



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Welfare Ground Showerblock Committee held by remote attendance at 7.00pm on Tuesday 30th September 2025.

The meeting was held in accordance with:
The Local Government and Elections (Wales) Act 2021

Present:

Councillors: Cllrs Chris Parker, Neil Feist, Robert Smith

Clerk to the Council: Leigh Smith

Apologies: None.

Absent: Cllr Rhys Jenkins.

Members of the public: 2 x Representatives of the Trustees of LRGT invited to participate by the Chair.

WGSB2025/001 Welcome and Apologies.

The Chair welcomed all attendees.

WGSB2025/002 Disclosures of Interests

None.

WGSB2025/003 Terms of reference including delegated authority.

Noted.

WGSB2025/004 Public speaking

The members of the public present spoke throughout the meeting at the invitation of the Chair.

WGSB2025/005 Correspondence



Noted.

WGSB2025/006 Action plan.

Noted.

WGSB2025/007 Specifications to be used to tender for the refurbishment of the Showerblock

a) *RESOLVED*

To provide as part of the refurbishment, an accessible/disabled toilet and shower(s) and other access improvements as per Option 1 or a variation of option 1 as presented in Appendix 4 to the meeting.

b) *RESOLVED*

For the Clerk to include in the draft tender specification the installation of a permanent ramp access to the eastern (rear) access of the showerblock along with any required accessories.

c) *RESOLVED*

For the Clerk to investigate whether it is feasible to include in the draft tender specification the installation of all disabled friendly showers in both changing rooms in addition to the currently specified toilet and shower room, along with any required accessories and access provisions including the width and specification of any access doors.

WGSB2025/008 Method of discharging the duty to consult with disabled people on the proposals for disabled access and facilities

a) *RESOLVED*

The Clerk to engage with available groups regarding the consultation of disability adaptations. Details being provided by members. The Clerk to make such alterations to the tender specification accordingly, highlighting any changes as a result of the consultation.



WGSB2025/009 Legal transfer of the Showerblock to LRGT

a) *RESOLVED*

That the Clerk re-word section 8 of the draft agreement to make more explicit that the conditions contained within that clause relate only to the ongoing commitments made in Appendix A and Appendix B.

b) *RESOLVED*

That the Clerk re-examine the Conditions included in Appendix A, specifically the requirement to obtain 3 quotations on each occasion and the practicalities of obtaining low value quotations each year. Thresholds to be suggested along the lines of standard financial regulations. The Clerk to liaise with LRGT directly.

c) *RESOLVED*

For the Clerk to engage directly with LRGT to examine a clause to consider current and future hire charge protections (for Community users).

WGSB2023/011 Urgent information or to suggest items to the Clerk for a future agenda.

None.

There being no further business the meeting closed at 9.20pm.

Date of next meeting: TBD

Councillor Chris Parker
Chair of the Welfare Ground Showerblock Committee.

Appendix 1

To note the Terms of Reference of the Committee and its delegated authority

Welfare Ground Showerblock Committee (4 Council members)

Membership: Cllrs Rhys Jenkins, Chris Parker, Robert Smith, Neil Feist,

Chair: Chris Parker

Deputy Chair: Robert Smith

Terms of reference: Reporting to full council.

The Committee to be delegated authority to spend the CIL funds allocated to LCC25/01 "Improvements to the Welfare Ground Shower Block" project (this spend to include legal fees, the costs of surveys etc.... relating to the work but NOT the transfer of the asset) and to facilitate negotiations with LRGT regarding the scope of work to be carried out, including any discretionary improvement/upgrade work to be carried out in addition to that identified in the building condition report. The Committee to progress and scrutinise all other aspects of the asset transfer making recommendations to Full Council for resolution, taking into account the basis for the transfer that has already been negotiated informally.

Scheduled meeting dates 2025/26: TBD

Appendix 4

To consider specifications to be used to tender for the refurbishment of the Showerblock and to consider arrangements for the issuing of the tender

Considerations

Whether to approve Option 1 (Refurbishment including accessibility improvements) or Option 2 (Refurbishment without accessibility improvements).

(See Appendix 4a)

Notes

Following verbal liaison with RCTCBC building control and further research I can confirm that the refurbishment would NOT be subject to building regulations, however there is a duty to comply with the Equality Act 2010 which calls for reasonable adjustments for disabled people.

The Council must balance the following considerations:

❓ **Legal duties** under the Equality Act 2010 to make *reasonable adjustments*.

❓ **Technical requirements** of Building regulations Part M and BS 8300-2:2018, (Whilst not technically required we should get as close as possible OR document why we have not done so. This documentation process is not a simple statement rather a step by step).

❓ **Physical constraints** of the existing structure.

Although building regulations do not apply to this refurbishment, it is important to note that the Equality Act 2010 requires us to make reasonable adjustments for disabled people wherever practicable. As there are no significant physical constraints preventing the inclusion of accessible toilets and access, failing to provide such facilities could be viewed as not fulfilling our legal obligations. By incorporating accessible toilets, we demonstrate our commitment to inclusivity and ensure compliance with the Equality Act, thereby reducing the risk of legal challenge and supporting equal access for all users.

Should the Council decide not to make accessibility adjustments, it must clearly document the reasons. This must include the specific factors considered, such as cost, practicality, and any physical constraints including evidence showing why the adjustment was not reasonable in the circumstances. Proper documentation is essential to demonstrate that an organisation has fully considered their legal duties under the Equality Act 2010 and to protect the organisation if the decision is ever challenged.

Officers' recommendation

Given the requirements of the Equality Act 2010 it is recommended that accessibility improvements are included and Option 1 (or a variation of Option 1) is selected.

Further notes

Assuming that access would be made via the door at the rear (or eastern end) of the shower block – Safe and appropriate access is already in place to the doors (which are wheelchair-friendly), however a temporary, foldable ramp would need to be purchased in order to provide access to the rear of the building. This ramp would be stored in the block (or wall mounted) so as to be available for use at all times.

There are many variations of ramp on the market, the Clerk will investigate further.



LLANHARAN COMMUNITY COUNCIL

Tel: 01443 231 430

Specification for Building Refurbishment: Llanharan Welfare Ground Shower Block Option 1 – Including accessibility improvements.

Document for Quotation Purposes

1. Introduction

This specification outlines the scope of works, materials, finishes, and standards required for the refurbishment of an existing shower block. The document is intended for use in obtaining quotations from qualified contractors, who will be required to deliver all works in accordance with applicable regulations, best practice, and the client's requirements.

2. Project Description

The project involves the refurbishment of an existing shower block to provide updated, hygienic, accessible, and energy-efficient facilities. The scope includes all necessary demolition, removal and disposal of waste, alteration, and construction works, as well as all finishes, mechanical and electrical installations, and the final commissioning and handover.

3. Key Elements of Work

3.1. Demolition and Strip-Out: Safe removal and disposal of all relevant fixtures, fittings, blockwork, tiles, obsolete services and other items as per the specification below. All services to be capped and made safe prior to commencement.

3.2. Structural Alterations: Any structural works required to accommodate new layout or improvements as specified.

3.3. Elements of the work may need to be scheduled between home games so that the facility is useable for those games.

3.4. The shower block can be made fully available prior to the start of the football season. The main hall adjacent to the shower block is in use at all times including a nursery provision. Access and egress routes and any temporary storage/disposal areas will need to be agreed prior to commencement.

3.5. A site visit is mandatory prior to the acceptance of any quotations.

3.6. Quotation should be itemised so that the cost of each element is clear to allow the customer to exclude certain items should the overall cost exceed the available budget.

4. Specification

External

4.1. Replace the fascia's, soffits and verge boarding on all 4 elevations of the building.

4.2. Replace guttering and fit new downpipes.

4.3. Clear moss growth and dirt from the roof and replace all clear roof sheets with new clear roof sheets.

4.4. Repair or replace damaged opaque roof sheets.

4.5. Carry out patch repairs where holes have been formed in the internal metal face of the roofing covering and replace

4.6. Repoint minor hairline crack in brickwork above the right hand (eastern) door.

4.7. Replace the boiler room doors with metal doors to match the doors on the shower block (including colour matching). Boiler room doors to have suitable air vents.

Internal

4.8. Flooring: Removal of existing tiled floor. Replacement with suitably waterproof, slip-resistant, durable, and easy to clean flooring solution to all wet areas appropriate for a public shower block, including skirting upstands. (Specify the solution to be used in your quotation). Subfloor to be prepared as necessary to accommodate new finishes.

Flooring solution will need to incorporate and maintain access to drain manhole covers were present. (Colour TBD). NOTE: Non wet areas (including storage room 1 which will in future be used as a store only) may use a different specification if desirable.

4.9. Drainage flows and a replacement drainage solution to be provided in shower rooms to maintain water drainage to existing drains.

4.10. Boiler room floor to be re-screeded to make level and remove any imperfections.

4.11. Replace showers in all rooms (*except Storage Room 1, see below) with new. Including removing all tiles and replacing with a suitable PVC wall panel solution with welded joints or trims to seal seams. Replace all fittings, thermostatically controlled mixer units, TRV's, timers, pipework etc...

4.11.1. Storage Room 1 shower/toilet to be converted to an accessible toilet and shower room. (The specification is in line with the Equality Act 2010, requirements of Part M and BS8300-2:2018 and the physical restraints of the existing building). (The rest of Storage room 1 will be a storage room ONLY). Remove wall between current shower room and toilet. Block up access from storage room 1 and the old toilet door to the shower/toilet area. Install new door access between the corridor and the accessible toilet and shower area with an appropriate width to allow wheelchair access and with an outward opening door complete with accessible fittings (900-1050mm high operable with closed fist). Alter drainage as required. Install emergency pull cord alarm system (with cords and reset buttons x2 at accessible height) with alarm buzzer and light to be installed at a suitable location.

Specifications for accessible shower/toilet room.

4.11.2. **WC** - Toilet min 500mm from side wall and ideally 1000mm clearance on transfer side (absolute min 600mm). Toilet seat height 480mm.

750mm projection from rear wall to front of pan. Padded backrest 150mm above seat. Alarm: Pull cord and reset within reach of seat

4.11.3. Grab Rails (high contrast: LRV difference ≥ 30)

Horizontal rail: 600 mm long, alongside WC, at 680 mm above floor.

Vertical rail: 700 mm long, beside flush controls.

Drop-down rail: 750 mm long on transfer side, top 680 mm above floor.

Back rail: 600 mm horizontal, fixed to wall behind WC.

4.11.4. Basin

Position so user can wash hands while seated on WC.

Height: 720–740 mm from floor.

Projection: 500–550 mm from wall.

Knee clearance: 200 mm minimum depth below basin front.

Lever or sensor tap within 140–200 mm of front edge.

4.11.5. WC Controls & Accessories

Flush control: On transfer side, 1000 mm above floor.

Toilet paper: 600–800 mm above floor, within 300 mm reach of WC front.

Mirror: Lower edge max 600 mm above floor, upper edge min 1600 mm.

Coat hook: Two heights — 1050 mm & 1400 mm from floor.

4.11.6. Shower Compartment

Shower Seat: Fold-down, 480 mm high

Grab Rails: - Vertical beside controls & Horizontal near seat

Shower Head: Handheld, height-adjustable

Controls: Thermostatic, reachable seated or standing

Alarm: Pull cord and reset within reach of seat

4.12. Replace all handbasins, toilets, and furniture (toilet roll holders, paper towel holders etc..) including all pipework in all rooms (See 4.11.1 for Storage Room 1). Handbasins to incorporate mixer taps, splashbacks, and mirrors above.

4.13. All internal door furniture to be replaced. (Excluding door hinges).

4.14. To provide a heating system.

Either

4.14.1. A new boiler, and work required to connect to the existing pipework and radiator system.

Or alternatively, if cheaper

4.14.2. An alternative standalone heating solution to achieve the same effect (eg such as wall-mounted electric convector or panel heaters with anti-tamper controls).

Please specify clearly which option you are quoting for (with specific details if 4.14.2).

4.15. A replacement humidistat fan extractor system of an appropriate extraction rate with sufficient air changes per hour to meet Building Regulations Part F. (Currently 2 fans either end of the building with external grills). The system should be automated to activate when the humidity level in the air exceeds a set threshold, and turn off when it drops below that level.

4.16. Replace all current internal and external lights with LED lighting (Rexcel Newlec or similar quality) incorporating emergency lights as per existing arrangements. All lighting to be IP rated for wet areas within changing rooms.

4.17. Provide 3 x new external LED bulkheads with PIR activation. (Both sides of building and boiler room)

4.18. Replace current emergency light testing points and move from high level to lower level for ease of accessibility.

4.19. Fit intruder alarm switches to all external doors (or reuse existing switches) and wire to existing alarm panel in main hall, including setup.

4.20. Replace all electrical switches.

4.21. Replace wiring/trunking where necessary.

4.22. Replace all wooden benches with new maintenance free black-grey (or similar). (NOTE: No benches required for Storage room 1, however benches will be required in Changing room 2 – currently being used as a store). Materials must be waterproof and corrosion-resistant, strong and durable under heavy use, easy to clean and hygienic and slip resistant (especially when wet).

4.23. Carry out full internal decoration. Walls to be white painted with a moisture resistant paint. Internal doors, all timber and RSJ's to be black-grey (RAL to be provided). Any statutory signage to be replaced (eg fire exit, fire notices etc...)

4. Materials and Products

All materials and products used must:

- Be new, of merchantable quality, and fit for purpose
- Comply with relevant British Standards and EU regulations
- Have a minimum 12-month warranty (longer where offered by the manufacturer)
- Be installed strictly in accordance with manufacturer's instructions

5. Standards and Regulations

- All works must comply with current Building Regulations (including but not limited to Approved Documents F, G, M, and L)
- Works must comply with applicable Health & Safety legislation, including the Construction (Design & Management) Regulations 2015
- Electrical works must comply with BS 7671 (IET Wiring Regulations)
- Plumbing works must comply with Water Supply (Water Fittings) Regulations 1999
- Compliance with all relevant fire safety standards, including emergency lighting.

6. Programme and Access

- Contractor to provide a detailed works programme on award of contract, identifying key milestones and completion dates
- Site access to be coordinated with the client; working hours to be agreed in advance
- Arrangements for storage of materials, site welfare, and security to be agreed with the client

7. Health & Safety

- Detailed risk assessment and method statement (RAMS) to be provided prior to commencement
- All operatives to be appropriately qualified and competent.
- Site to be kept secure and tidy at all times; suitable barriers and signage to protect building users.
- All hazardous materials to be handled and disposed of safely, in accordance with regulations

9. Documentation and Handover

- Operation and maintenance manuals for all installed systems and equipment
- Certification for electrical and plumbing works

- Warranty documents for all major items
- Record drawings (as built) showing the completed works (including a schematic drawing of shower systems.
- Cleaning and Finishing: All surfaces to be thoroughly cleaned on completion. Remove all rubbish, debris, and surplus materials. Final commissioning and demonstration of all systems to the client.
- Completion certificate and snagging report.

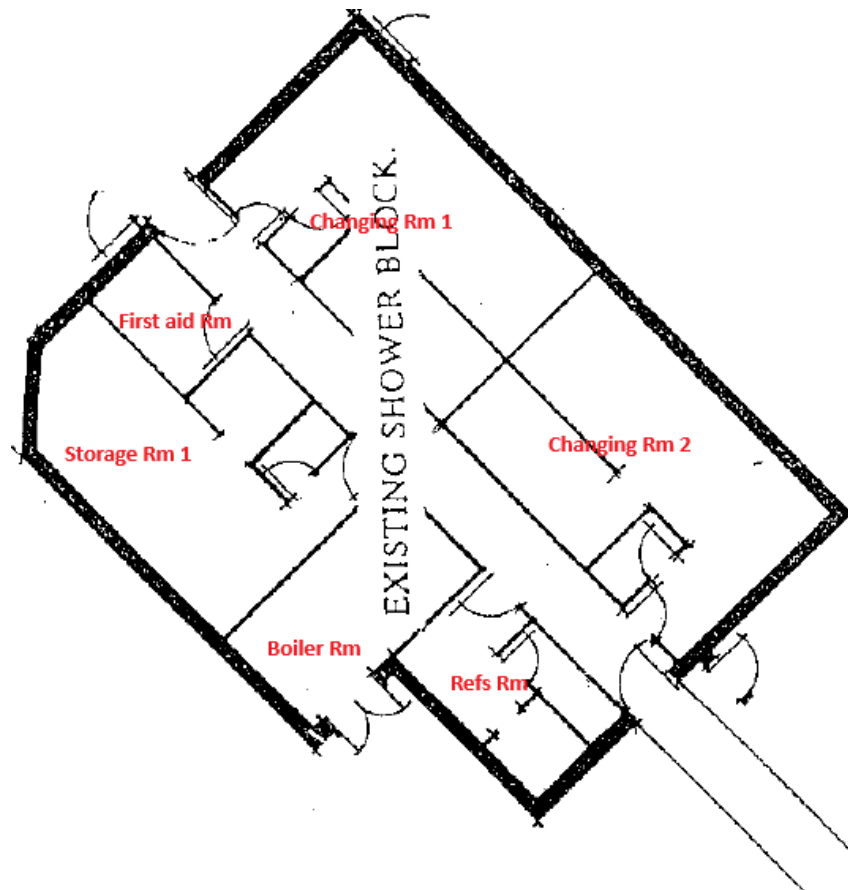
10. Basis for Quotation

- Contractors are to provide a fixed-price, fully itemised quotation based on this specification and any accompanying drawings (See quotation template provided).
- Quotations must detail costs for all major work elements, including provisional sums for unknowns.
- All exclusions and assumptions must be clearly stated
- Quotation validity period to be a minimum of 60 days
- Site visits to be arranged by appointment to clarify the scope prior to submission of quotation

11. Additional Notes

- All dimensions, quantities, and site conditions to be confirmed by the contractor prior to tender submission.
- Client reserves the right to amend the specification subject to agreement prior to contract award.
- Any variations to be agreed in writing and priced as appropriate

This specification is issued for the purposes of obtaining competitive quotations. Contractors are expected to review the site, familiarise themselves with all requirements, and allow for the complete and compliant refurbishment of the shower block as described.



Llanharan Welfare Ground Shower Block refurbishment

Quotation template

Please indicate itemised costs for each element shown below. Note any exclusions/notes in the relevant section. Extra notes can be added at the bottom of the form and a bill of materials can be provided separately to supplement this quotation.

External

4.1. Replace the fascia's, soffits and verge boarding on all 4 elevations of the building.

£

Notes:

4.2. Replace guttering and fit new downpipes.

£

Notes:

4.3. Clear moss growth and dirt from the roof and replace all clear roof sheets with new clear roof sheets.

£

Notes:

4.4. Repair or replace damaged opaque roof sheets.

£

Notes:

4.5. Carry out patch repairs where holes have been formed in the internal metal face of the roofing covering and replace

£

Notes:

4.6. Repoint minor hairline crack in brickwork above the right hand (eastern) door.

£

Notes:

4.7. Replace the boiler room doors with metal doors to match the doors on the shower block (including colour matching). Boiler room doors to have suitable air vents.

£

Notes:

Internal

4.8. Flooring: Removal of existing tiled floor. Replacement with suitably waterproof, slip-resistant, durable, and easy to clean flooring solution to all wet areas appropriate for a public shower block, including skirting upstands. (Specify the solution to be used in your quotation). Subfloor to be prepared as necessary to accommodate new finishes.

Flooring solution will need to incorporate and maintain access to drain manhole covers were present. (Colour TBD). NOTE: Non wet areas (including storage room 1 which will in future be used as a store only) may use a different specification if desirable.

£

Notes:

4.9. Drainage flows and a replacement drainage solution to be provided in shower rooms to maintain water drainage to existing drains.

£

Notes:

4.10. Boiler room floor to be re-screeded to make level and remove any imperfections.

£

Notes:

4.11. Replace showers in all rooms (*except Storage Room 1, see point 4.11.1) with new. Including removing all tiles and replacing with a suitable PVC wall panel solution with welded joints or trims to seal seams. Replace all fittings, thermostatically controlled mixer units, TRV's, timers, pipework etc...

£

Notes:

4.11. 1 Convert current shower and toilet in Storage Room 1 to accessible shower/toilet as per specification 4.11.1 to 4.11.6

£

Notes:

4.12. Replace all handbasins, toilets, and furniture (toilet roll holders, paper towel holders etc..) including all pipework in all rooms (except Storage Room 1). Handbasins to incorporate mixer taps, splashbacks, and mirrors above.

£

Notes:

4.13. All internal door furniture to be replaced. (Excluding door hinges).

£

Notes:

4.14. To provide a heating system.

Either

4.14.1. A new boiler, and work required to connect to the existing pipework and radiator system.

Or alternatively, if cheaper

4.14.2. An alternative standalone heating solution to achieve the same effect (eg such as wall-mounted electric convector or panel heaters with anti-tamper controls).

Please specify clearly which option you are quoting for (with specific details if 4.14.2).

£

Notes:

4.15. A replacement humidistat fan extractor system of an appropriate extraction rate with sufficient air changes per hour to meet Building Regulations Part F. (Currently 2 fans either end of the building with external grills). The system should be automated to activate when the humidity level in the air exceeds a set threshold, and turn off when it drops below that level.

£

Notes:

4.16. Replace all current internal and external lights with LED lighting (Rexcel Newlec or similar quality) incorporating emergency lights as per existing arrangements. All lighting to be IP rated for wet areas within changing rooms.

£

Notes:

4.17. Provide 3 x new external LED bulkheads with PIR activation. (Both sides of building and boiler room)

£

Notes:

4.18. Replace current emergency light testing points and move from high level to lower level for ease of accessibility.

£

Notes:

4.19. Fit intruder alarm switches to all external doors (or reuse existing switches) and wire to existing alarm panel in main hall, including setup.

£

Notes:

4.20. Replace all electrical switches.

£

Notes:

4.21. Replace wiring/trunking where necessary.

£

Notes:

4.22. Replace all wooden benches with new maintenance free black-grey (or similar). (NOTE: No benches required for Storage room 1, however benches will be required in Changing room 2 – currently being used as a store). Materials must be waterproof and corrosion-resistant, strong and durable under heavy use, easy to clean and hygienic and slip resistant (especially when wet).

£

Notes:

4.23 Carry out full internal decoration. Walls to be white painted with a moisture resistant paint. Internal doors, all timber and RSJ's to be black-grey (RAL to be provided). Any statutory signage to be replaced (eg fire exit, fire notices etc...)

£

Notes:

Other costs (Mobilisation costs, disposal etc.....). Please provide a breakdown of all costs and detail here. Other notes can also be added here.

Total quotation costs (Ex Vat)
(Note: This figure must total all of the costs above).

Terms are assumed as payment in full within 30 days of invoice on completion. If other terms required please state here:



LLANHARAN COMMUNITY COUNCIL

Tel: 01443 231 430

Specification for Building Refurbishment: Llanharan Welfare Ground Shower Block Option 2 – No accessibility improvements included.

Document for Quotation Purposes

1. Introduction

This specification outlines the scope of works, materials, finishes, and standards required for the refurbishment of an existing shower block. The document is intended for use in obtaining quotations from qualified contractors, who will be required to deliver all works in accordance with applicable regulations, best practice, and the client's requirements.

2. Project Description

The project involves the refurbishment of an existing shower block to provide updated, hygienic, accessible, and energy-efficient facilities. The scope includes all necessary demolition, removal and disposal of waste, alteration, and construction works, as well as all finishes, mechanical and electrical installations, and the final commissioning and handover.

3. Key Elements of Work

3.1. Demolition and Strip-Out: Safe removal and disposal of all relevant fixtures, fittings, blockwork, tiles, obsolete services and other items as per the specification below. All services to be capped and made safe prior to commencement.

3.2. Structural Alterations: Any structural works required to accommodate new layout or improvements as specified.

3.3. Elements of the work may need to be scheduled between home games so that the facility is useable for those games.

3.4. The shower block can be made fully available prior to the start of the football season. The main hall adjacent to the shower block is in use at all times including a nursery provision. Access and egress routes and any temporary storage/disposal areas will need to be agreed prior to commencement.

3.5. A site visit is mandatory prior to the acceptance of any quotations.

3.6. Quotation should be itemised so that the cost of each element is clear to allow the customer to exclude certain items should the overall cost exceed the available budget.

4. Specification

External

4.1. Replace the fascia's, soffits and verge boarding on all 4 elevations of the building.

4.2. Replace guttering and fit new downpipes.

4.3. Clear moss growth and dirt from the roof and replace all clear roof sheets with new clear roof sheets.

4.4. Repair or replace damaged opaque roof sheets.

4.5. Carry out patch repairs where holes have been formed in the internal metal face of the roofing covering and replace

4.6. Repoint minor hairline crack in brickwork above the right hand (eastern) door.

4.7. Replace the boiler room doors with metal doors to match the doors on the shower block (including colour matching). Boiler room doors to have suitable air vents.

Internal

4.8. Remove block wall, tiles, all shower fittings, toilet, showers, all pipework (leaving no dead ends) etc... in Storage room 1 and make good. NOTE: Storage room 1 will in future be used as a store only.

4.9. Flooring: Removal of existing tiled floor. Replacement with suitably waterproof, slip-resistant, durable, and easy to clean flooring solution to all wet areas appropriate for a public shower block, including skirting upstands. (Specify the solution to be used in your quotation). Subfloor to be prepared as necessary to accommodate new finishes.

Flooring solution will need to incorporate and maintain access to drain manhole covers were present. (Colour TBD). NOTE: Non wet areas (including storage room 1 which will in future be used as a store only) may use a different specification if desirable.

4.10. Drainage flows and a replacement drainage solution to be provided in shower rooms to maintain water drainage to existing drains.

4.11. Boiler room floor to be re-screeded to make level and remove any imperfections.

4.12. Replace showers in all rooms (except Storage Room 1) with new. Including removing all tiles and replacing with a suitable PVC wall panel solution with welded joints or trims to seal seams. Replace all fittings, thermostatically controlled mixer units, TRV's, timers, pipework etc...

Note: At least one shower in each changing room must be an accessible shower.

4.13. Replace all handbasins, toilets, and furniture (toilet roll holders, paper towel holders etc..) including all pipework in all rooms (except Storage Room 1). Handbasins to incorporate mixer taps, splashbacks, and mirrors above.

4.14. All internal door furniture to be replaced. (Excluding door hinges).

4.15. To provide a heating system.

Either

4.15.1. A new boiler, and work required to connect to the existing pipework and radiator system.

Or alternatively, if cheaper

4.15.2. An alternative standalone heating solution to achieve the same effect (eg such as wall-mounted electric convector or panel heaters with anti-tamper controls).

Please specify clearly which option you are quoting for (with specific details if 4.15.2).

4.16. A replacement humidistat fan extractor system of an appropriate extraction rate with sufficient air changes per hour to meet Building Regulations Part F. (Currently 2 fans either end of the building with external grills). The system should be automated to activate when the humidity level in the air exceeds a set threshold, and turn off when it drops below that level.

4.17. Replace all current internal and external lights with LED lighting (Rexcel Newlec or similar quality) incorporating emergency lights as per existing arrangements. All lighting to be IP rated for wet areas within changing rooms.

4.18. Provide 3 x new external LED bulkheads with PIR activation. (Both sides of building and boiler room)

4.19. Replace current emergency light testing points and move from high level to lower level for ease of accessibility.

4.20. Fit intruder alarm switches to all external doors (or reuse existing switches) and wire to existing alarm panel in main hall, including setup.

4.21. Replace all electrical switches.

4.22. Replace wiring/trunking where necessary.

4.23. Replace all wooden benches with new maintenance free black-grey (or similar). (NOTE: No benches required for Storage room 1, however benches will be required in Changing room 2 – currently being used as a store). Materials must be waterproof and corrosion-resistant, strong and durable under heavy use, easy to clean and hygienic and slip resistant (especially when wet).

4.24. Carry out full internal decoration. Walls to be white painted with a moisture resistant paint. Internal doors, all timber and RSJ's to be black-grey (RAL to be provided). Any statutory signage to be replaced (eg fire exit, fire notices etc...)

4. Materials and Products

All materials and products used must:

- Be new, of merchantable quality, and fit for purpose
- Comply with relevant British Standards and EU regulations
- Have a minimum 12-month warranty (longer where offered by the manufacturer)
- Be installed strictly in accordance with manufacturer's instructions

5. Standards and Regulations

- All works must comply with current Building Regulations (including but not limited to Approved Documents F, G, M, and L)
- Works must comply with applicable Health & Safety legislation, including the Construction (Design & Management) Regulations 2015
- Electrical works must comply with BS 7671 (IET Wiring Regulations)
- Plumbing works must comply with Water Supply (Water Fittings) Regulations 1999
- Compliance with all relevant fire safety standards, including emergency lighting.

6. Programme and Access

- Contractor to provide a detailed works programme on award of contract, identifying key milestones and completion dates
- Site access to be coordinated with the client; working hours to be agreed in advance
- Arrangements for storage of materials, site welfare, and security to be agreed with the client

7. Health & Safety

- Detailed risk assessment and method statement (RAMS) to be provided prior to commencement
- All operatives to be appropriately qualified and competent.
- Site to be kept secure and tidy at all times; suitable barriers and signage to protect building users.
- All hazardous materials to be handled and disposed of safely, in accordance with regulations

9. Documentation and Handover

- Operation and maintenance manuals for all installed systems and equipment
- Certification for electrical and plumbing works

- Warranty documents for all major items
- Record drawings (as built) showing the completed works (including a schematic drawing of shower systems.
- Cleaning and Finishing: All surfaces to be thoroughly cleaned on completion. Remove all rubbish, debris, and surplus materials. Final commissioning and demonstration of all systems to the client.
- Completion certificate and snagging report.

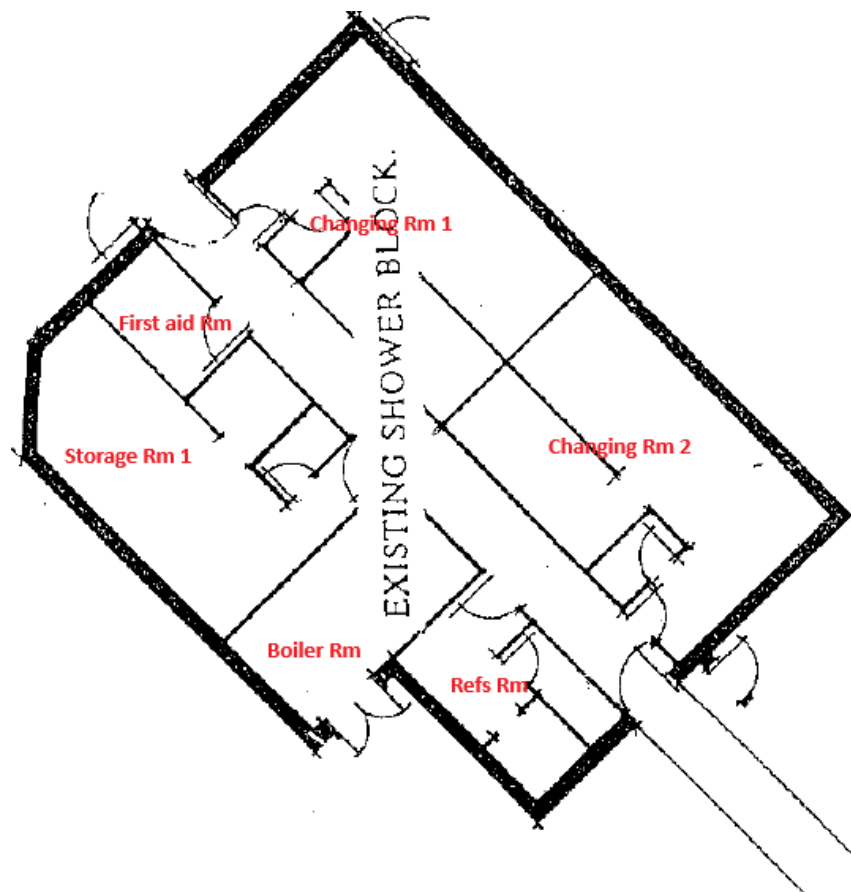
10. Basis for Quotation

- Contractors are to provide a fixed-price, fully itemised quotation based on this specification and any accompanying drawings (See quotation template provided).
- Quotations must detail costs for all major work elements, including provisional sums for unknowns.
- All exclusions and assumptions must be clearly stated
- Quotation validity period to be a minimum of 60 days
- Site visits to be arranged by appointment to clarify the scope prior to submission of quotation

11. Additional Notes

- All dimensions, quantities, and site conditions to be confirmed by the contractor prior to tender submission.
- Client reserves the right to amend the specification subject to agreement prior to contract award.
- Any variations to be agreed in writing and priced as appropriate

This specification is issued for the purposes of obtaining competitive quotations. Contractors are expected to review the site, familiarise themselves with all requirements, and allow for the complete and compliant refurbishment of the shower block as described.



Llanharan Welfare Ground Shower Block refurbishment

Quotation template

Please indicate itemised costs for each element shown below. Note any exclusions/notes in the relevant section. Extra notes can be added at the bottom of the form and a bill of materials can be provided separately to supplement this quotation.

External

4.1. Replace the fascia's, soffits and verge boarding on all 4 elevations of the building.

£

Notes:

4.2. Replace guttering and fit new downpipes.

£

Notes:

4.3. Clear moss growth and dirt from the roof and replace all clear roof sheets with new clear roof sheets.

£

Notes:

4.4. Repair or replace damaged opaque roof sheets.

£

Notes:

4.5. Carry out patch repairs where holes have been formed in the internal metal face of the roofing covering and replace

£

Notes:

4.6. Repoint minor hairline crack in brickwork above the right hand (eastern) door.

£

Notes:

4.7. Replace the boiler room doors with metal doors to match the doors on the shower block (including colour matching). Boiler room doors to have suitable air vents.

£

Notes:

Internal

4.8. Remove block wall, tiles, all shower fittings, toilet, showers, all pipework (leaving no dead ends) etc... in Storage room 1 and make good. NOTE: Storage room 1 will in future be used as a store only.

£

Notes:

4.9. Flooring: Removal of existing tiled floor. Replacement with suitably waterproof, slip-resistant, durable, and easy to clean flooring solution to all wet areas appropriate for a public shower block, including skirting upstands. (Specify the solution to be used in your quotation). Subfloor to be prepared as necessary to accommodate new finishes.

Flooring solution will need to incorporate and maintain access to drain manhole covers were present. (Colour TBD). NOTE: Non wet areas (including storage room 1 which will in future be used as a store only) may use a different specification if desirable.

£

Notes:

4.10. Drainage flows and a replacement drainage solution to be provided in shower rooms to maintain water drainage to existing drains.

£

Notes:

4.11. Boiler room floor to be re-screeded to make level and remove any imperfections.

£

Notes:

4.12. Replace showers in all rooms (except Storage Room 1) with new. Including removing all tiles and replacing with a suitable PVC wall panel solution with welded joints or trims to seal seams. Replace all fittings, thermostatically controlled mixer units, TRV's, timers, pipework etc...

£

Notes:

4.13. Replace all handbasins, toilets, and furniture (toilet roll holders, paper towel holders etc..) including all pipework in all rooms (except Storage Room 1). Handbasins to incorporate mixer taps, splashbacks, and mirrors above.

£

Notes:

4.14. All internal door furniture to be replaced. (Excluding door hinges).

£

Notes:

4.15. To provide a heating system.

Either

4.15.1. A new boiler, and work required to connect to the existing pipework and radiator system.

Or alternatively, if cheaper

4.15.2. An alternative standalone heating solution to achieve the same effect (eg such as wall-mounted electric convector or panel heaters with anti-tamper controls).

Please specify clearly which option you are quoting for (with specific details if 4.15.2).

£

Notes:

4.16. A replacement humidistat fan extractor system of an appropriate extraction rate with sufficient air changes per hour to meet Building Regulations Part F. (Currently 2 fans either end of the building with external grills). The system should be automated to activate when the humidity level in the air exceeds a set threshold, and turn off when it drops below that level.

£

Notes:

4.17. Replace all current internal and external lights with LED lighting (Rexcel Newlec or similar quality) incorporating emergency lights as per existing arrangements. All lighting to be IP rated for wet areas within changing rooms.

£

Notes:

4.18. Provide 3 x new external LED bulkheads with PIR activation. (Both sides of building and boiler room)

£

Notes:

4.19. Replace current emergency light testing points and move from high level to lower level for ease of accessibility.

£

Notes:

4.20. Fit intruder alarm switches to all external doors (or reuse existing switches) and wire to existing alarm panel in main hall, including setup.

£

Notes:

4.21. Replace all electrical switches.

£

Notes:

4.22. Replace wiring/trunking where necessary.

£

Notes:

4.23. Replace all wooden benches with new maintenance free black-grey (or similar). (NOTE: No benches required for Storage room 1, however benches will be required in Changing room 2 – currently being used as a store). Materials must be waterproof and corrosion-resistant, strong and durable under heavy use, easy to clean and hygienic and slip resistant (especially when wet).

£

Notes:

4.25. Carry out full internal decoration. Walls to be white painted with a moisture resistant paint. Internal doors, all timber and RSJ's to be black-grey (RAL to be provided). Any statutory signage to be replaced (eg fire exit, fire notices etc...)

£

Notes:

Other costs (Mobilisation costs, disposal etc.....). Please provide a breakdown of all costs and detail here. Other notes can also be added here.

Total quotation costs (Ex Vat)

(Note: This figure must total all of the costs above).

Terms are assumed as payment in full within 30 days of invoice on completion. If other terms required please state here:

Appendix 5

To consider the method of discharging the duty to consult with disabled people on the proposals for disabled access and facilities including the option of a short public consultation prior to issuing the tender.

An important aspect in terms of compliance with the Equality Act 2010 is to consult with potential users.

The Clerk has unsuccessfully attempted to find suitable people including local groups or organisations with whom to consult on the proposed disabled access and facilities.

Proposal

To launch a short online consultation inviting interested members of the public, particularly wheelchair users and others with a physical disability to comment on the proposals, with a site visit included if desired.

The consultation to provide a description of the refurbishment alongside details of the specification affecting the access and disabled provision improvements to be included in the tender.

This consultation need not hinder the tender process, any results of the consultation that the Committee feels should affect a change to the specification can be applied after the tender is awarded.

Appendix 6

To consider the legal aspects of the transfer of the Showerblock to LRGT.

Factors

1. Costs - Howells Solicitors have provided an upper end estimate of £1555. It is likely LRGT's legal costs would be similar.



FEE PROPOSAL For Llanharan Community Council

Date: 17 April 2025

Transaction: Transfer of Shower block to Llanharan Recreational Ground Trust (the "Property")

The Work:

- Representing you in the transfer of the unregistered Property to Llanharan Recreational Ground
- Reviewing the title to the Property;
- Assisting you in the preparation of the standard pre-contract enquiries;
- Replying to such specific enquiries as the buyer's solicitor may raise;
- completing the transfer on your behalf;
- Dealing with any post completion formalities.

Fees	Legal Costs	VAT@20%
<u>The Work:</u>		
Dealing with the sale/ transfer of the unregistered property	£1,250.00 - £1,500.00	£250.00-300.00
AML Search (<i>per individual</i>)	£15.00	£3.00
Bank transfer fee and associated costs	£40.00	£8.00
Sub Total:	<u>£1,305.00- £1,555.00</u>	<u>£261.00- 311.00</u>

Estimated total legal costs = circa £3200

2. Heads of terms for an agreement between LCC and LRGT regarding the legal transfer of the showerblock from LCC to LRGT.

See appendix 6a for draft to be negotiated by all parties.

Once both parties satisfied to be sent to solicitors for checking/advice.

DRAFT V3 – Heads of terms only. To be sent to solicitor when terms agreed for checking and drawing up of formal agreement

Heads of terms for transfer agreement relating to the Llanharan Community Council Shower block sited on land owned by Llanharan Recreation Ground Trust.

Note: Comprising a transfer agreement for the legal transfer of the asset and a binding agreement between Llanharan Community Council (LCC) and Llanharan Recreation Ground Trust (LRGT) for future arrangements for the operation and funding of the facility.

TRANSFER AGREEMENT

This Agreement is made on this [Insert Date] day of [Insert Month], [Insert Year]

BETWEEN:

Llanharan Community Council, a local authority with its principal office at 2A Chapel Road, Llanharan, CF72 9QA (hereinafter referred to as 'the Transferor')

AND

Llanharan Recreation Ground Trust, a charitable trust, charity number 524178 with its principal office at Llanharan Recreation Ground Trust, Welfare Hall and Fields, Llanharan, CF72 9RA (hereinafter referred to as 'the Transferee')

1. Background

The Transferor is the legal owner of a shower block located adjacent to the main hall at Llanharan Recreation Ground Trust, Welfare Hall and Fields, Llanharan, CF72 9RA.

The Transferee is willing to accept the transfer of ownership and responsibility for the shower block for the benefit of the community.

2. Transfer of Ownership

The Transferor hereby transfers all rights, title, liabilities and interest in the shower block to the Transferee. The transfer includes all fixtures, fittings, and associated infrastructure directly related to the shower block.

3. Effective Date

This Agreement shall take effect on [Insert Effective Date], upon which the Transferee shall assume full responsibility for the shower block.

4. Consideration

The transfer is made for nil consideration being instead a gift for community benefit.

LS NOTE: Need to ensure documented compliance with The Local Government Act 1972 Section 123 and the Best Value Statutory Guidance (2024) regarding the duty to obtain best value.

5. Warranties and Representations

The Transferor warrants that it is the legal owner of the shower block, it is free from encumbrances, and all necessary consents have been obtained. The Transferee acknowledges inspection and accepts the condition at the point of transfer.

6. Indemnity

The Transferee agrees to indemnify and hold harmless the Transferor from any claims, liabilities, or damages arising from the use or ownership of the shower block after the Effective Date.

7 Further terms

The transfer of the shower block to be contingent on the refurbishment of the asset to the satisfaction of both parties.

This agreement to be signed and validated prior to the placement of the order for the refurbishment of the asset to an agreed specification.

LS NOTE: The effective date to be chosen to be a mutually agreed date to coincide with the expected completion of the refurbishment or a date after the expected completion date.

LRGT to arrange inspections and work necessary to ensure statutory compliance, specifically those outlined in Appendix A to this document. Llanharan Community Council will meet the costs of such inspections and necessary work as set out in Appendix A.

LS NOTE: The terms of App A and App B need to be resolved by full council.

Llanharan Community Council agree to carry out works as detailed in Appendix B to this document.

LS NOTE: The terms of App A and App B need to be resolved by full council.

This agree

8. Change of Use or Public Access Clause

The aspects of this agreement set out in Appendix A and Appendix B shall automatically terminate if the premises to which it relates cease to be accessible to the public (except for periods not exceeding 3 months where an urgent health and safety risk or other unforeseen circumstances makes public access untenable) or if there is a material change in the nature or purpose of its use from that of a shower block. LRGT shall notify the Council in writing of any such change within 10 working days of its occurrence. In such circumstances, the Council reserves the right to recover any reimbursed funds that are no longer applicable under the terms of this agreement.

LS NOTE: RE App A and App B - A clause to ensure hire costs to the public do not exceed reasonable levels to be agreed with LRGT? Eg take current charge and agree a ceiling or annual percentage increase? Some mechanism to be agreed?

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of England and Wales.

9. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior discussions or agreements.

10. Amendments

Any amendments to this Agreement must be made in writing and signed by both parties.

11. Signatures

Signed for and on behalf of Llanharan Community Council

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of Llanharan Community Council

Name: _____

Position: _____

Signature: _____

Date: _____

Signed for and on behalf of Llanharan Recreation Ground Trust

Name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Position: _____

Signature: _____

Date: _____

Appendix A

Schedule of routine inspections and works required to maintain statutory compliance to which Llanharan Community Council will undertake to fund for a period of (xxx years – Note also to be set out in legal agreement)

Schedule:

Legionella

Annual review of Legionella risk assessment (if required)

Quarterly clean, descale and disinfection of shower heads and hoses (as identified by risk assessment carried out by competent persons).

6 monthly inspection of any cold water tanks (as identified by risk assessment carried out by competent persons).

Fire Safety

Annual review of Fire Risk assessment (if required) by a competent person.

Annual inspection and testing of emergency lighting (or sooner if increased frequency identified by written risk assessment carried out by competent persons).

Electrical safety

EICR (limited to the shower block only) 5 yearly or sooner if increased frequency identified by written risk assessment carried out by competent persons.

Gas safety

Annual commercial gas safety checks (Commonly known as a CP 17 or CP12) carried out by a competent person.

(Exclusions – Routine visual inspections, testing and operations that can be carried out by operator).

As part of this agreement the Clerk to be made available at LRGT's request to offer training and guidance on current statutory compliance arrangements and existing contracts including operator responsibilities.

Conditions

In order to satisfy the Council's ongoing duty to provide best value¹, for any order for these items LRGT must provide 3 written quotations clearly setting out the full and detailed specification of the work. Should the cheapest quotation be selected, payments to be made to LRGT in line with the quotation with no further recourse to council. Council being informed of payments retrospectively in the usual fashion.

Should a quotation be selected that is not the cheapest of those provided and the difference in cost to the cheapest option exceeds 30% for values under £2000 then the decision whether to fund the selected quotation be referred to the council. The council having the right to fund to the value of the cheapest quotation.

Should a quotation be selected that is not the cheapest of those provided and the difference in cost to the cheapest option exceeds 30% for values of £2000 and over then the decision whether to fund the selected quotation be referred to the council. The council having the right to fund to the value of the cheapest quotation.

¹ Local Government Act 1999 and Statutory guidance relating to the Local Government and Elections (Wales) Act 2021

Upon receipt of quotations provided by LRGT, LCC reserves the right to obtain independent quotations for the same goods or services. Should LCC identify a quotation offering materially better value, LCC may, at its sole discretion, elect to fund only to the value of that quotation, subject to any applicable procurement or contractual obligations.

LRGT to arrange all inspections and work and to pay contractors directly.

LRGT to provide original invoice to LCC not before the inspection/work is completed or contract start date (in the case of a contract) and no later than 3 calendar months of the inspection date/work completion date or contract start date (in the case of a contract).

By submitting such invoices, LRGT confirms that the corresponding works have been completed in full or that the contract has been signed (in the case of a contract). The Council reserves the right to carry out reasonable checks or due diligence to verify that the reimbursed works have been undertaken as claimed or that the contract (in the case of a contract) is in place. This may include requesting evidence of completion, site visits, or direct confirmation from the contractor.

In the case of a contract, any monies reimbursed to LRGT for an uncompleted contract must be returned to LCC within 3 calendar months of receipt.

If it is found that any reimbursed works have not been completed or contracts in operation (in the case of a contract), or LRGT fail to co-operate in allowing LCC to verify works or contracts (in the case of a contract) which includes providing access to relevant documentation, correspondence, personnel involved, in the works, site visits or facilitating access to information from the contractor then cooperation must be provided within 14 working days of the Council's written request, unless otherwise agreed in writing. Failure to comply within this timeframe may be considered a breach of this agreement and may result in suspension or termination of the arrangement, and recovery of any reimbursed funds where appropriate.

LCC shall make payment to LRGT within seven (7) calendar days of receipt of a valid invoice, provided that the Trust's bank details have been verified and there are no circumstances beyond the Council's reasonable control that prevent such payment.

If LRGT are able to reclaim VAT LCC will pay the Net element of invoices (Ex Vat).

If LRGT are unable to reclaim VAT LCC will pay gross cost of invoices (Inc Vat)

Such circumstances may include, but are not limited to, technical failures (e.g., computer or banking system malfunctions), insufficient funds, or other unforeseen administrative or operational constraints. In such cases, payment shall be made as soon as reasonably practicable once the impediment is resolved.

LCC reserves the right to inspect and verify that all works carried out under this agreement are consistent with the quotations and/or invoices submitted.

Should any material discrepancies or non-compliance be identified during such inspection, LCC shall notify the other party in writing, providing reasonable opportunity to respond or rectify the issue.

If, following such notice, the matter remains unresolved to LCC's reasonable satisfaction, LCC may, at its sole discretion, terminate this agreement without further liability, except for payment of verified and compliant works completed up to the date of termination.

Funding is contingent upon the conditions stated, and no obligation shall arise unless such conditions are fulfilled.

This schedule may be varied at any time, provided that any such variation is agreed in writing and signed by both Llanharan Community Council and Llanharan Recreation Ground Trust. No variation shall be effective unless made in accordance with this clause.

Appendix B

Schedule of works to which Llanharan Community Council will undertake to carry out for a period of (xxx years – Note also to be set out in legal agreement)

Schedule:

Llanharan Community Council agrees to carry out grass cutting on the football and rugby pitches located on Llanharan Recreation Ground Trust land, as required to maintain a safe and presentable playing surface.

In addition, LCC will trim and dress the surrounding areas, including the playpark area, to ensure the overall grounds are kept in good condition for public use.

Llanharan Community Council shall maintain appropriate levels of staff and equipment necessary to discharge its obligations under this agreement in a timely and effective manner.

This commitment is subject to circumstances beyond the Council's reasonable control, including but not limited to unplanned staff absence, mechanical failure of equipment, adverse weather conditions, or other unforeseen factors. In such cases, the Council will take reasonable steps to mitigate disruption and resume services as soon as practicable.

This schedule may be varied at any time, provided that any such variation is agreed in writing and signed by both Llanharan Community Council and Llanharan Recreation Ground Trust. No variation shall be effective unless made in accordance with this clause.