

Public WC Refurbishment Project
Formal Project Meeting #1 – Design & Delivery

Date: 23 March 2026

Attendees

- Wilton Town Council Cllrs Blackman and Blandford-Hull
 - Wallgate Ltd – Piers Dibben (PD)
 - Healthmatic Ltd – Cat Wesley
 - WTC Town Clerk – Brie Logan
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Agenda

1. Welcome, Introductions and Purpose of Meeting

- Introductions from all attendees
- Confirmation that this is Formal Project Meeting #1
- Purpose: to establish design principles, delivery approach, and next steps for the WC refurbishment project

2. Project Objectives and Design Principles

- Agreement in principle to fully reconfigure and future-proof the facility now, rather than phased or interim works
- Confirmation of strategic objectives:
 - Robust, vandal -resistant facility
 - Long-term durability and value for money
 - Accessibility and inclusive design
 - Operational efficiency and reduced maintenance burden
- Confirmation that no resident working group is proposed (to avoid design by- -committee challenges)

3. Site Constraints and Clarifications

- Confirmation of site boundaries and exclusions:
 - Two left-hand windows are not Wilton Town Council owned (Health Centre ownership)
 - Elevation 2 plans are not relevant to the site as this is not in WTC ownership
- Confirmation that no temporary facilities (e.g. Portaloos) will be provided during works
- Doors:
 - Outward opening- doors
 - Discussion on setbacks and compliance
- Murals:
 - Discussion on internal vs external murals and durability considerations
- Party Wall considerations:
 - Whether the structure is classed as a garage and any implications under the Party Wall Act

4. Surveys, Strip Out- and Enabling Works

- Confirmation that:
 - A full strip out of electrics is anticipated

- New electrics will be required, therefore limiting the value of a detailed existing electrical survey
- Clarification that surveys should, where relevant, provide:
 - Pipework layouts
 - Electrical circuits (new installations)
- Confirmation that hot water is required:
 - Water, soap and hand drying- provision needed

5. Layout, Facilities and User Provision

- Confirmation of proposed provision:
 - Two or three unisex accessible WC units???
 - Baby changing units (x3)???
 - Toilet roll holders

6. Fixtures, Fittings and Product Specification

- Wallgate products:
 - Water, soap and hand dryers
 - Solid surface, vandal resistant- toilets
- Infra-red flushing:
 - Per pod flushin-g
 - Option for more cost-effective- flushing solutions
- Tiles vs HPL:
 - Recommendation for tiles (25–30 year lifespan)
 - Comparative durability vs HPL (High Pressure Laminate)
- Doors and tile colour options
- Consideration of electronic locks with timed access, allowing future charging/payment functionality

7. Delivery Model and Roles

- Confirmation that Healthmatic is lead contractor, utilising Wallgate products
- Procurement and delivery options:
 - Wallgate supply only
 - Option to purchase equipment with Healthmatic installation
 - Option to purchase equipment with installation by local builder
- Use of local builders where possible and potential local discounts – 3 tenders required

8. Maintenance, Warranty and Aftercare

- Overview of Care+ Plan:
 - Year 1 warranty
 - Ongoing Care+ maintenance options
- Long-term maintenance expectations and responsibilities

9. Programme and Lead Times

- Healthmatic indicative lead time: 10 weeks?
- Key milestones and dependencies
- Alignment with Council decision making- and delegated authority

10. Cost Context and Benchmarking

- High-level bench-marking:
 - Chippenham example: 2 cubicles circa £86k (equipment and building costs only)
- Confirmation that this meeting is designed-, with costs to be refined as proposals develop

11. Governance, Delegation and Member Involvement

- Two councillors to act as project linked- members under delegated support arrangements
- Confirmation of reporting and decision gateways

12. Case Studies, Materials and References

- Wallgate:
 - Product videos
- Healthmatic:
 - PowerPoint materials
 - Physical samples / coasters of materials

13. Risks, Issues and Opportunities

- Identification of key risks and mitigation strategies
- Opportunities for future adaptability (e.g. payment systems)

14. Actions, Next Steps and Meeting Close

- Summary of agreed actions
- Confirmation of next steps and information required
- Provisional timing for next project meeting

Wilton Town Council Decision Points & Milestone Reviews (Full Council)

15. Formal governance gateways requiring Full Council consideration and approval.

13 April 2026 – Design Sign-Off

- Approval of final layout, specification and delivery approach

11 May 2026 – Tender Appointment

- Approval of contractor appointment and contract award – cost confirmation

8 June 2026 – Project Review

- Progress review and programme assurance

Public WC Project – Action Log

Ref	Action	Owner	Deadline	Status
A1	Produce sketch layout showing rear-wall installation of handwash units (party wall arrangement)	PD	13 April 2026	Open
A2	Confirm specification for rear-access WC models to improve maintenance access and reduce lifecycle costs	Healthmatic / Wallgate	13 April 2026	Open
A3	Confirm baby-change provision using Wallgate unit and remove surplus heating / basin provision from scope	Healthmatic	13 April 2026	Open
A4	Specify through-the-wall toilet tissue dispensers to mitigate vandalism risk	Healthmatic	13 April 2026	Open
A5	Include washdown drain within revised layout and drainage design	Project Team	13 April 2026	Open
A6	Rectify drainage issues identified via CCTV survey; nominate drainage sub-contractor within the contract	Builders (via Healthmatic)	TBC (pre-construction)	Open
A7	Assess existing concrete base and confirm whether it is reinforced [as this may add to the cost]	Builders / Structural input	13 April 2026	Open
A8	Design and include new floor drainage gullies and multiple rodding points	Project Team	13 April 2026	Open
A9	Assess feasibility of relocating foul manhole and digging out concrete base if required	Project Team	13 April 2026	Open
A10	Consider inclusion of water softener unit to improve equipment longevity	Project Team	13 April 2026	Open
A11	Confirm full new electrical supply requirements to support equipment and upgraded lighting	Electrical Lead	13 April 2026	Open
A12	Develop ventilation plan: roof-mounted system or light-switch operated with single fan per cubicle	Project Team	13 April 2026	Open
A13	Scope roof space access to support ventilation and electrics; provide photographic record	GBH / Rhys	13 April 2026	Open
A14	Confirm whether Rob Mayberry can act as lead electrical contractor and identify comparable local projects	BL to pass on contact details	13 April 2026	Open
A15	Confirm timed access system (7am–8pm?) and compatibility with future charging functionality - TBC	Healthmatic	13 April 2026	Open
A16	Provide report on charging model, including cost defrayment, usage management and cross-funding benefits	PD	13 April 2026	Open
A17	Circulate pre-application planning response once received	BL	Upon receipt	Open
A18	Develop full design, scope of works, indicative costs and project plan for Council sign-off	PD/ BL	13 April 2026	Open

A19	Confirm tile specification, signage approach and indicative cost (c. £22k per cubicle; £60k all-in per cubicle) Pending cost the likelihood is the project will progress with 2 pods/ cubicles	PD/ STC	13 April 2026	Open
A20	Explore inclusion of Wilton Town Council logo motif within tile design (Healthmatic to reference examples)	PD	13 April 2026	Open
A21	Confirm external cladding specification (battleship grey on cedar as a potential option)	PD	13 April 2026	Open
A22	Confirm final project costs following tender process and Council contractor appointment	WTC / Project Team	Post-tender	Open