

Minutes of the Meeting of the Facilities Committee, St Ives Town Council, held in the Committee Room, The Guildhall, St Ives on Thursday 6 October at 7.00pm

PRESENT

Chairman - Councillor T Andrewes

COUNCILLORS

Armstrong M  
Glanville R  
Nicholls C

Tulley R  
Williams T

OFFICERS

Town Clerk  
Facilities Manager  
Visit St Ives Information Centre Manager

APOLOGIES FOR ABSENCE – were received from Councillors C Chard, A Parsons, S Tanner, J Symons and L Taylor.

F.178 PUBLIC SPEAKING

None.

F.179 MINUTES

RESOLVED – that the Chairman signs as true and correct record the Minutes of the Facilities Committee meeting held on 8 September 2016.

F.180 CHAIRMAN'S ANNOUNCEMENTS

It was announced that agenda item 7 (1) would be considered as a confidential item later in the agenda due to the introduction of confidential information.

F.181 DECLARATION OF MEMBER/OFFICER INTERESTS

None.

F.182 EXCLUSION OF PRESS AND PUBLIC

RESOLVED – that in accordance with the Public Bodies (Admissions to Meeting) Act 1960 (as extended by s.100 of the Local Government Act 1972), the press and public be excluded from the meeting during the consideration of the following matters on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

F.183 PUBLIC CONVENIENCES REFURBISHMENT 2016/2017 – OPTIONS FOR SMEATONS GENTS AND DOVE STREET FACILITIES (Paragraph 3)

The Facilities Manager presented the report circulated prior to the meeting and stated that it sought Members' views on the feasibility study; a decision on whether to commission the

contractor in the role as set out at Appendix B; and to give authority to the Facilities Manager for expenditure of remaining refurbishment funds for previously identified works.

Discussions regarding the proposals for the two locations included the following:

**Dove Street**

- Concern that charging at Dove Street would decrease usage there, as local residents would choose to use alternative toilets
- Agreement that the time to introduce charging is immediately after a refurbishment
- Confirmation that the figures quoted should be reviewed for accuracy
- Reiteration that footfall counters would help to justify the expenditure on charging mechanisms, with an estimated 30% reduction in use after the introduction of charging
- A comment that it was irresponsible to spend rate payers' money on Dove Street, which does not justify the expense of refurbishment and running costs. Councillor Glanville requested that his comment on this be noted
- Discussed at previous meeting the agreement to invest in Dove Street, with a measure of its justification being the value of the service to people in the town
- Need to ensure that ventilation is improved when refurbishment works were carried out
- Suggested that the lean-to entrance to the Dove Street toilet should be removed.
- Dove Street gives option for introducing charging, whereas charging at Smeaton's Gents would be more problematic
- Although Dove Street was not suitable for a ramp access, ambient disabled provision could be included (such as hand rails)

**Smeaton's Pier Gents Toilets**

- Limitations on the space available for redesigning the use of the space
- Options and limitations for introducing charging.
- The proximity of Smeaton's Ladies to the Gents toilets meant charging at the latter would be discriminatory. Consideration might be given to using unspent funds to upgrade the Ladies and introduce charging in both locations..
- Concern expressed that once the specifications were finalised, the costs had potential to be significantly higher
- Charging at Smeaton's Gents would need to be by coin-operated lock on the main door

**Dove Street Refurbishment:**

**RESOLVED** – that the committee accept and approve the proposal as set out in the report, with an adjustment to reduce the number of cubicles to five and to reduce the Wallgate units to two. To include provision for ambulant disabled people if possible, to remove the lean-to part of the building if costs and design permit, and to introduce charging.

**Smeaton's Pier Gents Refurbishment:**

**RESOLVED** – that Plan A as set out in the report be accepted and approved, with an amendment to move the store into the top right hand corner as set out in the plan, and with a reduction to two Wallgate units. Provision to retain the option to introduce charging at this facility at a later date.

Councillor Glanville requested that his name be recorded as voting against each of the refurbishment decisions above.

Design and Project Management Contract

The report was discussed. Members, with regard to Financial Regulations, noted the professional nature of the works, the specific project management and CDM requirements, project management, legal responsibilities and liabilities, exposing the council to less risk and liability, and the need to be expedient in view of timescales.

**RESOLVED** – that the Facilities Manager be authorised to engage with Ward Williams Associates to utilise available funds to carry out the necessary works in Smeaton’s Gents and Dove Street toilets on the basis of the feasibility study received (in line with the schedule of fees set out at Appendix B to the report), and authorise him to utilise any remaining funds from the £45,000 budgeted for refurbishment works in this financial year.

Councillor Glanville requested that his name be recorded as voting against the resolution.

The third recommendation as set out in the report was deferred until the next meeting of this committee to enable further details to be worked up once the costs of the works set out above had been finalised.

F.184 **REVIEW OF PUBLIC CONVENIENCES SERVICE PROVISION TO YEAR END IN VIEW OF CONTRACT CLEANING COSTS AGAINST BUDGETED** (Paragraph 3)

Members considered the Facilities Manager’s report which set out the proposed costs of the cleaning contract for the remainder of the year and the potential overspend due to an increase in contract costs.

Points raised during discussion:

- Would be too detrimental to the town to close any more toilets
- To be clear in the accounts on the level of overspend
- The contractors had been approached to further review the costs and had confirmed that there could be no further reduction.

**RESOLVED** – that

- 1) The committee agree to adopt Option B as set out in the report; and
- 2) To recognise the overspend (in the region of £3,565) in the accounts, rather than vire from other cost centres.

F.185 **COMBINED WEBSITE AND JOINT MEMBERSHIP PROPOSALS, WORKING WITH ST IVES BID AND ST IVES TOURISM ASSOCIATION** (Paragraph 3)

Following on from the report on this subject to the previous meeting of the Facilities Committee, the Visit St Ives Information Centre Manager presented a draft agreement for consideration. The purpose of the agreement was to formalise the terms of the agreement between the three parties, in view of the contributions and commitments of each.

An update was provided, including clarification that the £20,000 element would be split 63 / 37

(town council / StITA), with £12,600 being the figure calculated as the annual revenue income foregone by the VIC in entering into this agreement. The campsite tariffs were also due to be further refined, with the Visit St Ives Manager to lead on this element.

Members noted the challenges in making the progress on the agreement over recent weeks and advised that the agreement as proposed was understood to be agreeable to all sides.

Exit arrangements in the agreement were discussed and it was noted that the main purpose of the combined website and the booking mechanism was to protect and enhance the local income element of the tourism and so to ensure that a 12 month notice period from either party would be an equitable term to include.

RESOLVED – that the draft agreement be approved in principle as the basis on which officer and the Committee Chairman may negotiate with St Ives BID and St Ives Tourism Association.

F.186 DATE OF NEXT MEETING

3<sup>rd</sup> November 2016

F.187 AGENDA ITEMS FOR NEXT MEETING

Budget recommendations 2017/2018  
Three Year Financial Plan  
Performance Indicators

Meeting closed: 8.31 pm

Chairman