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To: Cllr Angela Alexander, Cllr Charlotte Blackman (Deputy Mayor), Cllr Blandford-Hull, Cllr Alexandra Boyd, Cllr Michelle Ditton, Cllr Peter Edge, Cllr Claire Forbes, Cllr Chris Harrison (Mayor), Cllr Maria La Femina, Cllr Phil Matthews, Cllr Mick Whillock

Invited to attend: Wiltshire Council Councillor Pauline Church  
For Information: Members of the Public & Press

## A G E N D A

### **FULL COUNCIL MEETING OF THE TOWN COUNCIL**

You are summoned to a meeting of the council for the transaction of the business shown on the agenda below. To be held at **7pm on Tuesday 28 April 2026** in the **Wilton Baptist Church, Market Square, Wilton, SP2 0DG**. The meeting will also be hosted online. Public, press and non-committee members, join on your computer or mobile app using this [Join the meeting now](#) link.

Brie Logan  
Town Clerk & RFO, April 22 2026

**Public Participation:** The Chairman will invite members of the public to present their questions, statements or petitions. The period of time designated for public participation shall not exceed twenty minutes. A member of the public shall speak for no more than three minutes.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. [Apologies – To receive and note Councillor absences](#)
2. [To receive any Declarations of Interests and Requests for Dispensation](#)
3. [To consider the recommendations as presented by the Public WC Project Group](#)

## Agenda Item No. 1

### Apologies – To receive and note Councillor absences

In December 2025, the Council resolved to note councillor absence. Councillors are required to tender their apologies for council meetings in advance and these will be noted.

If a council member has not attended a meeting of the council for six consecutive months, they are disqualified.

Apologies – Cllr Claire Forbes

## Agenda Item No. 2

### To receive any Declarations of Interests and Requests for Dispensation

Members and Officers are reminded of their obligations to declare interests in accordance with the Code of Conduct – adopted in May 2025. The Clerk will report any dispensation requests received. Where a matter arises at a meeting which relates to a councillor's interest, the councillor has the responsibility of declaring that interest in accordance with the adopted code of conduct.

## Agenda Item No. 3

### To consider the recommendations as presented by the Public WC project group

#### Background

As presented at the April Full Council meeting, the council noted the milestone reviews and governance gateways.

*The project is subject to the following formal governance gateways, each requiring consideration and approval by Full Council to ensure appropriate oversight, cost control, and programme assurance. These gateways align decision-making with project maturity and mitigate financial, delivery, and reputational risk.*

13 April 2026  <b>COMPLETE</b>	<b>Design Overview</b> To present councillors with the emerging design proposal and confirm that the project will proceed to detailed design and cost finalisation.	<ul style="list-style-type: none"><li>• Overview of the proposed floor plan and layout (updated drawings awaited)</li><li>• Confirmation that key equipment has now been costed (final supplier quotation awaited)</li><li>• Update from Healthmatic on surveys being coordinated and preparatory work underway</li><li>• Outline scope of works being developed in advance of the tender process</li></ul>
<b>EFC</b> 28 April 2026	<b>Design sign off</b> To secure Full Council approval of the final design and delivery approach prior to entering the procurement.	<ul style="list-style-type: none"><li>• Approval of the final layout and detailed design</li><li>• Note the Healthmatic scope of works [as the design lead and Principal Contractor]</li><li>• Confirmation of the proposed delivery approach</li><li>• Indicative project costs, subject to tender confirmation</li></ul>
13 July 2026 <i>(updated)</i>	<b>Tender Appointment</b> To approve the appointment of a building contractor following completion of the tender process.	<ul style="list-style-type: none"><li>• Outcome of the tender evaluation process</li><li>• Recommended contractor appointment</li><li>• Confirmation of project costs following tender returns</li><li>• Confirmation of contractual arrangements</li></ul>

13 August 2026 (updated)	<b>Project Review</b> To provide Full Council with assurance on delivery progress following contract award.	<ul style="list-style-type: none"> <li>• Project lead-in with contractors on site August/ September</li> <li>• Progress against programme and milestones</li> <li>• Review of risks, issues, and mitigations</li> <li>• Confirmation that the project remains within approved scope, budget, and timetable</li> </ul>
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**Information**

It is now timely to seek approval of the final layout and detailed design as recommended by Healthmatic [as the lead contracted for design and delivery] fully supported by the Project group; Cllrs Blackman and Blandford-Hull.

- Approval of the [final draft layout and full specification](#)
- A [3-d front elevation](#) plan – note the design façade is under development – the image is NOT the final design
- Note the [Healthmatic scope of works](#)
- Consideration of [contactless access](#) and option to charge
- Confirmation of the proposed delivery approach as per schedule below

MAY 2026	JUNE 2026	JULY 2026	AUGUST/ SEPTEMBER 2026	OCTOBER 2026
Issue tender	Tender returns	Tender evaluation and appointment of builder	Contractors on site	Open the new facility!

- Indicative project costs, subject to tender confirmation (see financial information below)
- These works will be subject to a JCT small works contract - *The JCT Minor Works Building Contract is designed for smaller, basic construction projects where the work is of a simple nature. Minor Works Building Contracts are suitable for projects procured via the traditional or conventional method.*

**Financial Information**

As per the Scope of Works – section 9 - Pricing structure - the Healthmatic costs are as follows:

1. Design & Pre-Construction Fee - £3,500  
Fixed fee covering design development, coordination, and tendering
2. Principal Contractor & Project Management Fee  
Percentage of construction cost (15%)
3. Construction Cost – expected £80k - £100k  
Based on competitively tendered contractor pricing (minimum 3 quotes)
4. [Wallgate equipment](#) confirmed costs are £11,289.87
5. Specialist Equipment Supply ( Wallgate \* 15%, Healthmatic Access Systems, All Other equipment \* 15%) - Priced separately (sanitaryware, access systems, etc.)

## **Legal**

A pre-application enquiry was submitted to Wiltshire Council Planning on 27 February. The estimated timescale for determination of this application is 8 weeks therefore by the end of April a decision is expected.

## **Recommendation**

Members consider and approve the final draft layout and note the Healthmatic scope of works and

1. note the Design & Pre-Construction Fee at £3,500, approve the Principal Contractor & Project Management Fee at a percentage of construction cost (15%) plus 15% on the Wallgate and Healthmatic Access Systems. *Note; the construction costs [based on the detailed design] will be considered at the tender selection stage of the process [as it stands the July Full Council meeting].*
2. consider the contactless access and option to charge and set the direction accordingly.
3. delegate the management of the Construction Invitation to Tender, Scope of Works and supporting documentation including the development of the JCT contract to the Town Clerk in collaboration with Healthmatic and lead councillors Blackman and Blandford-Hull.