

Town Hall
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**LEWES
TOWN
COUNCIL**

To: **Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell**

A Meeting of the **Working Party established to oversee repairs to the Council's buildings**, will be held on **Tuesday 27th September 2016**, in the **Yarrow Room, Town Hall, Lewes** at **11:00am** which you are requested to attend.

S Brigden, Town Clerk
19th September 2016

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 1st August 2016

(attached, page 3)

5. REMIT of the WORKING PARTY

To note that the original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and extended further to include detailed consideration of the options for permanent roof repairs to the Assembly Room and Corn Exchange. On 25th August 2016 the Working Party was further delegated authority (*Council resolution FC2016/45.3 refers*) to oversee repairs at the All Saints Centre as and when appropriate.

6. BUSINESS OF THE MEETING

Update on works to the Town Hall.

Structure of project to refurbish Malling Community Centre:

To consider proposals for management of the project, following standard protocols of the Royal Institution of British Architects (RIBA).

For further information about items on this agenda please contact the Town Clerk at the above address.

PUBLIC ATTENDANCE: Members of the public have the right, and are welcome, to attend meetings of the Council – questions about items on the agenda may be heard at the start of each meeting with the Chairman's consent. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am and 5pm Mon- Thurs; 9am and 4pm on Fridays – our staff will be pleased to assist.

Distribution: Cllrs Catlin; Chartier; Lamb; Mayhew; Milner; Murray (R); Murray (S); O'Keeffe; and Rowell
(copy: all Cllrs: for information)

Copies for information: T/hall; LTC website; Lewes Library, Sx. Express, E.Argus, Sx. Police, M Caulfield MP, LDC, ESCC, Fr'ds of Lewes

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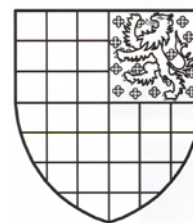
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**LEWES
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MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Monday 1st August 2016**, in the **Yarrow Room, Town Hall, Lewes** at **7:00pm**.

PRESENT Cllrs S Catlin; M Chartier; Dr G Mayhew; R Murray; S Murray; R O'Keeffe

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

BRepWP2016/01 ELECTION of CHAIRMAN:

Cllr Chartier was elected as Chairman of the Working Party for the 2016/17 municipal year.

BRepWP2016/02 APOLOGIES FOR ABSENCE: Apologies had been received from Cllrs Lamb and Milner who both had unavoidable work commitments; and Cllr Rowell (no reason offered). **It was resolved that:**

BRepWP2016/02.1 Reasons submitted for absence are accepted.

BRepWP2016/03 DECLARATIONS OF INTEREST: There were none.

BRepWP2016/04 QUESTIONS: There were none

BRepWP2016/05 REMIT of the WORKING PARTY:

The remit of the working party, as defined by Council, was reviewed:

The original remit of the Working Party was to commission repairs to the South elevation and refurbishment of offices at the Town Hall. This was extended by Council to include administration of the project to refurbish the Malling Community Centre, and had been extended further to include the roof repairs to the Assembly Room and Corn Exchange.

BRepWP2016/06 BUSINESS OF THE MEETING:

Malling Community Centre: The Chairman welcomed Brian Johnson and Mrs Liz Allsobrook representing the Malling Community Association; formerly the long-term tenant and currently the Council's managing agent for the Centre. The Working Party reviewed the history of the building and earlier work to prepare for the refurbishment of the Malling Community Centre (MCC). A professional structural survey had been carried-out, and current and prospective users of the Centre had been surveyed - with the results indicating the scope of the redesign that should be undertaken. Meetings with users and local residents had also discussed ideas to integrate use of the area of open space adjoining, immediately West of the building. Architects had provided some outline design ideas, and a casual inspection by a professional quantity surveyor had produced an estimate of the order of costs to be anticipated. Council had established a financial reserve (R10) which would yield £263,000 in 2016/17 and it was expected that additional funds would be available for specific elements/aspects of the refurbishment from external grants schemes and perhaps from 's106' contributions arising from the planned North Street Quarter development. The project offered an opportunity to incorporate sustainable energy conservation/generation techniques and other innovations. Mr Johnson and Mrs Allsobrook gave advice based upon first-hand experience regarding past and current usage of the centre and insights into various matters to be considered in any re-design of internal facilities.

The consulting engineers who had managed the recent Town Hall refurbishment had offered to assess the project further, having previously informally given the services of a surveyor, and Members agreed that this offer should be accepted. This

would lead to a draft design brief for approval by Council and a building contract that could be offered through tender, and would help establish a project timetable which minimized impact on current users.

Town Hall façade and other works: Members noted that the refurbishment works were complete and a short list of ‘snagging’ items was being addressed. The fire alarm system works were underway and would take a further three weeks.

Assembly Room and Corn Exchange roofing: Scaffolding was underway, and the recovering of the roof surfaces would follow once this was completed.

All Saints Centre: Although not specifically within the remit of the Working-party, Members considered any building-related matters affecting the All Saints Centre. There were no known issues with the building, which was in generally good repair.

BRepWP2016/07 CONCLUSIONS:

The Working Party asked the Town Clerk to consult with BLB Surveyors regarding the Malling Community Centre refurbishment project. The group would meet again once initial advice had been received, to move the project to the next stage. Current potential sources of grant funding would be researched.

BRepWP2016/08 There being no further business, the Chairman declared the meeting closed, and thanked everyone for their attendance. *The meeting closed at 8:00pm*

Signed date.....

Draft