

**To Councillors: A Baker, M Gemmell Smith, A Layland, S McGregor, A Read, M Stockdale, J Streets, S Sumner, B Todd** (*Chairman*).

Notice is hereby given of a Building & Leases Committee Meeting to be held in Rickards Hall on 27 April 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
22 April 2026

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

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# Meeting Papers & Report

## 1 **Apologies for absence**

## 2 **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.

## 3 **Election of Vice Chairman for the Council term (to May 2027)**

## 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 **Building managers report**

Remedial works identified in the recent Legionella survey have now been completed. These included the installation of a new external tap at Doggetts Barn, the removal of several dead legs at the cemetery depot, and the installation of a new water heater at Church House.

The Council's gas boilers were serviced earlier in the year, and a new gas safety certificate has been issued for the coming year.

The Grounds Team is currently undertaking renovation works to the timber window frames at Doggetts Barn and Rickards Hall. This has so far included sanding down the frames and replacing a rotten windowsill, with repainting to match the existing finish scheduled to follow.

During routine weekly fire alarm checks, a faulty door closer was identified at Church House. An engineer has since attended and recommended replacement. We are currently waiting on a quotation, and the works will be completed as soon as possible.

Following last year's fire risk assessment, a number of actions have been undertaken to improve fire safety compliance. This has included the installation of additional signage across several buildings, as well as the production of fire evacuation plans showing exits and call points. Each building now also has its own fire logbook to record routine checks, issues, and planned maintenance.

The Grounds Team has carried out repairs to the garage at the Forge Croft allotments following a break in earlier in the year. Works included installing a new door frame and repairing a damaged section of wall.

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

## 6 **Summary of buildings and works in 2025/26**

## **Church House**

Following recommendations in a damp report in 2024, and a subsequent report earlier this year to Council, work was 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 had 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 were applied to the front elevation brickwork.

## **Rickards Hall**

A full redecoration took place in Rickards Hall, kitchen, toilets and reception area in August 2025, 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**

New heating and hot water boiler project - See agenda item 8.

Redecoration of the gutters and downpipes was carried out in 2025, 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 was fully resolved. Rite Doors (who carried out the work) initially issued an invoice which was disputed, they have agreed to cancel this. However, they maintain that the Council should pay the initial call out fee which is £270.00 plus VAT, this is still under dispute.

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. We are currently waiting for this work to be carried out..

## **Doggetts Barn**

Grounds Team are currently undertaking renovation works to the timber window frames at Doggetts Barn and Rickards Hall.

## **Mowshurst Barn, Depot, Tractor Shed and Public Toilets**

No major works undertaken other than routine maintenance.

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### **Buildings maintenance plans**

7.1

#### **To receive an update on the Buildings Maintenance Plans for 2026/27 1 and 10 year Maintenance Plan:**

- Doggetts Barn - External repointing, carpet cleaning, redecoration of toilets and kitchen.
- Rickards Hall - Redecoration to external windows and doors, preparation, sanding, and re-staining/varnishing of timber flooring.
- Church House - External redecoration to timber windows and doors
- Depot - Deep cleaning of floor and application of bitumen based paint system within staff and toilet area.
- Tractor Shed - Re-decoration including steel chequer plate flooring.

#### **10 and 30 year maintenance plan:**

- Church House - Interior lime render renovation
- Pavilion - Install non slip vinyl flooring gents changing room toilets

In addition to the above, following other exterior works to Church House, it has become apparent that there is an issue with a wooden beam to the rear of the building. Investigations will be undertaken over the coming months with plans to feed any work required in to the maintenance plans. An update will be provided at the October meeting.

#### **Do Members have any questions?**

7.2

#### **To receive an update on the Buildings Maintenance Plans for 2027/28 1 and 10 year Maintenance Plans:**

- Doggetts Barn - 5 yearly re-decoration to windows, roof repairs, beam infestation treatment, kitchen re-decoration.
- Rickards Hall - Repointing and brick repairs.
- Church House - Periodic re-decoration of rooms.
- Depot - Internal redecoration to office and toilet.
- Pavilion - Replace 10 external lights in soffit with LED, assess vertical crack to eastern elevation.
- Allotment shed - refurbishment of kitchenette.

#### **10 and 30 year Maintenance Plans:**

- Doggetts Barn - Oak frame renovation, External wall brick work - vapor permeable sealed 10 yearly.
- Church House - Oak frame renovation, boiler and heating replacement.
- Pavilion - New ventilation system, replace old and defective lighting, sand and seal timber flooring bar.

#### **Do Members have any questions?**

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### **Pavilion - Updates and decisions**

## 8.1 **Pavilion Boiler & Hot Water Replacement - Project Review Meeting**

At the December 2025 meeting, Members confirmed to appoint MPM Projects to carry out the heating and hot water works at the Pavilion. Works began on 23 February.

A progress review meeting was held to provide an overview of the current status of the project, identify key challenges, and outline next steps. Due to ongoing technical reviews, a concise update was prioritised. During the meeting it was noted that the project objectives have evolved following findings within the roof space, requiring earlier intervention than originally planned. The primary issue identified is a non-compliant mechanical installation, particularly relating to the hot water system. The existing system lacks an adequate hot water return, meaning that full re-piping of the building is required to achieve compliance. Proposals for these works have been approved and materials are already on site, allowing progress to continue without delay.

Over the past three weeks, significant progress has been made, including the delivery of materials, alterations to existing pipework, and the installation of new water heaters. Installation of boilers and associated flues is underway, while further works are planned, including the temporary shutdown of the existing water heater to enable works in the bar and public toilet areas. Additional activities include the installation of pressurisation units, which are currently pending, completion of lagging works in the bar area, and modifications to control panels following a recent site visit by controls engineers.

The additional compliance-related works are expected to extend the overall programme by approximately four weeks. Maintaining continuity of heating and hot water services remains a critical priority throughout the project, and the sequencing of works is being managed accordingly.

A strategic decision has been taken to address all compliance issues within the current phase of works rather than deferring them to a later stage. This approach ensures that the system will be fully compliant and certifiable upon completion, avoids future disruption and additional cost, and resolves legacy issues, including previous temporary pipework installations. As part of system optimisation, the number of water heaters has been reduced from three to two, removing unnecessary equipment and improving efficiency.

The next steps will involve continuing installation and commissioning activities, including completion of the pressurisation system and control modifications, alongside ongoing monitoring of programme impacts and stakeholder communication. A future site visit is anticipated to demonstrate the completed works. Overall, while unforeseen compliance issues have required adjustments to the scope and timeline, these measures are necessary to ensure a safe, efficient, and fully compliant system at handover, with good progress continuing on site.

## 8.2 **To ratify the expenditure of £17,871.01 for additional works associated with the heating and hot water project at the Pavilion**

MPM Projects have recently completed their validation works at the Pavilion, the findings of which were considerable and had necessitated the need for a series of additional works, which has had an impact on the overall project costs. The positive is that the additional works that are being undertaken now, feed into the 2<sup>nd</sup> phase of the project, which is the cold-water storage and down water services project.

The amended project costs are detailed below:

- Original Tender Costs - £123,305.89
- Revised Tender Costs - £135,604.33 + £5,572.57
- Validation Additional Works - £17,871.01

Effectively, the additional works currently being carried out will no longer be included in the

2<sup>nd</sup> project which will present a project cost saving.

The Chair of the Council, Chairman of the Building and Leases Committee and the Town Clerk have confirmed the additional expenditure.

**Do Members ratify the expenditure of £17,871.01 for additional works associated with the heating and hot water project at the Pavilion?**

8.3 **To ratify the expenditure of £1,908.05 for the removal of redundant boiler and associated flue to create extra storage space**

As works at the Pavilion have progressed, it has become apparent that one of the boilers no longer requires replacing and that the existing one can be removed. Its removal would create a significant amount of additional storage space for the Rugby Club.

The removal will also involve taking out the associated flue, which will require repairs to the roof penetration.

The Chair of the Council together with the Town Clerk have both confirmed the additional expenditure.

**Do Members ratify the expenditure of £1,908.05 for the removal of the redundant boiler at the Pavilion, including the removal of the flue and the associated roofing repairs?**

8.4 **Pavilion Project Phase 2 - Replacement of Domestic Cold Water Storage System**

8.4.1 **To approve SES Water to carry out their aspect of the mains water project and the expenditure of £10,305 plus VAT**

At the December 2025 meeting, Members supported proceeding with the replacement of cold water storage and supply at the Pavilion, including the provision of new underground mains water supply to serve all fittings and water heaters, making the water tanks redundant.

SES Water have provided details for their aspect of the project. As we understand it, this is noticeably less than estimated. This was forwarded to Intrinsic (independent engineering company overseeing the specification, procurement and project management) on 2 April, we hope to have more information by the time of the meeting, along with more details on how to proceed.

**Do Members approve to proceed with the SES Water aspect of the mains water project at the Pavilion, and the expenditure of £10,305 plus VAT?**

Confidential Annex 1 (omitted from public documents):

Confidential Annex 2 (omitted from public documents):

9 **Annual Lease meetings**

The annual lease meetings with the Cricket Club, Forge Singers, Eden Valley Museum and Nomads Football club are currently being scheduled.

9.1 **Rugby Club - Annual Lease meeting feedback**


Last week the Town Clerk, Open Spaces Officer, Cllr Layland and Cllr Stockdale met with the Club House Manager, the Club Secretary and the Head Coach of the Rugby Club. It was a productive meeting. Updates included:

- Heating and hot water project updates

- Legionella inspection updates
- Fire risk assessments and club's responsibilities / procedural checks
- Update on Club works
- Pitches and grounds work
- Rent review
- Club update including achievements, upcoming events and committee updates

Notes from the meeting attached (confidential).

**Do Members have any questions?**

 Confidential Annex 3 (omitted from public documents):

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**Date of Next Meeting - 12 October 2026**