

REPORT TO	ON
CABINET	6 <sup>th</sup> SEPTEMBER 2017

Jan 2017



TITLE	PORTFOLIO	AUTHOR
WORDEN PARK TOILET PROVISION – PART 1	NEIGHBOURHOODS & STREETSCENE	ANDREW RICHARDSON

Is this report a <b>KEY DECISION</b> (i.e. more than £75,000 or impacting on more than 2 Borough wards?)	<b>Yes</b>
Is this report on the <b>Cabinet Forward Plan</b> ?	<b>Yes</b>
Is the request outside the policy and budgetary framework and therefore subject to confirmation at full Council?	<b>No</b>

## 1. PURPOSE OF THE REPORT

This report requests approval to commit capital expenditure and accept the most economically advantageous tender for the proposed installation of new toilet facilities on Worden Park, Leyland.

The proposals in this report currently do not have planning permissions or listed building consent in place. Any decisions taken will therefore be subject to planning permissions and listed building consent.

## 2. MEMBER RECOMMENDATIONS

That Cabinet agree:

- 1 That Tender 2 in Table A, Part 2 of this report at a cost of £149,500 is accepted for the installation of the new toilet facilities on Worden Park.
- 2 That the new toilet block servicing the play area is located outside the play area as detailed in the report (subject to planning permission and listed building consent).
- 3 That Option 2 is chosen for the location of the second toilet block (subject to planning permission and listed building consent) and the crossroads toilets are demolished.
- 4 That a charge of 20p is introduced for users of the toilet facilities at Worden Park
- 5 To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £225,000 for the above works.

It should be noted that Option 2 above will be at a lower cost of £33,500 compared to Option 1.

## 3. CORPORATE PRIORITIES

The report relates to the following corporate priorities

Clean, green and safe	<b>X</b>	Strong and healthy communities	<b>X</b>
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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 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

### 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 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.

It is also proposed that a charge of 20p is made for the use of the facilities with a projected income of £4000.00 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 Option 1 - Proposed Toilet Block at the Main Car Park and Retain the Existing Crossroads Toilets**

#### ***Main Car Park***

A new toilet block is proposed to be sited on the main car park where most visitors arrive and depart from the park. The proposed block would be sited on the southern side of the car park at the edge of the woodland shelterbelt in a location that ensures the building will be visible and receive sufficient natural surveillance whilst not adversely impacting on the park's historic landscape.

The proposed location currently has none of the required services and the nearest main sewer is approximately ninety meters away uphill on Vicarsfield Road. It is therefore proposed to bring new electricity and water supplies into the site from Worden Lane. This will not only serve a new toilet block but will also provide a power supply for a future CCTV camera which is being planned for installation at the eastern end of the car park to monitor traffic levels and deter crime and disorder in the vicinity. The water supply will also service future events such as visiting circuses and fairgrounds as the current arrangement requires the laying of a hose pipe across the main car park.

The sewage from the proposed block would be dealt with by way of a subterranean tank sewage treatment system installed nearby to the facilities. This will discharge treated water into the land with an overflow into a pond with solids removed to a treatment works as required on an annual basis.

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. Most similar attractions locate their toilet facilities adjacent to their car park which is the main access and hub for pedestrian movement.

### **Crossroads**

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.

In the future an option could be to replace these toilet blocks with a public toilet facility within the Worden Hall complex following refurbishment. This would provide a facility with an improved level of supervision, and help increase the footfall within the Hall and surrounding courtyards and assist in supporting the current and future businesses located there. The existing blocks within the woodland could then be removed allowing the areas to be reinstated as parkland and reducing the development that has taken place in this area over the years.

In the meantime, it is proposed that the existing toilets are retained but improved by installing new doors which will allow the facilities to be controlled and monitored remotely via the H2 Control System which will be included with the new blocks. This will include the proposed 20p coin charge which will help reduce the instances of vandalism and misuse. It will also allow the facilities to be opened and closed remotely.

This option will also increase toilet provision on the park to meet growing visitor numbers and the expected increase of visitors as a result of City Deal.

### **5.5 Option 2 – Demolish Crossroads Toilets and Locate a New Toilet Block Close to the Existing Location**

This option proposes that the existing crossroads toilets are demolished and the new toilet block is located within this general vicinity.

Whilst a toilet block located in this area would be convenient to the public and receive natural surveillance, its location out in the open may be considered to have a greater impact on the listed park than other alternatives and creates an extension to the existing area of development around the crossroads. At present the combination of the mini golf hut, existing toilet blocks and football changing units are at odds with the listed status of the park and something that the park's longer term vision aims to improve.

Should this option be chosen, 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.

### **5.6 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.

## 5.7 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.

## 5.8 Cost implications

The £149,500 cost for the supply of the toilet blocks is the same for both options.

The remaining budget of £75,500 can be broken down as follows for options 1 and 2. These works will either be carried out in house or contracted out in accordance with Contract Procedure Rules.

	Option 1	Option 2
	£	£
Demolish Existing Facilities	5,000	20,000
Adaptation of existing facilities for Introduction of Charges	12,000	N/A
Connection of Services	23,000	6,500
Installation of Sewerage Treatment Plant	30,000	N/A
Installation of Foundations	5,000	5,000
Repair/Re-route Sewer	N/A	10,000
<b>TOTAL</b>	<b>75,000</b>	<b>41,500</b>

As the above table shows, Option 2 will be at a lower cost of £33,500 compared to Option 1.

## 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. IMPLICATIONS OF RECOMMENDATIONS

Financial implications	X	People and Cultural implications	X
ICT implications		Property and Asset Management Implications	X

### Financial implications

The approved capital programme for 2017/18 includes a capital budget allocation of £225,000 for the toilet facilities within the park. All options suggested can be contained within this budget.

### 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.

### People and Cultural Implications

The proposals will impact positively on park users who will have access to enhanced and improved facilities which will support their health and wellbeing.

### ICT Implications

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

### Legal Implications

The Council will be bound by any contracts entered into with the supplier of the toilets and other contractors.

## 9. 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.

## 10. EQUALITY AND DIVERSITY IMPACT

Equality issues have been fully considered and incorporated into the design proposals.

## 11. RELEVANT DIRECTORS RECOMMENDATIONS

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

Option 1 is considered to be the better option as the toilets are located in a more appropriate location in accordance with the rationale detailed in the report.

Officer recommendations are as follows:

1. That Tender 2 in Table A, Part 2 of this report at a cost of £149,500 is accepted for the installation of the new toilet facilities on Worden Park.
2. That the new toilet block servicing the play area is located outside the play area as detailed in the report (subject to planning permission and listed building consent).
3. That Option 1 is chosen for the location of the second toilet block (subject to planning permission and listed building consent) and the crossroads toilets are retained.
4. That a charge of 20p is introduced for users of the toilet facilities at Worden Park.
5. To grant authority under section 3.4 of the Financial Regulations to incur capital expenditure of up to £225,000 for the above works.

## **12. 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.

## **13. COMMENTS OF THE MONITORING OFFICER**

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

If Cabinet chooses to award the contract then formal contract documentation will be drawn up.

Prior to the commencement of any works planning permission and listed building consent will need to be in place.

## **14. BACKGROUND DOCUMENTS**

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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