

CHIGWELL PARISH COUNCIL

REPORT TO FULL COUNCIL- COMMUNITY HUB AND VICTORY HALL WORKING GROUP

Executive Summary

Chigwell Parish Council is progressing a programme of improvements to the Community Hub and Victory Hall following approval in principle by Full Council and the securing of external funding from Epping Forest District Council.

The purpose of the project is to improve accessibility, modernise facilities, increase community participation, maximise the effective use of Council assets, and ensure both buildings remain sustainable and fit for purpose for future generations.

To support the delivery of this project, the Council shall establish a Community Hub & Victory Hall Improvement Working Group.

The Working Group will operate as a time-limited project delivery and oversight group, working alongside Council officers, external consultants, contractors, user groups and stakeholders to develop proposals, oversee project delivery and ensure compliance with grant funding requirements, procurement regulations, financial regulations and the Council's governance framework.

The Clerk has met with the Director of Communities at Epping Forest District Council regarding the proposed project scope and delivery arrangements. A further update will be provided to Full Council on 5 August 2026, subject to approval of these Terms of Reference and establishment of the Working Group.

The revised proposal assumes that Parish Council staff will remain based at the Council Offices rather than relocating to the Community Hub. This amendment is intended to maximise community benefit, improve affordability and increase the likelihood of delivering the project within the available budget and grant funding.

Project Procurement Timeline

Stage	Date
Tender published and tender pack issued	2 July 2026
Site visits	By appointment
Tender clarification deadline	7 August 2026
Clarification responses issued	No later than 5 working days before tender close
Tender return deadline	14 August 2026
Evaluation and moderation	Following tender close
Contractor recommendation	September 2026
Intended award and mobilisation	To be confirmed

The Community Hub and Victory Hall projects may run simultaneously. However, project costs shall be separately identified and monitored to ensure clear financial reporting, grant compliance and audit transparency.

Only Full Council may approve additional funding beyond existing approved budgets.

Recommendation

That Full Council:

1. Approves the establishment of the Community Hub & Victory Hall Improvement Working Group.
2. Adopts these Terms of Reference.
3. Appoints Members to the Working Group.
4. Delegates authority to the Working Group, working in conjunction with the Clerk and Proper Officer and Responsible Financial Officer to progress the project within approved budgets and timescales.
5. Notes that all contract awards, additional expenditure, legal commitments and variations outside approved budgets remain reserved to Full Council or officers acting within existing delegated authority.

1. Purpose

The purpose of the Working Group is to support the successful delivery of the Community Hub and Victory Hall improvement projects.

The Working Group shall:

- Support project planning and delivery.
- Review design options and project proposals.
- Ensure projects align with grant funding requirements.
- Promote community benefit and accessibility.
- Support stakeholder engagement.
- Monitor project delivery and risk.
- Review procurement outcomes and contractor recommendations.
- Provide recommendations to Full Council where required.

The Working Group shall operate in accordance with:

- The Council's Standing Orders.
- Financial Regulations.
- Procurement legislation and best practice.
- Grant funding conditions.
- Applicable health and safety legislation.
- Equality and accessibility obligations.

2. Scope of the Working Group

The Working Group shall establish the future requirements for both facilities and oversee delivery of approved improvements.

Community Hub

The Working Group shall consider:

- Kitchen facilities.
- Community Pantry security and operation.
- Storage requirements.
- Warm Space provision.
- Community meeting and activity space.
- Development of the existing snooker room into flexible lettable accommodation.
- Accessibility improvements.
- Accessible toilet provision.
- Installation of a new window facing the car park to address identified operational and health and safety concerns.
- Internal decoration and refurbishment.
- General building functionality.
- Opportunities to improve the external appearance of the building within available budgets.
- Energy efficiency and sustainability improvements where feasible.

Victory Hall

The Working Group shall consider:

- Kitchen improvements.
- Storage requirements.
- Accessibility enhancements.
- Opportunities to increase utilisation and income generation.
- Building improvements that support long-term sustainability.

The Working Group may consider wider implications for Council-owned assets where directly relevant to the project.

3. Stakeholder Engagement

Effective stakeholder engagement shall form a key part of the project.

The Working Group shall consult with:

- Current hirers.
- Community Pantry volunteers.
- Limes Farm Community Group.

- Residents.
- Parish Council staff.
- Accessibility representatives.
- Community organisations.
- Relevant partners and funding bodies.

The Council shall provide regular project updates through:

- Full Council meetings.
- Council website.
- Social media channels.
- Public communications as appropriate.

Consultation outcomes shall be used to inform project decisions and verify that proposed improvements meet community needs.

The Working Group shall also consider future management arrangements, including user responsibilities, hire agreements, service expectations and operating models to ensure facilities remain sustainable and cost-effective.

4. Assessment of Proposals

When assessing options and recommendations, the Working Group shall consider:

- Community benefit.
- Accessibility and inclusion.
- Value for money.
- Deliverability.
- Affordability.
- Long-term sustainability.
- Operational requirements.
- Grant conditions.
- Future maintenance obligations.
- Health and safety requirements.
- Procurement compliance.
- Project risks.

Recommendations should maximise benefits to residents while remaining achievable within approved financial and programme constraints.

5. Membership

Membership shall be determined by Full Council.

The Working Group shall normally comprise between four and seven councillors.

Members should, where possible, bring relevant experience or knowledge in:

- Property and asset management.
- Construction and project delivery.
- Finance and governance.
- Community engagement.
- Accessibility.
- Procurement and contract management.

The Group may invite officers, consultants, contractors, architects, accessibility advisers and stakeholders to attend meetings where appropriate.

The Clerk and Proper Officer shall provide officer support and act as Project Manager.

6. Meetings and Working Arrangements

The Working Group shall meet as frequently as necessary to meet project deadlines.

Initially, meetings may take place up to twice weekly, reducing to weekly meetings as the project progresses.

Meetings to be held in person and regular site visits shall form part of the Group's activities.

A minimum of four appointed councillors should be present before any recommendation or delegated decision is made.

Each meeting shall normally include:

1. Review of previous actions.
2. Project programme update.
3. Procurement update.
4. Financial update.
5. Risk register review.
6. Stakeholder feedback.
7. Contractor and consultant updates.
8. Decisions required.
9. Matters requiring Full Council approval.
10. Site inspections where required.

7. Project Timeline

July 2026 – Requirements and Vision

- Establish project objectives.
- Review tender requirements.
- Establish community needs.
- Review existing layouts and opportunities.

August 2026 – Design and Procurement

- Engage stakeholders.
- Review tender submissions.
- Evaluate options.
- Refine project requirements.

September 2026 – Recommendation and Award

- Complete tender evaluation.
- Finalise recommended contractor.
- Confirm project costs.
- Submit recommendations where required.

Critical Milestone: Contractor appointment and funding commitment by 30 September 2026.

October 2026 – February 2027

- Project mobilisation.
- Delivery monitoring.
- Financial monitoring.
- Risk management.
- Contractor performance review.

March 2027 – April 2027

- Project completion.
- Evaluation.
- Benefits review.
- Project closure.

8. Delegated Authority

To maintain the approved project timetable, Full Council delegates authority to the Working Group, acting collectively with officer support, to:

- Review tender submissions.
- Participate in tender evaluation and moderation.
- Clarify project requirements with contractors.
- Approve stakeholder consultation exercises.
- Approve project communications.
- Monitor project delivery.
- Approve minor design changes that do not materially alter approved project scope, budget or outcomes.

The Working Group shall act in accordance with Council policies, Financial Regulations and procurement requirements at all times.

9. Limitations of Authority

The Working Group shall not:

- Award contracts.
- Commit expenditure outside approved budgets.
- Enter into legal agreements.
- Amend grant agreements.
- Borrow money.
- Acquire or dispose of assets.
- Amend Council policy.
- Instruct contractors outside approved contractual arrangements.
- Approve contract variations exceeding delegated officer authority.

Such decisions remain reserved to Full Council or officers acting under existing delegated authority.

10. Reporting Arrangements

The Working Group shall report regularly to Full Council.

Reports may include:

- Progress updates.
- Procurement updates.
- Budget reports.
- Risk assessments.
- Consultation findings.
- Contractor performance.
- Recommendations requiring Council approval.

11. Financial Management and Governance

Separate budget monitoring and cost reporting shall be maintained for:

- Community Hub Grant Works.
- Victory Hall Kitchen Improvements.

The Clerk and Responsible Financial Officer shall ensure a clear audit trail is maintained throughout the project.

All procurement activity shall be undertaken in accordance with the Council's Financial Regulations, grant conditions and applicable procurement legislation.

12. Success Measures

The Working Group shall seek to ensure:

- Funding requirements are met.
- Grant conditions are fully complied with.
- Contractors are appointed by 30 September 2026.
- Accessibility improvements are delivered.
- Community facilities are enhanced.
- Stakeholder feedback is positive.
- Buildings are utilised more effectively.
- Projects remain within approved budgets.
- Long-term community benefit is achieved.

13. Closure of the Working Group

The Working Group shall continue until completion of the project or until Full Council determines that it is no longer required.

Upon completion, the Clerk, in conjunction with the Working Group, shall prepare a Project Closure Report for submission to:

- Full Council.
- Epping Forest District Council (where required).

The report shall include:

- Project outcomes.
- Financial performance.
- Grant compliance.
- Community benefits delivered.
- Lessons learned.
- Recommendations for future capital projects.

The Working Group shall then be dissolved unless otherwise resolved by Full Council.

Prepared by:

Jason Selvarajah MSc
Clerk and Proper Officer
Chigwell Parish Council