

**Planning Statement to support a
Retrospective Planning Application
for Emergency Works to the Roof**

for

**Gravesend Old Town Hall
High Street
Gravesend
DA11 0AZ**

for

Kent County Council Strategic and Corporate Services

architecture2interior design ltd

Date: 22.07.2024

P251 Statement

Revision: -

Contents

1. Introduction
2. Site Information and Location
3. History of Gravesend Old Town Hall Roof Issues September 2023 to July 2024
4. Schedule of repair works carried out
5. Conclusion

1 - Introduction

This Statement (DAS) has been prepared by architecture 2 interior design ltd in support of a retrospective planning application for emergency repair works to the roof of Gravesend Old Town Hall on the High Street in Gravesend.

The statement provides an overview of the emergency essential works that were carried out to prevent further damage to the buildings external and internal fabric.

1.1 Documents

The following documents are submitted as part of this application:

- Application Form
- P251- Planning Statement
- P251-PL01 - Location Plan
- P251-PL02 - Site Plan
- P251-PL03 - Floor Plans
- P251-PL04 - Roof Plan
- GOTH Heritage Statement

2 – Site Information and Location

Gravesend Old Town Hall is located within the historic core of Gravesend, it is a rectangular site, on the eastern side of the High Street, it is 22m wide and extends 44m back from the road frontage.

The building is made up of two parallel two-storey wings with a partially covered passageway beneath the first storey of the front section of the building. The building is set back from the road frontage and the building features a neoclassical façade with tall columns giving the building an air of grandeur.

The surrounding area comprises commercial retail properties along the High Street to the north, west and south. To the rear of the building is the covered borough market.



View of Gravesend Old Town Hall from the High Street



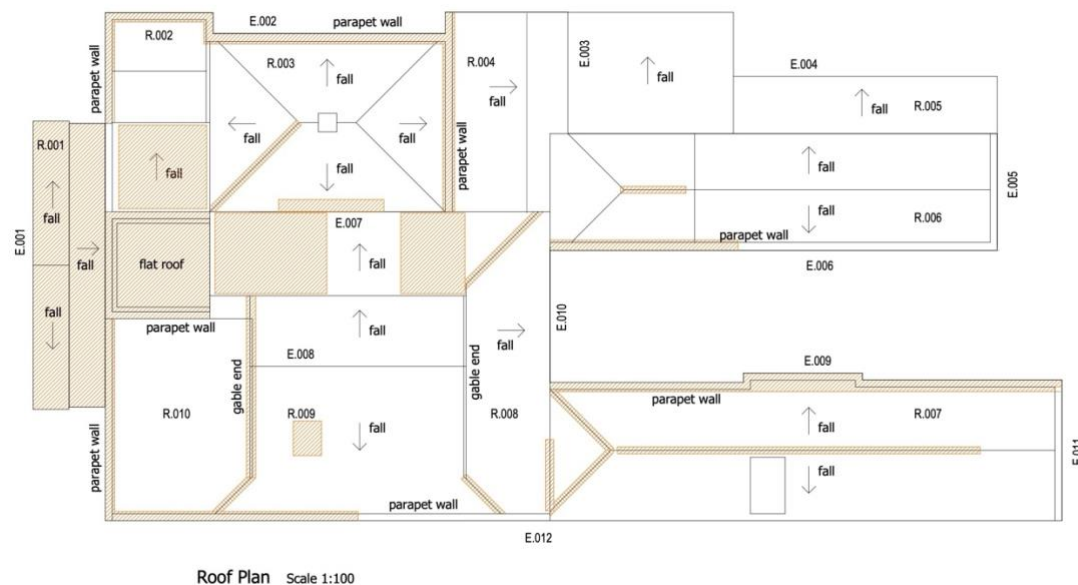
View of the passageway between the two wings of Gravesend Old Town Hall looking back towards the High Street

3 – History of Gravesend Old Town Hall Roof Issues September 2023 to July 2024

Kent County Council Strategic and Corporate Services were notified of the lead theft in late September 2024 by the Kent County Council Estates Team.

Approximately 75% of the lead flashings, lead roof areas and the like were stolen during the period July 2023 to January 2024 leaving the building exposed to the elements.

The hatched orange areas show the extent of the lead that was stolen from Gravesend Old Town Hall roof, resulting in a roof with severe leaks.



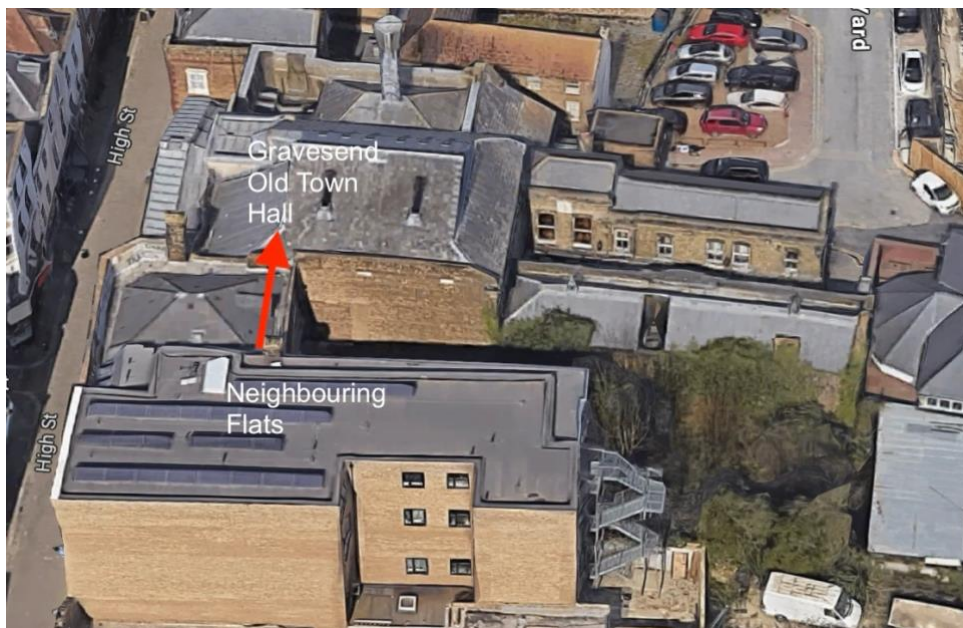
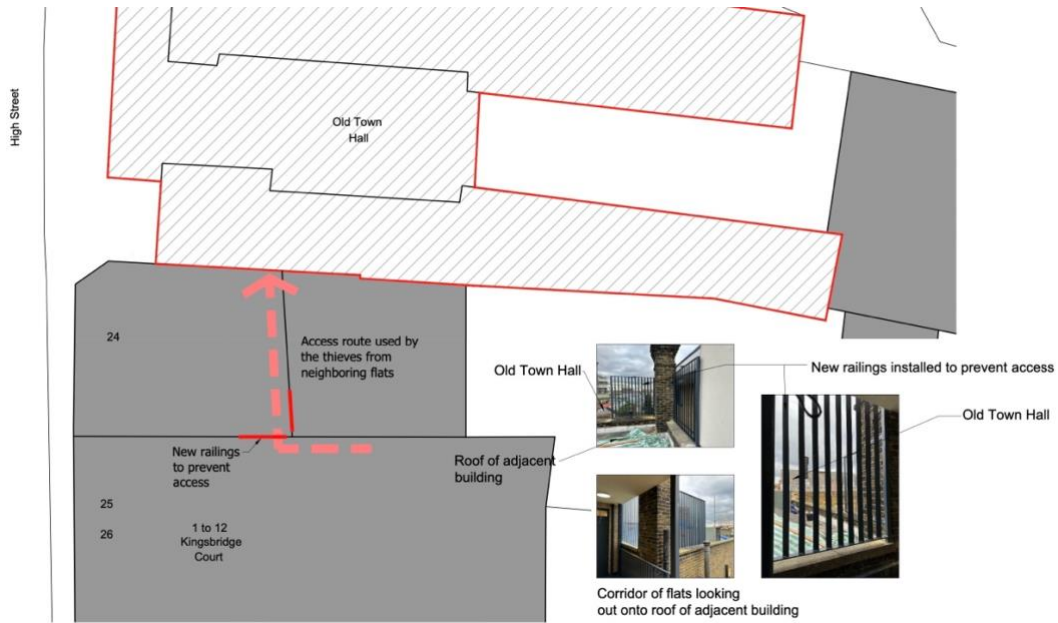
It was decided that safe access to the roof would be required for detailed investigations as information provided by Estates was limited.

The building was also inspected internally for damages, and it was noted that water was entering the building mainly in the Grand Hall and the corridor near to the Grand staircase.

A full roof assessment was carried out in October 2024 with Skanska, a KCC Facilities Partner.

During the roof assessment it was confirmed that the access route used by the thieves was from the neighbouring flats, across the adjacent properties roof and then onto Gravesend Old Town Halls Roof.

Discussions were held on how this access route could be safely prevented to stop any further access. Metal grilles were installed as per the photographs.



General view looking towards Gravesend Old Town Hall

It is worth noting that although preventative measures had been put in place, the culprits then utilised the scaffold towers to gain further access and steal more lead from the roof.

Early attempts were made to prevent further water ingress by installing temporary sheeting and tarpaulins. This unfortunately failed due to the location Gravesend Old Town Hall being close to the River Thames and exposed to high winds.

A temporary roof scaffold cover “tin Hat” was looked into, but due to the proximity of nearby buildings, the footprint of Gravesend Old Town Hall itself, and the oversize of the temporary structure required to facilitate access for repair works below, this was not seen as a viable option. This would have resulted in the closure of the access to the covered borough market building and restricted access in the High Street. The Estimated cost for the temporary scaffold was circa £300k.

Scaffold access providing safe access to the areas of the roof that had (and ongoing at the time) been desecrated by the actions of the thieves was the main consideration for this project.

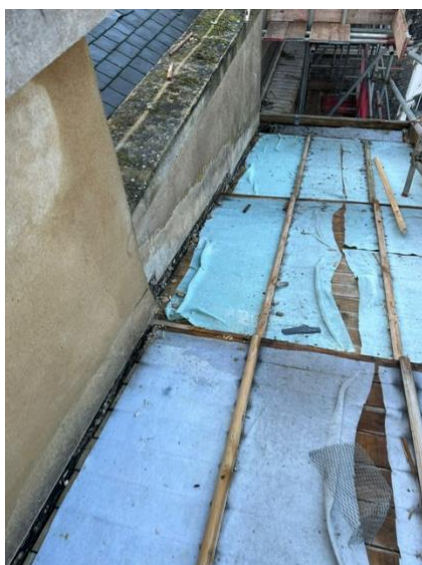
In late September and through October 2023 we had above average rainfall for the time of year. Further inclement weather and storms were predicted.

The ingress of rainwater was beginning to cause damage to the exposed roofing components that if left exposed would start to cause structural issues.

Photographs of the roof showing the extents of the lead coverings that were stolen.



View 1



View 2



View 3



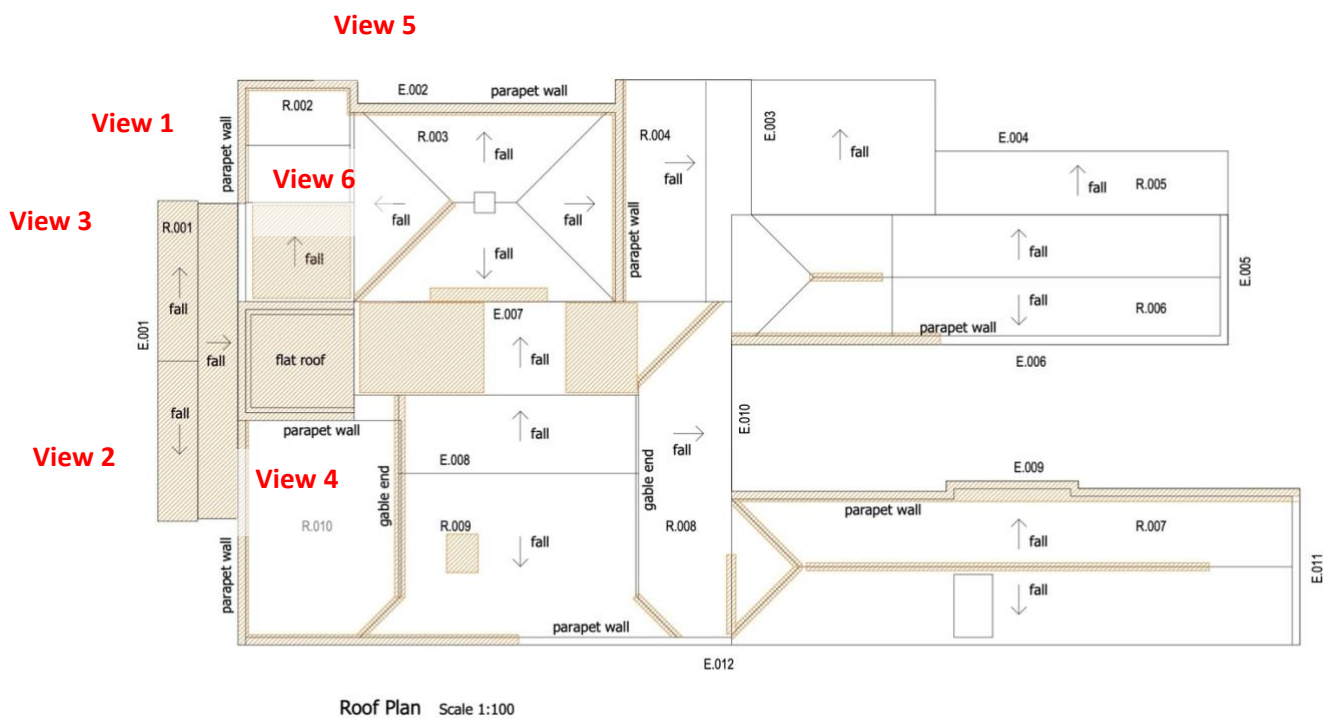
View 4



View 5



View 6



Kent County Council investigated replacing like for like in lead. The difficulties and further delays this would have caused were not an option.

One of the issues being that the roof components boarding etc were saturated which does allow for being covered in lead when wet and would cause rot and the like.

There were also concerns that replacing stolen lead with new lead can lead to further repeated thefts. Furthermore, there are the added complications with

insurance companies, it is not possible to get further insurance on lead elements on the roof for a vacant building.

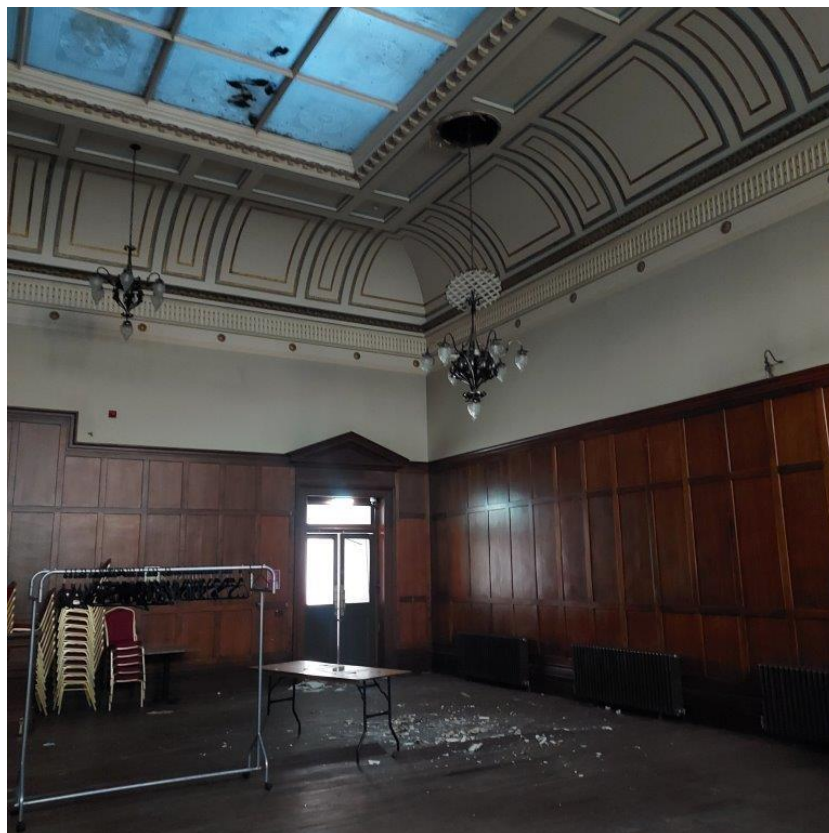
The detailed roof inspection undertaken in October 2024 revealed that an excessive amount of lead had been used on Gravesend Old Town Hall, it was used on parts of the roof and building that would not normally have been lead.

To maintain the integrity of the building and to prevent further water damage to the internal fabric Kent County Council proceeded under Heritage "emergency clause" to proceed with works as high priority.

With winter was fast approaching the building remained exposed to the elements. The decision was made that due to the real need for action to make the building watertight to prevent further damage to the building's external and internal fabric repair work needed to be started immediately.

The ingress of rainwater was not only causing damage to the fabric it was also damaging the lighting, electric circuits and fire alarm system and as a result these have had to be replaced.

Photographs below showing internal damage caused by the ingress of rainwater.



Grand Hall



Grand Hall





4 - Schedule of repair works carried out

Parapet Cappings and Cornices:

- Install new 12mm timber ply to all parapet cappings and cornice areas where the existing lead has been stolen. The ply is to be fixed with plugs and screws.
- Apply a coat of primer to all newly installed ply.
- Install one layer of self-adhesive vapour barrier.
- Install a torch on underlay, and a mineral felt cap sheet, grey in finish. This 3 layer system will be carried out throughout the whole of the cornice and capping areas. Install new grey GRP drip edges to depict the original lead drips visible from the ground.

Roof replacements:

Flat roofs, gulleys, upper pitched roof and portico areas

- Renew the complete portico flat roofs.
- Renew the inset flat roofs along with the gulleys.
- Substantial repairs to the upper pitched roof and the box gutters where the lead has been stripped out are to also be renewed.
- Renew the stepped gutters which run alongside the existing slated roofs.
- Install a three layer felt system which will consist of a self-adhesive first layer to eliminate any naked flame directly on to the timber structure, a torch-on second layer, and a mineral felt cap sheet in charcoal grey.
The felts are to be installed to manufactures recommendations and instructions using the correct primers and terminations.
- All cover flashings will be installed using a fast flash lead replacement which are to be fixed, clipped and pointed in a traditional manner to match the existing as near as possible.
- All capping terminations and drip edges that are visible from the ground will have a grey GRP to match the original lead appearance.

Slate repairs, gutters and flashings:

- Install approximately 400no. 20 x10 'welsh penny' slates to all areas of the existing roof that have been damaged.
- The existing lead gutters and existing lead flashings that can be salvaged will be re dressed and new lead replacements will be installed to the missing areas to make the areas watertight.

Gable End Cladding:

- Supply and install a snap lock standing seam zinc cladding system to all the vertical cladding areas including the tank housing where the existing lead has been stolen.
- The snap lock system comes factory coated in a mountain grey to depict the existing lead.
- The cladding will be cut to size from the manufacturer and delivered directly to site and will be installed to manufacturers recommendations and installation instructions.

Photographs below showing the repairs.



New parapet cappings





New flat roof





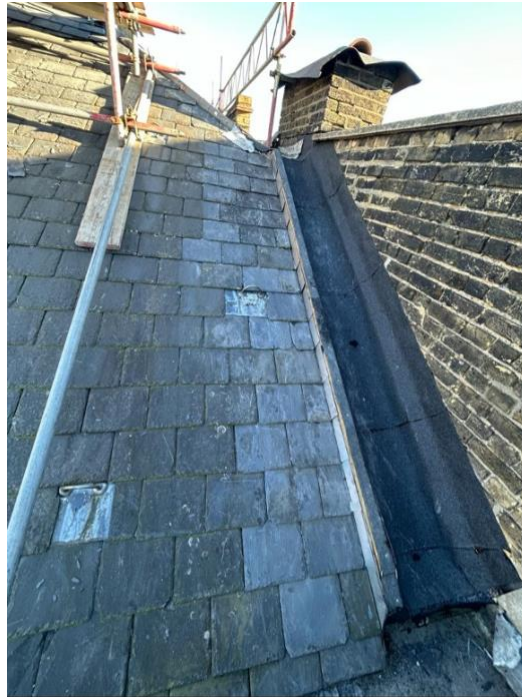
Portico roofs (see View 1 – pg 7 for damaged roof)





Slate repairs





New / repair work to box gutters, roof junctions and valleys

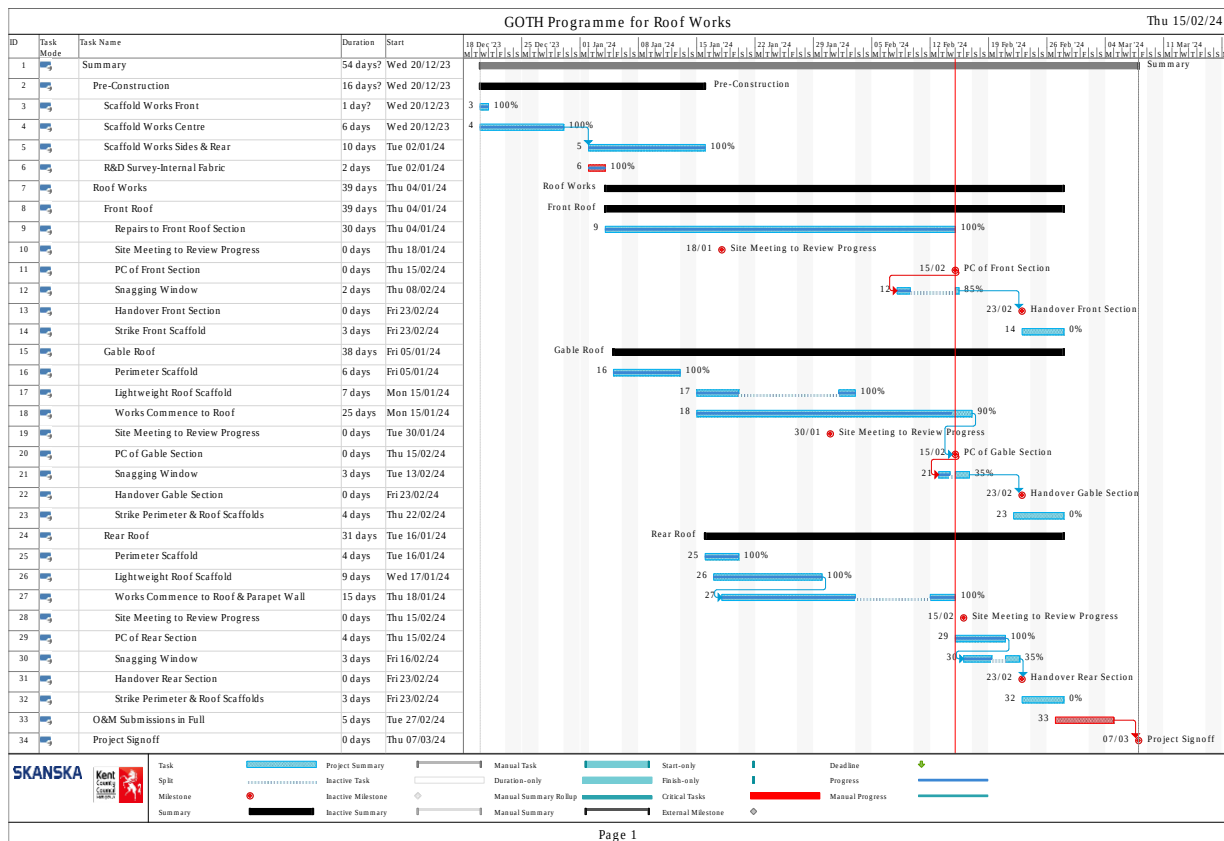


Standing seam zinc cladding (see Views 4 & 6 – pgs 8 & 9 for damaged roofs and gable end)



The roofing works and the making watertight were completed March 2024 and the internal drying out and repairs were completed July 2024.

Below is the programme for the emergency essential roof works.



The roof repairs have a 25 year warranty, see Appendix 1.

5 – Conclusion

To maintain the integrity of the building and to prevent further water damage to the internal fabric Kent County Council proceeded under Heritage “emergency clause” to proceed with works as high priority.

The decision was made that due to the real need for action to make the building watertight to prevent further damage to the building’s external and internal fabric repair work needed to be started immediately.

In the best interests of the building, the Skanska recommendations were taken onboard, and Skanska were instructed to carry out the repairs to the roof.

Appendix 1



THE
SIGNATURE^S
TORCH ON SYSTEM RANGE

25 YEAR WARRANTY

PROJECT NAME & ADDRESS

CUSTOMER NAME & ADDRESS

ACCREDITED INSTALLING CONTRACTOR DETAILS

Contractor Name		Installation Date	
Contractor Address		Final Acceptance Date	
Contractor Number			

Warranty Number

I. WARRANTY

- I.1 The warranty covers the products set out in the Application for Warranty (the “**Application**”) document reference (the “**Products**”).
- I.2 SIG Roofing (“**SIG**”) warrants to the Customer that the Products supplied under the Application shall, for the duration of the Warranty Period, remain in a watertight condition. If, within the Warranty Period, the Products do not comply with this warranty due to visible defects caused in the manufacturing process, SIG shall provide a replacement of the Products or, at its option, provide the Customer with a refund of the price of the Products.
- I.3 The Accredited Installer warrants to the Customer that the Products installed under the Application have been installed correctly and strictly in accordance with relevant British Standards, SIG recommendations as communicated from time to time (including through SIG’s website) for the Products and applicable codes of practice, and shall, for the duration of the Warranty Period, remain in a watertight condition. If, within the Warranty Period, the Products do not comply with this warranty due to defects in the installation or negligent workmanship, the Accredited Installer shall repair the Products and/or correct any defective installation, or at its option, pay the reasonable cost of the repair or reinstallation of the Products.

Signed on behalf of SIG Roofing

Name: 

Date:

Signed on behalf of the Accredited Installer

Name:

Date:

Warranty Dept. SIG Design & Technology, Manheim House, Gelders Hall Road, Shepshed, Leicestershire, LE12 9NH
Tel: 01509 501 738 | Fax: 01509 505 475 | Email: warranties@sigroofing.com | Web: www.singleply.co.uk

© SIG Trading Ltd 2022. All rights reserved.



Caveat

This Statement (DAS) has been prepared for the exclusive use of the commissioning party and unless otherwise agreed in writing by architecture 2 interior design ltd, no other party may use or rely on the contents of this report.