

Minutes of the Meeting of Buildings & Leases Committee held in Rickards Hall on 11 September 2026 at 3:00 pm

Present: Cllrs. Carey Jacques, Alan Layland, Stuart McGregor, Angela Read, Bob Todd (*Chairman*)
In attendance: Open Spaces Officer. No members of the public or press were present.
The meeting started at 15:00

1 To Receive Apologies for Absence

Apologies were received, noted and accepted from Cllr's Baker and Stockdale.

2 Declaration of Interests or Predetermination

None.

3 Public Questions and Statements

None.

4 To receive, approve and sign the minutes of the Buildings & Leases Committee Meeting held on 27 April 2026 (pages 2023-136/1-4).

Resolved: that the minutes of the Buildings & Leases Committee 27 April 2026 be signed by the Chair as a true and accurate record of the meeting (pages 2023-136/1-4).

5 To Receive Analysis of Receipts and Payments to 7 September 2026

Members were presented with a copy of the income and expenditure from 1 April to 7 September 2026 and were asked to note:

Expenditure:

2065 included:

- Security call outs for the Depot
- Electrician to investigate issue with WC fan at the Depot
- New battery monitoring for fire alarms at Doggetts Barn
- Other general materials

Members had no questions.

6 Facilities Managers report

Members noted the Facilities Managers report including:

Discussions had taken place with a specialist consultancy regarding concerns over the condition of the oak beams at Doggetts Barn and Church House, with professional advice being sought due to the buildings' listed status.

Quotations had been obtained and site visits arranged for various maintenance works across Council sites to ensure best value. The Grounds Team were due to undertake external timber decorating works at Doggetts Barn and the Cemetery Depot in-house, resulting in an estimated saving of £2,860.

Annual emergency lighting inspections had been booked for October, with potential upgrades to energy-efficient LED units being considered. Weekly fire alarm testing had continued, with minor faults rectified in-house. Annual fire extinguisher servicing had been completed, and Portable Appliance Testing was due to take place shortly.

A meeting had been held with Intrinsic regarding the installation of a new water main at the Recreation Ground Clubhouse, which would allow the removal of existing loft water tanks and improve Legionella management.

A replacement storage cupboard door had been installed at Market Yard following vandalism, and options for securing the market bin storage area with a new gate were being explored.

Members had no questions.

7

Summary of buildings and works in 2026

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

Pavilion

- The new heating and hot water boiler installation works had reached practical completion in June, with the formal project handover undertaken on 24 June. All associated handover documentation, including commissioning certificates and Operations & Maintenance (O&M) manuals, has been completed and formally issued.
- At the November 2025 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. This work had been completed.

Doggetts Barn

- The Grounds Team undertook renovation works to timber window frames.

Rickards Hall

- Following the internal repair and redecoration works undertaken last year, a small section of the floor required staining to ensure a consistent finish with the surrounding area. In addition, as part of the Council's planned 10-year maintenance programme, the floor was due for its routine sanding and revarnishing, which is typically undertaken every 3–5 years.

A limited window was identified in August during which the works could be completed without disruption to hirers. Accordingly, under delegated authority, Members of the Planning and Transport Committee were asked to consider two quotations for the works. Members supported the Officer's recommendation, and the works were subsequently completed at the end of August at a total cost of £1,400.

8

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.

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

Members noted the maintenance plans for 2027/28 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.

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

Members noted that following the successful completion of Phase 1 of the project, which involved improvements to the heating and hot water systems, attention had turned to Phase 2.

This next phase would involve the replacement of the existing domestic cold water storage system and a transition to a mains fed cold water supply. The works would modernise the existing system and support the ongoing management of water hygiene and Legionella risk.

The specification for the proposed works was being finalised. Once complete, the project would be progressed to tender, with contractors invited to submit quotations for consideration.

A further update on progress, including the outcome of the tender process where available, would be provided to Members at the next meeting.

11 To receive quotations for urgent repair works to the exterior of Mowshurst Barn, consider the appointment of a contractor and approve expenditure of up to £2,890; and to consider making budgetary provision for future repairs to the Barn

A section of the concrete blockwork to the side elevation of Mowshurst Barn had been identified as being in urgent need of repair. The affected blocks were pushing outwards and remedial works were therefore required to prevent further deterioration and to ensure that the structure remained in a suitable condition.

Quotations had been sought from contractors for the necessary repair works and were presented to Members.

Members were asked to consider the quotations received and determine whether to appoint Contractor A or Contractor B to undertake the works. Due to the condition of the affected blockwork, it was recommended that the repairs were progressed as soon as reasonably practicable once a contractor had been appointed.

The issue had also highlighted the need to consider the longer-term repair and maintenance requirements of Mowshurst Barn. Further expenditure may be required in future to maintain the exterior of the building and address other repairs as they arise. Members were therefore asked to consider whether appropriate financial provision should be included within the next annual budget for future repairs and maintenance to the Barn.

Members discussed Mowshurst Barn and questioned whether or not it was needed, and the feasibility of replacing it with a smaller structure or container. Members requested that the removal and replacement of the barn should be looked at as a longer term project and:

Resolved: to approve the expenditure of up to £2,890 to undertake the necessary repairs,

Resolved: to appoint Contractor B (Truebuild) following consideration of the quotes and,

Resolved: to approve, in principle, the inclusion of financial provision within the next annual budget for

further repairs and ongoing maintenance of Mowshurst Barn.

12 To note the deterioration of the beams at the rear of Church House and plans to investigate further

Members noted that the timber beams to the rear of Church House had deteriorated and were showing signs of rot.

The Facilities Manager had contacted a specialist contractor, who would undertake a site visit to assess the condition of the beams and provide recommendations for any remedial works that may have been required.

Once the assessment had been completed and the recommendations received, a further update would be provided to Members at the next meeting.

Members had no questions.

13 To consider and approve the expenditure of £2,890 for the replacement of guttering and fascias at the Depot

The guttering and fascia boards at the Depot had deteriorated and were in need of replacement.

A quotation had been obtained for the removal and disposal of the existing cast iron guttering and timber fascia boards, and for the supply and installation of new white UPVC fascia boards and black UPVC deep flow guttering.

The total cost of the proposed works was £2890. The replacement works would address the deterioration of the existing guttering and fascia boards and help to protect the building from further weather-related damage. Members,

Resolved: to approve expenditure of £2,890 for the removal and replacement of the guttering and fascia boards.

14 To receive quotations for replacement of a faulty solar system inverter and approve the expenditure of up to £1,995

A fault had been identified with the existing inverter serving the Council's solar system at the Depot. The inverter was an essential component of the system, converting the electricity generated by the solar panels into electricity that could be used within the building.

Quotations had been obtained from Contractor A and Contractor B for the supply and installation of a replacement inverter.

Replacing the faulty inverter would enable the solar system to return to normal operation and ensure that the Council could continue to benefit from the renewable electricity generated by the installation. Members,

Resolved: approve the expenditure for up to £1,995 for the replacement of the faulty solar system inverter and appoint Contractor B (Solar Maintenance and Repairs) to carry out the works.

15 News Release

None.

16 Date of next meeting - 2027 To be confirmed

Noted.

The meeting ended at 15:31