

COWES TOWN COUNCIL

Minutes of the Projects Committee held in the Town Council Office, Northwood House, Cowes on Tuesday 21 February 2017 at 6.15pm

Present: Councillors Nicholson (Chair), Banks, Brown, Jones, McNeill, Spalding (6.19pm) and Taylor

In attendance: Martin Hayles (Architect), Kate Gibbs (Assistant Town Clerk), Debbie Faulkner (Town Clerk), Councillor Wardrop (non-voting) (6.27pm)

107. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bartrum.

108. DECLARATIONS OF INTEREST

- a) No declarations of interest were received.
- b) A written request for dispensation was received from Councillor Banks and granted in respect of the Shelter. Minute No. 110b refers.

109. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 17 January 2017 were taken as read, approved as a correct record and signed by the Chairman.

110. UPDATE ON EXISTING PROJECTS

a) The Cut

Martin Hayles updated Councillors on his actions since the last meeting regarding the possibility of fully pedestrianising The Cut. Discussions with Island Roads had identified a number of restrictions which would need to be considered. Island Roads require fully graded access for lorries and the SSE to remain.

Councillors discussed alternatives to paving the area which would leave the current road structure intact and asked Martin to liaise with Island Roads to try and agree a solution that would be acceptable to all parties.

The Assistant Town Clerk sought clarification regarding the tactile paving shown on the proposed plan at the junction of The Cut and Cross Street, and whether this incorporated dropped kerbing. Martin confirmed this to be the case.

Action: Martin will set up a meeting on site with Island Roads, Councillor Nicholson and one other Councillor to discuss the options.

b) The Shelter

Construction of the Shelter to be sited on the eastern groyne on Egypt Esplanade is taking place off-site, with installation expected in the coming weeks. The contractor, G J Banks Ltd, raised a number of items for Councillors' consideration which have arisen during the construction process. An additional stainless steel leg is required to minimise spring mid-way along the central bottom beam. This has an additional cost of £164.10 plus VAT. The contractor is recommending the galvanised mild steel roof straps be upgraded to marine grade stainless steel due to the location of the Shelter. This has an additional cost of £436.80 plus VAT. The straps had been included in the original specification as it was understood the roof was to be fitted in four modular sections. Martin is of the opinion that

the roof will now be constructed in one piece, and then craned into place, which may remove the need for any roof straps.

The contractor has advised that the oak will shrink and expand for at least a year, and leach tannins, making it impractical to accept a lasting paint finish immediately following construction. Councillors were conscious of the need to comply with the planning permission and agreed that the Shelter should be left natural for two years before any paint finish is applied, thereby making a saving of £748.30 plus VAT.

The Town Council have asked Island Roads to remove the dedicated bench currently on site to allow the Shelter to be installed at a cost of £101.96 plus VAT. Enquiries have been made to identify contact details for the family in relation to the dedicated bench. Councillors agreed to advertise in the local press for the family to contact the Town Council, and have offered to place a dedication plaque on the Shelter with reference to it replacing the dedicated bench.

The Chairman thanked Martin for attending and for the advice provided.

Action: Martin will liaise with G J Banks Ltd regarding the roof and update the Town Council regarding the requirement for roof straps.

RECOMMENDED:

1. **That Cowes Town Council agrees to pay for the additional stainless steel leg at a cost of £164.10.**
2. **That, subject to the outcome of the action above, Cowes Town Council agrees to pay for marine grade stainless steel roof straps at an additional cost of £436.80 plus VAT.**
3. **That painting of the Shelter is deferred for two years to allow the oak to settle.**
4. **That the dedicated bench is removed by Island Roads at a cost of £101.96 plus VAT.**
5. **That Cowes Town Council places an advertisement in the local press to ask the family of the dedicated bench currently sited on the groyne to contact the Town Council.**
6. **That a plaque is installed on the Shelter which references that it replaces the dedicated bench previous sited on the groyne.**

Martin Hayles left the meeting at 7.52pm.

c) Defibrillators in the town

The three defibrillators and external cabinets provided through British Heart Foundation funding have been delivered to the New Holmwood Hotel, Cowes Yacht Haven and Shepards Wharf. Councillors felt the work undertaken by Councillor McNeill was very thorough. An updated map of the town showing the location of defibrillators for community use had been circulated and Councillors felt this showed the town had excellent coverage. Up to date information will be included on the Town Council's website.

Councillors wish to encourage neighbouring town and parishes to consider expanding their coverage of defibrillators in their local community.

Actions:

1. The Assistant Town Clerk will update the website with the location of defibrillators in the town.
2. Councillor McNeill will liaise with the Features Editor of the County Press regarding a future article on defibrillators for community use.

3. Councillor Jones will include an article in the next newsletter which will inform local residents of the location of their nearest defibrillator, and direct them to the Town Council's website for up to date information.
4. The Assistant Town Clerk will update the information leaflet with new units as they are made available.

d) **High Street Pedestrianisation and Bollards**

The Town Council has requested the Traffic Regulation Order in the High Street be changed to extend the times of operation (10am to Midnight – Midnight to 7am). Island Roads provided a breakdown of costs for Councillors' consideration.

Action: The Town Clerk requests a map detailing the locations of the signs, along with a photograph of the proposed sign.

RECOMMENDED: That Island Roads' costs to change the Traffic Regulation Order in the sum of £2,936.18 be agreed in principle, subject to Cowes Town Council's satisfaction regarding locations and signs being proposed.

e) **Northwood Recreation Ground survey results and expanding the Outdoor Gym**

Councillor Brown presented her report on the expansion of the outdoor gym. She had undertaken research to identify a range of equipment that would suit the needs of users with mixed abilities. Councillors asked Councillor Brown to continue to progress this item. Councillors discussed the survey results and raised a number of concerns regarding the state of repair of the existing dog bins at the Recreation Ground. Clarification of the bins' locations is required before Island Roads could be asked to undertake repairs. Councillors felt that more time is needed to fully consider the survey results.

Actions:

1. The Assistant Town Clerk will arrange a meeting on site with Lee Matthews from the IW Council, Councillor Brown and a Clerk to discuss the location and layout of the proposed equipment.
2. Once equipment and location has been agreed with the IW Council, to obtain 3 quotes for the supply and installation.
3. Councillor Brown will inspect the dog bins at the Recreation Ground and report back to the Committee.
4. Councillors to review the survey results.
5. The Assistant Town Clerk will arrange a separate meeting to discuss the survey results.

f) **Plaques in Francki Place**

Two replacement plaques have been purchased for Francki Place to commemorate the 75th anniversary of the defence of Cowes and East Cowes by the Polish destroyer, *ORP Błyskawica*. The existing plaque backing boards have been found to be unsuitable for refurbishment and new boards will be needed. Quotations have been sought for the cost of replacements. To avoid delaying the project, Councillors agreed to authorise the Mayor and Town Clerk to appoint a contractor to provide two back boards to hold the replacement plaques.

Action: Councillor Jones will obtain a further quotation for two backing boards.

RECOMMENDED: That the Mayor and Town Clerk be authorised to appoint a contractor to provide two replacement backing boards at a cost of up to £500.

- g) **Disability Assessment of the Town**
Councillors received and noted the survey. They felt it required a separate meeting to consider the content.
Action: The Assistant Town Clerk will arrange a separate meeting to discuss the survey.
- h) **Road Crossing Patrol in Park Road**
The Town Council has received a letter from the Headteacher of Cowes Primary School, requesting Councillors consider funding the road crossing patrol in Park Road for a further three years from September 2017, in addition to the request to the highway authority to consider the installation of a permanent crossing.
Action: The Assistant Town Clerk will write to the Headteacher of Cowes Primary School offering to match-fund the school on a year by year basis.
- i) **WW1 War Memorial in the Rose Bed**
Councillor Banks had prepared a report which had been circulated to Councillors prior to the meeting. Councillors thanked Councillor Banks for his very detailed report and supported his proposals. It was agreed to defer any decision until title ownership had been confirmed by the Isle of Wight Council and transferred to the Northwood House Charitable Trust Company Limited.
- j) **Land between Trinity Church Lane and Castle Hill**
The triangular piece of land at the junction of Trinity Church Lane and Castle Hill was identified as being in the ownership of Thornhill Flats. The Flats' estate management company, John Rowell, has advised the Town Council that henceforth this land will be included in the on-going maintenance schedule of the property.
Action: A letter from the Town Council be sent to John Rowell Estate Management thanking them for confirming the ongoing maintenance of the triangular piece of land.
- k) **Review of traffic signage**
Councillors Banks and Jones have undertaken a review of some of the roads in Cowes but have been forced to defer any further work due to inclement weather.
- l) **Plaque on the crane**
A replacement plaque for the crane has been ordered. It was
RECOMMENDED: That Peter Groves be asked to fit the new plaque.
- m) **Local Tree Planting Programme**
Councillor Taylor presented his report. A meeting is scheduled for Thursday 23 February to discuss planting trees on Isle of Wight Council-owned land with their Countryside, Parks and Open Spaces Manager. Councillors felt that Councillor Taylor had produced a good report, and await an update following Thursday's meeting.
- n) **Westbury Estate Residents' Association**
The Town Council had contacted the Isle of Wight Council to enquire about the unadopted status of the Westbury Estate following concerns from residents regarding the ongoing unfinished status of some areas. A response has been received which provides details of the parts of the estate in the ownership of Persimmon Homes and the Home and Communities Agency. Councillors felt that it was appropriate for the Isle of Wight Council

ward councillor to offer assistance in the setting up of a residents' association if residents requested it.

Action: The Town Council writes to the Isle of Wight Council, the Home and Communities Agency and Persimmon Homes expressing their concern that the roads remain unadopted and asking what they propose to do to bring the roads into good order and in what timescale.

111. NEW PROJECTS

a) **Town Maps**

Councillor McNeill advised that Destination Cowes are producing a town map and leaflet to promote Cowes. This item can be removed from future agendas.

b) **Benzie's Clock**

The Town Council have written to Benzie's to ask for an update on the repair of the clock. Action: Councillor McNeill will contact the owner and reaffirm the Town Council's offer to maintain the clock if it is gifted to the town.

112. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Following reports of the poor condition of the paint on the ten green metal benches along Princes Esplanade, the Assistant Town Clerk made enquiries regarding ownership with Island Roads. The benches are not included in the PFI contract and the enquiry has been passed to the Isle of Wight Council to ascertain ownership; to date no response has been received.

Councillor McNeill left the meeting at 8.04pm.

b) **Information Boards**

The two supporting columns for the Information Board sited on the Parade are showing signs of deterioration and three quotations for repairs have been obtained as follows: Contractor A – to repair the corroded section - £833.61 plus VAT; Contractor B – to supply new columns (excluding delivery and fitting) - £900 plus VAT; Contractor C – Option 1: to repair the corroded section - £520 plus VAT; Option 2: to replace the corroded section - £810 plus VAT. After discussing the options it was

RECOMMENDED: That Contractor C be appointed to replace the corroded section (Option 2) of the Information Board columns on the Parade for the sum of £810 plus VAT.

c) **Northwood Recreation Ground**

The window in the Ladies' toilet had been vandalised. Replacement glazing is due to be installed during the week commencing 20 February 2017.

The sign at the entrance to the Skatepark had come away from its fixings. The Town Council's maintenance contractor has offered to reattach the sign.

113. ITEMS FOR FUTURE AGENDAS

a) Toilet refurbishment/upgrading

b) Lanesend Primary School – Councillor Taylor

The proceedings terminated at 8.16pm.

CHAIRMAN