

SALISBURY CITY COUNCIL

Report

Subject: Market Toilets Working Group – Update and Recommendations
Committee: Full Council
Date: 15 September 2025
Author: Asa Thorpe, Chief Executive Officer

1. Report Summary:

- 1.1. This report presents the Terms of Reference for the Market Toilets Working Group.
- 1.2. The Terms of Reference outline the purpose, membership, principles, engagement strategy, timeline, and resource requirements for the Working Group.
- 1.3. According to Standing Orders, a working group can only be formed once terms of reference have been agreed at Full Council.

2. Background:

- 2.1. The Market Place public toilets are an amenity for residents and visitors. Concerns have been raised regarding cleanliness, accessibility, and maintenance.
- 2.2. A Working Group needs to be established to assess current conditions, gather feedback, and propose improvements.

3. Recommendation:

It is recommended that the Committee:

- 3.1. Approves that Market Toilets Working Group Terms of Reference.

4. Wards Affected: St Edmund and surrounding wards

5. Background papers: Market Toilets Working Group Terms of Reference

6. Implications:

- 6.1. **Financial:** Any changes to the status will need a full business case and to be approved by Full Council.
- 6.2. **Legal:** Compliance with accessibility legislation and public health standards.
- 6.3. **Personnel:** Staff time need to support working group and explore options.
- 6.4 **Environmental Impact:** Use of water-saving fixtures and eco-friendly materials where possible.
- 6.5 **Equalities Impact:** Improvements will enhance access for disabled users and families with young children.

Salisbury City Council

The Guildhall
The Market Place
Salisbury
Wilts
SP1 1JH



Contact: Andrew Hunt, Senior Corporate Officer

Direct Line: 01722 342860

Email: corporate@salisburycitycouncil.gov.uk

Website: www.salisburycitycouncil.gov.uk

Market Toilets Working Group

Date : 8 August 2025
Meeting held : The Guildhall
Commencing at : 11:00am

Present:

Cllrs: A Bayliss, P Beavan, J Bolwell, M Brown and C Corbin.

Officers: Asa Thorpe and Andrew Hunt.

Terms of Reference

Purpose:

The Working Group will operate on a cross-party basis to develop a shortlist of up to three potential solutions for the Market Toilets¹, identifying a preferred option to be presented to Full Council. Recommendations will be made in line with the agreed principles and supported by evidence gathered from key stakeholders.

Membership:

Liberal Democrats – 2 Councillors
Labour – 1 Councillor
Conservatives – 1 Councillor
Other – 1 Councillor

Each political group may nominate a primary and a secondary representative. There will

¹ The Community Toilet Scheme and Central Car Park toilets are outside the scope of this Working Group.

only be five voting members in attendance at any one time.

The Chair will be drawn from the membership of five.

Meetings may be held via Microsoft Teams, subject to the agreement of all members.

Principles:

The Working Group will ensure that any proposals:

1. Offer value for the taxpayer
2. Are in keeping with the surrounding aesthetics
3. Incorporate measures to design out crime
4. Provide accessibility, usability, and suitability for all
5. Consider opportunities for council storage
6. Use robust infrastructure and materials
7. Include clear and consistent communication to the public throughout the project

Timeline:

The aspiration is for the project in whatever form to be delivered by summer 2027.

Pathway to Engagement:

A combination of key stakeholders will be invited to attend meeting/s of the working group to offer their thoughts and expertise.

Key Stakeholders could include but not limited to:

- Wiltshire Council planning officers, including conservation
- Disability Interest Group Salisbury (DIGS)
- Salisbury Chamber of Commerce and businesses surrounding the Square
- Night Pastors
- Pub Watch
- A meeting set aside for the general public

Phased of the Project	
15 th September	Terms of reference for the working group agreed at Full Council (as per standing orders)
Fortnightly	Working group meetings, including calls for evidence from groups and individuals
10 th November	Report to Full Council setting out policy recommendation
November - January	Design Work
9 th March	Report to full Council setting out the full costed business case

Resources:

The work of the group will be supported by the Head of Environment as lead officer, and

colleagues from Corporate Services.

Please note that servicing fortnightly meetings and research in between sessions, as well as lining up speakers to attend the groups will be a significant increase in workload. This may need further resource to be able to support the work and maintain pace.

The Chief Executive will be kept abreast of the work of the group, but may not be in attendance.

Funding Mechanisms:

The Potential funding sources may include:

- Government funding
- External commercial sources
- Community Infrastructure Levy (CIL) funding
- Public Works Loan Board

The working group should consider whichever option it recommends, that there must be a clear route to funding.