

COWES TOWN COUNCIL

Minutes of the Projects Committee held in the Town Council Office, Northwood House, Cowes on Tuesday, 18 October 2016 at 6.15pm

Present: Councillors Nicholson (Chair), Banks, Bartrum, Brown, Jones, McNeill and Spalding.

In attendance: Kate Gibbs (Assistant Town Clerk), Debbie Faulkner (Town Clerk)

79. APOLOGIES FOR ABSENCE

No apologies for absence were received.

80. DECLARATIONS OF INTEREST

Councillor Nicholson declared a non-pecuniary interest in Minute Number 82 (d) as he is the Chairman of the Campaign for Real Ale (CAMRA).

81. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 20 September 2016 were taken as read, approved as a correct record and signed by the Chairman.

82. UPDATE ON EXISTING PROJECTS

a) The Cut

Martin Hayles has prepared the tender documents. These went out to tender on 13 October, with a return date of 4 November.

b) Defibrillators

The Fire Brigade are giving consideration to installing a defibrillator unit for community use as part of the refurbishment of the fire station in Cowes, which will see the police station being incorporated in the same building.

The British Heart Foundation funding programme has closed for the time being due to high demand. The Assistant Town Clerk has sought funding from other sources, but none is available currently.

The New Holmwood Hotel are unable to fund the purchase of a defibrillator in the current financial year. Councillors were of the opinion that a defibrillator needed to be sited in the vicinity of the Hotel as soon as possible. It was suggested that discussions continue with the Hotel regarding siting a defibrillator on their front wall that the Town Council could purchase (defibrillator cost £1,165, external cabinet £535 locked, £475 unlocked), with the Hotel being asked to make a contribution towards its cost in their next financial year.

ACTIONS:

- 1) The Assistant Town Clerk contacts the New Holmwood Hotel to discuss the external siting of a defibrillator for community use which the Town Council could purchase.
- 2) The Assistant Town Clerk contacts the Chairman of the Cowes Harbour Advisory Committee to ask if the Harbour Commission are going to purchase a defibrillator for Shepard's Wharf that will be accessible to the public.
- 3) The Assistant Town Clerk contacts Red Funnel to ask if their defibrillator can be made accessible to the public at all times.

Subject to a suitable response to Action 1) above it was:

RECOMMENDED: That Cowes Town Council purchase a defibrillator and external locked cabinet for community use to be sited on the outside wall at the New Holmwood Hotel.

c) **High Street Pedestrianisation and Bollards**

The Isle of Wight Council has requested that Island Roads change the Traffic Regulation Order in the High Street to accommodate the extended times of operation (10am to Midnight – Midnight to 7am).

d) **Beer and Bus Festival**

Councillor Nicholson stated that the Beer and Bus Festival, which took place over the weekend of 15 and 16 October, was a roaring success. Two travel ambassadors had been present over the weekend and had also attended a wash-up meeting; he thanked Cllr McNeill for organising this. There being no further action, this item will be removed from the agenda.

e) **Festive Lighting**

1) **Switching on Ceremony**

Councillor Bartrum had invited Lady Sally Grylls to switch on the festive lights. Lady Grylls had very kindly accepted. It was:

RECOMMENDED: That Cowes Town Council presents Lady Grylls with a bouquet of flowers at the switching on ceremony as a thank you for agreeing to turn on the festive lighting.

ACTION: The Assistant Town Clerk contacts Lady Grylls to confirm arrangements for the switching on ceremony.

2) **Installation Update**

The Isle of Wight Council have given permission for the erection of a galvanised pole on the Parade toilet outside wall. This will provide a new fixing point for the festive lighting. FW Marsh have been instructed to install the festive lighting from Shooters Hill to The Parade. Councillor McNeill is in the process of obtaining permissions from property owners for the siting of new lighting fixtures. The Chairman thanked Councillor McNeill for his work in relation to this project.

f) **Expanding the Outdoor Gym**

A survey of users of the Recreation Ground is running throughout October. The survey has been circulated to local schools and neighbouring councils and is available on the Town Council's website. Posters giving details of the survey are displayed throughout the Recreation Ground and Councillors have been present on site with hard copies of the survey for users to complete. The results will be reported at the next meeting of the Projects Committee.

ACTION: The Assistant Town Clerk collates the results of the survey and reports to the next Projects Committee meeting.

g) **Plaques in Francki Place**

Councillor Banks has sent the artwork to the contractor and a proof has been provided for final approval.

ACTION: Councillor Banks to liaise with the contractor regarding the final wording for the plaques.

h) **Maintenance of the piece of land at the top of Upper Moorgreen Road**

At the meeting of the Town Council held on 6 October it was agreed to instruct the grounds maintenance contractor for Northwood Recreation Ground to cut the hedge and grass on one occasion. The Assistant Town Clerk has instructed the Isle of Wight Council to action the one-off cut and is awaiting a date for the works. Residents will be informed when the date is known. 10 Green Bags have been purchased for the nearby residents to assist with the removal of future cuttings and will be distributed once the main cut has taken place. Glanvilles have confirmed that they act for the Ward Estate and are looking into ownership of the land.

ACTION: The Assistant Town Clerk advises the nearby residents once a date has been provided for the works.

i) **Survey of empty flats above shops in the High Street**

This item was deferred to the next meeting.

j) **Disability Assessment of the Town**

Councillor Jones had undertaken an informal assessment from the Floating Bridge to the Parade. The Assistant Town Clerk advised Councillors that there may be some S.106 money available that may be able to provide a contribution towards disabled access improvements. Councillors felt the way forward was to pay for an assessment audit of the town centre in the first instance. It was:

RECOMMENDED: That Cowes Town Council fund an access audit of the town centre at a cost of £1,000.

ACTION: The Assistant Town Clerk ascertains how much S.106 money is available to fund any disabled access improvements.

Councillor Spalding left the meeting at 6.47pm.

k) **Road Crossing Patrol in Park Road**

At the meeting of the Town Council on 21 July 2016 it was resolved to support the school crossing patrol service in Park Road for one full academic year only from September 2016 and request that the school works with local businesses to secure funding for future years. Island Roads have been approached to ascertain what crossings are available and the costs involved. Costings for the installation of a zebra crossing are approximately £20,000, and £35,000 for a puffin crossing, plus annual maintenance costs. There are a number of site criteria that would need to be met, along with the impact on residents and local businesses caused by the installation of a crossing and the resultant loss of parking spaces.

ACTION: The Assistant Town Clerk writes to Cowes Primary School and Cowes Enterprise College requesting that they seek alternative funding for the provision of a road crossing patrol in Park Road from September 2017.

l) **Location of Christmas Tree**

At the Town Council meeting on 21 July 2016 approval was given to provide one Christmas tree in either Francki Place or The Cut. After discussion it was agreed to locate the Christmas tree in Francki Place for 2016. The Assistant Town Clerk advised Councillors that the Painters Arms public house would be giving a donation of £50 towards the cost of the Christmas tree in Francki Place.

83. NEW PROJECTS

a) **WW1 War Memorial in the Rose Bed**

The Town Council, through the Isle of Wight Council, is undertaking the management of the planted rose bed in Park Road. The Town Council has been approached by the Cowes Branch of the Royal British Legion to erect a commemorative centenary plaque on Cowes' Parade bandstand and agreement has subsequently been reached that any such plaque could be sited on the proposed memorial site at the rose bed. The centenary will end on the 11th November 2018 and any new memorial will need to be completed prior to this date. Councillor Banks was thanked for the amount of work he had put into bringing this before the Committee.

ACTIONS:

- 1) The Assistant Town Clerk contacts Cowes Enterprise College's Art Department to ask if they would be able to involve students in creating a suitable design for a memorial to be sited in the Park Road rose bed, for consideration by the Committee.
- 2) The Assistant Town Clerk contacts Martin Hayles to seek advice on whether planning permission will be required for the proposed memorial garden.
- 3) The Assistant Town Clerk will continue to liaise with Northwood House Charitable Trust Company Limited in regard to the transfer of the lease for the rose bed.

b) **Land between Trinity Church Lane and Castle Hill**

The triangular piece of ground at Trinity Church Lane's junction with Castle Hill and a grassed area to the upper side of the upper access has, in past years, had Councillors voluntarily carrying out the clearing away of undergrowth and removal of accumulated debris and litter from both areas, although recently their present state is well kept and the grassed embankment area is mown.

The ownership of the triangular island is unknown. The ownership of the grassed area is stated as that of the church. The Town Council would like to see ownership of the land resolved to ensure the continuous upkeep of this land into the future, as it is in a prominent place.

ACTIONS:

- 1) The Assistant Town Clerk contacts the Isle of Wight Council to establish ownership.
- 2) The Assistant Town Clerk contacts HM Land Registry for details of title ownership.
- 3) The Assistant Town Clerk contacts the Vicar of Holy Trinity Church to ascertain ownership and to enquire who is currently maintaining the land.

84. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Northwood Recreation Ground**

The Assistant Town Clerk had undertaken a routine inspection and raised a number of minor issues with the maintenance contractor; these are in hand.

b) **Street Furniture**

The bench at the bottom of Market Hill is still missing. The bench at Egypt Point has been refurbished and the dedication plaque will be fitted shortly. Ownership of the circular seating in Francki Place is still being established.

ACTIONS:

- 1) The Assistant Town Clerk contacts Island Roads regarding the missing bench at the bottom of Market Hill.
- 2) The Assistant Town Clerk monitors the fixing of the plaque to the bench at Egypt Point and contacts Island Roads if not completed by 23 October 2016.
- 3) The Assistant Town Clerk follows up the circular seating area in Francki Place with the Isle of Wight Council if no response has been received within the next two weeks.

Items for future agendas:

- 1) Results of survey at Northwood Recreation Ground
- 2) Review of traffic signage (Councillors Banks and Jones)

The proceedings terminated at 7.44pm.

CHAIRMAN