Dear Kirsty

Further to our brief conversation. Thank you for inviting ████████ to quote for a feasibility study on the Glebe Pavilion and for sharing information in respect of the project. This is an important project for the Town Council.

While the full scope of the feasibility is not clear from the information provided and it is also evident that the Council has previously explored options for the Pavillion's refurbishment and remodelling, ██████ would propose the following. However, we remain open to further discussion should the Council feel it appropriate.

Step 1 – Understand the specific requirements and expectations of the Town Council including financial and planning constraints, review of policy and strategy, and the strengths and weaknesses of any previous proposals.

Step 2 – Determine any scoping restrictions or conditions that might impact on the short, medium and long term use of the pavilion. E.g. Planning, facilities strategy etc.

Step 3 – Present cost/benefit proposals for indicative options.

Step 4 – Present the preferred options to the local community to seek feedback.

Step 5 – Refine the proposal and firm up costing.

Step 6 – Present a report to outline a development and implementations strategy for the preferred scheme.

██████ has undertaken similar feasibility studies and worked with other local Town and Parish Council's to help develop strategy and identify solutions relevant to the economic opportunities of the area.

For the activities above I have outlined below the costs anticipated for each stage. In addition, I have attached details of our hourly rates.

Quote for undertaking a feasibility study on

Stage	Days*	Cost**
Steps 1-3	3	£2,250
Step 4		Cost to be determined by the level and type of community engagement the Council are looking for.
Steps 5 & 6	3	£2,250

**Exclude VAT and out of pocket expenses and travel and any additional specialist advice (legal, planning etc.) to be agreed with the Council

Thank you again for your interest. We look forward to hearing from you soon.

Your sincerely

████████████

Director