

**Provision, use and maintenance of UDC provided public conveniences**

**Action Plan**

<b>Action</b>	<b>Detail</b>	<b>Responsibility</b>	<b>Due date</b>	<b>Completed</b>
1	Obtain budget and actual spend information	A Webb	1/11/07	✓
2	Obtain details of the cleaning contract	A Webb	1/12/07	✓
3	Meet with Saffron Walden Town Council	A Webb	11/10/07	✓
4	Meet with Felsted Parish Council	A Webb	7/11/07	✓
5	Meet with Thaxted Parish Council	TBC		
6	Meet with Dunmow Town Council	TBC		
7	Site visits	All		
8	Parish Consultation regarding non UDC toilet provision	Cllr Wattebot		
9	Consultation with special event providers			
10	Consultation with Access Group	A Webb	31/12/07	
11	Prepare draft report	A Webb	29/2/08	
12	Present final report	All	April 08	
13				
14				