AGENDA ITEM 11

HASSOCKS PARISH COUNCIL

Committee Meeting	Full Council
Report of:	Parish Clerk
Date:	8 September 2026
Subject:	Public Toilets (Appendix 4)

Purpose of Report

1) To provide an update on the Adastra Park Public Toilets refurbishment project.

Recommendations

Members are requested to:

a) discuss temporary public toilet arrangements during construction
b) note and agree the cubicle arrangements – 1 ladies, 1 gents, 1 unisex and 1 unisex disabled
c) note the project timeline
d) note the new activity Risk Assessments
e) note the estimated ongoing management and maintenance costs
f) authorise the Clerk to submit a S106 bid to Mid Sussex District Council

Background

2) Mid Sussex District Council (MSDC) has managed the public toilets in Adastra Park since they were built in 1991 but there is no formal agreement between the parties regarding this longstanding agreement. In June 2025, MSDC stated that they would like to transfer ongoing responsibility to the Parish Council, as the owner of the asset.

3) The facilities are in a poor state of repair so it was agreed that the Parish Council could submit a bid to MSDC for S106 contributions to fully fund the cost of capital works to refurbish the toilets, prior to taking on responsibility for their ongoing management and maintenance.

4) At a Council meeting on 14 July 2026, Members agreed to delegate the selection and appointment of a Project Manager for the capital scheme to the G&E Committee. On 30 July 2026, the G&E Committee selected a preferred contractor to help deliver the project.

Capital Project

5) The Council's appointed contractor has provided floor plans (Appendix A) for review and an initial timeline (Appendix B).

6) The risk assessment (Appendix C) for the public toilets raises various operational matters and features which will need to be incorporated into the specification such as non-slip flooring, storage for cleaning equipment and energy efficient fixtures.

7) Cost estimates and a specification are due by 7 September which should provide sufficient information to submit a S106 bid to MSDC for the capital project costs which are estimated to be in the region of £150,000, including professional fees.

8) The specification should be swiftly reviewed by the Adastra Park Working Group in the first instance and presented at the Grounds & Environment Committee for approval, prior to submitting a Planning application.

9) The construction period is estimated to take 12 weeks during which time there will be no public access to the toilets. It might be possible to hire a toilet trailer but this will take up at least two car parking spaces and will cost approximately £6,500 including servicing, plus cleaning costs (which could potentially be paid for by MSDC under their existing contract). A single unit with disabled access would cost an additional £1,500.

Ongoing Management and Maintenance

10) It will be necessary to build the future running costs of operating the public toilets into the annual budget which will be presented to Council in the New Year for approval. Members should note that these additional costs will require an increase in the precept of up to approximately £8.34 per Band D property.

	£
Cleaning (x1 daily, 7 days pw. @ £45)	16,425
Consumables (toilet papers, soap)	2,000
Water and sewerage	3,500
Electricity	1,500
Routine maintenance, vandalism and repairs	5,000
Waste collection and sanitary disposal	2,000
Statutory inspections and insurance	1,500
Estimated annual total	31,925

11) The Council does not anticipate making any income from these facilities as they will be free of charge to use.

12) The Council will need to engage a contractor to carry out regular inspections, cleaning and basic maintenance. At present the MSDC contractor comes twice a day to open up and close but the refurbished facilities will have an automated locking system so a daily visit should be sufficient.

13) In addition to annual running costs, the council will need to set aside funds to create an earmarked reserve for lifecycle replacement of fixtures and building elements. A prudent allowance is £3,500 per year to cover eventual replacement of plumbing, flooring, roofing, doors and mechanical equipment.

Appendix A – floor plans for review (to follow)

Appendix B

Adastra Park - Toilet Block Programme

Item	From	Too
Project Review	18 August 2026	18 August 2026
Measured Survey	24 August 2026	31 August 2026
Floor Plans for Review	31 August 2026	07 September 2026
Specifications for Review	07 September 2026	14 September 2026
Planning Drawings	14 September 2026	28 September 2026
Planning Submission	28 September 2026	28 September 2026
Planning (12 Weeks)	28 September 2026	21 December 2026
Tender Drawings	28 September 2026	19 October 2026
Tender Schedule of Works	19 October 2026	26 October 2026
Tender Out for Pricing	26 October 2026	26 October 2026
Tender Period	26 October 2026	16 November 2026
Tender Back	16 November 2026	16 November 2026
Tender Analysis	16 November 2026	23 November 2026
Client Cost Review	23 November 2026	30 November 2026
Value Engineering	30 November 2026	07 December 2026
Client Sign Off	07 December 2026	14 December 2026
Contractor Appointment	14 December 2026	14 December 2026
Planning Approval	21 December 2026	21 December 2026
Lead In Period	25 January 2027	25 January 2027
Start On Site	25 January 2027	25 January 2027
Construction Period (12 weeks)	25 January 2027	19 April 2027
Snagging	12 April 2027	19 April 2027
Handover	19 April 2027	19 April 2027
Open to Public	26 April 2027	26 April 2027

Appendix C: Adastra Park Public Toilets – new activity risk assessments

Health and Safety Risk Assessment

Hazard	Persons at Risk	Existing Controls	Further Action Required	Risk Level
Slips, trips and falls from wet floors	Public, staff, contractors	Non-slip flooring, regular cleaning, warning signs during cleaning	Record inspections and cleaning schedule	Medium
Vandalism and anti-social behaviour	Public, staff, contractors	Regular inspections, good lighting, reporting procedure, robust recessed fixtures and fittings, anti-graffiti surface protection	Consider CCTV or increased monitoring if appropriate	Medium
Sharps, drug paraphernalia or hazardous waste	Staff, contractors, public	Staff trained not to handle directly, use specialist disposal equipment/contractor	Provide sharps kit and written procedure	High
Cleaning chemicals	Contractors	COSHH assessments, secure storage, PPE provided	Cleaning and maintenance contract	Medium
Electrical equipment and hand dryers	Public, staff	PAT testing, routine inspections, qualified contractor for repairs	Maintain inspection records	Low
Water systems and Legionella	Public, staff	Regular flushing and maintenance programme, if necessary	Legionella risk assessment and monitoring	Medium
Fire	Public, staff, contractors	No combustible storage, electrical inspections	Emergency contact details displayed	Low
Manual handling of cleaning materials and supplies	Contractors	Training and suitable equipment provided	Cleaning and maintenance contract	Low
Security of building	Staff, contractors	Secure locking systems, automatic opening / closing	Review security arrangements as necessary	Medium

Infection and hygiene risks	Public, staff, contractors	Handwashing facilities, sanitary and waste bins, baby change unit, regular cleaning regime	Monitor cleaning standards and supplies, cleaning and maintenance contract	Medium
Building defects (damaged flooring, doors, fixtures)	Public, staff, contractors	Routine inspections and maintenance reporting system	Repair defects promptly, cleaning and maintenance contract	Medium

Additional Control Measures

- Implement a documented cleaning and inspection schedule.
- Maintain a fault reporting procedure for staff and the public.
- Ensure public liability insurance covers operation of the facility.
- Undertake regular health and safety inspections.
- Keep maintenance records and contractor certificates.
- Temporary closure protocol if there are any health, safety or hygiene issues that cannot be immediately addressed

Corporate / Financial Risk Assessment

Risk	Potential Impact	Controls
Maintenance costs higher than anticipated	Budget overspend	Establish maintenance reserve, review budget annually
Unexpected major repairs	Significant unplanned expenditure	Building inspections, sinking fund, insurance cover
Utility costs increase	Revenue pressure	Monitor usage, review contracts, install efficient fixtures i.e. PIR lighting, self-closing taps
Vandalism and damage	Repair costs and service disruption	Regular inspections, robust fixtures, security measures
Insufficient staffing resources	Failure to meet cleaning and inspection standards	Contractor support
Legal claims from accidents or incidents	Financial and reputational damage	Adequate insurance, risk assessments, maintenance records
Asset deterioration	Increased long-term costs	Planned preventative maintenance programme