

Chigwell Parish Council
Finance and Governance Committee, 11 November 2025
Report of the Acting Clerk
Victory Hall and Community Hub project

Purpose

To set out the simple next steps now that the grant has been agreed on Parish terms and money is due, and to ask the Committee to recommend a clear way forward to Full Council.

Background

Full Council has already allowed the Acting Clerk to spend up to £7,500 on specialist surveys and advice so that we can get the right information about the building before we invite contractors to price. This is important because parts of the building are older, some services are hidden above ceilings and asbestos is known or could be present. If we do not give contractors clear information they will guess and that usually makes prices higher and can lead to extra costs later.

Why we need drawings

Before we go to the market we need working drawings that show what we want done. That will let us set out pantry security, storage for the Limes Farm Community Group, better access where we can provide it, a better hub kitchen and space for Parish staff in the hub. Drawings will also help us tell any contractor where they may meet asbestos so they can allow for it properly and work safely.

Why design and build

A design and build contract means we tell the contractor what we want and the contractor finishes the detailed design and does the work. For an older mixed building this is simpler for the Parish because there is only one firm to deal with and the firm can solve problems that appear when walls or ceilings are opened up.

Why include the Victory Hall kitchen now

If we ask for the Victory Hall kitchen at the same time as the hub works the contractor can set up once, manage disruption once and buy materials together. This makes better use of the grant and is easier for hall users. If we leave the kitchen to later we will pay for set up again and we may have to revisit parts of the hub layout.

Recommendation to Full Council from Finance and Governance

That Finance and Governance recommends to Full Council that it agrees the following.

That the procurement is to be on a design and build basis so that responsibility for detailed design and construction sits with one contractor

That the tender scope is to include the Victory Hall kitchen so that the Parish can secure economies of scale, minimise disruption and achieve a coordinated outcome

The Committee is invited to note that the Acting Clerk already has authority from Full Council to spend up to £7,500 on the specialist surveys and professional advice needed to prepare the working drawings and tender documentation