

## COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 16 April 2019 at 6.15pm

**Present:** Councillors Taylor (Chair), Adams, Brown, Fuller (6.18pm), Nicholson (6.16pm), Peacey-Wilcox and Reynolds

**In attendance:** Martin Hayles (Architect for The Cut project); Kate Gibbs (Assistant Town Clerk)

### 256. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bustin.

### 257. DECLARATIONS OF INTEREST

- a) No declarations of interests were received.
- b) No written requests for dispensation were received.

### 258. MINUTES OF THE PREVIOUS MEETING

The Minutes of the Projects Committee meeting held on 12 March 2019 be taken as read, approved as a correct record and signed by the Chairman.

### 259. UPDATE ON EXISTING PROJECTS

#### a) **The Cut - Enhancements**

Martin Hayles has been liaising with Island Roads who have requested that the loading bay on the approved plans is increased by 1 metre in length and by 0.5 metres in width to accommodate larger lorries in the loading bay and to assist them in reversing safely from the loading bay. Island Roads are of the opinion that this will be an improvement to the original planned works. Martin is in the process of obtaining planning permission for the scheme and has been granted an extension by the IW Council's Planning Department to enable him to amend the drawings and resubmit them, but he needs to be instructed as soon as possible for him to complete the drawings before the agreed extension period ends. Martin requested that he be given approval to amend the plans as requested by Island Roads. All Councillors present at the Projects Committee meeting approved the recommended amendment but agreed that approval for the amendment is required from the majority of Town Councillors before Martin can be advised of the Town Council's agreement and instructed to amend the plans.

It was

**RECOMMENDED That Cowes Town Council agrees to the request from Island Roads to extend the length of the loading bay on the plans by 1 metre in length and by 0.5 metres in width.**

**ACTION:** The Assistant Town Clerk will seek written email authorisation from Town Councillors to the amendment as detailed above and instruct Martin Hayles to amend the plans as requested.

Martin Hayles left the meeting at 6.30pm.

#### **The Cut - Mural**

Councillors considered the third draft of the new mural design and were in agreement to the design. There will be costs for the paint and related equipment, estimated at £500. The Assistant Town Clerk will attempt to obtain discounted/redundant paint and explore other

avenues of support for the project to minimise the cost to the Town Council. Support was given to the new mural, once complete, being coated with anti-graffiti paint. It was

**RECOMMENDED**

1. **That Cowes Town Council approves the design of the new mural.**
2. **That Cowes Town Council approves the cost of up to £500 for paint and related materials for the mural, with the cost to be met from the 'New Projects' budget heading.**

ACTIONS:

1. The Assistant Town Clerk will attempt to obtain discounted/redundant paint and explore other avenues of support for the project.
2. The Assistant Town Clerk will obtain a quotation for the application of anti-graffiti paint to the new mural.

b) **Tree Planting and appreciation**

One of the trees planted by the Town Council in 2017/18 at Northwood Recreation Ground has died and will be removed by Councillors Taylor and Reynolds. The tree, a Western Red Cedar, is located next to the cycle path. The Isle of Wight Council have been informed that the dead tree will be removed. Councillor Taylor was disappointed at the length of time that the replacement drinking tap is taking to be installed at the Recreation Ground, which makes watering the new trees difficult. It was suggested that a water bowser could be purchased to assist. It was agreed

ACTIONS:

1. Councillors Taylor and Reynolds will remove the dead tree at Northwood Recreation Ground.
2. Councillor Taylor will purchase a water bowser.

c) **Activities to promote Cowes Town Council**

A promotional stand has been reserved at The Big Lunch on 2 June 2019 for the Town Council. Volunteers will be required to man the stand during the event. It was agreed

ACTION: The Assistant Town Clerk will request the support of Town Councillors on the promotional stand.

d) **Cowes as a pesticide free town**

The Assistant Town Clerk contacted the Isle of Wight Council to seek their agreement to a Glyphosate-free product being trialled for a six month period by Cowes Town Council on an agreed area of Northwood Recreation Ground. Councillors considered that the trial could be undertaken on the Skate Park and MUGA as the Town Council is responsible for the maintenance of these areas. Approval will be sought from the Isle of Wight Council prior to the trial commencing. It was agreed

ACTIONS:

1. The Assistant Town Clerk will contact the Isle of Wight Council to seek their agreement to the trial of a Glyphosate-free product on the weeds around the Skate Park and MUGA areas.
2. Subject to the agreement of the above, the Assistant Town Clerk will notify its litter picking contractor of the trial.

e) **Mornington Woods Management Plan / Mornington Road Car Park**

A meeting with Isle of Wight Council officers and representatives from Mornington Wood Volunteer Group was held on 18 March 2019 to progress the Management Plan and the use of Mornington Road car park. Councillors were satisfied that the Management Plan was now agreed by all parties and could be removed from future agendas. It was noted that the Zig

Zag steps were closed off longer than anticipated while works were undertaken to remove part of a tree that had fallen onto a lamppost. It was agreed

ACTION: The Assistant Town Clerk will remove the Mornington Woods Management Plan element from this agenda item.

f) **Updating the Town Maps**

Potting Shed Cartoons have accepted the commission to design a new town map. A draft design will be presented to a future meeting of the Projects Committee for Councillors' comments/approval. Councillors considered a recommendation from the Visitor Cowes Working Group meeting on 9 April 2019 to purchase two additional polypropylene town maps for the two double-sided display cases, at an additional cost of £15 + VAT each. It was **RECOMMENDED That Cowes Town Council approves the cost of £30 plus VAT for the purchase of two additional polypropylene town maps for the two double-sided display cases, with the cost to be met from the 'New Projects' budget heading.**

g) **High Street Bollards and Cycling**

Councillors Peacey-Wilcox, Taylor and Brown, supported by the Police, as members of SpeedWatch, carried out two sessions to distribute the flyers giving details of the prohibition of driving order, on Saturday 30 March and Friday 5 April at the junction of Shooters Hill / Birmingham Road and the junction of the High Street / Carvel Lane (by Hursts). A5 flyers were handed out to members of the public and a poster is on display in the Town Council's noticeboard. A4 flyers will be distributed to local shops to provide details of the prohibition order. Holding any further sessions will be discussed with the Police. Councillors suggested a press release is issued to promote the actions of the Police and Councillors. It was agreed

ACTIONS:

1. The Assistant Town Clerk will raise the organising of future SpeedWatch sessions with the Police.
2. The Assistant Town Clerk will liaise with Councillors Fuller and Peacey-Wilcox to compile a press release.

Councillor Adams left the meeting at 7pm.

h) **Recreational Pathway and Community Orchard at Northwood Recreation Ground**

A meeting will be held shortly with Isle of Wight Council officers, People Powered Community Interest Company (CIC) and Councillors Fuller, Nicholson and Taylor to discuss the proposal for a recreational path and community orchard at Northwood Recreation Ground. People Powered CIC have asked the Town Council for £600 towards the writing of their bid for funding for the recreational path. The Town Council previously set aside the sum of £750 "to cover the costs of engaging specialist help and for other associated costs in organising a series of 'Planning for Real' consultation events regarding a Recreational Pathway and Northwood Recreation Ground more generally" – Minute 6144.d. of the Town Council meeting on 7 January 2009 refers. It was

**RECOMMENDED That the Finance, Acquisitions and Staffing Committee considers funding the cost of £600 for People Powered CIC to write a bid for funding for the recreational path, with the cost to be met from the money set aside for 'Consultation Events – Recreational Pathway' Minute No. 6144.d. refers.**

i) **Community Emergency Plan**

Councillor Peacey-Wilcox has contacted Northwood Cemetery to ask their permission to be used as a community space in the event of an emergency. This item will be further discussed at the next meeting.

**260. MAINTENANCE ISSUES WITH EXISTING PROJECTS**

a) **Street Furniture**

The Assistant Town Clerk has undertaken a condition survey of the Town Council's assets which has identified that some assets require decorating. Three quotations were considered for the decoration of the Cowes Town Council sign and Noticeboard at Carvel Lane, 7 Cowes Town Council finger posts and 48 arms and 6 town map display units. Councillors noted that there is insufficient money in the 'Street Furniture Maintenance' budget heading, however, felt that the assets would benefit from early redecoration which will be completed before the summer season. Consideration could be given to meeting the budget shortfall from the 'Discretionary Services Contingency' budget heading. It was

**RECOMMENDED That the Finance, Acquisitions and Staffing Committee considers the cost of £4,640 for Contractor B to decorate the Council's assets as identified in the schedule, with £3,085 to be met from the 'Street Furniture Maintenance' budget heading and the shortfall of £1,555 to be met from the 'Discretionary Services Contingency' budget heading.**

b) **Northwood Recreation Ground**

Inspections were carried out by the Assistant Town Clerk at Northwood Recreation Ground on 3 April 2019. The repair to the MUGA fencing has not yet been undertaken. The repair to remove a rusty part of one of the skate ramps has been completed. The skate ramp surfaces are in need of a repaint as the anti-slip painted surface is worn. This is usually done before the summer holidays but the summer temperature makes the application of the paint more difficult. Painting the ramps earlier in cooler temperatures will assist with the application of the paint. Councillor Taylor carried out an inspection of the Outdoor Gym equipment and lubricated part of the Cross Country Trainer. One of the dog bins has a missing lid. Island Roads have been asked to repair or replace the bin. It was agreed

**ACTIONS:**

1. The Chairman of the Projects Committee will authorise the purchase of anti-slip paint for the skate park ramps, in accordance with Financial Regulation 10.2.
2. The Assistant Town Clerk will arrange for the Skate Park ramps to be repainted.

**261. ITEMS FOR INCLUSION ON FUTURE AGENDAS**

- No items were raised for inclusion on future agendas.

The proceedings terminated at 7.25pm.

**CHAIRMAN**