

	Full Council
Date	10 August 2026
Agenda Item	10

To consider an update on the proposed Community Arts Centre

A meeting of the Trustees designate on 8 July agreed that Ingleton Wood and Acanthus would now go forward working together, Acanthus completing the designs ready for planning application to be submitted end August 2026 and Ingleton Wood managing the project.

Christine Calver joined the meeting as a Trustee Designate on 8 July and will be involved in the Arts Council application if the Expression of Interest is accepted.

CIO registration regular updates have been received from the Charity Commission. On 29/7/26 the Charity Commission advised that they did not consider the application proved a charitable purpose and refused the application. The CAC group is seeking advice as to the type of Community interest Company to form instead which is also a body that the Arts Council will recognise for grant applications. Following a meeting of the CAC trustees designate on 8 July, it is confirmed that they are proceeding with the grant application, and the Expression of Interest to the Arts Council was submitted on 16 July.

Ian Marrow is working on the Vat issue and preparing an agreement which will cover HTC, the Empire Theatre Trust and the Community Arts Centre.

The demolition and refurbishment asbestos survey was carried out on 3 August.

As part of the continuing works, a costed condition survey must be carried out, and Ingleton Wood have submitted their fee for doing this, see below. Other costed condition surveys have been sought but none provided:

Dear Sarah,

Empire Theatre, 57 Butler Rd, Halstead CO9 1LL – Condition Survey & 3-Year PMP

Thank you for your invitation to provide a fee quotation for the undertaking of a Stock Condition Survey of the Empire Theatre, 57 Butler Rd, Halstead CO9 1LL. We detail our understanding of the services you require as scheduled below together with our fee quotation for the site.

From recent email correspondence, we understand that the instruction is to undertake a condition survey of the entire site to include building fabric and MEP. The survey will include all internal areas within the building and all elements of external building fabric. The survey will also include any external surfacing or boundaries associated with the building.

The Condition Survey will identify significant defects and wants of repair within the next 3-years planning period which will be separated into a year-by-year review. We will also comment on any statutory compliance issues identified in relation to the buildings. The recording of the condition of each element of building fabric will be based on a four-stage grading system from A to D, with the maintenance works required being given a Priority Rating graded between 1-4. Budget costings will also be provided for any works recommended.

Given the above, we would be able to conduct this instruction for £1,750 Plus VAT which would also include all reasonable disbursements in relation to this instruction.

Subsequent to our survey we will then form our report on our findings which shall include a detailed executive summary of our findings, highlighting the key items from our survey. This report will also include a 3-year planned maintenance programme on an elemental basis.

Photo schedules from our inspection to provide visual context will also be included as well as a location plan for reference.

We will endeavour to inspect all areas of the buildings, however concealed services and areas covered will not be opened as per of our survey as this will be undertaken visually only.

For services not covered by this proposal, this can be dealt with on a time cost basis in accordance with the below table.

Surveyor Hourly rate

Director £130

Senior Associate £120

Associate £110

MRICS Chartered Surveyor £100

Graduate Surveyor £80

M&E Surveyor £100

All fees are inclusive of reasonable expenses, but exclusive of VAT. All drawings and documents will be issued digitally in accordance with our environmental policy ISO 14001. Hard copy documents will be chargeable, rates available on request.

Ingleton Wood LLP is regulated by an integrated practice management system in accordance with RICS guidelines. In the event you are unhappy with the services we provide a copy of the complaints handling procedure which is available on request.

Please note the following exclusions and clarifications which apply to the above fee proposal: -

1. The inspection is a non-intrusive, visual inspection only. We will not be undertaking any opening up works, nor testing any of the building services.
2. Our fee does not include for any inspection by a structural engineer. If following our inspection, we believe that a specialist structural engineers report is required we will advise you accordingly and obtain an additional fee proposal for your consideration.
3. We have allowed for undertaking our inspection during normal working hours (i.e. 9am to 5pm Monday to Friday). If any out of hours inspection is required, then we would reserve the right to review our current fee proposal.
4. We have assumed that full access to all areas will be made available to us by the current occupiers on the day of our inspection. If this proved not to be the case and a re-inspection was required, then we would need to reserve our right to review and increase our fee.
5. We have not allowed for inspecting the underground drainage and will only lift manhole covers where this is possible, and they can be lifted manually.
6. VAT is excluded from the above fees.

Our standard terms and conditions apply to the appointment (enclosed for information)

Yours sincerely,

Tom Godfrey MSc MRICS

Associate Building Surveyor

Ingleton Wood LLP | Commercial Building Surveying

tom.godfrey@ingletonwood.co.uk

Enc. Terms and Conditions of Engagement

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I confirm acceptance of the above fee proposal in the sum of £1,750 Plus VAT and associated terms and conditions, for the provision of a Stock Condition Survey & 3-year Preventative Maintenance Plan in relation to the Empire Theatre site as described above

Recommendation:

1. That HTC agrees to the Ingleton Wood Costed condition survey
2. that HTC notes the progress report on the Community Arts centre.

Sarah Greateorex

Sarah Greateorex Town Clerk