

**THE NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE**  
**MINUTES OF MEETING HELD ON 12<sup>TH</sup> JUNE 2024**

1. **Apologies for absence:** There were none.  
In attendance: Cllr Sims, Cllr Bolas, Cllr Butlin, Cllr Tumber, and Nigel Sands.
2. **Declarations of Pecuniary and Non-Pecuniary Interests.**  
There were none.
3. **To approve for signature the minutes of the previous meeting** (attachment 1)  
The minutes of the meeting held on 9<sup>th</sup> May 2024, were **agreed** and duly signed by the Committee Chair.
4. **To review completed and outstanding actions from the previous minutes**  
There were none.
5. **Finance;-**
  - a) 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 was paid on 29<sup>th</sup> May, and will be reported to the Full Council at their next meeting on 20<sup>th</sup> June.  
JNC Stage 2 was agreed by the Full Council, on the understanding that if planning permission is unsuccessful then the cost of this work would be lost. The 25% deposit of £586.25 was made in line with the Committee's Terms of Reference which gives delegated powers to spend where needed to progress urgent works without delay so that the project stays on its timeline.  
JNC Stage 2 cost breakdown is as follows;-
    - 1) Retrieve quotes and liaise with structural engineer and sewer surveyor: £600
    - 2) Technical drawing work: £950
    - 3) Drainage maps and submission to Southern Water: £795
  - b) To review the budget and spending to date (Appx 1).  
Spending to date was reviewed and it was noted that the COF grant funding is yet to be received.
  - c) To review and agree on the revised COF payment claim form.  
The original claim form has been returned by the COF PM asking that various areas are updated. The claim form was reviewed and the necessary amendments were made including ensuring that the COF 80% contribution calculation is based on the original business plan figures and not the expected cost increases.  
All payments including extra costs incurred to those shown on the business plan will be noted on the COF quarterly review, for transparency.  
It was **agreed** that the Clerk would return the amended COF payment claim form to the Project Manager.
  - d) To consider and agree on a quote to engage a Structural Engineer for the concrete slab floor and ramp.  
The quotes were reviewed and it was **agreed** to postpone the decision to engage until the full engineering package is available from the unit tender.
  - e) If received consider sewer survey quotes.  
The quotes were reviewed and it was **agreed** to accept quote 1 for £290.00, as permitted under their Terms of Reference. The Clerk will update the Architect to engage immediately and ask for a free site meeting with the sewer survey company to establish the access requirements to the drain to be surveyed, which is on The Street. This will be reported to the Full Council at their June 20<sup>th</sup> meeting.
6. **Business items**
  - a) To review the project timeline and make any necessary changes (Appx 2).  
The timeline was reviewed and It was agreed to move the housekeeping and toilet unit delivery timelines accordingly.

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To ensure the toilet delivery timeline is met it was **agreed** that the Clerk would follow put the prefabricated toilet unit requirements on the Government Contract Finder website from 17<sup>th</sup> June.

b) CCTV.

Cllr Sims is liaising with SBC to arrange a suitable date for a site visit.

### 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.

The Architect has advised that the planning case officer confirmed that this was ok.

### 8. Planning Progress.

Application reference; 24/501374/FULL ; Site Address: The Playstool The Street Borden Kent ME9 8JN Proposal: Removal of existing portaloo and replace with the erection of a single storey building and ramp with fully disabled W/C with running water and baby changing, along with utility storage cupboard including extension to existing access path.

#### To note the Architect has confirmed;-

- They have submitted the drawings and documents for the new toilet facility including the required site plans and details as originally outlined in the brief/scope of work. This also includes the design and access and heritage statement.
- The toilet design and drawings were already supplied at the time of the project brief issue, this reduced their scope and fee as this part was already done. This accompanied their work and has been submitted as part of the application, they also drew and submitted the required roof plan.
- The drawings supplied have been amended as necessary for compliance to meet the LPA's comments and confirm they are suitable.
- The Architect takes responsibility for all drawings and documents produced by them and as the agent liaises with the LPA on the Parish Council's behalf.
- The LPA has validated the application and the decision date has been set for 11<sup>th</sup> June 2024. The Architect is waiting for an update from the planning case officer.
- Quotes have been sought for a Structural Engineer for a concrete slab floor ramp and the sewer survey.

### 9. Risk Review

The sewer survey could incur additional costs due to the covered drain access on The Street.

### 10. New project items for consideration and agreement

There were none.

**Date of next meeting Thursday 4<sup>th</sup> July at 3 pm.**

**The meeting ended at 11:30**

Minutes of meeting agreed and signed by: .....

Date: .....

Committee Chair

