

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Dining Room, Northwood House, Cowes on Tuesday 14 June 2022 at 6.15pm

Present: Councillors Nicholson (Chair), Adams, Brown, Paler and Sanders

In attendance: Debbie Faulkner, Town Clerk; Kate Gibbs, Assistant Town Clerk; a representative from Moorgreen Road Allotment Society; Kay Smith, Action IW's Community Resilience Co-ordinator, Cowes Area

468. ELECTION OF A CHAIRMAN

Councillor Nicholson was proposed as Chairman by Councillor Brown, the proposal was seconded by Councillor Paler, followed by a unanimous show of hands. It was:

RESOLVED

That Councillor Nicholson be appointed as Chairman of the Projects Committee for the Municipal Year 2022 / 2023.

469. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rafferty.

470. DECLARATIONS OF INTEREST

No declarations of interest were received.

471. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 12 April 2022 be taken as read, approved as a correct record and signed by the Chairman.

472. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

Councillor Nicholson has raised a number of queries with the IW Council regarding the delays and responsibilities for this project. Due to Island Roads' current work commitments, it is likely that the works will not be delivered until early 2023. Island Roads will complete risk assessment and method statements for the works and provide these to the IW Council, as client for the project. The Town Clerk conveyed the Town Council's disappointment at the further delay, however, has confirmed that we wish to place the order and proceed with the enhancement works.

b) **Public Conveniences Refurbishment - Medina Road**

Martin Hayles provided copies of existing and proposed draft working drawings and construction notes, which were circulated to Councillors prior to the meeting, along with a request for any comments/feedback. Councillors' feedback included: to ensure that the gully's and traps are checked to guarantee the current odour issue is resolved; a request to keep Male and Female designated toilets; if a urinal is to remain, then for there to be individual urinals rather than a trough. Councillors were supportive of retaining the current Gents and Ladies facilities, with both facilities providing a baby change station. It was felt that two hand washing units were sufficient for the Ladies facility, a reduction from the three currently provided. The new toilets should be of a design that has an integral fixed seat; stainless steel was not Councillors' preference.

Martin will prepare the Schedule of Works and hopes to go out to tender by the end of June.

The Lease of the building by the Town Council from Southern Water is for 999 years, running from 1 October 1991.

c) **Ark and Dove Commemorations**

The Clerks have not been able to progress this project due to priorities on Jubilee events and other areas of work, but will endeavour to allocate time to progress this project.

d) **Active Travel / Local Cycling and Walking Infrastructure Plan (LCWIP)**

The draft Plan was circulated to Cowes Town Councillors, Gurnard and Northwood Parish Councillors and the IW Council for their comments. Comments received were forwarded to People Powered CIC. People Powered are liaising with the IW Council to include some additional data before issuing the final Plan. The Town Council has received all financial contributions from Gurnard and Northwood Parish Councils and the IW Council for the creation of the LCWIP; the final invoice from People Powered CIC will be paid on receipt of the completed Plan. Councillors felt that the Plan should transfer to the Place Plan Working Group for detailed consideration. It was agreed:

ACTION

The Assistant Town Clerk will add the LCWIP to the Place Plan Working Group agenda and remove it from the Projects Committee.

e) **Community Orchard**

The trees for the community orchard and additional ornamental trees have been planted at Northwood Recreation Ground. Councillor Brown is monitoring and watering the new trees. The Chairman thanked Councillors Brown and Paler for their hard work to bring this project to fruition. Red Funnel have provided a plaque, advising that the trees were installed as part of their 160th anniversary celebrations. Councillor Brown felt it would be useful for there to be an additional plaque installed, advising of the Town Council's and IW Council's involvement in the project, and the outlining the purpose of the orchard. It was agreed:

ACTIONS

1. Councillor Adams will provide the Clerks with example wording of other community orchard plaques.
2. Councillors will send suggested wording for the new plaque to the Clerks.

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

A verbal update was provided on the progress of the woodland project. A deep litter pick has been undertaken, however, litter remains an ongoing issue and is cleared regularly. Signage and modification to the entrances are still to be completed; there is money in the budget for this expenditure. The IW Council has confirmed that their public liability insurance will cover the public use of the woodland area. The Baptist Church will require their own public liability insurance for the small piece of land in their grounds that will provide a new entrance/exit to the woodland. The IW Council's Tree Officer will be asked to inspect/assist with monitoring of the site. The Police will also add the area to their patrols. Promotion of the history/heritage of the site will be considered, possibly being displayed on an information board.

The banks of the reservoir have been left uncut, allowing grasses and meadow plants to flourish.

g) **Cowes Place Strategy and Structure**

The Place Plan Working Group continue to progress the Place Plan's recommendations. Kay Smith and Ian Boyd are looking at putting on outdoor arts events.

h) **Secrets of the Solent**

The Hampshire and IW Wildlife Trust (HIWWT) have completed their workshops where people involved in the project discussed what Solent species and habitats they thought should be included in the murals. The murals will be painted during June/early July and are due to be installed at locations around the Solent area at the end of July/beginning of August, which ties in with the HIWWT's National Marine Week. They will share their publicity material with the Town Council to promote. It was agreed:

ACTION

The Assistant Town Clerk will ask the HIWWT if the Town Council's logo will be included on the publicity material and the mural.

i) **Signage on public conveniences**

Councillors discussed Island Roads' quotation for the supply, installation and maintenance of 2 No. WC directional signs on existing lampposts by the Parade public conveniences. The cost to supply and install 2 No. signs is £194.40; accrual of 2 No. signs to the end of the PFI Contract (March 2038), to include all maintenance and replacements if/when required is £987.90, excluding VAT. Councillors were advised that the person/company installing the attachments must be accredited to work on the highway. Should the signs not be accrued then any replacement signs the Town Council fits in the future will need to be fitted by someone accredited to work on the highway.

Councillors considered the maintenance cost to be considerable and felt that ongoing maintenance of the signs could be undertaken by the Town Council. Island Roads will require a copy of our £10m Public Liability Insurance, details of our inspection and maintenance regime confirming the signs will be maintained and an out of hours contact number if the signs are not accrued. It was:

RECOMMENDED

- 1. That Cowes Town Council considers the cost of £194.40 plus VAT for Island Roads to supply and fit 2 No. WC directional signs at The Parade public conveniences, with the cost to be met from the 'New Projects' budget heading.**
- 2. That Cowes Town Council does not accrue the 2 No. WC directional signs for ongoing maintenance by Island Roads.**
- 3. That Cowes Town Council takes responsibility for the maintenance of the 2 No. WC directional signs at The Parade public conveniences.**
- 4. That the 2 No. WC directional signs at The Parade public conveniences are added to the Town Council's insurance policy.**

j) **Northwood Recreation Ground Plaque**

The Clerks have measured the area of the pillar for a new plaque and will obtain quotations for Councillors' consideration.

k) **Grass Verges - Upper Moorgreen Road**

The Chairman was approached by a resident of Upper Moorgreen Road, expressing their concern at the state of the grass verges on this road, which are frequently parked on, and requesting that the grass verges are removed when the footways are resurfaced. Island Roads renewed the tarmac and re-turfed grassed areas recently but cars parked on the areas are destroying the freshly laid turf.

Councillor Nicholson contacted Island Roads to ask what options are available to prevent the grassed turf being parked on. Island Roads advised that there remains a request for bollards to be installed but this would need to be considered and funded by the IW Council; the option of the green rocks would be costly and for safety reasons, Island Roads would not

support this option. Accrual of the verges by the Town Council could be considered, there would be costs involved for the Town Council and the IW Council for this option.

An email from a resident of Upper Moorgreen Road was discussed. It was agreed:

ACTIONS

1. Councillor Sanders will enquire about the source of the green rocks installed in Coronation Road.
2. Councillor Nicholson will ask Island Roads if rocks similar to those installed in Worsley Road, Gurnard can be installed in Upper Moorgreen Road.
3. Councillor Nicholson will ask Island Roads if a sign requesting “NO PARKING ON THE GRASS VERGES” can be installed at the entrance of Upper Moorgreen Road.

473. NEW PROJECTS

a) **Wellness Action Plan**

The Chairman provided Councillors with a copy of the Wellness Action Plan – A Guide for people working in a workplace, produced by the charity ‘Mind’. Councillors discussed whether it is something that should be considered for the Town Council’s use. They felt that the Code of Conduct should provide for the wellness of Councillors. The Clerks were happy that they are supported by each other and have access to advice from the Society of Local Council Clerks.

Kay Smith referred to mental health wellbeing training that may be available to Clerks and Councillors. It was agreed:

ACTION

Kay Smith will investigate training opportunities and report back to the Projects Committee.

b) **England Coastal Path Signage**

The Town Council have been approached by the IW Council’s Rights of Way Officer to discuss signage for the England Coast Path and requesting consideration for the inclusion of additional finger arms on the Town Council’s finger posts. Councillors’ initial thoughts were that the signs would not be prominent enough if they are made to match our existing finger arms; the blue and white coastal path signs are more prominent; the signs need to be located to clearly define the route of the Coast Path; the pavement roundels were considered a good idea. It was agreed:

ACTION

The Assistant Town Clerk will forward Councillors’ comments to the Rights of Way Officer.

c) **Experimental Traffic Order – Seaview Road**

Councillors were asked to consider making a response to the IW Council’s Experimental Traffic Order, for the electric vehicle charging place on Seaview Road, on behalf of the Town Council. Individual responses may also be made during the consultation window between 10 June and 2 December 2022. Councillors felt that residents’ views should be requested before any formal response is made. It was agreed:

ACTION

The Assistant Town Clerk will request residents’ views on the Experimental Traffic Order in the next newsletter.

474. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

There were no issues to discuss.

b) **Public Conveniences**

At the Town Council meeting on 5 May 2022, Councillors resolved to write to the Police and Crime Commissioner and Chief of Police at Newport to complain about the lack of action being taken in response to repeated issues of vandalism at Northwood Recreation Ground public conveniences. A response is awaited from the District Commander, on behalf of the Police and Crime Commissioner. The Inspector with responsibility for Cowes local Neighbourhood Policing Team provided a response which was circulated to Councillors prior to the meeting. It advised that the volume of reports received by 101 can cause a delay in the call being reviewed and assessed. Councillors and residents are encouraged to call 999 in any emergency situation, which includes reporting a crime in progress. Councillors felt the Police online reporting system was not an easy system to report issues. The Town Council will maintain dialogue with the Police to work to improve the ease of reporting.

475. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Local arts projects – Kay Smith
- Telephone box / area outside Sainsbury's, Cowes – Councillor Sanders
- Expo 2023 – Councillor Paler

The proceedings terminated at 7.38pm

CHAIRMAN