



LLANHARAN COMMUNITY COUNCIL

Minutes of the meeting of the Welfare Ground Showerblock Committee held by remote attendance at 7.00pm on Tuesday 20th January 2026

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

Present:

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

Clerk to the Council: Leigh Smith

Apologies: None.

Absent: None

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

WGSB2026/001 Welcome and Apologies.

The Chair welcomed all attendees.

WGSB2026/002 Disclosures of Interests

None.

WGSB2026/002a Minutes of the Welfare Ground Showerblock Committee meeting 30th September 2025

RESOLVED

To approve the minutes of the Welfare Ground Showerblock Committee meeting held on 30th September 2025 as a true and accurate record of the meeting.

WGSB2026/003 Terms of reference including delegated authority.



Noted.

WGSB2026/004 Public speaking

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

WGSB2026/005 Correspondence

None.

WGSB2026/006 Action plan.

Noted.

WGSB2026/007 Revised specifications to be used to tender for the refurbishment of the Showerblock and arrangements for the issuing of the tender

a) RESOLVED

To approve the revised specification to be used for the tender of the showerblock.

b) RESOLVED

For the Clerk to issue the tender as per the Council's Standing Orders and Financial Regulations, the tender to run for a period of between 4 and 6 weeks. The Clerk to liaise with LRGТ regarding site visits and arrangements for storage, access and other operational considerations, these arrangements forming part of the tender conditions.

WGSB2026/008 Discharge of duty to consult with disabled people on the proposals for disabled access and facilities

Noted

WGSB2026/009 Exclude press and public

RESOLVED



By virtue of the Public Bodies (Admission to Meetings) Act 1960, to exclude the press and public from the next item of business on the basis that disclosure thereof would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

Press and public left the meeting.

WGSB2026/010 Legal aspects of the transfer of the Showerblock to LRGT

a) *RESOLVED*

To accept the draft heads of terms for transfer agreement relating to the Llanharan Community Council Shower block sited on land owned by Llanharan Recreation Ground Trust and to consent to the draft being sent to the solicitors.

Press and public returned to the meeting

WGSB2026/011 Urgent information or to suggest items to the Clerk for a future agenda.

None.

There being no further business the meeting closed at 7.50pm.

Date of next meeting: TBD

Councillor Chris Parker
Chair of the Welfare Ground Showerblock Committee.



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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 LRGТ 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 2

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



Llanharan Community Council - WGSB Comm Action plan at 19.1.26

Action no	Date added	Category	From	Action	Notes	Status	Owner
WGSB2025/09b)	30/09/2025	WGSB Comm	WGSB Comm	WGSB2025/009 Legal transfer of the Showerblock to LRGT 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.	Meeting Monday 15th Dec 25. Draft agreed.	Completed	LS
WGSB2025/09c)	30/09/2025	WGSB Comm	WGSB Comm	WGSB2025/009 Legal transfer of the Showerblock to LRGT 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).	Meeting Monday 15th Dec 25. Draft agreed.	Completed	LS



LLANHARAN COMMUNITY COUNCIL

Tel: 01443 231 430

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

V4 – 27.11.25

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 if work is to be carried out during the football season.

3.4. The shower block can be made fully available outside 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 as per this document template 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 be fitted with permanent integrated louvred vents (top and bottom) to comply with Part F of building regulations.

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 **but darker floor and lighter walls to provide contrast**). 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 **but should still be slip resistant, durable and easy to clean**.

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 (**min 900mm**) with **overhinge** 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(s).

Further 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(s) and reset within reach of **toilet and shower 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: Plastic fold-down, 480 mm high **with leg to ground**.

Grab Rails: - Vertical beside controls & Horizontal near seat

Shower Head: **Fixed** and handheld, **swivel and height-adjustable**.

Controls: Thermostatic, reachable seated or standing **and operable with closed fist**.

Lightweight shower curtain – To allow shower use without splash

Alarm: Pull cord and reset within reach **of toilet and shower seat**.

Shower Shelf: 900mm-1050mm high.

4.11.7. **Others**

Mirror: Appropriate for use when both standing and seated and orientated away from the toilet and shower.

Hooks for clothes: Away from splash area. Approx 1500mm high. Accessible from wheelchair, high enough to prevent clothes from reaching floor.

Signage: Appropriate signage to show accessible toilet and shower to be fitted to door.

4.11.8. Access to external door (East side)

Access ramp: Create an access ramp to the rear accessible door, min 1:12 gradient and 1200mm wide. Note it will be necessary to widen the access pathway by 0.4m for a 2m strip to allow access past the existing lamp post.

4.11.9. Handrails spec for ramp

Height: 900 mm above the pitch line (ramp surface)

Lower rail at 600 mm for children or ambulant users

Continuous: Must run the full length of the ramp and extend 300 mm beyond the bottom of the ramp

Clearance: 50 mm minimum between rail and wall

Diameter: 40–50 mm for easy grip

Ends: Return to wall or floor to avoid snagging

Finish: Non-slip

Doors: To be fitted with a retaining clip both sides to hold door open.

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. **Internal lights should be below 200 lux, using warm, high-CRI light.**

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. **900-1050mm high.**

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. **Light switches to be 900-1050mm high.**

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. Program and Access

- Contractor to provide a detailed works program 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 and heating 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.

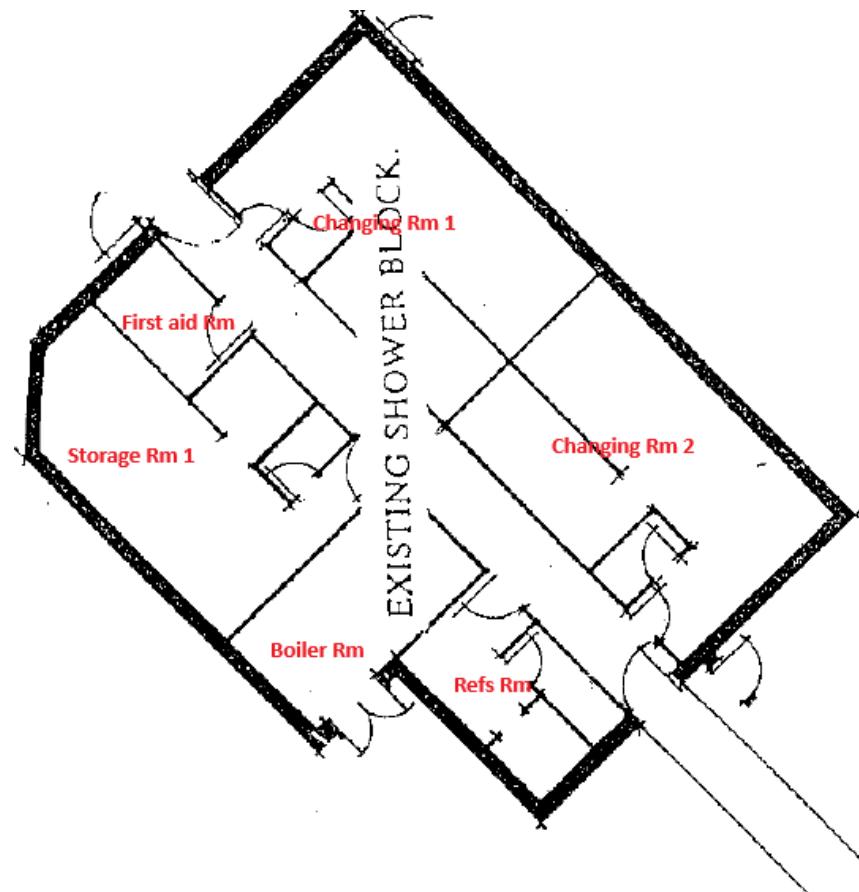
10. Basis for Quotation

- 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.



NORTH

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 fitted with permanent integrated louvred vents (top and bottom) to comply with Part F of building regulations.

£

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 **but darker floor and lighter walls to provide contrast**). 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 **but should still be slip resistant, durable and easy to clean**

£

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 4.11.9

£

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. **Internal lights should be below 200 lux, using warm, using high CRI light.**

£

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. 900-1050mm high.

£

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. **Light switches to be 900-1050mm high.**

£

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.

Appendix 6

To note the discharging the duty to consult with disabled people on the proposals for disabled access and facilities including plans to carry out a short public consultation prior to issuing the tender.

The Clerk met with the following in order to consult on the specification for the refurbishment of the showerblock:

Leif Throbroe – Disability Sport Wales.

Louise Bowman – Disabled Dance provider.

The consultation took place on November 7th 2025.

As a result of the visit a number of alterations and additions were made to the specification of the tender document for the refurbishment. These changes can be tracked from version to version up to and including version 4 of the tender specification.

Should members resolve the tender specification at this meeting, that document will be shared with members of the public online for a short period to invite further feedback. Any feedback will be shared with members who can propose future alterations to the specification however the tender process need not be delayed.