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**Request to Vary UKSPF Grant Terms: Victory Hall Hub**

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**From** Clerk - Chigwell Parish Council [REDACTED]<>

**Date** Thu 04/09/25 6:03 PM

**To** [REDACTED]<[REDACTED]@eppingforestdc.gov.uk>

**Cc** Cllr. Jamie Braha <CllrJBraha@chigwellparishcouncil.gov.uk>; Cllr. Debby Rye <CllrDRye@chigwellparishcouncil.gov.uk>; Cllr. Faiza Rizvi <CllrFRizvi@chigwellparishcouncil.gov.uk>; Cllr. Elliot Costa <CllrECosta@chigwellparishcouncil.gov.uk>; Cllr.K Rizvi <cllr.krizvi@eppingforestdc.gov.uk>; Cllr Lee Scott <cllr.lee.scott@essex.gov.uk>

 2 attachments (229 KB)

Request to Vary UKSPF Grant Terms- Victory Hall Hub .pdf; Request to Vary UKSPF Grant Terms- Victory Hall Hub .pdf;

Good afternoon [REDACTED]

I hope all is good with you.

Chigwell Parish Council is grateful for EFDC's support to date and we are keen to keep momentum on the Victory Hall Hub project. Please find attached our request to vary the UKSPF grant so we can proceed on a survey first basis and deliver the project in a safe, compliant and value for money way.

There are no existing plans for the building and the construction quality is mixed to say the least. The building has suspended ceilings that could hide a multitude of sins and asbestos is known to be present. A full intrusive building condition survey is therefore essential as the first step. We propose a 50:50 split of the survey cost between the UKSPF allocation and CPC match funding. The resulting information and plans will then be used for design and tender purposes.

Using the survey results, we would appoint an professional to develop layout options and prepare a compliant tender package with scope, drawings, specifications and pricing documents suitable for the anticipated value of works. Works focus on the priorities such as securing the Community Pantry when not in use, providing secure storage for the Limes Farm Community Group, improving accessibility where feasible, creating modest Hub kitchen improvements to support users, and maintaining a flexible zone that serves Warm Spaces and communal co-working at other times.

As discussed, we also hope to create Parish office accommodation within the Hub so that staff can relocate from the current office building, freeing that up as a GP surgery subject to separate approvals.

To keep the project deliverable while meeting funding requirements, we ask that EFDC allocates and commits the full £60,000 UKSPF grant to this project at Stage Gate A (survey instruction) with authority to carry forward the committed funds beyond 31 March

until completion. We request a single drawdown at Stage Gate A, or if preferred a single advance to a CPC client account that is ring fenced for eligible costs across surveys, design, tendering and works. We will provide standard evidence including the signed grant variation, survey instructions and purchase orders, contracts, regular cost reports and a final account.

We will follow competitive procurement in line with CPC standing orders and applicable public procurement rules. A survey first approach manages key risks including asbestos, concealed defects and unknown mechanical, electrical and structural conditions.

For clear oversight we propose stage gates with EFDC sign off as follows. Gate A after surveys with reports, outline options and an updated cost plan. Gate B before tender issue with the draft tender pack for comment. Gate C before award with tender analysis, a recommended contractor, final budget and programme. Gate D at practical completion with a completion report, outcomes against objectives and the final account.

Subject to approval we would instruct surveys immediately. Design and tender documents would start on receipt of survey outputs. Works would commence following Gate C approvals. We will plan phasing to minimise disruption to Hub activities.

We value our partnership with EFDC and we are ready to move at pace once you are content. If helpful we would welcome a brief meeting to walk through the variation and next steps.

With thanks and kind regards

Celina

**Celina Jefcoate**  
**Acting Clerk to the Council**  
**Chigwell Parish Council**  
**Hainault Road**  
**Chigwell, IG7 6QZ**



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## **Request to Vary UKSPF Grant Terms: Victory Hall Hub**

**From:** Chigwell Parish Council (CPC)

**To:** Epping Forest District Council (EFDC)

**Subject:** Variation of UKSPF £60,000 grant to enable survey-led design and compliant procurement for the Victory Hall Hub

### **Summary of Variation Sought**

#### **Surveys and Due Diligence**

CPC seeks approval for a survey-first approach, including an intrusive full building condition survey covering asbestos (including refurbishment and demolition where required), mechanical and engineering as required, structural and fabric inspections. The full building survey cost is proposed to be split 50:50 between the UKSPF grant allocation and CPC match funding. Outputs will include reports suitable for design and tender purposes.

#### **Design and Tender Preparation**

Appointment of a professional to use the survey outputs to prepare layout options and plans and to develop a compliant tender package (scope, drawings/specifications and pricing documents) given the anticipated value of works.

#### **Works (Priority Areas)**

Subject to tender outcomes and any statutory or consent requirements, priorities include:

- Community Pantry security when not in use
- Secure storage for the Limes Farm Community Group
- Accessible approach and entrance improvements to the Pantry if feasible
- Accessible toilets
- Establishing whether any shared access to the Victory Hall main kitchen is necessary and feasible for Hub operations
- Creation of Parish office accommodation within the Hub (secure office and storage areas) to enable staff relocation from the current office building, which CPC proposes to offer as a GP surgery to the local health authority, subject to separate approvals
- Warm Spaces and communal working facilities that designate and maintain a flexible zone so Warm Spaces can continue as at present and the same area can operate as communal co-working at other times. Provision may include suitable furniture, power and charging, robust Wi-Fi, task lighting, acoustic measures and light-touch storage for equipment with simple set-up/clear-down arrangements
- Modest Hub kitchen improvements to support users, noting the separately ear-marked main Victory Hall kitchen refurbishment proceeds from reserves and is out of scope of this variation other than to consider if shared access is required and feasible

*Important context:* There are no existing plans of the site, the construction of it is not of a high standard, the building has suspended ceilings and asbestos is known to be present. A full building survey is therefore the first step and a prerequisite to reliable scoping, design and pricing. Accordingly, an exact breakdown of project costs is not possible at this stage.

#### **Objectives and Outcomes**

The variation maintains and enhances core community services at the Hub while sequencing delivery to de-risk unknowns and ensure value for money. It preserves and secures the Community Pantry with dedicated storage, improves accessibility and maintains flexibility so the grant can support the highest-value, most deliverable works once the survey confirms feasibility of each

proposed. Any contribution toward adapting the separate Parish office building for a GP surgery would remain subject to findings, feasibility and priorities emerging from the survey and tender; it is not possible at this stage to confirm what portion (if any) of the £60,000 would be available for that purpose.

### **Funding and Match**

- **UKSPF grant:** £60,000 (as awarded).
- **Survey cost share:** 50:50 between the grant and CPC match funding.
- **Further CPC match funding:** To be applied as required following survey and tender to complete priority works (a total of 20% or £15,000)

Given the present unknowns, CPC cannot provide a line-by-line apportionment of the £60,000 now. A refined cost plan and spend profile will be submitted to EFDC before contract award

### **Funding Allocation and Defrayal Timing**

Practical completion is likely to fall after 31 March (financial year end). To comply with year-end funding requirements while ensuring deliverability, CPC requests that EFDC allocate and commit the full £60,000 grant to this project at commencement of stage A, rather than in piecemeal tranches. CPC further requests that EFDC:

- Confirm in writing that the full grant is allocated and ring-fenced to this project from Stage A, with authority to carry forward the committed funds beyond 31 March until project completion.
- Permit a single grant drawdown at the commencement of Stage A (or, if EFDC finance requires, a single advance to a ring-fenced client account held by CPC) to meet eligible costs across surveys, design, tendering and works.
- Accept standard evidencing (grant variation, survey instruction/POs, signed contracts, regular cost reports) to demonstrate eligible use and progress until final account.
- Note that any unspent balance remains ring-fenced solely for this project and will be applied to eligible items only; any residual at final account would be returned or treated in accordance with EFDC instructions.

This approach ensures compliance with the “spend by 31 March 2026” requirement through full allocation and commitment at project commencement, while recognising that construction defrayal and practical completion will extend beyond that date due to the complexity and statutory processes involved.

### **Procurement, Compliance and Governance**

#### **Procurement**

CPC will conduct competitive procurement for works and, where appropriate, for professional services in line with standing orders and applicable public procurement rules

#### **Statutory Consents**

Any required planning, building control and compliance with asbestos regulations will be secured before works commence.

## **Risk Management**

A survey-first approach addresses key risks such as asbestos, concealed defects above suspended ceilings and unknown M&E or structural conditions.

## **Reporting and Stage Gates**

CPC proposes the project has stage gates with EFDC sign-off:

Gate A (post-survey): survey reports, outline layout options and updated cost plan.

Gate B (pre-tender issue): draft tender pack for EFDC comment.

Gate C (pre-award): tender analysis, recommended contractor, final budget and programme.

Gate D (practical completion): completion report, outcomes against objectives and final account.

## **Indicative Programme**

### **Surveys and Due Diligence**

Immediate instruction upon EFDC approval of the variation and the 50:50 survey cost share.

### **Design and Tender Documents**

To commence on receipt of survey outputs.

### **Works**

To commence following Gate C approvals. Duration and phasing will be confirmed post-tender, with efforts made to minimise disruption to Hub activities.

## **What We Are Asking EFDC to Approve**

- I. Variation of eligible cost categories so the UKSPF grant may fund surveys, professional fees and priority works as outlined, including securing the Community Pantry, improving disabled access and a Warm Spaces/communal co-working zone.
- II. Permission to proceed on a survey-first basis, acknowledging that a precise line-item breakdown is not possible at this stage.
- III. Full allocation and commitment of the £60,000 grant to this project at Stage A, with authority to carry forward the committed funds beyond 31 March until completion, and acceptance of a single drawdown (or advance to a ring-fenced client account) with standard evidencing.
- IV. Adoption of the proposed stage-gate approvals and reporting approach to ensure oversight, compliance and value for money.
- V. Flexibility to consider, post-survey, whether any portion of the grant can appropriately and compliantly support adaptations associated with the proposed GP surgery at the separate office building, subject to EFDC's further approval and after core Hub priorities are secured.

## **Contacts**

**Acting Clerk/Responsible Financial Officer:** C Jefcoate/O Linkeviciene

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