unit, which extract ambient air and transfer the heat through refrigeration pipework to indoor plant. A system would be capable of providing 100% of heating demand within the building during mild temperatures (*eg* Autumn/Spring), but it was highlighted that the flow temperatures which they generate (around 55°C) is considerably lower than required (around 80°C) to adequately 'drive' the existing internal heating system during colder periods, when the system would need topping-up by an additional boiler. As the existing heating system (cast iron radiators and distribution pipework) is to be retained, it was proposed to install a hybrid heating system, comprising an air source heat pump supplemented by boiler plant. Comparisons were shown between the capital and running costs, and emissions, of

both gas and electric boilers based upon the Air Source Heat Pump providing approximately 75% of the heating requirements.

3. There were a number of variables to consider in the final selection of the equipment, including physical size, access requirements, noise break-out and system efficiency. There were also different refrigerants to consider; proposals where refrigerants have a Global Warming Potential (GWP) greater than 2500 had been dismissed on both environmental grounds but also the future availability of the refrigerant (for maintenance). Members were advised that the noise generated would be a significant consideration, given the proximity of nearby homes.

4. When reviewing several potential locations for the outdoor equipment, three areas in and around the rear service yard, were favoured. Other options had been considered and dismissed on various grounds, such as distance and routing of pipework from the outdoor unit to the basement plant room. The meeting considered these three and accepted DG's recommendation that option 2 (as presented) was the best choice. This allowed a larger, more efficient, unit which was quieter and uses a more sustainable refrigerant. The location would involve the loss of 3 car parking spaces, but this was considered acceptable. Further investigation would be needed into electrical loading and pipework routing options.

5. The report showed estimates of capital cost and running costs, and emissions, for combinations of ASHP and boiler with any remaining subsidies or incentives factored in. The cost estimates were said to be robust but expected to prove reasonably accurate. The capital costs ranged from £91,000 for simple replacement of gas boiler to over £240,500 for an ASHP-only design.

6. There was a detailed discussion as to the use and future availability of gas, and the experts recommended it as the most viable option at present, when considered against the likely service life of a new system; said to be around 15 years, and in the context of it being needed only for topping-up during coldest periods if associated with an ASHP. After deliberation on the options presented, the Working party agreed that it would recommend the option shown as "Air Source Heat Pump with Gas-fired Boiler", and accepted the suggestion that around £70,000 of the total cost could be deferred to a second year if the installation were to be planned in two stages. Members were keen to ensure that this would not involve duplication of any cost and were assured that it would not if the system is designed with this in mind.

7. The project was estimated to take a total of 16 weeks, technically, but would be subject to external factors such as Planning and Listed Building consents. The Working party would recommend to Council an immediate start on the agreed option, with the second phase in 2021/22 committed at the outset. Mr Porter and Mr Campbell were thanked for their report and extremely helpful advice.

**BRepWP2020/09**

#### **REFURBISHMENT of MALLING COMMUNITY CENTRE:**

8. The meeting received a briefing from TC on progress of the building works, which were proceeding well and had suffered only a short closure due to Covid-19 although work was slowed by distancing restrictions and supply-chain disruption.

9. Members welcomed Duncan Kerr, Managing Director of Wave Leisure Trust; Council's preferred choice for future management of the building. Mr Kerr related the position Wave found itself in due to lockdown restrictions and described the effects as "devastating". When the main centres of Wave's operations (indoor gymnasiums and swimming pools) were eventually allowed to reopen they would face such severe limitations on customer numbers that the costs would be disproportionate to the income. There had been tentative suggestions that some supporting funds for Leisure Trusts may be made available through Sport England but this was speculative, and in all probability would be very limited in effect. Without some form of significant third-party funding Wave would be in a parlous state. Given these unknowns, Mr Kerr was unable to commit to undertaking a management agreement for Malling Community Centre at this time, and Members

were understanding and sympathetic.

10. TC rehearsed the options for management of the Centre, as they had been originally considered by Council, and the positive and negative factors for each. The preferred option if Wave were unable to assist was direct management by Council staff. It was noted that the building work may finish in October (at present estimates) but the Centre could not immediately reopen as there would be a period needed for final finishing and fitting-out. Given the present situation with lockdown restrictions and prospects for relaxation it was unlikely that the Centre could be operational before the New Year. Assuming that timescale to be fairly pragmatic, it was possible to defer a decision until the end of August when Mr Kerr may be in a position to give a definitive answer. This was agreed by all to be practical, and meanwhile TC would draft a plan for LTC self-management which, it was recognized, could be an interim solution or permanent. Mr Kerr was thanked for his helpful contribution and offered Members' best wishes for Wave's speedy return to stability.

**BRepWP2020/10 ALL SAINTS CENTRE**

11. Members had been provided with a copy of a recently completed surveyor's report on the building. This detailed report comprehensively described various items of repair that were considered to be needed. Councillors were pleased to note the description of the Grade 2\* heritage-listed building as:

*“Overall, this building is in remarkably good condition considering the mixture of constructions and ages and this reflects care in the ownership, renovations and extensions through the 19th and 20th centuries until it was deconsecrated. Its condition also reflects high quality renovations during the 1980s followed by excellent care and maintenance since, together with further modernisations such as for the heating system and west end lavatories. The level of maintenance repairs currently identified is much less than would be expected for a previously-redundant building of this size and complexity and reflects well on its management.”*

12. This commendation notwithstanding; 20 areas of work and individual items identified as necessary or desirable were shown in a table with estimated costs ranging from £2,000 to £59,000 - in aggregate amounting to £450,000. It was recognized that many of these were not immediate concerns, and that the schedule would inform the drafting of a programme for future prioritized work. Several areas would require further, specialized, surveys and these would also be prioritized. Analysis would begin immediately, and the matter reviewed later in the year.

13. The Working Party also reviewed the proposal to install a public WiFi network at All Saints, similar to that in place at the Town Hall. This project was started at the same time but paused when other work on the building became more urgent. The cost was provided-for in the Centre's operating budget for the year and the contractor was able to install promptly as the building was closed for public use during the Covid-19 emergency. Members recognized the advantages that such a system might offer, including to several of the Centre's regular hirers when devising their post-lockdown strategies, and were pleased to agree the work.

**BRepWP2020/11 RECOMMENDATIONS:**

The Working party agreed to recommend:

- a) That Council notes these Minutes.
- b) That Council agrees the decisions regarding replacement of the Town Hall heating system, and commissions Delta Green Designs to design a system as described in point 6 above.
- c) That Council notes the position regarding future management of Malling Community Centre as described in points 9; 10 above.

**BRepWP2020/12** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 12:40pm.*

Signed ..... date .....