

CHIGWELL PARISH COUNCIL
BUSINESS CASE – OFFICER REPORT TO FULL COUNCIL

Meeting Date: 23 July 2026
Subject: Victory Hall Fire Escape Pathway

Members to REVIEW and APPROVE the expenditures incurred to complete this project

Background:
FC284/25 Members NOTED and APPROVED the business case and the recommendations therein for the installation of an eco-permeable fire escape pathway, emergency lighting, and associated fencing at Victory Hall (Appendix 11)
FC277/25 Following consideration, members APPROVED the EMR for identified priority works and statutory obligations:
Victory Hall Fire Escape Pathway Remedial Works – £6,000. This work is due to take place between 27 June and 3 July (inclusive).

Financial appraisal for the 25/26 FC 284/25 Victory Hall Fire Escape Pathway, based on the Clerk's report presented and approved by the FC on 30 April 2026. (26/27FC016/26,25/06/26)

Budget	Actual & Committed spend	Remaining Budget
£6,000.00	£5,792.53	£207,47

Date	Ref	FF	Budget Code 231	Net	VAT	Total	Description	Bank	Tender	Status	Invoice	InDate	Supplier
15.07.2025	4160	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£1,004.15	£0.00	£1,004.15	External Emergency Lighting	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25/FFS 15/EMR231/	Estimate	15.07.2025	SEE (SAFE Secure Electricals)
11.07.2025	4171	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£150.00	£70.00	£220.00	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25/FFS 15/EMR231/	Estimate	11.07.2025	SHARP Brothers (Bespoke Ltd)
08.07.2025	4151	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£194.16	£29.81	£223.97	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
08.07.2025	4152	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£164.08	£32.62	£196.70	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
08.07.2025	4153	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£199.40	£27.88	£227.28	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
08.07.2025	4154	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£46.79	£9.35	£56.14	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
08.07.2025	4157	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£167.87	£33.57	£201.44	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25/FFS 15/EMR231/	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
08.07.2025	4158	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£180.53	£26.10	£206.63	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25/FFS 15/EMR231/	Estimate	08.07.2025	TRADE UK / SCREWFIX DIRECT LTD
07.07.2025	4156	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£131.87	£26.40	£158.27	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25/FFS 15/EMR231/	Estimate	07.07.2025	TRADE UK / SCREWFIX DIRECT LTD
27.06.2025	4136	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£28.03	£5.81	£33.84	Main supplies for Vn Fire Escape pathway works	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	27.06.2025	Shall Chigwell
26.06.2025	4136	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£46.00	£9.00	£55.00	Main supplies for Vn Fire Escape pathway works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	26.06.2025	TRADE UK / SCREWFIX DIRECT LTD
26.06.2025	4138	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£35.00	£7.00	£42.00	Main supplies for Vn Fire Escape pathway works	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	26.06.2025	THE BUSINESS BODY WELLS LTD
25.06.2025	4125	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£290.00	£58.00	£348.00	Wire Substrates FOR 10000	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	24.06.2025	South East Plant Hire LTD
25.06.2025	4125	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£180.00	£36.00	£216.00	Wire Substrates FOR 10000	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	24.06.2025	South East Plant Hire LTD
25.06.2025	4125	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£70.00	£14.00	£84.00	Wire Substrates FOR 10000	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	24.06.2025	South East Plant Hire LTD
25.06.2025	4125	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£75.00	£15.00	£90.00	Wire Substrates FOR 10000	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	24.06.2025	South East Plant Hire LTD
25.06.2025	4130	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£34.47	£6.89	£41.36	Main supplies for Vn Fire Escape pathway works	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	25.06.2025	TRADE UK / SCREWFIX DIRECT LTD
25.06.2025	4131	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£45.82	£9.17	£54.99	Main supplies for Vn Fire Escape pathway works	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	25.06.2025	TRADE UK / SCREWFIX DIRECT LTD
25.06.2025	4134	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£24.99	£5.00	£29.99	Main supplies for Vn Fire Escape pathway works	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	25.06.2025	Toolbox Solutions
24.06.2025	4082	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£1,126.22	£225.34	£1,351.56	Materials to remediate works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	27.06.2025	Long Range Solar Co Ltd (Stone Warehouse)
24.06.2025	4092	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£225.26	£45.05	£270.31	Prime equipment for 26/06/26 - 26/06/26	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	26.06.2025	7294 speedy hire room
23.06.2025	4091	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£1,203.89	£240.77	£1,444.66	Materials to remediate works	Unity Current Account T2	ONLINE	Quotations 25/26/FC284/25	Estimate	26.06.2025	Lawsone (Whitstone) Ltd
23.06.2025	4103	2025-2027	EMR Vn Fire Escape Pathway Remedial Works	£134.80	£26.96	£161.76	Prime equipment for 26/06/26 - 26/06/26	Unity T Bank-Lloyds Debit Card CARD	Paid	25/26/FC284/25	Estimate	26.06.2025	HCS PRO SERVICE
In Total				£5,792.53	£942.70	£6,735.23							

Item	Subject	Location	Description and Observations	Illustration	Recommended Action	Priority
92	Fire Safety & Emergency Egress	Threshold	There is a 50mm threshold out of the Fire Exit.		Provide a step free circulation route. The entrance threshold should be level and water dispersed by suitable means such as treatment of external gradients BS 8300 2: 8.1.4. Further guidance on the design of entrance thresholds is given in Accessible thresholds in new buildings.	S1
93	Horizontal Circulation - general	Paved Area	Outside of the Fire Exit is a paved area 2.7m x 2.7m with double fire doors to the right-hand side from the hall.		No action necessary.	0
94	Fire Safety & Emergency Egress	Fire Route	When exiting the Fire Exits onto the paved area, people are expected to exit over a route 4.8m long over the grass and a muddy area to reach the muster point in the car park.		Lay new paving to create a circulation route. An access route should have a firm, slip-resistant surface and reasonably smooth surface BS 8300 1: 8.4.1. The minimum surface width of an access route (i.e. between walls, kerbs or path edgings) should be at least 1800mm for general routes, although a width of 2000mm is preferable to accommodate larger electric mobility scooters BS 8300 1: 8.1.2.	S2

CHIGWELL PARISH COUNCIL

BUSINESS CASE- OFFICER REPORT TO FULL COUNCIL- DECISION REQUIRED

Meeting Date: 30 April 2026

Subject: Victory Hall Fire Escape Pathway

Executive summary

This report presents a business case for the installation of a compliant fire escape pathway at Victory Hall, addressing a longstanding Health & Safety Action relating to evacuation and accessibility.

Three surface construction options have been assessed: Concrete, Eco 40 Permeable Gravel System, and Tarmac. The assessment considers legal compliance, safety, accessibility, cost, deliverability, environmental sustainability, and operational impacts.

The report recommends adoption of the Eco 40 Permeable Gravel System, alongside associated lighting, fencing, and signage, as the most proportionate, compliant, and cost-effective solution.

Purpose

The purpose of this business case is to:

- rectify a documented health and safety deficiency,
- ensure safe and accessible emergency evacuation for all users,
- meet statutory fire safety and equality obligations and
- support informed decision-making by Full Council.

Background

Victory Hall is a Council-owned community facility hired for a wide range of activities. The venue is regularly used by wheelchair users and other individuals with mobility needs.

The building provides:

- one double-doored main entrance with level access; and
- one double-doored emergency fire exit.

Although the fire exit opens at ground level, it currently discharges onto uneven paving slabs and an uneven grassed surface, creating:

- a significant risk during emergency evacuation.

- an accessibility failure for disabled users and
- a lack of a defined, illuminated escape route.

This issue has been formally recorded as an outstanding item on the Council's Health & Safety Action Plan and therefore requires resolution as a matter of priority.

Options

Option A- Concrete Pathway In-situ reinforced concrete pathway with a brushed finish and formed edging.

Estimated Cost (excl. VAT): £6,328.79 (contracted installation)

Benefits:

- Very high durability and long lifespan
- Low ongoing maintenance

Disadvantages/Risks:

- Non-permeable surface
- Higher embodied carbon
- Requires contractor delivery

Environmental Impact:

- High carbon footprint from cement production
- Increased surface water runoff
- Long life partially offsets environmental impact

Option B- Eco 40 Permeable Gravel System (Preferred Option)

Description:

A stabilised, permeable gravel pathway using Eco 40 ground stabilisation sheets, laid on a prepared sub-base and infilled with disability-compliant aggregate.

Estimated Cost (excl. VAT):

£4,835.44

Delivery:

- Installed by the Council's Open Spaces Team
- Estimated programme duration: approximately 5 working days

Benefits:

- Wheelchair-compliant when correctly installed

- Sustainable drainage solution
- Natural appearance suitable for civic open spaces
- Lowest capital cost

Disadvantages/Risks:

- Requires periodic inspection and topping-up

Environmental Impact:

- Lowest carbon footprint of all options
- Fully permeable, supporting groundwater recharge
- Reduces surface water runoff and local flood risk

Option C – Tarmac (Asphalt Surface)

Description:

Asphalt surfacing laid over a Type 1 sub-base with concrete edging.

Estimated Cost (incl. VAT):

£10,156.92

Benefits:

- Smooth, fully accessible surface
- Durable and weather-resistant

Disadvantages/Risks:

- Highest cost
- Requires specialist contractor and plant
- Non-permeable

Environmental Impact:

- Moderate-to-high carbon footprint
- Non-permeable surface
- Partially recyclable at end of life

Additional Safety Measures (Essential Works)

Irrespective of pathway surface, the following essential safety works are required to achieve compliance:

- Installation of two sensor-activated floodlights, battery-backed for use during power failure
 - Estimated cost: £750

- Installation of fencing and directional evacuation signage
 - To ensure evacuees are guided safely to the front of the building

These measures are necessary to:

- provide a clearly defined means of escape.
- ensure safe evacuation during hours of darkness; and
- meet fire safety and accessibility standards.

Capacity, Fire Safety and Compliance Considerations

Victory Hall provides approximately 131 sqm of usable floor space.

Indicative capacities (subject to Fire Risk Assessment):

- Standing: approximately 200 persons
- Seated (chairs only): approximately 120 persons
- Seated at tables: approximately 80 persons

A Fire Risk Assessment is scheduled for 18 May 2026, which will inform final occupancy limits.

Given the regular presence of wheelchair users, improving the fire escape pathway is critical to meeting:

- fire safety legislation.
- equality and accessibility duties and
- the Council's duty of care.

Reducing effective operational capacity below 200 persons will also avoid higher-risk compliance thresholds and associated administrative burdens.

Financial Summary (Excl. VAT)

- Eco Pathway £4,853.44
- Lighting, Fencing and Signage £750
- **Total recommended investment £5585.44**

Risk of Not Proceeding

Failure to act would:

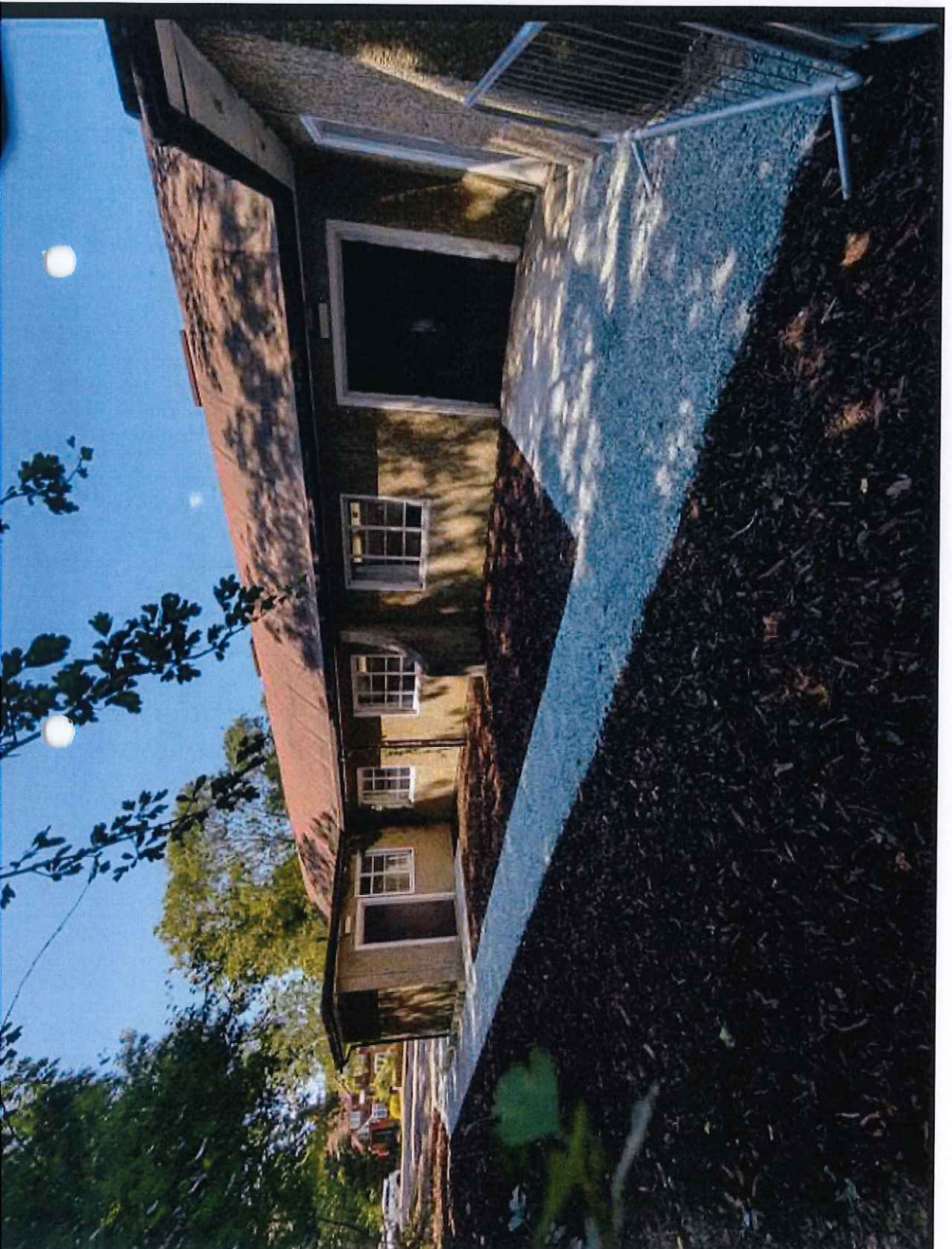
- leave an identified Health & Safety action unresolved.
- expose the Council to ongoing legal and reputational risk.
- undermine accessibility obligations and
- conflict with fire safety best practice.

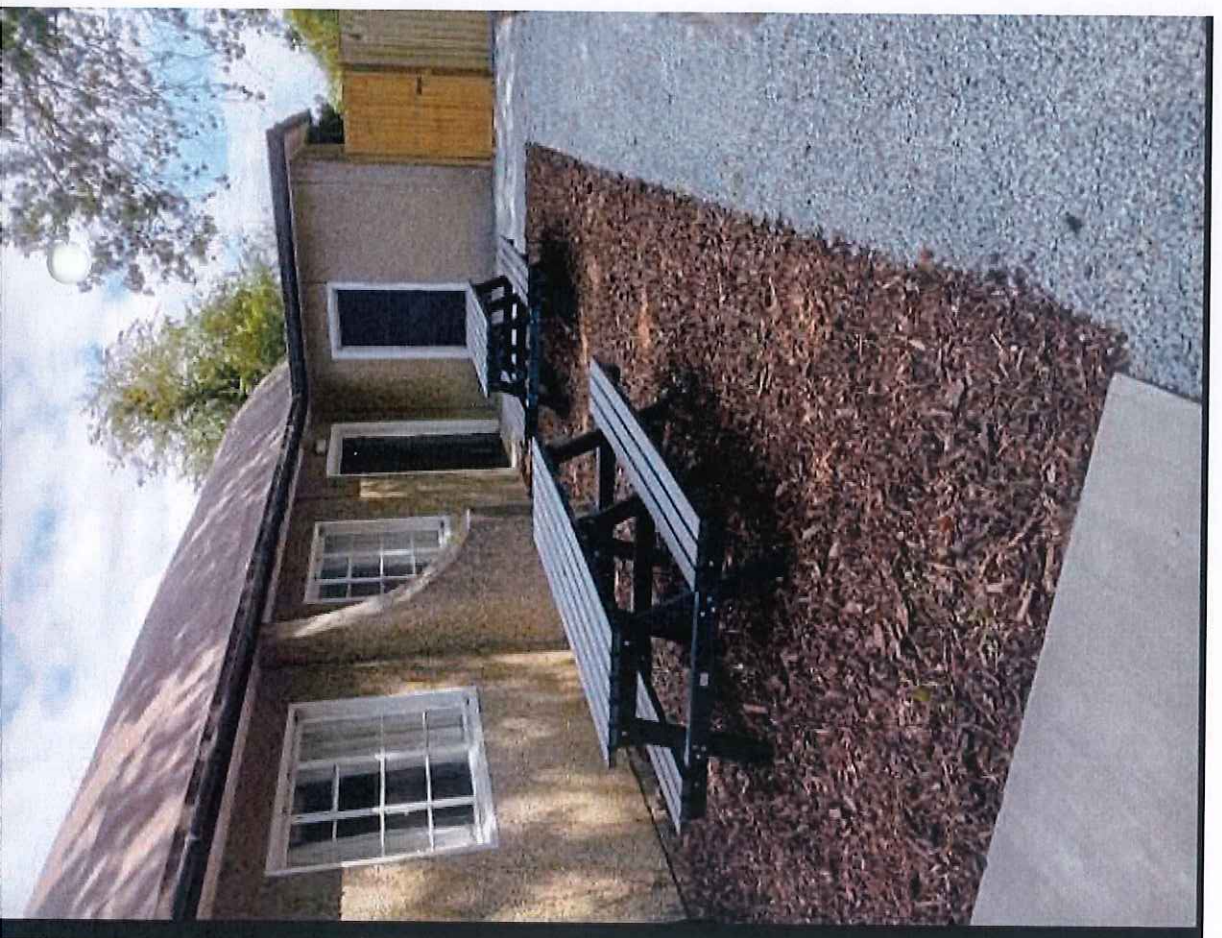
Recommendation

That Full Council:

1. Approves the installation of an Eco 40 permeable gravel fire escape pathway at Victory Hall.
2. Approves associated expenditure for lighting, fencing, and signage; and
3. Notes that this decision resolves a longstanding Health & Safety Action and significantly improves disability and fire safety compliance.

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





Date	Ref	FY	Budget Cost Code 231	Net	VAT	Total	Description	Bank	Tender	Status	Minutes	InvDate	Supplier
15.07.2026	4160	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£1,004.15	£0.00	£1,004.15	External Emergency lighting	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25/FR5.15/EM R231/	EstmQuote	SSE (Safe Secure Electrical)
11.07.2026	4171	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£350.00	£70.00	£420.00	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25/FR5.15/EM R231/	11.07.2026	SHARP Brothers (Skips) Ltd
08.07.2026	4151	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£149.16	£29.83	£178.99	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25	01.07.2026	TRADE UK / SCREWFIX DIRECT Lt
08.07.2026	4152	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£163.08	£32.62	£195.70	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25	01.07.2026	TRADE UK / SCREWFIX DIRECT Lt
08.07.2026	4153	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£139.40	£27.88	£167.28	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25	02.07.2026	TRADE UK / SCREWFIX DIRECT Lt
08.07.2026	4154	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£46.79	£9.37	£56.16	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25	02.07.2026	TRADE UK / SCREWFIX DIRECT Lt
08.07.2026	4157	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£107.87	£21.57	£129.44	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25/FR5.15/EM R231/	08.07.2026	TRADE UK / SCREWFIX DIRECT Lt
08.07.2026	4158	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£180.93	£36.19	£217.12	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25/FR5.15/EM R231/	08.07.2026	TRADE UK / SCREWFIX DIRECT Lt
07.07.2026	4156	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£151.97	£30.40	£182.37	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25/FR5.15/EM R231/	07.07.2026	TRADE UK / SCREWFIX DIRECT Lt
27.06.2026	4136	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£29.03	£5.81	£34.84	Main supplies for VH Fire Escape pathway works	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	27.06.2026	Shell Chigwell
26.06.2026	4106	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£45.00	£9.00	£54.00	Main supplies for VH Fire Escape pathway works	Unity Current Account T2	ONLINE	Outstandi	25/26FC284/25	26.06.2026	TRADE UK / SCREWFIX DIRECT Lt
26.06.2026	4138	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£15.00	£3.00	£18.00	Main supplies for VH Fire Escape pathway works	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	26.06.2026	TFL BUSINESS BOPS WEB TOLLS
25.06.2026	4105	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£290.00	£58.00	£348.00	Hire Kubota,JCB FOR 1WEEK	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	24.06.2026	South East Plant Hire LTD
25.06.2026	4105	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£180.00	£36.00	£216.00	Hire Kubota,JCB FOR 1WEEK	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	24.06.2026	South East Plant Hire LTD
25.06.2026	4105	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£70.00	£14.00	£84.00	Hire Kubota,JCB FOR 1WEEK	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	24.06.2026	South East Plant Hire LTD
25.06.2026	4105	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£75.00	£0.00	£75.00	Hire Kubota,JCB FOR 1WEEK	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	24.06.2026	South East Plant Hire LTD
25.06.2026	4110	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£34.47	£6.89	£41.36	Main supplies for VH Fire Escape pathway works	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	25.06.2026	TRADE UK / SCREWFIX DIRECT Lt
25.06.2026	4111	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£45.82	£9.17	£54.99	Main supplies for VH Fire Escape pathway works	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	25.06.2026	TRADE UK / SCREWFIX DIRECT Lt
25.06.2026	4134	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£24.99	£5.00	£29.99	Main supplies for VH Fire Escape pathway works	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	25.06.2026	Toolstation Loughton
24.06.2026	4082	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£1,126.72	£225.34	£1,352.06	Materials to remedial works	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	27.06.2026	Long Rake Spar Co Ltd (Stone Warehouse)
24.06.2026	4102	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£225.26	£45.05	£270.31	Hire equipment for 26/06/26 - 29/06/26	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	26.06.2026	7394 speedy hire ecom
23.06.2026	4081	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£1,203.09	£240.62	£1,443.71	Materials to remedial works	Unity Current Account T2	ONLINE	Paid	25/26FC284/25	26.06.2026	Lawsons (Whetstone) Ltd
23.06.2026	4103	2026-2027	EMR VH Fire Escape Pathway Remedial Works	£134.80	£26.96	£161.76	Hire equipment for 26/06/26 - 29/06/26	Unity T Bank-Lloyds Debit C& CARD	Paid		25/26FC284/25	23.06.2026	HSS PRO SERVICE
In Total				£5,792.53	£942.70	£6,735.23							