



The Sulgrave Club
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The Sulgrave Club



Refurbishment Project 2019

Founded in 1926 by Sir Edward De Stein and supported by the Sulgrave Foundation
Sulgrave Club Limited, Registered Charity No: 1165312, Company Limited by Guarantee No: 07929633

The Sulgrave Club

Refurbishment Project 2019

Summary

The Sulgrave Club is an important and popular youth centre situated in the north of the London Borough of Hammersmith & Fulham. It provides services for children and young people who live in the 10-20% band of most deprived areas in the UK in terms of income deprivation affecting children (Index of Multiple Deprivation 2015). According to End Child Poverty's 2019 figures, 38% of children in the area live in poverty.

The Sulgrave Club has been providing successful services in the borough for over 80 years. Most of these from its current location, a converted Grade II Listed residential property in a Conservation Area in Goldhawk Road, London W12.

The Sulgrave Club wishes to continue and build on this success by making significant changes and modifications to its premises. These will improve the way the Club works and give the Club the flexibility it needs to offer a wider range of services to children and young people and to extend its work into the local community.

The Club expects the refurbishment project will enable it to:

- extend the nature and range of recreational and sporting activities and services it can deliver in the building for children of different ages and with different needs;
- become more visible and inviting for children and young people, particularly those who are under-represented in its current membership;
- offer facilities and services to other members of the local community;
- increase the potential for income generation from lettings across the building; and
- make the building safer and more economical to run.

The overall aim of the project is to refurbish, reconfigure and extend the Club premises, creating a safer, more attractive, and sustainable facility that will meet the needs of children, young people, and others in the local community, both now and in the future.

To achieve this aim the Sulgrave Club would like to refurbish and redesign its premises in the following ways:

1. Exterior reconfiguration (NB: This part of the project has been completed.)

We have reconfigured the area at the front of the premises, increasing security and safety, improving both pedestrian and vehicular access, and making the entrance to the Club more visible, more attractive, and more welcoming for children, young people and other members of the local community.

2. Interior reconfiguration

We plan to reconfigure the interior of the premises, including the construction of a small single storey extension at the rear of the building, in order that the Club can be divided into two, distinct, self-contained spaces – with separate entrances, activity areas, offices, toilets and kitchens – which can be used simultaneously by different user-groups.

This reconfiguration will:

- a) allow the Club to undertake early evening work with children and young people during term time, and day-time work with children and young people during school holidays, in one half of the building without affecting the Club's ability to hire out the other half of the building on exclusive long-term lets;
- b) improve the potential for day time use of the building by other community organisations and agencies providing services for young people (particularly those not in education, employment or training); and
- c) increase the potential income that can be secured from lettings within different parts of the building, which will help cover the costs of increasing the level of services offered to children and young people.

3. Interior upgrade

We plan to upgrade the heating system and electrical wiring throughout the building, improving the energy efficiency and safety of the premises and reducing both the Club's carbon footprint and its energy costs.

The total estimated cost of this refurbishment project is £289,854 (inclusive of VAT). As of 30th September 2019, we have raised £189,285 (65% of the total) in grants, pledges and the allocation of our own reserves, leaving a balance of £100,569 still to raise. A more detailed project proposal and costings are attached.

The Sulgrave Club

Refurbishment Project 2019

History

The inspiration for providing a youth club for boys and young men in the area came in the 1920s from Sir Edward De Stein, a successful city broker. Together with a group of like-minded friends he purchased a property in Sulgrave Road and founded The Sulgrave Club. In 1936 the Club moved to its current premises in Goldhawk Road where, for 50 years, it operated as a Boys Club affiliated to the London Federation of Boys' Clubs, funded by the local authority.

In 1994, supported by the local authority, the Club undertook an extensive renovation and reorganisation programme, which lasted just under a year. Now offering services and facilities to young women as well as young men, the Sulgrave Club was officially re-opened by HRH Princess Anne in January 1995.

Purpose

The charitable objective of The Sulgrave Club is "to help and educate young people through their leisure time activities so to develop their physical, mental and spiritual capacities, so that they may grow to full maturity as individuals and members of our society and that their conditions of life may be improved."

The Club aims to achieve this by providing children and young people with:

- a safe and comfortable place to meet;
- an enthusiastic team of skilled and caring adults to work with;
- a wide range of stimulating activities and opportunities to experience;
- the space to express their views and opinions; and
- the opportunity to take an active part in the running of the Club.

Sport, particularly football, basketball and table tennis, form a core part of all our provision.

Current Provision

The Club currently provides:

- a one-night a week Junior Youth Club for children aged 8-11 years;
- a three-night a week Senior Youth Club for young people aged 11-19 years;
- four nights a week of After-School Clubs, in performing arts, taekwondo, and English & Maths, for children aged 8-11 years;
- a weekly Lunchtime Youth Club for Year 7 & 8 students in Hammersmith Academy, our local secondary school;
- five weeks of activity schemes for Junior Members during the Easter and Summer holidays;
- three weeks of activity schemes for Senior Members during the Summer holidays; and
- annual residentials for Junior and Senior Members to accredited outdoor activity centres in East Sussex and the New Forest.

Core Funding

Since 2000, the Club has been commissioned, in one form or another, by Hammersmith & Fulham Council to provide community-based youth work in the Askew and Shepherds Bush Green wards of the borough. Currently this is in the form of a sub-contract with the Urban Partnership Group to deliver a three-night a week Senior Youth Club for £47,000 p.a. as part of the borough's Family Support service.

In 2015 the Club secured funding of £16,000 p.a for five years from the local authority's Third Sector Investment Fund, and £35,000 p.a. for three years from John Lyon's Charity, to employ a Senior Youth Worker, and in 2016 the Club secured funding of £26,000 p.a. for three years from BBC Children in Need, subsequently increased to 29,000 p.a. for a further three years in 2019, to run its Junior Youth provision for 8-11 year olds.

The Club also receives an annual grant of £30,000 p.a. from the Sulgrave Foundation, currently a two-year grant of £15,000 p.a. from the Dudley and Geoffrey Cox Charitable Trust, and income from lettings of approximately £71,000 p.a., as well as approximately £27,000 p.a. in fees and sales, all of which goes towards general running costs.

Beneficiaries

In 2018, 769 children and young people years benefited from the services provided by the Sulgrave Club. 60% were male and 40% were female; 34% were White, 35% were Black, 6% were Asian, 14% were of mixed ethnic origin, and 11% were of other ethnic origin; and 77% lived in Hammersmith & Fulham. Local authority monitoring of our services showed that 58% of young people who came to our Senior Youth Club in 2018 lived in areas of deprivation and/or received free school meals and 21% had a learning difficulty or disability.

Need

The children and young people who come to The Sulgrave Club live in the north of the borough. According to the Index of Multiple Deprivation 2015, they live in the 20-30% band of most deprived areas in the UK and in the 10-20% band of most deprived in terms of income deprivation affecting children. According to End Child Poverty's 2019 figures, after housing costs are taken into consideration, 38% of children in the area live in poverty. And according to the Government's 2018 School Data website, 38% of local primary and secondary school pupils are entitled to free school meals – a key indicator of poverty.

The children and young people who come to The Sulgrave Club are from low or no-income families, live in low-quality, often over-crowded housing, and have little or no access to organised activities outside of their school, particularly during the holidays. Many lack a strong family structure, some act as their parents' carers, all are poor.

In our experience, without a safe place to go they can become bored and isolated at home, but liable to negative peer pressure and potential anti-social behaviour if out on the streets. The lack of affordable opportunities available to them limits both their experiences and their aspirations, impacts negatively on their social development, and can lead to a loss of confidence and a damaging lack of self-esteem.

When they come to the Sulgrave Club they get to take part in a range of organised, constructive and positive individual and group activities, which increase their confidence, improve their social skills, broaden their horizons, and give them a real sense of identity and belonging.

Project Aims

The Sulgrave Club wishes to refurbish, reconfigure and extend its premises in order to create a safe, attractive and sustainable facility that will enable the Club to meet the needs of children, young people, and others in the local community both now and in the future.

The aims of the project are to:

- free up space within the building for day time and early evening work with children and young people during term-time and school holidays;
- make the building more attractive and welcoming for children and young people, particularly those who are under-represented in its current membership;
- improve the potential for day time use of the building by community organisations and other agencies providing services for young people (particularly those not in education, employment or training);
- increase the potential income that can be secured from lettings; and
- make the Club premises safer and more economical to run.

Project Objectives

1. Exterior Reconfiguration *(NB: This part of the project has been completed.)*

Problem

The front of the building was unsafe and looked unsightly. Old walls, an unlockable gate, stepped access, and broken paving stones gave the Club a rundown appearance. The lack of a lock on the gate made controlling access to the Club difficult, so reducing security for those inside. The lack of a paved forecourt meant that vehicles needed for Club activities had to park on the busy road in front of the Club, and young people had to get in and out of minibuses from the pavement rather than from the safety of the Club's own forecourt.



Before

Solution

In order to make the building more visible, attractive and welcoming for young people, to improve the security of the Club, and to enable safe pedestrian and vehicular access, we:

- Cleared the area at the front of the building.
- Excavated, levelled off and re-paved the area to improve access for pedestrians and allow access for vehicles for youth work purposes.
- Knocked down the front wall and installed new gates, providing a secure perimeter and a controlled entrance to the Club premises.



After

By September 2018 we had raised enough money to undertake this phase of the project. Work began in October 2018 and was completed in February 2019. We now have a safe parking space in front of the Club, a new, secure sliding gate entry system, and a repaired and repainted frontage, making the Club a much more safe, attractive and inviting place for children and young people to visit.

2. Interior Reconfiguration

Problem

Currently 25% of the Sulgrave Club's income comes from lettings, primarily from the daytime use of the building by TBAP Pupil Referral Unit. This is an important source of income and, given the current state of the economy, not one the Club wishes to lose.

However, the Pupil Referral Unit's use of all facilities in the Club limits the work that can be done with young people during the day, either by the Club or by other community organisations and agencies providing services for young people. It also prohibits the possibility of increasing income from other lettings during the day.

Solution

To divide the Club into two, distinct, self-contained spaces, with separate entrances, activity areas, offices, toilets and kitchens, which can be used simultaneously by different user-groups, by:

- relocating and reconfiguring the stairs at the back of the building and constructing a single storey rear extension, which will provide a new office and a new kitchen;
- relocating and reconfiguring the downstairs toilets, allowing separate access to boys, girls and adults' toilets from both sections of the building; and
- clearing a passageway from the back of the building to the front of the building to create an important additional fire escape route.

3. Interior Upgrade

Problem

Currently the heating system is outdated, inefficient, and expensive to run, with two old boilers located in two different parts of the building and old piping running throughout the premises, leading to unnecessary loss of heat.

Electrical wiring throughout the building is over 20 years old and needs replacing.

Solution

In order to make the Club a safer and more economical place to run:

- install two new boilers in a single location and replace the old gas piping throughout, leading to an estimated 35% - 50% reduction in heating bills; and
- replace the electrical wiring throughout the building in compliance with current legislation.

Impact

1. Attendance

The Club anticipates that the refurbishment will lead to a 20% increase in activities and a corresponding increase in attendance. This means that potentially 150+ more children and young people will benefit each year, with average daily attendances increasing from 42 to 50.

Annual attendance @ The Sulgrave Club	2015	2016	2017	2018	Projected
Total no of attendees	685	727	833	769	923
Total no of attendances	6,619	6,198	7,573	6,883	8,260
No of days open	166	158	164	164	164
Average attendance	39.9	39.2	46.2	42.0	50.3

2. Finance

For the last four years the Club's annual income has averaged £253,803 and its annual expenditure £216,837. This has allowed the Club to build up a surplus of £221,700, equivalent to approximately ten months running costs.

The Sulgrave Club	2014/15	2015/16	2016/17	2017/18
Income	220,954	258,722	271,625	263,914
Expenditure	243,913	209,570	202,299	211,567
Surplus / (loss)	(22,959)	49,152	69,326	52,347
Brought forward	73,834	50,875	100,027	169,353
Reserves	50,875	100,027	169,353	221,700

In 2017/18 the Club's sources of funding consisted of:

- grants from charitable trusts (27%);
- contracts with the Local Authority (24%);
- lettings (28%);
- a fixed annual grant from the Sulgrave Foundation (11%); and
- its own income generation – fees, activity charges, interest (10%).

Based on a 20% increase in activities and attendance, and a 10% increase in lettings, we project that the refurbishment project will lead to a 10.25% overall increase in annual income.

Income	Actual 2016/17	Actual 2017/18	Projected	Notes
Grants	80,988	71,966	86,500	+ 20% (more funded activities)
Local Authority contracts	63,000	63,000	63,000	
Lettings	69,533	72,805	80,000	+ 10% (more space/rooms to let)
Sulgrave Foundation	30,000	30,000	30,000	
Other income generation	28,104	26,143	31,500	+ 20% (increase of users)
TOTAL	271,625	263,914	291,000	+ 10.25% (overall p.a. increase)

Monitoring and Evaluation

We will set targets for increases and diversification against existing baseline figures in the following areas:

- the number and type of activities currently provided;
- the number, age, gender, ethnicity and postcode of our current users; and
- the amount of revenue we currently generate from lettings.

We will monitor our progress against these targets, incorporating appropriate questions into the feedback forms we distribute to users as part of the continuous evaluation of the projects and services we provide. The results will be reported back to the staff and management committee on a regular basis alongside our existing monitoring and evaluation reports.

Organisation Status

Sulgrave Club Limited is a registered charity, registration number 1165312, and a company limited by guarantee with no share capital, company number 07929633. It is run by a

management committee, who are the trustees of the charity and directors of the company, and managed on a day to day basis by the Club Manager.

Premises

The premises at 287 Goldhawk Road, London W14 7EU are owned by The Sulgrave Foundation, registered charity no: 1153481. They are held by Sulgrave Club Limited on a 999 year lease, dated 26 November 2012, at a peppercorn rent.

Sulgrave Foundation

The Sulgrave Foundation has current investments (excluding the club's premises) of £1.4m. It has a target to generate an absolute return (that is, a combination of capital growth and income) of inflation plus 4.5% per annum. This should enable the Foundation to be able to make the annual grants that it aims to make (but is not obliged to make) to the Sulgrave Club (£30k) and the London Federation of Youth Clubs (£7k), whilst not eroding the long term value of its investment portfolio.

Over the long term, the Trustees of the Sulgrave Foundation aim to maintain the investment portfolio so that it can generate the income required for grants such as these. Whilst the Foundation would not rule out supporting the Sulgrave Club's capital requirements, using significant amounts of the endowment for specific projects such as the proposed refurbishment would diminish the amount that the investment portfolio can generate for the long term income of the Club and therefore would not be a decision that the Trustees would take lightly.

Planning Permission

The Club has received full planning permission for the proposed works.

Costs

A summary draft outline cost plan, with detailed work specifications and costs, prepared by Wates Living Space, are attached. The Wates Foundation has previously provided development funding for the Sulgrave Club and Wates Living Space generously provided a member of staff to assist with the work required in putting this project together.

VAT

As a non-trading charity The Sulgrave Club cannot register for VAT, nor do the planned building works qualify for a zero or reduced rate of VAT.

Phasing of the Project

While we are keen to undertake the whole project as soon as funding is available, our order of priorities for its implementation are:

Planning (completed)

Architect, structural engineer, M&E consultant fees. Actual cost: £33,360

Phase 1 (completed)

Exterior reconfiguration of the front of the premises to improve safety and security and create a more welcoming entrance. Actual cost: £53,000

Phase 2

Interior extension and reconfiguration to provide more space to enable an extension of the youth work currently provided and provide community facilities. Estimated cost: £63,500.

Phase 3

Replacement of heating system, mechanical and rewiring electrical works.

Estimated cost: £99,000.

Phase 4

Redecoration works throughout the building. Estimated cost: £20,000

Phase 5

Improvements to the gymnasium lobby and staircase and toilets. Estimated cost: £10,000

A 7.5% contingency of £11,000 (excluding general works and design fees) is being suggested, bringing the draft cost plan to an estimated total of £289,854. (All costs quoted are inclusive of VAT at 20%.)

Fundraising

As of 30th September 2019, a total of £189,285 towards the project has been raised:

Sep 2016	Sulgrave Club	reserves	£33,360
Dec 2016	Fidelity UK Foundation	grant	£10,000
July 2017	Clothworkers' Foundation	grant	£30,000
Nov 2017	Bernard Sunley Foundation	pledge	£20,000
Apr 2018	Beatrice Laing Trust	pledge	£3,000
July 2018	Rank Foundation	grant	£4,000
Sep 2018	Sulgrave Foundation	pledge	£30,000
Sep 2018	Sulgrave Club	reserves	£58,925

£100,569 still needs to be raised. We currently have one application to the Garfield Weston Foundation under consideration and a second, much larger application to Fidelity UK Foundation being prepared.

Referee

Erik Mesel, Senior Grants & Public Policy Manager, John Lyon's Charity

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Appendices:	Appendix 1	Summary Draft Outline Cost Plan (inclusive of VAT)
	Appendix 2	Detailed Draft Cost Plan (exclusive of VAT)
	Appendix 3	Existing Floor Plans
	Appendix 4	Demolition Floor Plans
	Appendix 5	Proposed Floor Plans

Sulgrave Club Refurbishment Project 2019 - Draft Outline Cost Plan summary
(inclusive of VAT)

External Works to the front of the building	New gates, levelling and landscaping	(actual cost)	£	52,925.00
Works to separate out the Nursery from the Youth work area of the building	New Kitchen		£	10,424.11
	Hallway		£	2,628.83
	Lobby		£	3,732.07
	Nursery Reception		£	4,501.51
	Courtyard WC's		£	15,000.00
	Nursery Hall		£	8,139.00
	Nursery Staircase Lobby		£	3,991.54
	Play/sleeping room		£	1,409.34
	New Extension Rm		£	13,649.34
TOTAL separation works			£	63,475.74
Main building-Refurbishment				
Ground Floor	Hallway		£	1,244.39
	Office		£	1,006.15
	Nursery Rm		£	3,471.43
First Floor	Meeting Rm		£	1,348.93
	Bathroom		£	1,754.35
Second Floor	Main Office		£	523.61
	Lobby		£	1,361.17
	Handyman Office		£	1,263.68
	Office Store Rm		£	1,263.68
Third Floor	Flat		£	2,898.91
Staircase	4 flights		£	3,837.56
TOTAL INTERNAL REFURBISHMENT WORKS			£	19,973.86
Gymnasium	Gym Lobby and Staircase		£	8,840.09
	Gym WC's		£	1,291.54
TOTAL GYMNASIUM UPGRADE			£	10,131.63
CONTINGENCY (7.5%)			£	10,987.97
General works				
Mechanical	New heating system throughout		£	48,000.00
	New rewire of complete building incl. CCU and compartment trunking		£	36,000.00
Electrical			£	
Skips	20 yard roll on/roll off		£	15,000.00
TOTAL GENERAL WORKS			£	99,000.00
Design Fees				
Architect	Drawings / Specification / Planning Applications	(actual cost)	£	18,000.00
Structural Engineer	Calculations and drawings	(actual cost)	£	960.00
M&E Consultant	Performance Spec	(actual cost)	£	14,400.00
TOTAL DESIGN FEES			£	33,360.00
TOTAL DRAFT COST PLAN			£	289,854.20

Sulgrave Club Refurbishment Project 2019 – Detailed Draft Cost Plan (exclusive of VAT)

Description			Total
Design Fees			
Architect	Drawings / Specification / Planning Applications	(actual cost)	£ 15,000.00
Structural Engineer	Calculations and drawings	(actual cost)	£ 800.00
M&E Consultant	Performance Spec	(actual cost)	£ 12,000.00
TOTAL DESIGN FEES			£ 27,800.00

General Works			
Mechanical	New heating system throughout as per spec	£	40,000.00
Electrical	New rewire of complete building incl. CCU and compartment trunking where required	£	30,000.00
Skips	20 yard roll on/roll off	£	12,500.00
TOTAL GENERAL WORKS			£ 82,500.00

Ground Floor

Hallway

HALL:REDECORATE COMPLETE OVER 3SM CEILING AREA	Hall: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of lobby, hall or corridor over 3.00sm ceiling area complete. (classified as a single area)	£	208.74
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25

Office

WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	48.36
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	662.60

Nursery Rm

WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	48.36
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	191.25
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
GLAZED SCREEN	Remove Georgian wired glazing and replace with new window incl. brick up say bottom 0.5m	£	1,000.00
SKYLIGHT	Remove skylight and block up incl. finishes and felt roof	£	750.00
SINK AND PIPEWORK	Remove and dispose sink/pipes etc.	£	75.00

First Floor

Meeting Rm

ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
Making good to wall	where required	£	120.00
WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	48.36

Bathroom

ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
WALL TILES:RAKE OUT AND REGROUT	Wall Tiles: Rake out and re-grout wall tiling and remove waste and debris.	£	85.20
SHOWER:INSTALL 8.7 KW UNIT OVER BATH	Shower: Supply and fix new 8.5 kW electric shower unit complete incorporating advanced temperature stabiliser for constant temperature control, [shower unit PC Sum of £320.00 supplied and delivered complete ready for installation] make all connections to water supply including running additional pipework as necessary, provide new service valve, make electrical connections including provision of double pole switch, cable, conduit and MCB 45 amp, RCD protection, install in line scale reducer, test, provide certificate, and make good all finishes on completion. Clean off walls and prepare to receive new tiles, supply and fix new ne 152x152x6mm glazed coloured ceramic wall tiles to bathroom splashbacks/shower areas and cills, including fixing with adhesive, grouting and any necessary cutting, sealing around sanitary fittings with silicone sealant.[2.4sm wall tiling]	£	561.21
SHOWER SCREEN:RENEW TWO SIDED GLASS SCREEN	Shower Screen: Renew any two sided framed glass shower screen and door complete to individual cubicle above shower tray, remove existing, drill and plug as necessary and fit new screen including all making good.	£	487.50
SHOWER TRAY:RENEW ACRYLIC COMPLETE	Shower Tray: Renew shower tray with ne 830x830x260mm acrylic shower tray, anti-slip finish with chromium plated waste, make necessary connections to waste pipe, seal joint between tray and wall with silicone sealant and make good all finishes, re-fix shower rails, curtains and doors removed for access, and remove waste and debris. [Shower Tray PC Sum of £50.00 supplied and delivered complete with waste fitting ready for installation]	£	200.55

£

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Second Floor

£

-

Main Office

£

-

ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
CARPET:RENEW TO DOMESTIC AREAS	Carpet: Renew tight woven medium contract grade carpet to domestic areas, take up existing and dispose to tip, prepare sub-base, lay underlay secure all edges with gripper or proprietary adhesive tape, cut and fit around pipes, into alcoves, door openings and the like including all necessary door strips etc., and remove waste and debris.	£	260.48
WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	48.36

£

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Lobby

£

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HALL:REDECORATE COMPLETE OVER 3SM CEILING AREA	Hall: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of lobby, hall or corridor over 3.00sm ceiling area complete. (classified as a single area)	£	208.74
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	16.12
WALL:RENEW APPLY 3MM SKIM COAT PLASTER	Wall: Renew defective or apply new skim coat of plaster including hack off existing and renew including all preparation and joints to existing surfaces and remove waste and debris.	£	81.20

Handyman Office

ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	16.12
WALL:RENEW APPLY 3MM SKIM COAT PLASTER	Wall: Renew defective or apply new skim coat of plaster including hack off existing and renew including all preparation and joints to existing surfaces and remove waste and debris.	£	81.20

Office Store Rm

ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
WINDOW:EASE AND ADJUST INCLUDING REMOVE	Window: Ease any size and type of opening sash, pivot sash, sliding sash including remove and re-fix sash, beads etc., oil and adjust hinges and ironmongery as necessary, touch up decorations internally to match existing and prepare for redecoration externally, test to ensure effective operation.	£	16.12
WALL:RENEW APPLY 3MM SKIM COAT PLASTER	Wall: Renew defective or apply new skim coat of plaster including hack off existing and renew including all preparation and joints to existing surfaces and remove waste and debris.	£	81.20

Third Floor

Flat

WALLS:PREPARE 2 COATS BITUMIN DAMP PROOF	Walls: Brush down and prepare for and apply two coats of bituminous emulsion damp-proofing solution general surfaces of walls.	£ 136.80
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£ 382.50
BATHROOM:UPGRADE TO BENCHMARK WC	Bathroom: Upgrade bathroom to benchmark standard disconnect and strip out existing sanitary fittings, supply soil and waste pipework, strip out electric wiring and light fittings, hack off wall tiling, take up and remove floor coverings, install new WC suite, bath with shower/mixer taps, and basin complete, install new supply, soil and waste pipework, complete with service valves to all appliances, install new electric wiring, switch, light and shaver fitting, low voltage transformer extract fan, make good wall and ceiling finishes, supply and fix wall tiling to splashbacks and shower area, supply and lay new non-slip floor covering, redecorate, supplemental equipotential bonding and remove waste and debris. [Sanitary fittings, taps and mixers PC Sum of £286.00 supplied and delivered to site ready assembled for installation complete excluding VAT]	£ 1,896.46

Staircase (4 flights)

STAIR SPINDLES	Replace missing	£ 400.00
HALL STAIRS:REDECORATE 3 STOREY	Hall Stairs: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of hall, landing and staircase area complete (3 storey) (classified as a single area).	£ 571.86
SHEET FLOORING:RENEW NON-SLIP AND SUB-BASE	Sheet Flooring: Take up any covering, clear away, supply and lay any type of approved non-slip vinyl sheet safety flooring with adhesive to and including supply and lay approved sheet sub base, including all necessary cutting, all labours, upstands and clean off, clear silicone sealant jointing at all perimeters, and remove waste and debris..	£ 1,553.60
NOSING:RENEW NOSING TO STEP	Nosing: Renew any size or type of proprietary alloy nosing to step including drilling and plugging as necessary, and remove waste and debris.	£ 294.48
PANE:REGLAZE 6MM GWPP OVER 1.00SM	Pane: Re-glaze single pane in 6mm Georgian wired polished plate glass over 1.00sm, hack out and glaze with putty, sprigs, clips or beads at any level, touch up decoration to match existing, and remove waste and debris.	£ 378.03

Nursery

Kitchen

WALKTHROUGH FROM REAR TO FRONT GARDEN	Create opening in kitchen cupboard incl. partitioning and ramp for DDA escape route	£ 5,000.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£ 255.00
SHEET FLOORING:RENEW NON-SLIP AND SUB-BASE	Sheet Flooring: Take up any covering, clear away, supply and lay any type of approved non-slip vinyl sheet safety flooring with adhesive to and including supply and lay approved sheet sub base, including all necessary cutting, all labours, upstands and clean off, clear silicone sealant jointing at all perimeters, and remove waste and debris..	£ 1,165.20
NEW KITCHEN UNITS	New kitchen units/worktop etc.	£ 1,200.00
SKYLIGHT	Remove skylight and block up & felt roof	£ 750.00
WALL TILES:RENEW OR FIX NEW GLAZED TILES	Wall Tiles: Clean off walls and prepare to receive new tiles, supply and fix new ne 152x152x6mm glazed ceramic wall tiles to splashback and cills, including fixing with adhesive, grouting, and any necessary cutting including hack off glazed wall tiling, make good bed and remove waste and debris.	£ 316.56

Hallway

WINDOW	Remove window and block up overlooking courtyard incl. bond/set	£	200.00
DOUBLE DOORS - OVERHAUL	Secure lock double doors leading to nursery garden	£	85.00
DOUBLE DOORS - REMOVAL	Remove double doors leading to courtyard and create single doorway	£	1,200.00
HALL:REDECORATE COMPLETE OVER 3SM CEILING AREA	Hall: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of lobby, hall or corridor over 3.00sm ceiling area complete. (classified as a single area)	£	208.74
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	496.95

Lobby

DOUBLE DOORS - REMOVAL	Remove double doors leading to courtyard and block up incl. bond/set both sides	£	250.00
NEW OPENING IN WALL	Create opening in wall and install door leading to nursery garden	£	850.00
NEW WC AREA	Adapt changing area and create 2nr WC/s - partitioning incl. WC/WHB/Pipework etc.	£	1,200.00
HALL:REDECORATE COMPLETE OVER 3SM CEILING AREA	Hall: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of lobby, hall or corridor over 3.00sm ceiling area complete. (classified as a single area)	£	313.11
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	496.95

Nursery Reception

NEW OPENING IN WALL	Create opening and install new double doors leading to Nursery	£	1,500.00
NEW PARTITIONING	New partition to create new single DDA door leading to courtyard	£	1,000.00
HALL:REDECORATE COMPLETE OVER 3SM CEILING AREA	Hall: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of lobby, hall or corridor over 3.00sm ceiling area complete. (classified as a single area)	£	313.11
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	496.95
#REF!	#REF!	£	91.20
MATT WELL	Replace new	£	350.00

Courtyard WC's

EXTERNAL STAIRCASE	Remove external staircase leading to first floor incl. scaffold	£	12,500.00
EXCAVATION	Excavate and reduce level		
ROOF STRUCTURE	New Pitched Roof enclosing new WC area		
BOND/SKIM WALL	Bond and skim walls		
WC CUBICLES	3nr new WC's and cubicles		
WHB	3nr basins incl. all supplies and drainage		
DECORATIONS	Decorations		
FLOORING	Vinyl sheet flooring		

Nursery Hall

PARQUET FLOOR	Strip and renew	£	5,400.00
SUSPENDED CEILING	Remove and dispose	£	1,000.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	382.50
LED LIGHTING	LED lighting	£	-

Nursery Staircase Lobby

EXTERNAL STAIRCASE	Remove in entirety to create room	£	2,250.00
DOUBLE DOORS LEADING TO GARDEN	Remove and block up incl. bond & set	£	750.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	198.78

Play/sleeping room

NEW OPENING IN WALL	Create opening in rear wall	£	550.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	496.95

New Extension Rm

CLEARANCE	Clear away and dispose debris in garden	£	450.00
EXCAVATION	Excavate and reduce level	£	750.00
CONCRETE FLOOR	Concrete floor to required level	£	850.00
EXISTING SERVICES	Adapt existing services to suit	£	350.00
NEW WALL AND ROOF STRUCTURE	Build up wall inside of external perimeter wall to desired height incl. roof structure	£	2,500.00
PITCHED ROOF	New pitched roof with skylights	£	5,000.00
BOND/SKIM WALL	Bond and skim walls/ceiling	£	850.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	496.95

Gymnasium

NEW STAIRCASE	New flight of stairs leading to boiler room	£	1,200.00
NEW VIEWING ROOM	Create room for viewing gallery with vision panel to gymnasium	£	5,000.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	191.25
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	828.25
NOSING:RENEW NOSING TO STEP	Nosing: Renew any size or type of proprietary alloy nosing to step including drilling and plugging as necessary, and remove waste and debris.	£	147.24

Gym WC's

NEW WC / WHB	New WC's and WHB	£	750.00
ROOM:REDECORATE UPTO 20SM CEILING AREA	Room: Rub down, prepare for and apply two coats of emulsion to ceilings and walls, one undercoat and gloss on all previously painted surfaces of room up to 20.00sm ceiling area.	£	127.50
FLOOR TILES:RENEW VINYL TILES AND SUB-BASE	Floor Tiles: Hack off vinyl floor tiles, supply and lay new ne 300x300x2.00mm vinyl floor tiles with adhesive to and including supply and lay approved sheet sub base including all cutting, labours and clean off and remove waste and debris.	£	198.78

External Landscaping

Front Garden

NEW GATES	Install new gates into entrance incl. adapting wall	(actual cost)	£	8,333.33
LANDSCAPING	Clear garden, excavate to required level and new paving	(actual cost)	£	35,770.83

TOTAL MAIN BUILDING

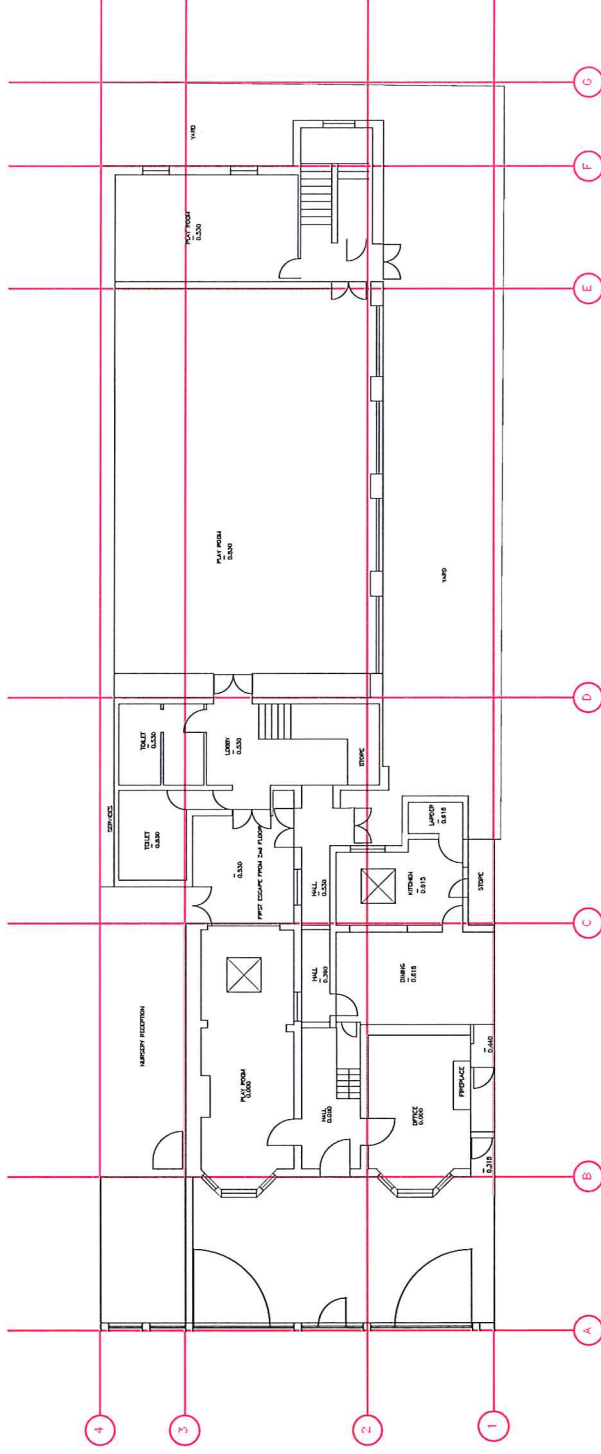
£ 122,088.53

CONTINGENCY (7.5%)

£ 9,156.64

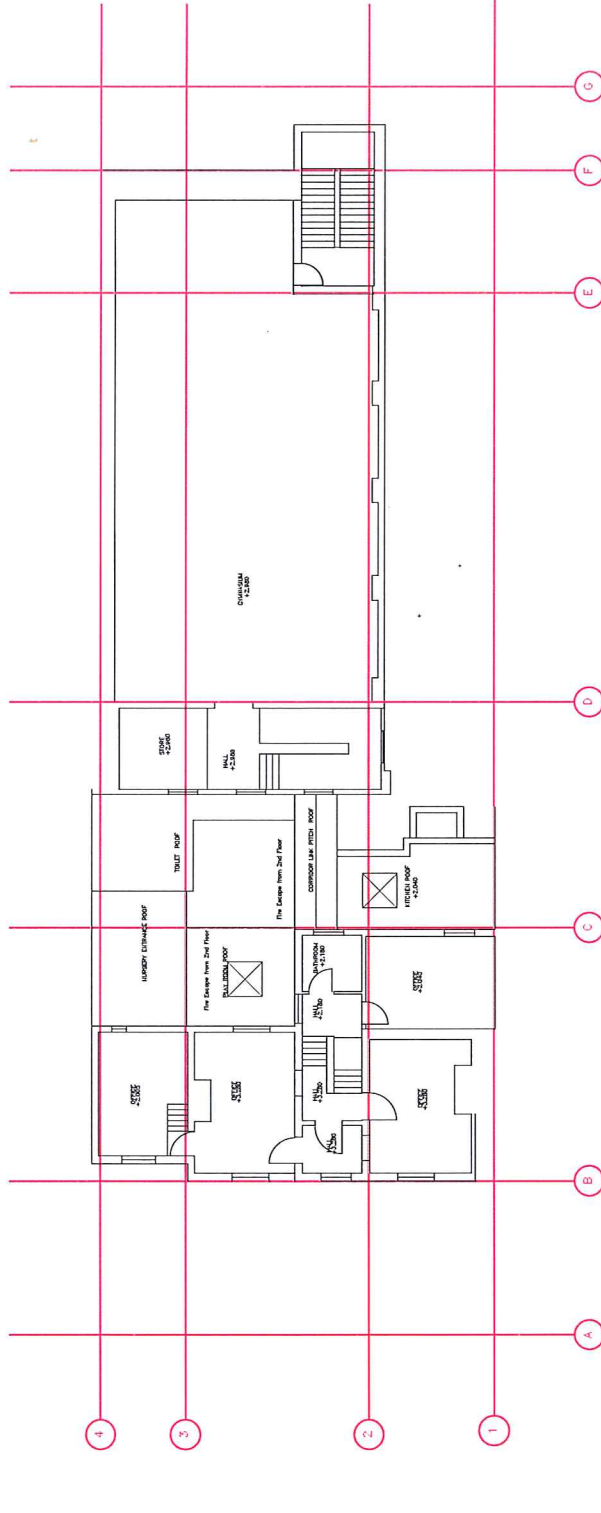
TOTAL DRAFT COST PLAN (excluding VAT)

£ 241,545.17



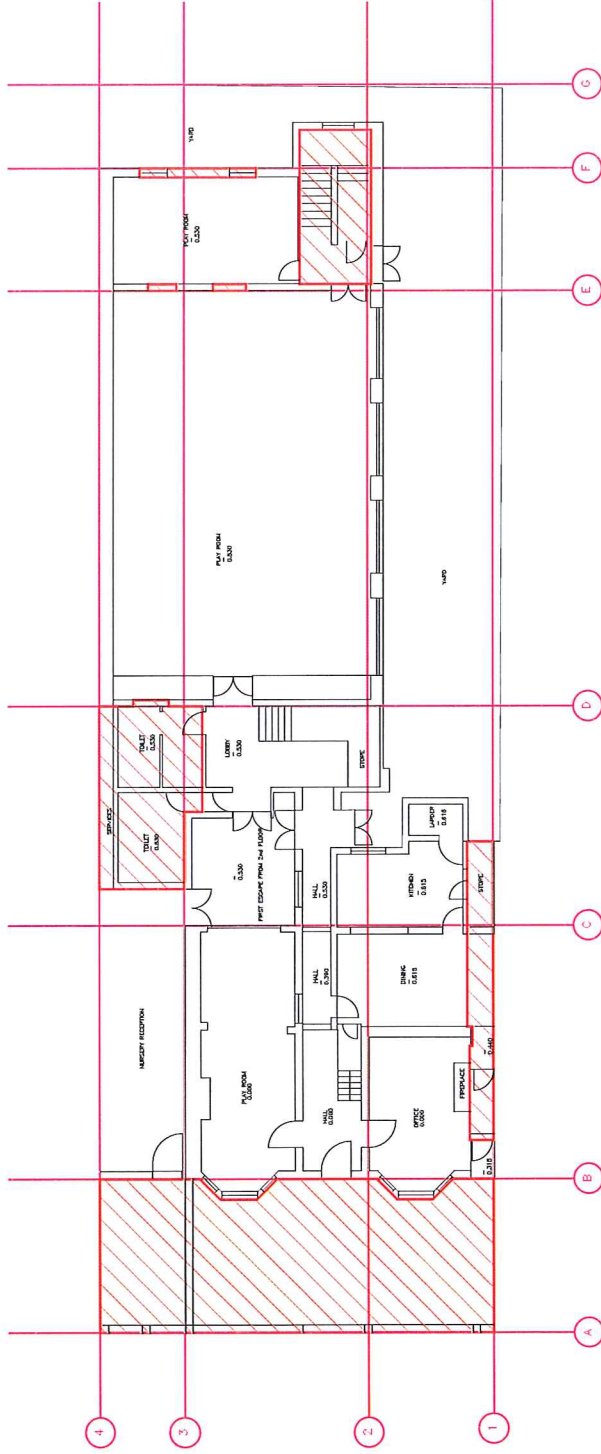
CB-A

Project	The Sulgrave Club, London W12		
Client	The Sulgrave Club.		
Drawing Description	Existing Ground floor plan.		
Date	16.5.16	Job No	206.
Scale	1:200 @ A1	Drawing No	EX001.
Revision			



CB-A

Project	The Sulgrave Club, London W12		
Client	The Sulgrave Club.		
Drawing Description	Existing First floor plan.		
Date	16.5.16	Job No	206.
Drawn	1:200 @ A1	Drawing No	EX002.
Revision		Revision	

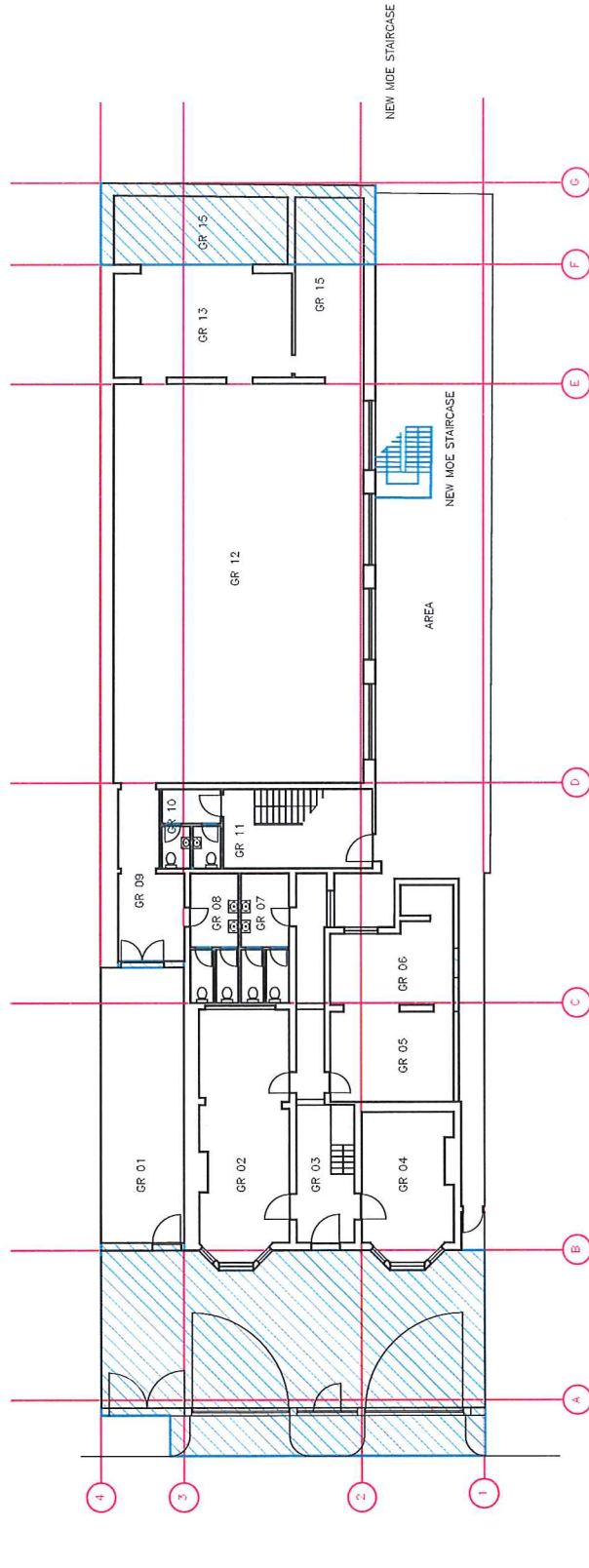


Demolition

CB-A

Project	The Sulgrave Club, London W12		
Client	The Sulgrave Club.		
Drawing Description	Ground floor plan - Demolition.		

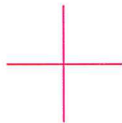
All dimensions to be checked on site. Do not scale. This drawing is copyright			
Date	Scale	Job No	Drawing No
16.5.16	1:200 @ A3	206.	DEM001.



CB-A

Project	The Sulgrave Club, London W12		
Client	The Sulgrave Club.		
Drawing Description	Proposed Ground floor plan.		

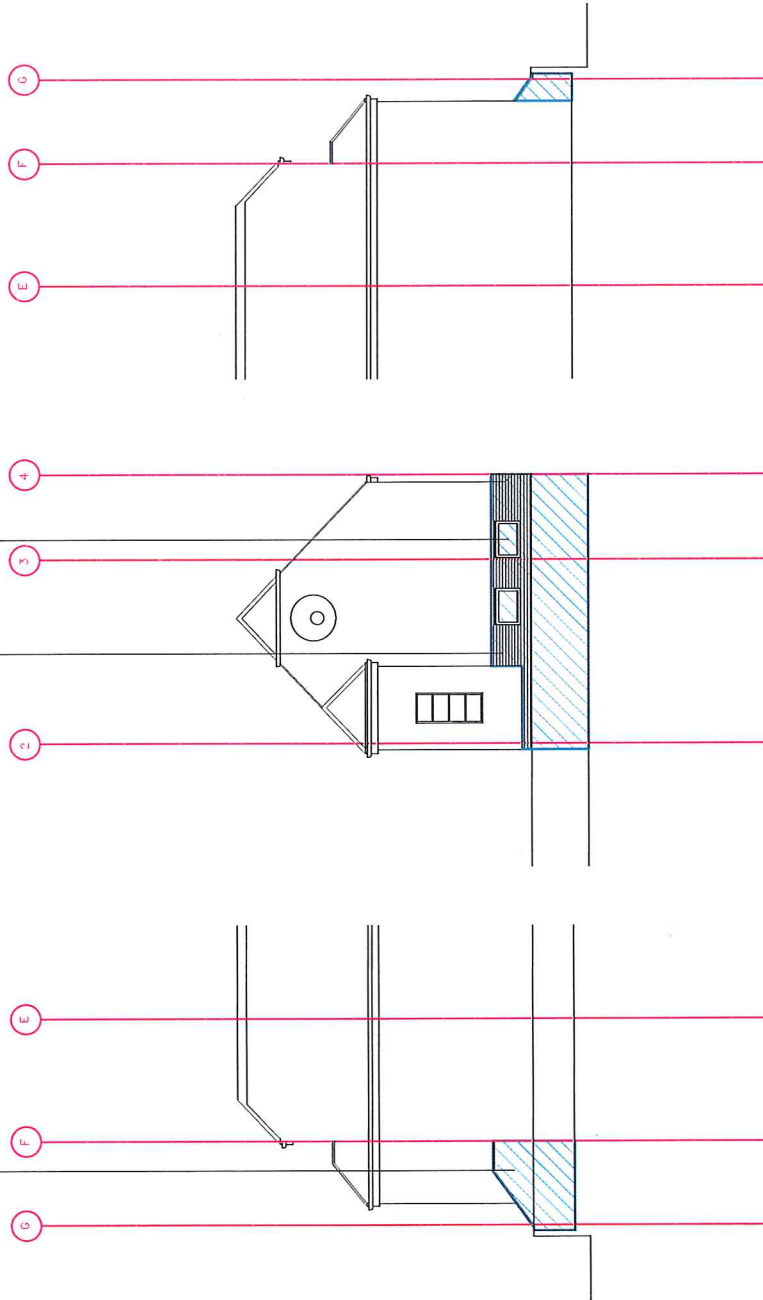
Date	16.5.16	Scale	1:200 @ A1	Job No	206.	Drawing No	C001.	Revision	
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16.5.16	.	1:200@A1	206.	206.	C002.
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Date	Drawn	Scale	Job No	Drawing No	Revision
16.5.16		1:200@A1	206.	C002.	

EXTENSION
PITCHED ROOF
ROOF LIGHT



WEST ELEVATION

SOUTH ELEVATION (FROM RAVENSCOURT PARK)

EAST ELEVATION



CB-A

Project The Sulgrave Club, London W12

Client The Sulgrave Club.

Drawing Description

Proposed rear elevations and sections.

All dimensions to be checked on site. Do not scale. This drawing is copyright

Date	Scale	Job No	Revision
16.5.16	1:200@A1	206.	C003.