

# THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

## Minutes of meeting 4<sup>th</sup> March 2024

1. Apologies for absence: there were none  
In attendance: Cllr Sims, Cllr Bolas, Cllr Butlin, Cllr Tumber, Nigel Sands and Teresa Millum (Clerk)
2. Declarations of Pecuniary and Non-Pecuniary Interests.  
There were none.
3. To approve for signature the minutes of the previous meeting.  
The minutes agreed with the amendment of item 7 which stated the sycamore was to be removed when it was only to have a branch removed.  
It was **RESOLVED** to agree to the minutes from 12<sup>th</sup> February 24, with the amendment added to item 7 as stated above.
4. Finance.
  - a) To review the Playstool shrub clearance and approve the invoice to be presented for payment at the next Full Council meeting.  
The work has been carried out satisfactorily and it was **RESOLVED** to authorise the invoice for payment at the next Full Council meeting on 21<sup>st</sup> March 24.
  - b) To review the Architect quotes and agree on the most suitable, in line with the Financial Regulations and delegation limits agreed by the Full Council, and the committee's Terms of Reference.  
Of the 4 quotes submitted and reviewed, quote 2 was considered the most comprehensive and in line with the brief and scope of work. However, as the project is still in the early stages it was discussed and agreed upon that, for the current phase of the project only a portion of the Architect's quote would be required, up to the pre-construction stage. The Committee acknowledges the importance of revisiting and considering the remaining fees as the project progresses.  
It was **RESOLVED** to accept the JNC Architecture quote up to the pre-construction work and specifications for £4345. This decision aims to align the project's financial commitments with the specific needs of the ongoing project stages.
  - c) To review a breakdown of the project income and expenditure.  
The current estimated expenditure was reviewed and revised with current known and estimated costs, with the net expenditure remaining within the budget secured via grants from The Community Ownership Fund (Department of Levelling up, Housing & Communities), Swale Borough Council, and Section 106 funds.
  - d) To review and agree to the COF Grant Funding Agreement that is due for return by 7th March.  
It was **RESOLVED** that legal guidance was not required and that the Clerk would sign and return the form to secure the COF (Department of Levelling UP, Housing & Communities) grant payment.
  - e) To review and agree to the requested documents sent to the COF Project Manager.  
The Clerk advised that the COF Project Manager had confirmed receipt of the documents and that they were all in order.

## THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

The documents were reviewed and agreed.

5. Business items

- a) To review and agree on sub-committee Terms of Reference.

It was **RESOLVED** to agree on the sub-committee Terms of Reference.

- b) To agree on a Chair and Vice Chair for the sub-committee.

It was **RESOLVED** that both the Chair and Vice Chair would be the same as on the main Committee, Chair Cllr Clive Sims & Vice Chair Cllr James Tumber.

- c) To review and discuss the project timeline along with any amendments to be made (Appx A).

The timeline was reviewed and adjusted where necessary to give the most accurate estimated dates for key milestones to be accomplished.

- d) CCTV.

It was thought that the CCTV for the Playstool should be supplied by Swale Borough Council. Recognising the specialised nature of this service for this location, it was proposed that the Parish Council should be asked to consider waiving the usual requirement to obtain three quotes, as stipulated in the Financial Regulations. This would be contingent upon the Full Council also considering the CCTV a specialised service, justifying the exception to the standard procurement procedure.

It was **RESOLVED** to propose to the Full Council at their March meeting that the Playstool CCTV should be considered a specialised service and ask that they waive the Financial Regulation 11.8 requirement for 3 quotes, and agree to SBC supplying this CCTV service.

6. Building pre-construction: including utilities, specification updates, and on-site issues.

Further information is needed on the operation of the toilet door and confirmation of it being DDA compliant.

7. New and emerging risks.

- a) To review the project risk assessment and update where necessary (Appx B).

The risk log was reviewed and updated.

8. New project items for consideration and agreement.

There were none.

The next meeting has been agreed for Monday 8<sup>th</sup> April 2024, at 10:30 am.

The meeting ended at 8:45 pm

Agreed and Signed on .....

Chair.....

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## THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

### APPX B RISK ASSESSMENT

BORDEN PARISH COUNCIL – THE PLAYSTOOL COMMUNITY PUBLIC CONVENIENCE PROJECT

Date completed: 06/07/23 /Completed by: Teresa Millum (Clerk) & Cllrs Sims, Butlin & Evans

Reviewed and updated 04/03/24 by the Committee

What are the hazards?	Who might be harmed and how?	Level of Risk 1 = Low 2 = Medium 3 = High	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Project Delivery	The project	<b>2</b>	Our committee lacks expertise in certain areas of the Parish Council business. This can hinder our ability to effectively address complex issues and may require us to seek external assistance and further invest in training and development.	We will seek advice and guidance from local professionals	The Parish Council	Before and during the build	
Financial	The project	<b>2</b>	The project will not go ahead without a suitable grant allocation	Secure funding	The Parish Council	Before build	
		<b>2</b>	The current shortfall in finances to meet the build total cost is also of concern. Rising inflation is always a potential issue where contractors are involved.	Our Responsible Financial Officer will maintain a regular overview of the finances involved in this project.	The Parish Council	Before and during the build	
Planning approval	The project	<b>1</b>	Seeking planning advice from an architect Currently, there is already a convenience in situ	Apply for planning permission	The Parish Council	Before build	
Contractor failure	The project	<b>1</b>	Engaging only with credible and professional contractors. Through our tender & quote process in line with Financial Regulation.	Monitoring by the Parish Council and appropriate project managers	The Parish Council	Before and during the build	
		<b>1</b>	Failure of contractors to meet contractual obligations including costs	Due diligence will be applied when engaging contractors.	The Parish Council	Before and during the build	

## THE PLAYSTOOL NEW BUILD PUBLIC CONVENIENCE COMMITTEE

		<b>1</b>	Changing regulations or policies related to public health and sanitation can impact the maintenance of this building.	We will stay informed and adapt our practices accordingly to ensure compliance and maintain the trust of our customers.	The Parish Council	Prior to and during build
Public opinion	The project	<b>1</b>	Engaged the public through numerous media and contacts	Continued monitoring of feedback from public opinion	The Parish Council	On-going

The below legend may be of use to understand what Low, Medium, and High Risk means

Low Risk (L)            Injury or illness is unlikely to occur (apply appropriate control measures)

Medium Risk (M)      There is a moderate risk of injury or illness (apply appropriate control measures)

High Risk (H)           Injury or illness will probably occur without implementation of control measures