

Playstool New Build Public Convenience Working Committee

Minutes from Meeting 2pm Monday 12th February 2024

In Attendance; Cllr Clive Sims (CS), Cllr Jeremy Bolas (JB), Cllr James Tumber (JT), Cllr Nicola Butlin (NB), Nigel Sands (NS) (technical consultant)

The above Playstool New Build Public Convenience Working Committee, for these minutes, shall be known as the Committee.

The members of the Committee joined the Committee Ownership Fund (COF), initial project manager meeting on the 29th January 2024 (Appx A).

The Committee completed a site visit so that the location of the new toilet and technical specifications, could be considered, along with the CCTV location (Appx B).

1. Terms of Reference

The Committee has sought free advice from a technical consultant who has suggested that the planning application for this project should be implemented as soon as possible as this can take 3 – 5 months to go through the full planning process. He has also suggested that due to the requirements and technicalities of the planning application, the completion of this would be best outsourced to a professional company to complete and submit on behalf of the Parish Council.

To align with the COF grant requirement this project must be completed by 20th December 2024, and so, to enable to project completion date to be met, and the COF funds not lost, it is essential that quotes for the completion of the planning application and other essential works such as ground clearance which must be completed before bird nesting season, can be agreed and progressed without the delay.

The Committee is, therefore, recommending to the Full Council that the Terms of Reference which were agreed upon by resolution at the Parish Council's January meeting be amended to allow delegate spending powers of up to £5000 to the Committee.

All expenditures by the Committee will follow financial regulations and be reported to at the next Full Council meeting.

The Clerk has received a motion from Cllr Butlin on behalf of the Committee to amend the Terms of Reference.

2. Project 'Thus Far'

CS gave an update on the initial project cost estimations that had been gathered to build the business plan. From this, it is understood that due to the time laps of the initial estimates and new information received the costs are likely to have increased when the official quotations are received.

Other considerations discussed were:-

- Approval by Southern Water for building regulations.
- Requirement for exact specifications for the planning application and tenders.
- Ground clearance requirements, if the toilet is to be re-sighted.

3. Committee Formation

Chair - Cllr Sims was nominated by Cllr Butlin and Seconded by Cllr Tumber.

Vice Chair – Cllr Tumber was nominated by Cllr Bolas and seconded by Cllr Butlin.

Both of the above nominations were carried unanimously.

4. Finances

The Clerk will produce a breakdown of the income and expenditure taken from the business plan, to include match funding details for transparency to the Full Council.

5. Building Construction & Specification

- The diagram of the proposed toilet unit was viewed and discussed for clarity.
- JT advised that the suppliers are quite limited for this toilet module and he will liaise with the company regarding the design and bring information back to the next Committee meeting.
- A site-detailed specification is required for the cost, as when a supplier is selected by the Full Council and a commitment to buy is in place, the company will then provide a detailed drawing.
- A comprehensive description for the public tender is required, NS to help with this.
- 1st stage architectural side needs to be done along with building regulations. When estimates for the toilet module were sought, it was thought that class 6 exempt structures may not need building regulations. NS will seek confirmation of this.
- NS to speak to associates regarding planning application costs.
- Timber cladding or brick look exterior was discussed and the recommendation for the Full Council was agreed for the timber look cladding.
- A separate utility room needs to be designed for the cleaner's storage which should also have a tap and sink.
- The new Toilet unit will be DDA compliant, with disabled access which has been adopted in the plan, as wheelchair accessible. It was thought most suitable to have the wheelchair ramp up to the left-hand side door of the unit (as you are facing the playground). The ramp would need to be constructed with a durable material with handrails (to be confirmed).
- The base of the unit needs to be an engineer designed by a structural engineer, taking into consideration the floor drain position. The ramp also needs to be designed and quoted for but cannot do this until we have the design and specifications in place.
- It is intended that the unisex toilet will include a urinal.
- The choice of either a flat or apex roof was considered, and an Apex roof was unanimous as the design for the roof, to be recommended to the Full Council.

6. Utilities

- There will be a water meter which will be in the block itself.
- Electric.
- Sewerage.

7. On-Site Issues

- Removal of the current can be done after the new unit is in situ.
- The recommended new location, which is closer to the main gate should reduce utility installation costs and not have the issue of 2 large overhanging trees which the current sited toilet has.
- The new recommended location may fall into a conservation area, this is to be confirmed.
- Any site clearing and ground clearing requirements must be completed urgently before bird nesting season.
- For the new location the small tree on the LHS as you look towards the Playground would need to be removed and the shrubbery cleared back to the fence and up to the next tree, to allow room for the toilet unit installation.

8. Security of Block & Playstool

- Anti-tamper paint.
- Cladding is highly secure and tamper-resistant.
- Timelock.
- LED Lighting switch by PIR.
- Washer and dryer all in one unit.
- Extractor fan.
- CCTV - The Clerk read out an excerpt from ICO regarding the advertising of CCTV. It was confirmed that SBC takes complete ownership and responsibility of a Data Protection Impact Assessment, ICO CCTV advertising requirements, any FOI requests, Police etc. there is nothing for the Parish Council to do, as everything is included in the annual fee.

9. Planning Permission

- As discussed above, this needs to be done ASAP due to the length of time the planning application process will take which is circa 3 – 5 months.
- CS to check when planning permission for CCTV needs to be completed.

10. Any Other Issues

Summary of Actions:

- NS -looking at initial inquiries about planning permission.
- NS - A comprehensive description for the public tender is required
- JT - Will get the toilet specification drawing to put forward.
- CS- to investigate when CCTV for planning application is needed.
- Clerk - to get tenders on the website as soon as specification is prepared.

Recommendations to the Full Council on Thursday 15th February 2024

1. The Terms of Reference which were agreed upon by resolution at the Parish Council's January meeting be amended to allow delegate spending powers of up to £5000 to the Committee, so essential works can be completed without delay.
All expenditures by the Committee will follow financial regulations and be reported to at the next Full Council meeting.
The Clerk has received a motion from Cllr Butlin on behalf of the Committee to amend the Terms of Reference.
2. The Clerk is given delegation to put tenders on the website as required by the Committee for the toilet unit and utilities as per the financial regulations.
3. The exterior is finished with a look of timber cladding which is vandal-resistant, as opposed to a brick look.
4. For the Toilet unit to have an apex roof, as opposed to a flat roof which would be easier for vandals to climb on.
5. The location of the new toilet recommended to be closer to the main gate which should reduce the cost of utility installations and away from larger overhanging trees.

Next meeting Monday 4th March at 6:30 PM

Meeting closed at 16:10 pm

Minutes agreed on:

Signed by Committee Chair: