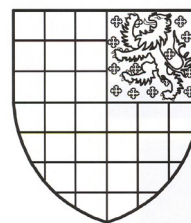


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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Friday 20<sup>th</sup> September 2019**, in the **Yarrow Room, Town Hall**, Lewes at **11:00am**.

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

**In attendance:** S Brigden (*Town Clerk [TC]*); L Symons (*Town Hall Manager*).

**BRepWP2019/01 ELECTION of CHAIRMAN:** Cllr Dr Mayhew was elected to chair the working Party for the 2019/20 year.

**BRepWP2019/02 QUESTIONS:** There were none

**BRepWP2019/03 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Milner, who was working.

**BRepWP2019/04 DECLARATIONS OF INTEREST:** There were none.

**BRepWP2019/05 MINUTES: it was resolved that**

**BRepWP2019/05.1** The Minutes of the meeting held on 26<sup>th</sup> March 2019 are received and signed as an accurate record.

**BRepWP2019/06 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.*

**BRepWP2019/07 EXCLUSION of the PRESS & PUBLIC**

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

**BRepWP2019/07.1** 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 contracts.

**BRepWP2019/08 TOWN HALL HEATING SYSTEM REFURBISHMENT:**

1. The meeting considered a report submitted by Delta Green Environmental Design following a survey of the council's existing heating system. The report explained that the current system was at the end of its economic service life and had been configured to also serve the adjoining Lewes District Council (LDC) office building at 4 Fisher Street. That building had represented consumption of more than 60% of the heat output due to the differing occupancy levels and type of daily use, and costs had been apportioned between the two councils accordingly. It had been vacant and unused for several years and was likely to be either sold or redeveloped by LDC and the heating circuit that served it had been disconnected. Replacement of the Town Hall system, therefore, would need to serve only the Town Council's premises and could be specified with a lower output capacity.

2. Delta green reported on the condition of existing pipework and control systems and had advised on elements that would need to be replaced or upgraded alongside installation of a new source of heat. Systems described and evaluated for feasibility and likely effectiveness included:

- › Replacement floor-standing gas-fired boiler plant (*as present system*)
- › Wall-mounted gas-fired boiler plant
- › Air-source heat pumps
- › Gas absorption heat pump
- › Ground-source heat pump
- › Biomass plant
- › Combined heat & power system
- › Solar Thermal systems

3. Evaluations were offered as to efficiency; capital cost; running cost; estimated payback period, and Carbon emissions. Not all the systems described were considered viable but; for those that were, the report noted that all would represent lower running costs and (for gas-fired systems) a reduction in carbon emissions.

4. Members discussed the report and it was noted that some cost estimates may be overstated as assumptions had been made regarding the age of pipework which was believed to be more recent than the report presumed. This gave rise to a discussion regarding available funds and TC advised that Council's earmarked reserves and established budgets should be adequate to address the likely project cost.

5. It was noted that the report had been prepared at around the time that central government had announced its views on sustainability in future heating and power generation, in view of climate change considerations. That caused several members to ask if the report authors might be asked to review it and possibly revise their suggestions in light of any altered future prospects.

6. There was consensus on some practical points, such as the immediate commissioning of a test of circuit pipework to establish fitness for future adaptation or need for upgrading; and a request for the consultants to provide further detail on the options of Air-source Heat Pumps and views on any potential for a local District Heating system. It was also suggested that secondary double-glazing be investigated for the Assembly Room and that any radiators not currently controlled by thermostatic valves should be fitted with these.

7. It was noted that the calculations of energy efficiency that had resulted in the Town Hall's 'B' rating in its statutory certification formed a helpful benchmark, to which the latest figures could be compared, and would in turn highlight any future improvements.

**BRepWP2019/09 REFURBISHMENT of MALLING COMMUNITY CENTRE:**

The meeting noted that the Council's application to the government Department of Housing; Communities and Local Government for approval to borrow for part of the finance of this project was in process. It was regrettable that this had been affected by redeployment of experienced staff to work on 'Brexit' matters, and the process was slower than expected.

The preferred contractor was aware of the situation and prepared for a suggested start on-site in January, but until the financing was firmly established, no contract could be signed.

**BRepWP2019/10** 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 .....