BOWMANRILEY
ARCHITECTS · BUILDING CONSULTANTS · INTERIORS

Minutes for Bingley Toilets

Client:	Bingley Town Council
Project Number:	BC2043
Meeting Date:	20th March 2019
Meeting Location:	Cottingley Community Centre
Meeting Title:	Client Meeting 03

Attendees

Present:	Ruth Batterley	Bingley Town Council	RB
	Edwina Simpson	Bingley Town Council	ES
	Mark Truelove	Bingley Town Council	MT
	Richard Holmes	Bingley Town Council	RH
	Daniel Green	Bowman Riley	DG
Apologies:	Caroline Fattorini	Bowman Riley	CF

1.0   Minutes of Last Meeting

1.1   DG to produce Project Directory with all relevant contact details.   **DG**

1.2   RB is currently reviewing the Business Case.   **RB**

1.3   ES confirmed the red line plan has been agreed by *Bradford* Council, which confirms the extension to the south elevation will be acceptable.

1.4   DG confirmed it would be the contractor or BRBC to inform Bradford City Council that the site will be fenced off.

2.0   Funding and Council Matters

2.1   RB requested that a Reinstatement Cost Assessment for the building to be produced by DG for 0900hrs on the 21st April. DG confirmed this should be possible and would review with colleagues at Bowman Riley to turn around in the given timescales.
PMN:
Bowman Riley utilise the BCIS database which is a Building Cost Information Service. This provides accurate comparable evidence for producing reinstatement costs. It requires a fee for the service and also generates the fee for the cost consultant, to cover liability and disbursements. RB confirmed that this was not acceptable unfortunately due to the fee having to go to committee for approval prior to instruction.

2.2   DG to get in contact with Bradford Council to find out if a H&S File is available for the building. RH to provide contact details.   **DG**

3.0   Site & Specification Development

3.1   Security and the potential improper use of the WC's were discussed in detail.   **DG**
A particular issue is the opening/closing times of the office and whether the toilets remain open during office closed times.
The access system was discussed and DG is to investigate whether Healthmatic can provide a suitable solution.
PMN:
Healthmatic can operate multiple doors on a timed basis and has a static time for opening and closing. The timings can easily be changed but only by operating the timer onsite.
It is also easy to install a system where the timer is cloud based and the operator can manage the opening and closing times remotely via their PC.

3.2   Coin Pay was suggested as a way of ensuring the WCs would be less likely to be used for   **DG**
antisocial behaviour. However due to it creating an income for the Town Council RB confirmed it would raise an issue on the non profit Tax status of the council. RB to liaise with Ilkley Town Council who operate a coin operated WC to ascertain how they approach the matter.
PMN:
The healthmatic door timer can be associated with a CoinPay or other access control system.
For instance, the WC could be open from 7am - 7pm, and only if the user presents 20p.

3.3   DG to liaise with Accordial Moveable Partitions for a budget cost for project and issue a   **DG**
brochure to Bingley Town Council for perusal.

3.4   DG to issue the revised plans for the moveable partition and windows.   **DG**

3.5   RB confirmed that the sanitaryware inside the office will be ceramic and steel to external.

4.0   Planning

4.1   Planning is to be to submitted to Bradford City Council by 29th March 2019.
PMN:
Planning was submitted on the 29th March. The application was acknowledged and validated by Bradford City Council on the 2nd April.

5.0   Contractors/Procurement

5.1   Potential contractors were discussed to add to the tender list, RH suggested Martin Lynass of CI Build and David Gration of Five Rise Contractors.

6.0   Next Meeting

6.1   29thApril 2019 at 1.30pm.

Bowman Riley
Leeds Office

Copy: File