

Replacement of Village Hall Windows #2 (October 2026)

Introduction

At the Full Council meeting on 15 September 2026, Minute Ref: 26/170, it was agreed that the Parish Council will replace all the windows in the Main Hall (including the windows in the four bathrooms, the kitchen, above the stage and the backstage area) and Rubin Room, and the two roof lanterns located in the lobby.

The windows in the Cedar Room will not be replaced at this time.

Council also agreed to establish a Working Party - to comprise the Clerk, a representative of the Parish Council (WHPC), a representative of the Village Hall Management Committee (VHMC) and an independent project manager - and for a technical specification/contract opportunity document to be prepared for Full Council approval before any further actions are taken.

It was noted that the project will be funded through S106 Manor Farm "Parish Council for Village Hall improvements".

Appointment of a Project Manager

Members have agreed to appoint Mrs Julia Reardon Smith as project manager (Minute Ref. 26/180). Mrs Reardon Smith is a trusted member of the community who has worked diligently and amicably with the Parish Council on a previous Village Hall project (replacement boiler). She was Village Hall Manager for many years and has a full working knowledge of the facility and a clear understanding of the needs of hirers.

Members are recommended to approve a budget (as discussed on 15 September, Min Ref. 26/180) not to exceed £2,000 for project management. This is in line with industry standards for project management and takes into consideration the commitment required, Mrs Reardon Smith's existing knowledge of the facility and track record working with the Parish Council, as well as the number of hours this project is likely to take to see it through to completion.

Confirmation of Working Party

- Julia Reardon Smith, Independent Project Manager
- Julia McClung, Clerk, WHPC
- Charlie Walker, WHPC representative
- Bob Spackman, VHMC representative

Timing of Installation

A realistic timeframe for the installation is July to August '27. Installation during the school holidays is likely to cause the least amount of disruption to regular hall hirers.

Scaffolding/Redecoration

It is possible that scaffolding may be required. This to be addressed/costed by each contractor as part of their tender. It is likely that some redecoration will be required after the installation is complete.

Steps, Responsibilities and Proposed Timeline

The following table sets out the steps and responsibilities of the Working Party, the Project Manager, the Clerk and Full Council, and a proposed timeline for project completion. Council is reminded of its responsibility to ensure the project follows the correct procurement procedures as per the Council's [Standing Orders and Financial Regulations](#).

Action	Responsibility	Timeline
1. Establish a Working Party, consisting of the Clerk, a Parish Councillor, a member of the Village Hall Management Committee, and an independent project manager.	WHPC	Oct '26
2. Assess and agree the preferred product specifications, including location of window openings, window lock standards, double/triple pane windows and U-value ¹ , frame materials, safety glass standards, ventilation etc.	Working Party	Oct '26
3. Prepare a technical specification/contract opportunity document and a short-list of suppliers for approval by Full Council before going out to tender.	Project Manager	Oct-Nov '26
4. Approve the technical specification/contract opportunity document and short list of suppliers	Full Council	17 Nov '26
5. Issue the invitation to tender to the approved list of contractors.	Clerk	Nov '26
6. Liaise with the Village Hall Manager, arrange and attend site visits ensuring that all contractors receive the same information and fully understand the brief.	Project Manager	Dec '26
7. Obtain at least three formal tenders for the above. Ensure all tenders are addressed to the Clerk at clerk@westhorsley-pc.gov.uk .	Project Manager	Dec '26 - Jan '27
8. Prepare a detailed briefing note with recommendations for Full Council's approval, this to include the following information for each supplier: - Total project cost - Detailed product specifications (as above) - Estimated lead time and duration of installation - Requirement/arrangement for scaffolding, if any - Payment requirements (deposits, interim and final) - Proof of fully trained and accredited installers - Details of comprehensive insurance policy - Company locality/reputation, (including a verified reference from a recent customer)	Project Manager & Working Party	Feb-Mar '27

¹ Triple-pane windows provide superior insulation, energy efficiency, noise reduction, and UV protection compared to standard double-pane windows. A lower U-value indicates better insulation - less heat escapes in winter and less heat enters in summer

9. Consider the briefing note and agree the winning tender.	Full Council	16 Mar '27
10. Award contract, sign documentation and arrange payment of deposit.	Clerk	Mar-Apr '27
11. Liaise with Village Hall Manager and contractor to arrange installation. Lead times are likely to be at least 10-12 weeks from confirmation of order.	Project Manager	
12. Oversee installation.	Project Manager	Estimated Jun-Aug '27
13. Ensure work is completed to agreed specification and customer satisfaction.	Working Party	
14. Report to Full Council on project completion.	Project Manager	
15. Pay any outstanding balance.	Clerk	
16. Handover the guarantees to the Village Hall Management Committee.	Project Manager	
17. Assess whether a professional decorator is needed or if the Village Hall Facilities Manager can complete the work.	Working Party	

Recommendations

At this time Full Council is asked to:

1. Confirm the appointment of Mrs Julia Reardon Smith as independent Project Manager
2. Agree members of the Working Party:
 - Julia Reardon Smith, Project Manager
 - Julia McClung, Clerk
 - Cllr Charlie Walker, WHPC representative
 - Bob Spackman, VHMC representative

NB: The Working Party cannot make decisions on behalf of the Parish Council. Any recommendations made by the Working Party will be subject to approval by the Full Council.

3. Approve a budget for the Project Manager role, not to exceed £2,000
4. Approve the outline steps, responsibilities and timeline for the project, as set out above
5. Acknowledge its responsibility to ensure the project follows the correct procurement procedures.

Prepared by the Clerk, 21/09/26