

Invitation to Tender

Energy Efficiency Refurbishment of Shepreth Village Hall



Project:

Tenders are invited for the installation of External Wall Insulation (EWI) for the 1909 built Village Hall in Shepreth, South Cambridgeshire.

We invite qualified contractors to submit tenders for the design, supply, and installation of EWI to improve both the thermal performance and the appearance of Shepreth Village Hall.

Background

Shepreth Village Hall is a community hub for events, meetings, and social gatherings. It is not in the village conservation area and is not a listed building. With solid brick walls and minimal insulation, it currently fails to meet modern energy efficiency standards. Our goal is to enhance comfort, reduce heating costs, and retain the hall's historic character.

Shepreth Parish is located 7.5 miles south of Cambridge. We have approx. 800 residents in just under 400 dwellings spread over the two adjacent village areas of Shepreth and Frog End. Shepreth has a mixture of dwellings, from the modern to traditional thatched cottages and some listed buildings. There is a conservation area in the centre of the village. The Village Hall was constructed in 1909 as a single brick building (See attached photos). Cavity-walled front and rear extensions were added in the 1970s. **Planning permission was granted by South Cambridgeshire District Council (SCDC) in September 2025 for the upgrade works. (Reference: 25/02820/FUL).**

Since October 2023, we have been working on a local Climate and Nature Action Plan including encouraging the refurbishment of homes and businesses significantly to reduce energy costs and provide energy assurance, particularly for those most vulnerable. The best way to do this would be using an exemplar within the village and the obvious candidate would be the 100+ years-old Village Hall, which clearly would benefit from retrofitting and is the perfect spot for establishing an exhibition and information centre for the village and surrounding parishes. Apart from badly needing a retrofit, the Village Hall offers us an excellent platform for demonstrating external wall cladding as well as cavity wall insulation, double glazing, loft insulation, solar panel electricity generation and battery storage.

In March 2025, we were awarded a grant by the South Cambridgeshire Net Zero Villages fund for the following:

- External Wall Insulation of the original hall building which is a solid brick build.
- Cavity wall insulation of the two later extensions – one front and one rear.
- Loft insulation above the suspended ceiling.
- Replacement of the windows in the main hall with modern double-glazed units.

As the initial quotes we obtained for the EWI works were all above £25,000, we are now obliged to offer this work for public tender. The other three aspects of the proposed works have already been agreed with contractors. It should be noted that the successful EWI contractor will need to coordinate work with the other three contractors as well as with the Parish Council's Project Management Team.

Note: **This ITT is for the application of EWI with render finish to the old part of the hall only.** The attached images show wooden cladding and render (without insulation) to the front and rear parts of the building, and these can be quoted separately. We can discuss in greater detail during site visits.

Scope of Works

- Survey existing wall construction, moisture levels, and substrate condition
- Design a compatible external insulation system sympathetic to the building's period features. See Photo of suggested finish approved by SCDC Planning Department.
- Supply all materials, fixings, and ancillary components
- Erect scaffolding on all sides of the building and remove at end of works. Disruption to access to car park at rear of building to be kept to a minimum.
- Install insulation, render, and finish to walls facing all elevations
- Integrate interfaces around windows, doors, cornices, and drainage details
- Supply/install Verge Trim to insulated external walls where roof overhang is not sufficient.
- Remove and refit all current external services: water and waste, gas, electricity cables (mains, Solar Panels, EV charger), CCTV, alarms and security lighting.
- Ensure ventilation, vapour control, and long-term durability
- Provide final cleaning and remove all waste from site

Technical Requirements

- U-value target: ≤ 0.30 W/m²K for insulated walls
- Insulation type: mineral wool or phenolic foam, compliant with BS EN 13162 or BS EN 13166
- Render finish: Silicon or Silicon Silicate
- Fixings and anchors: stainless steel or corrosion-resistant to manufacturer's specification
- Compliance with UK Government best practice guidance for EWI installation and SCDC Planning Officer requirements
- Health & Safety: full method statements, risk assessments, Construction Design and Maintenance (CDM) 2015 compliance

Note: When submitting our grant application to SCDC, the chosen EWI option was for the supply and installation of Johnstones Stormshield 110mm Mineral Fibre EWI system. 6-8mm High Performance Render Basecoat, 1.5mm Silicone Enhanced Render Topcoat. We would welcome quotes for the same or for a similar or more efficient render finish EWI.

Site Information & Inspections

- Location: 1 Station Road, Shepreth, Royston, Herts. SG8 6PZ. (What3words: lays.valuables.gullible)
- Access: vehicular access to front. Pedestrian access via front steps or via side entrances.
- Parking: Large car park at rear but with narrow access from front that may be blocked by scaffolding.
- Site visits: available by appointment between 9:00–16:00 Mon–Fri
- Points of contact for visits: Parish Clerk, Kate Laugharne (07951 500146) or Cllr. John Fisher (07516101145) or via emails – see below.

Tender Submission Requirements

1. Company profile and proof of relevant experience e.g. PAS2030 & Trustmark certification
2. Detailed methodology and proposed materials specification
3. Project programme with key milestones and completion date

4. Detailed cost breakdown (labour, materials, scaffolding, preliminaries, VAT). Quotes should be in the region of £30,000.
 5. Copies of insurances (public liability, employers' liability)
 6. Health & Safety documents (risk assessments, method statements, CDM records)
 7. References from at least two similar projects completed in the last five years
 8. Warranty details for works and materials.
-

Evaluation Criteria

Tenders will be evaluated on:

- Technical suitability and design sensitivity
 - Quality and performance of proposed materials
 - Demonstrable experience and track record
 - Value for money and cost transparency
 - Programme feasibility and ability to meet deadlines
 - Health & Safety and environmental credentials
-

Timetable

- Issue Invitation to Tender: Friday 26 September, 2025
 - Deadline for site visits: Friday, 17 October, 2025
 - Tender submission deadline: Friday, 31 October 2025 at 17:00
 - Evaluation period: 03–14 November 2025
 - Contractor appointment: Tuesday 18 November 2025
 - Expected start on site: Spring 2026 – specific dates to be agreed.
 - Practical completion: 10 April 2026.
-

Submission and Contact Details

Please submit electronic tenders (PDF) to:

parishclerk@sheprethparishcouncil.gov.uk

Copy: john.fisher@sheprethparishcouncil.gov.uk

Postal submissions can be sent to:
Shepreth Parish Council,
c/o Gamlingay Eco Hub,
Stocks Lane,
Gamlingay
SG19 3JR

For queries or to arrange a site visit, contact:
Parish Clerk, Kate Laugharne (07951 500146) or Cllr. John Fisher
(07516101145) by mobile or at the above email addresses.

We look forward to receiving your detailed proposal. If you have any questions or require further clarification, please get in touch.

Photographs: Three images of the hall as it now appears (front right, front left and rear). One of a photograph of the original structure pre-extensions. And one of the CGI approved by SCDC Planning Department.

