Full Council

Meeting Date: 30th September 2026
Report Author: Andrew Briggs
Subject: John Moulton Hall kitchen refurbishment & Pinetrees Community Centre extraction works

1. PURPOSE

To present the proposed kitchen refurbishment at John Moulton Hall (JMH), together with the proposed kitchen extraction works at Pinetrees Community Centre (PTCC).

2. DETAIL

2.1 John Moulton Hall

The kitchen refurbishment forms part of a wider programme of improvements at JMH. This includes the Salix heat decarbonisation works, the installation of solar panels and proposed redecoration.

Together, these works will provide a full refresh of the building, improve the facilities available to residents and community groups, and help ensure that JMH remains a valuable community asset for years to come.

Both gas meters at the site are scheduled to be removed on 13th October 2026, followed by removal of the gas line on 15 October 2026. The kitchen works will need to be coordinated with this programme.

The leaking kitchen sink also requires attention.

The existing gas cooker is proposed for relocation to Moredon Community Centre, subject to cleaning, inspection and confirmation that it is safe and suitable for continued use.

2.2 Proposed JMH kitchen works

Bidder A has quoted £25,683 for the removal of the existing kitchen and installation of replacement stainless-steel units, wall cupboards, cooker splashback, an L-shaped sink and drainer counter, a separate handwash sink, hygienic wall cladding and associated waste removal.

The existing extraction canopy will be retained.

The commercial water boiler is proposed for inclusion at an additional cost of £1,521 excluding VAT. This brings Bidder A's kitchen and boiler price to £27,204.

A provisional allowance of £2,500 excluding VAT is also proposed for replacement luxury vinyl tile flooring.

A second quotation of £51,680 excluding VAT has been received from Bidder B. However, this covers a much wider scheme, including a new extraction system, appliances, safety flooring and associated fit-out. It is therefore not directly comparable with Bidder A's more focused kitchen replacement proposal.

Removing the separately priced extraction equipment and appliances from Bidder B's quotation would reduce its estimated cost from £51,680 to £38,855. This remains £13,172 above Bidder A's £25,683 kitchen quotation, or £10,672 above Bidder A when the Council's £2,500 flooring allowance is included.

A third quotation has been requested with the intention for 3 quotes to be presented to Full Council.

3. PTCC kitchen extraction works

The proposed extraction works at Pinetrees Community Centre are required to support the continued operation of the café and improve the overall environment within the building. The small kitchen currently relies on a wall-mounted air-filtration unit, which filters and recirculates air but does not provide mechanical extraction to remove heat, steam, cooking odours or airborne grease from the building. Installing a suitable commercial extraction system will improve air circulation, reduce the spread of cooking smells into the wider community centre and provide a more comfortable environment for café staff, customers and other centre users.

Two quotations have been sought for the these works.

Element	Bidder A(2)	Bidder B(2)
Removal of existing equipment	£515.00	£420.00
Canopy and lighting	£5,020.00	£3,765.00
Replacement-air provision	Not separately identified	£690.00
Wall cladding	£632.50	£470.00
Standard ductwork, fan and controller	£4,338.50	£4,000.00
Fire-rated ductwork	£6,154.00	£5,700.00
Comparison total	**£16,660.00**	**£15,045.00**

For comparison purposes, Bidder B's £2,856 fan and ductwork option has been included, giving a total of £16,660. Bidder C's price is £15,045, which is £1,615 lower.

It remains unclear whether Bidder B's £1,482.50 standard ductwork allowance is replaced by the fire-rated ductwork option. If this allowance is removed, Bidder B's revised total would be £15,177.50 excluding VAT, only £132.50 higher than Bidder C.

Although the prices are now more closely aligned, there are still differences between the proposed specifications. Bidder C includes a replacement-air provision but excludes external fire-rated insulation. Bidder B states that its fire-rated ductwork provides stability, integrity and insulation, but does not separately identify a replacement-air provision.

Before officers proceed with an instruction, the final scope of works will be agreed and confirmed in writing.

This will include:

- Whether the existing extraction fan can be retained or a replacement is required;
- The required fan duty and controller;
- The length and route of the standard and fire-rated ductwork;
- Whether Bidder B's standard ductwork allowance is replaced by the fire-rated option;
- The required fire-resistance and insulation standard;
- The replacement-air arrangements;
- Electrical supplies and field wiring;
- Any wall or roof penetrations and structural supports;
- Access equipment, builders' work and making good; and
- Testing and commissioning requirements.

The final instruction will only be issued once officers are satisfied that the proposed system meets the Council's requirements and that the agreed price covers the complete scope of works.

4. Procurement

Under Financial Regulations 5.6 and 5.8, formal tendering applies to contracts exceeding £60,000 including VAT. At least three fixed-price quotations must be sought for purchases above £3,000 excluding VAT.

The proposed JMH and PTCC works fall below the formal tender threshold but remain subject to the requirement to seek three quotations.

Two quotations have been received for JMH, although the scopes are materially different. Two current quotations are now available for PTCC, but further clarification is required before they can be treated as directly comparable.

Officers should therefore obtain a third comparable quotation for each package before the matter is presented to Full Council.

If three quotations cannot reasonably be obtained, a reasoned request to waive the quotation requirement must be presented to Full Council under Financial Regulation 5.13. This should record the suppliers approached, the responses received and the evidence relied upon to demonstrate value for money.

The JMH kitchen and commercial water boiler total £32,644.80 including VAT before the flooring allowance is included. This exceeds the £30,000 notifiable below-threshold level. Officers will therefore need to complete the relevant statutory notice requirements and obtain the necessary supplier identifier.

The flooring and any other related work must be included when assessing the total estimated value of the JMH requirement.

JMH and PTCC are separate projects at different sites. Officers should record the basis on which the two procurements are valued and treated separately.

The proposed expenditure exceeds the Committee's delegated authority. The Committee can support the proposed scope and instruct officers to complete the procurement exercise, but Full Council must approve the final appointments, expenditure and funding before any order is placed.

5. FINANCE

The existing PWLB allocation for the JMH kitchen and PTCC ductwork is £40,000.

It is proposed that the available PWLB provision is increased to £43,000, with a further £624.94 applied from EMR 349 towards the JMH kitchen refurbishment. This would provide total funding of £43,624.94 excluding VAT, subject to confirmation by Finance and approval by Full Council.

Funding	Amount
Existing PWLB provision	£40,000.00
Proposed additional PWLB provision	£3,000.00
Proposed contribution from EMR 349	£624.94
Total proposed funding	**£43,624.94**

Using Bidder B's current PTCC figure of £13,804, the combined cost would be:

Proposed works	Cost excluding VAT
JMH kitchen, boiler and flooring allowance	£29,704.00
PTCC extraction works	£13,804.00
Combined total	**£43,508.00**
Proposed funding	£43,624.94
Remaining balance	**£116.94**

However, the £13,804 PTCC figure does not include Bidder B's fan option. The updated comparison indicates that a complete PTCC installation may cost approximately £15,000 excluding VAT once the specification is finalised.

If Bidder B's fan option is required and the standard ductwork allowance is removed, the combined cost would be £44,881.50 excluding VAT. Using Bidder C's current quotation, the combined cost would be £44,749 excluding VAT, before any additional cost for fire-rated insulation.

The proposed £43,624.94 funding would therefore only be sufficient if the final PTCC contract price does not exceed £13,920.94 excluding VAT.

If the preferred compliant quotation exceeds this amount, officers will need to identify the additional funding required and present the revised position to Full Council.

All figures are shown excluding VAT on the assumption that VAT is recoverable. The Responsible Financial Officer should confirm the VAT position, the available PWLB balance and the proposed use of EMR 349 before the Full Council report is issued.

6. RECOMMENDATIONS

As the expenditure exceeds the Committee's delegated authority, Members are asked to:

7.1 ENDORSE the proposed JMH kitchen works, including the commercial water boiler and a provisional £2,500 allowance for LVT flooring, currently providing an indicative JMH budget of £29,704 excluding VAT.

7.2 REQUEST that officers try to obtain a third comparable fixed-price quotation for each project.

7.3 RECOMMEND To Full Council the use of £624.94 from EMR 349 towards the JMH kitchen refurbishment.

7.4 REQUEST that the final quotation evaluation and funding position be presented to Full Council, together with the recommended contractors and final contract values.

7.5 NOTE the wider JMH improvement programme, including the Salix heat decarbonisation works, removal of both gas meters on 13 October 2026, removal of the gas line on 15 October 2026, repair of the leaking sink, proposed redecoration and installation of solar panels later in 2026.

JMH Photos

Street Reps