



AGENDA

EXTRAORDINARY REGENERATION AND PROPERTY COMMITTEE MEETING

Date: Monday, 26 September 2022

Time: 7.30 pm (or on the rising of the Regeneration and Property Committee, whichever is later)

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT*

Membership:

Councillors Cameron Beart, Monique Bonney (Chair), Lloyd Bowen, Simon Clark, Richard Darby, James Hall, Angela Harrison, James Hunt, Peter Marchington, Paul Stephen, Sarah Stephen (Vice-Chair), Eddie Thomas, Roger Truelove, Tim Valentine and Mike Whiting.

Quorum = 5

Pages

Information about this meeting

Members of the press and public may follow the proceedings of this meeting live via a weblink which will be published on the Swale Borough Council website.

Link to meeting: To be added.

Privacy Statement

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Recording Notice

Please note: this meeting may be recorded, and the recording may be added to the website.

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Therefore by entering the meeting and speaking at this committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

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1. Emergency Evacuation Procedure

The Chair will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chair will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chair will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chair has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chair is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or

person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chair will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary Interests (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the meeting while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

Part B Report for the Regeneration and Property meeting to decide

4. Queenborough Guildhall

5 - 12

Issued on Tuesday, 13 September 2022

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of this Committee, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Extraordinary Regeneration and Property Committee	
Meeting Date	14 th September 2022
Report Title	Queenborough Guildhall
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Joanne Johnson, Head of Regeneration, Economic Development and Property
Lead Officer	Deborah Hardy, Buildings Manager
Classification	Open
Recommendations	To support the inclusion of Queenborough Guildhall in the recommended programme of Condition Surveys (under consideration in a separate report).

1 Purpose of Report and Executive Summary

- 1.1 This report supports the Committee paper on Property Condition Surveys by focusing on a specific example within Swale Borough Council's Property portfolio, namely the Queenborough Guildhall.

2 Background

- 2.1 Queenborough Guildhall is an 18th century Grade II municipal building in Queenborough High Street, currently home to a well-regarded local history museum and Queenborough Town Council.
- 2.2 The condition of the Guildhall was last formally assessed in December 2018, and the surveyor's report is attached as Appendix A.
- 2.3 The overall condition of the building was graded 'B – Average' and recommendations were made for works over a five-year period.
- 2.4 Repair and maintenance activity undertaken at Queenborough Guildhall since the Condition Survey includes the following:
- Plumbing - remedial pipe works (May 2019)
 - Front door redecoration (August 2019)
 - Works to clock – new internal movement (January 2021)
 - Roof works - rear pitch: inspect and replace tiles – (February 2021)
 - Internal doors replaced with fire doors (July 2021)
 - Lighting to alleyway between 44 High Street and museum (September 2021)
 - Gutter, gully and drainpipe clearance (September 2021)

- Repairs to external wall following a vehicle incident (October 2021)
- Roof works and lead flashing repairs following high winds (February 2022)
- Sash window refurbishment to the front (August 2022)
- Carpet to the ground floor, staircase and landing (August 2022)
- Fixing of water ingress on second floor (September 2022)
- Stair lift service (due September 2022)

3 Proposals

- 3.1. That Queenborough Guildhall is reinspected as part of the next set of Condition Surveys, which is being recommended to the Regeneration and Property Committee for outsourcing.

4 Alternative Options

- 4.1 The alternative options for Condition Surveys in general are set out in the Property Condition Surveys report, under consideration on the Regeneration and Property Committee main agenda.
- 4.2 The single alternative option for this report is to exclude Queenborough Guildhall from the next set of Condition Surveys which would be anomalous and not recommended.

5 Consultation Undertaken or Proposed

- 5.1 There has been no consultation on this report, and none is proposed given the report's informative role.

6 Implications

Issue	Implications
Corporate Plan	The Corporate Plan identifies the following relevant objective: <i>“Continue to reduce dependence on government-controlled funding sources.”</i> Effectively-managed property assets will ensure income from Swale’s property portfolio is maximised and future reactive expenditure minimised.
Financial, Resource and Property	A well-managed estate supports optimum income generation and effective resource management. Condition Surveys underpin effective estate management and robust financial planning.
Legal, Statutory and Procurement	None linked to this report.
Crime and Disorder	None linked to this report.

Environment and Climate/Ecological Emergency	None specifically linked to this report, although optimised building maintenance can contribute to reduced carbon footprints.
Health and Wellbeing	None linked to this report, although a well-maintained estate will have positive impacts on residents' and visitors' perceptions and wellbeing.
Safeguarding of Children, Young People and Vulnerable Adults	None linked to this report.
Risk Management and Health and Safety	A planned maintenance programme informed by a robust evidence base will help minimise health and safety risks.
Equality and Diversity	None linked to this report.
Privacy and Data Protection	None linked to this report.


7 Appendices

Appendix A - Queenborough Guildhall Condition Survey December 2018.

8 Background Papers

Property Condition Surveys - Report to Regeneration and Property Committee, 14th September 2022

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GUILDHALL, QUEENBOROUGH	
	Property Address: High Street Queenborough Isle of Sheppey ME11 5AA
Overall Building Condition Grade: B - Average	

Site Manager:	
Surveyor:	J Richards
Date of Survey:	5th December 2018
Approx. Year Built:	1794
GIA:	176m ²
Internal last redecorated:	
External last redecorated:	
Lease External Dec's Intervals:	
Lease Internal Dec's Intervals:	

Condition Survey

General Description & Observations
 The ceilings are pitched slate tiled roofs with a parapet wall to the front elevation. The rainwater goods are cast iron units to the rear. The external walls are a mixture of brick finishes and rendered sections. The windows to the front are timber single glazed sash units which are generally in a reasonable condition. The main windows to the first floor consist of leaded panel units installed circa 1987 and are generally in an adequate condition. The doors to the front are original oak units and to the rear are panelled glazed. Internally there are damaged sections of plasterwork to walls on the staircase where cracks are occurring. The carpeting around most of the building are in an adequate condition, however do appear dated in areas and should be considered in the near future. The heating to the building is fed from the building next door. The lighting around the building is becoming dated and in need of upgrading over the coming years.

Element	Description	Works required	Estimated Quantities	Grade	Priority	Year(s) Proposed for Work(s) & Cost						Total	
						Immediate	2019	2020	2021	2022	2023		2024+
Externals													
Roofs	The main pitched roof is constructed of pitched slate with no major issues apparent.	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years from the construction date.	124m ²	B	4								£0.00
Rainwater goods	Guttering and downpipes are constructed of cast iron. No water testing was carried out during our inspection.	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 15+ years from the construction date.	37ml	B	4								£0.00
		Allow for cleaning out of vegetation debris of gutters	25ml	C	2			£207.75				£207.75	£415.50
Fascias and Soffits	Timber fascias to dormer window to the rear and soffit to the tunnel passageway	Signs of rot to timberwork, allow for replacement	3ml	C	3				£83.94				£83.94
		Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years from the construction date.	18m ²	B	4								£0.00
Walls	The main walls of the building are of cavity wall construction with all elevations having a mixture of brick and render.	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	61m ²	B	4								£0.00
		Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 15+ years	48m ²	B	4								£0.00
		Ornate stonework to the front of the building	28m ²	B	4								£0.00
		Concrete coping to top edge of parapet walls	14ml	B	4								£0.00
		Cracked brickwork to the rear of the building alongside the chimney stack.	8m ²	D	2	£2,560.04							£2,560.04
Concrete pillars to the front entrance area	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	20ml	B	4								£0.00	
Windows	The windows are timber single glazed sash units generally in an adequate condition	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 10+ years	3Nr	B	4								£0.00
		Timber framed, lead light panel windows	5Nr	B	4								£0.00
		Dormer window to the roof are with signs of deterioration	1Nr	C	3				£743.79				£743.79
Doors	Original timber oak units to the front entrance	Allow to clean down and polish frame, lubrication of ironmongery at cyclical periods.	1Nr	B	4							£0.00	
Redecorations	Timber doors and windows to front and rear	Allow for redecoration to timberwork with suitable finish	31m ²	C	2			£159.34					£159.34
		Rendered walls to passageway and painted brickwork to front	58m ²	C	2			£295.22					£295.22
	Cast iron rainwater goods	Allow for redecoration of cast iron pipework to rear of building	25ml	C	2			£476.50					£476.50
		Timber fascias and soffits to front and rear elevations	Allow for redecoration to timberwork with suitable finish	21m ²	C	2			£107.94				£107.94

Internals												
Decoration	Internal walls are decorated in white. Condition is fair, however displaying evidence of marking due to usage.	Allow to redecorate all walls at cyclical periods.	176m2	C	3							£526.24
												£526.24
	Ceilings are currently decorated in white, satisfactory condition.	Allow to redecorate walls at cyclical periods.	162m2	C	3							£484.38
	Timber Joinery elements such as skirting boards and architraves are decorated in white gloss.	Allow to redecorate timber joinery elements at cyclical periods.	6m2	C	3							£30.84
Ceilings	Plasterboard ceilings throughout the block	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	162m2	B	4							£0.00
Walls	Plastered walls throughout the building	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	176m2	B	4							£0.00
		Allow for replacement of plaster where cracked and damaged	3m2	D	2	£155.49						£155.49
	Wall papering to the upstairs meeting room	Allow for replacement of papering to Guildhall area in-keeping with current styles	111m2	C	3					£2,372.07		£2,372.07
Flooring	The floor covering throughout the block consists of carpeting.	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 5+ years	162m2	B	3						£7,113.42	
	Oak steps into guildhall area	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	2Nr	B	4						£7,113.42	
Doors	Timber room doors of various ages	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 15+ years	4Nr	B	4						£0.00	
Mechanical services	Mechanical pipework around building for heating and CWS/HWS	No issues noted to services.	Item	B	4							£0.00
	Steel radiators providing heating to building	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 25+ years	9Nr	B	4							£0.00
	Stairlift to main staircase - Acorn	Allow for servicing to stairlift	1Nr	B	4							£0.00
Electrical services	Lighting consists of mixture of fluorescent and tungsten fittings, all in a dated condition	Fluorescent lighting to be replaced with new energy efficient LED units.	8Nr	C	3					£1,098.00		£1,098.00
		Tungsten units in-keeping with building adequately working at present.	6Nr	B	3						£823.50	£823.50

Grounds												
Hardstanding	Concrete paved areas to front and passageway	Replacement is deemed to be outside the scope of the plan, estimated life expectancy to be 15+ years	32m2	B	4							£0.00
						£2,715.53	£0.00	£2,288.21	£1,925.73	£0.00	£2,372.07	£8,144.67
											OVERALL TOTAL	£17,446.21

Grade Key

A	Good. Performing as intended and operating efficiently
B	Satisfactory. Performing as intended but exhibiting minor deterioration
C	Poor. Exhibiting major defects and/or not operating as intended.
D	Bad. Life Expired and /or serious risk of imminent failure.
	Inspection not possible / ownership unknown

Priority Key

1	Urgent to prevent immediate closure and/or address high risk to H&S
2	Essential work within 2 years to prevent serious deterioration, address med term H&S risk
3	Desirable within 3-5 years to prevent deterioration or address low H&S risk
4	Long Term outside period to prevent deterioration.
	Inspection not possible / ownership unknown

Note: Costs for access equipment are included. Costs are for budgeting purposes only.

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