

THE NEW PLAYSTOOL PUBLIC CONVENIENCE COMMITTEE

MINUTES OF MEETING 9TH MAY 2024

1. Apologies for absence: Cllr Tumber
In attendance: Cllr Sims, Cllr Bolas, Cllr Butlin, Nigel Sands
2. Declarations of Pecuniary and Non-Pecuniary Interests.
There were none
3. To approve for signature the minutes of the previous meeting.
It was resolved to agree to the minutes from 8th April 24 which were duly signed by the Chair.
4. To review completed and outstanding actions from the previous minutes.
It was resolved to ask the architect to contact the Case Officer to ask the Conservation Officer for their report.
5. Finance.
 - a) To review the budget and spending to date.
The budget was reviewed and there was no further spending since the last meeting.
 - b) To complete the COF payment claim form.
The form was reviewed and completed
It was resolved to agree to the COF payment claim form and return.
6. Business items
 - a) To review the project timeline along with any amendments to be made.
The timeline was reviewed and amended accordingly including bringing the tender process forward, to ensure project completion within the deadline.
Due to the risk of not meeting the project deadline and losing the Government grant. It was resolved to ask the architect to start preparation on the tender process, which is a total cost of £1,550.00.
 - b) CCTV.
Cllr Sims has contacted SBC regarding their successful quote which was agreed by the Full Council at their April 2024 meeting. A further site visit will now be planned to confirm the new siting of CCTV.
 - c) Planning update.
No updates.
6. Building pre-construction: including utilities, specification updates, and on-site issues.
 - a. To discuss the new toilet specification in readiness for tender and final recommendation for Full Council.

As discussed above, the tender process has been brought forward.

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7. New and emerging risks to be added to the project risk assessment.
The tender process timeline has been reviewed and moved forward as detailed above.
8. New project items for consideration and agreement.
There were none.
9. AOB
Drain survey needs to be completed as soon as possible after planning permission agreed.
It was resolved that the clerk would ask the architect to get the cost for the drain survey and advise of the time between the award of the survey contract and completion of works, as this now needs to be completed ASAP.

The next meeting was agreed for 12th June 2024 at 10:00 am

The meeting ended at 11:35