

## **Toilet Task & Finish Group – Meeting Note**

**Date:** 8 June 2026

**Attendees:** Clerk, Cllr Fileman-Wright (Chair), Cllr Montgomery, Cllr Short

### **1. Update from June Full Council Meeting**

Full Council had approved the following items:

- Terms of Reference for the Task & Finish Group.
- An in-principle decision to accept the toilets with night-time closure.
- Agreement to waive the Regulation 5.13 requirement for three quotes, enabling the Clerk to proceed quickly with commissioning contractors for due-diligence inspections.

### **2. Review of Previous Actions**

The Clerk had updated the previous meeting summary, marking completed actions in red.

#### **2.1. Bus Company Feedback**

The group noted that comments received from the bus company were helpful and demonstrated support for retaining the toilets.

The Clerk confirmed she had contacted coach companies that visit Moretonhampstead and the school bus company, but no replies had been received. Richard suggested speaking directly to coach drivers when passing them in the car park.

#### **2.2. Due-Diligence Inspections**

- Pipework and electrical inspections have been scheduled. **Completed 16/06**
- The Clerk has contacted multiple drainage companies but has not yet received any responses. **Completed 16/06**
- Juliane to telephone drainage companies to establish availability for a drainage inspection—ideally a camera survey, or if not possible, a pressure test. **Completed 16/06**
- **Inspections at Appendix A.**

#### **2.3. Business Survey**

The Clerk had drafted a hospitality business survey for councillors to use. The group agreed that the following businesses should be surveyed:

- Central café and Baskervilles
- Union Inn, Horse and The Hart

- Hippo

Each councillor will visit two businesses. The Clerk will print copies of the survey for completion on site. Responses will be used as evidence for the business case.

## Appendix B

### 2.4. Crowdfunding

The group noted the advice from DALC, confirming that parish councils may use crowdfunding.

It was agreed that crowdfunding would be most appropriate after the Council has made its decision, and could support:

- Timer-operated doors to deter vandalism
- Refurbishment works
- Other one-off capital improvements

Crowdfunding would not be used for ongoing running costs.

### 2.5. Information from TDC

The group noted the responses received so far from TDC. The Clerk has received the following updates:

- Drainage information: following consultation with our Drainage Engineer, who has provided me with the attached historic drainage plan. He has confirmed that the toilets are served by a private foul sewer connected on the public combined with the main highway. Surface water is dealt with by individual soakaways serving the gullies within the car park. Unfortunately, it would appear that we hold no further survey information.
- Clarification of responsibility for boundary walls: On investigation of the title docs, it's suggested that the responsibility of the wall as it currently stands sits with TDC, as it provides a physical barrier between the car park and the adopted highway/footpath on the opposite side. The proposed transfer would use the boundary wall as the perimeter for the red line plan, as such the section of the wall covered by this would likely therefore become the responsibility of MPC.

Keys collected 12/06 and returned 19/06.

Richard will search online for utility plans; if none are available, he will draft a question for the Clerk to send to utility companies.

The group will also need to negotiate with TDC regarding their request for the Parish Council to contribute to TDC's legal fees.

### 2.6. Solicitor Recommendations

Two firms—Tozers and Stephens Scown LLP—have been recommended by several clerks across Devon. She will approach both firms for prices and availability to undertake the legal work. [Appendix C](#).

### **3. Timeline**

The group agreed the following broad timeline:

1. Continue communications with TDC officers.
2. Complete due-diligence work (surveys, inspections, legal advice, running costs).
3. Build the business case.
4. Hold a negotiation meeting with TDC to discuss handover terms and costs.
5. Obtain solicitor input to inform negotiations.
6. Draft the business case for the September Council meeting.
7. **Hold an informal meeting of all councillors on Tuesday 4<sup>th</sup> August to allow questions and discussion.**

### **4. Insurance**

The Clerk will contact the Council's insurer to ask how much the premium would increase if the toilets were taken on. [Clerk has contacted and provided the requested information including the valuation of £46,500 provided by TDC.](#)

### **5. Cleaning and Sanitary Costs**

The Clerk will:

- Email current contractors to request quotes. [Appendix D](#)
- Contact Chagford to ask whether their cleaner would be willing to clean the Moretonhampstead toilets.

### **6. Timed Access Door Quotes**

The clerk will strive to obtain three quotes. [Appendix E](#)

### **Appendix A: Due Diligence Inspections**

All reports attached.

### **Appendix B: Business Survey Responses**

Responses attached.

### **Appendix C: Solicitors**

I contacted both Tozers and Stephens Scown LLP for fee estimates. Only Stephens Scown LLP responded, providing the following information after reviewing the draft

Heads of Terms supplied by Teignbridge District Council. Stephens Scown LLP is meeting with the task and finish group on 13/07.

#### Estimated Legal Fees

- £2,950–£3,250 + VAT + disbursements (Higher range due to the inclusion of an overage clause and a right of pre-emption, both of which increase complexity.)

#### Likely Disbursements

- Land Registry fees (dependent on transfer of part)
- Search of the Index Map (£7 + VAT)
- Priority search (£7 + VAT)
- Optional: full conveyancing searches (£600–£700 + VAT)
- Alternative: no-search indemnity insurance (cheaper; quote available once value confirmed)

#### Key Legal Observations Raised

- TDC requiring MPC to pay TDC's legal, surveyor and advertising costs is unusual. The solicitor notes this is contrary to the spirit of devolution legislation, as MPC would be taking on a cost-liability asset. Their view is that each party would normally cover its own costs.
- Overage clause applies more than once. As drafted, the overage would apply not only on MPC's disposal but also on any subsequent owner's disposal. The solicitor advises that overage would normally fall away after the first disposal.
- Overage term (25 years) is reasonable, but acceptance is a policy decision. The 80% uplift calculation is considered reasonable because it applies only to the uplift after deducting planning costs.

#### **Appendix D: Toilet Cleaning Costs**

Moor Cleaning Services Annual Cleaning Cost Estimate

Hourly rate: £29.50 Estimated time per day: 1.5–2 hours

Lower estimate (1.5 hours/day)

- Daily cost:  $1.5 \times £29.50 = £44.25$
- Annual cost:  $£44.25 \times 365 = £16,151.25$

Upper estimate (2 hours/day)

- Daily cost:  $2 \times £29.50 = £59.00$
- Annual cost:  $£59.00 \times 365 = £21,535.00$

## SHS Hygiene Cleaning Quote (Current Contractor)

The current contractor has provided indicative costs for continuing daily cleaning at the Court Street public toilets. Historically, the service has been delivered as part of a wider Dartmoor mobile route, with travel time forming a significant proportion of the cost. As a standalone contract, the following options apply:

### Option 1 – Once-Daily Clean (Current TDC Specification)

- One clean per day, 365 days per year
- No opening or locking service included
- Delivered as an independent service rather than part of a multi-site route
- Cost: £1,160 per calendar month + VAT
- Annual cost: approx. £13,920 + VAT
- Price covers routine daily cleaning only
- Deep cleans and minor repairs are not included and would be charged separately on an as-needed basis

### Option 2 – Once-Daily Clean in the Early Evening

- Contractor can provide the daily clean later in the day, ideally before closing
- Cost is the same as Option 1 (£1,160 per month + VAT)
- Contractor can incorporate locking into their existing lock route if required
- Clarification is needed on whether this is intended as:
  - an alternative timing for the daily clean, or
  - an additional clean (which would double the cost)

### Additional Notes

- The contractor has previously attempted to identify a local cleaner in Moretonhampstead but has been unable to find a reliable person.
- To guarantee service standards, they cost the work on the basis of running it from their mobile operation.
- A fully structured proposal can be provided if required.

## **Appendix E: Timed Access Toilet Doors – Supplier Comparison**

### 1. Door Technik Ltd – T15+ Timed Access Doors

Total cost: £11,470.17 (supply + installation) Lead time: approx. 5 weeks

### System Overview

- T15+ Basic Plus Toilet Door – heavy-duty steel doorset designed specifically for public toilets
- Electric locking with automatic night-time lockdown (adjustable timeswitch)
- Free daytime access, locked at night to reduce vandalism
- Internal safety override: users can always exit even if the door switches to night mode
- Service deadlock allows cubicle to be taken out of use
- High-level red/green indicator lights
- Monitored deadbolt + shearlock
- 24V PSU supplied loose (requires installation by your electrician)

#### Construction

- 1.5mm steel leaf and frame
- Adjustable hinges, reinforcing, powder-coated finish
- Full door furniture included (handles, plates, signage, kick plates)

#### Electrical Requirements

- 24V PSU must be installed by others
- Connection to power/access control/fire alarm by specialist trades
- Requires 240V supply for testing

#### 2. Danfo – Timed Access System + Galvanised Steel Doors

Total cost: £9,129.20 (supply + installation) Lead time: 6–8 weeks from confirmation of door specification

#### System Overview

- Strike lock fitted in the door
- Handle override:
  - Users can exit even when the toilet is in “shut mode”
  - Door re-locks automatically behind them
- Timed PSU control:
  - Programmable timer
  - Can be overridden to 24/7 free access or 24/7 shut mode

- Simpler system than Door Technik but still provides timed access and safe exit

#### Electrical Requirements

Danfo requires the following before installation:

- Switched fused spur in the service area
- Space to mount PSU at accessible height
- 0.75mm<sup>2</sup> 3-core flex run above the door
- 2 × 8-core alarm cables
- Danfo completes installation from this point onward

#### Maintenance

- Reactive or proactive servicing available
- No fixed annual cost provided

### **3. J Manny Ltd – Steel Doors with Timed Access Components**

Total cost: £10,148.14 (including VAT) / £8,456.79 (excl. VAT) Lead time: Not specified (subject to technical site survey)

#### System Overview

- Supply and installation of 2 single steel doorsets
- Includes adjustable jaw electric strike – fail safe
- Two Timeguard 24-hour timers for timed access control
- Push-to-exit buttons, break-glass units, and sounders
- Disabled Persons Toilet Locking System PCB included
- Provides timed access, controlled locking, and safe exit during shut mode
- Operational checks completed on installation

#### Construction

- Single rebate steel frame (104mm)
- Honeycomb core steel leaf
- Grade 316 ball-race hinges
- AM3 threshold
- Supplied with full door furniture (handles, escutcheons, finger plates, rain drip)

#### Electrical Requirements

- Includes PSU (12V, 2A) in white boxed enclosure
- Requires connection to existing electrical supply by others
- Break-glass units and push-to-exit buttons supplied for safe operation

## Standard Terms

- Subject to technical site survey
- Installation within standard working hours
- 12-month installation guarantee • Basic making-good only (no plastering/painting)
- Alarm contacts reinstalled where possible
- Prices valid for 30 days

## Combined Summary for Councillors

- Door Technik provides a premium, toilet-specific timed access system with reinforced steel doors, monitored locking, indicator lights and strong vandal-resistance features.
- Danfo provides a simpler timed access system with galvanised steel doors and a strike-lock mechanism that allows safe exit during shut mode, at a lower overall cost.
- J Manny provides steel doors with a full suite of timed-access components (timers, electric strike, break-glass units, disabled access PCB), offering a mid-range option between Danfo and Door Technik.
- All three systems require electrical preparation by others before installation.
- Costs across the three quotations range from £8,456.79 to £11,470.17 (excl. VAT), giving an average estimated cost of £9,685.