

Date	19 February 2020
Submitted by	Town Clerk
	Uppingham Town Council
	Business Case – Town Hall Cellar Project

The Project

The project is to refurbish the cellar of the town hall.

Currently the cellar is dark space with an uneven floor surface, which cannot be used for of health and safety reasons. There are also issues with damp and any items that are stored in the cellar will deteriorate.

Refurbishment plans would create much needed storage space for hirers to keep equipment and provide additional storage for the Town Council.

Works to include:

- Roofing works and repairs
- New flooring level to existing for access
- New lighting, heating and sink
- Wall repairs
- Box in pipework

As per specification defined by the building consultant

The History

The cellar refurbishment works have been previously approved by Full Council, resolution 364/18. A quotation has also been accepted, resolution 279/19.

A new resolution is required to meet the needs for funding approval, based on this business case. UTC also need to publish a specific public consultation, which is being progressed via Survey Monkey and will be focussed on users of the Town Hall. The project itself is part of a planned maintenance programme for the Town Hall. A separate element of the cellar refurbishment was removal of previously incumbent asbestos, this work was completed in November 2019 and budgeted for payment from the 19/20 precept.

The Limitations

Limitations include:

- Cost of project
- Possible refusal of Loan Application
- No buy in from public / hall users

Approach

Quotes have been submitted and a preferred quote accepted. In order to complete the project, The Council needs a positive outcome from the public consultation. A resolution to progress needs to be made based on this Business Case. Once these measures are complete an application for borrowing approval shall be submitted, followed by an application for a loan to the PWLB. If and when a loan is approved, then the chosen contractor shall be instructed to proceed with works.

Benefits

Benefits on completion of the project include:

- Increased storage for hirers of the hall and The Council

There is currently limited storage space and as such drama props, judo mats, hazardous materials are stored in areas which are not ideal or are causing an obstruction in various other areas of the hall and meeting rooms. Historical Council files are currently stored in meeting rooms which is far from ideal.