

MINUTES OF SPECIAL PARISH COUNCIL MEETING
HELD IN THE VILLAGE HALL at 7.30 P.M. ON TUESDAY 12th FEBRUARY 2013

Present: Cllr March(Chair)
Councillors Parker, Stevens, Reed, Russell, Kerrigan, and Cheesman.

In attendance: Lucy Noakes (Clerk)
1 member of the public was present.

Declarations of Interest:

Declarations of pecuniary and non-pecuniary interests in accordance with the Code of Conduct were invited.

1. APOLOGIES FOR ABSENCE

Councillor Davis (away)
Cllr McDermott (away).

2. PUBLIC SESSION

No members of the public wished to speak

3. DISCUSSION AND DECISIONS REGARDING THE PUBLIC CONVENIENCES, MAIDSTONE ROAD, HORSMONDEN.

The Council had received a number of questions from Mr Bell, their project co-ordinator which needed to be answered before Mr Bell could finalise the details of the tender agreement which was to be sent out. The Council looked at each point raised in order and after discussions, made the following observations and decisions:

1) &2) Layout/wall partitioning

It was suggested that as this hinged on whether the Council wished to provide a urinal or not, it should be left until the end of the discussion.

3) Ambulant toilets

Mr Bell had spoken to TWBC building control and they had advised that although the provision of these was best practise, they would not require them.

Cllr Parker proposed that HPC should not have ambulant toilets in the ladies or the gentlemen's toilets as these needs are met by the provision of a unisex disabled toilet. Seconded, Cllr Kerrigan. Carried.

4) Glazing

It was discussed that some of the existing windows have suffered burns by cigarettes and in order to avoid this, the consensus was that the new windows should be glass, or a material which could not be burned.

Cllr Reed proposed that the Parish Council would be happy with the impact resistant obscured wire reinforced GRP glazing, providing it could not be burned by cigarettes. Seconded Cllr Kerrigan. Unanimous

5) Public Safety Issues

Mr Bell had mentioned items which although desirable, could present public safety issues, such as hooks, mirrors, heavy metal doors. Mr Bell had spoken to his Health and safety consultant who was

of the opinion that it would be “over the top” to take measures to counter every minor, but possible, foreseeable risk. He said that these issues are usually considered for schools and some institutional buildings, but not public toilets where users are assumed to have a degree of common sense (and, if not, they are supervised by someone who does).

The Clerk had also consulted the Parish Council’s insurance company, Zurich, about this matter and they had said that so long as the objects in question were designed and fitted as for their purpose and any issues which the council may have addressed and recorded correctly, together with suitable maintenance schedules carried out etc, it would be considered that the PC had taken all reasonable precautions to avoid injury or damage, should a situation arise.

It was suggested by the Cleaning Company that Perspex may be a good idea in front of the mirrors to try and avoid vandalism issues etc.

It was proposed from the Chair that HPC is prepared to accept the health and safety consultant’s suggestions with the addition of Perspex over the glass mirrors, plus suitable signage and an annual risk assessment. Unanimous.

6) Locks

Internal doors

Mr Bell had asked if the PC wanted locks on the outside of each cubicle door .This matter was discussed in detail with reasons given for and against providing locks on the outside of the doors. Cllr Kerrigan proposed that there should be simple, individual cubicle locks which can lock from the inside and outside of each cubicle and which can also be unlocked easily, from the inside or outside of each cubicle, so that each cubicle can be taken out of action easily if necessary. Seconded Cllr Reed. Unanimous. This proposal would also allow access to the cubicle if someone became trapped inside in an emergency situation.

External doors

It was suggested that although the Council wished to keep the toilets open 24/7 at present, this may not always be the case, or the toilets may need to be locked up if they were damaged or out of action for some reason. It was proposed by Cllr Stevens that the council needed the ability to lock the external doors for emergency purposes only, but the toilets would normally remain open 24/7. Seconded Cllr Cheesman. Unanimous.

7) RADAR locking system for disabled toilets

There were reasons for and against having a RADAR system, but as the PC were keen to provide a baby change facility in this toilet also, it was decided that this system would not be suitable at present. Cllr Parker proposed that the PC do not wish to have a RADAR locking system at present, but reserve the right to put a RADAR system in at a later date if necessary. Seconded, Cllr Reed, unanimous.

8) Emergency alarm in the Disabled toilet

It was proposed by the Chair that the PC do not wish to have an emergency alarm at the present time. Unanimous.

9) Sanitary fittings

The PC had received a suggestion from the cleaners to go for very hardwearing sanitary ware as this will last longer and be more vandal resistant. The cleaners had also advised against metal sanitary ware as it can be scratched by vandals and this cannot be removed.

It was proposed by Cllr Parker that Mr Bell ask each tenderer to provide a price for providing white ceramic sanitary fittings as well as price for white Crian sanitary ware, so that a decision could be made on this afterwards. Seconded Cllr Stevens. Unanimous

10) Best practice

Mr Bell had drawn a number of items to the council's attention, which were suggested as best practice and which the council may therefore wish to implement:

a) Signage

It was proposed by the Chari that all 3 toilets (ladies, Gents and disabled) display a sign which details the ownership, address and telephone number of parish office. Unanimous.

b) Wall Mirrors

It was proposed by Cllr Kerrigan that there should be wall mounted mirrors in all 3 toilets, although these should not be mounted over the wash basins. Seconded, Cllr Stevens. Unanimous.

c) Ashtrays

It was proposed by Cllr Reed that 2 very strong ashtrays should be located on the outside of the building, together with the appropriate signage to say that it is prohibited to smoke in the building. Seconded, Cllr Kerrigan. Unanimous.

d) Litter bins

It was proposed by Cllr Russell that there be a wall mounted litter bin in each of the 3 toilets. Seconded, Cllr Parker. Unanimous.

e) Soap Dispensers

It was proposed by Cllr Stevens that modern foam soap dispensers be wall mounted in each of the three toilets above the hand basins. Seconded, Cllr Kerrigan Unanimous.

f) Toilet Rolls

It was proposed by Cllr Reed that a single tissue dispenser, such as 'the one', be installed in each toilet. Seconded, Cllr Parker. Unanimous.

g) Sanitary /nappy bins

It was considered that these should not be included in the tender document as these will be discussed with the cleaning company at some stage.

h) Vending machines

It was proposed by Cllr Kerrigan that these should not be provided as they were not appropriate for the needs of the village. Seconded, Cllr Stevens. Unanimous.

i) Bacterial wipes

It was proposed by Cllr Kerrigan that these were not appropriate at present. Seconded, Cllr Reed. Unanimous.

j) Parental needs/young children

Cllr Kerrigan proposed that a folding down baby change facility should be placed in the disabled toilet Seconded Cllr Reed. Unanimous.

k) Metal hooks/shelving

It was proposed by Cllr Reed that metal hooks be provided on the rear of the doors in each cubicle in the men's and ladies toilet, and that a metal hook be wall mounted near to the sink or baby change unit in the disabled toilet. It was also proposed that a shelf should be located underneath the mirror in the ladies wash area (to the left hand side of the basins) with two metal hooks provided under the shelf for hanging coats, bags etc. Seconded Cllr Russell. Unanimous.

l) Waterless urinals

This was discussed late on in the meeting.

11) Frost protection

As Mr Bell had not yet been able to provide any quotations on this for the Council, it was proposed by Cllr Parker that once Mr. Bell received the quotes, he include his recommendation into the tender document, for the purposes of tendering. The Council may then consider the options and choose an alternative if necessary at a later date. Seconded, Cllr Stevens. Unanimous

The pipe work was also mentioned at this stage, as some Council members were not keen on using copper, because it can be stolen. It was suggested that the clerk ask Mr. Bell about the type of pipe work to be used.

1) &2) &l) Layout/partitioning/urinals

The Council had quite a lengthy discussion about the layout arrangements for the men's toilets; discussing whether they should have one sit down and one urinal, or two sit down toilets.

It was proposed by Cllr Reed that there should be one sit down toilet cubicle and one wall mounted urinal in the men's toilets. Seconded Cllr Cheesman. Carried.

It was proposed by Cllr Kerrigan that there should be a solid wall separating the sit down facility and the urinal/wash basin area, as opposed to a partition system. Seconded, Cllr Reed. Carried.

The Council then spent some time looking at different types of urinal and how they could overcome the problems of blockages and smell associated with urinal systems. It was proposed by Cllr Reed that the council provide a simple low flush sensor in the urinal area, seconded Councillor Parker, unanimous. This would hopefully use far less water than normal a urinal thereby minimising the effects of lime scale in the pipe work, and odours would be minimised by a regular simple cleaning, which would hopefully be less expensive than some of the more elaborate systems available.

4. ANY OTHER BUSINESS (Discussion only)

It was suggested that the clerk also ask Mr. Bell about contrasting grab rails, toilet seats for the disabled package, as these can assist the partially sighted, and the Council were keen on this idea.

The clerk should also mention to Mr. Bell that the Council is assuming to have white ceramic wall tiles throughout at present and standard non slip flooring.

Lighting in the toilets was also mentioned in the meeting, and again it was assumed that the tender would provide for standard vandal proof lighting in all areas.

Sign posting to the toilets was discussed. There is a finger on the sign post located on the village green which points to the toilets however; some parishioners feel that this is inadequate. This may need to be looked at in the future.

Cllr Kerrigan also raised the idea that the toilets could be run as a Charitable body, thus enabling them to claim back rates etc however this was for discussion at a later date, as it would mean setting up a charity and leasing the toilets to the Charity, as with the Village hall.

The meeting closed at 9.50pm