

COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in the Library, Northwood House, Cowes on Thursday 20 July 2017 at 7pm.

Present: Councillor Peacey-Wilcox (Deputy Mayor) (Chairman)
Councillors Adams, J. Bartrum, R. Bartrum, Bertie, Brown, Ellis,
Glendinning, Hammond, Nicholson, Slade, Taylor & Wardrop.

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; 2 members of the public.

AGE FRIENDLY ISLAND PRESENTATION

Lisa Toyne from Community Action IOW gave a presentation on the Age Friendly Island (AFI) Programme. She explained that the population is getting older and more support is needed for these older people. There are a number of partners involved in the AFI programme including Age UK, Alzheimer's Café, People Matter IW and the Isle of Wight Chamber of Commerce who work with older people who are looking for employment. The AFI is a member of the World Health Organisation Global Network who have eight domain areas – Outdoor space and buildings; Respect and social inclusion; Transportation; Civic participation and employment; Communication and information; Housing; Social participation; Community support and health services. The AFI Steering Group consists of 23 organisations who oversee the project. Over 200 professionals have received age friendly training and this training is also being offered to Town & Parish Councillors. The next training event being held is on 28 September at the Riverside Centre. The AFI team are working with Town & Parish Councils to provide each with an 'Age Friendly Communities Report'; Cowes is underway and will be discussed at a future working group with the Age Friendly Champion, Councillor R. Bartrum, any other interested Councillors and the Town Clerk.

There is a Celebrating Age Awards Ceremony at The Lakeside Spa & Hotel on Thursday 5 October 2017 where all shortlisted nominees will be invited. There are a number of award categories should Councillors wish to make a nomination.

Councillor Peacey-Wilcox thanked Lisa for her presentation and advised Councillors to visit the Age Friendly Island website which holds some very useful and interesting information.

Prior to the start of the meeting Councillor Peacey-Wilcox welcomed the three recently co-opted Town Councillors.

7517 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Fuller, Jones & Oliver.

7518 DECLARATIONS OF INTEREST

Councillors Ellis & Hammond declared a non-pecuniary interest in Minute No. 7523b7 as they manage car parking during Cowes Week events.

Councillor Glendinning declared a non-pecuniary interest in Minute No. 7523b7 as Cowes Town Council's deputy representative on the Shoreside Committee, Cowes Week Ltd.

Councillor Glendinning declared a non-pecuniary interest in Minute No. 7523c (Projects Committee Minute Nos. 129j and 135i) as her husband works for the Home and Communities Agency.

Councillor Bertie declared a pecuniary interest in his report, point 5, Minute No. 7522.

7519 REPORT FROM THE SAFER NEIGHBOURHOOD OFFICER

PC Dollery was unable to attend the meeting but provided a written report which had been circulated to all Town Councillors. The crime statistics for the last 31 days up to 17 July 2017 showed 6 assaults; 4 criminal damage; 1 theft of a motor vehicle. In respect of anti-social behaviour statistics the report showed 5 personal and 5 nuisance. Community priorities have been set as follows: anti-social behaviour / vehicle damage; night time economy, Cowes High Street; domestic issues.

7520 MINUTES

RESOLVED

That the Minutes of the Town Council Meeting held on 1 June 2017 be taken as read, approved as a correct record and signed by the Chairman.

7521 QUESTIONS FROM MEMBERS OF THE PUBLIC

Two members of the public were present but no questions were raised.

7522 REPORTS FROM ISLE OF WIGHT COUNCILLORS

Written reports focussing on local matters were received from Councillors Bertie, Fuller, Nicholson & Peacey-Wilcox.

Councillor Bertie added that he had been to the Regeneration Conference earlier in the day and he expressed a feeling that the Isle of Wight Council, Town & Parish Councils and developers need to work together to promote the Island.

Councillor Nicholson's report included an update on Cowes Post Office and referred to a meeting between the MP & the Post Office. The MP had a favourable response from the Post office who indicated the need to build a business case for a Post Office in the High Street. Councillors J. Bartrum, R. Bartrum and Nicholson will work together to create an online petition and will forward hard copies of the petition to Councillor Bertie for onward transmission to CBA members.

Councillor Peacey-Wilcox was available for questions but none were raised.

Councillor Fuller was absent from the meeting and therefore unavailable for questions. However, Councillor Glendinning commented that following a meeting with local businesses, Cowes Business Association are looking at initiatives to bring visitors to Cowes e.g. 'Free Parking Sunday' - an initiative that Ventnor Town Council had employed. Councillors understood that Ventnor Town Council have ownership of some car parks in the town. It was agreed:

ACTION

The Town Clerk will contact Ventnor Town Council to ascertain which car parks are under their control and to ask how their free parking initiatives were managed.

7523 REPORTS OF COMMITTEES AND MEETINGS

a) **Planning & Licensing Committee**

The Minutes of the Planning & Licensing Committee meetings held on 13 June 2017 and 6 July 2017 were received and noted.

- b) Finance, Acquisitions & Staffing Committee
The Minutes of the Finance, Acquisitions & Staffing Committee meetings held on 27 June 2017 and 18 July 2017 were received and noted. It was:
RESOLVED
- 1. That Cowes Town Council approves the cost of £50 from the new projects budget for Isle Access to attend a walk through the Town with representatives from Cowes Town Council, Isle of Wight Council and Island Roads to discuss accessibility issues.**
 - 2. That Cowes Town Council approves 2 major plantings of trees at a total cost of £1,250 from the new projects budget.**
 - 3. That Cowes Town Council approves the sum of £1,500, from the set aside funds for maintenance and upgrading of the four public toilets in Cowes, to enable immediate repair works to be undertaken.**
 - 4. That Cowes Town Council transfers the funds held in the Nationwide Business 1 Year Saver Fixed Rate account to a Nationwide Business 1 Year Saver account with a gross interest rate per annum of 0.75%.**
 - 5. That Cowes Town Council purchases two replacement Town Council flags at a cost of £183.57.**
 - 6. That Cowes Town Council funds the cost of the Cowes Heritage quarterly newsletter, in colour, up to a maximum of £80 per year from the budget heading 'Newsletter'.**
 - 7. That a grant be made to Cowes Week Fireworks 2017 in the sum of £2,500.**
- c) Projects Committee
The Minutes of the Projects Committee meetings held on 6 June 2017 and 11 July 2017 were received and noted. It was:
RESOLVED
- 1. That Cowes Town Council sign up to be a charter branch of the National Tree Charter.**
 - 2. That Cowes Town Council approve the list of maintenance men for works to the public conveniences in Cowes.**
 - 3. That Cowes Town Council establish a Public Conveniences Working Group to develop a programme of maintenance works for the public conveniences in Cowes.**
- d) Supporters of Cowes Library
The Minutes of the Supporters of Cowes Library meeting held on 19 June 2017 were received and noted.
- e) IWALC and IW Council
The Notes of the IWALC and IW Council meeting held on 26 June 2017 were received and noted.
- f) Cowes Business Association
The Minutes of the Cowes Business Association Committee meeting held on 12 June 2017 were received and noted. Councillors discussed the suggestion to place a canopy over The Cut, a proposal that Cowes Town Council had previously discussed and found to be impractical.

- g) Northwood Park Sub Committee
The Report of the Northwood Park Sub Committee meeting held on 21 June 2017 and addendum to the report, following another meeting on 17 July 2017, were received and noted.
- h) Floating Bridge Meeting
The Notes of the Floating Bridge meeting held on 26 June 2017 were received and noted. The Floating Bridge has not yet been commissioned; issues are still being raised that need to be addressed.
- i) West Wight Locality Health & Well-being Meeting
The Notes of the West Wight Locality Health & Well-being meeting held on 29 June 2017 were received and noted.

7524 REVIEW OF COWES TOWN COUNCIL'S FINANCIAL REGULATIONS

The Town Council has recently obtained the freehold title of the four public conveniences in Cowes. Although the Town Council is planning for essential maintenance and upgrading, the Town Council is responsible for ensuring the toilets are kept operational especially during the busy summer months. The Town Clerk and Assistant Town Clerk need to be able to act promptly to address any maintenance issues that may arise during the peak season when the Council doesn't meet. Currently all expenditure over £500 must be approved by a resolution of the Town Council. However, it is felt that this figure should rise to reflect the change in circumstances and the rising costs of the most basic maintenance issues. It was:

RESOLVED

That Cowes Town Council's Financial Regulations be amended to increase the amount at which all expenditure must be approved by resolution of the Town Council from £500 to £1,500.

7525 TREE WARDENS REPORT

Cowes Town Council's Tree Wardens are undertaking a survey of trees on open land within Cowes to establish what trees we have, their condition, whether young, mature or old and if there are any conditions that need rectification. The survey also lists outstanding examples of species which may lead to Tree Preservation Orders being considered. The project **Survey of Trees On Open Land (STOOL)** defines open land as public green spaces; trees next to highways; private land open to the public – notable trees only; private land trees which overhand the highway. A number of areas have already been surveyed and all entries are listed on a database.

7526 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF JUNE 2017

The Town Clerk presented Councillors with details of cheque and petty cash payments for the month of June 2017. Cheque payments totalled £14,735.25; petty cash payments totalled £208.24. It was:

RESOLVED

That the cheque payments of £14,735.25 and petty cash payments of £208.24 be received, noted and approved.

7527 CO-OPTION OF THREE COUNCILLORS TO COWES TOWN COUNCIL

Following the Town & Parish Council elections in May 2017 there remained three vacancies on Cowes Town Council, one in each of the North, South & West Wards. Councillors interviewed candidates for co-option on 5 July 2017 and the following co-options were made: Cowes North – Anni Adams; Cowes South – Stuart Ellis; Cowes West – Vanessa Slade.

7528 VACANCY ON FINANCE, ACQUISITIONS & STAFFING COMMITTEE

Following the Annual Town Council meeting on 18 May 2017 there remained a vacancy on the Finance, Acquisitions & Staffing Committee. It was:

RESOLVED

That Councillor Ellis be appointed to the Finance, Acquisitions & Staffing Committee.

7529 PROJECTS COMMITTEE TERMS OF REFERENCE

The Town Clerk presented Councillors with a proposed amendment to the Projects Committee Terms of Reference which currently require all financial matters to be referred to the Finance, Acquisitions & Staffing Committee. It was felt that this inhibited the ability of the Committee to progress smaller projects. It was proposed to amend the Terms of Reference – Role and Functions (Point 9) to read: Matters relating to financial implications which are over £1,000 or not to be funded from the ‘New Projects’ budget heading are referred to the Finance, Acquisitions & Staffing Committee, (as determined by the financial regulations), at the earliest stage. It was:

RESOLVED

That the Projects Committee Terms of Reference - Role and Functions (Point 9) be amended to read ‘Matters relating to financial implications which are over £1,000 or not to be funded from the ‘New Projects’ budget heading are referred to the Finance, Acquisitions & Staffing Committee, (as determined by the financial regulations), at the earliest stage.

7530 PUBLIC CONVENIENCES WORKING GROUP

As per the recommendation from the Projects Committee (Minute No 7522c3) the Town Clerk presented a draft Terms of Reference for the establishment of a ‘Public Conveniences Working Group’ which will work to develop a programme of maintenance works for the public conveniences in Cowes. Councillors appointed to the Working Group will undertake regular inspections of the public toilets and report any issues to the Town Clerk or Assistant Town Clerk. All Councillors are the eyes and ears of the town and can also report any issues to the Town Council Office. It was:

RESOLVED

- 1. That the establishment of a Public Conveniences Working Group is approved.**
- 2. That the draft Terms of Reference for the Public Conveniences Working Group are approved.**
- 3. That Councillors J. Bartrum, R. Bartrum, Brown & Taylor are appointed to the Public Conveniences Working Group.**
- 4. That Councillors Slade & Wardrop can act as deputies for the purpose of the public toilet inspections.**
- 4. The Town Clerk will arrange the first meeting of the Working Group as soon as possible.**

7531 REQUEST FOR CCTV IN THE ST MARY'S ROAD CAR PARK AREA (MINUTE NO 7512 REFERS).

At the Town Council meeting on 1 June 2017 the Town Clerk was actioned to ask Island Roads to reinstate the CCTV in the area of St Mary's Road car park due to frequent incidences of fly tipping. Island Roads have acknowledged the request but at present all of their cameras are out on deployment. They will contact the Town Council when a camera becomes available; in the meantime they will reposition some presets on the permanent camera near to the rear of the Anchor public house.

7532 UPDATE FROM THE ENVIRONMENT OFFICER

The Town Clerk presented a spreadsheet outlining the recent activities undertaken by the Environment Officer in Cowes. Issues raised included further incidences of fly tipping, maintenance / cleaning issues at the public toilets and safety issues at the Northwood Rec toddler playpark. Councillors gave a vote of thanks to the Environment Officer who does a great job for Cowes. Councillors felt that photographs of fly tipping and vandalism to the public toilets should be shown on social media, the Town Council website and the quarterly newsletter highlighting these problems to the residents of Cowes, asking the question 'are you happy with these incidents in your town?'.

7533 YACHTING PARADE OF FAME STEERING COMMITTEE

At the Projects Committee meeting on 6 June 2017, Councillor Bertie advised that there are plans to establish a 'Yachting Parade of Fame' steering committee under the umbrella of Destination Cowes. Cowes Town Council are required to appoint a representative and deputy representative to this steering committee. It was:

RESOLVED

That Councillor Bertie be appointed representative and Councillor Adams be appointed deputy representative on the Yachting Parade of Fame Steering Committee.

7534 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE

Details of miscellaneous publications and correspondence were circulated to all Town Councillors.

7535 ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Terms of Reference for Committees / size of Committees
- Cowes Week 2018 / ideas and initiatives to promote Cowes

The proceedings terminated at 8.35pm

CHAIRMAN