



The Old Courthouse,  
Jaycroft Road,  
Burnham on Sea,  
TA8 1LE

5<sup>th</sup> January 2026

To: All Members of the Assets & Amenities Committee

**YOU ARE HEREBY SUMMONED TO ATTEND** an extraordinary meeting of the **ASSETS & AMENITIES COMMITTEE** to be held on **12<sup>th</sup> January 2026** in the Council Chamber, Old Courthouse, Jaycroft Road, TA8 1LE at **6.15 pm** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

Building doors will be open at 6:00pm

A handwritten signature in black ink, appearing to be "K Noble", enclosed in a thin black rectangular border.

Katherine Noble  
Town Clerk

***Please contact the Town Council reception (01278 788088) if you need further information on this agenda.***

#### **Members of the Assets & Amenities Committee**

Councillor P. Clayton (Chair)  
Councillor L. Millard  
Councillor M. Murphy  
Councillor C. Searing  
Councillor P. Wynn

Councillor B. Metcalfe  
Councillor P. Mills  
Councillor S. Perry  
Councillor B. Vickers



**Burnham-on-Sea  
& Highbridge**  
TOWN COUNCIL

## **Public participation**

A public participation session will now be held before the meeting starts. Anyone wishing to speak on any matters is encouraged to give notice of the request and subject matter to the Town Clerk no later than midday on the last working day prior to the meeting. Public participation shall be restricted to the public participation session, unless directed otherwise by the Chair. In accordance with standing orders the public participation time will not exceed 15 minutes in total with no individual speaker exceeding 3 minutes.

## **Extraordinary Assets & Amenities Committee Meeting**

### **Agenda 12<sup>th</sup> January 2026**

- 160.A25      Apologies for absence**
- 161.A25      To receive any declarations of interest on items included on this agenda**
- 162.A25      To agree to replace the footpaths in Brent Road Cemetery and to agree the tender specification**

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**Report for councillors: Replacement of footpaths at Brent Road Cemetery**

**Issued to: Assets and Amenities - 12<sup>th</sup> January 2025**

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### **1. Purpose of Report**

To seek approval from the Assets and Amenities Committee to go out to tender for the replacement of the footpaths at Brent Road Cemetery and to agree the tender documents.

### **2. Background**

The footpaths at Brent Road Cemetery are showing significant signs of deterioration including uneven surfaces, potholes, and poor drainage. These defects have resulted in accessibility concerns being raised by visitors, funeral directors, and cemetery staff. Ensuring safe, dignified access throughout the cemetery is a core operational requirement.

The tender specification attached has been prepared in accordance with the Council's procurement regulations.

### **3. Financial Implications**

The anticipated expenditure for the work is allocated within the earmarked reserves.

### **4. Recommendation**

That the Assets and Amenities Committee agree to replace the footpaths at Brent Road Cemetery and to approve the tender document. The Committee authorise the Town Clerk to advertise the tender and manage the procurement process in accordance with Council procedures.

Burnham on Sea & Highbridge  
Town Council

# Replacement of Brent Road Cemetery Footpaths

Invitation to Tender, Requirements and  
Specification

January 2026

## **1. INVITATION TO TENDER**

- 1.1** Burnham-on-Sea & Highbridge Town Council hereby invites tenders for the replacement of footpaths in Brent Road Cemetery in accordance with the contract documents attached.
- 1.2** Prospective contractors should ensure that they are completely familiar with the nature and extent of the obligations to be accepted by them, if their tender is accepted.
- 1.3** Any queries regarding the interpretation of any part of the contract documents should be addressed to the Town Clerk by no later than five working days before the closing date.
- 1.4** The tender shall be submitted on the Form of Tender attached as Appendix A along with the completed Questionnaire attached as Appendix B.
- 1.5** Prospective contractors should note that the Council is not bound to accept the lowest, or any tender. The Council's decision is final, and no correspondence will be entered into on the reasons why a tender has been rejected.
- 1.6** The successful tender together with the Council's written acceptance shall form a binding agreement in the terms of the contract documents.
- 1.7** No alteration to the text of the Form of Tender is to be made by the contractor tendering. Should any alteration, amendment, note or addition be made, the same will not be recognised.
- 1.8** Late tender submissions will not be considered.

## **2. CONDITIONS OF CONTRACT**

### **2.1 Site Details**

Brent Road Cemetery is situated in Brent Road, Burnham-on-Sea, TA8 2JT.

Brent Road Cemetery is a working cemetery and every effort must be taken to respect its environment and that of its neighbours.

At certain times, work may need to cease for the brief period of interments, for which notice will be given.

Access to the Garage/Office/Public Toilets will be required at all times.

Ensure safe, unobstructed pedestrian access to all burial plots during working and non-working hours.

Plan and sequence works to avoid restricting access, except where unavoidable for short periods for safety reasons.

The Contractor shall carry out all works within the following permitted hours: Monday – Friday 8:00 – 17:00. Saturday and Sunday no works permitted.

## **2.2 Insurance**

The Contractor is required to have a minimum of £5,000,000 public liability insurance for contracts. A current Certificate of Insurance to this effect must be provided with the submitted Form of Tender.

The Contractor shall indemnify the Council against any claim or proceedings for any injury or damage to any property, persons, or animals as a result of negligence, poor workmanship, or failure to notify the Council of any action likely to cause injury or damage to a third party.

## **2.3 Health and Safety**

The Contractor shall provide a risk assessment to the Town Clerk prior to commencement of the contract and shall accept full responsibility for compliance with the Health and Safety at Work Act and all other Acts and Regulations in respect of the work comprised in this contract.

Every consideration must be given to public safety. Appropriate barriers and signage must be placed and maintained and meet current legislation.

## **2.4 Payment to Contractor**

Invoices should be addressed and submitted to the Town Clerk on completion of the works. Payments will be made within 28 days, once the work is signed off to the council's approval. A retention of 10% will be made until the final certificate is issued after a duration of twelve months.

## **2.5 Workmanship and Equipment**

The workmanship must be of the highest standard and shall conform to all relevant British Standards, Specifications and Codes of Practice.

All materials/plant to be stored by agreement with the Council and at the contractor's own risk.

## **2.6 Value of Works**

The prices to be included in the Form of Tender are to be the full inclusive value of the work described, including all profit, costs and expenses, and all general risks, liabilities and obligations.

## **2.7 Inspection**

A regular inspection will be carried out by the Council throughout the period of the contract to ensure the work is completed in accordance with the Specification of Works.

## **2.8 Reference**

Tenderers must provide contact details for a suitable reference.

### **3. SPECIFICATION OF WORKS**

Replacement of existing footpaths within Brent Road Cemetery (Appendix C marked red on the map) and additional paths (Appendix C marked blue on the map).

The Contractor shall complete all works described in Section 3 within the agreed programme. The Council anticipates that the works will require 2–3 weeks from commencement, subject to weather conditions and site constraints.

The Contractor must visit the site and take all necessary measurements prior to submitting the Form of Tender. Appointments must be made in advance with the Estates Manager to ensure safe access and to avoid disruption to ongoing operations.

Site inspections will be at the contractor's cost.

These works include the following:

#### **3.1 Cemetery footpaths Specification**

- Excavate all existing paths to a depth of 300mm to allow for appropriate sub-base preparation, taking account of ground conditions. Works must be carried out with care to avoid disturbance to any graves adjacent to the path. All excavated material and waste to be removed from site.
- Supply and install new concrete path edging to all designated path areas. All edging is to be fully backed with kerb-mix concrete to ensure stability and longevity.
- Re-set all seven manhole chambers to the correct levels to include new metal drain covers.
- Install a layer of geotextile mesh membrane across the full path area to reduce ground movement and improve stability. Supply and lay sub-base preparation to all designated areas in readiness for tarmac surfacing. The sub-base shall comprise a total depth of 235 mm of type 1 stone, placed, levelled, and compacted.
- Supply and lay tarmac surfacing to all path areas.  
50 mm binder course laid over the prepared Type 1 sub-base followed by 25 mm tarmac surface course to achieve a smooth, durable finish.
- The installation of additional paths must follow the same specification as the replacement of the existing paths.
- Seal joints between new and existing areas with a 40mm wide joint of tar banding.
- Ensure site is finished to a high standard, all waste removed from and disposed of.
- Reinstate all damaged areas with good quality topsoil and sow with amenity grass seed, to the Council approval.

## FORM OF TENDER – APPENDIX A

### Replacement of Brent Road Cemetery Footpaths

**To Client:** Burnham on Sea and Highbridge Town Council

**Tender in Respect of:** Replacement of Paths at Brent Road Cemetery

**Tender Return Deadline:** Noon on **Monday 9<sup>th</sup> February 2026**

Having read the specification requirements and any associated documentation. I/We do hereby offer to execute and complete the whole of the works described.

TO COMPLETE REPLACEMENT OF CEMETERY FOOTPATHS	
ANTICIPATED COMPLETION TIME	
NET	£
VAT	£
TOTAL PRICE	£
SPECIFY MEASUREMENTS (Contractor must provide full measurements taken on site, separate page can be used)	

I/We agree that the information supplied with this Form of Tender are complete and correct.

I/We agree to complete the work in accordance with the Invitation to Tender, Standard Contract Terms, Specification of Works, Schedule of Works and location plans.

I/We understand and acknowledge that no pledge is given to accept the lowest or any other tender.

I/We have not computed the amount of my/our tender figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purpose of obtaining prices for materials and/or services).

Name(s)	
Lead Contact	
Company	
Address	
Tel	
Email	
Signed	
Date	

**QUESTIONNAIRE– APPENDIX B**

**Details relating to prospective tenderer**

1. Name: .....

2. Address: .....

.....

.....

3. Telephone numbers (office & mobile):.....

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4. Email address: .....

5. Contact name and position in company: .....

.....

6. Nature of business: .....

7. Is the business/company a subsidiary of another company? .....

If yes, please give details: .....

8. Date of Business formation: .....

9. Are you VAT registered?.....

10. Please state which branch the contract will be serviced from: (if applicable) .....

.....

11. Please provide reference contact details:

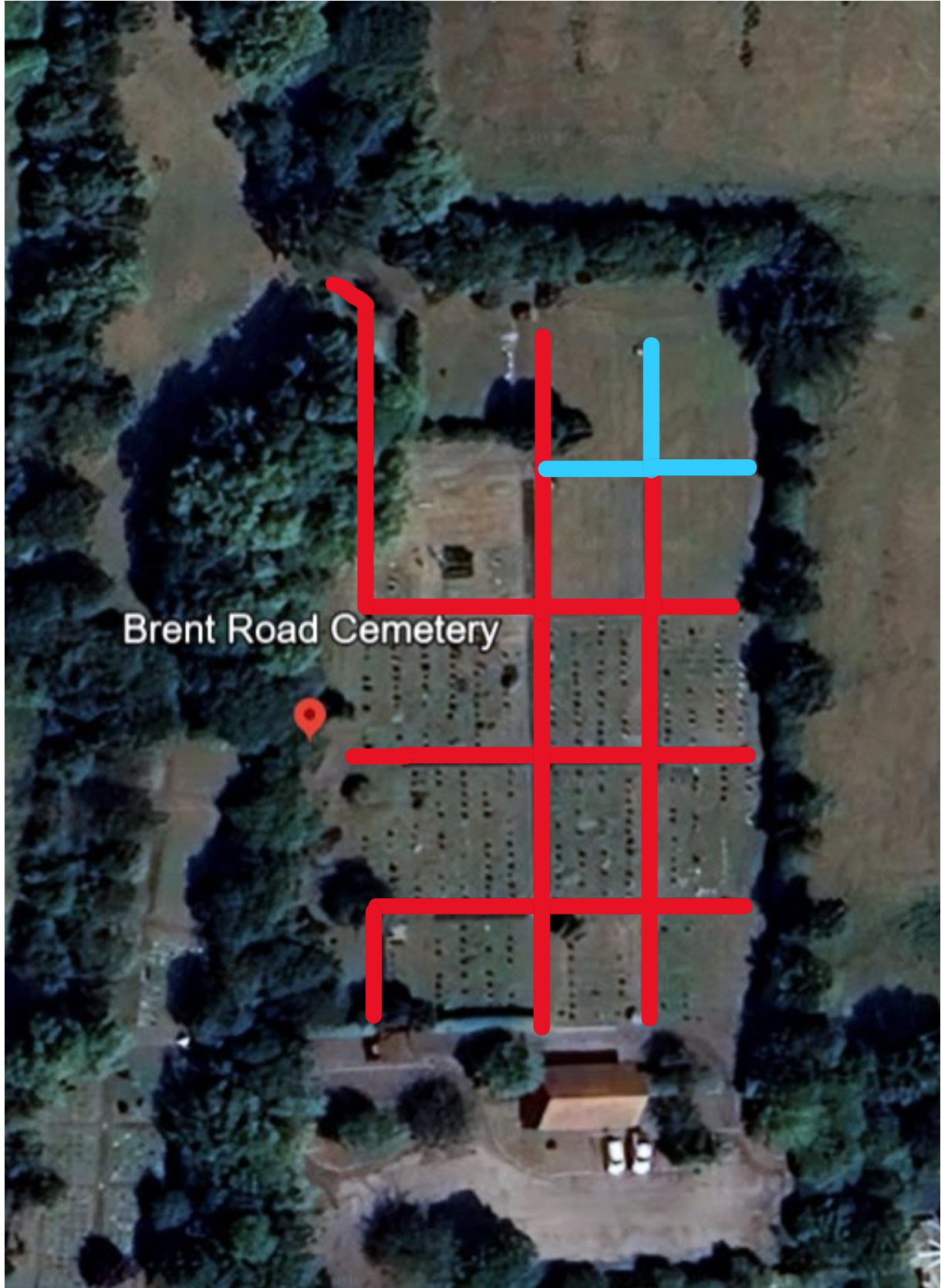
Name	
Position	
Address	
Telephone	
Email	

12. Please give any other details, which you feel may be relevant, for example, similar contracts in the area or for similar authorities, etc: (using a separate sheet if necessary):

Signed: ..... Position: .....

# Brent Road Cemetery Map - Appendix C

- Replacement Paths
- Additional Paths



**Please complete and return to:** Town Clerk, Burnham-on-Sea & Highbridge Town Council, The Old Courthouse, Jaycroft Road, Burnham-on-Sea, Somerset TA8 1LE, by **Noon on Monday 9th February 2025**. Submissions received after this date/time will not be considered. Emailed submissions will not be accepted.

### **Clearly mark the envelope**

Strictly Confidential – Replacement Paths Tender Return  
Not to be opened before Noon on **9th February 2026**.  
Omitting this will result in the tender being disqualified.

### **Documents Required**

Any company interested in applying for this work, will need to submit the following documents;

- The Form of Tender
- Health and Safety Statement
- Copy of Public Liability Insurance
- Questionnaire

Please submit any additional information that would be beneficial to the assessment of the tender.

No tender bids will be considered that do not include the requested documents.

### **Queries**

This tender is administered by the Town Clerk. Any queries regarding the tender process, the proposed contract or the specification should be addressed to: -

Town Clerk  
Telephone: 01278 788088  
E-mail: [townclerk@burnham-highbridge-tc.gov.uk](mailto:townclerk@burnham-highbridge-tc.gov.uk)