

**Minutes of the Meeting of the Facilities Committee of St Ives Town Council  
held in the Town Hall on 26 July 2023**

**Present:**

Chairman: M King  
Councillors: M Mallol Wright, R Chapman, N Wells, J Tiddy

**In attendance:**

Town Mayor: P Pope  
Democratic Officer: A Childs  
Facilities Manager: T White

**HILL RISE ALLOTMENT ASSOCIATION (HRAA) PRESENTATION**

Kate Campbell and two fellow HRAA members presented to the committee regarding the use and maintenance of the two public toilets which were gifted to the allotment association by the Town Council.

In February 2023 the HRAA conducted a survey on this topic amongst its members; the association represents 65 percent of plotholders and 35 percent of plots do not have any representation other than the Town Council.

The speakers offered three potential solutions to the cleaning and maintenance of the on-site toilets:

- 1) Keep the toilets locked, and opened when an event is held; this seems a waste of the resource and not supportive of plotholders.
- 2) As it is a Town Council facility, the council would provide the cleaning for it through an existing cleaning contract. This would likely be costly but would allow the facilities to be opened daily. The association would assist with funding, and plot members would expect an increase in plot fees.
- 3) Set up a volunteer cleaning rota for 50 weeks of the year, including ten volunteers who would be responsible for five weeks of cleaning per person. The association would ask the Town Council to reduce their plot fees by fifty percent as compensation. The HRAA would be responsible for organising the rota system; both the Town Council and HRSS would lose income as a result but the toilets would be maintained.

The HRAA members also welcomed suggestions from the Facilities Committee.

They also discussed the locking system - the toilets need to be locked and are currently locked with a key, but they need to be able to be unlocked by various plotholders to allow use. One suggestion is a keypad with a code for access.

Another issue is accessibility to the toilets. As the plots are inclusive, it is necessary for people with mobility issues to be able to use the space. A ramp was suggested, as well as a handrail for the cubicles.

Cleaning products were also addressed; as the runoff of cleaning materials will go to a septic tank the HRAA wanted to know if there are limitations on what products can be used.

They suggested going to all plotholders for their feedback, to include the thirty five percent that are not members of the association.

The Chairman thanked the HRAA members for their presentation.

Chairman's  
Initials

**F27.00 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Smith (personal).

**F28.00 DECLARATIONS OF INTEREST**

None.

**F29.00 PUBLIC PARTICIPATION**

Mr Mathew Setchell, the Chair of the Flood Action Group, spoke regarding **Agenda Item F33.00**. He stated that in terms of water maintenance that Anglian Water would be happy to assist.

He also suggested that the toilet facilities at the Grounds Maintenance Depot could be made public on a pay-as-you-use scheme via card payments on the front of the facilities.

The Chairman thanked Mr Setchell for his comments.

**F30.00 MINUTES**

**RESOLVED:** that the Minutes of the Meeting held on 28 June 2023 be agreed as a correct record and signed by the Chairman.

**F31.00 ROLLING PROGRAMME**

Councillor R Chapman queried if there were any potential measures to prevent park equipment from being stolen from local parks. The Facilities Manager confirmed that these occurrences were very rare, and one instance related more to general "wear and tear" than to illegal activities.

**RESOLVED:** that the rolling programme be received and noted.

**F32.00 BUDGET**

Members were in receipt of the budget documents and no queries were raised.

**RESOLVED:** that the budget report be received and noted.

**F33.00 HILL RISE ALLOTMENTS**

The members discussed the options presented by the HRAA in the presentation, and agreed that the first and second options were not desirable. The facilities should be opened, which negated the first option. The second option, which suggested the cleaning of the facilities by the Town Council's existing cleaning contract, was agreed to be costly and hence not feasible solution.

The Town Mayor proposed that the third option be adopted, which suggested a volunteer cleaning rota system in exchange for a fifty percent reduction in plot fees to volunteers. This was seconded by Councillor J Tiddy; the vote was unanimous.

**RESOLVED:** that the verbal report and update be received and noted.

that the HRAA members be advised that the Facilities Committee recommend the adoption of the volunteer cleaning rota system for a cost of £240 per annum (in lost income to the Town Council).

The meeting concluded at 8:22 pm.

Chairman:

Dated: 23 August 2023

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