

Avon Dassett Parish Council

Project Business Case

Reading Room – Refurbishment of the kitchen and toilet area

Updated: Saturday, 11 February 2023

Management Summary	<p>Avon Dassett Parish Council “the Parish Council,” has for some time been considering how better and more frequent use can be made of it’s prime asset the Reading Room.</p> <p>At present it is used:</p> <ul style="list-style-type: none">• for Parish Council meetings• by the Post Office on Monday and Wednesday weekly• for Village coffee mornings on the first Monday of each month• by village clubs and societies on an occasional basis. <p>In order that the Reading Room can be viewed as a more attractive venue attention needs to be focussed on the facilities available.</p> <p>The Parish Council has invested in improved heating with the provision of a wood burning fire, installed broadband and had the main room redecorated.</p> <p>Attention needs to given to the kitchen area and also the toilet and this business case covers these areas.</p>
Reason why	<p>For some years the Parish Council has been seeking ideas as to how better use can be made of the Reading Room.</p> <p>A project was created to consider creating a drop in office to cater for people working away from then office.</p> <p>That project resulted in wifi access being installed but the project stalled when the Parish Plan survey revealed only minimal demand for a service.</p> <p>However, the Reading Room lacks basic facilities and this project considers the development of the Reading Room to make it more usable as a community facility. Initially, improvements to the kitchen and washroom are being considered as the most basic facilities that require attention.</p>
Options	<p>Do nothing</p> <p>Make basic improvements</p> <p>Make additional improvements including disabled toilets and improving energy efficiency while increasing the warmth of the Reading Room.</p>
Results/ benefits	<p>Creation of more attractive, usable premises</p> <p>Possible better use of the facility</p> <p>Responding to local need – e.g. enabling new clubs, societies and activities</p>
Timescale	March 2023 subject to the availability of the contractor

Estimated costs	Quotation received for £2,899.08 for improvements to the kitchen and washroom which are broken down as follows: <ul style="list-style-type: none"> • new kitchen units £1380.08 • worktop £200.00 • under counter water heater £154.00 • electrics and plumbing £325.00 • new sink and tap £200.00 • bathroom basin tap £40.00 • installation cost £600.00
Risks	Makes no improvement on usage Future plans to redevelop the facility may make the work a waste of resources (please note no plans currently visible)
Overall appraisal	The do nothing option results in the continuation of a cold unwelcoming environment lacking the basic services. There is no hot water in the washroom and the boiler in the kitchen leaks and intrudes into the workspace. The kitchen units are past their best and do not provide the storage facilities required by users. This option is rejected For the basic improvements option , following discussions with users and a survey of the premises the following work has been identified as needed to improve the basic services: <ul style="list-style-type: none"> • Replace kitchen units • Replace worktops • Replace kitchen sink and tap • Replace and relocate water heater under the kitchen sink unit • Run hot water to washroom and install tap The Projects Group is aware that the Parish Council's Financial Regulations require two estimates for work in excess £100 and below £3,000. However, the Parish Council has tried to meet this requirement, but has been unable to obtain a second estimate. This project was raised at the Parish Council meeting held on 9 th January 2023 (minute reference 10.1 refers) and it was unanimously agreed that the work could proceed with one estimate.