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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 **Tuesday 23rd June 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/96370220069>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 963 7022 0069**

***Please also see the note below regarding [password-controlled access to this online meeting](#)**

S Brigden, Town Clerk 16th June 2020

AGENDA

1. ELECTION of CHAIRMAN

To elect a Chairman for the Working party for the 2020/21 year.

2. QUESTION TIME

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

3. APOLOGIES FOR ABSENCE:

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

4. MEMBER'S DECLARATIONS OF INTEREST:

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

5. MINUTES:

To agree Minutes of the meeting held on 20th September 2019

(attached, page 3)

6. 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.

7. 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.”

8. TOWN HALL HEATING SYSTEM REPLACEMENT

To consider the specialist consultant's report

(documents herewith for W/party Members)

9. REFURBISHMENT of MALLING COMMUNITY CENTRE

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

10. ALL SAINTS CENTRE

To receive a structural survey report & consider a public WiFi system

(documents herewith for W/party Members)

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**

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

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](#).

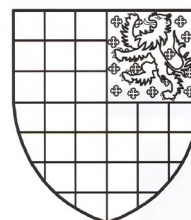
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees 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



MINUTES

of the meeting of the **Working Party established to oversee repairs to the Council's buildings**, held on **Friday 20th 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 26th 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