

Recommendation to Full Council 2425-92c
To accept quote a

Item for submission to:
St Stephen Parish Council
Fixed Assets Committee
Date of Meeting: 28 November 2024

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| Agenda item 2425/AC/039 | To discuss replacing the vinyl flooring in the Parish Centre hall, facilities, Watling Room and Oakwood Room using 2024/2025 Parish Centre repairs and maintenance budget. |
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1. Purpose

To consider replacing the vinyl flooring in the Parish Centre. The flooring was laid in the 1980s and is now in poor condition and does not meet the functional requirements of the Centre.

2. Introduction

As part of the five-year maintenance and repair plan for the Parish Centre, a building survey was commissioned in December 2022. The survey recommended replacing the flooring in the lobby and toilets in 2024. Additionally, the annual building inspection report from 18 October 2024 noted the general poor condition of the flooring throughout the ground floor of the building, particularly in the Watling and Oakwood Rooms. The report requested that quotes be obtained for replacement flooring.

The existing flooring is worn, scuffed and stained in many areas, it is subject to heavy foot traffic and has significantly deteriorated over time detracting from the Parish Centre's overall appearance and creating a less welcoming environment. Furthermore, the flooring's age makes it increasingly difficult to clean and maintain to a satisfactory standard. In the Watling and Oakwood Rooms, there is a health and safety consideration as these rooms are hired by Ashbourne Nursery.

Replacing the vinyl flooring would improve the functionality of the space and its viability as a hireable space for our users.

3. Financial considerations

The Parish Repairs and Maintenance budget 24/25 has £12,185.94 remaining as at 21 November 2024.

2. Proposal

Vinyl flooring is cost effective, suitable for high traffic areas, stain resistant and hygienic. Additionally, certain types offer slip-resistant properties, enhancing safety, particularly in nursery settings.

Following research, three reputable local companies were asked to provide a quote for recommendations for appropriate vinyl flooring to meet our requirements:

- Durable-hard wearing and resistant to stains and scratches
- Low maintenance-easy to clean and maintain
- Child-friendly-suitable for use in a children's nursery

The following quotes were received:

a) £11,380.60 business established in 2018

b) £11,497.10 business established in 2010

c) £13,050 business established in 2009

RECOMMENDED that the Committee:

Agree to make a recommendation to Full Council to:

- Approve the replacement of vinyl flooring in the lobby, toilets, Watling Room and Oakwood Room.
- Accept Quote a, based on best value and overall suitability of their proposal.

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| Report of | Assistant Clerk | Date 21 November 2024 |
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