

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Library, Northwood House, Cowes on Tuesday 9 November 2021 at 6.15pm

Present: Councillors Nicholson (Chair), Adams, Bertie, Brown, Rafferty, Sanders and Walters

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; Gurnard Parish Councillor Acton; Gavin Ford, Cowes Business Association; Martin Hayles (Architect for The Cut Project); East Cowes Town Councillor Paler; a representative from the Friends of Northwood Cemetery; 2 representatives from People Powered CIC; Kay Smith, Action IW's Community Resilience Co-ordinator, Cowes Area

433. APOLOGIES FOR ABSENCE

No apologies for absence were received.

434. DECLARATIONS OF INTEREST

No declarations of interests were received.

435. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 12 October 2021 be taken as read, approved as a correct record and signed by the Chairman.

436. UPDATE ON EXISTING PROJECTS

a) The Cut - Enhancements

Martin Hayles, architect for the Cut project, was in attendance and provided an update. Island Roads have provided their final estimate, taking into account increases in the cost of materials and lead times, of £59,883.20 ex VAT and estimated accrual cost of £5,370.37 ex VAT. The accrual cost covers the ongoing maintenance of the additional assets maintainable by Island Roads for the remaining duration of the PFI Contract (to March 2038). There could be a 'remeasure' cost, if costs increase or decrease. Martin suggested setting aside a contingency amount of 10% of the contract costs, being the standard contingency amount. The discount previously offered for planned minor works at the Cut is no longer offered by Island Roads as there are no scheduled works planned for this area. The enhancement works are estimated to be scheduled for February/March 2022, subject to the Town Council's agreement of the final estimated costs and S.106 money of £62,338 from the IW Council. Island Roads will seek permission from the IW Council's Contracts Management Team for the scheme to go ahead and apply to change the Traffic Regulation Order. Terms of the contract, details of staged payments and bill of quantities will be required from Island Roads. Contract supervision on behalf of the Town Council will need to be arranged. It was **RECOMMENDED**

- 1. That Cowes Town Council considers approval of Island Roads' final estimate, including maintenance to the end of the PFI Contract, of £65,253.57, subject to the Isle of Wight Council releasing S.106 monies of £62,338.00, with the balance of £2,915.57 to be met from monies held by Cowes Town Council for The Cut project.**
- 2. That Cowes Town Council considers approval of a contingency sum of £6,000, being 10% of the contract value, to be met from monies held by Cowes Town Council for The Cut project.**

It was agreed

ACTION

Martin Hayles will provide a quotation to supervise the contract for the duration of the works.

b) **Ark and Dove Commemorations**

The Clerks are liaising with several organisations in Maryland, USA to obtain permission to reproduce images on the Information Board.

c) **Active Travel**

The Town Council has agreed to set aside up to £10,000 of match-funding for the creation of an LCWIP. Northwood and Gurnard Parish Councils have been invited to work in partnership with the Town Council to create an area LCWIP. Northwood Parish Council have agreed an expression of interest to work in partnership with Cowes Town Council. Gurnard Parish Council are meeting on 10 November 2021 to discuss.

People Powered Community Interest Company (CIC) advised that they have capacity to deliver one LCWIP in the current timescale set by the IW Council, and Cowes has priority as discussions have been ongoing for some time. People Powered CIC provided costings for the creation of an LCWIP for Cowes only (£12,650), Cowes and Northwood (£16,475), Cowes and Gurnard (£16,300) and Cowes, Gurnard and Northwood area (£20,125).

The deadline for submission of applications to the IW Council for match-funding is 2pm on 15 November 2021. It was felt that an area bid will be received more favourably by the IW Council. The IW Council require the LCWIPs to be completed by the end of March 2022, to align with Department for Transport deadlines. For there to be sufficient time to undertake the work required for an LCWIP, the work needs to be commissioned straight after funding has been approved. It is expected that the IW Council will adopt the LCWIP once completed and use it to access future funding for identified improvements. It was

RECOMMENDED

That, subject to a successful LCWIP application, Cowes Town Council suspends Financial Regulation 10.4 and engages People Powered CIC to undertake the creation of an LCWIP.

It was agreed

ACTIONS

1. Gurnard Parish Council will update the Town Council after their meeting on 10 November 2021, on their decision to work in partnership to create an area LCWIP.
2. The Clerks will, with the assistance of People Powered CIC, complete and submit an application to the IW Council for match-funding for the creation of an LCWIP by the deadline of 15 November 2021.

d) **Cowes Fayre**

The Fayre has been put back to Spring 2022. Welcome Back Funding has to be used by the end of March 2022. The IW Council is currently seeking tenders for organisations to run the Fayre.

e) **Approved Contractors List**

The Chairman stressed the importance of showing due diligence when engaging contractors for works and produced a draft contractors evaluation form for Councillors' consideration. Completion of the evaluation form will enable the Town Council to create an approved list of contractors. Following discussion, Councillors were in agreement to the draft evaluation form, subject to removal of the scoring element. It was

RECOMMENDED

That Cowes Town Council approves the amended supplier evaluation form.

f) **Community Orchard**

Councillor Brown continues to liaise with the IW Council and Red Funnel regarding the supply and planting of trees for the formation of a small Community Orchard at Northwood Recreation Ground. A quotation for fencing to enclose the community orchard is awaited. It is anticipated that the trees will arrive in early December. It was agreed:

ACTION

Councillor Brown will chase up the quotation for the fencing.

g) **Moorgreen Road Allotment Society and Woodland**

The IW Council is compiling a list of woodland areas for submitting a bid for grant funding to Natural England towards the creation of woodland management plans and assistance with woodland maintenance. They will see if Moorgreen woodland is of sufficient size to be considered in the application. Councillor Sanders advised that the Hampshire and Isle of Wight Wildlife Trust are going to have a site meeting in the woodland area.

437. NEW PROJECTS

a) **Resilience Plan**

Kay Smith, Action IW's Community Resilience Co-ordinator, Cowes Area, advised that there are emergency plans in place but there is scope to look at the Town Council's emergency plan again and what resilience plans we have in place. Resilience plans should work in co-ordination with neighbouring town and parish councils and other organisations including Cowes Business Association (CBA). Kay offered to look at the Cowes and Northwood Place Plan in detail and provide a sample resilience plan which can be developed into a resilience plan that co-ordinates with neighbouring areas. It was agreed

ACTION

Kay Smith will provide a sample resilience plan for further consideration.

b) **Cowes Place Strategy**

Following completion of the Cowes and Northwood Place Plan in April 2021, there has been no strategy in place to move the Plan's recommendations forward. Other town and parish councils employ staff to work solely on the development of their plans, funded from the IW Council's Regeneration Team. It was suggested that, while the Town Council contributed financially to the creation of the Place Plan, it did not own the Plan and should not be leading on any strategy. The Chairman of the Projects Committee will continue to meet with the IW Council's Regeneration Team and CBA representatives to develop a strategy and structure to progress the Place Plan's recommendations. It was agreed

ACTION

The Assistant Town Clerk will amend the heading to 'Cowes Place Strategy and Structure' for the next meeting of the Projects Committee.

438. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Councillor Adams advised that a quotation of £180 for the supply of BBQ stands has been received, which she will forward to the Clerks.

Following a request from a resident for the Town Council to consider installing an additional litter bin along St Mary's Road, Island Roads were asked if a litter bin could be trialled on the verge at St Mary's park in the first instance, to see if it is well used. Island Roads confirmed that they did not have any litter bins available for a trial to be undertaken and provided a quotation for the supply and installation of a new bin for the cost of £510.02 excluding VAT and emptying costs of £2.65 per empty, twice weekly in the Winter and three times weekly

in the Summer, which would be subject to uplift annually from 1 April. Councillors felt they could not support the purchase of an additional litter bin at this time.

The 'Jack' tree sculpture located at the junction of Newport Road with Arctic Road has been inspected by a tree surgeon and a report on the findings and recommended repairs is awaited.

It was agreed:

ACTIONS

1. Councillor Adams will provide the Clerks with the quotation for BBQ stands.
2. The Clerks will respond to the resident, advising that no litter bin will be provided at this time.

439. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Uffa Fox Regatta
- 80th Anniversary of the Defence of Cowes

The proceedings terminated at 8.27pm

CHAIRMAN