

## COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in the Library, Northwood House, Cowes on Thursday 6 October 2016 at 7pm.

**Present:** Councillor Jones (Town Mayor) (Chairman)  
Councillors Banks, Bartrum, Brown, Corby, Fuller, Hammond, Nicholson, Slade, Spalding & Wardrop.

**In attendance:** Debbie Faulkner, Town Clerk; PC Adam Dollery; 6 members of the public.

At the request of Kevin Newton, the presentation regarding 'The Bus Shelter IOW' charity has been rescheduled to take place at the Town Council meeting on 3 November 2016.

### **7345 APOLOGIES**

Apologies for absence were received from Councillors McNeill & Peacey-Wilcox.

### **7346 DECLARATIONS OF INTEREST**

Councillor Fuller declared a personal interest in Minute No 7355 as the Isle of Wight Council's Executive Member with responsibility for beaches.

Councillors Bartrum & Slade declared a non-pecuniary interest in Minute Nos 7351a & 7353 as Cowes Town Council's representatives on the Supporters of Cowes Library.

### **7347 REPORT FROM THE SAFER NEIGHBOURHOOD OFFICER**

The Safer Neighbourhood Officer, PC Adam Dollery, attended the meeting and presented a report which had been circulated to all Town Councillors. The crime statistics for the last 31 days up to 30 September 2016 showed 9 assaults; 1 burglary other than a dwelling; 5 criminal damage; 7 thefts; 6 thefts from a motor vehicle.

PC Dollery reported that Cowes has a new Inspector, Rob Abel and a new Sergeant, Ged Armitage. It was agreed that PC Dollery would invite them to attend a future Town Council meeting. The police will be moving into the Cowes Fire Station building once the renovations have been completed.

Councillors raised several issues with PC Dollery including problems with noise from residents of Moira House; parked vehicles, sometimes being driven, that have no MOT, tax or insurance; cycling through the High Street during the times of the pedestrianised zone and drug dealers and drug users openly conducting their business near to Lanesend School. PC Dollery would be happy to receive any photo or video evidence which can be used to investigate the concerns raised and he will report back any outcomes to the next Town Council meeting. Any further issues should be directed to the Town Clerk who will liaise with PC Dollery. Councillors thanked PC Dollery for attending the meeting.

### **7348 MINUTES RESOLVED**

**That the Minutes of the Meeting held on 1 September 2016 be taken as read, approved as a correct record and signed by the Chairman.**

### **7349 QUESTIONS FROM MEMBERS OF THE PUBLIC**

Two members of the public, who are taxi drivers, reported that during Cowes Week the taxi rank adjacent to M & S is withdrawn. They would like permission to place a notice board with taxi phone numbers on the wall of the Hurst's shop so that members of the public can call a taxi when the rank is withdrawn. It was agreed that the taxi drivers would write to the Town Clerk giving details of the problems they are experiencing and suggestions to resolve their problems.

Another member of the public thanked the Town Council for the quarterly newsletter and thanked all the Town Councillors who undertake their role on a voluntary basis. He also raised concerns about vehicles and cyclists using the High Street during the times of the pedestrianised zone. Councillors explained that Cowes Town Council have been trying for four and a half years to take control of the bollards in the High Street and increase the times of the pedestrianised zone. Cowes Town Council continue to work with the Isle of Wight Council and Island Roads on this matter.

### **7350 REPORTS FROM ISLE OF WIGHT COUNCILLORS**

Written reports had been received from Councillors Bertie, Fuller, Nicholson and Peacey-Wilcox and were circulated to all Town Councillors.

Councillor Peacey-Wilcox was not available for questions but no issues were raised. However, Councillors discussed the problems being experienced by motorists who are having difficulty reversing into spaces at Lynbottom.

Councillor Bertie was available for questions but none were raised. Town Councillors support Councillor Bertie's attempts to improve disabled parking and wheelchair accessibility in Cowes.

Councillor Fuller referred to the trip hazards being caused by gull proof sacks being blown on to pavements after they have been emptied; areas affected by this problem will be given black sacks as were used previously. Councillor Fuller explained that the waste operatives were still getting used to operating this new service.

Councillor Fuller is liaising with Gurnard Primary School and local residents in regard to the withdrawal of the school crossing patrol in Baring Road. To date he has not received any feedback from residents local to the school.

Councillor Fuller was asked whether he will be arranging another meeting with representatives of the Isle of Wight Council and Island Roads to move the issue of the High Street bollards forward. Councillor Fuller suggested that a request for another meeting should be made by the Town Clerk and copied to IWALC. Councillor Fuller attended a meeting regarding '20's Plenty' hosted by Newport Parish Council. Councillor Fuller agreed to circulate the briefing note from the meeting. It may be possible to make a proposal for appropriate roads in Cowes to be made 20mph speed limit zones.

Councillor Fuller is awaiting a response to a request for replacement kerbing in Ward Avenue.

Public convenience transfers are still being discussed and some minor amendments have been made to the 'Transfer of Title' documents.

Councillor Nicholson was available for questions but none were raised. Councillor Nicholson also presented Councillors with an article relating to World Mental Health Day on 10 October 2016. He proposed that this should be an agenda item for the Projects Committee and Councillors should let Councillor Nicholson have any comments on this subject.

#### **ACTION**

The Town Clerk to write to the Isle of Wight Council and Island Roads requesting a further meeting to discuss bollards in the High Street and the timings of pedestrianised zone. IWALC will be copied in to this request.

## 7351 REPORTS OF COMMITTEES AND MEETINGS

a) Supporters of Cowes Library

The Minutes of the Supporters of Cowes Library Meeting held on 5 September 2016 were received and noted.

b) Amey Community Waste Forum

The Notes of the Amey Community Waste Forum held on 6 September 2016 were received and noted. Councillor Bartrum confirmed that rubbish placed in black wheelie bins must be put into black bags first.

c) Northwood House Park Sub-Committee

The Minutes of the Northwood House Park Sub-Committee Meeting held on 6 September 2016 were received and noted. Councillors had also received a copy of the 'Park Plan'. Councillors agreed a diagrammatic plan may be more useful to clearly identify areas within the Park. Councillors agreed that Cowes Town Council should be more involved and have input into the Plan.

d) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee Meeting held on 12 September 2016 were received and noted.

e) Projects Committee

The Minutes of the Projects Committee Meeting held on 20 September 2016 were received and noted. It was:

**RESOLVED**

- 1. That Cowes Town Council order a defibrillator for Shepards Wharf in order to access British Heart Foundation funding, with Cowes Harbour Commission paying the additional £400.**
- 2. That Cowes Town Council instructs the grounds maintenance contractor for Northwood Recreation Ground to cut the hedge and grass at the top of Upper Moorgreen Road, once, at a cost of £200.**
- 3. That the residents at the top of Upper Moorgreen Road be provided with 10 bags (£1.30 each) at a cost of £13 to assist with the removal of future cuttings.**
- 4. That Cowes Town Council pays for the hire of a PA system for Remembrance Sunday up to a cost of £250.**
- 5. That Cowes Town Council, subject to the permission of NHCTCL, pay for the hire of a flagpole for Remembrance Sunday, which cost £244 last year, up to a cost of £250.**
- 6. That Cowes Town Council makes a donation of £100 to St Mary's Church for the production of the Remembrance Service programmes, as last year.**
- 7. That Cowes Town Council makes a £50 donation to the RBL Poppy Appeal for the Remembrance Sunday wreath, as last year.**
- 8. That Cowes Town Council makes a donation of £200 to the Cowes Combined Services and Social Club for refreshments after the Remembrance Sunday event, as last year.**

f) Cowes Harbour Advisory Committee

The Notes of the Cowes Harbour Advisory Committee Meeting held on 23 September 2016 were received and noted.

g) Cowes Week Trademark / Cowes Week Informal Meeting

The Notes of the Cowes Week Trademark / Cowes Week Informal Meeting held on 29 September 2016 were received and noted. At the meeting, in regard to the Cowes Week Trademark, Cowes Town Council reaffirmed the resolution made at Cowes Town Council's meeting on 12 January 2012 (Minutes No 6573 refers). The resolution being:

'That the Town Mayor replies to Cowes Week Ltd stating that the Town Council cannot support the term Cowes Week as being exclusive to Cowes Week Ltd.'

**7352 SOLITAIRE BOMPARD LE FIGARO**

Prior to Councillors discussing this item a member of the public addressed Councillors. He thanked Councillors for being able to share his views on the event and for being invited to attend the 'wash up' meeting on 4 October 2016. He questioned the benefit of the event for the residents of Cowes. Councillor McNeill, prior to this meeting, circulated an email giving details of the 'wash up' meeting and a report from OC Sports, the organisers of the event. Councillors discussed the event overall and the disappointing visitor numbers, of which the weather probably played some part in this. However things did not go entirely as planned and lessons had been learned for any future events.

**7353 COWES LIBRARY**

Councillor Slade presented Councillors with detailed statistics following a user survey of the Library for the period 18/7/16 – 20/8/16. Staff at the Library have complied with the Town Council's request to provide this detailed usage and Councillor Slade feels that they have done enough to enable Cowes Town Council to progress this matter and discuss further financial support for the Library for the next financial year. Staff at the Library would like to know Cowes Town Council's direction of thinking by Christmas so that they can review their future plans for the Library. A structural survey of the building had not yet been actioned by the Isle of Wight Council. It was agreed to discuss this matter further as an agenda item at the Finance, Acquisitions & Staffing Committee meeting on 11 October 2016.

**7354 COWES WEEK**

Councillor Wardrop presented a detailed report on the background to Cowes Week and the 2016 Cowes Week in its current format. Several points were raised in that The Parade is too expensive for local / Island businesses to take part; the fireworks this year were very short and attracted unruly behaviour in Cowes; Shepards Wharf nightclub also attracted unruly behaviour and it was felt that this area should be kept exclusively for sailing events. A meeting is being organised by Cowes Week Ltd with each of the shore side stakeholders to discuss the future format of Cowes Week.

Councillors discussed that there is currently no identified sponsor for Cowes Week 2017 and the contract for the Parade Village comes to an end after Cowes Week 2017. Councillors would like Cowes Town Council to have more involvement in the format of the Parade Village and need to actively engage with the Isle of Wight Council as they no longer have an events team to support Cowes Week.

ACTION

1. The Town Clerk will write to the Chief Executive of the Isle of Wight Council requesting a meeting to discuss the future of Cowes Week and the Parade Village; all four Isle of Wight Councillors will be copied in to the meeting request.
2. The Town Clerk will write to Cowes Harbour Commission to ask what they are considering doing in the future for Cowes Week at Shepards Wharf, following unruly behaviour associated with their nightclub.

3. The Town Clerk will write to Cowes Week Ltd to follow up the opportunity to meet and discuss the future format of Cowes Week.

**Standing Order 7.6 was suspended at 9.30pm to allow the meeting to continue.**

**7355 RAILINGS ON THE SEAFRONT**

Councillor Fuller presented a report regarding the cost of refurbishment of the railings along the seafront from Gurnard to Cowes. There are approximately 962 metres of railing involved of which 25% are in Gurnard and 75% are in Cowes. The approximate cost for all the works is around £60,000; a small contribution may be available from the Isle of Wight Council. It was agreed:

**ACTION**

The Town Clerk will add this matter to the agenda for the next meeting of the Finance, Acquisitions & Staffing Committee.

**7356 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF SEPTEMBER 2016**

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of September 2016. Cheque payments totalled £14,935.87; petty cash payments totalled £102.43. It was:

**RESOLVED**

**That the cheque payments for September of £14,935.87 and petty cash payments for September of £102.43 be received, noted and approved.**

**7357 CASUAL VACANCIES IN COWES WEST WARD**

There are currently two vacancies in Cowes West Ward following the resignation of (1) Mrs V. Cowan on 1 July 2016 and subsequent resignation of (2) Mr D. Doyle on 3 August 2016.

With regard to the first vacancy, ten local government electors for Cowes West Ward gave notice that they wish an election to be held to fill the vacancy. Nominations were due by 4pm on 2 September 2016; no nominations were received, therefore the election, scheduled for 29 September 2016, was cancelled. Nominations will be opening again on 13 October 2016 and closing on 21 October 2016. The official notice has not yet been received from the Elections Office at the Isle of Wight Council, but will be displayed as soon as it is received.

With regard to the second vacancy, the co-option process has started to fill the vacancy. Persons wishing to be considered for the vacancy were asked to apply by the deadline of 30 September 2016. Four applications for co-option have been received; interviews will be arranged in due course.

**7358 APPOINTMENT TO PROJECTS COMMITTEE**

Following the resignation of Councillor Wardrop from the Projects Committee nominations were sought to fill the vacancy. No nominations were received, therefore the vacancy remains unfilled.

**7359 THE TOWN CLERK'S CiLCA QUALIFICATION & ASSOCIATED INCREMENT IN PAY**

The Town Clerk informed Councillors that she passed her CiLCA qualification on 23 September 2016 and, as per her contract of employment, has gained one additional salary point.

- 7360 ASSISTANT TOWN CLERK'S MEMBERSHIP OF THE SOCIETY OF LOCAL COUNCIL CLERKS (SLCC)**  
Councillors were asked to consider the Assistant Town Clerk's membership of the SLCC at the current cost of £131.00 per annum. It was:  
**RESOLVED**  
**That Cowes Town Council will pay for the Assistant Town Clerk's membership of the SLCC at the cost of £131.00.**
- 7361 ASSISTANT TOWN CLERK'S REGISTRATION FOR THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CiLCA)**  
The Assistant Town Clerk, as part of her contract of employment, is required to undertake training for the purpose of achieving her CiLCA qualification. The cost of registration is £250.00. It was:  
**RESOLVED**  
**That Cowes Town Council will pay for the Assistant Town Clerk's registration fee for the CiLCA qualification in the sum of £250.00.**
- 7362 UPDATE FROM THE ENVIRONMENT OFFICER**  
The Town Clerk presented a spreadsheet outlining the activities undertaken by the Environment Officer in Cowes, to substantiate the financial contribution made by the Town Council for this service. Councillors found the information interesting and informative.
- 7363 MORNINGTON ROAD TOILET BLOCK**  
The Mornington Road toilet block, when under the control of the Isle of Wight Council, closed during the winter months i.e. October - March (except for the disabled toilet). The Town Council cleaning contractor, All Round Cleaners, has offered, as a goodwill gesture, to keep the toilet block open during the winter months, providing a free cleaning service and only charging for consumables. Councillors were very pleased to accept the proposal and thanked All Round Cleaners for their goodwill gesture. It was:  
**RESOLVED**  
**That Cowes Town Council approves the Mornington Road toilet block remaining open between October 2016 – March 2017 for the cost of consumables only.**
- Councillors Bartrum & Wardrop left the meeting at 9.40pm.
- 7364 POLICY ON DEBATE AND VOTING AT MEETINGS**  
A review of the Policy for Debate and Voting at Meetings was carried out which included a minor amendment. It was:  
**RESOLVED**  
**That the Policy on Debate and Voting at Meetings is amended and approved.**
- 7365 DIGNITY AT WORK – BULLYING AND HARASSMENT POLICY**  
A review of the Dignity at Work – Bullying and Harassment Policy was carried out and no amendments were required. It was:  
**RESOLVED**  
**That the Town Council approves the Dignity at Work – Bullying and Harassment Policy.**

**7366 CHILD, YOUNG PERSON AND VULNERABLE ADULT PROTECTION POLICY**

A review of the Child, Young Person and Vulnerable Adult Protection Policy was carried out and no amendments were required. It was:

**RESOLVED**

**That the Town Council approves the Child, Young Person and Vulnerable Adult Protection Policy.**

**7367 GRIEVANCE PROCEDURE FOR EMPLOYEES**

The Town Clerk presented Councillors with a draft Grievance Procedure for Employees. The document describes the procedure which aims to facilitate a speedy, fair and consistent solution to an individual employee's employment grievance. It was:

**RESOLVED**

**That Cowes Town Council adopts the Grievance Procedure for Employees.**

**7368 DISCIPLINARY PROCEDURE FOR EMPLOYEES**

The Town Clerk presented Councillors with a draft Disciplinary Procedure for employees. The procedure is designed to help and encourage all Town Council employees to achieve and maintain high standards of conduct whilst at work or representing the Town Council. The aim is to ensure consistent and fair treatment for all. It was:

**RESOLVED**

**That Cowes Town Council adopts the Disciplinary Procedure for Employees.**

**7369 ISLE OF WIGHT COUNCIL'S COUNCIL TAX REDUCTION SCHEME CONSULTATION**

Councillors discussed this consultation which relates to various options being considered by the Isle of Wight Council to reduce the cost of the Council Tax Reduction Scheme, thereby increasing the amount of Council Tax collected and benefitting the precepting authorities. The deadline for replies to the consultation is 10 November 2016. It was:

**RESOLVED**

**That Cowes Town Councillors can make individual responses to the consultation.**

**7370 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE**

Details of miscellaneous publications and correspondence were circulated to all Town Councillors.

**7371 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

No future agenda items were received.

The proceedings terminated at 9.45pm.

**CHAIRMAN**