

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council Office, Northwood House, Cowes on Tuesday 14 February 2023 at 6.15pm

Present: Councillors Nicholson (6.18pm)(Chair), Adams, Brown, Paler, Sanders and Wardrop

In attendance: Councillor Walters (Non-Voting); Kate Scragg, Assistant Town Clerk

504. APOLOGIES FOR ABSENCE

No apologies for absence were received.

505. DECLARATIONS OF INTEREST

No declarations of interest were received.

506. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 10 January 2023 be taken as read, approved as a correct record and signed by the Chairman.

507. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

The drawings for The Cut enhancements have been sent to the IW Council (IWC) for passing on to Island Roads (IR). IR have acknowledged receipt of the drawings and their suitability for the basis of the construction drawings. There remains a number of high-profile urgent safety issues that the IWC and IR have had to deal with, which is delaying The Cut works.

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

Southern Water (owners of the building) requested that the Town Council provide an asbestos survey of the public conveniences at Medina Road, before granting permission for the refurbishment works. Martin Hayles has completed the HSE Risk Assessment and Asbestos Register, which have been sent to Southern Water, along with the asbestos survey report. An agreement in principle has been requested from Southern Water to enable the project to progress to tendering stage.

c) **Ark and Dove Commemorations**

The Town Council has advised Island Roads that we are happy to consider a slightly different location for the Ark and Dove information panel. Island Roads will investigate alternative locations for the Town Council's consideration.

d) **Secrets of the Solent**

The mural has not been installed by Southern Water due to workload pressures. Once the mural and information panel have been installed, a date for an official unveiling will be arranged.

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

A summary of the residents' survey results has been delivered to Upper Moorgreen Road residents. The Chairman has discussed the possible installation of wooden bollards on the grass verges with Island Roads. This option would require ongoing maintenance and might not be suitable in this location. Island Roads suggest the best solution is for selected double yellow lines. Councillors felt further engagement with residents on a face to face basis would be beneficial, in the warmer months. It was agreed:

ACTION

The Chairman will contact Island Roads to request an aerial view and layout for double yellow lines in Upper Moorgreen Road.

f) **CCTV at Northwood Recreation Ground**

Councillors considered the specification and costs for the installation and maintenance of CCTV at Northwood Recreation Ground, comprising of four cameras and associated hardware covering the area around the public conveniences and entrance roadway, 4G Modem and Smart Device App. The specification comprised the following costs:

- Purchase and installation costs for the system, including 4G router: £4,575.
- 4G 2GB Data: £25 per month.
- Annual Sentry Support Monitoring Agreement & Annual Support & Cyber Security Maintenance: £180 per annum.

In addition to the above, an iPad (or similar device) is recommended to access the footage by the Clerks for the approximate cost of £400.

All the above costs exclude VAT.

Councillors supported the system as specified. As there is no budget allocated for this expenditure, Councillors felt it should be referred to the Finance, Acquisitions and Staffing Committee for discussion to identify a suitable budget heading. It was:

RECOMMENDED

1. **That the Finance, Acquisitions and Staffing Committee identify a suitable budget heading for the costs associated with the installation and running of a CCTV system at Northwood Recreation Ground.**
2. **That Cowes Town Council approves the cost of £4,575 plus VAT for Contractor A to supply and install a CCTV system at Northwood Recreation Ground.**
3. **That Cowes Town Council approves the ongoing monthly cost of £25 for 4G 2GB Data.**
4. **That Cowes Town Council approves the ongoing annual cost of £180 for monitoring, support and maintenance of the CCTV system.**
5. **That Cowes Town Council approves the cost of up to £400 to purchase an iPad (or similar device) for office use.**

Councillor Walters left the meeting after this item.

g) **Future Funding for Commercial / Sponsorship Opportunities**

At the last meeting of the Projects Committee, the Assistant Town Clerk was actioned to ask Newport and Ryde Community/Town Councils for information on the role and job descriptions for their commercial managers. Ryde TC have no commercial manager, but have provided the job description for their Deputy Clerk/Business Development Manager role. There is also a separate role of Committee and Place Plan Co-ordinator Officer, both full-time roles. Newport and Carisbrooke Community Council advised that the IWC manage the Shaping Newport (Newport Place Plan) role. The Regeneration Officer has provided a description of the role. The IW Council have engaged three Regeneration Officers to assist areas across the Island with their Place Plans. As the officers are new to the role, this needs time to develop. This project will be reviewed in three months.

h) **Review of Access Audit for Cowes Town Centre**

The Chairman met with Island Roads' Safety Officer to discuss the Access Audit for Cowes Town Centre which was commissioned by the Town Council in 2017. The Audit recommended a number of areas where improvements to accessibility should be made. The Town Council shared the report with the IW Council and Island Roads for consideration of the recommendations within their remit. Island Roads' Safety Officer advised that a

considerable amount of improvements have already been completed, however, some issues are beyond their remit. Councillors felt the Audit's recommendations should be reviewed and a spreadsheet compiled to check and sign-off improvements that have been completed, and to set actions where improvements are still needed. It was agreed:

ACTION

The Assistant Town Clerk will ask Isle Access for a quotation to review the Access Audit and create a spreadsheet of the recommendations, identifying those that have been completed and any that are still recommended.

508. NEW PROJECTS

a) **Review Notes from informal meeting with IW Council – 13 January 2023**

The Notes from the informal meeting were discussed. Councillors continue to be concerned regarding the condition of the footpaths at Northwood Recreation Ground.

The IW Council have appointed a project officer to assist a number of town and parish councils with the installation of their Changing Places Toilet facilities. The Town Council were successful in obtaining grant funding of £20,000 from the Changing Places Toilet Fund towards the installation of a facility in Cowes.

The IW Council have collected the two detached flagstones from the beach on Queens Road.

b) **Coronation Commemorative Gifts**

Councillors discussed providing a commemorative gift for Cowes' school-aged children to commemorate the Coronation. Commemorative mugs, coins and water bottles were considered. It was agreed:

ACTION

The Assistant Town Clerk will discuss the production of a commemorative mug or water bottle with the Mayor, and present costs to a future Projects Committee meeting.

509. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Welding repairs to the Skate Park platforms was completed in January 2023, along with the fitting of a new railing upright.

The mobile outdoor gym requires rust treatment and repainting.

b) **Public Conveniences**

The new WC directional signage for The Parade toilets have been ordered.

Councillors discussed reports of youngsters being seen on the roof at The Parade facility.

This activity should be reported to the Police at the time. There are signs on the building advising that the roof is fragile.

510. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Recreational pathway – Councillor Brown
- Priority list for S.106 contributions – Councillor Nicholson
- Changing Places Facility

The proceedings terminated at 7.18pm

CHAIRMAN