

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Library, Northwood House, Cowes on Tuesday 11 October 2022 at 6.15pm

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

In attendance: Kate Scragg, Assistant Town Clerk; Kay Smith, Action IW's Community Resilience Co-ordinator, Cowes Area

483. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Bertie.

484. DECLARATIONS OF INTEREST

No declarations of interest were received.

485. MINUTES RESOLVED

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

486. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

Island Roads are expected to provide their timetable for the enhancement works at The Cut, which will hopefully be undertaken in early 2023.

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

Building Control have issued a Building Regulation Approval Notice for the plans for the proposed refurbishment of Medina Road toilets. Martin Hayles (Architect for the project) is preparing the Schedule of Works; the drawings and documents will be sent to Southern Water for their comments/information and invitation of tenders from suitable building contractors shortly.

c) **Ark and Dove Commemorations**

The final content and revised costs were presented to Councillors. There have been increases in a number of costs since these were provided at the commencement of the project. The Assistant Town Clerk advised that the £3,500 budget approved for this project is insufficient to progress to completion. The supplier has provided a revised design for the lectern due to a substantial price increase; the new design is more in keeping with the two information boards already installed. Councillors felt that a further £1,000 should be set aside to cover the increased costs.

Island Roads have sent the proposal to the IW Council for their consideration and approval. Subject to this approval being obtained, an application will be made to the Planning Department for advertisement consent to display the information board on The Parade. The board will be ordered when all necessary permissions have been obtained. It was:

RECOMMENDED

- 1. That Cowes Town Council suspends Financial Regulation 10.4 to allow consideration of only one quotation for the supply of the information board.**
- 2. That Cowes Town Council approves £1,000 for additional costs associated with the information board, with the cost to be met from the 'New Projects' budget heading.**

3. **Subject to the IW Council’s Contracts Management Team approval being obtained, that Cowes Town Council applies for planning permission (advertisement consent) for the installation of a new information board on The Parade.**
4. **Subject to planning permission approval being obtained, that Cowes Town Council approves the ordering of the information board and all as yet unpaid associated costs.**

ACTION

The Town Clerk will add the information board to the Town Council’s insurance policy and asset register once installed.

d) **Community Orchard Plaque**

A Licence for Access has been provided by the IW Council which the Town Council will be required to enter into before permission is given to install a plaque at the Community Orchard. Councillors discussed the terms of the Licence which requires the plaque to be installed in a safe location, with rounded off edges, mounted on a post at approximately 1.2m off the ground; that the Town Council will pay for and manage the maintenance of the plaque for its perpetuity and will assume all liability that comes with its installation, management and public liability.

Councillors were in agreement with the above conditions. The Licence for Access will be signed by the Mayor and Town Clerk. Once the Licence has been signed by all parties, the plaque will be ordered.

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

The woodland walk is open to the public with a sign at the Reservoir entrance advising of this. The construction of the new entrance from the Baptist Church is underway but the topography is more challenging than anticipated. The Church participated in the “Great Big Green Week” (24 September – 2 October). The Clerks are liaising with Moorgreen Road Allotment Society to organise an official opening and photo opportunity with representatives from all involved in the project, which will accompany a press release to promote the pathway. Councillors will be invited to attend the official opening. A number of positive responses have been received by Councillors from users of the new pathway. Everyone involved in this project are thanked for their perseverance in bringing this project to fruition.

f) **Secrets of the Solent**

The mural has been delivered to Southern Water’s depot on the Island. It is due to have a final coat of varnish and anti-graffiti paint later this week before being installed by Southern Water next week. The Clerks have requested publicity material from the Hampshire and Isle of Wight Wildlife Trust for sharing with Councillors and residents. An official unveiling will also be arranged with Southern Water. It was agreed:

ACTION

The Assistant Town Clerk will liaise with Southern Water to arrange an unveiling of the mural.

g) **Northwood Recreation Ground Plaque**

The IW Council have been contacted to request permission to install a replacement plaque at Northwood Recreation Ground, providing information on the heritage of the Recreation Ground. No response has been received and it will be raised with the IW Council at our monthly meeting on 14 October 2022. It was agreed:

ACTION

The Clerks will ask IW Council officers for an update at the monthly meeting on 14 October 2022.

h) **Grass Verges – Upper Moorgreen Road**

The Chairman has been in discussion with Island Roads about what is permissible to try and stop parking on the grass verges in Upper Moorgreen Road, following a resident's request for their removal. A consultation of Upper Moorgreen Road residents is considered as the best way forward. Councillors discussed suitable survey questions to obtain residents' views. Councillor Adams offered to carry out the survey. It was agreed:

ACTION

The Assistant Town Clerk will prepare a draft survey for Councillors' approval.

487. NEW PROJECTS

a) **Local arts projects**

Kay presented a report on local arts projects, which had been circulated to Councillors prior to the meeting. She outlined funding opportunities that are available from Art Council England which could bring art to the outdoor spaces referenced in the Cowes and Northwood Place Plan. Local organisations could be approached for partnership working. The Chairman thanked Kay for her support and guidance with her resilience work throughout the Covid pandemic until the present time. It was agreed:

ACTION

The Assistant Town Clerk will add 'Local Arts Funding' as an agenda item for a future Place Plan Working Group meeting for consideration.

b) **Festive Lights**

The Town Council has received a letter on behalf of Cowes Business Association advising that they wish to gift the festive lights to the Town Council. The organisation is not in a position currently to retain the lights or make any financial contribution to the Town Council to offset the cost of displaying the lights. The lights are currently in a good state of repair and Councillors agreed that they enhance the town during the festive period.

Councillors felt that no changes are required to the locations of the lights, which have previously been displayed from Birmingham Road, through Shooters Hill, the High Street and Bath Road.

Councillors considered a quotation for installation, maintenance and removal of the lights for the sum of £13,564.27. There will be additional costs for electricity and the Town Council will be required to add the lights to our insurance policy whilst they are on display.

No formal switch on ceremony has been held since 2019 due to the Covid pandemic.

Councillors were in support of reinstating the switch on ceremony. The lights are usually installed in the last week of November and switched on by a local celebrity/VIP. The Island's High Sheriff was put forward as a suggestion for this year. It was:

RECOMMENDED

- 1. That Cowes Town Council considers accepting Cowes Business Association's gift of the festive lighting.**
- 2. That Cowes Town Council suspends Financial Regulation 10.4 to allow consideration of only one quotation for the installation, maintenance and subsequent removal of the Festive Lights.**
- 3. That Cowes Town Council considers approving up to £16,000 for all costs associated with installing the festive lights for the 2022 festive season, with the cost to be met from the 'Civic – Xmas trees/festive lights/bunting' budget heading and any overspend to be met from the 'Discretionary Services Contingency' budget heading.**

ACTIONS

1. The Town Clerk will contact the Town Council's insurers to obtain a quotation to add the lights to our insurance policy whilst they are in situ.

2. Subject to Councillors agreement of Recommendation 1 above, the Town Clerk will add the festive lights to the asset register.
3. Councillor Adams will ascertain the availability of the High Sheriff to turn on the lights.

c) **Replacement Christmas Tree Lights**

Councillors were advised that the Town Council's Christmas Tree lights are in need of replacement. Two quotations for new lights were discussed. Contractor A was for 20 x 10m strings of 100 LED bulbs (2,000 bulbs in total), in colour options of warm white, ice white, multi-coloured and amber. The white lights can also be 'sparkling' where every 10th light flashes. The cost for 20 x 10m strings is £799 excluding VAT, plus £15 carriage. Contractor B was for 7 x 20m strings of 196 LED bulbs (1,372 bulbs in total), with colour options of white or blue. Following discussion, Councillors' preference was for white sparkling lights. In order to secure the order in time for installation of the Christmas tree it was agreed:

ACTION

The Chairman, in accordance with Financial Regulation 10.3, will authorise the purchase of 20 x 10m strings of white sparkling Christmas tree lights from Contractor A, being NDL Event Power Solutions, for the cost of £799, excluding VAT, plus £15 carriage, with the cost to be met from the 'New Projects' budget heading.

d) **Resident/business/organisation crisis support**

The Chairman introduced this project and advised he will circulate a document of useful organisations contact numbers to Councillors after the meeting. It was felt that the Town Council's newsletter contained useful contact information for organisations that can provide crisis support. It was agreed:

ACTIONS

1. The Chairman will provide contact information to the Clerks for circulating to Councillors.
2. Councillor Adams will liaise with Rudi Hendon-John, Social Prescriber, to invite him to make a presentation at a future Town Council meeting.
3. The Assistant Town Clerk will remove this item from future agendas.

e) **Area outside Sainsbury's**

Martin Hayles was requested by the Projects Committee to provide his proposals to enhance the area outside of Sainsbury's, to provide a more useful space for community use. Martin produced two drawings: As Existing and Draft Proposals for Councillors' consideration.

Councillor Sanders has asked British Telecom (BT) for an update on the telephone box at this location. Sainsbury's will need to be consulted before any decisions to alter the area can take place. It was agreed:

ACTION

Councillor Sanders will continue discussions with BT regarding the telephone box.

488. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

The Assistant Town Clerk advised she is carrying out the annual inspection of all the Town Council's assets to identify any maintenance requirements.

b) **Public Conveniences**

The IW Council have advised that they are engaging someone to assist the Town Council with the process of delivering the changing places toilet at The Cut, following a successful grant application.

c) **Northwood Recreation Ground**

The Assistant Town Clerk advised that the majority of improvements requested by the RoSPA safety inspector have been completed. Still outstanding are repairs to corrosion on the Skatepark platforms. The Assistant Town Clerk is waiting for a date from contractors to meet on site to discuss the repairs.

A replacement Elliptical Cross Trainer is to be installed under warranty on 1 November by FreshAir Fitness to replace the faulty item of gym equipment.

The IW Council have arranged for the potholes in the roadway to be filled and corroded bollards to be replaced. Councillors expressed their concern at the poor condition of the pathways, especially at the rear of the Cricket Club. It was agreed:

ACTION

The Assistant Town Clerk will write to the IW Council to ask for their plans for the repair of the pathways at the Recreation Ground, which are of concern to Councillors on health and safety grounds.

489. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- The Bandstand (Town Council, Minute 8588 refers)
- Coronation Weekend – Councillor Palar

The proceedings terminated at 7.36pm

CHAIRMAN