

## **BOURNE HALL LODGE**

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<b>Report Author</b>	Mark Shephard
<b>Wards affected:</b>	(All Wards);
<b>Urgent Decision?(yes/no)</b>	No
<b>If yes, reason urgent decision required:</b>	n/a
<b>Appendices (attached):</b>	Appendix 1 Floor Plan Appendix 2 Confidential Briefing Note (Exempt from publication under paragraph 3 of Schedule 12A of the Local Government Act 1972)

### **Summary**

This report sets out six potential options to consider the future use of Bourne Hall Lodge.

### **Recommendation (s)**

#### **The Committee is asked to:**

- (1) Agree for Bourne Hall Lodge to be refurbished for residential accommodation, as detailed in Option 1 (Appendix 2, paragraphs 1.1 – 1.12).**
- (2) Agree to fund the refurbishment budget of up to £340,000 from S106 developer funds.**
- (3) Nominate and authorise the Head of Property & Regeneration, Head of Housing & Community in consultation with the Director of Corporate Services and Head of Legal, to take all necessary actions further to the above decision being made that commit resources, as is necessary and appropriate, to progress the selected option to completion.**

## **1 Reason for Recommendation**

- 1.1 Bourne Hall Lodge requires refurbishment, and the opportunity exists for the Council to consider its future use.

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### 2 Background

- 2.1 The Grade II listed Lodge is located at the corner of High Street and Spring Street and is attached to the Dog Gate entrance to Bourne Hall Park.
- 2.2 As shown in the photos below, it consists of a one storey building topped by a mansard roof with the Spring Street elevation forming part of the perimeter wall (with windows only on the upper storey).



- 2.3 The Lodge was originally built as a two-up, two-down around a central chimney. A ground floor scullery (present kitchen) was added along with a further room (present bathroom) above the scullery (present kitchen).
- 2.4 The first mention of the Lodge was in the 1861 census where it was recorded as a butler's residence.
- 2.5 Until recently, the Lodge provided staff accommodation offering a kitchen and two reception rooms on the ground floor, with two bedrooms and a bathroom on the first floor.

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- 2.6 A floor plan is attached at Appendix 1 highlighting the long (c11.5m) but narrow (c3.4m) configuration of the building.

### 3 Existing Condition

- 3.1 By modern standards, the existing condition internally is poor and offers very basic facilities.
- 3.2 Despite repeated unsuccessful attempts by the Council to modernise the internal living conditions, the Council remained in compliance with its statutory landlord obligations with full access always provided for undertaking essential maintenance.
- 3.3 Externally, the slate roofing was replaced and its gutters repaired in 2016. The property is surrounded by trees, and this creates a build-up of debris in the box gutters which can lead to water penetration. There is a comprehensive maintenance plan in place where the gutters and gullies are cleared four times a year.
- 3.4 The building's solid walls have limited insulation and the windows are timber single glazed sliding sash windows. As a consequence, it is expensive to keep warm during the colder months.
- 3.5 The Lodge is located directly adjacent to Spring Street where its pitched roof and parapet wall meet to create a gully. In heavy rainfall, the gully struggles to remove the surface water which can pond at high levels along the external wall.
- 3.6 On occasions, it is believed this has allowed water to penetrate through the building causing the solid walls to suffer rising damp. It is possible when refurbishment work commences, that the woodwork joists and floorboards could be found to be rotten when the areas are exposed.
- 3.7 The house is of solid brickwork construction with rendered walls. It is attached to the main Dog Gate Park entrance which acts to stabilise the Dog Gate structure. Consequently, any external repairs to the render and decorations will also need to be carried out to the Dog Gate structure at the same time.
- 3.8 The bathroom and kitchen are considered beyond serviceable life and require replacement with new period fittings to match the age of the building.
- 3.9 As a listed building, the Council's Conservation Officer has been consulted on the suitability and type of acceptable refurbishment works.
- 3.10 The repairs required to the Lodge are considerable and include replacement of rotten skirting boards, leaking external down pipes (causing water penetration) through the walls and various external cracks to the walls. The windows upstairs are rotten requiring timber repairs and replacement timbers.

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- 3.11 Furthermore, the Lodge will require an upgraded heating system, electrical rewire, timber restoration works to remove dry and wet rot, walls to be replastered throughout, new decorations and new flooring. Where possible, energy efficiency works will need to be undertaken to meet the government's Decent Homes Standard.
- 3.12 The character of the building and its historic features must be retained throughout although the Conservation Officer confirmed the kitchen could be upgraded with modern fittings and appliances.

### **4 Proposal**

- 4.1 Bourne Hall Lodge has been used for staff accommodation since April 1993. During this time, it has been maintained to a basic and serviceable standard but has not (at the request of the previous occupant) received any upgrade or modernisation works. Consequently, the Lodge requires complete refurbishment irrespective of the end use.
- 4.2 A refurbishment of the Lodge would cost up to £340,000 dependent on the option chosen.
- 4.3 The £340,000 upper figure is based on an approximate residential refurbishment cost of £2,500/m<sup>2</sup> applied to the building's 84.12m<sup>2</sup> size, together with a budget of £60,000 for repairs to rendering and redecoration of the Dog Gate.
- 4.4 To reflect the cost uncertainty associated with a Grade II listed building, a contingency of £40,000 is also included, together with a £30,000 budget for external legal and project management support.
- 4.5 The figures reflect current industry average costs, with the actual cost determined by a procurement exercise in compliance with the Council's Contract Standing Orders.
- 4.6 This report sets out six potential options in the exempt Appendix 2 for the future use of the Lodge.

### **5 Risk Assessment**

Legal or other duties

#### **5.1 Equality Impact Assessment**

5.1.1 The Lodge is close to public amenities and transport.

#### **5.2 Crime & Disorder**

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5.2.1 The occupation of the Lodge assists the overnight security of Bourne Hall Park. The previous occupant of the Lodge was responsible for locking the Park gate. Locking the Park gate provides security for Bourne Hall and may require any future occupant (be it residential or commercial) to assist with this duty.

### 5.3 Safeguarding

5.3.1 Not applicable

### 5.4 Dependencies

5.4.1 Listed Building Consent will be required before the commencement of refurbishment works.

### 5.5 Other

5.5.1 The Asset Management Plan's key property strategies will ensure value for money, maximise asset performance and minimise the Council's exposure to avoidable loss of income.

## 6 Financial Implications

6.1 Dependent on the Option selected, deploying £340,000 of S106 affordable housing sums to fund the refurbishment would reduce remaining S106 balances available for investment in other future schemes from £356,000 to £16,000. It is proposed that S106 funding is used to fund any capital investment as, based on the Council's current proposed capital expenditure plans for 2025/26 and future years, it is expected that all other sources of capital funding will be fully utilised

6.2 **Section 151 Officer's comments:** Financial implications are set out in exempt Appendix 2.

## 7 Legal Implications

7.1 The Local Government Act 1972 ("the 1972 Act") provides the Council with powers to dispose of land, including the ability to sell or lease land. However, under the 1972 Act, the Council must ensure that any disposal is for the best consideration reasonably obtainable unless specific exemptions apply.

7.2 The Localism Act 2011 ("the 2011 Act") provides a general power to the Council and provides additional flexibility to local authorities generally in relation to the use of land.

7.3 Section 111 of the Local Government Act 1972 enable the Council to do anything which is calculated to facilitate, or is conducive to or incidental to, the discharge of any of its functions, whether or not involving expenditure, borrowing or lending money, or the acquisition or disposal of any rights or property.

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- 7.4 As mentioned in this report, Bourne Hall Lodge is a Grade II listed building. The building is subject to UK heritage and planning legislation and therefore any works that may affect the structure, interior or exterior of the building require Listed Building Consent.
- 7.5 The Council should ensure that it complies with any other procedural requirements that may be necessary to dispose of land and properties. Any future procurement of services as envisaged in this report must comply with both procurement legislation and the Council's constitutional provisions in force.
- 7.6 The Head of Property & Regeneration confirms whether the proposed options comply with Best Value as detailed in exempt Appendix 2.
- 7.7 Legal support will be provided by Guildford Borough Council as a separate instruction by the Head of Property & Regeneration further to the agreement of the Head of Legal & Monitoring Officer. Should Guildford Borough Council lack capacity to assist within the necessary timeframe, an external firm shall be identified to assist.
- 7.8 **Legal Officer's comments:** As set out within this report.

## 8 Policies, Plans & Partnerships

- 8.1 **Council's Key Priorities:** The following Key Priorities are engaged: Opportunity and Prosperity, Effective Council.
- 8.2 **Service Plans:** The matter is included within the current Service Delivery Plan.
- 8.3 **Climate & Environmental Impact of recommendations:** The energy efficiency of the Lodge will be an important part of the refurbishment and upgraded where possible. For example, the replacement of the existing boiler with a modern condensing type.
- 8.4 **Sustainability Policy & Community Safety Implications:** Insulation will be upgraded where possible and lighting replaced with modern LED equivalents.
- 8.5 **Partnerships:** None
- 8.6 **Local Government Reorganisation Implications:** As a Grade II listed Lodge within Bourne Hall Park, the relevant local authority (be it EEBC or a new Unitary Authority) would be obliged to maintain any heritage assets in its ownership.
- 8.7 Accordingly, it would be considered detrimental to the structural integrity of the Lodge if the works were delayed (as an unoccupied building will rapidly deteriorate).

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### 9 Background papers

9.1 The documents referred to in compiling this report are as follows:

#### **Previous reports:**

- Strategic Asset Management Plan to S&R Committee 28 July 2020  
<https://democracy.epsom-ewell.gov.uk/ieListDocuments.aspx?CId=132&MId=770>

#### **Other papers:**

- None