#### THE NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE

All members of the Playstool New Build Public Convenience Committee are summonsed to attend a meeting to be held on Wednesday 12th June 2024, at 10:00

Teresa Millum

Teresa Millum, Parish Clerk clerk@bordenparishcouncil.gov.uk 5<sup>th</sup> June 2024

#### **AGENDA**

### 1. Apologies for absence:

In attendance:

- 2. Declarations of Pecuniary and Non-Pecuniary Interests.
- 3. To approve for signature the minutes of the previous meeting (attachment 1)
- 4. To review completed and outstanding actions from the previous minutes
- 5. Finance;-
- a) To note at their meeting on 16<sup>th</sup> May the Full Council agreed to the proposal to instruct the Architect on JNC Stage 2 for a total cost of £2345. Per the Architect's terms and conditions, a 25% deposit of £586.25 has been made.
- b) To review the budget and spending to date (Appx 1).
- c) To review and agree on the revised COF payment claim form.
- d) To consider and agree on a quote to engage a Structural Engineer for the concrete slab floor and ramp.
- e) If received consider sewer survey quotes.
- 6. Business items
- a) To review the project timeline and make any necessary changes (Appx 2).
- b) CCTV.
- 7. Building pre-construction: including utilities, specification updates, and on-site issues
- a) To note the Architect has been instructed to obtain the necessary sewer data which will cost circa £60.
- b) Conservation Officers report.
- c) Planning Progress.
- 8. Risk Review
- 9. New project items for consideration and agreement
- 10. New project items for consideration and agreement

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## **Appx 1 Receipts and Payments**

	Income		From		Expenditure	Payee	Description		Tot	als
Jul-23	£10,575.00	£10,575.00	Match funding from S106	Mar-24	£ 230.00	The Eco Gardener	Site shrub clearance		£	17,345.00
Jan-24	£ 7,000.00	£17,575.00	SBC COI grant	Mar-24	£ 337.50	JNC Architecture	25% stage 1 deposit		£	17,007.50
				Apr-24	£ 1,012.50	JNC Architecture	Stage 1 balance		£	15,995.00
				May-24	£ 586.25	JNC Architecture	25% stage 2 deposit		£	15,408.75
Total income	£17,575.00			Total Expenditure	£ 2,166.25			Balance	£	15,408.75

# **Appx 2 Timeline**

Task	Priority	Stages	ebrua	rv		March			Apri				May				June			T	July				Δι	gust		Septe	mber		
- Control of the Cont	inoney	otuges			19-Feb	04-Mar 11-Ma	18-M	ar 25-Ma		15-Apr	22-Apr	29-Apr		13-M ay	20-May	27-M ay		10-Jun	17-Jun 2	_	_	08-Jul	15-Jul :	22-Jul 29			-Aug 19-Aug			16-Sep 2	23-Sep 30-Sep
Ground Clearance	Critical	Completed																													
Archetect engagement	Critical	Completed																													
Sewer Survey quotes and appointment	Medium	In-Progress																													
Architectural design & planning permission	Critical	In-Progress																													
Pre-construction work & construction specification	High	Not started																													
Tender process for construction & utilities	High	Not started																													
Construction	High	Not started																													
Toilet construction	High	Not started																													
Secturith camera (CCTV) instatllation	Medium	In-Progress																													
Toilet delivery on-site (asset																															
acquisition)	High	Not started																													
Architect sign off	Medium	Not started																													
Housekeeping	Low	Not started																													