



**COTSWOLD**  
District Council

## Annex A

### Overview and Scrutiny Committee's Public Conveniences

Recommendation arising from the [report of the Public Conveniences Review Group](#).

Recommendations from the Review Group	Progress Report as of Dec 2025
1. That the Council seeks to re-tender the cleaning and maintenance contract rather than bring the service in house.	Complete Tender process complete and new contract in place from 1 <sup>st</sup> October 2024 for a period of 4 years.
2. That the Council seeks to reduce the annual revenue cost of providing public conveniences facilities, given that it would not be realistic to seek full cost recovery through charging, or to provide facilities that are free to use.	On going. Charges reviewed annually as part of the budget cycle. Any proposed changes will be included within the annual Fees and Charges schedule and presented for Cabinet approval in January 2026.
3. That the Council commits to retaining at least one district council provided public conveniences facility in each town and village within the district that currently has one.	Compliant
4. That the Council opens discussions with the relevant Town Councils about the transfer of responsibility for four sites in towns that have more than one district council provided facility, or where town councils are not willing, the Council seeks to close the facilities and	Complete Unable to agree leases with Town Councils for the sites offered. Four sites closed end of September 2024 reducing the overall running costs for the new contract. The closures



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repurpose the buildings to generate a commercial opportunity.	have avoided additional operating costs of approximately £67,000. The new contract started after the closures.
5. That the Council allocates £47,200 in the capital programme to introduce charging at the four retained sites that are currently free to use, utilising the existing capital budget (of c. £34,000) for purchasing and installing card readers. This investment will ensure that the Council can charge for usage, with card payment as an option, at all district council run facilities and will have a payback period of c. 1 year.	Three out of four sites complete.  The Council is in dialogue with Northleach Town Council regarding the future management of the site.
6. That the Council allocates capital funding of £27,650 in priority works to remedy condition (the replacement of paddle gates) at the two sites in Bourton on the Water, in order to protect future income, as set out in Annex B of the Review Group's report.	Complete New paddle gates installed at both sites in Bourton on the Water
7. That the Council seeks to maintain the condition of its public convenience facilities through the Council's Asset Management Strategy.	Complete Sites are included in the Asset Management Strategy.
8. That usage charges are set at 70p at all retained district council public conveniences facilities. Based on current usage levels this could reduce the cost of the service by a maximum of £62,425 per annum.	On-going Annual review of charges as part of budget setting. Any proposed changes will be included within the annual Fees and Charges schedule and presented for Cabinet approval in January 2026.



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9. That the Council uses signage at public convenience facilities to explain to users that public conveniences are not a statutory service and the usage charge does not cover the full cost to the Council of running the service.	Complete Signs are at each location.
10. That the Council continues to provide one disabled access unit at each retained site which can be accessed free of charge with a RADAR key (Royal Association for Disability and Rehabilitation).	Compliant All sites have a unit accessible with a RADAR key.
11. That the Council encourages key partners such as town and parish councils and local businesses to make their toilets available for public use and to register their toilets on popular public toilet apps.	Recommendation will not be pursued.