

PROPOSAL FOR CONVERSION OF TOILETS ON THE RECREATION GROUND

Date : 13.12.18.

1. Concept.

- a. There are no toilets serving this area and with special regard to the new facilities that have been provided and the extra numbers of mostly young people who use them.
- b. There has been an offer from James Edwards and later from Bespoke Norfolk Ltd to carry out this work.
- c. Swaffham Town Council have an amount of approximately £2000.00 available from events to partly fund this work. James Edwards and Bespoke Norfolk Ltd will top up this amount to the final amount needed to complete the work.

2. Design concept.

- a. The fittings are to be 100% vandal proof.
- b. The toilets are to be designed to be cleaned with pressure washer.
- c. Toilets are to be unisex.
- d. One toilet will be for invalid use.
- e. There will not be any facilities or design features other than those required to provide basic sanitary needs. In essence no "Frills or fancies".

3. Contract requirements

- a. A schedule of works is to be produced for Council approval.
- b. Insurance details are to be provided and approved.
- c. A method statement incorporating H&S provisions is to be provided

4. The works.

- a. The following will be the works, see plans "Proposal for alterations to the Rec toilets -existing" and "Proposal for alterations to the Rec toilets -proposed" and as follows.

5. Drains.

- a. Alter the drainage connection to WC 2.
- b. Provide gulley to the lobby to drainage.

6. Floors.

- a. Make good existing floors as required.
- b. Lay new floor tiles to later specification to allow falls to the entrance lobby and then to the new gulley in the entrance lobby.

7. Walls.

- a. Build new 100mm blockwork wall to form WC 2, the exact location of this wall to provide suitable space for invalid use.
- b. Infill doorway to WC 1 with 100mm blockwork.
- c. Form new openings to WC 1 and WC 2, the opening to WC 2 is to be suitable for invalid access.

8. Internal doors.

- a. Provide doors to both WC areas. The doors are to be vandal proof, steel or equal. The doors are to have gaps under for cleaning.
- b. Provide locks to doors.

9. External doors.

- a. Provide new steel door to the service area.

10. Ceilings.

- a. Take down existing ceilings and provide new 12.5mm plasterboard ceiling with skim coat plaster to all three areas.

11. Finishes.

- a. Make good old walls and fix wall tiling to later specification to all areas.
- b. The tiles are to abut the floor tiles, with no skirting.

12. Decorations.

- a. Very limited decorations are considered, perhaps limited to doors unless these can be provided prefinished and emulsion paint to the ceilings.

13. Services, electrical.

- a. Claire to provide details of the service connection as available.

14. Services, water.

- a. Ditto.

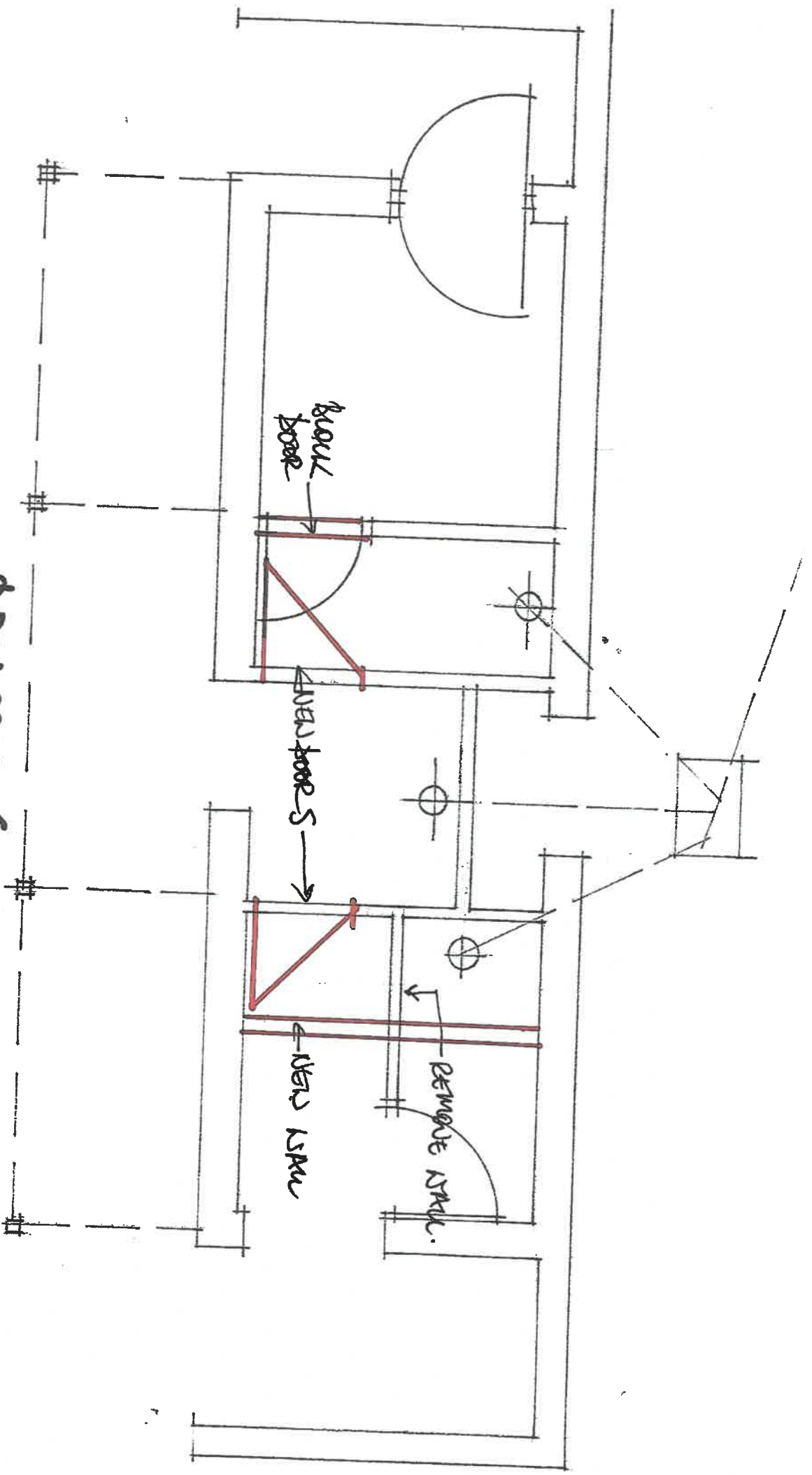
15. Fittings.

It is essential that any fittings are vandal proof, resin or stainless steel and as follows.

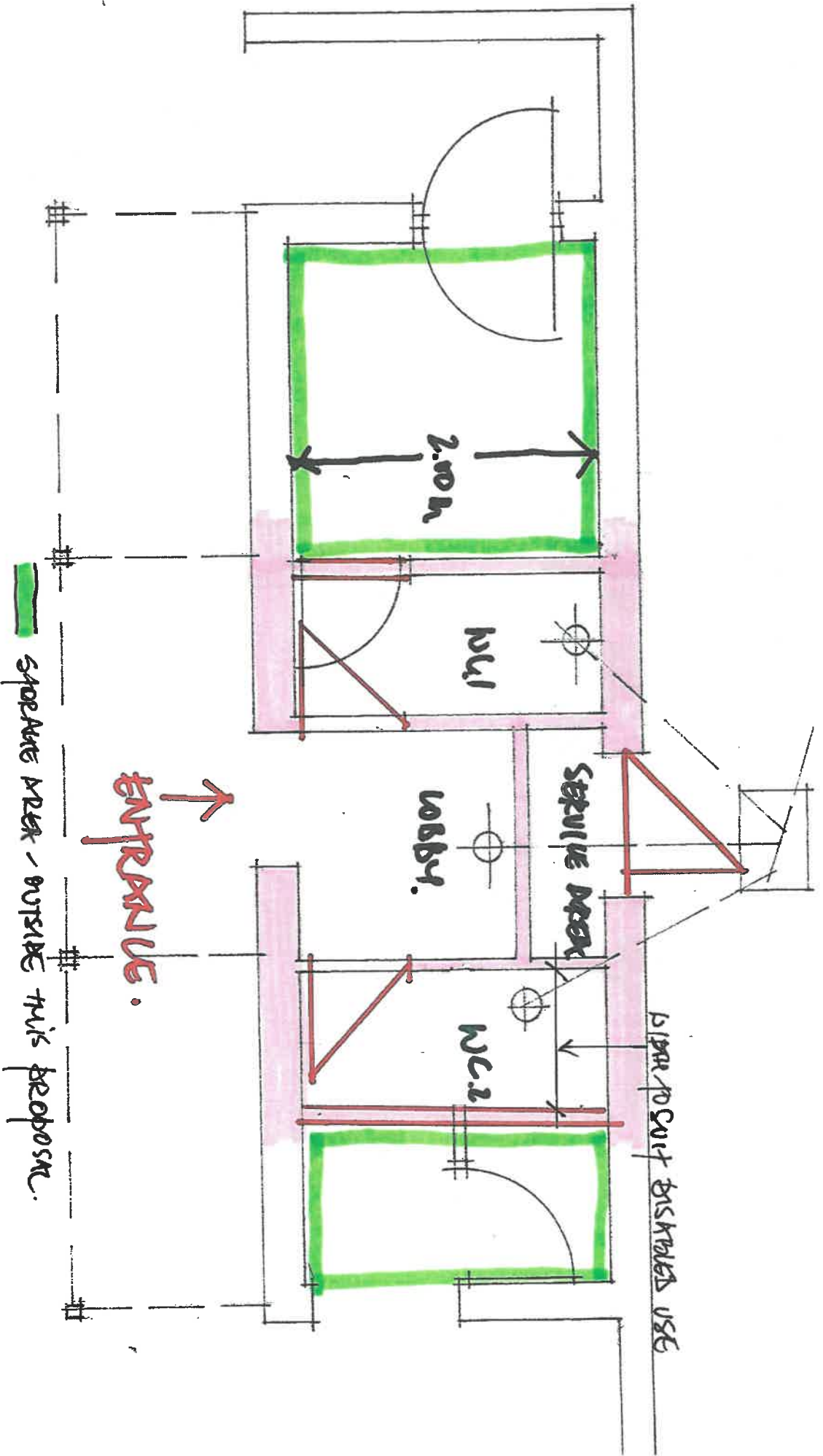
- a. **WC's.** These are to be wall or floor mounted with concealed flushing mechanisms one is to be provided to each WC area.
- b. **Toilet rolls.** One is to be provided in each WC area, it is to be a concealed model located in the service area adjacent to the WC.
- c. **WHB's.** One is to be fixed in the lobby, with a simple cold supply. The wastes are to be located in the service area. Nothing is to be located in the lobby area unless it can be concealed to avoid damage.
- d. **Hand dryer.** One is to be provided it will a concealed electrical heater with time cut off.

16. Other issues.

- a. There are issues with children climbing onto the roof. It is thought they may gain access via the concrete post and wire fence. Consideration to be given to removing the wires on the fence.
- b. Claire to prepare an ongoing cost budget as there is no specific allowance in the present years' allowances, she thought there might be the ability to contain what was seen to be the modest of this within this years' figures.
- c. The year ends in the Spring and by the time the main council have approved the scheme which will be presented to them via the Open Spaces committee it will probably be February before work can start. Graham suggested that if the cost was say up to £200.00 for 2 months attendances then rather than wait James would pay this amount to get this urgent work moving.
- d. Once work is complete then it will be part of the councils obligation to maintain the toilets.
- e. The cost of the ongoing maintenance will be partly offset by savings resulting from not having to rent portable toilets for events.



PROPOSAL FOR ALTERATIONS
 TO THE R.C. TOWER EXISTING.
 NOT TO SCALE.



== NEW TOILETS AREA

█ SEPARATE AREA - OUTSIDE THIS PROPOSAL

↑
ENTRANCE.

PROPOSAL FOR ALTERATIONS.
TO THE REC. TOILETS. PROPOSED
NOT TO START.



(police.php)

Police

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FIND OUT MORE » (police.php)

Town Clerk | Swaffham Town Council

From: Deputy Clerk | Swaffham Town Council
Sent: 09 January 2019 11:07
To: grahamedwards_consulting@yahoo.co.uk
Cc: Sheila Lister; James Edwards; Stuart - Bespoke Norfolk LTD; Town Clerk | Swaffham Town Council; Works | Swaffham Town Council
Subject: RE: Rec Toilets

Good Morning Graham

Yes I am sure, I have been to visit the building and established that there is no water supply. We lifted the cover to the stop cock on the highway (set into the pavement near the gates). There is a note in there left by an Anglian Water engineer saying that this had been capped off. Graham West remembers a leak in this area a few years ago (3 or 4) and thinks that was done at this point. To reinstate the supply from that stop cock will require work on the highway – this can be expensive and time consuming – we can investigate if need be. Another solution would be to trench from the water supply and meter we already have on the rec, this is situated near Annie's garden beyond the fitness equipment. The trenching required may be around 150yards. We need to inform Anglian Water about the reinstated toil

There is slightly better news for the electricity, this is in place as some work was done when Cllrs were considering CCTV. We just need to get a supplier to install a meter. Once we have the go ahead for the scheme we can commission this. Our current supplier, SSE have a lead in of 12 weeks – although they installed the new meters at the Buttercross more quickly.

Regards

Claire Smith
Deputy Town Clerk



Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ

 Tel **01760 722922** www.swaffhamtowncouncil.gov.uk

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From: Graham Edwards <grahamedwards_consulting@yahoo.co.uk>

Sent: 08 January 2019 11:10

To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>

Cc: Sheila Lister <sheilajoy361@aol.com>; James Edwards <anglianremedialsolutions@yahoo.co.uk>; Stuart - Bespoke Norfolk LTD <stuart@bespokenorfolk.co.uk>; Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>; Works | Swaffham Town Council <works@swaffhamtowncouncil.gov.uk>

Subject: RE: Rec Toilets

Thanks for the email Claire, Happy New Year to you as well.

I'm away at the moment so if you phone me you will hear what seems like an engaged tone. It's best if you phone 07919 888 872 or if you can't get me on that then phone 07919 888 870.

James said he will do this work so I presume a trench wouldn't be significant in the scale of things. As the toilets have been used in the past I'm a bit surprised that there is no water supply in the building, are you sure you're correct?

Rgds

Graham

Sent from Yahoo Mail on Android

On Tue, 8 Jan 2019 at 11:02, Deputy Clerk | Swaffham Town Council
<deputyclerk@swaffhamtowncouncil.gov.uk> wrote:

Good Morning Graham

Happy New Year, I hope you had an enjoyable festive season. I just wanted to keep you in the picture regarding the toilets. For your information the plans do not quite show the building as built, but I think the differences are minor and will not hinder the plan. The building is currently used for storage – I have asked our outside team to look at getting these items moved. We are also looking into the services, water and electricity to make sure these are available and included in costings. There is water to the recreation ground, the supply and meter are a little distance away but with some trenching work this could be achieved, is this something the renovation team led by James would do? Hannah is contacting Anglian Water to find out the sewerage charges. We also need to set up an electricity supplier and will look into this.

I am aiming to have the information about on-going costs available for Richard to take the proposal and to the Town Council meeting on 16th January for agreement. I will be getting on to this work over the next few days and will give you a call if need be.

Regards

Claire Smith

DeputyTown Clerk



LOCAL COUNCIL
AWARD SCHEME
FOUNDATION

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ



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From: Graham Edwards <grahamedwards_consulting@yahoo.co.uk>

Sent: 14 December 2018 10:33

To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>

Cc: Sheila Lister <sheilajoy361@aol.com>; James Edwards <anglianremedialsolutions@yahoo.co.uk>; Stuart - Bespoke Norfolk LTD <stuart@bespokenorfolk.co.uk>

Subject: Rec Toilets

Dear Claire

Thank you for the meeting yesterday.

After that meeting I produced the draft proposal for the alterations which is attached. I also downloaded what I see as the layout which is shown on the attached PDF. The arrangement is not intended to show specific sanitary ware although the company do produce resin systems which they say are stronger than steel.

You set out the future route for this which I see as.

- This draft proposal will be considered and further information sought as required.
- You will add the ongoing maintenance costs to the proposal.
- When you are happy and you have added the further costs it will be put to the next Open spaces meeting where it might or might not be approved.
- Assuming it will be approved then it will go to the next main council meeting again where it will or will not be approved.
- if approved then work can commence.

Let me have your views.

Best regards

Graham Edwards.

Address : Marlow, Campingland, Swaffham, Norfolk, PE37 7RB

Mobile (preferred) : 07919 88 88 72

Telephone : 01760 721 321

Email : grahamedwards_consulting@yahoo.co.uk



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Town Clerk | Swaffham Town Council

From: Deputy Clerk | Swaffham Town Council
Sent: 17 December 2018 12:32
To: Graham Edwards
Cc: Sheila Lister; Town Clerk | Swaffham Town Council
Subject: RE: Rec Toilets

Good Afternoon Graham

Thank you for the proposal work you have done, I will be in touch in the New Year with more detailed comment and the information on utilities and ongoing maintenance costs, but I am confident we can put together a successful project on this basis and hope to be able to put this to Open Spaces Committee for consideration, who will then make a recommendation to Council in the New Year as you describe. I have asked Richard to include some preliminary allowances in next year's budget as he is already working on these figures, and he will be identifying the capital funds that may be available should the Council agree to support the project. If you have any other queries regarding the project do get in touch.

Regards

Claire Smith
Deputy Town Clerk



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