

Minutes of the Meeting of Buildings & Leases Committee held in Rickards Hall on 27 April 2026 at 7:30 pm

Present: Cllrs. Angela Baker, Alan Layland, Stuart McGregor, Angela Read, Michael Stockdale, Stephen Sumner, Bob Todd (*Chairman*)
In attendance: Open Spaces Officer and Facilities Manager. No members of the public or press were present.
The meeting started at 19:30

1 Apologies for absence

Apologies were received, noted and accepted from Cllr Gemmell Smith.

2 Declarations of Interests, or Predeterminations

None.

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

Cllr Todd proposed Cllr Stockdale as Committee Vice Chairman, seconded by Cllr Baker. There being no other nominations, it was unanimously,

Resolved: Cllr Stockdale be elected as Committee Vice Chairman.

4 Public Questions

None.

5 Building managers report

Members noted the Building Managers report including:

- Remedial works identified in the recent Legionella survey were completed, including the installation of a new external tap at Doggetts Barn, removal of several dead legs at the cemetery depot, and 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 was issued for the following year.
- The Grounds Team undertook renovation works to timber window frames at Doggetts Barn and Rickards Hall, including sanding, replacing a rotten windowsill, and preparing for repainting to match the existing finish.
- During routine weekly fire alarm checks, a faulty door closer was identified at Church House. An engineer attended and recommended replacement, with a quotation awaited and works to be completed as soon as possible.
- Following the previous year's fire risk assessment, several actions were completed to improve fire safety compliance, including installing additional signage, producing fire evacuation plans, and introducing building-specific fire logbooks to record checks and maintenance.
- Repairs were carried out to the garage at the Forge Croft allotments after a break-in, including installing a new door frame and repairing a damaged wall section.
- Weekly fire alarm tests continued at Doggetts Barn and Rickards Hall, with minor issues resolved in-house.

Members had no questions

6 Summary of buildings and works in 2025/26

Members noted the summary of buildings and works for 2025/26 including:

Church House

Following recommendations in a 2024 damp report and a subsequent report earlier in the year, works were carried out to address damp issues at Church House. These included removing the cementitious rendered plinth to expose original brickwork, repairing damaged bricks with specialist mortar, forming a new low-level plinth to match the original appearance, repointing defective joints with lime-based mortar, and applying two coats of a permeable water-repellent treatment to the

front elevation.

Rickards Hall

A full redecoration of Rickards Hall, including the kitchen, toilets and reception area, was completed in August 2025. Works included replastering damp-affected walls, replacing sections of damaged wood panelling, installing new shelving, and replacing sections of flooring due to rotten joists. The next phase was identified as obtaining quotes for floor sanding and revarnishing as part of the 2026 programme.

Pavilion

A new heating and hot water boiler project was noted (see agenda item 8). Gutters and downpipes were redecorated in 2025, changing from red to green to match the shutters. A fault with one shutter, caused by wiring issues, was resolved. An associated invoice was disputed and subsequently cancelled, although a call-out fee remained under dispute. Approval was secured for CIL-funded improvements to disabled access, following support at the November Open Spaces meeting and approval by the CIL board on 1 December. Works were pending.

Doggetts Barn

The Grounds Team undertook renovation works to timber window frames.

Mowshurst Barn, Depot, Tractor Shed and Public Toilets

No major works were undertaken beyond routine maintenance.

Members had no questions.

7 Buildings maintenance plans

7.1 To receive an update on the Buildings Maintenance Plans for 2026/27

Members noted the maintenance plans for 2026/27 including:

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 had become apparent that there was an issue with a wooden beam to the rear of the building. Investigations would be undertaken with plans to feed any work required in to the maintenance plans. An update would be provided at the October meeting.

Members had no questions.

7.2 To receive an update on the Buildings Maintenance Plans for 2027/28

Members noted the maintenance plans for 2027/27 including:

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.

Members had no questions.

8 Pavilion - Updates and decisions

8.1 Pavilion Boiler & Hot Water Replacement - Project Review Meeting

Members noted the Pavilion boiler and hot water replacement project review meeting update which included:

MPM Projects was appointed in December 2025 to deliver heating and hot water works at the Pavilion, with works commencing on 23 February. During a progress review, it was identified that project requirements had changed following findings in the roof space, highlighting a non-compliant hot water system. The absence of an adequate return required full re-piping of the building. Proposals were approved and materials were already on site, enabling works to proceed without delay. Progress included pipework alterations, installation of new water heaters, and ongoing boiler and flue installation, alongside planned works in the bar and public toilet areas, pressurisation system installation, and control panel modifications.

The additional compliance works were expected to extend the programme by around four weeks. A decision was taken to address all compliance issues within the current phase to ensure full certification, avoid future disruption, and resolve legacy issues. System optimisation reduced the number of water heaters from three to two, improving efficiency. Despite programme impacts, continuity of heating and hot water was maintained, with works progressing well and completion activities, commissioning, and stakeholder updates continuing.

Members had no questions.

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

Members were advised that MPM Projects had 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 had an impact on the overall project costs. The positive was that the additional works that were undertaken, feed into the 2nd phase of the project, which was 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 would no longer be included in the 2nd project which would present a project cost saving.

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

Ratified: 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 progressed, it had become apparent that one of the boilers no longer required replacement and that the existing one could be removed. Its removal would create a significant amount of additional storage space for the Rugby Club.

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

The Chair of the Council together with the Town Clerk had both confirmed the additional expenditure and Members,

Ratified: 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 had provided details for their aspect of the project. As we understood it, this was noticeably less than estimated. This was forwarded to Intrinsic (independent engineering company overseeing the specification, procurement and project management) on 2 April. Members unanimously,

Resolved: to proceed with the SES Water aspect of the mains water project at the Pavilion, and the expenditure of £10,305 plus VAT.

9 Annual Lease meetings

Members noted that the annual lease meetings with the Cricket Club, Forge Singers, Eden Valley Museum and Nomads Football club were being scheduled.

9.1 Rugby Club - Annual Lease meeting feedback

Members noted that Town Clerk, Open Spaces Officer, Cllr Layland and Cllr Stockdale had met with the Club House Manager, the Club Secretary and the Head Coach of the Rugby Club for their annual lease meeting in April. 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

Members were glad to hear that procedural checks and clarification on the club's responsibilities were in place.

10 Date of Next Meeting - 12 October 2026

Noted.

The meeting ended at 19:55