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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 23<sup>rd</sup> September 2021**, 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://us06web.zoom.us/j/88683570322>

Or telephone 0131 460 1196 or +44 (0)330 088 5830. Use **Meeting ID: 886 8357 0322**

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

S Brigden, Town Clerk 16<sup>th</sup> September 2021

## **AGENDA**

### 1. ELECTION of CHAIRMAN

To elect a Chairman for the Working party for the 2021/22 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 10<sup>th</sup> September 2020

*(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*.

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 update and advice

*(documents herewith for W/party Members)*

*Oral report by TC and it is anticipated that the specialist will attend this meeting.*

### 9. INSURANCE RISK ASSESSMENT SURVEYS

To consider reports prepared by the Zurich Risk Engineering service

*(oral report by TC)*

a) All Saints Centre *(document herewith for W/party Members)*

b) Town Hall

*(document herewith for W/party Members)*

## **PUBLIC ATTENDANCE :**

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. **Please see item 7 \*\***

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](#).

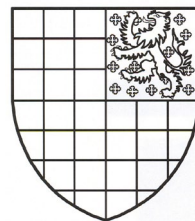
4. If you cannot download the application (or choose not to), or cannot run it, you may join from your internet browser by selecting that option.
5. On first connecting with the meeting you will be admitted to a virtual **Waiting Room**. Please follow any prompts, whether on-screen or audible. Attendees 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 **Thursday 10<sup>th</sup> 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 23<sup>rd</sup> 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 .....