



Minutes of the Meeting of the COWES TOWN COUNCIL held in St. Mary's Church Hall, Cowes on Thursday, 3<sup>rd</sup> October 2013 at 7.00 p.m.

Present: Councillor Banks (Town Mayor) (Chairman)  
Councillors Brown, Cowan, Ellis, Fuller, Hall, Hammond, McNeill, Nicholson,  
Peacey-Wilcox, Robinson, Walters and Wardrop.

#### **6808 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Corby, Jones and Matthews.

#### **6809 MINUTES**

##### **RESOLVED**

That the Minutes of the Meeting held on 5<sup>th</sup> September 2013 be taken as read, approved as a correct record and signed by the Chairman.

#### **6810 DECLARATIONS OF INTEREST**

There were no Declarations of Interest at this stage.

#### **6811 QUESTIONS FROM MEMBERS OF THE PUBLIC**

A member of the public referred to the planning application in respect of development on land at the rear of 86 Victoria Road; the application was due to be determined by the I.W. Council Planning Committee on 22<sup>nd</sup> October. He knew that the Town Council had objected to the application but questioned whether they would be represented at the Committee.

The Town Mayor stated that the Town Council had lodged an objection which would be taken into consideration by Planning Committee members prior to their decision; it was left to the Chairman of the Town Council's Planning Committee to decide whether or not there was additional merit in attending the I.W. Council Planning Committee to reinforce the Town Council's objection.

#### **6812 REPORTS FROM ISLE OF WIGHT COUNCILLORS**

##### **Cllr Fuller had submitted a written report referring to the following:**

- a). That he had had meetings with Highway Officers and the police regarding 'Safe Routes to Local Schools'. He had also received requests to restrict parking in Crossfield Avenue following Cowes Enterprise College moving to its new site; he had also raised this matter up with Highway Officers.
- b). That there was a consultation regarding Isle of Wight governance; the Framework for Change document would be used as the basis for developing the Council's Corporate Plan.
- c). That Governors at Cowes Enterprise College had appointed a new permanent principal.
- d). That the General Manager of Southern Vectis had attended a recent Economy & Environment Scrutiny Panel; he had reported that in the last 12 months there had been a 5% increase in passenger numbers and that through ticketing was now available across the network and beyond to the mainland and regional hospitals.
- e). That he had attended a seminar to assess proposals for Southern Water's imminent business plan.

f). That he had attended his first meeting as member of the Solent Forum. Among the items discussed were dredging in the Solent and the Cowes Breakwater Project.

g). Members of the Overview & Scrutiny Committee had been advised that in view of the difficult financial position it was essential for Councils to work across authority and alongside Town and Parish Councils. Over the next five years the I.W. Council would be expected to find £34m of 'savings'; they would undertake public engagement in developing budget saving options. It appeared that the Government would again incentivise, by financial reward, local authorities who freeze Council Tax so there would be a need to optimise funding opportunities from other sources (car parking, bereavement services, disposal of assets etc.).

h). That he had dealt with other miscellaneous incidents in the last month.

**Councillor Nicholson's written report referred to the following;**

a). That following the opening of Wight Building Materials and the implied centring of operations at St. Georges Down, the plans to site an asphalt plant in Cowes were fading.

b). That there had been concern over illegally parked cars in Place Side. Double yellow lines had appeared although residents claim not to have been consulted; the I.W. Council have stated that due process was followed.

c). That concerns regarding the security personnel for AAM Cowes Week Parade Village continue. Cowes Town Council have given support for fully licenced personnel; the I.W. Council assert that all security guards used were SIA registered but this assertion differs from the account of the event organiser and others.

d). That the elected I.W. Council was now starting to function well, working together for the greater good of the Island. Concerted efforts were being made across parties towards improving services, raising standards, cutting costs and increasing income for the Island.

e). That he had received a communication from a commuter who was being victimised for parking a vehicle in Thetis Road; it appeared that local residents were intimidating members of the public who attempted to park in the road. Councillor Nicholson stated that such intimidation could not be allowed to succeed; however, the only advice received from Highways and the police was that perhaps the commuter should seek alternative parking!!!!

Councillor Peacey-Wilcox had advised residents in Thetis Road about the requirements for a Residents Parking scheme.

Members discussed the problems regarding commuter parking and how parking had spread into side roads well away from the town centre; meanwhile, Northwood Park car park remained relatively empty.

**RESOLVED**

That the Town Mayor together with Councillor McNeill meet with members of the Northwood House Trust regarding the underutilisation of Park Road car park and any possible action that might be taken to encourage additional use by commuters.

**Councillor Peacey-Wilcox referred to the following:**

a). That she had been contacted about parking in Thetis Road by non-residents of the road.

b). That she had contacted Island Roads and the I.W. Council regarding the need to tidy an area at the Cowes end of the cycle track.

c). That there appears to be confusion surrounding the roles and responsibilities for various services following the commencement of the PFI contract; the I.W. Council were drafting a service schedule outlining responsibility for each service together with contact details.

d). That together with the police and local residents, she had attended a first meeting of Spectrum Housing Group.

e). That she had met with a representative from the Traffic Section regarding a variety of traffic concerns affecting Bellevue Road, Thetis Road, Pelham Road, Newport Road and the cycle track.

f). That it is disappointing that LAG meetings are to end.

**Councillor Bertie submitted a written report referring to the following:**

a). That the I.W. Council was running a consultation to consider changes to the governance arrangements for the Council; there were three options being considered on how the Council is run –

to retain the existing Cabinet system, a Committee system or a 'hybrid' system which is part Cabinet and part Committee.

b). That he had organised a residents meeting regarding the proposed development to the rear of 86 Victoria Road; many had objected to the proposals as had the Town Council. However, Planning Officers wished to approve a reduced scheme for 4 houses instead of 6 under delegated powers but he had requested that the application goes before the Planning Committee at their next meeting in October.

c). That the owner of the Sun Hill Chapel site had been served with a notice giving 21 days to address various issues.

d). That Island Roads were undertaking a full refreshment of up to 50% of all road markings over the next few months; he was awaiting a list of Cowes roads that would be affected.

e). That he was in regular contact with the CBA regarding the problems surrounding flags and banners in the High Street; they were meeting with Island Roads in an attempt to find a practical and cost effective way forward.

f). That he had questioned the effectiveness of CCTV in the High Street area; he would be visiting the CCTV control to discuss issues relating to Cowes. In the meantime, there were six mobile cameras that could be deployed around the Island to cover 'hot spot' areas.

g). That in respect of the Yachting Parade of Fame, he had been awaiting the outcome of the newly proposed Cowes Marketing Initiative. However, if nothing positive surfaced within the next month he would push the idea forward through a separate body as he considered it could be self funding and would be a great attraction to Cowes seafront.

h). That he was concerned by the speed of traffic in Victoria Road particularly when used by school children; he questioned whether the 20mph signage in Park Road should be extended to Victoria Road.

i). That the immediate residents to the bus stop outside 250 Park Road were suffering grief and anxiety with possible damage being caused to their drainage systems. He had held meetings with Island Roads and Southern Vectis and was now awaiting a report from Kevin Burton.

j). That he had raised the issue of car valeting on the public highway with I.W. Council officers; he was waiting for their response.

### **6813 REPORT FROM SAFER NEIGHBOURHOOD OFFICER**

There was no police presence at the meeting.

### **6814 MATTERS ARISING**

#### **a). Newsletter (Min. No. 6787c refers)**

Councillor Brown referred to difficulties surrounding the delivery of the Town Council September newsletter: the intention had been that the newsletters would be delivered to 5,500 Cowes households by the end of September but Island Printers had been let down by their delivery contractors.

Island Printers were prepared to undertake a reprint of the newsletter and engage Wight Leaflets for delivery; the cost would be £35 per thousand.

Councillor Nicholson recommended that the proposed four editions of the newsletter be referred to as Autumn, Winter, Spring and Summer editions.

#### **RESOLVED**

1). That the Town Council approves the engagement of Wight Leaflets for delivery of the newsletter at a cost of £35 per thousand; and

2). That all future copies of the Town Council newsletter be referred to as either Autumn, Winter, Spring or Summer editions.

#### **b). Public Meeting (Min. No. 6788 refers)**

The Town Mayor reported that arrangements were in hand to hold a Public Meeting at the Cowes Methodist Church, Birmingham Road on Thursday, 24<sup>th</sup> October commencing at 7p.m.

Captain McIntosh would report on the Outer Harbour Breakwater Project and Mark O'Sullivan on the Good Neighbour Scheme; the Safer Neighbourhood Team had yet to confirm their attendance. Members of the public would be encouraged to attend as this forum would provide an ideal opportunity for them to outline their concerns and offer direction to the Town Council. Light refreshments would be served free of charge prior to the meeting.

**c). Nunnery Steps (Min. No. 6729b refers)**

The Town Clerk referred members to a previous Town Council decision regarding the offer of Economic Improvement Funding to the Northwood House Trust for refurbishment works to Nunnery Steps; a letter had been received stating that the work had now been completed and copy invoices for the work had been enclosed.

The Town Clerk requested authority to claim the EIF grant from the I.W. Council for distribution to the Northwood House Trust.

**RESOLVED**

That the Town Clerk be authorised to claim the EIF grant of £6,312 from the I.W. Council in respect of works to the Nunnery Steps and once received, to distribute same to the Northwood House Trust.

**d). Sun Hill Congregational Church (Min. No. 6800 refers)**

The Town Mayor reported the ongoing problems and concerns regarding the untidy condition of the former Congregational Church site; the matter had been referred to the Conservation Officer, the Planning Officer and the Health & Safety Executive. The Conservation Officer had stated that the building did not appear to be dangerous and the site was secure from Union Road; he was restricted in any action he could take as the building was not listed. The Planning Officer had also visited the site; he had noted that the frontage was extremely untidy thus harming the appearance of the Conservation area. The I.W. Council could request the site be tidied by virtue of section 215 of the Planning Act. The owner had been requested to clear the front of the site within 21 days; failure to do so could lead to officers taking formal action under section 215 to remedy the situation.

Although not entirely clear when the 21 day notice period would elapse, the understanding was that the owner had been willing to comply and tidy the site.

**6815 REPORTS OF COMMITTEES AND MEETINGS**

**a). Cowes Marketing Initiative Partnership**

Minutes of a meeting of the Cowes Marketing Initiative Partnership held on 3<sup>rd</sup> September 2013 were received.

The Town Mayor also submitted a report 'Destination Cowes' a partnership marketing proposal. The initial idea was the formation of a specific mini Destination Management Organisation (DMO) for Cowes with the major funding partners a representative on the board; the Destination Cowes DMO would sit under the umbrella of the Island DMO. A 'ring fenced' fund would be set up within the Island DMO to enable the project to be managed and financed although this arrangement would need to be agreed following confirmation of support and investment from Cowes DMO stakeholder organisations. The stakeholder organisations that invest into the partnership project would form a new steering board that would have control and management of the partnership.

Initial objectives would need to be achievable, deliverable and measurable and could include:

- Within the first 12 months attract 'x' new events or championships to Cowes
- Increase the number of visiting cruise ships by 'x' each year
- Increase the footfall to Cowes High Street restaurants and bars by 'x' % each year
- Demonstrate an improvement in Cowes economic performance and customer satisfaction

The Cowes DMO should have its own delivery capability possibly employing an individual marketing professional or a marketing consultancy; the initial view was that an employee for 'Destination Cowes' would be more fully focussed on the cause.

In order that the project was both deliverable and sustainable, core funding would be essential; it was proposed that each organisation contribute £5k per annum. This would produce a minimum annual

core budget of £35k guaranteed for a minimum of two years. The initial Cowes stakeholders have been identified as:

- Cowes Harbour Commission
- Cowes Town Waterfront Trust/Cowes Yacht Haven
- Cowes Week Ltd and Cowes Yacht Clubs
- Cowes and East Cowes Business Associations
- Cowes and East Cowes Town Councils
- Red Funnel
- UKSA

Stakeholders were requested to consider the proposals and confirm their position by Friday, 1<sup>st</sup> November 2013.

Cowes and East Cowes Town Councils would jointly have to contribute a total of £5k; the view of East Cowes Town Council was not known at this stage.

Following general discussion it was accepted that the Town Council could not commit to the proposals by 1<sup>st</sup> November. It was however

**RESOLVED**

That the Town Council would continue dialogue with the Steering Group; they would seek a more detailed delivery plan and framework for delivery and further information regarding the budget and how it would be spent.

**b). Planning & Licensing Committee**

The Minutes of the Meeting of the Planning & Licensing Committee held on 9<sup>th</sup> September 2013 were received.

**c). Northwood Recreation Ground Committee**

The Minutes of the Meeting of the Northwood Recreation Ground Committee held on 9<sup>th</sup> September 2013 were received.

**a). Playbuilder Park.**

**RESOLVED**

That on receipt of acceptable estimates from the I.W. Council areas of the playpark requiring upgrading for Health & Safety be funded by the Town Council.

**b). MUGA**

**RESOLVED**

That the manufacturers of the MUGA be requested to repair or replace the broken basketball hoop.

**c). Toilets.**

**RESOLVED**

1). That a vandal proof toilet roll holder be manufactured by DMR Engineering at a cost of £135 plus VAT and fixing;

2). That the Town Council obtains alternative quotations for the cleaning and daily locking/unlocking of the Northwood Recreation Ground toilets.

**d) Additional seating.**

**RESOLVED**

1). That the Town Council agrees in principal to the installation of three additional benches along the perimeter of the car park in Northwood Recreation Ground; and

2). That subject to I.W. Council permission, the Town Council installs two backless metal benches between the two football pitches in Northwood Recreation Ground.

**d). Finance Committee**

The Minutes of a meeting of the Finance Committee held on 1<sup>st</sup> October 2013 were received.

**i). Remembrance Day Parade.**

**RESOLVED**

1). That a donation of £200 be awarded to the Cowes Branch of the Royal British Legion towards refreshments following the Remembrance Day Parade and Service; and

2). That the Town Council make a donation of £50 to the Royal British Legion Poppy Appeal in respect of a wreath to be laid by the Town Mayor at the Remembrance Service on 10<sup>th</sup> November. (Councillor Banks declared a personal interest in the request for a donation from the Royal British Legion on the grounds he was a Vice President of the Royal British Legion Band.)

**ii). Applications for grant.**

**a). Age Concern for Cowes Good Companions Scheme.**

To assist with the cost of transport for socially isolated and elderly Cowes residents to the local Good Companions Club.

**b). Association of Sail Training Organisations (ASTO).**

Funding towards prizes for youngsters taking part in this event.

**RESOLVED**

1). That a grant of £300 be made to Age Concern for the Cowes Good Companion Scheme;

2). That a grant of up to £300 be awarded towards ASTO prizes which should preferably be purchased in Cowes; and

3). That the balance in the budget of £6,800 be kept in reserve pending further applications which may be received.

(Councillors Banks and Peacey-Wilcox declared personal interests in the grant application from ASTO on the grounds that they had both been invited to functions during past ASTO events in their capacity as Town Mayor.)

(Councillor Fuller entered the meeting at 8.03pm)

**e). Supporters of Cowes Library Group**

The Minutes of a Meeting of the Supporters of Cowes Library Group held on 9<sup>th</sup> September 2013 were received.

**f). I.W. Association of Local Councils (IWALC)**

The Minutes of the Meeting of IWALC held on 19<sup>th</sup> September 2013 were received.

**g). Cowes Harbour Advisory Committee**

The Minutes of the Meeting of the Cowes Harbour Advisory Committee held on 13<sup>th</sup> September 2013 were received.

**6816 LENGTH OF MEETINGS**

Councillor Hammond submitted a paper concerning the length of some of the Town Council's meetings; in particular those in July and September due to the fact that no meeting is held in August. Her suggestion was that the Town Council have a meeting on the first and last Thursday in July followed by the first Thursday in September.

**RESOLVED**

That, when programming dates for future meetings, the Town Clerk schedules meetings for the first and last Thursday's of July; the full schedule to be presented to the Annual Meeting in May for approval.

**6817 NORTH MEDINA COMMUNITY DEVELOPMENT TRUST (NMCDT)**

Councillor Hammond referred to the establishment of the North Medina Community Development Trust (NMCDT) in 2003/04; they were set up as part of a community initiative to assist groups to seek grant funding in Cowes and East Cowes. A building in East Cowes with funding from the I.W. Economic Partnership and a £10k contribution from the Town Council was purchased by the NMCDT for them to operate from. The organisation achieved very little of tangible benefit for Cowes.

Councillor Hammond reported that the NMCDT building in East Cowes had now been sold and she maintained that the Town Council should be recompensed from that sale for their initial contribution. The Town Mayor reported that he had written to the Chairman of the NMCDT regarding the winding up process and seeking clarification surrounding the distribution of financial surpluses following

termination of the organisation. However, the Chairman had now left the Island and had referred the Town Council to the NMCDDT Finance Director; no response had yet been received from that source.

**RESOLVED**

That the Town Clerk seeks legal advice through IWALC regarding the Town Council's position in respect of the reimbursement of their £10k contribution to the NMCDDT.

**6818 APPOINTMENT TO COMMITTEES AND DEPUTY REPRESENTATIVES TO OUTSIDE BODIES**

**RESOLVED**

1). That Councillor Nicholson be appointed to serve on the Planning and Licensing Committee until the Annual Meeting in 2014; and

2). That Deputy representatives be appointed until the Annual Meeting in 2014 for the following Bodies:

|  |                       |
|--|-----------------------|
| Cowes Business Association                             | Councillor G.J. Banks |
| Cowes Harbour Commission Advisory Group                | Councillor M. McNeill |
| Good Neighbour Volunteer Group                         | Councillor W. Hall    |
| I.W. Association of Local Councils Executive Committee | Councillor W. Hall    |
| Shoreside Committee, Cowes Week Ltd.                   | Councillor S. Ellis   |

**6819 MATTERS SUBMITTED BY THE TOWN CLERK**

a). To consider whether or not the Town Council should respond to the I.W. Council consultation document considering changes to the governance arrangements for the Council.

b). To consider the purchase of promotional Town Council diaries.

c). \*Details of miscellaneous correspondence.

d). \*Details of accounts and petty cash payments for the period July to September 2013.

(\* Copies circulated to all members)

**RESOLVED**

1). That members respond individually regarding the consultation document considering governance arrangements for the I.W. Council;

2). That the Town Council does not purchase promotional diaries; and

3). That the following accounts and petty cash payments for the period July to September be noted and approved:

|                   |   |        |
|-------------------|---|--------|
| Drainmaster       | Watering charges for flower baskets         | 575.00 |
| R Williams        | Skatepark Cleaner (Min No 6630e)            | 250.00 |
| Biltmore Printers | Invitation cards for Town Mayors reception  | 70.60  |
| BT                | Telephone                                   | 34.11  |
| Top Mops          | Office cleaning (Min. No. 6733)             | 75.00  |
| DN Associates     | Office Rent (Min no 6397b)                  | 585.00 |
| Rainbow Paints    | Paint for skatepark ramps                   | 47.24  |
| Beacon Media      | Newsletter – July (Min No 6157e)            | 110.00 |
| WBS               | HDMI cable                                  | 7.99   |
| I.W. Council      | Annual rent for MUGA and audit fee Playpark | 170.00 |
| I.W. Council      | Admin charges for May elections             | 102.38 |
| R. Hendey         | Salary                                      | 903.20 |
| S Waters          | Salary                                      | 344.55 |
| HMRC              | Tax/NI                                      | 379.34 |
| BDO LLP           | Annual external audit charges               | 400.00 |
| Southern Electric | Northwood Rec., toilets                     | 13.03  |

|   |  |          |
|---|--|----------|
| Top Mops  | Cleaning – Northwood Rec. toilets (Min. No. 6729c) | 320.97   |
| R. Williams                                       | Skatepark Cleaner (Min No. 6630e)                  | 250.00   |
| WBS   | Copier paper                                       | 11.95    |
| BT  | Telephone  | 35.47    |
| JR Fencing  | Repairs to fencing, skatepark (Min. No. 6787e)     | 300.00   |
| Drainmaster                                       | Watering charges for flower baskets                | 563.00   |
| Changing Lanes                                    | Grant (Min. No. 6787d)                             | 1,000.00 |
| Friends of Northwood Cem.                         | “ “ “ “  | 350.00   |
| Victim Support                                    | “ “ “ “  | 150.00   |
| Shorelines  | Engraving ‘Cowes’ plaque – Rev. Emblin             | 25.32    |
| DN Associates                                     | Office rent (Min No 6397b)                         | 585.00   |
| Top Mops  | Office cleaning (Min. No. 6733)                    | 75.00    |
| Bay Tree Florist                                  | Bouquet for Rev. Emblin’s wife                     | 25.00    |
| R. Hendey   | Salary   | 912.33   |
| S. Waters   | Salary   | 348.08   |
| HMRC  | Tax/NI   | 383.91   |
| Beacon Media                                      | Newsletter - August (Min No 6157e)                 | 110.00   |
| Sign Industries                                   | Horizon plaque (Min. No. 6776b)                    | 1,775.00 |
| R. Williams                                       | Skatepark cleaner (Min. No. 6630e)                 | 250.00   |
| Top Mops  | Cleaning – Northwood Rec. toilets (Min. No. 6729c) | 320.97   |
| Randini   | Summer entertainment (Min. No. 6774)               | 375.00   |
| Beacon Media                                      | Newsletter – September (Min No 6157e)              | 110.00   |
| Drainmaster                                       | Watering charges for flower baskets                | 791.20   |
| Top Mops  | Office cleaning (Min. No. 6733)                    | 75.00    |
| Royal Mail  | Licence for freepost (Min. No. 6786b)              | 86.00    |
| DN Associates                                     | Office rent (Min no 6397b)                         | 585.00   |
| DARES   | Clear blocked toilet, Northwood Rec                | 75.00    |
| BT  | Telephone  | 34.29    |
| R. Hendey   | Salary   | 948.65   |
| S. Waters   | Salary   | 362.00   |
| HMRC  | NI & Tax   | 402.56   |
| SLCC  | Updates for Clerks Manual                          | 38.50    |
| CAODS   | Grant (Min. No. 6803e)                             | 500.00   |
| Cowes Medina B.C.                                 | “ “ “ “  | 400.00   |
| I.W. Music, Drama & Dance                         | “ “ “ “  | 100.00   |
| G.J. Banks  | Expenses for Mayor’s reception                     | 1,304.66 |
| <b>Petty Cash Payments July to September 2013</b> |  |          |
| Post Office                                       | Stamps   | 9.00     |
| Hursts  | Rawplugs   | 2.76     |
| B & Q   | Paint and brushes for skatepark                    | 41.73    |
| Post Office                                       | Stamps   | 18.88    |
| Royal Mail  | Excess postage charge                              | 2.18     |
| Post Office                                       | Stamps   | 4.80     |
| Royal Mail  | Excess postage charge                              | 1.50     |
| Post Office                                       | Stamps   | 26.40    |
| Post Office                                       | Stamps   | 13.20    |
| R. Hendey   | Travelling – April to June                         | 28.62    |
| R. Hendey   | Postage  | 8.70     |

**6820 ITEMS FOR FUTURE AGENDAS**

It was agreed that the following items be included on a future agenda:

a). Changes following the Localism Act (Councillor Hall).

(The proceedings terminated at 8.25pm)

**CHAIRMAN**