

**Agenda item number: 8**

**Date of meeting: 20<sup>th</sup> May 2019**

**THATCHAM TOWN COUNCIL**

**Recreation and Amenities Committee**

**Report by: Naomi Mildenhall**

**Job Title: Services Manager**

**Subject: Broadway Public Toilets**

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**1 Purpose of Report**

For Committee to receive a progress report from the Services Manager on refurbishment of the Broadway Public Toilets.

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**2 Background**

The Public Toilets were devolved to Thatcham Town Council from West Berkshire District Council in 2015.

At a meeting of the Recreation and Amenities Committee on the 11<sup>th</sup> September 2017 (RA/2017/77) it was discussed that the condition of the facilities was deteriorating requiring future investment into the site. Officers recommended that a holistic approach be taken.

It was agreed to appoint an Architect to undertake a measured survey of the building and to produce plans and elevations of the existing structure which can be used to prepare detailed feasibility proposals. The Town Council requested a minimum of three Proposals, taking into consideration the Thatcham Vision Parish Plan and the Turley Report.

The Architects report was presented to this Committee on 8<sup>th</sup> January 2018 (RA/2018/5)

On the 19<sup>th</sup> November 2018 (RA/2018/98) the Committee resolved to obtain quotations for refurbishment of the public toilets, to provide two unisex toilets and one Changing Places toilet (appendix I).

On the 18<sup>th</sup> February Full Council (FULL/2019/21) considered a recommendation from the Recreation and Amenities Committee that Mursell & Co be appointed to project manage refurbishment of the public toilets in Thatcham Broadway, at a cost of £5,225, and that a project budget of up to £97,000 + contingency be approved (from EMR/S106/CIL/General Reserves).

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### 3 Details of project

The contracted Project Manager will:

**Stage 1** – meet and receive clients brief and instructions to act as principal designer in accordance with the CDM Regulations 2015. Survey the building to add detail to the ‘as existing’ plans (electrics, h & c water, heating, drainage etc.,).

**Stage 2** – prepare necessary plans and submit a planning application for the material change to the appearance of a building within a Conservation Area.

**Stage 3** – prepare design proposals and submit necessary details for Building Regulation approval.

**Stage 4** – prepare tender package with full working design, specification, contract preliminaries and form of tender, package to include all services; agree list of contractors and invite tenders.

**Stage 5** – undertake the duties of the contract administrator. Arrange a pre-commencement meeting with client and contractor; issue contract instruction and oversee appointment of the ‘principal contractor’ in accordance with the CDM Regulations 2015. Regularly monitor the progress of the work to ensure that it conforms to the design, is in accordance with the specification and is to an acceptable standard. Value the completed work at monthly intervals and issue certificates for payment. At the appropriate time certify practical completion; ensure that relevant test and completion certificates are issued and the O & M manuals produced. Agree the final account. Visit at the end of the liability period, instruct the contractor to make good any defects; certify making good at the appropriate time and issue the final certificate for payment releasing the retention.

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### 4 Financial Implications

Initial feasibility study - £1,175 - Completed  
Project Manager fees - £5,225 - Stage 1 underway

A project budget of up to £97,000 + contingency (from EMR/S106/CIL/General Reserves) was agreed at Full Council (FULL/2019/21) on the 25<sup>th</sup> March 2019.

Current available funds as at 31.03.19

- General Reserves - £120,121.08
- S106 - £15,026.99
- CIL - £109,933.72

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### 5 Legislation

Local Government (miscellaneous provision) Act 1976 s19

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**6 Reference to Council Plan**

Objective One: To run the Council with Value for Money at the heart of its decision-making process.

Objective Four: To promote local business and improve the Broadway.

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**7 Consultation**

Consultation specifically regarding a Changing Places space took place as a survey for 6 weeks from August to September. 155 people responded, please see separate attachment for these results.

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**8 Recommendation**

That Committee notes this information.

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