

**MINUTES OF THE PUBLIC TOILET WORKING GROUP AT CLEVEDON TOWN COUNCIL,
44 OLD STREET, CLEVEDON, BS21 6BU ON TUESDAY 19TH JULY 2016 2015 AT 7.30PM**

PRESENT

Councillor J. West Vice-Chairman;
Councillors: - J. Geldart, S. Hale, L. Little, T. Morgan, G. Watkins,
In attendance Paula Heath Town Clerk

Site Visit

A site visit to Station Road toilets was held at 7pm prior to the meeting to enable members to inspect the toilets.

PTWG16/53 RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr D. Shopland (another meeting).

PTWG16/54 RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

**PTWG 16/55 RECEIVE TENDER RESPONSES IN RESPECT OF STATION ROAD TOILETS
16/55.1 To agree a preferred contractor and tender response**

Members inspected the quotations received. In response to a question the Town Clerk explained that the tender specification had been sent to 3 companies who specialise in this area plus, as required by financial regulations, it was placed on the Governments contract finder website. 4 companies had arranged site visits, but only 2 had submitted tenders. Members were given information requested by the Committee Chairman and Vice Chairman after they had opened and inspected the tenders.

Members **AGREED** that both companies be requested to remove the paddle gates/charging mechanisms from their tender price.

Members felt the paddle gate option would be too large and restrict the entrance. It was **AGREED** that until the review of charging the committee members would investigate other charging mechanisms that could be used and their cost for installation; this information would then be available should the Council reinstate charging.

ACTION PTWG MEMBERS

Members discussed the proposed tiling and felt that the new tiles should be placed directly on top of the current floor and wall tiles; it was **AGREED** to seek an amendment to the tender based on this method.

Members were informed by the Town Clerk that an additional cost that may be required if company D is used is for the electricity and water used during construction as Healthmatic pay for all the bills relating to Station Road Toilets including water, electricity and rates. In response to a question the Town Clerk confirmed that the electrical points in Queen Square are supplied by Station Road Toilets.

Members **AGREED** that should company D be awarded the contract they would have to supply a generator and water for the project. Company D would be notified of this when seeking amended costs.

Proposed, seconded and **AGREED** that each of the companies who tendered be requested to 1) remove the charging mechanisms from the tender; 2) reprice for the tiling to be placed over the current tiling; 3) company D be requested to include the use of a generator and water not supplied on site.

Once this information has been received a PTWG meeting be called by the Town Clerk at minimum notice period allowed, and dependant on Cllr Hale’s shift pattern, be during the day; The amended costs to be reported to the Council on 17th August.

16/55.2 To agree to apply to Sec of State for permission to obtain a public works loan

Following a discussion it was proposed, seconded and **AGREED** that the cost of the toilets and the first year maintenance and servicing should be paid for from reserves and not to seek a public works loan. In response to a question the Town Clerk confirmed that it would be possible to pay for the works from reserves and then repay from the public works loan if required.

16/55.3 To discuss the cleaning and maintenance required for the new toilets and agree to seek costs for the future cleaning and servicing

Members were informed that no cost had been obtained for the additional cleaning and servicing of the new toilets; this cost would be over and above the annual contract payment and the additional amount to cover cost of providing the current toilets free at the point of use. It was proposed, seconded and **AGREED** that the Town Clerk would seek the costs prior to the Council meeting on 17th August so they can be included in the calculations with the tenders.

PTWG 16/56 RECEIVE A REPORT ON THE INFORMAL MEETING WITH THE PIER TRUST REPRESENTATIVES AND MAKE A RECOMMENDATION TO COUNCIL

Notes of the informal meeting had been circulated to members; these were received and accepted. Members agreed the recommendation to Council.

RECOMMENDATION to Clevedon Town Council that: the Council supports the planning application when it is made by the Pier Trust Ltd for the toilets. That the Council undertakes no further work in respect of the Pier Copse Toilets (Ladies or Gents) unless a decision is made by the Pier Trust that they will no longer continue to operate the toilets.

Meeting closed at 8.35 pm

Chairman Date