

# Sennen Parish Council

## Public Toilets Management Plan

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### 1. Introduction

Under Cornwall Council devolution policy, Sennen parish Council has been responsible for the maintenance and cleaning of Sennen beach Car Park public toilets for several years. There has been no formal lease in place during this time. The cost to the local taxpayer of maintenance and cleaning these facilities is considerable: (NB very limited information regarding expenditure has been passed forward to the present Parish Council.)

#### Toilet expenditure

<b>2016/17</b>	<b>£18,304.15</b> (cleaning & maintenance charges only - not water charges)( <i>Year Ended 31-03-2017.xlsx</i> )
<b>2017/18</b>	<b>have not been made not available</b> to this council/public but evidence available suggests the 2016/17 water charges were paid in 2017/18 and water charges were paid during 2018/19 ( <i>explanation-of-variances-2018-19.xls</i> )
<b>2018/19</b>	<b>£10,766</b> - budget allocated £37,500
<b>2019/20</b>	<b>£34,063.10</b> - budget allocated £20,000
<b>2020/21</b>	<b>£ 9,274.49</b> (water charges not paid) - budget allocated £30,000
<b>2021/22</b>	budget allocated £15,000

Historic water and sewerage expenditure can be estimated using cubic meterage of water consumed (provided by Source email 3/3/21) assuming a cubic metre cost of £5.50. All these expenses could include VAT which should have been reclaimed. This should be taken into account when preparing future budgets.

<b>Water consumption (m<sup>3</sup>)</b>	<b>Estimated cost</b>
2011 = 2179	£11,985
2012 = 1520	£8,360
2013 = 1571	£8,641
2014 = 1469	£8,080
2015 = 1659	£9,125
2016 = 2523	£13,877
2017 = 1496	£8,228
2018 = 1198	£6,589
2019 = 2827	£15,549

The cleaning contract is currently with Cormac Cleaning Services at a cost of £9,286.93 (for April 21 – March 22). This contract relies on the Harbour Commission Car Park maintaining a joint contract so that the contract is viable for Cormac.

Additional costs include annual electrical checks, emergency plumber call outs and replacement parts.

This Parish Council has agreed to enter into a long term lease to formally take on ownership and management of the toilets. The Council discussed the facilities at its meeting on 02/07/21:

## **22-45 PUBLIC TOILETS**

*Cllr Shannon left the room for this item.* Cllr Puddiphatt reported on a site meeting at Sennen toilets between Councillors Gorvin, McClary, Puddiphatt, Cornwall Councillor Brian Clemens, Rob Andrew – Cornwall Councils Head of Environment Assets and Service Delivery, James Hardy – CC Community Link Officer and Philip Shannon – Car Park leaseholder.

Cornwall Council was waiting for the Parish Council to resolve to take on ownership and management of the Sennen beach toilets via the granting of a 99-year lease on 'standard' terms and conditions. Following receipt of this confirmation Cornwall Council will progress works to negotiate a surrender of the toilet block from the superior lease interest in order to grant the Parish lease and forward an initial Heads of Terms. Rob Andrew also confirmed that the previously agreed schedule of works to address faults and identified issues would be shared and based on agreed costings, Cornwall Council will provide a grant to Sennen Parish Council for the remedial works to be locally commissioned and delivered.

The site meeting confirmed the following outstanding maintenance and utility issues:

- Water supply – the supply pipe had been changed by previous council and needed to be connected to the metre
- Electric supply – the electric supply needs to be diverted from the Surf shop to the correct metre
- Drain blockage – there is a regular issue regarding sand blocking the drains, the council will need to include costs in the asset management and risk assessment
- Urinal – was still to be installed

The Clerk confirmed that there were no outstanding financial liabilities the Council needed to be aware of. Although there was a remaining issue with the water metre, the Council had been paying estimated bills. In light of this advice, **it was agreed the Parish Council would take on the ownership and management of the Sennen beach toilets via the granting of a 99-year lease on 'standard' terms and conditions to the Parish Council.**

The resolution has been communicated to Cornwall Council who are now in the process of negotiating lease alterations for the land surrounding the toilet block and preparing a Heads of Terms for the Parish Council lease. The Parish Council is waiting for Cornwall Council to provide the Heads of terms along with the schedule of agreed works and associated funding, which has been estimated to be between £5-10K. Sennen Parish Council will be able to decide how to spend the received funding on the toilets to gain best value.

## **2. Issues**

### **Building State**

- Water charges for the facilities are very costly, unresolved leaks within the facility and the supply to the facility and issues with the utility metres are a substantial ongoing risk.
- Locks: the current parish council has a key which works in the lock for the gents toilets and the service area. There are no keys for any of the padlocks (3 locks – ladies door, gated door & water connection box)
- RNLI tap: a tap in a lockable box to the rear of the disabled toilets is provided for RNLI to wash down vehicles, this appears not to be being locked when not in use. Water is available to be freely used as a result.

- Members of the public associate car parking fees with the provision of the facility and expect the facility to be in a much better state of repair as a result

### **Building Maintenance & Cleaning**

- Repairs have been required to resolve 1 toilet leak, 1 sink leak, a broken door lock, 1 broken toilet seat. One toilet has been locked as repairs were not possible and 1 sink leak remains to be resolved. The urinal purchased by the previous council in 2019 is still to be installed. It was difficult to find a plumber to attend and the plumber engaged for the work is soon to retire. Some of the work was carried out by councillors.
- There is no maintenance or servicing contract in place for the toilets. The two Wallgates (hand-washers/dryers) are only able to be repaired by Wallgates if they are to remain under warranty or eligible for service contract (repair carried out in 2019 cost £600). In August 2019 the previous Council agreed to enter into a service contract for the Wallgates (minute 20-56) but it appears that this was never implemented. Repairs since by other contractors are likely to mean a servicing contract would no longer be possible.
- The general waste bins (particularly at the multi-user entrance) attract beach and picnic rubbish which is generally overflowing by the end of the day. This bin was removed which improved the situation, but has been replaced by the cleaner.
- The sanitary bins seem to block easily leading to sanitary waste overflowing onto the floor in the ladies and multi user.
- There is reported ongoing intermittent issue of sand blocking the drains
- Oversight and monitoring of the state of the toilets has not been established as is done on an ad-hoc basis. There is no regular servicing contract or repairs contractor for the facility.

### **Finance & Lease**

- The previous council raised the precept to cover increased cleaning charges. Historic water leaks and issues with the water supply mean that water charges have been very large. Charges are likely to continue to be high.
- Cornwall Council owns the section of car park surrounding the facilities. This is leased to private individuals & the toilets are sub-let back to the Council. The Parish Council does not receive any income from the leased land - car park charges or lease payments. *It has been confirmed that there is no annual lease income to Cornwall Council or the Parish Council - the lease agreement was made with Penwith District Council with 63 years left to run (1/10/21).*
- The Parish Council has not yet had sight of the lease and associated drawings/plans and schedule of works. It is not apparent whether the facility will have any curtilage to enable maintenance access/rainwater collection tanks etc. *It has been confirmed that there is no curtilage other than access to the facilities (1/10/21)*
- The toilet facilities can cost in the region of half of the total Parish precept. No plan has previously been put in place to assess and plan for the risks associated with managing and owning the facilities.

### 3. Action

The following table list actions which Sennen PC will aim to progress in partnership (Short term 6m-1yr, Med term 1-3yr, Long term 3-5yr)

Aim/Objective	Action	Timescale	Estimated Cost	Potential Partners
Ensure the Parish Council has sight of lease Heads of Terms and associated documentation. Ensure lease is completed satisfactorily and the schedule of works and associated grant funding is received	Instruct clerk to communicate at least weekly with Cornwall Council (James Hardy) to ensure the process is expedited	Short - Priority	Clerk time	Cornwall Council James Hardy CC
Ensure adequate monitoring and oversight of toilet cleaning and maintenance is put in place. Ensure problems are reported and dealt with in a timely manner	Delegate responsibility for cleaning and maintenance contracts to the Clerk with assistance from the Litter & Waste Working party. Communicate point of contact to Cormac	Short-Priority	Clerk/Councillor time	
	Draw up a rota for inspection of toilet hygiene with written record of inspections displayed at the facility	Short	Clerk/Councillor Time	
	Ensure signs giving contact details for emergency issues are displayed at the facilities and on the Parish website	Short	Print Clerk/Councillor time	
	Investigate & price a service and maintenance contract to ensure ongoing repairs and minimise emergency faults.	Short-Medium	Clerk/Councillor time	

Resolve current issues & mitigate immediate risks	Delegate & instruct Clerk & Litter & Waste working group to commission repair work to rectify the water leak and resolve the water meter issue as a matter of urgency.	Short-Priority	Clerk/Councillor time	
	Delegate & instruct Clerk & Finance & Governance Committee to resolve the issues of the utility meters and settle outstanding bills as a matter of urgency	Short-Priority	Clerk/Councillor time	Cornwall Council Divisional Member
Ensure adequate and rigorous planning is put in place to prepare for and manage the costs of owning and managing the facilities to ensure best value for the taxpayer	Delegate & instruct Clerk & Litter & Waste working group to undertake a full asset risk assessment	Short	Clerk/Councillor time	Cornwall Council Divisional Member
	Ensure the Council's insurance cover includes and adequately protects the facility once the lease is finalised. Establish the state of current insurance arrangements (prior to handover)	Short	Clerk/Councillor time	James Hardy CC
Formulate a plan for best value use of Cornwall Council grant funding & consider whether additional funding should be sought for sufficient refurbishment.	Delegate & Instruct Clerk & Litter & Waste Working Group to identify maintenance issues and refurbishment requirements to make the facilities as sustainable as possible.	Short	Clerk/Councillor time	Cornwall Council Cormac
	Plans of the facilities to be drawn up to be used as a basis for planning and tendering for future works	Short	Councillor time	Councillor Burt
	Investigate the potential for water and energy saving initiatives (solar panels, rainwater storage tanks) - establish extent of facility	Short-Medium	Councillor/Clerk time	Divisional Member Cornwall Council Funding agencies

	<p>curtilage, cost initiatives and seek grant/partner funding</p> <p>Investigate the ownership of and lease payments for the leased Cornwall Council car park surrounding the facility</p> <p>Actively seek an asset transfer of the car park from Cornwall Council to the Parish Council. <i>NB It has been confirmed that there is no income from the car-park lease to Cornwall Council.</i></p> <p>Discuss with neighbouring parishes any potential for joint maintenance arrangements for best value</p>	<p>Short</p> <p>-</p> <p>Short</p>	<p>Councillor/Clerk time</p> <p>-</p> <p>Clerk time</p>	<p>Divisional Member</p> <p>-</p> <p>St Buryan St Just</p>
<p>To minimise complaints &amp; misunderstanding, communicate arrangements regarding ownership, funding &amp; management of the facilities to the local and visiting community.</p>	<p>Ensure the facilities remain a standing item on council agendas and issues are fully discussed and minuted</p> <p>Ensure signs displayed at the facilities and on the Parish website inform users that running costs are met by the tax precept</p> <p>Raise awareness in the community of the cost of provision and refurbishment &amp; consult with local community and businesses regarding seeking additional funding for refurbishment and running costs.</p>	<p>Short</p> <p>Short</p> <p>Short-medium</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk/Councillor time</p>	<p>Community Local businesses Funding agencies</p>

Review Sennen Beach Carpark Toilet Facilities Policy & Action Plan	Review this policy and action plan as required and at least annually	Annually	Councillor time	Litter & Waste Working Group
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