



Contractor meeting #1 – 11 August 2026

Cllr Gary Blandford Hull (GBH)	James Chapman (A-Hammond) (JC)	Rob Gibson (Healthmatic - online) (RG)
Cllr Charlotte Blackman (CB)	Darrell Ford (A-Hammond) (DF)	
Brie Logan (Town Clerk) (BL)	Rob Mayberry (Electrician) (RM)	
Neil Durrant (Comms Officer) (ND)		

Summary of Meeting

- **Electrical and Lighting Design Decisions:** RG, RM and GBH discussed and finalised the electrical and lighting requirements for the project, including socket placements, lighting types, emergency lighting, and the use of low smoke and fume cabling, with RG providing technical input.
 - **Socket and Cabling Arrangements:** GBH and RM reviewed the placement of electrical sockets, with a suggestion to use high-level stainless-steel trunking for accessibility and RG confirming the latest drawing version. The team agreed to use low smoke and fume cabling for enhanced fire safety, acknowledging the higher cost.
 - **Lighting Type and Emergency Features:** The group decided to use LED batten lights, specifically non-corrosive and waterproof types, in storage and service areas. Emergency lighting and fire exit signage were discussed, with GBH confirming the inclusion of both bulkhead and hanging options, and RM agreeing on the requirements.
 - **Lighting Control and Timers:** RG explained that external lights would be controlled by timers to operate during specific hours, while internal lights would use sensor systems. The team clarified that external 'motif' lighting should not remain illuminated when toilets are in use and discussed the timing system for door locks.
 - **Plan Updates and Communication:** It was confirmed that GBH would send updated plans to JC, incorporating all discussed changes, and that RG would remain informed. JC agreed to maintain a drawing register to track versions and ensure all stakeholders work from the latest plans.
 -
- **Ventilation and Ductwork Specifications:** RM, GBH and RG reviewed the ventilation requirements, including the number and placement of fans and grills, the use of existing asbestos roof terminals, and the control of fans via PIR sensors, with GBH providing technical details and Rob confirming updates to the plans.
 - **Fan and Grill Placement:** GBH described the installation of four inline fans in the roof, with five grills in total to manage airflow and reduce noise. Two grills were specified for the storage area to keep air velocity and noise levels down, and the arrangement was confirmed on the updated drawings.
 - **Ductwork and Asbestos Considerations:** The team agreed to reuse the existing roof terminal for the ductwork discharge point, minimising asbestos disturbance. GBH specified that only the connection from the ductwork to the roof terminal should be flexible and provided guidance on suspending ductwork from rafters using punch strip.

- **Fan Control and Run-On Settings:** Fans will be controlled by PIR sensors, with each fan set to run on for 15 minutes after activation. GBH confirmed that backdrop shutters were not required but could be added later if needed.
- **Supplier Coordination:** GBH offered to provide the name of the ductwork supplier, and RG confirmed that supplier and drawing information would be shared among the team for procurement and installation planning.
- **Project Programme and Procurement Planning:** JC, DF, RG and the team established a project timeline with a tentative start date of 12th October, discussed procurement lead times for key materials, and coordinated responsibilities for ordering and supplying equipment, with Rob providing supplier details and Wilton managing council communications.
 - **Start Date and Timeline:** The team agreed on a tentative project start date of 12th October, following the Wilton Charter Fair, with a nine-week programme aiming for completion before Christmas. BL will confirm with the planning officer and submit a request to Wiltshire Council Street Works for lane closure.
 - **Procurement Lead Times:** RG confirmed that sanitary equipment would be ordered within the week, with a six-week lead time, and doors would have a three-week supply period. The team discussed the need to coordinate delivery schedules to align with the project start.
 - **Supplier and Material Coordination:** RG agreed to share all supplier information with the team, and BL clarified that Healthmatic would supply several items. The team discussed the procurement of cladding, flooring, and tiles, with responsibilities divided between RG and Hammonds.
 - **Contingency and Planning Officer Liaison:** An extra week built in for contingency and check with the planning officer for any potential issues, particularly regarding colours and conservation area requirements, to avoid delays or rejections.
- **Design Features and Branding Elements:** The group discussed the inclusion of branded design features such as the 'W' motif, bespoke tiles, external backlit signage, and coordinated signage for accessibility, with Rob liaising with suppliers and Wilton ensuring power and installation requirements are met.
 - **Branded Tile and Motif Design:** The WTC team is finalising the design for a feature wall with bespoke tiles embossed with the 'W' motif, representing Wilton and local landmarks. RG identified Digital Ceramics as the supplier, and GBH confirmed the motif's placement and power requirements.
 - **External Backlit Signage:** The sourcing and installing of an external backlit 'W' sign was discussed, with considerations for power supply, switching, and timing to ensure it is not illuminated all night. The signage company will handle installation, and GBH will add power details to the plans.
 - **Door and Accessibility Signage:** The group debated the best approach for unisex and accessible signage on doors, considering visibility and accessibility standards. They agreed to review examples and potentially source signage separately to ensure compliance and clarity.
 - **Plaque and Internal Signage:** BL/ ND proposed a plaque inside the recessed area acknowledging facility funded by Wilton residents, to be placed between cubicle doors, and the team to agree on the wording and placement.
- **Scope Updates, Documentation, and Contractual Matters:** GBH and Rob Gibson reviewed updates to the project scope, including drainage relining, signage, and finishes, agreed on documentation control procedures, and confirmed that Healthmatic would prepare the JCT contract with RG sharing the draft for review.

- **Scope Refresh and Additions:** RG confirmed that the refreshed scope would include details on signage, drainage relining, and any other items identified during the meeting. RG noted that some drainage work had been missed in the original scope but was now resolved and included.
- **Drawing and Document Control:** The team agreed that JC would control the drawing register, ensuring all updates are tracked and distributed to relevant parties. JC will maintain version control and will act as the main interface for issuing updated plans.
- **Contract Preparation and Review:** Healthmatic, as principal designer, will prepare the JCT contract, with RG confirming the draft is ready and will be shared for review. Adjustments will be made to reflect the updated scope and contractor details.
- **Request for Information (RFI) Process:** JC will compile an RFI listing any outstanding queries or missing information, circulate it to the team, and ensure all responses are documented for comprehensive project records.
-
- **Site Logistics, Access, and Health and Safety Planning:** Wilton and Rob Gibson discussed site access, parking, skip placement, and pedestrian routes during construction, aiming to minimise disruption and maintain safety, with Wilton preparing a construction phase plan and schematic for neighbour consultation.
 - **Lane Closure and Site Compound:** BL will request a closure of Greyhound Lane for up to ten weeks to accommodate skips and equipment, with alternative pedestrian routes and resident engagement planned to inform the community.
 - **Parking and Access Arrangements:** The team considered options for contractor parking, including use of a secure car park, and discussed keeping the back door to the Greyhound open. They explored ways to minimise the closure period and maintain a safe footpath where possible.
 - **Construction Phase Plan and Schematic:** JC will include a schematic in the construction phase plan to illustrate site layout, skip placement, and access routes, and will consult with neighbours to address any concerns about access or parking.
- **Payment Schedule and Retention Agreements:** JC and BL agreed on a payment schedule with staged payments at four weeks and completion and a standard retention of 2.5% as per JCT contract terms, with BL coordinating council authorisation.
 - **Staged Payments and Invoicing:** Payments will be made in two tranches: one after four weeks and one upon completion, with invoices to be submitted by the end of each month for council approval at the start of the following month.
 - **Retention Terms:** A 2.5% retention will be held as standard, with an interim 5% retention reduced to 2.5% after three months, in line with JCT contract requirements.
- **Building Control and Regulatory Compliance:** JC and BL discussed building control requirements, with JC agreeing to submit drawings to Spire BCS for compliance checks, and RG confirming that all necessary documentation would be provided for regulatory approval.

Follow-up tasks:

- **Drawing Updates and Distribution:** Send updated marked-up plans to JC and keep RG in the loop on any modifications. (GBH)
- **Drawing Version Control:** Create and maintain a drawing register to track drawing versions, with JC controlling the register. (RG and JC)
- **Ventilation Drawing Review:** Review the ventilation drawing and confirm if any changes are required. (JC)

- **Ventilation Supplier Information:** Provide the name of the ductwork supplier to Rob Gibson for price comparison. (Wilton)
- **Contactless Payment Infrastructure:** Install a power supply and data cable for future contactless payment infrastructure, ensuring cabling is hidden. (RM)
- **CCTV Provision:** Seek permission from the Greyhound pub for CCTV installation and coordinate with the council for sourcing. (RM/ BL)
- **Programme and Timescales:** Put together a project programme and liaise with the team regarding efficient scheduling of wiring and works. (JC/ RM)
- **Planning Officer Liaison:** Contact the planning officer by the end of August to confirm there are no issues with the project. (BL)
- **Door and Sanitary Equipment Orders:** Place orders for sanitary equipment and doors, and share supplier information with the team. (RG)
- **Electrical works quote:** BL to send JC the quote