

To Councillors: A Baker, M Gemmell Smith, S McGregor, A Read, M Stockdale, J Streets, S Sumner, B Todd.

Notice is hereby given of a Building & Leases Committee Meeting to be held in Doggetts Barn on 8 December 2025 at 6:45 pm, which Councillors are summonsed to attend.

Town Clerk
3 December 2025

To assist in the speedy and efficient dispatch of business members wishing to obtain factual information on items included on the Agenda are asked to enquire of the Town Clerk prior to the day of the meeting.

Council Meetings may be recorded. Any person intending to make recordings is advised to notify the Clerk in advance so that appropriate arrangements can be made

Agenda

1	Elections of Chairman and Vice Chairman for the Council term (to May 2027)	2
1.1	Election of Chairman	2
1.2	Election of Vice Chairman	2
2	Apologies for absence	2
3	Declarations of Interests, or Predeterminations	2
4	Public Questions	2
5	To receive and confirm new Terms of Reference for Buildings & Lease Committee	2
6	Summary of buildings and works in 2025	2
7	To receive an update on the Buildings maintenance plans	4
8	Building managers report	4
9	Pavilion - Updates and decisions	4
9.1	To receive an update on the cold water tank cleaning	4
9.2	To receive the Intrinsic tender analysis and appoint a contractor to carry out the works at a cost of £123,305.89 plus VAT	5
9.3	To confirm to proceed with the replacement of cold water storage and supply at the Pavilion and appoint independent engineering company to oversee the specification, procurement and project management.	5
10	Date of Next Meeting - 27 April 2026	6
Annex 1	Buildings Committee TORS 28.10.25.pdf	7

Meeting Papers & Report

1 **Elections of Chairman and Vice Chairman for the Council term (to May 2027)**

1.1 **Election of Chairman**

1.2 **Election of Vice Chairman**

2 **Apologies for absence**

3 **Declarations of Interests, or Predeterminations**

The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the course of a meeting that has not been disclosed under this item, the member must immediately disclose it.

4 **Public Questions**

Members of the public, and Members with prejudicial interests on items on the Agenda, may make representations, answer, ask questions and give evidence at this meeting in respect of items on the Agenda. (This is the only opportunity for the public to make a contribution during the meeting.) Both public and Members are limited to three minutes each to speak, and the total time allocated for public questions shall not exceed 15 minutes unless directed by the Chairman of the meeting.

5 **To receive and confirm new Terms of Reference for Buildings & Lease Committee**

The new committee is formed to oversee the buildings monitoring, maintenance and compliance, and consider all matters, administration, maintenance and use of the Town Council's owned properties and to provide and maintain to a high standard for:

- Doggetts Barn
- Rickards Hall
- Church House
- Pavilion (Recreation Ground)
- Tractor Shed (Recreation Ground)
- The Depot
- Market Yard Public Toilets and Mess Room
- Mowshurst Barn
- Mowshurst Garage
- Forge Croft Mess Room

Attached is copy of the Terms of Reference as adopted by Council at its October meeting. Members are asked to receive and note its remit and delegated authority - see the attached committee TORs

Do members have any questions?

 Annex 1: Buildings Committee TORS 28.10.25.pdf

6 **Summary of buildings and works in 2025**

Church House:

Following recommendations in a damp report in 2024, and a subsequent report earlier this year to Council, work is being carried out on the exterior of Church House to address the damp issue.

Works included:

- Removal of cementitious rendered plinth from the facade, taking it back to the original brickworks.
- Where bricks have been damaged throughout the removal of the rendered plinth, defective bricks were carefully cut back to a sound core and repaired using specialist repair mortar, back to original line and detail.
- Using a sand and cement mortar with a waterproof additive, a low-level plinth has been formed, finished 200mm high, styled to resemble brickwork to match the original colour as closely as reasonably possible.
- Defective pointing has been raked out to a depth of 18mm, joints have been flushed out to remove dust and debris and repointed using a lime-based mortar.
- Two coats of a high-quality permeable water-repellent treatment will soon be applied to the front elevation brickwork.

Rickards Hall:

A full redecoration took place in Rickards Hall, kitchen, toilets and reception area in August, including removal and replastering of damp effected areas of the walls, removal and replacement of damp effected sections of wood panelling and replacement of rotten shelving in the cupboards.

Alongside the above works, sections of flooring have been replaced due to rotten joists that were causing dips in the floor level.

Next phase will be to obtain quotes for the flooring to be sanded and revarnished - part of 2026 programme of works.

Pavilion

Council has received reports and made recommendations for the buildings new heating and hot water boilers, as well as a investigations to removing the water tanks (legionella risks) to be solely mains water fed. These projects will now be overseen by committee. A full tender has been carried out for the full replacement of the current heating and hot water system. This work will be carried out in 2026 (refer to agenda item 9).

Other works at the Pavilion:

- Redecoration of the gutters and downpipes was carried out earlier in the year, changing from red to green to match the shutters.
- The Rugby Club also reported issues with one of the shutters, faulty wiring prevented it from working correctly. This has now been resolved.

At the November Open Spaces meeting, Committee supported a CIL (Edenbridge Town Council) bid for the improvement to the disabled access at the Pavilion, which was approved by the CIL board on 1 December. Currently, the approach to the building lacks sufficient width and turning space for wheelchairs and mobility scooters. This makes it difficult for users to manoeuvre safely and independently when arriving at or leaving the pavilion. This work will be carried out in the new year and an update will be provided at the April meeting.

Doggetts Barn, Mowshurst Barn, Depot, Tractor Shed and Public Toilets :

No major works undertaken other than routine maintenance.

7 **To receive an update on the Buildings maintenance plans
10 & 30 Year maintenance plan:**

No works outstanding for 2025/26. However, funding has been allocated to create reserves for:

- Church House - £6,000 allocation of funds for lime mortar and interior renovation heating replacement, this was cross funding to moved in to earmarked reserves for 2026-27.

1 & 10 Year maintenance plan:

- Doggetts Barn - Treatment of external wood cladding to be reviewed next year.
- Rickards Hall – Cost for preparation, sanding and re-staining/varnishing of the floor to be investigated in the new year.
- Church House – External re-decoration to timber windows and doors to be reviewed in 2026.
- Pavilion, Depot, Tractor Shed, Toilets, Mowshurst Barn, Mowshurst Garage and Allotment Shed – Nothing to report other than routine maintenance.

The maintenance plans for 2026/27 will be presented to committee at the April 2026 meeting to review.

Do members have any questions?

8 **Building managers report
Legionella Management:**

I am currently obtaining quotations for the remedial works identified during the recent legionella inspections. I expect to receive these shortly, with the intention of appointing a contractor to undertake the required works early in the new year. In the meantime, new policies for written scheme and management were adopted by Council in October. Instruction has also been given to have the water tanks at the Pavilion drained and clean as it will be a while before we are able to proceed with potential transition to mains water only.

Fire Safety Compliance:

I have reviewed the latest Fire Risk Assessments for all Council buildings and have commenced the necessary remedial actions to support compliance. Where feasible, these works are being completed in-house to reduce costs and improve turnaround times. This is ongoing works.

Emergency Lighting:

During recent emergency lighting tests, two units in Rickards Hall were identified as non-compliant. These have now been replaced, and the system is functioning correctly.

Fire Alarm Testing:

Weekly fire alarm tests continue to be carried out at Doggetts Barn and Rickards Hall. Minor issues identified during recent inspections have been addressed and resolved in-house.

Buildings six-monthly and annual visual checks will be taking place over the coming months.

9 **Pavilion - Updates and decisions**

9.1 **To receive an update on the cold water tank cleaning**

Following a legionella assessment earlier this year it was identified that the water tanks at

the Pavilion were badly stagnated and required cleaning and disinfecting. At the Full Council meeting in July, it was resolved to approve the expenditure of £1,439 plus VAT for the cleaning and disinfecting of the water tanks. This has been booked in and is expected to take place early in the new year.

Do members have any questions?

9.2 **To receive the Intrinsic tender analysis and appoint a contractor to carry out the works at a cost of £123,305.89 plus VAT**

At the May full Council meeting, Members resolved to appoint Intrinsic to oversee the preparation of the heating and boilers replacement specification at the Pavilion, manage the tender process, report on outcomes, and oversee delivery of the project. All tenders have now been received and analysed, and Intrinsic have made their recommendation as (attached, confidential). The competitive sum threshold was rationalised to that of £110,000.00 to £150,000.00.


Town Clerk, Buildings Manager, Open Spaces & Buildings Officer, and Cllrs Baker, Stockdale and Todd, met with the Intrinsic (the independent engineer overseeing the project) recently to discuss the 19 tender submissions. Following this, a short list of six was analysed further (see the attached report).

Having analysed the tenders, and sought clarification on some aspects of the tenders, Intrinsic has narrowed its recommendation between two contractors:

- Contractor A - £123,305.89 plus vat
- Contractor B - £128,265.00 plus vat

These are the two most competitive tenders. Contractor A has allowed for reasonable costs against each tender discipline including specialist's elements. Intrinsic are confident that they have understood both the requirements of the specification, Edenbridge Town Council and The Pavilion.

Do Members confirm to proceed with Intrinsic's recommendation of Contractor A to carry out the heating and hot water system replacement project at a cost of £123,305.89 plus VAT funded by SDC and ETC CIL award?

 Confidential Annex 2 (omitted from public documents):

9.3 **To confirm to proceed with the replacement of cold water storage and supply at the Pavilion and appoint independent engineering company to oversee the specification, procurement and project management.**

Following a recent Legionella inspection and independent evaluation it has become apparent that the cold water storage tanks located in the roof space are inadequate, with ill-fitting galvanized steel lids, some of which have holes and are generally in a poor state. Three of the five tanks do not comply with current HSE ACOP L8 (Health and Safety Executive's Approved Code of Practice for the control of Legionella bacteria in water systems). It has been recommended that the best course of action would be the provision of new underground mains water supply to serve all fittings and water heaters, making the water tanks redundant. The existing five cold water storage tanks would be removed. An area of the ceiling would need to be removed and reinstated following the removal works.


Due to the specialist nature of the work and the need to go out to public tender under the procurement procedures it has been determined that it would be best to engage an independent engineer company to oversee the specification, design, and carryout the comparison of tenders, as per the heating and hot water project. Intrinsic carried out the initial technical appraisal report. They have provided a quote (attached, confidential) to undertake a performance specification, procurement through competitive tender and project

management for the replacement of the cold-water storage and supply, at a cost of £9,150.00 plus VAT. It has been confirmed by the Infrastructure Delivery Officer at Sevenoaks District Council that CIL funding can be used for these professional fees, and CIL Board recently confirmed an additional award towards the mains water phase of the heating, hot water boiler and mains water connection project.

It is estimated that the total cost of the project would be £91,500.00, excluding Intrinsic costs.

Do Members support proceeding with the replacement of cold water storage and supply systems project at the Pavilion?

Do Members support the appointment of Intrinsic to carry out the specification, procurement and project management of the replacement cold water storage and supply systems at the Pavilion at a cost of £9,150.00 plus VAT, and for this to be funded from CIL award for the Pavilion heating and water project, rather than buildings earmarked reserves (EMR)?

 Confidential Annex 3 (omitted from public documents):

BUILDINGS & LEASES COMMITTEE

As adopted by Council 28.10.2025 (and published on the website as part of the Terms of reference

Terms of Reference

Membership: The Committee shall consist of 10 Members appointed at the Annual Meeting of the Town Council (AMTC) or appointed by the full Council.

The Chairman and Vice-Chairman are to be elected by the Committee at the first Committee meeting following the first meeting of the newly elected Council, in accordance with Standing Orders, and be in post for four-years (Council term). Should the Chairman/Vice-Chairman resign from post, their replacement will be elected at the next meeting of the Committee and will hold the post for the remainder of that Council term.

If the numbers of Councillors present (not including those debarred by reason of a declared interest) falls below the required quorum (4) the meeting shall be adjourned and any business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.

All councillors are invited to attend meetings, but only appointed committee councillors may vote on agenda items.

Minutes are approved by committee at its next meeting; full Council adopts committee minutes.

The Committee has delegated authority to make decisions, to be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations, and any approved policy framework and within the approved budget, on the following:

1. Delegated business includes:

Buildings monitoring, maintenance & compliance

1.1. Consider all matters, administration, maintenance and use of the Town Council's owned properties and to provide and maintain to a high standard:

- Doggetts Barn
- Rickards Hall
- Church House
- Pavilion (Recreation Ground)
- Tractor Shed (Recreation Ground)
- The Depot
- Market Yard Public Toilets and Mess Room
- Mowshurst Barn
- Mowshurst Garage
- Forge Croft Mess Room

1.2. Manage the buildings maintenance and works contracts undertaken on behalf of outside bodies and organisations.

1.3. To monitor the budgeted expenditure and buildings earmarked reserves.

1.4. To ensure all health and safety monitoring is in place and regular checks and records are maintained.

- 1.5. Fire Safety:
 - Ensure compliance with fire regulations
 - To review Fire Risk Assessments annually
- 1.6. Legionella:
 - Ensure compliance with Legionella Regulations and testing and monitoring of water systems
 - To review the Legionella Risk Assessment annually
- 1.7. To review the governance Risk Assessment for council buildings and ensure compliance.
- 1.8. To at least annually review the maintenance plans for:
 - One and 10 year buildings plans
 - 30 year buildings plan

Asset Management & Condition

- 1.9. Responsibility for maintaining an asset register and annual condition survey for each property.
- 1.10. Monitoring of energy efficiency ratings (EPCs) and compliance with carbon reduction or sustainability objectives.
- 1.11. Make recommendation to Council for energy efficiency improvements and enhancements.

Procurement & Contractor Oversight

- 1.12. Review tendering and procurement processes for building works, ensuring transparency and value for money.
- 1.13. Preferred contractor lists to be reviewed periodically.

Performance Monitoring

- 1.14. Key Performance Indicators (KPIs) for building management — e.g., energy usage, maintenance response times, occupancy rates, or compliance scores.
 - Maintenance Plans works carried out as planned each year.
 - Unexpected maintenance issues addressed accordingly.
 - Budgets justified.
 - Compliance:
 - External professional annual Health and Safety audits.
 - External professional Risk Assessments for:
 - Fire Safety
 - Legionella

Accessibility & Inclusivity

- 1.15. Oversight of Equality Act compliance, particularly building accessibility and inclusive design.

2 Leases and tenant oversight

- 2.1 To oversee the Lease arrangements for the tenants of Council Lease arrangements:
 - Church House – Eden Valley Museum
 - Pavilion – Rugby Club
 - Blossoms Park – Cricket Club
 - Mowshurst – Nomads
 - Land at Doggetts courtyard – Forge Musical Theatre
 - Land at Doggetts courtyard – Food Bank
 - Land at Station Road – WI Hall

Lease Monitoring

- 2.2 Ensure the Leaseholders are complying with their statutory duties under health and safety legislation and compliance. This includes receiving:
- Gas and electricity safety certificates
 - Legionella testing and monitoring records
 - Fire risk assessment and fire safety checks
- 2.3 Annual lease compliance checklist (to systematically review insurance, H&S, rent payment, and maintenance obligations).
- 2.4 Ensure copies of ALL leaseholders annual insurance certificates.

Tenant Engagement

- 2.5 To monitor the rights of the Lease holder, and ensuring preserving the amenities or services.
- 2.6 To ensure good communications between Council and tenants/Lease Holders, aimed to strengthen relationships and partnerships.
- 2.7 To hold annual meetings with:
- Eden Valley Museum
 - Edenbridge Rugby Club
 - Edenbridge Cricket Club
 - Nomads Football Club
- 2.8 Minute notes of annual meetings to be shared with leaseholder and reported to next committee with outcomes.
- 2.9 Ensure the Leaseholders are complying with their statutory duties under health and safety legislation and compliance. This includes receiving:
- Gas and electricity safety certificates
 - Legionella testing and monitoring records
 - Fire risk assessment and fire safety checks
- 2.10 Renegotiation of new leases and drafting of new terms.
- 2.11 Make recommendations to Council for best use of its properties under Lease arrangements.

Community Benefit & use

- 2.12 To assess **community value** of leases (aligns with Localism Act 2011 principles) periodically.
- 2.13 To **recommend to Council termination or repurposing** of leases if use no longer aligns with Council priorities.

Leaseholder Performance Monitoring

- 2.14 **The Committee will monitor tenant performance and lease compliance through.**
- Timely provision of statutory certificates and insurance.
 - Adherence to maintenance and repair obligations.
 - Responsiveness to Council communications.
 - Evidence of community benefit or participation.

3 Referred matters

- To consider and make recommendations to full Council on the following matters:
- 3.1 Report unbudgeted works to Council with recommendations for:
- Time frame of works
 - How it could be funded
- 3.2 Propose any additional works and upgrading required, funded from the appropriate funds.

- 3.3 To prepare budget estimates and make recommendations to the Finance and Governance Committee for the annual budget preparations on the Buildings Maintenance Plans; and included where there maybe any additional works and upgrading required.
- 3.4 Make recommendations to the Forward Planning Streeting Group for future projects and the Council's Asset Management Strategy and Objectives.
- 3.5 Improvements to facilities within the Committee's sphere of responsibilities.
- 3.6 Identify funding opportunities (e.g. grants or partnership funding)
- 3.7 Report to Council any issues with the Risk Assessments with recommendations.
- 3.8 Review and consider any other matter referred by the full Council to the Buildings and Lease Committee.
- 3.9 Lease disputes to be reputed to full Council.
- 3.10 Notify full Council 18 months prior to a Lease end date.
- 3.11 Recommend to Council new Lease negotiations; and final draft Lease to be approved by full Council.

Environmental Sustainability

- 1.12 Oversee and promote sustainable practices across Council buildings, including energy efficiency improvements, waste reduction, and exploration of renewable energy opportunities, in line with the Council's Climate and Environment commitments.