

Agenda Item: I8

Report to: Full Council

Date: 24th June 2026

Subject: Licenses for the Public Toilets

Summary: The Council is asked to agree and sign the Licence to Occupy six public conveniences.

1. Background and objective

- 1.1 The council resolved on 28th January 2026 meeting to delegate authority to the Deputy Town Clerk for the documentation and licences for the public conveniences.
- 1.2 The report includes a table showing paperwork for the public toilets received.

2. Purpose of the report

- 2.1 The purpose of this report is to note all relating documentation for the licences for the public toilets is now in place and approve the license to occupy six public toilets.

3. Table of documentation

Toilet	Condition Survey	Asbestos Survey	ECIR	Legionella	Plan
East Parade	Yes	Yes	Yes	Yes	Yes
West Parade	Yes	Yes	Yes	Yes	Yes
Little Common Roundabout	Yes	Yes	Yes	Yes	Yes
Little Common Recreation Ground	Yes	Yes	Yes	Yes	Yes
Normans Bay	Yes	Yes	Yes	Yes	Yes
Sidley	Yes	Yes	Yes	Yes	Yes

All the above documentation has been received.

4. Financial Implications

4.1 The cost as per the license is £1 peppercorn rent per annum per public toilet. £6.00 per financial year. There is a public toilet budget in place so this would not be any additional cost.

5. Recommendation

5.1 To note the response from the solicitor and confirm all necessary paperwork requested as part of the following resolution - *To approve public conveniences licenses. It was RESOLVED to approve the public conveniences licenses subject to necessary paperwork being received and questions from councillors being answered by solicitors.*

5.2 To sign the licence to occupy the six public conveniences as per the resolution above and the resolution for delegated authority to the Deputy Town Clerk – 28th January 2026.