

## INFORMATION ITEM

REPORT OF	MEETING	DATE	ITEM NO
HEAD OF ENVIRONMENTAL AND HOUSING SERVICES	OPERATIONAL MANAGEMENT COMMITTEE	8 NOVEMBER 2022	5
<b>CEMETERY LODGE CONVERSION</b>			

### PUBLIC ITEM

This item is for consideration in the public part of the meeting.

### SUMMARY OF INFORMATION

The Cemetery Lodge is located just inside the main gates to Lytham Park Cemetery & Crematorium. The previous Bereavement Service Manager moved out of this residence last year. The Lodge is now vacant and no longer required for that purpose.

When Bereavement Services were transferred to be under the care of the Operational Management Committee in 2020 the new Working Group created were tasked with looking at the medium- and long-term strategy and investment issues relating to the service. When the Cemetery Lodge became available the Working Group considered a wide range of different uses for the building, including its sale or lease as a residence or for commercial activity.

It was agreed that the cost of converting the building in pursuit of an unquantifiable and comparatively small return would not be cost effective considering the potential reputational and financial risk to a sensitive area of council operations which provides a much valued high quality service to residents of the borough.

The Group's conclusion was that the building should be kept within Fylde Councils' assets for use principally by Bereavement Services.

The building presents an opportunity to address several matters concerning modern regulatory requirements which are currently unsupported by Bereavement Service's existing assets as well as offering space that could be utilised by hybrid workers from other departments.

It is proposed that:

- The kitchen and lounge/eating area retain these functions to provide welfare facilities for the Bereavement Team and other building users
- The ground floor front room is utilised as a meeting and training space for the Bereavement Team and other departments as well as space for conducting private interviews with bereaved families when required.
- Upstairs the shower room and separate toilet retain these functions, and the two small rooms provide storage and a changing space.
- The large upstairs room is converted to an office space for team members for online meetings, training and study courses and offers a 'touchdown' space for hybrid workers from other departments.

**Positive outcomes include:**

- Addresses existing compliance issues within Bereavement Services pertaining to Fire Safety, Industry and Corporate compliance and Staff Welfare.
- Enhances service provision for end users
- Supports Fylde Council policy for hybrid working
- Is a cost-effective use of an existing Council asset
- Mitigates reputational and financial risk to Bereavement Services and Fylde Council

**Considerations:**

The cost of refurbishing and fitting out the building is estimated at £51,240.00 including the 12% contingency (see appendix A)

All yearly revenue costs following the proposed refurbishment will be met within existing revenue budgets.

**Conclusion:**

The building is currently vacant and the code requirements of the Bereavement Services are ongoing. Members of the committee are asked to note that in light of the considerations of the Working Group, a Capital Bid for the 2023/2024 capital programme will follow to be considered by the committee in January 2023 as part of the budget setting process for next year for the refurbishment of the lodge as detailed in this report.

**SOURCE OF INFORMATION**

Bereavement Services and Technical Services

**LINK TO INFORMATION**

See Appendix A for capital costs.

**WHY IS THIS INFORMATION BEING GIVEN TO THE COMMITTEE?**

This information has been provided as an outline of the Working Groups' decision for committee and to enable the proposal to progress to Finance Committee for funding.

**FURTHER INFORMATION**

Contact: Rebecca Riley – Bereavement Services Manager [Rebecca.riley@fylde.gov.uk](mailto:Rebecca.riley@fylde.gov.uk)

## Appendix A

### Cost Estimates – all figures exclude VAT

Park cemetery lodge refurbishment			
Kitchen installation	inc wall cupboards	£6,000.00	£6,720.00
Kitchen floor, screed & vinyl	pos carpet to other area	£2,800.00	£3,136.00
Kitchen splashback	tiles	£300.00	£336.00
Kitchen decoration	prepare and paint	£1,200.00	£1,344.00
Bathroom, conversion into shower / wet room. Removals	feasibility required, removal of existing	£600.00	£672.00
Install new toilet & pedastal WHB	inc drainage	£450.00	£504.00
Shower installation inc base	Elec or gas?	£1,800.00	£2,016.00
Bathroom floor, screed & vinyl	wet room	£1,200.00	£1,344.00
Bathroom decoration	inc ventilation	£1,000.00	£1,120.00
Possible installation of separate WC & WHB	including ventilation and decoration etc	£2,600.00	£2,912.00
Door, casing, partition for above	inc decoration	£2,800.00	£3,136.00
Full electrical rewire	ex finish, inc fixtures	£4,500.00	£5,040.00
New floor coverings throughout inc repairs	£1000.00 per room x 5	£5,000.00	£5,600.00
Decoration throughout	prepare and paint	£5,500.00	£6,160.00
Roof :- check for any leaks in attic space as part of rewiring works	Item	£200.00	£224.00
Heating maintenance and minor alterations	PC Sum	£900.00	£1,008.00
Loft insulation	Item	£400.00	£448.00
Over-range roof from scaffold tower and carry out minor repairs	Item	£1,000.00	£1,120.00
Removals, carpets kitchen etc	inc skip	£2,200.00	£2,464.00
External prepare, repair and decorate	scaffold tower	£5,300.00	£5,936.00
		£45,750.00	£51,240.00
			<u>Plus 12%</u>