



## Cambridge City Council

### **Project Appraisal and Scrutiny Committee Recommendation**

#### **Project Name: Lion Yard Toilet Refurbishment**

**To:** Cllr Jean Swanson, Executive Councillor for Environment and Waste Services

**Report by:** Simon Payne – Director of Environment

**Scrutiny committee:** ENVIRONMENT OUT OF CYCLE

**Wards affected:** Market Ward

### **Recommendations**

#### **Financial recommendations –**

- The Executive Councillor is asked to approve the commencement of the implementation phase of the project, which is already included in the Council's Capital & Revenue Project Plan.
- The total budget required for the project is £530,000, including contingencies, funded from the Public Conveniences Programme, PV016.
- The on-going revenue costs for the project will be funded by the existing maintenance revenue budget.

#### **Procurement recommendations –**

In June 2013, the Executive Councillor authorised procurement of consulting and construction services for the redevelopment of the Lion Yard Toilet through the SCAPE Minor Work Framework.

## Project name: Lion Yard Toilet Refurbishment

### 1 Summary

#### 1.1 The project

*To refurbish the existing Lion Yard public toilets. To provide a high standard, modern and well maintained public facility.*

*Construction works will include structural repairs to the existing concrete slab, replacement of the existing drainage, alterations to the existing electrical installation, a new ventilation system, a new hot water heating system and under floor heating, and the fitting of a new and improved internal layout.*

#### Target Dates:

Scheme commencement	March 2014
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Completion of project	June 2014
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#### 1.2 Anticipated Cost

Total Project Cost	£ 530,000
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#### Cost Funded from:

Funding:	Amount:	Details:
Public Conveniences Capital Programme	£530,000	PV016

#### 1.3 Procurement process

1.3.1 The construction works will be undertaken by Kier, the contractor appointed through the SCAPE National Framework. This is in accordance with the requirements of the City Council's Contract Procedure Rules.

## **2 Project Appraisal & Procurement Report**

### **2.1 Project Background**

2.1.1 In April 2013, a report was presented to Environment Scrutiny Committee. Approval was sought for initiation of the project, the scope and the program with implementation subject to further scrutiny through the approval of the project appraisal.

2.1.2 Subsequently, in June 2013, a further report to Environment Scrutiny Committee requested approval of the utilisation of the SCAPE National Minor Framework for the design and construction of the Lion Yard Toilet Refurbishment project.

2.1.3 The Executive Councillor, Cllr Jean Swanson, authorised the procurement of Faithful and Gould and Kier for design and construction services for the refurbishment of the Lion Yard Public Toilets, using the SCAPE Minor Work Framework. In addition, it was agreed that the decision to approve the final project appraisal and implementation of the refurbishment works could be taken out of the committee cycle, in consultation with Chair and Spokes, subject to the final contract value not exceeding £400,000.

### **2.2 Aims & objectives**

2.2.1 The City Council owns and operates the Lion Yard toilet facilities. During the last few years, the City Council's Operations Team has experienced considerable maintenance issues. The refurbishment aims to address all of them, including but not limited to the following:

- Structural repairs to the concrete slab.
- Removal of the existing and subsequent installation of new drainage.
- Installation of a new ventilation system.
- Fitting of a modern hot water system.
- Installation of a new fire alarm and CCTV system.
- New, improved internal layout.
- New decor, high quality fixtures and fittings.

## **2.3 Major issues for stakeholders & other departments**

### **Consultation undertaken:**

- 2.3.1 A public consultation took place between 9th August and 9th September 2013, and the City Council decided to allow the late submission of comments until 13th September 2013. A total of 169 responses were received. The consultation results have been summarised in the charts in Appendix B.
- 2.3.2 During the consultation period, there were two project exhibitions in place, with comments sheets and drop boxes provided. Two drop-in sessions also took place outside the toilets. The consultation was also advertised via a press release and twitter.

## **2.4 Summarise key risks associated with the project**

- 2.4.1 The City Council is responsible for the maintenance of the existing toilets, and is therefore required to carry out the structural repairs necessary to the existing reinforced concrete slab. Should this recommendation be ignored, it would result in further concrete contamination.
- 2.4.2 The source of the problem with the concrete slab and an additional problem in itself is the existing drainage that is often blocked causing foul water overflow. This is likely to result in personal injuries and associated health issues, for which the City Council could be held responsible.
- 2.4.3 Due to the lack of any effective ventilation, the toilets are constantly damp and the floors wet. This has the potential to cause personal injuries and further structural issues. Aberdeen Asset Management's refusal to allow connections to the existing ventilation system in the basement of the Lion Yard has increased the cost of this project.
- 2.4.4 In addition, due to their key location within the city centre, the Lion Yard toilets are the busiest public toilets in Cambridge. The public have highlighted their desire for major refurbishment works and that this is long overdue.

2.4.5 Should the refurbishment be implemented, it would reduce these concerns to a minimum, and significantly reduce the cost of future maintenance.

## 2.5 Financial implications

2.5.1 Appraisal prepared on the following price base: 2013/14

2.5.2 Specific grant funding conditions are: None

2.5.3 Other comments: None

## 2.6 Capital costs

<b>Capital</b>	<b>£</b>	<b>Comments</b>
Surveys	7,000	Structural/Drainage surveys
Feasibility Study	3,000	Structural Engineer/Design
Professional fess	41,000	Design and Supervision Faithful & Gould
Consultation	200	
Internal Fees	37,000	Design/Supervision/Project & Contract Management
CDM Coordination	1,800	
Construction Contract	400,000	Kier
Contingency	40,000	
<b>Total capital cost</b>	<b>530,000</b>	Including contingency

## 2.7 VAT implications

There are no VAT implications

## 2.8 Energy and Fuel Savings

(a) Is this project listed in the Carbon Management Plan?	No
	<b>If 'No', move to Section 2.9.</b>

## 2.9 Climate Change Impact

Overall Climate Change Rating – Nil/Positive

2.9.1 The refurbishment works to the existing toilet facilities will have positive impact on the environment. It will install low energy LED lighting and modern efficient devices like a domestic hot water circulation system, infra-red taps and a sensor activated WC flushing system which will reduce water and energy use.

## 2.10 Other implications

An Equality Impact Assessment (EqIA) has been prepared for this project and is attached at Appendix C

## 2.11 Staff required to deliver the project

Service	Skills	Total Hours
<i>Streets and Open Spaces, Project Delivery team</i>	<i>Project management, procurement, contract management, project quality control</i>	<i>Project Delivery – 210hrs Legal Services – 5hrs</i>

## 2.12 Dependency on other work or projects

No dependency noted

## 2.13 Background Papers

- Lion Yard Toilet Refurbishment Project - Procurement Approval, Key Decision

## 2.14 Inspection of papers

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Date prepared:	28.02.2014








## Consultation Leaflet

9<sup>th</sup> August – 9<sup>th</sup> September 2013



## Public Consultation

### Lion Yard Public Toilet Refurbishment

HAVE YOUR SAY!!!

The Council considers the refurbishment of the Lion Yard public toilet a priority due to its key location within the heart of the city centre. The aim is to provide a high standard, modern and well maintained public facility that meets the needs of both residents and visitors to the city.

We are aiming to provide a quality facility and the current toilets will be completely gutted and re-modelled, re-wired and re-plumbed throughout, as well as having modern fixtures and fittings, incorporating the latest energy saving technology.

The refurbishment work will also look to address any existing problems and strive to improve the overall layout for all users. It is hoped that these improvements will lead to the creation of a more pleasant environment and enhanced user experience.

The work is programmed to take three months, between January and March 2014 and will cost approximately £300,000, funded by a capital programme of improvements to public conveniences across the city.


This leaflet illustrates the proposed layout of the toilets and the facilities currently planned. The proposed fittings and decoration are yet to be finalised. We welcome your feedback on the layout proposals, along with any further suggestions you may have, using the comments sheet on the back of this leaflet.

**The closing date for responses to this consultation is Monday 9<sup>th</sup> September 2013.**

**Find out more**  
Detailed information on the proposal can be found on our website [www.cambridge.gov.uk/lion-yard-public-toilet-refurbishment](http://www.cambridge.gov.uk/lion-yard-public-toilet-refurbishment), where you will also find an electronic version of the comments sheet.

A public exhibition can be viewed at the Customer Service Centre, Mandela House (4 Regent Street, Cambridge, CB2 1BY) and outside the Lion Yard toilets throughout this consultation period, should you wish to view the plans in more detail.  
Council officers will also be available to answer questions at the exhibition outside the Lion Yard toilets on Saturday 17<sup>th</sup> August 2013 from 10am to 2pm and on Wednesday 21<sup>st</sup> August 2013 from 4pm to 8pm.

**Results**  
The consultation results will be available to view on the project webpage within one month of the closing date.  
For further information on this project please email: [lionyard-toilets@cambridge.gov.uk](mailto:lionyard-toilets@cambridge.gov.uk) or call: 01223 457392.






If you require this leaflet in larger print please  
telephone 01223 457392



# Comments Sheet

## Lion Yard Public Toilet Refurbishment

CAMBRIDGE CITY COUNCIL  
Environment and Planning  
Policy and Projects Division  
FREEPOST ANG 6390  
Guildhall  
Cambridge  
CB2 3YA



Having read the information in this leaflet please respond either by filling in an on-line questionnaire at: <http://www.surveymonkey.com/s/lion-yard-toilets-refurbishment> or by filling in this form and posting it to the Freepost address in the dashed box above.  
The closing date for responses is Monday 9<sup>th</sup> September.

**Do you think it is important that the City Council provides good quality public toilet facilities?**

Yes  No

**How often do you visit the Lion Yard toilets?**

Daily  2-3 times a week  Monthly  Occasionally

**Which of the following facilities would you use?**

Baby changing facilities  Nursing room  Parent & toddler toilets   
Female toilets  Male toilets  Disabled toilets  Unisex toilets

**Do you see the added benefit of an attended toilet?**

Yes  No

**Overall, how do you rate the proposed refurbishment scheme?**

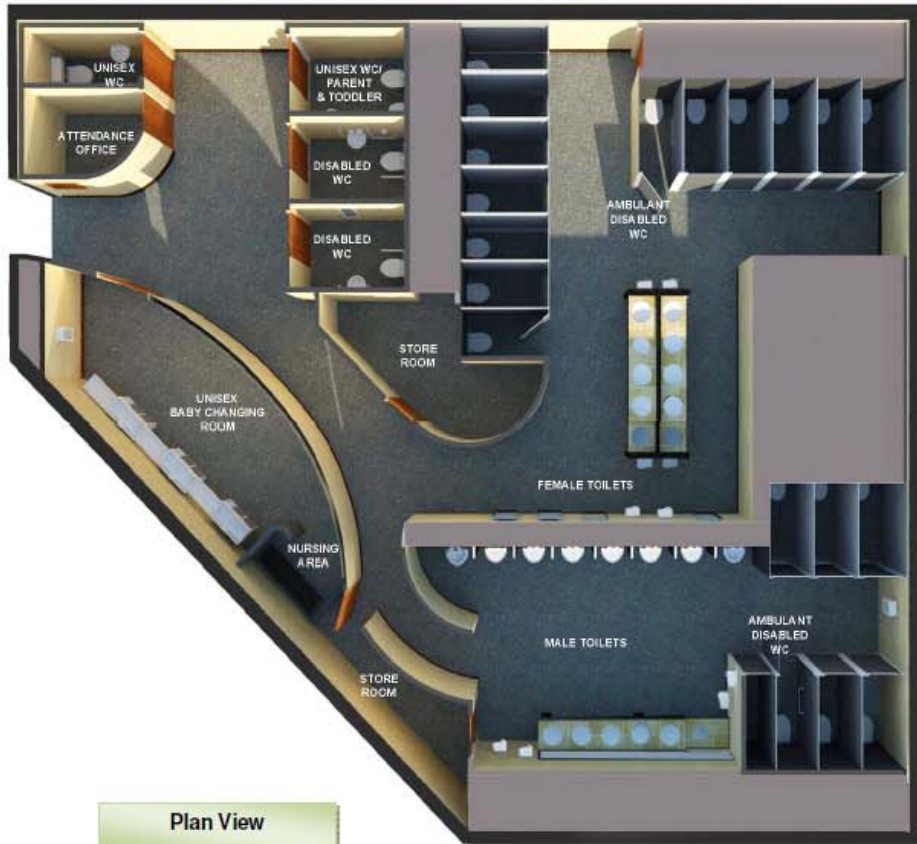
Unsatisfactory  Satisfactory  Good  Excellent

**If you wish, please provide any further comments or suggestions;**

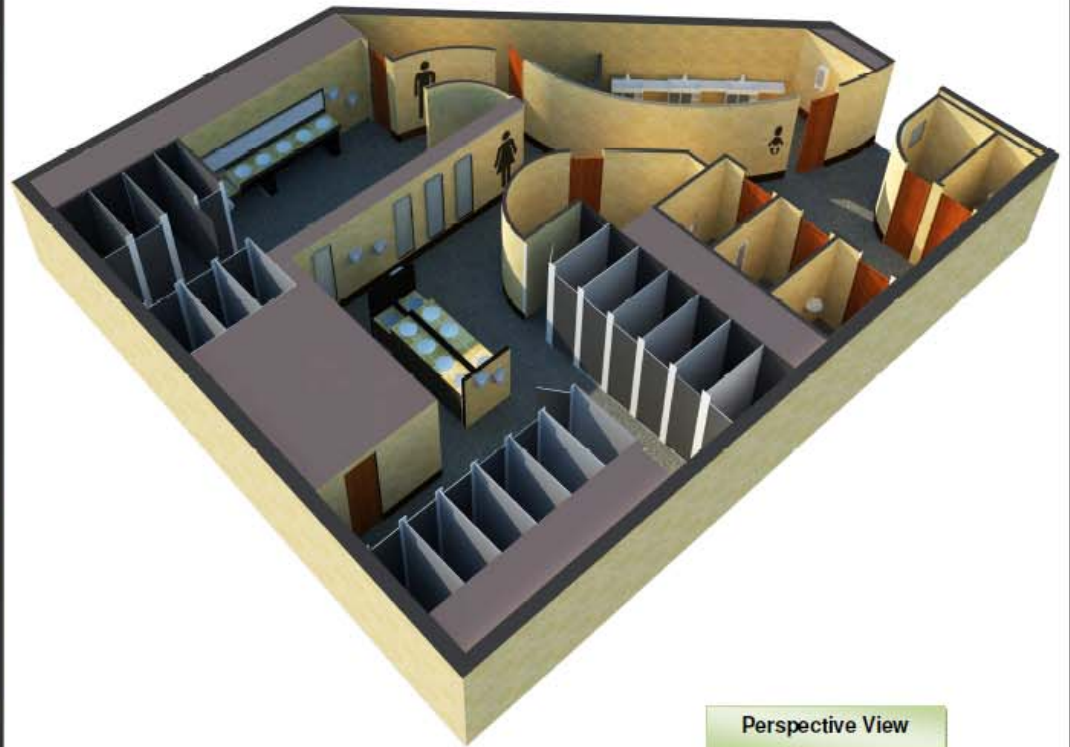
  
  
  
  

**Thank you for taking the time to provide the council with your views!**  
Your response is protected by the Data Protection Act and will only be used by Cambridge City Council

# THE PROPOSED LAYOUT AND CONCEPTUAL INTERNAL VIEWS



Plan View



Perspective View



Entrance View
















Female Toilets





Male Toilets







## Consultation Results

Do you think it is important that the city council provides good-quality public toilet facilities?			
		Response Percent	Response Count
Yes		98.8%	167
No		1.2%	2
answered question			169
skipped question			0
How often do you visit the Lion Yard toilets?			
		Response Percent	Response Count
Daily		12.5%	21
2-3 times per week		50.6%	85
Monthly		19.6%	33
Occasionally		17.3%	29
answered question			168
skipped question			1
Which of the following facilities would you use?			
		Response Percent	Response Count
Baby-changing facilities		8.3%	14
Nursing room		4.1%	7
Parent and toddler toilets		8.3%	14
Female toilets		62.7%	106
Male toilets		45.0%	76
Disabled toilets		17.2%	29
Unisex toilets		16.6%	28
answered question			169
skipped question			0

### Do you see the benefit of an attended toilet?

		Response Percent	Response Count
Yes		87.0%	141
No		13.0%	21
answered question			162
skipped question			7

### Overall, how do you rate proposed refurbishment scheme?

		Response Percent	Response Count
Unsatisfactory		8.3%	14
Satisfactory		21.4%	36
Good		37.5%	63
Excellent		32.7%	55
answered question			168
skipped question			1



## Cambridge City Council Equality Impact Assessment

Completing an Equality Impact Assessment will help you to think about what impact your strategy, policy, plan, project, contract or major change to your service may have on people that live in, work in or visit Cambridge, as well as on City Council staff.



The template is easy to use. You do not need to have specialist equalities knowledge to complete it. It asks you to make judgements based on evidence and experience. There are guidance notes on the intranet to help you. You can also get advice from David Kidston, Strategy and Partnerships Manager on 01223 457043 or email [david.kidston@cambridge.gov.uk](mailto:david.kidston@cambridge.gov.uk), or from any member of the Joint Equalities Group.

**1. Title of strategy, policy, plan, project, contract or major change to your service:**

Lion Yard and Silver Street Toilet Refurbishment

**2. What is the objective or purpose of your strategy, policy, plan, project, contract or major change to your service?**

To refurbish the existing toilet facilities whilst solving the current engineering issues with the structures.

**3. Who will be affected by this strategy, policy, plan, project, contract or major change to your service? (Please tick those that apply)**

- Residents  
 Visitors  
 Staff

A specific client group or groups (please state):

**4. What type of strategy, policy, plan, project, contract or major change to your service is this? (Please tick)**

- New  
 Revised  
 Existing

**5. Responsible directorate and service**

Directorate: Environment  
 Service: Streets & Open Spaces

**6. Are other departments or partners involved in delivering this strategy, policy, plan, project, contract or major change to your service?**



No

Yes (please give details):

Cambridge City Council Architect's team

Cambridge City Council Asset's team

Cambridgeshire County Council (Highways Authority/ Land ownership)

### 7. Potential impact

Please list and explain how this strategy, policy, plan, project, contract or major change to your service could **positively** or **negatively** affect individuals from the following equalities groups.

When answering this question, please think about:

- The results of relevant consultation that you or others have completed (for example with residents, people that work in or visit Cambridge, service users, staff or partner organisations).
- Complaints information.
- Performance information.
- Information about people using your service (for example whether people from certain equalities groups use the service more or less than others).
- Inspection results.
- Comparisons with other organisations.
- The implementation of your piece of work (don't just assess what you think the impact will be after you have completed your work, but also think about what steps you might have to take to make sure that the implementation of your work does not negatively impact on people from a particular equality group).
- The relevant premises involved.
- Your communications.
- National research (local information is not always available, particularly for some equalities groups, so use national research to provide evidence for your conclusions).

**(a) Age** (any group of people of a particular age, including younger and older people)

The project should have a more positive impact to older users of the facilities. The Lion Yard facilities floor surface will be improved, reducing slips and trips. The Silver Street facility will improve access for the elderly by either removing the stairs to access the facility if re-located above ground or by re-aligning the existing layout.

**(b) Disability** (including people with a physical impairment, sensory impairment, learning disability, mental health problem or other condition which has an impact on their daily life)



Both facilities will either remain the same or double in disabled capacity. The access for the disabled toilet in Silver Street is to be reconfigured to improve access and general layout.

**(c) Gender**

No impact

**(d) Pregnancy and maternity**

The Lion Yard toilets will remain the same or double in capacity. The Silver Street toilets currently have no baby changing facilities. It is suggested that a new facility is incorporated into the disabled toilets.

**(e) Transgender (including gender re-assignment)**

No impact

**(f) Marriage and Civil Partnership**

No impact

**(g) Race or ethnicity**

No impact

**(h) Religion or belief**

No impact

**(i) Sexual orientation**

No impact

**(j) Other factor that may lead to inequality (please state):**

The signing to the toilet facilities will be improved. This may be of benefit to those who have difficulty in reading English.

**8. If you have any additional comments please add them here**

None

## 9. Conclusions and Next Steps

- If you have not identified any negative impacts, please sign off this form.
- If you have identified potential negative actions, you must complete the action plan at the end of this document to set out how you propose to mitigate the impact. If you do not feel that the potential negative impact can be mitigated, you must complete question 8 to explain why that is the case.
- If there is insufficient evidence to say whether or not there is likely to be a negative impact, please complete the action plan setting out what additional information you need to gather to complete the assessment.

All completed Equality Impact Assessments must be emailed to David Kidston, Strategy and Partnerships Manager, who will arrange for it to be published on the City Council's website. Email [david.kidston@cambridge.gov.uk](mailto:david.kidston@cambridge.gov.uk).

## 10. Sign off

Name and job title of assessment lead officer: Adam Cobb: Project Officer

Names and job titles of other assessment team members and people consulted:

Date of completion: 15.01.2013

Date of next review of the assessment: 15.01.2014