

REPORT TO	ON
CABINET	25 JANUARY 2018

September 2017



TITLE	PORTFOLIO	REPORT OF
WORDEN PARK TOILET PROVISION – PART 1	NEIGHBOURHOODS & STREETSCENE	PARKS AND NEIGHBOURHOODS MANAGER

Is this report a KEY DECISION (i.e. more than £100,000 or impacting on more than 2 Borough wards?)	Yes
Is this report on the Statutory Cabinet Forward Plan ?	Yes
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	No
Is this report confidential?	No

1. PURPOSE OF THE REPORT

This report requests approval to replace the existing facilities with new facilities located as detailed in the body of the report.

To commit capital expenditure and delegate authority to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of new toilet facilities on Worden Park, Leyland, once planning permission and listed building consent have been successfully obtained.

2. PORTFOLIO RECOMMENDATIONS

That Cabinet agree:

- 1 An application for planning permission and listed building consent is submitted.
- 2 That delegated authority is granted to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of the new toilet facilities, once planning permission and listed building consent have been successfully obtained.
- 3 That the new toilet block servicing the play area is located outside the play area as detailed in the report.
- 4 That the crossroads toilets are demolished and the new toilet block is located in close proximity to the original site as detailed in the report.
- 5 That a charge of 20p is introduced for users of the toilet facilities at Worden Park.
- 6 To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £200,000 for the above works.

3. CORPORATE PRIORITIES

The report relates to the following corporate priorities:

Clean, green and safe	X	Strong and healthy communities	X
Strong South Ribble in the heart of prosperous Lancashire		Efficient, effective and exceptional council	

4. BACKGROUND TO THE REPORT

4.1 Background

Worden Park has continued to prove to be a highly popular facility and attracts visitors from all over the North West with visitor numbers in excess of 250,000 each year, including figures of between 10,000 – 15,000 for individual events such as The Leyland Festival and The Round Table Bonfire. This places a significant demand of current facilities which at present struggle to cope with demand.

4.2 Existing Facilities

Currently the park is served by two toilet facilities located in the children's playground (one block) and at the crossroads (two blocks) near the centre of the park. They are currently open between 08.00 – 18.00 in the summer period and 08.00 – 15.00 over the winter, seven days a week and are free to use, however this does mean they are frequently subject to vandalism and misuse, leading to them being closed on a number of occasions whilst repairs are arranged. The toilet blocks were constructed in the 1960's and have been subject to a number of partial refurbishments, the latest taking place ten years ago. Their design being of solid block walls is such that they are dark, damp and unwelcoming and complaints are frequently received relating to their condition and cleanliness, they also struggle to cope with demand during periods of heavy use and are frequently closed due to blockages.

5. PROPOSALS (e.g. RATIONALE, DETAIL, FINANCIAL, PROCUREMENT)

5.1 Details of New Facilities

It is proposed to install two new modern blocks. Each would comprise three modern unisex cubicles one of which will act as a disabled / baby changing facility. The blocks will be of a modular construction clad in Oak with a planted sedum roof and equipped with a 'H2 Control System' which allows for the use and the cleanliness of the facilities to be monitored remotely allowing an immediate response to issues. This system also allows the facilities to be opened and closed automatically which enables flexibility to meet the needs of the public and time of year.

The facilities will be fitted with a coin charging system which can either be left inactive or activated.

Both new blocks will require the installation of a concrete slab to enable the siting of the facilities, the above works are additional to the cost for supply and installation of the facilities.

5.2 Guarantees and Maintenance

Each block is guaranteed for a twelve month period from installation which covers all eventualities including vandalism. The cost for annual maintenance of the blocks' interior fittings is £3,000 per block. Therefore the cost for two blocks is £6,000.

It is proposed that the requirements and costs are assessed during the initial twelve month guarantee period before making a decision on any further maintenance contract for the forthcoming years.

The cost for a cleaning service with a single daily visit, 364 day of the year, is £6,000 per block. Therefore the cost for two blocks is £12,000.

It is proposed that the toilets will continue to be cleaned by SRBC staff on a daily basis as a minimum, with additional visits as required during periods of high use. The staff are already on the park carrying out other duties and this will enable a flexible and economical approach.

It is also proposed that a charge of 20p is made for the use of the facilities with a projected income of £6,000 per annum. The main purpose of this proposal is to ensure that access is restricted to genuine users which will help reduce the risk of vandalism and misuse of the facilities.

5.3 Proposed Toilet Block at the Play Area

The existing toilet block adjacent to the playground is regularly subject to vandalism and misuse, especially in the evenings when the playground receives less families visiting. Its position in the north east corner of the play area means it does not receive natural surveillance from the wider park. The building's proximity to the playground sand pit also leads to filling and blocking of the toilet pans and sinks with sand and the location within the play area itself gives rise to safeguarding concerns.

It is therefore proposed that the existing block within the playground is demolished and the new replacement toilets relocated outside the play area. This will enable a greater level of natural surveillance without negatively impacting on the historic landscape of the park. The new block would still be close enough to the playground to serve visitors using the play facilities but reduces the safeguarding risks by encouraging parents to accompany younger children and reduces the proximity of the toilets to the sand pit.

The location of the proposed new block has been carefully chosen to balance the convenience of its location to the public, receiving sufficient natural surveillance and not adversely impacting on the park's historic landscape.

5.4 Demolish Crossroads Toilets and Locate a New Toilet Block Close to the Existing Location

Whilst the location of these facilities is central within the park, the location of the two blocks within the mature woodland makes the facilities unwelcoming and appear a little secluded. Also the sewers are vulnerable to root damage and the drains are now in a poor condition requiring regular unblocking during busy periods.

It is proposed that the existing crossroads toilets are demolished and the new toilet block is located within this general vicinity.

A toilet block located in this area would be convenient to the public and receives natural surveillance. However, investment would be needed to repair the sewer and re-route it around the trees to avoid future blockages caused by tree roots as at present. This will require the new toilet block to be located in close proximity to the existing toilets but sited in a different position to avoid the issues detailed above.

5.5 Tendering Process

Open tenders have been invited in line with the Council's Contract Procedure Rules via the Chest - the regional e-procurement portal that enables tenders and quotations to be advertised, invited and received electronically. In addition, as an openly advertised opportunity, tenders were also advertised on Contracts Finder, the national e-procurement portal.

The invitation to tender documentation included details of the evaluation criteria to be used to determine the most economically advantageous tender (MEAT). This was 70% cost and 30% quality, taking account of methodology and previous work of the bidders.

5.6 Tender Results

Tender submissions received via the Chest/Contracts Finder have been evaluated in accordance with the MEAT evaluation criteria and are listed in Table A in Part 2 of this report (exempt and provided separately). Tender 2 is the overall highest scoring compliant tender at a cost of £149,500 and is recommended for acceptance, once planning permission and listed building consent have been successfully obtained.

5.7 Cost Implications

The remaining budget of £50,500 can be broken down as follows. These works will either be carried out in house or contracted out in accordance with Contract Procedure Rules.

	£
Demolish Existing Facilities	20,000
Connection of Services	6,500
Installation of Foundations	5,000
Repair/Re-route Sewer	10,000
Contingencies	9,000
TOTAL	50,500

5.8 Planning Permission

Planning permission and listed building consent will be submitted subject to Cabinet approval.

6 CONSULTATION CARRIED OUT AND OUTCOME OF CONSULTATION

Public Consultation has been carried out at the local Neighbourhood Forum in 2017. The response was limited and supported toilets in all location options suggested.

7 OTHER OPTIONS CONSIDERED

In the planning stages of this project the following alternative options were considered:

Demolition of existing facilities - consideration was given to demolition of the existing facilities without replacement, however, as the park receives over 250,000 visits per year, predominately by families, the provision of toilet facilities in key areas of the park was considered important in meeting the council's vision for the park.

Refurbishment of existing facilities – consideration was given to a possible refurbishment of the existing facilities however given their design and construction it would be extremely difficult to improve the facilities to the required standard without demolishing a large proportion of the existing building.

The location of the current facilities also creates a number of issues and encourages vandalism and misuse, the facilities within the playground are located in a secluded area and raise issues relating to safeguarding.

8 FINANCIAL IMPLICATIONS

The approved capital programme for 2017/18 includes a capital budget allocation of £225,000 for the toilet facilities within the park. The proposals in this report will require expenditure of up to £200,000 of the available budget. If approved, this capital budget will be re-phased into 2018/19.

The annual maintenance costs can be funded from the proposed charges for use of the new facilities. The annual cleaning costs can be met from existing revenue budgets.

9 HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT IMPLICATIONS

There are no human resource implications as a result of this report..

10 ICT/TECHNOLOGY IMPLICATIONS

There are no ICT implications as a result of this report.

11 PROPERTY AND ASSET MANAGEMENT IMPLICATIONS

The facilities will be under the ownership of the Council. The park's toilet facilities will be improved as a result of the proposed works. A small income would be made to help offset the cost of maintaining the new blocks should a 20p charge be introduced.

12 RISK MANAGEMENT

The proposed facilities will provide additional modern facilities which will be better able to cope with current demand. Failure to install these facilities would lead to continued issues relating to misuse and vandalism of the current facilities and customer dis-satisfaction.

13 EQUALITY AND DIVERSITY IMPACT

Equality issues have been fully considered and incorporated into the design proposals. The proposals will impact positively on park users who will have access to enhanced and improved facilities which will support their health and wellbeing

14 RELEVANT DIRECTORS RECOMMENDATIONS

The proposals in this report will improve the facilities on Worden Park for the benefit of the borough's residents.

Officer recommendations are as follows:

1. An application is for planning permission and listed building consent is submitted.

2. That delegated authority is granted to the Portfolio Holder for Neighbourhoods and Streetscene to accept the most economically advantageous tender for the proposed installation of the new toilet facilities, once planning permission and listed building consent have been successfully obtained.
3. That the new toilet block servicing the play area is located outside the play area as detailed in the report.
4. That the crossroads toilets are demolished and the new toilet block is located in close proximity to the original site as detailed in the report.
5. That a charge of 20p is introduced for users of the toilet facilities at Worden Park.
6. To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £200,000 for the above works.

15 COMMENTS OF THE STATUTORY FINANCE OFFICER

As per the 2017/18 Budget Report, there is an approved, financed budget in the Capital Programme in the sum of £225,000 to cover this project.

16 COMMENTS OF THE MONITORING OFFICER

The tender exercise has been carried out in accordance with the council's Contract Procedure Rules.

However, no contract will be awarded unless or until planning permission and listed building consent are granted for the relevant works.

Formal contract documentation will then be drawn up.

17 BACKGROUND DOCUMENTS (or there are no background papers to this report)

Applications for Planning Permission and Listed Building Consent

SMT Member's Name - Mark Gaffney

Job Title - Director of Neighbourhoods, Asset Management & Environmental Health

Report Author:	Telephone:	Date:
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