

COWES TOWN COUNCIL

Minutes of the Projects Committee held in the Town Council Office, Northwood House, Cowes on Tuesday 17 January 2017 at 6.15pm

Present: Councillors Nicholson (Chair), Banks, Bartrum, Brown, McNeill, Spalding (6.20pm) and Taylor

In attendance: Kate Gibbs (Assistant Town Clerk), Debbie Faulkner (Town Clerk), 3 members of the public

100. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Jones.

101. DECLARATIONS OF INTEREST

- a) No declarations of interest were received.
- b) A written request for dispensation was received, and granted, from Councillor Nicholson in respect of the Social History of Cowes Guided Walk. Minute No. 104b refers.

102. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 5 January 2017 were taken as read, approved as a correct record and signed by the Chairman.

103. UPDATE ON EXISTING PROJECTS

a) **The Cut**

The Assistant Town Clerk presented Martin Hayles' additional charges for revising the scheme. These comprised of the options to retain the existing pavers within the seating area, and for The Cut to be a pedestrian area only, along with associated discussions with Island Roads and the Isle of Wight Council on behalf of the Town Council for the additional sum of £1,050 plus VAT. Martin will prepare revised tender documents and re-tender for the project for the additional sum of £525 plus VAT. It was:

RECOMMENDED: That Cowes Town Council agrees to pay Martin Hayles' additional fees for the revised scheme at a total cost of £1,575 plus VAT.

b) **Defibrillators in the town**

Councillors had been circulated with a map of the town showing the locations of defibrillators available for community use. The Town Council had taken delivery of three defibrillators following a successful application to the British Heart Foundation. Councillors felt an information leaflet should be produced by the Town Council which could be distributed to members of the public via the Mayor's newsletter. The leaflet to include the statistics for using a defibrillator in an emergency situation, along with a map and list of the locations of the defibrillators in the town.

ACTIONS:

- 1) The Assistant Town Clerk obtains the statistics from the Ambulance Service and British Heart Foundation for using a defibrillator in an emergency situation.
- 2) The Assistant Town Clerk produces a one page information leaflet for members of the public to be distributed with the Mayor's newsletter.

- 3) The Assistant Town Clerk contacts the Ambulance Service for a list of defibrillators for community use available in Gurnard and East Cowes, for inclusion in the Town Council's leaflet.
 - 4) Councillor McNeill liaises with Cowes Yacht Haven, Shepards Wharf and the New Holmwood Hotel regarding delivery of the defibrillators, and clarifies their installation and ongoing maintenance arrangements.
- c) **High Street Pedestrianisation and Bollards**
- Discussions are ongoing between the Town Council and the Isle of Wight Council regarding the costs for changing the times of operation of the Traffic Regulation Order in the High Street.
- ACTIONS:
- 1) The Town Clerk will ask the Isle of Wight Council for a breakdown of the costs to the Town Council for changing the Traffic Regulation Order.
 - 2) Subject to 1) above, to invite Garry Stretch from the Isle of Wight Council to a future meeting of the Projects Committee if Councillors require further explanation of the breakdown of costs.
- d) **Festive Lighting**
- Councillors felt that the festive lighting had been very successful and had received numerous comments praising the lighting this year, which Councillors felt had been well spread out through the town centre. The Chairman thanked Councillor McNeill for his hard work in ensuring the lights were located to produce the best display. Councillors also wished to thank Cowes Business Association for their contribution. There being no further action, this item will be removed from the agenda.
- e) **Expanding the Outdoor Gym**
- Councillor Brown and the Assistant Town Clerk updated Councillors following discussions regarding the installation of an outdoor gym at Northwood Recreation Ground. A number of suitable items of equipment were suggested and current prices are awaited from suppliers. ACTION: The Assistant Town Clerk contacts Lee Matthews at the Isle of Wight Council regarding permission for the siting of an outdoor gym at Northwood Recreation Ground and to ascertain if grant funding is available for this project, possibly via Sports England.
- f) **Plaques in Francki Place**
- The replacement plaques have been delivered to the Town Council offices and will be installed following refurbishment of the backboards. Moss Hayman has provided a quotation to refurbish the backboards and fit the new plaques at a cost of £130. The Town Council are grateful to Island Roads who have agreed to relocate the Francki Place street sign to allow for one of the plaques to be resited to avoid it being hidden from view by tree foliage. It was:
- RECOMMENDED: That Cowes Town Council engages Moss Hayman to carry out the refurbishment of the two backboards and mount the new plaques in Francki Place for the sum of £130.**

- g) **Survey of empty flats above shops in the High Street**
Councillor Banks informed the Committee that the Mayor had carried out an informal inspection through the High Street and felt that there was not an abundance of empty flats. There being no further action, this item will be removed from the agenda.
- h) **Disability Assessment of the Town**
The Disability Assessment Audit is currently being undertaken in the Town, with the report due to be provided to the Town Council at the end of January. Councillor Bartrum had met with the auditors, along with two members of the public who are giving their assistance.
- i) **Road Crossing Patrol in Park Road**
The Chairman welcomed three representatives from Cowes Primary School and its governing body to the meeting. The representatives thanked the Town Council for providing funding for the road crossing patrol until August 2017. They advised Councillors of their efforts to look for a long term solution to the issue which had included discussions with Cowes Business Association and a traffic survey in Park Road. They are meeting with IW Councillor Paul Fuller the following day to discuss the option of installing a permanent crossing, but this can take several years to action. Councillors suggested the School contacts the Police Community Support Officer responsible for SpeedWatch for Cowes for her advice. The Chairman thanked them for their information/update.
- j) **WW1 War Memorial in the Rose Bed**
There had been no update on the transfer of the lease for the rose bed to the Northwood House Charitable Trust Company Limited. Councillors re-examined the original plans provided by Councillor Banks to create a WW1 memorial garden in the rose bed, consisting of pathways leading to a centrepiece and seating area. Councillors discussed options for the centrepiece which could be a WW1 shell or other memorabilia.
ACTION: Councillor Banks will look into identifying a suitable centrepiece.
- k) **Land between Trinity Church Lane and Castle Hill**
The triangular piece of land between Trinity Church Lane and Castle Hill is registered to Thornhill Flats, with the perimeter being maintained by Island Roads as part of the PFI contract. Councillor McNeill has been in contact with an owner of one of the flats to ascertain the flat owners' plans to improve the appearance of the land, however, there are no plans currently to improve the area.
ACTION: The Assistant Town Clerk will write to John Rowell Estate Management, who we believe are the management company for Thornhill flats, to ask if they will consider improving the triangular piece of land.
- l) **Review of traffic signage**
Councillor Banks advised that he was in the process of looking at traffic signage on a road by road basis throughout Cowes, via Google Earth.
- m) **Plaque on the crane**
The Assistant Town Clerk informed Councillors that refurbishment of the original plaque was not possible due to the plaque being of insufficient thickness to have the lettering refurbished. Councillors were provided with three quotations for a replacement plaque with black lettering, in Grade 316 satin stainless steel, to be the same size as the original,

but to include additional wording and the Town Council's logo to promote the Town Council's involvement in the replacement of the plaque. Councillors considered the three quotations and it was:

RECOMMENDED: That Cowes Town Council accepts Company 1's quotation to replace the crane plaque for the sum of £207.93 plus VAT.

104. NEW PROJECTS

a) **Local Tree Planting Programme**

Councillor Taylor outlined his report which had been circulated to Councillors prior to the meeting. Councillors discussed the tree planting plan for Northwood Park. Other areas for consideration are The Green on Crossfield Avenue and Moorgreen Reservoir.

ACTION: Councillor Taylor to lead on the Town Council's tree planting initiatives and bring a planting plan to a future meeting, to include a discussion with Isle of Wight Council officers about planting trees on Isle of Wight Council land.

b) **Social History of Cowes Guided Walk**

Councillor Nicholson tabled copies of the Guide and sought the views of Councillors to include the Town Council's logo on the cover of the Guide. Councillor McNeill suggested that Destination Cowes would be interested in providing assistance. The first guided walk will take place at 12 Noon on Saturday 11th February 2017 starting at the Kingston Arms. It was:

RECOMMENDED: That Cowes Town Council endorses the inclusion of the Town Council's logo on the Guide, at no cost to the Town Council.

c) **Westbury Estate Residents' Association**

Councillor Nicholson advised that residents of the Westbury Estate had raised a number of issues regarding incomplete works on the Estate. Councillors felt they needed more information as to whose responsibility the works were.

ACTION: The Assistant Town Clerk contacts the Isle of Wight Council regarding the road bond for the Westbury Estate, and to enquire why the roads remain unadopted.

Councillor McNeill left the meeting at 8.02pm.

105. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Northwood Recreation Ground**

The Assistant Town Clerk had undertaken a routine inspection and no major issues were raised. The MUGA surface has recently been pressure-washed by the Town Council's maintenance contractors. Island Roads will be replacing the inner receptacle for the litter bin by the MUGA. The litter bin by the car park is due to be replaced by the Isle of Wight Council. The two wooden support poles and one edging pole on the Playbuilder wooden swing, which were reported as starting to rot, have now been replaced. The disabled toilet door lock, which had been damaged/vandalised, has been replaced with a new lock.

b) **Street Furniture**

The circular benches in Francki Place have been repainted by the Isle of Wight Council. Councillor Brown has placed the Town Council's stickers on the replacement bin by the children's play area in Northwood Park.

c) **Information Boards**

Councillor Banks brought the poor condition of the support poles for the Information Board sited on The Parade to Councillors' attention. The Assistant Town Clerk has inspected all the Information Boards and found the one sited on The Parade to be the only one currently in need of attention.

ACTION: The Assistant Town Clerk to make enquiries to either repair or replace the support poles.

106. ITEMS FOR FUTURE AGENDAS

- a) Benzies Clock
- b) Town Maps

The proceedings terminated at 8.06pm.

CHAIRMAN