

**CHIGWELL PARISH COUNCIL
OFFICERS REPORT TO FULL COUNCIL**

Meeting Date: 30/04/2026

Subject: Progress report to the council regarding community hub and victory hall refurbishment

1. Purpose of Report

The purpose of this report is to provide Full Council with an update on progress in relation to the preparation of tender documentation for the refurbishment of the Community Hub and Victory Hall. This report is submitted for information only and is provided in accordance with the Council's Financial Regulations to inform Members of expenditure relating to this work.

2. Background

On 11 November 2025, Chigwell Parish Council entered into a formal agreement with Epping Forest District Council for the provision of capital funding to support the refurbishment of the Community Hub and Victory Hall.

The deadline for publishing the tender has since been extended, with tenders now required to be published by September 2026. In order to progress to tender, the Council must have sufficiently detailed internal layout drawings to accompany the tender documentation. External drawings for the buildings have already been completed.

Officers have contacted several companies in an attempt to obtain the required number of quotations for this work; however, this has proven challenging despite repeated approaches. A further company has now come forward and confirmed its willingness to undertake the work required.

3. Information

Members are advised that a quotation of £1,200 plus VAT has been received for the preparation of internal drawings. As there remains £7,500 within the approved budget for previously agreed professional costs, a Purchase Order totalling £1,440 (inclusive of VAT) has been raised to cover this expenditure.

This action is consistent with the Council's Financial Regulations and is within the scope of previously approved expenditure (minute reference FC161/25).

This report is provided to keep Members informed of progress and financial commitments associated with the project.

Prepared by: **Jason Selvarajah** MSc
Clerk & Proper Officer
Chigwell Parish Council