

## **POLICY & RESOURCES COMMITTEE – 2 JULY 2019**

### **HEYCA REFURBISHMENT**

#### **Recommendation**

1. **The Committee is RECOMMENDED to: -**
  - (a) Approve a preferred supplier so we can take up the references and see examples of the work.
  - (b) Agree the requirements for the kitchen specification.
  - (c) Agree a preference for when the works should take place.
  - (d) Agree the messaging for displaced groups during these works.
  - (e) Agree a preferred funding solution.
  - (f) Agree a name change for the building to The Old School House

#### **Executive Summary**

2. In the 2018/19 financial year the Town Council took back control of the HEYCA building. The building was in a state of disrepair and whilst there was budget set aside for the refurbishments the works far exceeded the amount. The budget was spent on making the most urgent repairs to the roof, drainage and basic safety issues including emergency exits. Quotes have been sought for the remaining works and are included in Annex 1.

#### **Introduction**

3. The Town Council took control of the HEYCA building in April 2018. In that time considerable effort has been made to bring the building back up to a usable standard.
4. The building was built for Hedge End National School and opened in 1874. As you would expect with a building of this age not everything was apparent on the surface.
5. Eastleigh granted £50k to the project with HETC match funding this to the same value. Majority of this funding was spent on roofing and the antiquated drainage system that due to the significant overgrowth in the surrounding areas had cracked the pipework.
6. The overgrown shrubbery was all taken back to waist height and much of the scrub area cleared. Where possible mature trees were left in situ pending discussion on the use of outside space but unfortunately some were beyond

management and maintenance and were removed. Areas of the block paving paths had to be re-laid for safety reasons.

7. Several of the fire doors were not compliant and due to the age of the building these were not standard manufacture and had to be specially made and installed.
8. The flooring in the halls were splintering and during this time the council took the decision to accept no new hires, allowing only the previously inherited hirers to continue at the previous hire rates.
9. There are nine regular hires some of which have more than one hire in the week:
  - (a) Church
  - (b) Performing Arts Company
  - (c) Judo
  - (d) Kick Boxing
  - (e) St Johns Art Group
  - (f) Talk to the hound
  - (g) Rueda Salsa Dance
  - (h) Karate
  - (i) Weight Watchers
10. There are three different hire rates applied depending on the type of organisation.
  - (a) (a) Church pays £6.20 +VAT per hour
  - (b) (b) to (h) pay £10.30 +VAT per hour
  - (c) (i) Weight Watchers pay £11.35 +VAT per hour
11. At the request of Finance and Administration Committee a specification was drawn up for the remaining refurbishment works. The specification can be found at Annex 1.
12. The specification did not include the kitchen and the toilets, a separate draft specification for the kitchen is at Annex 2. Eastleigh Borough Council are proposing to hold Health & Wellbeing drop-ins at the newly refurbished centre and would be willing to offer grant funding towards the kitchen to support their vision.
13. Quotes were sought from several local companies with four companies initially interested. This was then narrowed down to three by some of the selection questions including insurances, health & safety policies, ability to operate at heights etc.

14. The three remaining companies have requoted on a more detailed specification and these are part of Annex 1. The three companies remaining are:
  - Any Maintenance
  - KAR Contracting
  - Universal
15. The works are expected to last for a minimum on 4 weeks and it is unlikely that the groups will be able to occupy the rooms during this time due to health and safety as there will be a scissor lift and hazardous materials on site.
16. The groups have been aware for some time that a refurbishment is due, although for most groups we would NOT be able to accommodate them in other buildings as the hire timings clash.
17. We would need to agree the messaging to the groups as it is likely to cause significant impact to them. The groups all operate throughout school holidays although some of our other buildings have less occupancy during school holidays such as Drummond, Rodaway and 2000 Small Hall as the pre-schools don't operate during these times.
18. Suggested messaging is at Annex 3.
19. The only other consideration as part of the refurbishment is to move away from the association with Hedge End Youth Community Association (HEYCA) name. The proposal would be to rename the building 'The Old School House' whilst it is recognised that it was the school with the School House above, the address is already registered as The Old School House.

### **Legal Implications**

20. There are no legal implications arising from this report. None of the hirers have hire agreements nor pay deposits.

### **Equalities Implications**

21. The Public Sector Equality Duty, under section 149 of the Equality Act 2010, places a responsibility on local authorities to exercise 'due regard to the need to eliminate unlawful discrimination advance equality of opportunity and foster good relations.'
22. There are no equality and inclusion implications arising directly from this report.

## Risk Management

23. As with any build project there is a risk that the works will take longer than anticipated.
24. There is a risk that the project may go over budget if other issues are identified that need emergency rectification before the project can continue.

## Financial Assessment

25. The suppliers were asked to quote on each area of the specification. Three final quotes were received ranging from £31,080 to £47,201, one of the quotes did not include the flooring as they felt this was outside their ability. Another quote included a 9% discount if all areas were undertaken by them as savings arise from the complete works.
26. The detailed financial information is in the supporting Annex 1.
27. Given that the original £100k budget has been utilised to make the building safe and a separate budget has not been allocated for this consideration needs to be given as to how and when to fund the project.
28. The project could be put on hold until 2020/21 and budgeted for in the normal budgeting process or alternative forms of funding could be sourced.
29. A Public Works Loan (PWL) would enable the works to be completed in this financial year with the potential to increase the hire rates in line with our other hall hire (£7.30 to £15.90 ex VAT) and increase the number of hirers.
30. The income on HEYCA for 2018/19 was £9,300.
31. The fixed rate interest on a Public Works Loan appears to be on the term rather than on the amount borrowed. Examples below of the interest rates.

<b>Term (years)</b>	<b>Rate</b>
Over 1 year not exceeding 1.5 years	1.64
Over 3 year not exceeding 3.5 years	1.59
Over 5 year not exceeding 5.5 years	1.63
Over 8 year not exceeding 8.5 years	1.78
Over 10 year not exceeding 10.5 years	1.92

32. Annuity Loans are repaid twice yearly at dates of our choice to coincide with the precept.

**Sarah Jelley  
Town Clerk**

**June, 2019**



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# HEYCA REFURBISHMENT

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Specification and estimate

JUNE 20, 2019  
HEDGE END TOWN COUNCIL

## Internal redecoration and repairs

**Project contact:** Brett Athow - Operations Manager

### **Project brief:**

HEYCA is a significant building within Hedge End Town Centre.

The building is a former Victorian School which more recently has been used as a Community Centre.

Following expiration of an historic lease, Hedge End Town Council (HETC) took back management of the building in April 2018.

HEYCA has suffered disrepair in recent times and is in a generally poor state of decoration.

With its high beams and wooden floors, this building could be something really special.

We want to bring HEYCA up to a high standard, we want to see it used by the community for social events, receptions, classes and parties, we want this to be a flagship in HETCs property portfolio.

### **The main objectives:**

- Repair and redecorate to a high standard all areas (Excluding the toilets and Kitchen).
- Repair, sand and polish the wooden floors throughout. Replace the floor in the reception area. Replace the poorly installed floor within the side Hall mezzanine floor area. (Excluding the toilets and Kitchen).
- Remove the badly installed mezzanine floor and stud walls restoring the side hall into one hall and redecorating to match the rest of the building.

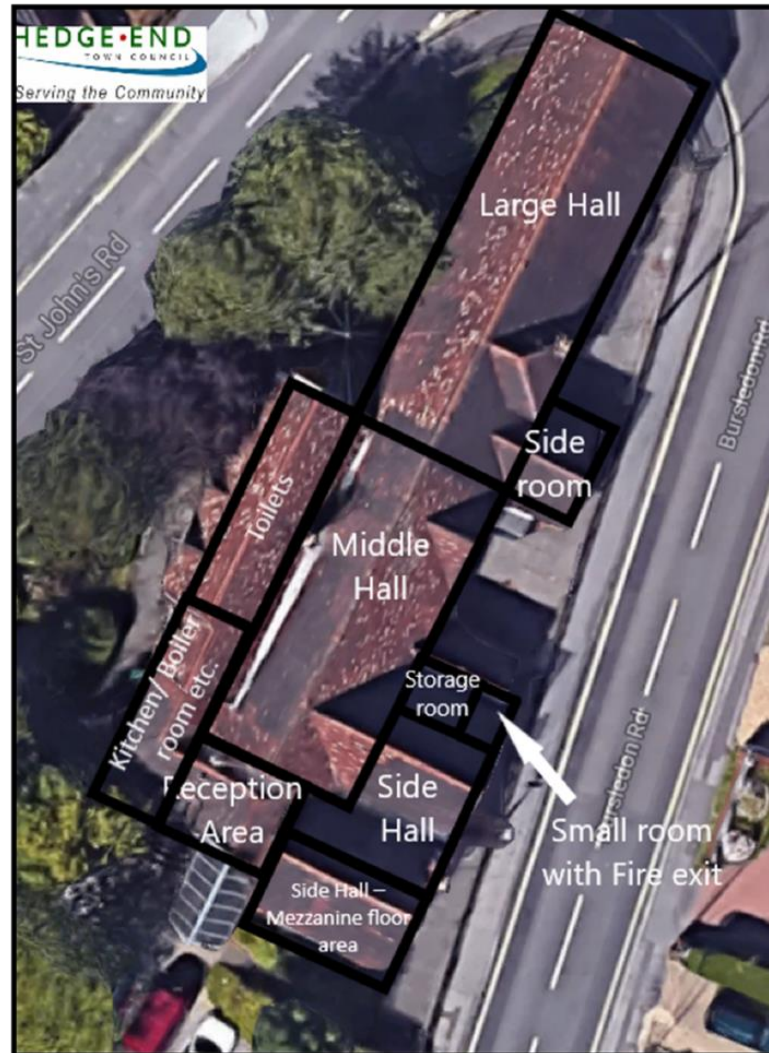
### **Contractor choice:**

We invited numerous contractors to tender, however only 4 responded and provided quotations.

We dismissed one of the 4 contractors' due concerns over their H & S policy, lack of understanding of the project and poor workmanship on another project.

\*Kar Construction have made a choice not to quote for the floor replacement and the floor sanding; they advised that they consider this as a specialist role and not something within their field. Please bare this in mind when looking at the final costs.

Indicative plan of HEYCA (not to scale).





**Facilities on site:**

- Access to water.
- Electricity.
- Toilet/ welfare facilities.
- Secure storage (by prior agreement).
- Compound space within the car park (To be agreed).
- Parking is available on a first come, first served basis. It may be possible to included parking within an agreed 'compound' space.

<b>Comparison of price for HEYCA refurbishment works</b>				
Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
Reception Area	<ul style="list-style-type: none"> <li>• Clean all high areas as required including beams.</li> <li>• Remove notice board and plaque (retain plaque).</li> <li>• Remove any old hooks, screws, nails etc. from walls and ceiling.</li> <li>• Make good damaged, blown and poorly finished plaster. The finish should be even and consistent throughout.</li> <li>• Remove and dispose of any redundant plastic trunking.                             <ul style="list-style-type: none"> <li>• Make good retained trunking.</li> </ul> </li> <li>• Prepare, rub down and paint all exposed ceiling black beams. (colour to be decided at a later date). All metal surfaces – paint with appropriate metal paint to match beams.</li> <li>• Apply 2 x no. coats of emulsion paint to ceilings. (colour to be decided at a later date). Apply stain block to areas affected by mould including a fungicidal wash if necessary.</li> </ul>			

### Comparison of price for HEYCA refurbishment works

Comparison of price for HEYCA refurbishment works				
Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
	<ul style="list-style-type: none"> <li>• Apply 2 x no. coats of emulsion paint to walls. (colour to be decided at a later date).</li> <li>• 3 x Double glass doors require rub down to bare wood, holes filled and staining. (colour to be agreed at a later date)                             <ul style="list-style-type: none"> <li>• Remove and dispose of existing plastic skirting.</li> <li>• Supply and fit new skirting to match rest of the building.</li> </ul> </li> <li>• Remove 2 x doors and frames on RHS as you walk in, fit plasterboard stud partition in void, install skirting and decorate in line with the rest of the redecoration.</li> </ul>			
<b>Unit 1 - Total</b>		<b>3,490</b>	<b>2,600</b>	<b>3,002.48</b>
Reception Area	<ul style="list-style-type: none"> <li>• FLOOR: Remove and dispose of existing vinyl flooring.</li> <li>• Prepare floor as necessary, supply and fit new Polyflor (or similar) wood effect planks, in keeping with existing floors.</li> </ul>			
<b>Unit 2 -Total</b>		<b>1,020</b>	<b>Not wanting to quote</b>	<b>934.44</b>
Middle Hall	<ul style="list-style-type: none"> <li>• Clean all high areas as required including beams and ceiling fans.</li> <li>• Remove any old hooks, screws, nails etc. from walls and ceiling.</li> <li>• Remove and dispose of notice boards, plaque(retain) and clock.</li> <li>• Remove and dispose of blinds and make good any holes/ damage.</li> </ul>			

### Comparison of price for HEYCA refurbishment works

Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
	<ul style="list-style-type: none"> <li>• Repair damaged, blown and poorly finished plaster. The finish should be even and consistent throughout.</li> <li>• Expose existing air vents that have been historically plastered over. Supply and fit (aesthetically in keeping) grille to the inside of the vents.</li> <li>• Remove and dispose of all redundant plastic trunking and make good retained trunking.</li> <li>• Rub down and repair lower wood panelling. Treat exposed knots.</li> <li>• Rub down skirtings, doors and any other woodwork.</li> <li>• Apply undercoat and white gloss paint to all woodwork (including panelling).</li> <li>• Prepare, rub down and paint all exposed ceiling black beams. (colour to be decided at a later date). All metal surfaces – paint with appropriate metal paint to match beams.</li> <li>• Apply 2 x no. coats of emulsion paint to ceilings. (colour to be decided at a later date). Apply stain block to areas affected by mould including a fungicidal wash if necessary.</li> <li>• Apply 2 x no. coats of emulsion paint to walls. (colour to be decided at a later date).</li> </ul>			
Unit 3 - Total		<b>4,050</b>	<b>4,950</b>	<b>6,461.33</b>

### Comparison of price for HEYCA refurbishment works

Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
Large Hall including side room with external door.	<ul style="list-style-type: none"> <li>• Clean all high areas as required including beams and ceiling fans.</li> <li>• Remove and dispose of blinds and make good any holes/ damage.</li> <li>• Remove any old hooks, screws, nails etc. from walls and ceiling.</li> <li>• Repair damaged, blown and poorly finished plaster. The finish should be even and consistent throughout.</li> <li>• Expose existing air vents that have been historically plastered over. Supply and fit (aesthetically in keeping) grille to the inside of the vents.</li> <li>• Remove and dispose of all redundant plastic trunking and make good retained trunking.</li> <li>• Remove and dispose of the upper section of wood panelling in the Large Hall and repair damaged areas of plaster behind filling as required to leave a smooth even finish.</li> <li>• Rub down and repair lower wood panelling. Treat exposed knots.</li> <li>• Rub down skirtings, doors and any other woodwork.</li> <li>• Apply undercoat and white gloss paint to all woodwork.</li> <li>• Prepare, rub down and paint all exposed ceiling black beams. (colour to be decided at a later date). All metal surfaces – paint with appropriate metal paint to match beams.</li> </ul>			

<b>Comparison of price for HEYCA refurbishment works</b>				
<b>Area</b>	<b>Description</b>	<b>Price (exc. VAT)</b>		
		<b>Any Maintenance</b>	<b>Kar Construction</b>	<b>Universal Contracting</b>
	<ul style="list-style-type: none"> <li>• Apply 2 x no. coats of emulsion paint to ceilings. (colour to be decided at a later date). Apply stain block to areas affected by mould including a fungicidal wash if necessary.</li> <li>• Apply 2 x no. coats of emulsion paint to walls. (colour to be decided at a later date).</li> </ul>			
<b>Unit 4 - Total</b>		<b>6,100</b>	<b>6,400</b>	<b>9,218.95</b>
Side Hall including small room with emergency fire exit and storage room.	<ul style="list-style-type: none"> <li>• Remove and dispose of blinds and make good any holes/ damage.</li> <li>• Remove any old hooks, screws, nails etc. from walls and ceiling.</li> <li>• Repair damaged, blown and poorly finished plaster. The finish should be even and consistent throughout.</li> <li>• Expose existing air vents that have been historically plastered over. Supply and fit (aesthetically in keeping) grille to the inside of the vents.</li> <li>• Remove all wooden battens from walls.</li> <li>• Remove and dispose of all redundant plastic trunking and make good retained trunking.</li> <li>• Remove doors from the old fireplace and make good and damage, holes etc.</li> <li>• Rub down skirtings, doors and any other woodwork.</li> </ul>			

### Comparison of price for HEYCA refurbishment works

Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
	<ul style="list-style-type: none"> <li>• Apply undercoat and white gloss paint to all woodwork.</li> <li>• Prepare, rub down and paint all exposed ceiling black beams. (colour to be decided at a later date). All metal surfaces – paint with appropriate metal paint to match beams.</li> <li>• Apply 2 x no. coats of emulsion paint to ceilings. (colour to be decided at a later date). Apply stain block to areas affected by mould including a fungicidal wash if necessary.</li> <li>• Apply 2 x no. coats of emulsion paint to walls. (colour to be decided at a later date).</li> <li>• Fire Door (External side entrance) – Repair and make good damaged plasterboard and skirting. Fire door does not require painting.</li> </ul>			
<b>Unit 5 - Total</b>		<b>6,200</b>	<b>3,550</b>	<b>4,698</b>
Side Hall – Mezzanine floor area	<ul style="list-style-type: none"> <li>• Remove and dispose of recently installed hardboard and fibreglass from loft area, restoring the loft area in its 'original' state.</li> <li>• Remove loft stairs and poorly installed banisters within loft.</li> <li>• Install a loft hatch (to be painted to match ceiling).</li> <li>• Remove and dispose of existing large partition wall to make one big hall.</li> </ul>			

### Comparison of price for HEYCA refurbishment works

Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
	<ul style="list-style-type: none"> <li>• Remove and dispose of wooden mezzanine floor, stairs and any other recent additions to restore the hall in its 'original' state.</li> <li>• Make good the walls and ceiling; repair and fill any areas of damaged, blown or poorly finished plaster to make the area a seamless extension on the side hall.</li> <li>• Supply and fit new flooring to match as closely as possible to the original flooring. The new floor needs to join the old floor seamlessly although we fully anticipate a difference in colouring. Floorboards will need to be staggered into the old floor.</li> <li>• Repair/ replace skirtings as required and gloss as per the rest of the property.</li> <li>• Disconnect and remove all the recently added lighting and switches.</li> <li>• Supply and fit 1 x no. LED light to follow existing light pattern and design.</li> <li>• Decorate to match the rest of the hall (Woodwork, walls and ceilings).</li> </ul>			
<b>Unit 6 - Total</b>		<b>4,040</b>	<b>11,800</b>	<b>7,121.76</b>

<b>Comparison of price for HEYCA refurbishment works</b>				
Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
Partition between Middle Hall and Large Hall	<ul style="list-style-type: none"> <li>Supply and fit wood bi-fold doors between the Main Large Hall and the Middle Hall. Each section of door must be lockable.</li> <li>Doors may be custom fit or frame can be altered to fit standard doors, please indicate which or offer both as an option.</li> <li>Decorate doors and frames in keeping with the rest of the building.</li> <li>Replace existing side door with new door to match bi-fold door.</li> <li>Decorate doors and frames in keeping with the rest of the building.</li> <li>Replace the glazing above with clear safety glass</li> </ul>			
Unit 7 -Total		<b>1,600</b>	<b>3,000</b>	<b>6,051.50</b>
Wood Floor	Repair/ fill and re-sand significantly damaged areas to maintain a smooth surface throughout. Filler between the boards is not required. Re-sand and apply 3 x no. coats of hard-wearing satin sealant.			
Unit 8 - Total		<b>2,720</b>	<b>Not wanting to quote</b>	<b>5,617.95</b>
All Halls	Supply tower scaffold to enable safe access to high areas. Supply skip for waste disposal.			
Unit 9 - Total		<b>1,860</b>	<b>3,000</b>	<b>4,095</b>



Comparison of price for HEYCA refurbishment works				
Area	Description	Price (exc. VAT)		
		Any Maintenance	Kar Construction	Universal Contracting
	Overall Price	<b>£31,080</b>	<b>£35300</b> excludes reception and wooden floors.	<b>£47,201.41</b>
	Discounted price based on uptake of all units	<b>None</b>	<b>None</b>	<b>41089.97</b>

**Additional:**

- Final colour schemes to be agreed post contract acceptance but prior to any work taking place.
- On acceptance of the quote, and prior to works starting Hedge End Town Council will require Risk Assessments and Method Statements for all the works.
- On acceptance of the quote, and prior to works starting Hedge End Town Council will require a list of the staff who will be working on the site and details of relevant qualifications/ certification for the work they will be completing. Additionally, we will need to know whether staff are employed or sub-contracting and also confirmation that they are covered under the company's insurance and health and safety policies.

<b>Additional information</b>			
	Any Maintenance	Universal Contracting	Kar Construction
Do the facilities need to be closed during the refurbishment?	Unknown	No	Unknown
Was the site revisited for preparation of the quote for stage 2?	No	Yes	Yes
Please provide a copy of your current Employers' liability insurance and Public Liability Insurance.	Public Liability £2,000,000 Employers Liability £10,000,000	Public Liability £10,000,000 Employers Liability £10,000,000	Public Liability £10,000,000 Employers Liability £10,000,000
Please provide details of health and safety policies and procedures.	Supplied but is incomplete and of a low standard	In date and of a good standard	In date and of a good standard
Please provide details of who will be managing the works i.e. site foreman.	<i>'My employees are all self-managed &amp; I will also be on site sometimes.'</i>	Russ Dean – Contracts Director.	Paul Williams
What is your recent health and safety performance? For example, how many accidents have you had in the last 24 months and has HSE taken any action taken against you?	We have had 01 accident in the last 60 months.	No accidents in the last 24 months.	No incidents recorded

Please provide details of complaint procedures.	Any complaint should come direct to me.	We take complaints about our work seriously, if you are not satisfied, please in the first instance call the office on 01794 330830 and we will deal with it immediately. If a site visit is required, we will arrange for our Contracts Director – Russ Dean to visit to ensure that the problem is resolved.	Not provided
Please provide details of any Insurance-backed warranties or guarantees associated with these works.	All works come with a standard 12-month warranty.	Standard Manufactures Warranties. Labour Warranty 1 year.	12-month standard warranty
Please provide an example of a recent Risk Assessment and a Method Statement, personal details can be redacted.	Not supplied	Provided and to a good standard	Provided and to a good standard
Are you a member of a trade association or professional body?	Yes, we are members of professionally body.	CHAS and Safe Contractor.	CHAS, Dulux Trade Partnership

<p>Please provide 2 References that demonstrate similar work to this contract, ideally (but not essential) these will be reasonably local and viewable on request.</p>	<p>None supplied</p>	<p>Mr Kevin Light Brockenhurst Golf Club, Sway Road, Brockenhurst</p> <p>Jayne Toms BMI Harbour Hospital, St Mary's Road, Poole</p>	<p>Ed Johnson Forestry Commission, Queens HSE, Lyndhurst</p> <p>Sian Duxbury Dolphin Bld, St. Johns, Winchester</p>
<p>Please can you provide an estimated work schedule including an estimated completion time to allow us to manage our client's expectation and also advise whether the building will need to be closed during the redecoration period.</p>	<p>4 weeks</p>	<p>Total 22 working days - Approximately 4 weeks work.</p>	<p>Unit 1,3,4 &amp; 7 4 weeks Unit 5 &amp; 6 5/6 weeks</p>

**Officer comments:**

Overall, I have been very impressed with Universal, they have demonstrated their professional knowledge, they have provided appropriate and professional responses to all the information requested and have made numerous site visits. Universal offer a reasonable discount for uptake of all units. Universal are also the only contractor who could start works ASAP if awarded the contract.

Any Maintenance did not revisit the site when the specification was refined and amended, so they are pricing this version of the specification from memory.

Any Maintenance have not supplied adequate Health and safety documentation, the Health and Safety Policy they provided is actually an incomplete Risk Assessment dated April 2020, and they have also failed to provide references even after being asked multiple times.

Both Kar Construction and Universal Contracting have provided sufficient detail and could be considered for this contract, additionally their pricing is similar. Universal have the edge in terms of organisation and procedure and also benefit from being able to provide the flooring works.

Any Maintenance should not be considered based on the information supplied and could now be dismissed from this tender process altogether.

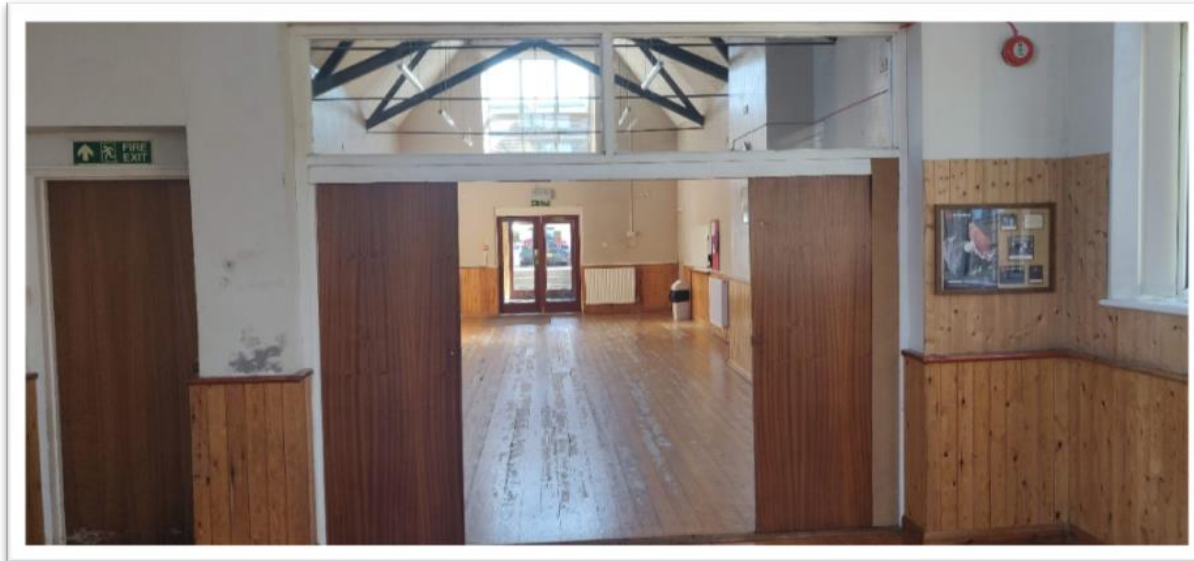
**Photos of HEYCA interior:**



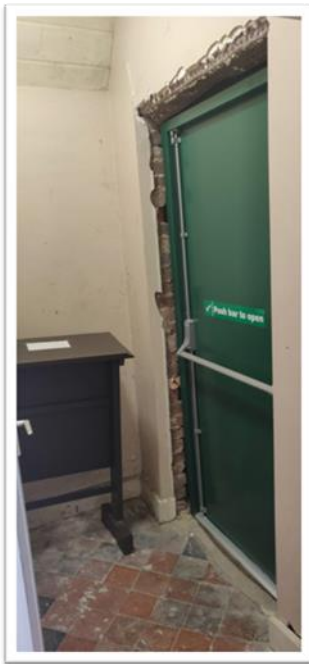
Middle Hall



Large Hall



Partition – proposed site of bi-fold doors.



Side Hall emergency exit.  
Reception Area



View from Side Hall towards

Examples of Bi-fold doors provided by Universal Contracting (the final design is likely to be solid wood):







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# HEYCA REFURBISHMENT

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Specification and estimate

JUNE 20, 2019  
HEDGE END TOWN COUNCIL

**Background:**

The current kitchen within HEYCA was likely to have been fitted in the 1980's. It is dated and showing significant signs of wear. The floors are starting to peel, units are delaminating and there are clear signs of age induced grime and mould.

This is not a modern kitchen by any standards and whilst it served its purpose at the time, it is no longer fit for purpose.

**Use:**

The kitchen is unlikely to be intensively used and needs to be designed for the casual user but versatile enough to cater for larger functions.

It is important that surfaces are easily cleaned, that there are ample work surfaces and that everything is available to cater for a variety of hirers.

**Community groups:**

One Community have expressed an interest in running a drop-in centre, this would require basic facilities to enable tea and coffee making but would also need tables and chairs for a café/ bistro style. All units must be mobile and easily stored away. Rope and barriers could be used to provide a divide for drop in users and general hall users.

**Photos of the HEYCA kitchen:**

Serving hatch viewed into the kitchen from the Middle Hall.



Water damage to ceiling due to water ingress prior to roof repairs.



Serving hatch with a view through to the Middle Hall.



Kitchen viewing north



Kitchen viewing south towards the stud wall (to be removed).



Current strip lighting.

**Kitchen Design:**

Stainless Steel or Traditional?

Stainless steel is favoured by Environmental health and has many benefits in a busy commercial kitchen. However, HEYCA is an historic building, so a traditional wood style kitchen may be more fitting and in keeping with the building’s overall aesthetics.

<b>Kitchen Design – Stainless steel or traditional</b>	
<b>Stainless steel</b>	<b>Traditional/ Wooden</b>
Bacterial and Fungal Resistance	Durable
Moisture Resistance	Attractive
Chemical Resistance	Fixed units
Heat Resistance	More design options
Odour resistant	Traditional/ in-keeping with the building
Durable	Lower price
More expensive	
Less design options	

**Decoration specification:**

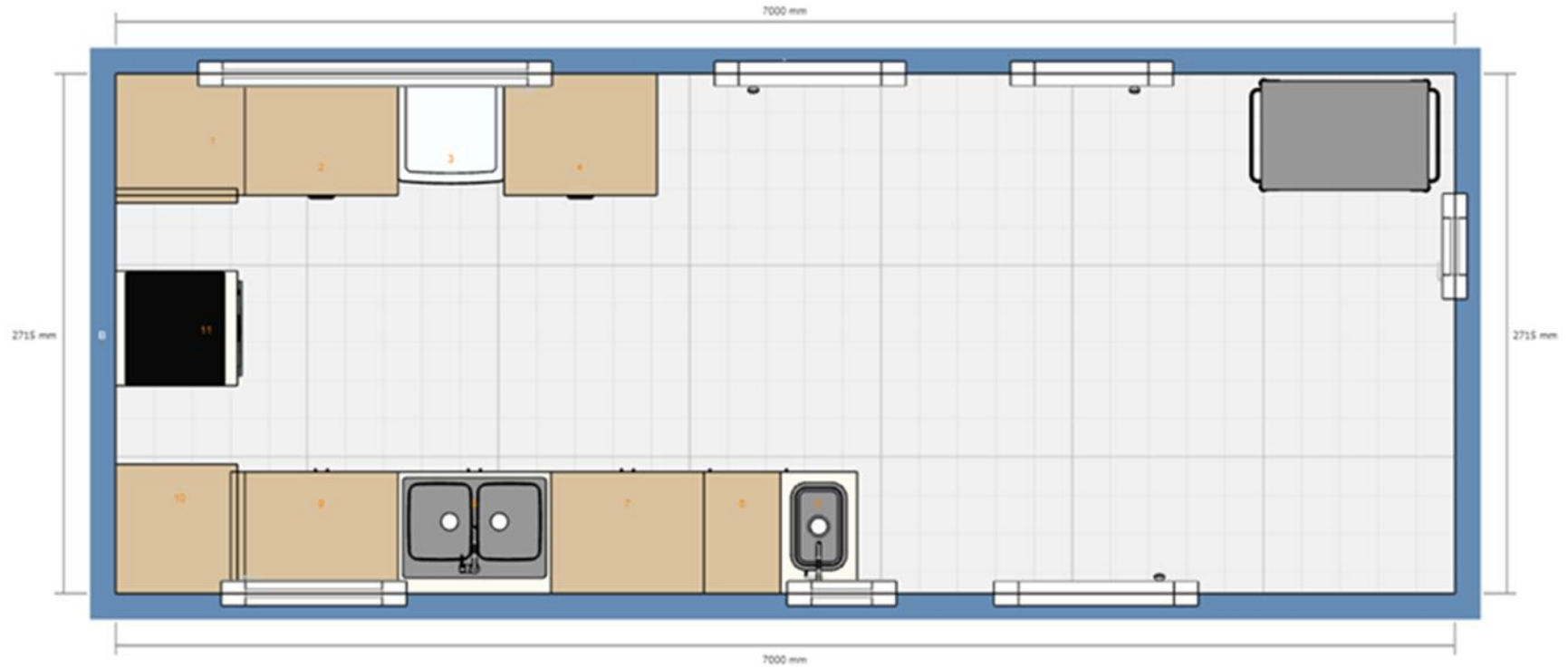
Repair plaster on walls and ceilings ensuring a smooth consistent finish throughout.  
 Apply stain blocker/ anti-fungal paint were required.  
 Use commercial grade kitchen paint for all exposed walls.

Repair and refit all doors to ensure that they open and closed correctly.  
 Rub down, repair and prepare all wood surfaces. Apply undercoat. Gloss finish.  
 Remove of stud wall and doors from the southern end of the kitchen (currently used as a cleaning cupboard) to unblock the window and allow more light into the kitchen.  
 Repair any damage and decorate to seamlessly match the rest of the room.  
 Install commercial grade plastic wall cladding to .5m above all work surfaces.  
 Install a sealed floor for easy cleaning/ hygiene.  
 Repair, install or replace any damaged skirting boards.  
 Install electric fire shutter.  
 Install new LED strip lights.  
 \*Final colour schemes to be agreed post contract.

<b>Estimate for HEYCA Kitchen Refurbishment (Pre-tender estimate based on current market values)</b>	
<b>Appliances</b>	Price (Exc. VAT)
Cooker	1,500
Microwave	300
Dishwasher	1,500
Under counter Fridge	500
Cooker hood/ Extractor	500
Wall mounted water boiler	800
	5100
<b>Kitchen units</b>	
Wood/ MDF -  4 x double door low units, 1 x single door low unit, Double sink unit, Hand washing sink, Approx. 7m worktop space.	4,000
<b>Stainless steel -</b> 1 x Double stainless-steel sink unit 1 x Single hand washing sink unit 4 x stainless steel double shelf units/ work surface 1 x no. lockable stainless-steel unit/ work surface with sliding doors, stainless steel countertop to go from the back of the shelf units through the serving hatch	6,500
<b>Floor</b>	
Polysafe Standard capped and coved with latex	1,800
<b>Ceiling lights</b>	
Strip LED	250

<b>Wall Cladding</b>	
Commercial grade plastic wall cladding	1,300
<b>Removal of stud partition and doors and associated redecoration</b>	1,800
<b>Installation of Shutter (serving Hatch) 60-minute rated flame shutter</b>	1,550
<b>Overall Repair and redecoration</b>	2,000
<b>Furniture</b>	
8 x Bistro style tables and chairs	2,625
Rope and barrier divide	600
	17,025
<b>Total (Stainless steel units)</b>	23,525
<b>Total (Wood/ MDF units)</b>	21,025

# HEYCA Kitchen concept design





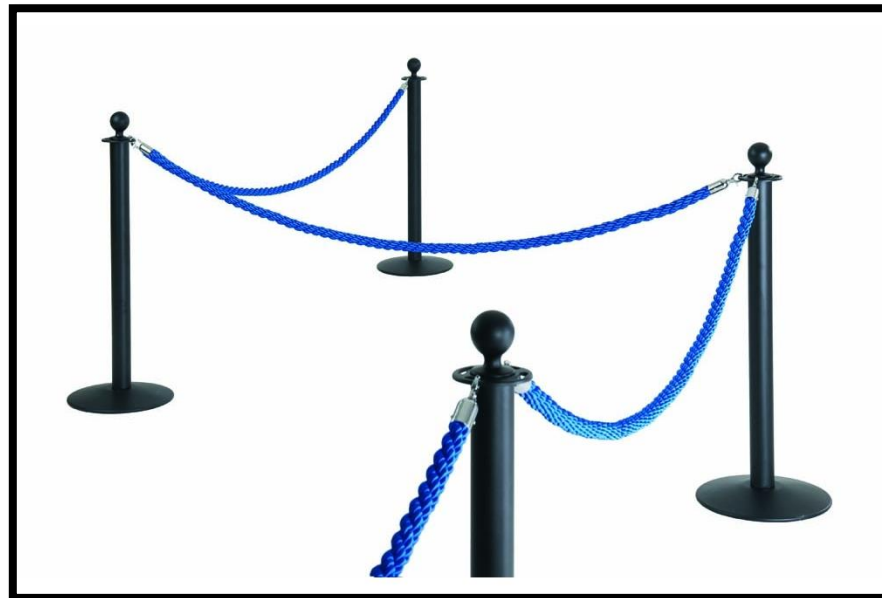


Concept: view north with the serving hatch to the right.



Concept: view south showing stud wall removed to expose the window.

**Examples of Rope and Barrier styles:**



Example Fire Shutter:



**Example Barista style tables and chairs:**



## Messaging for Hirers

Dear HEYCA User

### Refurbishment of HEYCA Building

As you will have been made aware at the time of HEYCA transferring back to the Town Council it was always our intention to refurbish the building and re-install some of the original features such as the small hall to its former condition.

The Town Council are now in a position to move forward with these works and have contractors in mind for the works to begin. Unfortunately due to Health & Safety reasons the groups will not be able to operate in the building during the works. The works are expected to last 6 weeks.

The Town Council will endeavour to accommodate you in other buildings and would be prepared to waiver the additional costs of room hire during this time should we be able to find you space in our own halls. Due to the various bookings we already have this may not be possible and you may need to find alternative premises to operate from.

We can only apologise for the disruption this may cause you and your users, however hope you appreciate the need to complete these works to make the building a nicer place for everyone.

### **The planned closure is for xx to xx**

You should be aware that although this is the contractors planned timings there may be unforeseen issues that arising during the refurbishment outside of our control and this may delay us being able to let hirers back in the building.

We again apologise for the disruption and would appreciate your patience during this time.

Best regards

Sarah Jelley  
Town Clerk  
On behalf of the Councillors of Hedge End Town Council