

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. Portaloo's) 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 anticipate-d

- 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