

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

Notice is hereby given of a Building & Leases Committee Meeting to be held in Rickards Hall on 11 September 2026 at 7:30 pm, which Councillors are summonsed to attend.

Town Clerk  
7 September 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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## Agenda

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# Meeting Papers & Report

## **To Receive Apologies for Absence**

## **Declaration of Interests or Predetermination**

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.

Members are reminded to the Code of Conduct, and Appendix B - Registering interests and nonparticipation.

## **Public Questions and Statements**

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 members of the public to make a contribution during the meeting.)

Both public and members are limited to three minutes per person to speak and the total time designated for public questions shall not exceed fifteen minutes unless directed by the Chairman of the meeting.

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

 Buildings & Leases Committee | 27 April 2026 v.1 - Minutes (Pages 2023-136/1-4)

## **To Receive Analysis of Receipts and Payments to 7 September 2026**

Attached is a copy of the income and expenditure from 1 April to 7 September 2026. To note:

### **Expenditure:**

2065 includes:

- 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

### **Do Members have any comments**

 Annex 1: financereport.pdf (click to download).

## **Facilities Managers report**

I am currently in discussions with a specialist consultancy regarding the condition of the oak beams at both Doggetts Barn and Church House. Concerns have been raised following recent inspections and, given the listed status of the buildings, professional advice is being sought to establish the most appropriate course of action and identify any remedial works that may be required.

I have also been liaising with a number of contractors, obtaining quotations and arranging site visits for various maintenance and repair works across the Council's sites. This will help ensure that any necessary works can be properly assessed and that the Council is able to achieve best value when appointing contractors.

The Grounds Team will shortly commence decorating works to the external timber cladding at both Doggetts Barn and the Cemetery Depot. Quotations had previously been obtained for these works; however, following consideration of the requirements, it has been determined that

the work can be undertaken in-house. This will result in a substantial financial saving of around £2860 to the Council.

The Council's annual emergency lighting inspections have been booked for October to ensure that systems remain compliant and in good working order for the coming year. As part of the ongoing programme of improvements, consideration will also be given to replacing some of the older emergency lighting units with newer, more energy-efficient LED alternatives where appropriate.

I continue to carry out weekly fire alarm tests at Doggetts Barn and Rickards Hall. A small number of minor issues have recently been identified during these checks; however, these have been successfully rectified in house without the need to appoint an external contractor.

The annual inspection and servicing of the Council's fire extinguishers has recently been completed. All units have been inspected and tested, with any extinguishers requiring replacement or renewal updated as necessary.

I recently met with Intrinsic at the Recreation Ground Clubhouse as we begin the process of installing a new water main. The proposed works will enable the existing water storage tanks within the loft to be decommissioned and will assist the Council in managing the building's water system and maintaining appropriate Legionella controls.

The Council's annual Portable Appliance Testing (PAT) will also be undertaken shortly. This will cover the Council's relevant electrical appliances and equipment across its sites to ensure they continue to be maintained in a safe condition.

A new door has recently been installed on the storage cupboard in the Market Yard following damage to the previous door as a result of vandalism. We are now exploring the possibility of installing a gate between the toilet block and Band Hall to create a more secure compound for the storage of the market bins. This would provide an additional level of security, help prevent unauthorised access and reduce the likelihood of further misuse of the bins.

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## **Summary of buildings and works in 2026**

### **Pavilion**

- The new heating and hot water boiler installation works 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 has now 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  
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

**Do Members have any questions?**

9

**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?**

10

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

Following the successful completion of Phase 1 of the project, which involved improvements to the heating and hot water systems, attention has now turned to Phase 2.

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

The specification for the proposed works is currently being finalised. Once complete, the project will 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, will 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 has been identified as being in urgent need of repair. The affected blocks are pushing outwards and remedial works are therefore required to prevent further deterioration and to ensure that the structure remains in a suitable condition.

Quotations have been sought from contractors for the necessary repair works (attached Members for consideration).

Members are 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 is recommended that the repairs are progressed as soon as reasonably practicable once a contractor has been appointed.

The current issue has 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 are 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 are asked to:**

1. **Consider the quotations received for the repair works;**
2. **Approve expenditure of up to £2,890 to undertake the necessary repairs;**
3. **Approve the appointment of Contractor A or Contractor B, following consideration of the quotations received;**
4. **Approve, in principle, the inclusion of financial provision within the next annual budget for further repairs and ongoing maintenance of Mowshurst Barn.**

 Annex 2 Confidential annex is omitted from public papers

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

The timber beams to the rear of Church House have deteriorated and are showing signs of rot.

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

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

**Do Members have any 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 have deteriorated and are now in need of replacement.

A quotation (attached) has 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 is £2890. The replacement works will address the deterioration of the existing guttering and fascia boards and help to protect the building from

further weather-related damage.

**Members are asked to approve expenditure of £2,890 for the removal and replacement of the guttering and fascia boards.**

 Annex 3 Confidential annex is omitted from public papers

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

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

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

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

**Members are asked to consider the quotations, appoint a contractor and approve the expenditure for up to £1,995 for the replacement of the faulty solar system inverter.**

 Annex 4 Confidential annex is omitted from public papers

15 **News Release**

16 **Date of next meeting - 2027 To be confirmed**