**DANEHILL MEMORIAL HALL REFURBISHMENT**

**PROPOSAL FOR DANEHILL PARISH COUNCIL**

**MAY 2019**

**INTRODUCTION**

Following the recent public meeting of the Parish Council, the Danehill Memorial Hall Committee are pleased to present their proposals for the modernisation of the Hall. This exercise follows extensive consultation with the community, Hall users, and discussions with suppliers and contractors. All prices quoted exclude VAT. Due regard has also been taken of the findings of the PC Facilities Survey

**HEATING**

Objectives

* Consultation with the users of the Hall has highlighted the lack of a good, fast acting, heating system. Many users are less inclined to use the Hall when it is cold.
* Prime objectives are
  + the ability to rapidly increase warmth within the hall and kitchen when required.
  + a modern boiler control panel to allow easy operation and remote programming for planned events.
  + impact on the environment was considered, but
    - Solar powered heating systems are not appropriate for short duration high intensity uses.
    - Air source heat pump fed radiators are also not that suited for short duration high intensity uses and are more costly to install.

Proposals

* 3 specialist heating companies have offered different proposals to:
  + Replace existing boiler with new condensing boiler and higher performance water pump, all located adjacent to oil storage tank in existing disabled toilet.
  + Provide additional fan assisted radiators in the main Hall.
  + Replace exist. hot water storage tank with improved insulation & immersion heater.
  + Remove existing cold-water header tank from the main Hall.
  + Replace pipework with smaller bore copper pipes. Radiators in main Hall connected with low level pipework and hidden behind new skirting.
  + Supplementary electrical heating (included in the Kitchen proposals).
* A new oil-fired condensing boiler was considered appropriate, as:
  + More efficient than the existing boiler.
  + Mains electricity has a greater carbon footprint than an oil-fired boiler
* Two of the invited contractors have produced detailed proposals but the third is still awaited. The quotations were slightly different for similar arrangements:
  + S A Hancock Ltd £15,680.00
  + Goddard F & Sons Ltd £16,269.00
  + Richard Saunt Plumbing & Heating TBA
* £ 1200.00 needs to be added to Hancock’s price for conduit pricing.
* The offer from S A Hancock is favoured at present but the reply from Richard Saunt is still awaited. The boiler capacity is slightly different between Hancock and Goddard (32 Kw and 50 Kw respectively. We are confident that 32 kw is sufficient for the Hall’s requirements and this also matches the needs of the fan assisted radiators.

**LIGHTING**

New lighting will be installed by DMH at their own cost, and does not form part of this document

**KITCHEN**

Objectives

To provide a modern light, bright, cheerful, refitted kitchen, affording a hygienic, attractive venue.

Proposals

The new units, some of which will be lockable, will provide significant, extra storage space, as requested by then main current users. They will be durable and easily cleaned/ maintained.

They consist of:

* New fitted kitchen comprising base and wall units, light grey worktops, splashbacks, double sinks and taps, (existing urn remains).
* Tall storage where boiler removed.
* Enlarge cupboard to left of entrance to kitchen
* Wall cupboards to ceiling level
* New/adapted services for kitchen – hot and cold water, electricity.
* New heating (wall mounted fan heater over door)
* Mechanical extract ventilation as existing.
* New sheet vinyl/linoleum finish to floor
* Redecorate walls and ceiling
* New oven and hob
* Base unit to accommodate new plate warmer
* Dish washer & fridge retained and accommodated

Quotations

1. Supply

3 specialist kitchen fitters have offered quotations as follows:

Howden £ 7,343.28

B&Q £ 3,697.50

Wickes £ 5,084.16

We recommend Howdens, which, although it is the most expensive quote, affords equipment which is more durable and appropriate to the multiple use of the Kitchen.

1. Installation

Barry Leggatt Home maintenance have quoted £ 8,050.00 excl. VAT specifically to install the Howdens units. We believe that Leggatt would install units of either of the other 2 suppliers at a similar price.

**WCs**

Objectives

We aim to upgrade the existing facilities with bright, clean, attractive and serviceable WCs but without significant structural alterations.

We propose to purchase sanitary ware direct from suppliers and fitting, including plumbing, splashbacks and mirrors to be done by Mr Leggatt.

Proposals

Male WC

* Block off and make good existing entrance doorway
* Create fresh lobby and entrance to WC at corner of Committee Room
* Wall tiling sheet on one wall
* 2 new wash basins
* 2 new urinals, electric hand dryers, paper towel dispensers, bins, mirrors
* New door and cubicle, replace WC and cistern
* New sheet vinyl/linoleum finish to floor
* New stud wall to conceal pipework
* Redecorate walls and ceiling

Female WC

* Wall tiling sheets as splash back
* New fitted vanity counter replacing 2 hand basins with locked cupboards underneath and mirror above
* Electric hand dryer
* New sheet vinyl/linoleum finish to floor
* Replace existing radiator
* Redecorate walls and ceiling

Unisex wheelchair accessible WC

* New fitted electric hand dryer, paper towel dispenser, bin, mirror
* Decorate walls and ceiling/Fit radiator

Costs

Mr Bacon: supply and install £ 1575 excluding carpentry

Barry Leggatt: supply and install tba including carpentry

**HALL REDECORATION**

The 1st stage has now been completed, at the Hall’s expense, using modern, neutral colours. Final decoration behind the radiators will occur at the end of the Heating installation and consideration is being given to adding friezes/murals to represent local scenes (2nd stage).

**CURTAINS/BLINDS**

Objectives

The chosen curtains should match the new Hall colour scheme and chosen blinds be suitable for screen presentations. The curtains recently removed were given to the Hall by Curtaincraft and dictated the previous colour scheme. Curtaincraft have again offered to supply curtains, but will charge for blackout blinds.

Proposals

Curtaincraft for the blackout blinds. £ 2090

Due to this generous offer from a local supplier, we felt it inappropriate to seek other quotes.

**DOUBLE GLAZED DOORS TO SOUTH SIDE**

Objectives

To provide a more welcoming approach to the Hall whilst retaining the current security, emergency exit and mobility access.

Proposals

To provide a lighter and more open appearance using secure modern outward opening double glazed doors. Additional light will be provided to that end of the building to replace the dark existing solid wooden doors.

The proposed doors will provide maximum thermal insulation, reinforced frame sections, panic bars inside, and the base will have a low threshold to ensure ease of mobility access.

3 local specialist firms have quoted including VAT as follows:

Apex £ 1920

Window Wise £ 2100

Keymer £ 2500

Planning permission may be required. if so, as the proposed doors match the existing windows, we hope that this will be favourably received.

Whilst we were satisfied with the quality of all 3, and all have a 10- year guarantee, we recommend Apex whose baseline quotation is slightly lower and whose availability fits well.

**MISCELLANEOUS**

1. **AUDIO-VISUAL**

Objectives

To allow projection of presentations, films, and information with a Public Address (PA) system with simple operating controls.

Proposals

The Hall is currently used by a wide range of groups for physical exercise, learning and social gatherings. Many of these would benefit from a PA system and a projector to allow visual aids to assist with their presentations.

Additional uses of the Hall would be possible with the proposed AV facilities as was identified from the recent Parish Council survey and subsequent user consultations. Film shows, back drops for pantomimes, music concerts etc., would all be welcome additions to the range of uses and quality of events.

3 specialist companies have offered proposals. 2 each offered 4 speakers, the other 2 better quality speakers. 2 have included hearing loops which although not mandatory are recommended for public buildings, plus 2 radio microphones, simple sound control desk, 2 or 4 speakers, suspended projector with console and adaptors for various inputs. Arrangements for the control desk cabinet and connection adaptors also vary.

The quotations, excluding VAT, are as follows:

Ashdown Audio Visual £ 6,308.91

MJ Visual £ 5,847.20

TS Professional Sound and Light £ 5,218.00

We recommend TS Professional, possibly with some variation to the equipment and costs.

1. **STAGE**

Objectives

The stage has been in use for many years. It is heavy, requiring at least 3 men to lift each unit, (dimensions 8ft x 4ft by 1.5ft). They are currently stored upright at both ends of the Hall and are an eyesore. Recently one fell over and nearly injured a child, so they are now strapped to the walls, but remain a potential Health & Safety hazard. Weight is crucial for handling before and after performances. A portable, easy to stow stage, with easily adaptable stage shapes.

Proposals

Two sizes are under consideration by Steel the Scene: 8 ft x 4 ft (weight 47 kg) and 4 ft x 4 ft (weight 28 kg). Three of the former and two of the latter produce the same stage area. Each unit will stow on edge, below the rear window sill, with a cover.

Steel the scene £ 3242

Debut Lightweight Stages tba

Stage Systems £2,830

Stage Systems are slightly cheaper for alternative suggestions. This remains under study.

**PROGRAMME OF WORKS**

The Hall will not be used from July 22 until August 28, 2019. The Heating, Kitchen and WC, will all require disconnection of the mains water supply and can best be carried out simultaneously.

The balance of work will be programmed to fit in with this arrangement.

**ASBESTOS**

An asbestos survey of the parts of the Hall to be refurbished was undertaken in April, 2019, at DMH cost. Of particular interest was soffit boards, ceiling construction, especially the acoustic ceiling in the main Hall, pipework insulation, floor tiles, window sealants, flue pipe sealants etc. suspect areas were inspected and samples were analysed in their laboratory. The only asbestos identified was bound in the matrix of the stippled finished ceiling plaster, often referred to as Artex, often found in 20 to 30 year-old ceilings. None was found in the acoustic ceiling. No specific protection measures are required by the Health & Safety Executive, except for cutting or drilling through Artex ceilings,

The report will be released to all refurbishment contractors.

**RISK ASSESSMENT**

At time of writing this is in draft, and will be discussed with contractors in more detail, before the commencement of these works.

**INSURANCE**

Contractors will be required to furnish their Employers Liability and Public Liability Certificates before commencement of work. Details of the refurbishment will be provided to DMH’s own Insurers.

**TOTAL BUDGET**

Heating £15,680.00

Kitchen supply £ 7,343.28

Kitchen install £ 8,050.00

WC supply £ 1,160.00

WC install £ 10,000.00

Conduit £ 1,200.00

Sheet Tiling (Kitchen & WC) £ 600.00

Storage cupboards £ 1,000.00

Curtains/blinds £ 2,090.00

Double glazed doors to South Side £ 1,920.00

Insurance £ 2,000.00

Fees £ 10,000.00

Miscellaneous

1. Audio-visual £ 5,218.00
2. Stage £ 3,242.00

Total £ 69503.28

Contingency 10%

£ 76,453.60 (excluding VAT)

Attachments (Drawings)