10.1 (a)

Town Clerk | Swaffham Town Council

From: Deputy Clerk | Swaffham Town Council
Sent: 24 April 2019 16:23
To: [redacted] James Edwards
Cc: Works | Swaffham Town Council; Town Clerk | Swaffham Town Council
Subject: RE: Fwd: Your Tradesman policy - our reference 5/EDXX02TZ03
Attachments: Specification for the Rec toilets (002).docx

Good Afternoon Graham and James

Graham - Thank you for sending me the insurances for James and meeting with me and Graham West yesterday afternoon.

So that we are clear on the project going forward please could you confirm that the details of the project are as listed below and that you are happy to continue on this basis.

1. The project will be based on the specification you prepared and I have added a couple of details – this is attached.
2. Once James has received the sanitary wear he will give notice that the project will start in two weeks' time. The work should take three weeks.
3. James' insurances are fine for him to work at the Recreation Ground. He will take responsibility for the security and health and safety of the site, leaving the area locked up and tidy at the end of each day. Any materials and tools left on site will be at his own risk.
4. I have contacted Anglian Chemicals who supply the loo paper dispensers for the town centre loos. They will fit the same ones we have there free of charge - we then purchase the loo paper from them. They are not behind the wall, and are so not invulnerable. However they are fairly robust and Anglian Chemicals maintain these again free of charge. I have asked them to look at behind the wall options too.

I look forward to hearing from James when the start date on site will be.

Regards

Claire Smith
DeputyTown 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 <grahamjedwards@yahoo.co.uk>
Sent: 23 April 2019 12:57
To: Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>
Cc: James Edwards <anglianremedialsolutions@yahoo.co.uk>
Subject: Fw: Fwd: Your Tradesman policy - our reference 5/EDXX02TZ03

Sent from Yahoo Mail on Android

Claire.

Insurance information attached.

Rgds

Graham

----- Forwarded message -----
From: "anglianremedialsolutions@yahoo.co.uk" <anglianremedialsolutions@yahoo.co.uk>
To: "grahamjedwards@yahoo.co.uk" <grahamjedwards@yahoo.co.uk>
Cc:
Sent: Tue, 23 Apr 2019 at 12:53
Subject: Fwd: Your Tradesman policy - our reference 5/EDXX02TZ03

Sent from my iPhone

Begin forwarded message:

> **From:** Norbiz83 <[redacted]>
> **Date:** 23 April 2019 at 11:43:07 BST
> **To:** "'anglianremedialsolutions@yahoo.co.uk'" <anglianremedialsolutions@yahoo.co.uk>
> **Subject: Your Tradesman policy - our reference 5/EDXX02TZ03**
>
> Dear Mr Edwards,
>
> I am writing further to our telephone conversation earlier today. As requested, please find attached copies of your policy documents.
>
> Please be aware that a copy of your policy documents have also been posted to you today.
>
> The attached documents include a Statement of Fact. This is an important document as it forms the basis of your insurance contract. I would be grateful if you would check the details carefully and contact us immediately if any changes or corrections are required. If the Statement of Fact is inaccurate then your cover may be prejudiced.
>
> Please read the attached documents carefully and let me know if you have any questions.
>
> Kind regards,

Peter McGuinness
Alan Boswell Insurance Brokers Ltd
Business Insurance Advisor
01603 967888
www.alanboswell.com

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PROPOSAL FOR CONVERSION OF TOILETS ON THE RECREATION GROUND

Date : 14.1.19

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. 23/4/19 Bespoke are unable to contribute to the project. CJM have offered to undertake the electrical 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 disabled 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 1with 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.
   b. Provide door/gate to allow the toilets to be locked but onlookers will be able to see into the first room.

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. There is an electrical connection to the building, SSE or similar provider would nee to install a meter. CJM electrical have offered to supply and install some of the electrical fans and lighting as a donation.

14. Services, water.

a. There is no water to the building. A water supply is available to the Recreation Ground, a trench would need to be dug to this approximately 120 meters away.

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. Ongoing yearly costs – based on 1/3 of the current costs at the Town Centre Public ~Toilets

   Electricity - £580
   Water rates - £535
   Building rates - £1110

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.