

# TELSCOMBE TOWN COUNCIL



## BRIDLEWAY 8 GATE KEY HOLDER POLICY

### **Purpose:**

Telscombe Town Council have produced this key holder policy in order to maintain the security of the Bridleway 8 gate.

### **Key Issue:**

Those who require a key must fill in an Application Form stating their reason why they need to access the gate. All applications are subject to approval from the Planning & Highways Committee. The criteria for a key being issued is for those who live in Telscombe Village and the residents of the 'Coombelands' property. One key is to be issued per household. Applications will be considered from those who do not fit this criteria but who have a proven need to have access through the gate, but the application may not be successful.

All key holders must also complete and sign a Key Holder Maintenance Agreement Form and pay a refundable key deposit payment of £100 prior to receipt of their key.

Keys are also held by the emergency services; Police, Fire & Rescue, Ambulance and Coast Guards.

### **Conditions of Issue:**

The key provides the holder the entitlement to journey between the two locations of Telscombe Town and Telscombe Village only.

All key holders will be charged a maintenance fee at the beginning of the financial year for the forthcoming year. This cost is based on the previous year's outgoing charges and will be re-assessed annually. If payment is not made, the key will have to be returned.

By signing the Application Form and Maintenance Agreement, all key holders agree to close and lock the gate, to pay the annual maintenance charge and not to loan/duplicate keys, alter/damage the equipment, or fail to report lost keys. Failure to adhere to these terms will result in the withdrawal of keys and a charge will be made for any costs the Council incur. Any lost keys will be charged to the individual at cost.

Loss of a key will result in the £100 deposit being non-returnable but applicants may automatically receive an additional key at a replacement deposit of £50. Any further losses will be referred back to the Planning & Highways Committee.

Any changes to the details provided in the Application Form must be reported to Telscombe Town Council immediately so that we may update the Key Holder Register.

### **Key Management:**

The master key is held by the Town Clerk, who is responsible for providing a copy key for all successful applicants. Telscombe Town Council is also responsible for keeping

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an up to date Key Holder Register. The Register confirms all keys held and by whom, providing a clear audit trail in the event of any security issues that may arise. Both permanent and temporary key holders are noted on the Register.

Criteria for the Key Holder Register will be reviewed yearly by the Planning & Highways Committee. Anyone who is considered to no longer fit the criteria due to a change of circumstances will be required to return their key.

## **Termination of Agreement:**

At least one month's notice in writing is required from either party to terminate the agreement and the key deposit will be returned to the applicant upon return of their key.