

**MINUTES OF THE PUBLIC TOILET WORKING GROUP AT CLEVEDON TOWN COUNCIL,
44 OLD STREET, CLEVEDON, BS21 6BU ON TUESDAY 14TH JUNE 2016 AT 7.30PM**

PRESENT

Councillor D. Shopland Chairman;
Councillors: - S. Hale, L. Little, G. Watkins, J. West
In attendance Paula Heath Town Clerk

PTWG 16/42 ELECT A CHAIRMAN OF THE WORKING GROUP

Proposed, seconded and **AGREED** by 4 votes to 0 that Cllr D. Shopland be appointed the Chairman of the Working Group

PTWG 16/43 ELECT A VICE CHAIRMAN OF THE WORKING GROUP

Proposed, seconded and **AGREED** by 4 votes to 0 that Cllr J. West be appointed Vice-Chairman of the Working Group

PTWG16/44 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J. Geldart.

PTWG16/45 RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no disclosable or personal interests declared for items on the agenda.

PTWG16/46 RECEIVE THE MINUTES OF THE LAST MEETING

Members received and agreed the minutes of the last meeting of the working group held on 8th February 2016, and ratified at the Council meeting held on 24th February 2016 these were signed by the Chairman as a true record.

**PTWG16/47 RECEIVE SUMMARY OF THE LEGAL ADVICE FROM NALC RE QUEEN
SQUARE CONTRACT**

A summary of the advice had been circulated with the agenda. Concern was expressed at the quality of the advice but members accepted the advice that the Council was able to undertake the tender for the toilets in Queen Square as agreed under minute no PTWG 16/40.

**PTWG16/48 RECEIVE DETAILS OF SPECIFICATION FOR ADDITIONAL TOILETS IN
QUEEN SQUARE; TO CONFIRM TENDER DEADLINE AND INCLUSION ON THE
GOV.UK CONTRACT FINDER WEB SITE**

The specification which had been agreed by the Chairman has been circulated to 3 companies and included on the Contract Finder Website as required by law and the Town Councils Financial Regulations (amended minute no FGP 16/579). Members amended the deadline date to 7th July 2016. It was agreed to call a meeting on 12th July to discuss the tender responses and make a recommendation to Council for 17th August meeting. in accordance with PTWG 15/36.1 section 3 (agreed by Council on 21st October 2015) the Committee would seek permission, from the Secretary of State, to apply for a Public Works Loan to cover the cost of the toilets once the tender response have been received; no actual application to the board can be made until the Council has given approval on

17th August, when the duration of the loan can be agreed and cost of a loan calculated and included in the budget. The Council should also consider applying for a Community Infrastructure grant.

PTWG16/49 DISCUSS AND MAKE RECOMMENDATION TO COUNCIL THE PROPOSAL TO MAKE QUEEN SQUARE FREE AT THE POINT OF USE.

Members discussed the figures circulated with the agenda. Concern was raised as to the possibility of increased vandalism and abuse if the toilets were free. Members noted that the figures supplied indicated only a £1500 contingency per year for vandalism and that any sum over that would be recharged to the Council. Members discussed the need to make the toilets as vandal proof as possible. Concern was expressed at the increasing cost to the rate payers of Clevedon for toilets often used by residents from outside of the town. Members appreciated that either all of the toilets in Queen Square have to be charged or free there cannot be a differential between male, female or unisex.

Proposed, Seconded and **AGREED to RECOMMEND to COUNCIL** by 4 votes to 0 that 1) the toilets in Queen Square are made free at the point of use from when the new toilets are installed and opened; 2) the Council allocates from reserves a budget of up to £9000 to cover the additional cost plus a contingency for vandalism; 3) that this is tried for a period up to 12 months from the point of commencement of the free at point of use.

PTWG16/50 RECEIVE THE BRIEFING NOTE AND RESPONSE FROM NSC IN RESPECT OF LEASING THE LAND(PIER COPSE) FOR THE TOILETS.

Members noted the comments in the briefing note circulated with the agenda particularly the comments that any lease should be at no cost to NSC. Members noted that the cost of NSC Legal cost may have to be paid by Clevedon Town Council.

Members discussed taking over the whole of Pier Copse for a peppercorn rent thereby taking back into the Town Council's control the whole park and would mean the Council would have the ability to site the toilets in a different location in the park to facilitate disabled access.

Proposed, seconded and **AGREED to RECOMMEND to COUNCIL** to give authority to Cllr Shopland, Cllr West and the Town Clerk to negotiate the lease of Pier Copse, or the toilet site, at a peppercorn rent; the terms of the lease being presented to Council for approval.

PTWG16/51 RECEIVE DETAILS OF COSTINGS FOR ARCHITECT/STRUCTURAL ENGINEER/PROJECT MANAGER FOR BUDGET CONSIDERATION IN RESPECT OF THE ALTERATION/REBUILDING OF THE TOILETS; MAKE RECOMMENDATION TO COUNCIL IN RESPECT OF THE BUDGET REQUIREMENTS.

A copy of the estimated figures had been circulated with the agenda.

Proposed, seconded and **AGREED to RECOMMEND to COUNCIL** that a budget of £20,000 be allocated from reserves to cover the possible architect and structural engineers fees for the provision of new toilets in Pier Copse to enable a tender process to be undertaken; the full cost of the feasibility and provision of toilets can then be discussed and a decision taken by Council as to the future of the project.

PTWG16/52 CONSIDER THE TAKING OVER OF THE TENANCY OF WILL IN RESPECT OF THE TOILETS AT PIER COPSE PENDING A LONG TERM DECISION; TO CONSIDER OTHER OPTIONS FOR THE FUTURE MAINTENANCE OF THE TOILETS; TO MAKE RECOMMENDATION TO COUNCIL IN RESPECT OF THE BUDGET FOR THE SHORT TERM MANAGEMENT OF THE TOILETS;

Members were informed that NSC would be prepared for the Council to take over the Tenancy at Will when the Pier Trust decides to relinquish. Members were informed of discussions held involving the Chairman of Council, The Town Council representative on the Pier Trust, NSC, and the Chairman of the Working Group with Simon Talbot-Ponsonby, Chairman of the Pier Trust as to the future of the toilets. A possibility is that the Pier Trust continues with the cleaning and maintenance of the toilets for a limited future until the Town Council builds new toilets. This would be subject to the Town Council providing an underwriting of the cost between the operating and maintenance of the toilets and the income generated from coin operated access up to a budget of £2500. Members agreed to invite the Pier Trust Chairman and architect plus the Town Council's representative on the Pier & Heritage Trust to the next working group meeting to discuss this proposal further.

Meeting closed at 8.12 pm

Chairman Date