



Full Council
Monday 21st September 2026

Agenda Item 18 – Ellendune Community Centre Kitchen Refurbishment

Purpose of the Report

Members are required to:

- NOTE the successful fundraising achieved by the Friends of the Ellendune Community Centre and their wish to invest funds wisely to improve facilities the well-used community centre.
- NOTE the successful Grant Application Award from the Nationwide Employee Grant Scheme.
- NOTE the feedback from user groups regarding the need for a new kitchen and bar / servery.
- Consider the 3 like for like quotes for the Kitchen and bar / servery replacement.
- For the Parish Council to consider and agree to fund the shortfall using parish councils reserves.

1. Introduction

This report is presented to the Finance & General Purposes Committee to seek approval for the refurbishment of the kitchen and bar area at Ellendune Community Centre.

The proposed refurbishment is intended to improve the facilities available to the Centre's user groups, provide a more functional and modern kitchen and bar area, and ensure that the facilities are suitable for the range of activities and events currently taking place at the Centre

The refurbishment will focus on providing practical, durable and good-value facilities while making the best possible use of the available space and existing resources.

2. Background

The kitchen and bar facilities at Ellendune Community Centre are used by a variety of community groups and for a range of activities and events. It is also used by one off bookings such as parties, weddings and conferences along with permanent tenants of the Parish Council Office and Wroughton Community Library.

The existing facilities would benefit from refurbishment to bring them up to a more modern and practical standard.

In considering the requirements for the refurbishment, it was recognised that it was important to obtain input from the Centre's existing user groups. Their views would help ensure that any improvements reflect the practical needs of those who regularly use the facilities, rather than simply replacing existing items on a like-for-like basis.

The Centre Manager therefore contacted all current user groups and invited them to provide suggestions and comments on what they would like to see included within the refurbished kitchen and bar area.

The items and improvements referenced by users included:

- **Microwave** – a suitable microwave for general use by groups and hirers.
- **Commercial/fast dishwasher** – a dishwasher capable of dealing efficiently with the volume of crockery, utensils and equipment generated during community events and activities.
- **Large fridge** – a suitably sized refrigerator to provide adequate storage for food and refreshments.
- **Oven** – a good-quality oven suitable for general community use and the preparation and heating of food.
- **Storage** – Plenty storage in the kitchen and also lockable storage in the Bar area for events.
- **Good ventilation** – appropriate ventilation and extraction to ensure the kitchen is comfortable, safe and suitable for cooking and food preparation.
- **Modern finish** – a clean, modern and welcoming appearance which improves the overall look and usability of the kitchen and bar area.
- **Value for money** – equipment, fittings and finishes should be selected with careful consideration of cost, durability, reliability and ongoing maintenance requirements.
- The consultation indicates that users are seeking a kitchen that is functional, easy to use, robust and modern, rather than one that is unnecessarily high specification or costly.
- Where appropriate, consideration should also be given to ease of cleaning, energy efficiency, maintenance requirements and the expected level of use by community groups.

3. Funding Sources

Nationwide Employee Grants Award	=	£9,880
Friends of the Ellendune	=	£6,500
Wroughton & Wichelstowe Parish Council	=	£TBC – see below. CIL Funds Available.

4. Quotes Received

Contractor	A	£23,760.00 + VAT	Total =	£28,512.00	(Attached Appendix A)
Contractor	B	£24,364.00 + VAT	Total =	£29,236.80	(Attached Appendix B)
Contractor	C	£19,104.76 + VAT	Total =	£22,925.72	(Attached Appendix C)

5. Information to note:

<u>Contractor A</u>	<u>Contractor B</u>	<u>Contractor C</u>
X Dishwasher & Installation not included.	✓ Domestic dishwasher included & installation included	X Commercial dishwasher not included. ✓ Installation is included
X Flooring not included	X Flooring not included	X Flooring not included however contractor is awaiting quote for industrial lino flooring. (Pending)

- The quotes provided cover both the refurbishment of the Kitchen and the Bar Server area. Existing Kitchen units will be reused within the Bar Server area where appropriate.
- Site visits by all contractors have taken place.
- All quotations remain valid, subject to a 14-day expiry period.
- All quotes have been produced using the supplier of Howdens, Swindon.
- All contractors are local and have confirmed this would be a sole job, i.e. only one project on the go at one time.
- 2 – 3 weeks is the estimated timescale for work to be completed
- All quotes include removal of waste and skip hire
- A 10% contingency allowance should be added to any quotation approved to accommodate unforeseen costs.
- Electrical works are included within the quotations and will be completed by a suitably qualified subcontractor.
- A commercial dishwasher is not included within the contractor quotations. An additional budget allowance of £1,500 should therefore be included.
- Contractor C: A quotation for industrial-grade lino flooring is currently pending. The estimated cost is between £1,000 and £1,500.

6. Recommendations

- A)** Following meetings with all contractors who submitted quotations, the recommendation is to appoint **Contractor C**.

The recommendation is based on the level of detail provided, the time and attention given to reviewing the project requirements, and the contractor's engagement throughout the quotation process. Contractor C has also offered a site visit to Howdens to review and discuss suitable kitchen cabinet and fitting options, which will assist in finalising the specification.

- B)** Recommended to accept the quote of £22,925.72 + VAT from Contractor C and allow for the following additions:

£1,500 for commercial dishwasher and:
£1,500 for new flooring. (New total £25,925.72)
10% contingency fund
New total estimated: £28,517.

- C)** That the Parish Council approve an allocation of £12,137 from CIL funds to cover the shortfall in funding for the Ellendune Community Centre kitchen refurbishment, and to note this project as an appropriate use of CIL funds to improve community infrastructure in Wroughton.

(<https://wroughton.gov.uk/general-council-information/> - See CIL Funding Statement)

*“Under **Regulation 59C** of the CIL Regulations 2010 (as amended), the neighborhood portion of CIL funds passed to parish and town councils features a broader definition of acceptable use than the strategic funds held by principal authorities.*

Parish councils can spend their funds on the "provision, improvement, replacement, operation or maintenance of infrastructure" or "anything else that is concerned with addressing the demands that development places on an area."

“Community centres and village halls are formally recognized as community or social infrastructure. Therefore, modernizing or upgrading their physical spaces—including upgrading a kitchen—fully complies with these legal criteria. In fact, numerous parish councils across the UK regularly award CIL grants for village hall kitchen repairs and accessibility extensions”

Summary of costs / Funding

Quote Cost	(£28,517)
Nationwide	£9,880
Friends of ECC	£6,500
W&WPC	£12,137