

Public WC Refurbishment Project Formal Project Meeting #2 – Action Log (2026/04/07)

Key points that were discussed:

- Revise design to include 500mm setback and request updated drawings.
- Use blockwork for internal walls for security and durability.
- Combine access to service and storage areas via single external door.
- Ventilation to use existing roof connection and air transfer grills.
- Request tile branding and design mock-ups for council crest and messages.
- Aim for revised drawings and scope by 22nd April for Council meeting.

Open questions

- Potential planning consideration with 500mm setback
- Feasibility of drainage plan pending builder inspection.
- Specification of blockwork type for internal walls

Meeting notes

Project planning

- Piers presented a dimensioned outline based on the existing public toilet building drawing to illustrate available space in the area.
- Piers asked the team to consider what items they intend to store, whether double doors are needed for access, and if additional storage space is required.
- Brie mentioned the appointment of a Facilities Officer whose responsibilities will include managing facilities equipment and tools, with future requirements for storage depending on Council decisions regarding items such as Christmas lights.
- Charlotte and Gary discussed the importance of future-proofing the storage area, recommending a wider door (such as a leaf and a half) to accommodate potential future needs.
- Piers proposed reducing the depth of each storage unit to 2.5 metres instead of 3 metres, noting compliance with European regulations and improved space efficiency.
- Piers discussed the option of setting the toilet cubicles back by 500 millimetres to avoid doors opening directly onto the pavement, considering conservation area requirements
- Piers considered reducing the number of external doors by accessing the service area via the storage area, with implications for contractor access
- Gary and Piers reviewed the possibility of expanding the size of the toilet cubicles but agreed to retain two cubicles to avoid potential issues
- Piers noted that signage may need to be improvised due to the low roof line of the building

Building layout considerations:

- Agree to install a partition wall with a single door between the storage and service areas to allow separate access for staff and contractors
- Confirm that no heavy-duty equipment is required in the service area, and a leaf and a half door will be provided for storage access
- Gary suggested using the existing roof ventilation system to discharge ventilation, and Piers agreed to explore this option with the builder.
- Gary recommended installing air transfer grills in the partition wall and toilets to enable positive extraction from the toilets and improve airflow.

Ventilation and airflow

- Gary and Piers discussed using positive extraction from the toilets to improve airflow and create a slight negative pressure in the storage area

Equipment and accessibility

- Cat confirmed they would add a baby change unit and a rail for the ambulant unisex toilet to the quote, and include only two items from the updated drawings
- Cat clarified the difference between the DDA toilet and the ambulant toilet, noting that the DDA toilet is fully compliant with regulations and includes an extended wall pan and full rail pack
- Piers explained that the placement of the hand wash basin and toilet tissue in the ambulant toilet is on the back wall, while regulations require the hand wash to be on the side wall for a DDA toilet, affecting space and layout

Actions arising from meeting on 7 April 2026

Ref	Action	Owner	Deadline	Status
A23	GBH requested revised drawings showing the front wall set back by 500 millimetres, including a full front elevation with the entrance to the storage areas and the recess (Piers)	PD	21/4	Open
A24	Measure the location of the drain to finalise the position of the storage area wall	PD	21/4	Open
A25	Send the outlined scope of works and updated drawings to Wilton once completed	PD	21/4	Open
A25	Schedule a meeting for next Tuesday at 11am to confirm the drawing and scope plan (Wilton)	BL	07/4	Open
A26	Share structural engineer's recommendations for block work walls with PD	GBH	07/4	Open
A27	Send images and mock-ups of the toilet layouts and design options, including cladding, to Wilton for presentation to councillors (Piers)	PD	21/4	Open
A28	Mock up front elevation design options with cladding and tile branding for presentation to councillors (Piers)	PD	21/4	Open

A29	Send high-resolution council crest to Piers for inclusion in tile branding mock-ups (Wilton)	BL	07/4	Open
A30	Request tile design ideas from Marlborough Tiles for the project (Piers)	PD	21/4	Open
A31	Prepare updated quote with broad outline of costs, including builder and Wallgate parts, and send to Brie	PD	21/4	Open
A32	Aim to provide all updated information and drawings by 22nd June for full Council meeting preparation	PD	21/4	Open