

# BECKINGHAM VILLAGE HALL IMPROVEMENTS

## WORKING GROUP (WG)

**Minutes of 1st Meeting held on 19<sup>th</sup> November 2019**

**At 1 Hillside Cottages, Hillside, Beckingham LN5 0RQ**

**Present:** Cllrs Phil Wells and Andy Brewer, Gill Green, Jane Wells

In attendance: Olav Holm – Johansen (Evolution Design)

- 1. Chair's Introductory Remarks:** The Parish Council (PC) had set up a task and finish group to look at refurbishment of the village hall toilets with a priority of incorporating an accessible toilet. The membership to consist of Cllr Phil Wells to act as Chairman, Cllr Andy Brewer, Gill Green and Jane Wells who had agreed to act as secretary. It was intended to seek external funding to cover the bulk of the cost and the initial work on this would be the responsibility of the WG. Evolution Design had been recommended by our District Councillor to produce initial sketches of ideas on how we could proceed within the constraints of the building and available adjacent land
- 2. Apologies for absence:** None
- 3. Terms of Reference:** These had been approved by the PC and were agreed
- 4. Presentation of possible layouts for toilet improvements:** A wide ranging discussion enabled the WG to identify the various elements that determined the brief. This included
  - Occupancy level of the facility which give a British Standard for toilet provision. With the village hall being more frequently used for a range of activities it was thought that an occupancy level of 60 would be a reasonable working assumption, split 50/50 by gender
  - Options ranged from a simple refurbishment of the existing facility to a complete redesign of the layout incorporating an accessible toilet to the required standard, which could require an extension to the existing building
  - Increased use of the village hall and the aging village demographic meant that an accessible toilet should be made available by the PC as the public service provider
  - There are minimum space requirements for accessible toilets which would need to conform the current Building Regulations (BR)
  - There were signs of dampness in the existing toilets and this needed to be remedied, Insulation of the walls would impinge on available space as would provision of extractor fans.
  - Current heating by radiators could not be operated independently from the main system which was a problem when the wood burner was in use
  - The possibility of taking space from the storeroom or extending outside the male toilet using the land in the PC's ownership
  - Baby changing facilities were not essential currently but could help a grant application and young families moving into the village in the future
  - Sliding doors would not meet BR for toilets
  - Urinals were considered but did not make the best use of available space or provide the flexibility of a unisex approach

- The main entrance to the building was not wheel chair accessible; however the fire exit could be so designated provided the lobby did not contain any combustible materials
- Provision of a shared lobby for the toilets would help with the space requirement. However this could necessitate a statement indicating that a responsible adult would be present when a child was using the facilities
- A vision panel should be included in the door to the lobby together with appropriate signage

After consideration of these points they were distilled into a design based on:

- One accessible toilet off a shared lobby with two other separate toilets that could be either unisex, or male and female, with solid walls, floor to ceiling and lockable doors
- A hand wash basin to be located in each toilet
- No extension into the store cupboard, but the building be extended to its outer limits adjoining the existing male toilet
- All toilets to be accessed via a common lobby with a single door containing a vision panel
- The need for an Accessibility Statement approved by the PC

**5. Matters needing further consideration:** These needed agreement by the PC:

- The brief to the Architects for the next stage and whether this needed to be competitively tendered and how this is managed
- The WG's preferred layout of one accessible, and two other toilets with a shared entrance lobby
- The extension of the building onto land adjoining the existing male toilet
- The need to incorporate the necessary improvements to the main entrance to become wheel chair accessible and whether this should part of the WG's remit
- Whether a baby changing facility should be incorporated
- March 2020 was the aspirational date for submission of the grant application. This will require detailed plans, specification and three competitive tenders for the building works
- Whether there was a need to look at alternative storage arrangements for council papers etc.

**6. Next steps:**

- I. Display of preferred layout as part of public consultation
- II. Planning Application and building regulations approval sought
- III. Drawing up detailed specifications, of building work, plumbing, electrical, signage, heating and ventilation to form the basis of the tender document

**7. Date of next meeting:** T.B.A following the next Parish Council meeting

Jane Wells  
Secretary to the Working Group

20 November 2019