



Cultural and Economic Servicers Committee

Date: 9 December 2019

Title: Changing Places Facility

Purpose of the Report: To consider the implications to the Town Council of Central Bedfordshire Council installing a Changing Places facility in public conveniences, West Street.

Contact Officer: Vivien Cannon, Head of Cultural and Economic Services

Corporate Objective/s LLTC Three Year Plan – Aim: 2 - To continue to support a vibrant town through partnership working and initiatives including management of the street market, support for local businesses, town and community promotions and town centre enhancements.	
Implications:	
Financial	√ Consideration to be given to long-term budget implications – management fee, cleaning & waste collection fees.
Human Resources	
Operational/Service delivery	√ Consideration to be given on current cleaning and waste collection contracts.
Procedural/Legal	√ Amendments required to current lease between the two councils.
Risk/Health and Safety	

1. RECOMMENDATION

Should members be minded, the proposal is to;

- 1.1 To recommend to Policy and Finance that subject to final details being agreed, to write to Central Bedfordshire Council and indicate the Council's willingness to proceed with the management of the new Changing Places facility in the public conveniences at West Street.

2. BACKGROUND

- 2.1 The Council signed a management lease for the public conveniences, West Street (multi storey car park) on 11 December 2013 thus entering into a fifteen year lease with Central Bedfordshire Council (CBC). The lease is due to end on 11 December 2028.
- 2.2 The installation of a new Changing Places facility has been proposed by CBC in the same public conveniences. Should the Town Council agree to manage the facility, the lease will need to be surrendered and a new lease entered into.

3. INFORMATION

- 3.1 The Council received a letter dated 21/11/19 from CBC's officer requesting the Council's approval to take on the management of the proposed Changing Places facility within the existing footprint of the public conveniences. The new facility will take up the old attendant office in the car park foyer. It will also subsume the existing disabled toilet for which, under lease, the Council has management responsibility. The letter is attached at **Appendix A**.
- 3.2 Attached at **Appendix B** is the draft work specification for the installation of the Changing Places facility drawn up by CBC officers. CBC propose to manage the build. Included in the work proposal is CBC's intention to replace the defunct ventilation system.
- 3.3 The day to day operational management of the facility falls within the scope of work of Cultural and Economic Services. Should Committee be in support of CBC's proposals, Committee will need to make a recommendation to Policy and Finance Committee (P&F) in readiness for a future resolution in accordance to Council's Standing Orders to enter a revised lease incorporating the new changing places facility. See below:

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xi) and (xvi).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

The above is applicable to a Council without a common seal.

- 3.4 Committee may wish to recommend P&F indicate a willingness to take on the management of the Changing Places facility subject to seeing the newly drafted lease.
- 3.5 Officers have carefully considered the potential impact that accepting responsibility for the Changing Places facility may have on the current cleaning and waste management contracts.
- 3.6 The response from the Council's cleaning contractor is that no additional fees should be incurred for cleaning as the disabled toilet in the foyer falls within the existing cleaning specification. There would be additional costs however if more consumables, e.g. paper roll to cover the changing bench, are needed. Bearing in mind the specialist nature of the facility, it is believed that the frequency of use will not be high in comparison with the wider facility. A conservative estimated annual cost for the paper roll is £250 per year. In the first instance, earmarked reserves could be used to fund consumables such as paper rolls.

- 3.7 With regard to the waste contract, bins are already collected from the current disabled toilet. No change would be needed to the current waste management contract.
- 3.8 Upon installation, there will be a period of warranty on the facility, fixtures and fittings. Exact timeframes will need to be confirmed. After such time, it is anticipated that responsibility for day to day maintenance and repairs will fall to the Council. Committee has an annual maintenance budget for the toilets and unused funds are carried over into an earmarked reserve to facilitate large scale repairs and maintenance as needed. The annual budget allocation is set out below.

(413)	Public Conveniences	Annual Budget	
4100	Repairs and maintenance	£3,500	As of 24/10/19, £1,119 funds remain
4148	Management fee	£45,500	Cleaning contract
4382	Insurance	£100	Contribution to CBC's insurance cover
4422	Service charges	£3,000	As of 24/10/19, - waste £1,448 funds remain

(970)	Public Conveniences	Earmarked reserves
9055	Earmarked reserves	£16,204

4 RECOMMENDATION

- 4.1 Subject to confirming lease arrangements, Committee is asked to consider recommending the proposal to Policy and Finance Committee.

END