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Tender

## **Renovation of Halton Village Hall**

Halton Parish Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

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### **Scope**

### **Reference**

HALTON2025

### **Description**

Renovation Works to Halton Village Hall, Buckinghamshire

Procurement Description:

Halton Parish Council invites tenders from suitably qualified and experienced contractors to carry out renovation and remedial works at Halton Village Hall, a Victorian heritage building located in Halton, Buckinghamshire.

Additional Work Policy

Any additional work required that was not included in the original tender must be

submitted in writing, accompanied by supporting evidence. A clear explanation must be provided outlining why the work was not included in the original tender submission.

The project aims to preserve and enhance the building's historic character while improving safety, accessibility, and sustainability. The works are informed by a detailed condition survey and heritage design report, and must be delivered using appropriate conservation techniques and environmentally responsible practices.

The works are divided into five lots, and tenderers may bid for one or more:

Lot Description	Original Cost	VAT (20%)	Total Incl. VAT
1 External Works	58000	11600	69600
2 Roofing Works	7000	1400	8400
3 Windows	20000	4000	24000
4 Internal Works	10000	2000	12000
5 Access Improvements	30000	6000	36000
Total (excluding fees)	125000	25000	150000

\*Lot 1 - External Works:

Removal of inappropriate masonry paint, lime re-rendering, brick and mortar repairs, drainage improvements, and external joinery restoration.

\*Lot 2 - Roofing Works:

Repairs to slipped and frost-damaged tiles, repointing verges and ridges, and moss and valley clearance using traditional methods.

\*Lot 3 - Windows:

Removal and specialist restoration of a large historic leaded and stained-glass window on the north elevation, with a new oak frame.

\*Lot 4 - Internal Works:

Internal lime plaster repairs to damp-affected areas, floor and ceiling repairs, and improvements to ventilation and subfloor access.

\*Lot 5 - Entrance and External Access Improvements:

Redesign of the entrance and parking layout to improve accessibility and safety, including landscaping and ramping.

The anticipated total value of all works (excluding VAT) is approximately £124,950, with a project duration of approximately 6 months, starting September 2025-March 2026.

Halton Parish Council seeks contractors who:

- \*Have experience with heritage and conservation projects
- \* Use traditional materials and sustainable building practices
- \* Operate locally or can demonstrate benefit to the local community
- \* Prioritise eco-friendly methods, waste reduction, and local sourcing

-Tender Requirements:

Submissions must include:

- \* Cover letter
- \* Methodology and approach (with heritage and sustainability considerations)
- \* Itemised cost breakdown by lot with sufficient detail to enable funding.
- \* Delivery timeline
- \* Evidence of relevant experience and case studies
- \* Two references from recent similar projects
- \* Insurance certificates
- \* Details of key personnel and subcontractors
- \* Risk assessments and method statements

Additional Notes:

- \* The contract award is subject to funding confirmation and satisfactory references.

\*Tenders received after the deadline may not be considered.

\* Contractors must comply with all relevant health and safety, environmental, and safeguarding legislation.

\* The selected contractor(s) will be expected to maintain these standards throughout the project.

\* The Parish Council is committed to sustainable practices and encourages tenderers to demonstrate how their approach contributes to environmental responsibility and community benefit.

-Site Inspection and Clarifications:

A site visit is strongly recommended

Contractors may arrange access to the site by contacting:

Fiona Richardson

Clerk to Halton Parish Council

[Clerk@halton-pc.gov.uk](mailto:Clerk@halton-pc.gov.uk)

01296 626073

All clarification questions must be submitted in writing by 31th July 2025

Tenders Submitted by 15 August 2025

### **Total value (estimated)**

- £125,000 excluding VAT
- £150,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 5 January 2026 to 5 January 2027
- Possible extension to 3 March 2027
- 1 year, 1 month, 30 days

Description of possible extension:

Extensions to the completion deadline may be considered in the following circumstances:

Unforeseen Site Conditions:

Discovery of unexpected structural issues, ground conditions, or the need for additional repairs that were not apparent at the time of tender or initial inspection.

Adverse Weather:

Severe or prolonged adverse weather conditions that prevent safe or effective progress on site, particularly for external or roofing works.

Supply Chain Delays:

Disruptions to the supply of specialist materials-particularly heritage-appropriate or bespoke items-despite reasonable efforts by the contractor to procure them in good time.

Variation Requests by the Client:

Where Halton Parish Council instructs changes to the scope of works, or requests additional work not included in the original tender.

Regulatory Delays:

Delays in obtaining necessary permissions, consents or clearances from planning authorities, building control, or conservation officers.

Force Majeure Events:

Exceptional events outside of the contractor's control, such as natural disasters, epidemics, or government-mandated restrictions.

All requests for extensions must be submitted in writing with supporting evidence and will be subject to approval by Halton Parish Council or their appointed contract administrator.

Extensions will only be granted where the contractor can demonstrate that the delay could not have been reasonably avoided.

#### Additional Work Policy

Any additional work required that was not included in the original tender must be submitted in writing, accompanied by supporting evidence. A clear explanation must be provided outlining why the work was not included in the original tender submission.

### **Main procurement category**

Works

### **Contract locations**

- UK - United Kingdom

### **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. External Works**

### **Description**

Removal of inappropriate masonry paint and application of breathable paint systems

Re-rendering of the eastern elevation with traditional lime render

Brick and mortar repairs using lime mortar, especially to plinths and damp-affected areas

Clearing and redesigning drainage channels and rainwater management systems  
(including removal of poorly installed French drain)

Realignment of downpipes and new connections to existing drainage at rear kitchen wall

External joinery repairs to gable timbers, soffits, and timber lintels

Redecoration using suitable preservative and breathable paint systems

### **Lot value (estimated)**

- £69,600 including VAT

### **CPV classifications**

- 45212350 - Buildings of particular historical or architectural interest
- 45453100 - Refurbishment work

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Roofing Works**

### **Description**

Replacing frost-damaged tiles, slipped tiles, and ridge tiles with heritage-matched materials

Mortar repairs to verges and ridge lines using lime mortar

Clearing moss, reseating tiles in valleys, and inspecting flashing for defects

Monitoring and minor repair of EPDM and clerestory roof junctions

### **Lot value (estimated)**

- £8,400 including VAT

### **CPV classifications**

- 45212350 - Buildings of particular historical or architectural interest
- 45453100 - Refurbishment work

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Windows**

### **Description**

Removal and restoration of the large historic leaded window, with Oak Frame, on the north elevation, including reuse of decorative elements (to be undertaken by specialist joiner/glazier)

Ensuring all windows are adequately sealed and capable of passive ventilation

### **Lot value (estimated)**

- £24,000 including VAT

## **CPV classifications**

- 45212350 - Buildings of particular historical or architectural interest
- 45453100 - Refurbishment work

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Internal Works**

### **Description**

Internal plaster repairs with lime plaster, especially to areas affected by moisture ingress

Targeted inspection and potential replacement of suspended timber floor elements where deflection and damp conditions are noted

Improvement of ventilation and subfloor access

Patch repairs to ceilings, especially WC and stairwell areas affected by external damp

### **Lot value (estimated)**

- £12,000 including VAT

## **CPV classifications**

- 45212350 - Buildings of particular historical or architectural interest
- 45453100 - Refurbishment work

## Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## Lot 5. Entrance and External Access Improvements

### Description

The Halton Parish Council wishes to explore improvements to the entrance area and adjacent parking to enhance accessibility, safety, and the visual appeal of the Village Hall. The condition survey identified several concerns and opportunities:

Reconfiguration of the parking layout to eliminate unsafe reversing directly in front of the hall entrance

Creation of a landscaped, accessible circulation space in front of the main doors

Adjustments to site levels and ramping, particularly at the entrance

Overhaul of the inner lobby to improve the flow and welcome of the space

Potential minor cutting back or regrading of the boundary wall to accommodate improved access

Tenderers are invited to provide design input or suggestions as part of their submission, including costed options or phased solutions. A modest landscape-led scheme is encouraged, with consideration for sustainable drainage and the use of natural or traditional materials.

### Lot value (estimated)

- £36,000 including VAT

## **CPV classifications**

- 45212350 - Buildings of particular historical or architectural interest

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Participation**

### **This procurement is reserved for**

- UK suppliers
- Small and medium-sized enterprises (SMEs) and voluntary, community and social enterprises (VCSEs)

## **Conditions of participation**

**Lot 1. External Works**

**Lot 2. Roofing Works**

**Lot 3. Windows**

**Lot 4. Internal Works**

**Lot 5. Entrance and External Access Improvements**

Conditions of Participation

Tenderers must meet the following minimum requirements:

- \* Proven experience in heritage or conservation building projects.
- \* Ability to work with traditional materials and techniques (e.g. lime plaster, breathable

paints, timber repairs).

- \* Membership of a recognised trade body (e.g. Constructionline, FMB, CHAS) is preferred.
- \* Commitment to sustainable construction and use of local suppliers where possible.
- \* Valid public liability insurance (min. £5 million) and employer's liability insurance (min. £10 million).
- \* Compliance with all relevant health and safety, environmental, and safeguarding regulations.
- \* Ability to provide risk assessments and method statements for the proposed works.
- \* Two references from similar projects completed within the last five years.

## **Particular suitability**

**Lot 1. External Works**

**Lot 2. Roofing Works**

**Lot 3. Windows**

**Lot 4. Internal Works**

**Lot 5. Entrance and External Access Improvements**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

31 July 2025, 11:59pm

## **Tender submission deadline**

15 August 2025, 11:59pm

## **Submission address and any special instructions**

[clerk@halton-pc.gov.uk](mailto:clerk@halton-pc.gov.uk)

<https://halton-pc.gov.uk>

Clerk to Halton Parish Council

Halton Village Hall

Old School Close

Halton

Bucks

Hp22 5NG

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Evaluation Criteria:

Criteria - Weighting

Price and value for money 30%

Experience with heritage buildings 25%

Methodology and approach 20%

Sustainability and traditional methods 15%

Proposed timeline 10%

We will also look to encourage partnerships with local business and suppliers where possible.

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## **Procedure**

### **Procedure type**

Below threshold - open competition

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## **Documents**

### **Associated tender documents**

<https://halton-pc.gov.uk>

[Halton Village Hall Condition survey Nov24 tender v.pdf](#)

[24.04.22 Draft Tender Submission Form Halton Village Hall Tender V.pdf](#)

## Contracting authority

### Halton Parish Council

- Public Procurement Organisation Number: PCTN-6897-XHRZ

Halton Village Hall

Halton Parish Council

HP22 5NG

United Kingdom

Contact name: Clerk

Telephone: 01296 626073

Email: [clerk@halton-pc.gov.uk](mailto:clerk@halton-pc.gov.uk)

Website: <https://halton-pc.gov.uk>

Region: UKJ13 - Buckinghamshire CC

Organisation type: Public authority - sub-central government