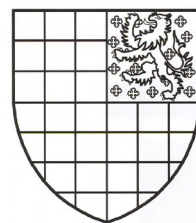


Town Hall
High Street
Lewes
East Sussex
BN7 2QS

☎ 01273 471469 Fax: 01273 480919

✉ info@lewes-tc.gov.uk

🌐 www.lewes-tc.gov.uk



**LEWES
TOWN
COUNCIL**

MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Thursday 10th September 2020**, online via Zoom Meetings at 11:00am.

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

In attendance: S Brigden (*Town Clerk [TC]*); L Symons (*Town Hall Manager*); L Zeyfert (*All Saints Centre Manager*); B Courage (*Town Ranger*)

BRepWP2020/13 **QUESTIONS:** There were none

BRepWP2020/14 **APOLOGIES FOR ABSENCE:** All appointed Members were present

BRepWP2020/15 **DECLARATIONS OF INTEREST:** There were none.

BRepWP2020/16 **MINUTES: it was resolved that**

BRepWP2020/16.1 The Minutes of the meeting held on 23rd June 2020 are received and signed as an accurate record.

BRepWP2020/17 **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.

BRepWP2020/18 **EXCLUSION of the PRESS & PUBLIC**

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

BRepWP2020/18.1 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 and personal staff matters.

BRepWP2020/19 **TOWN HALL HEATING SYSTEM REFURBISHMENT:**

1. The meeting considered a submission by Delta Green Environmental Design (DG), further to earlier reports and Council's subsequent agreement to commission them to design and implement a system of air-source heat pump (ASHP); gas-fired boiler and photovoltaic panel (PV) technologies in replacing the Town Hall's existing heating system.

2. The fee proposal was for DG to manage a traditional method of procurement for Mechanical & Electrical services, developing a specification and detailed design for a specialist contractor to price. Subsequently the role of Delta Green would be to monitor the sub-contractor's installation works. These roles would be carried out and governed by the industry-standard Royal Institute of British Architects codes of practice (Stages 4 -7), which were detailed in the submission.

3. Various points were discussed. With a minor clarification outstanding, regarding the responsibility to commission a benchmark acoustic survey (required due to the proximity of nearby houses), Members were satisfied that the proposal was appropriate. It was agreed to accept the proposal, and that DG should be asked to include the arrangement of the acoustic survey and to commence work as soon as practical.

MALLING COMMUNITY CENTRE:

- 4. The meeting received a briefing from TC on progress of the building works, which were proceeding well and expected to be completed in October or early November.
- 5. The Managing Director of Wave Leisure Trust; Council’s preferred choice for future management of the building, had confirmed with regret that, despite some easing of Covid restrictions in their industry and some recent additional funding, Wave would be unable to proceed with undertaking a management agreement for Malling Community Centre.
- 6. 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. Members were reminded that whenever the building work may finish, the Centre could not immediately reopen as there would be a period needed for final finishing and fitting-out. It was considered unlikely that the Centre would be operational before the New Year, given the present situation with lockdown restrictions and uncertainties over prospects for relaxation or, in contrast, increased constraints should infection risks worsen in the Autumn.
- 7. Assuming that timescale to be fairly pragmatic, TC had prepared a plan for LTC self-management involving the promotion and redeployment of existing staff which he described to Members and with which they were in general agreement. As individual staff were identified, the proposal would be reported to Council in October, as a confidential item.

ALL SAINTS CENTRE

- 1. There was a brief discussion regarding a long-standing suggestion to install illuminated signage at All Saints, to identify the building as being no longer a place of worship. Suggestions had included illumination of existing signs or the introduction of bold modern additions to the tower. These were being discussed with lighting specialists, and any ideas would be brought forward at a future meeting.

There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 12:10pm.*

Signed date