

COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in the Library, Northwood House, Cowes on Thursday 17 December 2015 at 7pm.

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

7182 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Peacey-Wilcox, Robinson & Wardrop.

7183 CO-OPTED MEMBER FOR COWES NORTH WARD

Councillor Jones welcomed Councillor Vanessa Slade who has been co-opted to Cowes Town Council, North Ward, following an interview on 12 November 2015.

7184 DECLARATIONS OF INTEREST

a) Councillor Fuller stated that he will withdraw for the agenda item relating to the draft budget, as an Executive Member of the Isle of Wight Council. Councillor McNeill declared a non-pecuniary interest in Minute No 7190c22 as he is Chairman of Destination Cowes. Councillors Ellis & Hammond declared a non-pecuniary interest in Minute No 7190c2a as members of Cowes Carnival Committee. Councillor Banks declared a non-pecuniary interest in Minute No 7190c2 as a sponsor of Cowes Carnival.

b) Written requests for dispensation were received and granted from Councillors Banks, Bartrum, Brown, Corby, Ellis, Hammond, Jones, McNeill & Slade in respect of the agenda item relating to the draft budget and precept setting. Min No 7190c22 refers.

7185 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER

A report had been received from the Cowes Neighbourhood Police team and was subsequently circulated to all Town Councillors. It was noted that to access up to date crime information you can log on to Hampshire Alert on www.hampshirealert.co.uk.

7186 MINUTES RESOLVED

That the Minutes of the Town Council Meeting held on 5 November 2015, be taken as read, approved as a correct record and signed by the Chairman.

7187 QUESTIONS FROM MEMBERS OF THE PUBLIC

There were four members of the public present, no questions were raised. One member of the public commented that he welcomed the Gateway Cowes initiative and he congratulated the Town Council on the wonderful lights in the High Street, he has received many favourable comments. The member of the public also presented the Town Council with a cheque for £250 on behalf of a Cowes resident who wanted to make a donation towards the festive lights in Cowes High Street. The resident said that it was the best thing that had happened to Cowes for many years. The Town Council received the cheque; the Town Mayor will write to the donor expressing Cowes Town Council's grateful thanks.

7188 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports had been received from Councillors Fuller, Nicholson & Peacey-Wilcox and were subsequently circulated to all Town Councillors. At the time of the meeting a report had not been received from Councillor Bertie. Councillor Fuller advised that a traffic regulation order is being considered in Baring Road due to a number of accidents around the area of Gurnard Primary School; he is waiting to hear when this will be issued. Councillor Fuller acknowledged that in regard to the Post Office that thanks should be recorded to the Cowes Town Waterfront Trust who have allowed the Post Office to be sited on the Yacht Haven. Councillor Nicholson, in addition to his report, added that Age UK have a mental health peer support group and this is a channel to report any concerns regarding the welfare of a person. Councillor Nicholson, via Councillor Bartrum, has also received details of a group called Share Care UK, Councillor Bartrum agreed to send these details to all Town Councillors. Councillor Peacey-Wilcox was unavailable for questions but would respond to any queries by email, if necessary. It was noted that in the section relating to the Panto Season, the web site address for Trinity Theatre should read: www.caods.org.uk. Councillors also discussed the traffic lights at the Birmingham Road / Mill Hill Road junction. Councillors felt that these lights were in the wrong place by being much too close to the junction and are rarely used due to safety concerns of crossing there.

RESOLVED

That Cowes Town Council write to Island Roads to enquire whether the lights at the junction of Birmingham Road and Mill Hill Road are legally placed.

7189 MATTERS ARISING FROM THE PREVIOUS MINUTES

- a) Social Media Working Party (Min No 7178 refers).
The Town Clerk reported that the first meeting of the Social Media Working Party will take place on Tuesday 26 January 2016 at 6.15pm. The working party includes Councillors Bartrum, Corby, Hammond & Spalding and the Town Clerk & Assistant Town Clerk.
- b) There were no other matters arising from the last minutes.

7190 REPORTS OF COMMITTEES AND MEETINGS

- a) Planning & Licensing Committee
The minutes of the Planning & Licensing Committee meetings held on 5 November 2015 & 24 November 2015 were received and noted.
- b) Meeting with IW Council Re: Cowes Library
The notes of the meeting with the IW Council held on 10 November 2015, regarding Cowes Library, were received and noted.
- c) Finance, Acquisitions & Staffing Committee
The minutes of the Finance, Acquisitions & Staffing Committee meetings held on 10 November 2015 & 10 December 2015 were received and noted. Councillor Fuller left the meeting when the following items were discussed: Cleaning contract for the public toilets in Cowes, IW Council Planning Enforcement Officer and Budget 2016/2017. It was:

RESOLVED

1. That £21,000 is transferred from the 'Discretionary Services' budget heading to the budget heading 'Civic – Christmas Trees and Festive Lights' to fund the supply and installation of festive lights in Cowes High Street.
2. That grants be made to the following organisations in accordance with the amounts shown:
 - a) Cowes Carnival £3,000

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| b) Isle of Wight Music, Dance & Drama Festival | £100 |
| c) Lanesend Primary School | £1,000 |
| d) Moorgreen Road Allotment Society | £1,479.85 |
3. That the Town Clerk writes to Cowes Amateur Operatic & Dramatic Society to inform the organisation that their application has been re-considered and remains on hold. Cowes Town Council propose to undertake a project to look at the wider issue in Cowes as having established where defibrillators are located in the Town, poses the question when are the defibrillator holders premises open to the public and can the public access the defibrillators. Once this information has been obtained Cowes Town Council will produce an information leaflet to inform residents and visitors of these details. This will form an agenda item for the next meeting of the Projects Committee.
 4. That the balance in the budget of £970.15 be kept in reserve pending further applications which may be received.
 5. That 3 year grants are not made to Cowes Carnival, Cowes Fireworks Committee and the Isle of Wight Literary Festival (for the staging of the festival).
 6. That the Finance, Acquisitions & Staffing Committee review the process / procedure for the provision of 3 year event support funding.
 7. That a 3 year grant is not awarded to the Isle of Wight Literary Festival Youth Zone as this is a relatively new addition to the Festival and feedback and a summary of what has been achieved needs to be considered annually.
 8. That the Isle of Wight Literary Festival Youth Zone is awarded an amount of £5,000 for the 2016 Festival.
 9. That Cowes Town Council allocates a further £500 for the planting of bedding plants at Princes Green and for the maintenance of the flower beds throughout the winter season.
 10. That Cowes Town Council enter into a grounds maintenance contract for 2016 / 2017, with Contractor 1, being the IW Council contractor, for the following areas: Moorgreen Reservoir, Mornington Green, Park Road Recreation Ground, Arctic Park & St Mary's Park, Princes Green (winter bedding only) & Park Road Rose Bed for the sum of £11,110 plus the rate of inflation in January 2016.
 11. That Cowes Town Council enter into a grounds maintenance contract for 2016 / 2017 with Contractor 4, being Andy Butler Sports Ground Specialist, for Northwood Park for the sum of £9,810.
 12. That Cowes Town Council pays for the running costs only for the public toilets in Cowes and does not pay business rates or maintenance costs.
 13. That Cowes Town Council considers taking over full management of the toilets during the following 12 month period.
 14. That Cowes Town Council supports the running costs of Cowes Library (excluding business rates) from 1 April 2016.
 15. That a group of Cowes Town Councillors work with the library staff, volunteers and museum staff to ascertain usage, to consider the size and location of the building and to understand the value the Library brings to Cowes. The group will comprise of Councillors Bartrum, Jones & Slade.
 16. That Cowes Town Council contributes towards the cost of an IW Council Planning Enforcement Officer for 2016 / 2017 in the sum of £3010 on the proviso that all Town & Parish Councils contribute to the scheme.
 17. That a grant be made to the following organisation in accordance with the amount shown:

a) 2 nd Cowes (St Mary's) Sea Scouts	£4481.00
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18. That £5,000 is transferred from the 'Discretionary Services' budget heading to the 'Grants and Special Events' budget heading.
19. That the balance of £1489.15 be kept in reserve pending further applications which may be received.
20. That the recommendations of the payment review of 3 year grant applications are not considered at this meeting.
21. That the recommendation of the supplementary application for 3 year grant funding from Cowes Fireworks Committee is not considered at this meeting.
22. That the draft Budget v4 for 2016/2017 is accepted and approved and the precept (including grant) for 2016/2017 is £238,010.

d) Projects Committee

The minutes of the Projects Committee meeting held on 17 November 2015 were received and noted. It was:

RESOLVED

1. That as Section 1 of the contract for The Cut is now complete, permissions from the Isle of Wight Council, Island Roads and planning permission are sought.
2. That Seatech are not engaged to try to move the crane, outside of the Harbour Office, back over the land.
3. That Cowes Town Council will not to proceed with the project to infill the skate park ramps.
4. That Good Directions supply two new battery operated mechanisms and two new sets of clock hands for the Town Clock and carry out the installation at a total cost of £1021.00 plus VAT.
5. That further consideration is given to drainage works at the War Memorial, Northwood Park, via the Projects Committee.
6. That a new sign is purchased for the skate park advising of the availability of defibrillators at the IW Community Club.
7. That the plasterboard covering the RSJ in the disabled toilet at Northwood Recreation Ground is removed and the RSJ painted white.
8. That the contractor who is employed to clean and litter pick the Town Council facilities at Northwood Recreation Ground is given authority to carry out any emergency repairs to the facilities, immediately, to the value of £200.00 without reference to the office.

e) Gateway Cowes

The minutes of the Gateway Cowes meeting held on 26 November 2015 were received and noted.

Councillor Hammond left the meeting at 8.45pm.

f) IW Council Devolution of Services Meetings

The notes of the meetings with the IW Council held on 3 November 2015 & 7 December 2015, regarding devolution of services, were received and noted.

g) Community Waste Forum

The report of the Community Waste Forum meeting held on 1 December 2015 were received and noted.

7191 PUBLIC UTILITIES AND THEIR WORKS ON THE HIGHWAYS (MIN NO 7174 REFERS)

It was agreed at the Town Council meeting in November 2015 to hold a formal debate on the issue of public utilities and their works on the highways. Councillor Nicholson explained that Island Roads 'road renewal programme' has caused significant disruption and inconvenience to residents and the work undertaken has then been spoilt by utility companies digging the road up and making poor repairs. It is accepted that utilities have to undertake emergency works and this is happening throughout the Island. It was:

RESOLVED

- 1. That when Councillors are aware of any transgressions from utility companies they will inform the Town Clerk who will log the incident and write to the relevant utility company expressing concerns.**
- 2. The Town Clerk will follow up the email sent to the Isle of Wight Council regarding a road works permit scheme which gives local authorities power to control when and how utility companies dig up the roads.**

7192 SOLITAIRE DU FIGARO

Councillor McNeill reported that Cowes has been successful in the bid to hold the UK stopover of the Solitaire Du Figaro race from 22 - 26 June 2016. OC Sports are managing the event; progress and further details will follow. The shortfall in sponsorship was raised via other organisations and this shows what can happen when everyone works together. Local Isle of Wight businesses will be given priority to engage with the event as an opportunity to promote Isle of Wight products. Councillors acknowledged the productive work undertaken by Councillor McNeill on this project.

7193 DESTINATION COWES

Councillor McNeill reported that Destination Cowes, who brought about the successful Solitaire Du Figaro bid, have been given the cowes.co.uk website by Cowes Harbour Commissioners. The website will be the window to Cowes and will have links to other websites for organisations in Cowes and West Cowes. The Destination Cowes budget will be finalised in the next few months and Councillor McNeill will keep Cowes Town Council informed of any developments.

7194 COWES WEEK TRADEMARK

Councillor McNeill reported that a finalised agreement had been presented to Cowes Business Association (CBA) for consideration. The agreement, which will be reviewed at the January meeting of the CBA, gives a positive view on how the trademark will involve the town and businesses in the High Street.

7195 GATEWAY COWES

Councillor Banks presented a report on Gateway Cowes detailing the stakeholder group and what the group are trying to achieve in regenerating the gateway into Cowes. Tenders were invited to provide costs for the provision of a feasibility study and stakeholders met with the successful organisation, Aukett Swanke / JLL on 14 December 2015 to discuss the project. The stakeholder group consisting of Cowes Town Council, Red Funnel, Cowes Harbour Commissioners, Cowes Town Waterfront Trust & Christopher Scott (representing client interests) have agreed that a sum of £10,000 would be sourced to offer for the initial study. The stakeholders were to ask their represented organisations for £2,000 towards this study. To date all stakeholders have agreed to that funding with the exception of Cowes Town Council; Red Funnel's contribution being conditional that all stakeholders contribute equally. Christopher Scott has secured £2,000 from the IW Chamber of Commerce. It was:

RESOLVED

That Cowes Town Council sets aside £2,000 for their contribution towards the initial Gateway Cowes feasibility study.

7196 GENERAL PLANNED TRAINING FOR COUNCILLORS

Councillor Banks presented a report on training for Councillors and the need to undertake a training needs audit. To determine training needs an 'Audit of skills and knowledge' needs to take place and this will highlight any areas of training and development that Councillors need to undertake. It was:

RESOLVED

- 1. That Cowes Town Council undertakes a full 'Audit of skills and knowledge' workshop.**
- 2. That this workshop is provided whereby all councillors attend. (*Such may require several sessions to enable such attendances*).**
- 3. That Cowes Town Council asks Gurnard Parish Council as to what criteria they had used/engaged with to prepare and evaluate their audit.**
- 4. That Cowes Town Council, following such audit and evaluation, makes contact with IWALC's 'County Training Partnership' to request information for training sessions.**
- 5. That Cowes Town Council contacts Gurnard and Northwood Parish Councils to work with them in forming a cluster group to evaluate joint training needs and engaging such training through the *Training Partnership*.**

7197 VACANCIES ON COWES TOWN COUNCIL SUB COMMITTEES

The Town Clerk asked Councillors to consider appointing to the one vacancy on each of the sub committees: Planning & Licensing Committee, Finance, Acquisitions & Staffing Committee & Projects Committee. After discussion, it was:

RESOLVED

- 1. That Councillor Slade is appointed to the Planning & Licensing Committee.**
- 2. That Councillor Bartrum is appointed to the Finance, Acquisitions & Staffing Committee.**
- 3. That Councillor Bartrum is appointed to the Projects Committee.**

7198 ISLAND PLAN AREA ACTION PLANS FOR THE MEDINA VALLEY, RYDE AND THE BAY.

The consultation for the Medina Valley Area Action Plan expires at midday on Monday 21 December 2015. In order to make a formal response, comments are requested from all Town Councillors. It was:

RESOLVED

- 1. That Cowes Town Councillors forward any comments on the consultation paper to Councillors Banks and Jones, by the deadline of 12 noon on Friday 18 December 2015.**
- 2. Councillors Banks and Jones to compile all responses and make a formal response on behalf of Cowes Town Council by the deadline of midday on Monday 21 December 2015.**

7199 COWES TOWN COUNCIL'S POLICY FOR THE ERECTION OF PUBLIC USE BENCHES / SEATS

The Town Clerk presented Councillors with the Policy for the erection of public use benches / seats (December 2014) for review.

RESOLVED

That no changes or amendments to the policy are required this year.

7200 COMMUNITY WASTE FORUM

The Town Clerk informed Councillors that a nomination is sought from Cowes Town Council to join the Community Waste Forum (formerly Island Waste Services Community Advisory Group). After discussion, it was:

RESOLVED

That Councillor Bartrum be appointed as Cowes Town Council's representative on the Community Waste Forum and Councillor Brown as deputy representative.

7201 AGE FRIENDLY ISLAND PROJECT

The Town Clerk informed Councillors that a nomination is sought from Cowes Town Council to join the Age Friendly Island Project. After discussion it was:

RESOLVED

That Councillor Nicholson be appointed as Cowes Town Council's representative on the Age Friendly Island Project and Councillor Bartrum as deputy representative.

Councillor Fuller left the meeting at 9.20pm.

7202 MEMBERSHIP OF COWES BUSINESS ASSOCIATION

The Town Clerk reported that membership of Cowes Business Association expires on 31 December 2015 and Councillors were asked to consider whether to renew the membership for the sum of £15.00. After discussion, it was:

RESOLVED

That Cowes Town Council renew their membership of Cowes Business Association for 2016 in the sum of £15.00.

7203 ASSISTANT TOWN CLERK'S MEMBERSHIP OF THE INSTITUTE OF LOCAL COUNCIL CLERKS (ILCC)

The Town Clerk presented a report, prepared by the Assistant Town Clerk, requesting a contribution of £21.67 towards membership of the ILCC. The report gave details of the ILCC and identified the benefits of joining. After discussion, it was:

RESOLVED

That Cowes Town Council makes a contribution of £21.67 for the Assistant Town Clerk's membership of the ILCC.

7204 MISCELLANEOUS PUBLICATIONS & CORRESPONDENCE

A list of miscellaneous publications and correspondence was circulated to all Town Councillors by the Town Clerk.

7205 FUTURE AGENDA ITEMS

No future agenda items were received.

The proceedings terminated at 9.22pm.

CHAIRMAN

COWES TOWN COUNCIL APPROVED BUDGET 2016-2017						
<u>INCOME</u>	Budget 2016 -17	Sub Totals				
Precept + Grant	£238,010					
<u>EXPENDITURE</u>						
GENERAL ADMINISTRATION						
Town Clerks' salaries/NIC/ Tax	£25,000					
Office Rent	£6,600					
Office Cleaner & Sundry Expenses	£1,000					
Stationary & Office Supplies/Software	£1,000					
Office Equipment / Photocopier	£2,000					
Telephone/Broadband / Website	£1,000					
Postage	£500					
Travelling	£400					
Conference fees	£600					
Training	£500					
Hire of Meeting Rooms	£600					
Subscriptions	£1,500					
Insurance	£1,300					
Audit and Accountancy	£1,600					
Mayor's Allowance	£2,000					
Newsletter	£4,000					
Elections / Admin Contingency	£2,500	£52,100				
DISCRETIONARY SERVICES						
Northwood Rec Playing Fields Maintenance	£7,500					
Northwood Rec - Skate Park/MUGA Maintenance & Electricity	£7,000					
Northwood Rec Toilets - Cleaning + other costs	£10,000					
Northwood House Grounds Maintenance	£10,000					
Northwood House Toilets - Cleaning Only	£4,000					
Northwood House + Cowes area - Dog + Litter bins	£4,500					
Cowes In Bloom	£4,000					
Other grounds maintenance	£3,000					
Cowes Library Proposed contribution	£8,000					
4 Public Toilets - Cleaning + other costs	£48,000					
Beach Cleaning	£0					
Planning Enforcement Officer	£3,010					
Community Bus Contribution	£1,500					
Contingencies (5% Disc Services)	£5,600					
Discretionary services		£116,110				
TOWN IMPROVEMENTS / GRANTS / SPECIAL EVENTS						
Street furniture maintenance	£2,000					
Civic-Xmas trees/Festive lights	£16,000					
New Projects / Gateway Cowes	£6,000					
Annual Grants & Special Events	£10,000					
Destination Cowes marketing budget provision	£5,000					
New Event support budget, Shoreside	£10,000					
3 Year Event Support Funding - Cowes Carnival	£3,000					
3 Year Event Support Funding - Cowes Fireworks Committee	£5,000					
3 Year Event Support Funding - IW Literary Festival	£11,300					
Remembrance Sunday & Charity Donations	£1,500	£69,800				
TOTAL	£238,010	£238,010				