

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 11 July 2023 at 6.15pm

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

In attendance: Councillors Bertie and Wardrop (6.27pm) (Non-Voting); Ross Edmunds, Regeneration Officer, IW Council; Martin Hayles (Architect for The Cut enhancements, Changing Places Toilet and Medina Road public conveniences projects); Jon Gilbey, Changing Places Toilet Fund Project Officer, IW Council; Debbie Faulkner, Town Clerk; Kate Scragg, Deputy Town Clerk

526. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dodwell, Oliver and Paler.

527. DECLARATIONS OF INTEREST

No declarations of interest were received.

528. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 13 June 2023 be taken as read, approved as a correct record and signed by the Chairman.

529. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

A representative from the IW Council's Contract Management Team had been invited to the meeting but was unable to attend; they advised that Island Roads will soon be in a position to take the enhancement works forward. Once this is confirmed by Island Roads, the IW Council will raise a formal order for the works.

The Town Council will request up to date costings for the project, due to the time delay since the last quotation was provided. It was agreed:

ACTION

The Deputy Town Clerk will ask Island Roads and the IW Council's Contract Management Team for an updated quotation for the works.

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

Three tenders were received for the refurbishment of Medina Road public conveniences and were opened at the meeting in accordance with the Town Council's Financial Regulations. Tender details were as follows:

Contractor A: £111,176.85. Priced tender schedule, references, insurance details and health and safety policy summary provided.

Contractor B: £90,188.80. Priced tender schedule, references, insurance details and health and safety policy summary provided.

Contractor C: £137,109.00. Price only provided, therefore this tender will not be progressed. Martin Hayles requested copies of the submitted documentation to enable him to go through it in detail. If both tenders look complete, Martin will arrange a meeting with the lowest priced tenderer.

The Town Council are in the process of obtaining costs for converting the accessible toilet door at The Cut to an automatic powered door. A similar door will be required as part of the refurbishment at Medina Road. Martin was asked to incorporate this into the refurbishment. It was agreed:

ACTIONS

1. The Deputy Town Clerk will scan and send copies of the tender documentation to Martin Hayles.
2. Martin Hayles will arrange a meeting with the lowest tenderer, if the documentation is complete.
3. Martin Hayles will include a powered external door for the accessible toilet.

c) **Changing Places Facility – The Cut**

Martin Hayles was in attendance to answer any questions on his recent drawings for the Changing Places facility; these included the location of the proposed changing places structure, internal layout, location of the external door, landing and ramped access. The IW Council have provided a draft Heads of Terms Lease to give the Town Council permission to site the facility next to the current public conveniences on their land. The contact details in the Lease will need to be amended and a second signature block added for the Mayor and Town Clerk to both sign on behalf of the Town Council. The location plan that accompanies the Lease currently does not provide sufficient land to accommodate the ramped access to the facility.

The Chairman raised a question on behalf of Councillor Dodwell, who was unable to attend the meeting. Councillor Dodwell questioned the benefit of the proposed facility to the town centre; Councillors were in agreement that the facility was much needed for Cowes and would expand the network of similar facilities across the Island and nationally, promoting the town for those requiring use of such a facility.

Martin advised that Building Regulations for services and drainage will need to be applied for and a specification written for the groundworks and installation of the facility. Martin also suggested that the dropped kerbs be included in the specification for the Changing Places facility, and removed from the proposed Cut enhancement works, to allow the Changing Places installation to proceed without delay.

Martin was requested to proceed with the Working Drawings and Schedule of Works to enable tenders to be obtained for the Changing Places facilities and associated works. It was agreed:

ACTIONS

1. The Deputy Town Clerk will ask for the Heads of Terms Lease to be amended and the plan extended to provide sufficient land for the ramped access.
2. The Deputy Town Clerk will send Councillor Dodwell a copy of the original Minute where the Changing Places facility was discussed.
3. Martin Hayles will continue to progress the Changing Places project as detailed above.

d) **Ark and Dove Commemorations**

No alternative location for the new Ark and Dove information board was identified by the IWC Contract Management Team. They were waiting for this year's Cowes Week Parade plan to be provided to ensure the new board doesn't impinge on the plan. The IW Council's agreement has been requested to progress the installation of the new Ark and Dove information board.

e) **CCTV at Northwood Recreation Ground**

Discussions are ongoing with the IW Council to obtain the necessary permission to install a CCTV system at Northwood Recreation Ground. The IW Council are discussing the proposal with the Police before giving their permission to the installation of the CCTV system.

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

At the last meeting of the Projects Committee, members of the Projects Committee were actioned to review the audit report's findings and report back to the next meeting of the Projects Committee. Councillors are still working through the report's findings.

g) **Review Notes from informal meeting with IW Council – 7 July 2023**

The Notes from the informal meeting was noted. No issues were raised.

h) **Place Plan Steering Group – Terms of Reference**

Draft Terms of Reference for the new Place Plan Steering Group and Working Groups were discussed. Councillor Bertie was concerned that the Steering Group won't have powers to spend from the Cowes and Northwood Place Plan Promotions budget, without approval at a Town Council meeting, thereby delaying any expenditure from this budget. The Town Clerk advised that the process for spending the Town Council's funds must be agreed by the Town Council. It was:

RECOMMENDED

That Cowes Town Council adopts the draft Terms of Reference for the Place Plan Steering and Working Groups.

It was agreed:

ACTION

Subject to the approval of the above recommendation, the Deputy Town Clerk will send the Terms of Reference to Northwood Parish Council, requesting their agreement to the document.

i) **Wishing Well, Shooters Hill**

At the Town Council meeting on 1 June 2023, this item was referred to the Projects Committee to consider the future of the Wishing Well.

Councillor Sanders has been researching the history of the Wishing Well.

The Mayor has been in discussions with Island Roads.

The Town Council has been advised that the Rotary Club of Cowes has been asked to refurbish the Wishing Well. The Clerks have put them in touch with the local businesses who have expressed a desire to assist, and requested they discuss the way forward with them. The Deputy Town Mayor advised that the pump structure, which is a feature and not a working pump, was provided by the family of former Councillor Hammond, at the family's expense. He felt as a gesture of goodwill the Town Council could pay to remove the pump and return it to the family.

Any works to the Wishing Well or pump will need the approval of the IW Council as the Wishing Well is located on the public highway. It was agreed:

ACTION

The Mayor will discuss removal of the pump structure with Island Roads in the first instance.

530. NEW PROJECTS

a) **Ornamental Fountain, Princes Green**

The IW Council commissioned a contractor to refurbish the two Victorian shelters on Princes Green. The same contractor has provided a quotation to undertake a 'sympathetic' restoration of the ornamental fountain at the same location. The IW Council have asked if the Town Council are able to assist with the funding for the restoration of the ornamental fountain; the quotation for the works is £845. Councillors were supportive of the request for £845. It was:

RECOMMENDED

That Cowes Town Council pays £845 to the IW Council for refurbishment of the ornamental fountain, with the cost to be met from the 'Discretionary Services Contingency' budget heading.

Councillor Bertie left the meeting at 7.15pm.

b) Maintenance Role

This item has been raised to consider whether the Town Council should employ a maintenance person to undertake routine tasks including repairs, redecoration of our assets, installation of flags and banners etc, and how many hours the position would require. An alternative could be to employ an independent contractor at an agreed rate. Councillors suggested other Town and Parish Councils could be asked what staff they currently use for similar roles. Councillors felt that a list of the tasks we want carried out should be compiled.

The installation of the flags and banners through the High Street is currently being managed by the Town Council at the request of Cowes Business Association. The Chairman suggested asking Cowes Harbour Commission if they have staff we could use for the installations. The Town Council does not hold sufficient information on the location of the flag and banner installation points. It was agreed:

ACTIONS

1. The Deputy Town Clerk will write to other Island Clerks to ask who they use for their maintenance tasks.
2. The Deputy Town Clerk will write to Cowes Harbour Commission to ask if they have staff that we could use to install the flags and banners.
3. The Deputy Town Clerk will contact our former flags and banner installer for full details of the location of flags and banners through the High Street.

Councillor Ellis left the meeting at 7.44pm.

c) Cowes High Street Events

This new project has been added to ensure we engage with event organisers to showcase the town. It was felt that event signage isn't always clear. An example provided was when Parade events disperse Parade parking to other areas, for which the alternative parking locations aren't clearly signposted. This item will remain on the agenda for further development.

d) Festive Lights

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. It was:

RECOMMENDED

That Cowes Town Council considers approving up to £16,000 for all costs associated with installing the festive lights for the 2023 festive season, with the cost to be met from the 'Festive lights/Xmas tree' budget heading.

e) Christmas Tree

Councillors discussed the number and location of Christmas trees in the town for 2023. They felt that one dressed Christmas tree should be provided by the Town Council and sited in Francki Place at a cost of up to £1,000. It was:

RECOMMENDED

That Cowes Town Council considers providing one dressed Christmas Tree to be located in Francki Place, at a cost of up to £1,000, with the cost to be met from the 'Festive lights/Xmas tree' budget heading.

f) **D-day 80th Anniversary – 6 June 2024**

Councillors were asked to consider taking part in the D-Day 80th Anniversary by lighting a Beacon at 9.15pm on 6 June 2024. Following discussion, it was agreed:

ACTION

The Clerks will provide costs incurred for the previous beacon lighting event, relating to the Queen's Platinum Jubilee, for the next meeting of the Projects Committee.

531. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Councillor Sanders is concerned there is not clear signage to direct visitors arriving by coach to the nearest public conveniences. He suggested a new sign be placed on The Parade, on the lamppost immediately to the right of the coach stop, pointing to the public conveniences. The Chairman provided photographs of the current signage at this location. The Mayor offered to meet with Island Roads' District Steward to discuss what signage options are available. It was agreed:

ACTION

The Mayor will arrange to meet the District Steward to look at signage options on The Parade.

b) **Public Conveniences**

The drinking tap at Northwood Recreation Ground has been replaced.

On late 21/early 22 June 2023, the Gents' window was broken at Medina Road and is currently boarded up. Expanding foam was sprayed around the facility, which the cleaner cleared. Councillors agreed the window should remain boarded up until the refurbishment of this facility.

The Parade ceilings are scheduled for painting before Cowes Week.

All facilities are being targeted with graffiti, as are a number of private properties.

The Wallgate units are struggling due to age. Their annual service is due in July.

Air fresheners have been requested for the Gents for the summer.

Dares will be asked to undertake power jetting of the drains at Medina Road, The Cut, The Parade and Mornington Road public conveniences, in preparation for heavy usage during Cowes Week.

c) **Northwood Recreation Ground**

The annual RoSPA safety inspection of the MUGA, Outdoor Gym and Skatepark facilities at Northwood Recreation Ground were undertaken on 9 June 2023. The Inspector has provided reports on his findings; a number of items of maintenance have been identified, including the application of anti-slip paint on the Skatepark ramps, new signage on the Skatepark, rust treatment and anti-trip measures on the Outdoor Gym.

The Deputy Town Clerk carried out a quarterly inspection of the facilities at the Recreation Ground on 11 July 2023. One of the safety advisory signs on the MUGA has been removed; a replacement will be ordered. The Zip Wire launch board is badly worn; the IW Council have ordered a replacement which will be fitted shortly. One of the benches has a missing slat, which will be replaced by the IW Council. It was agreed:

ACTION

The Deputy Town Clerk will prioritise the repairs and arrange for them to be undertaken.

Councillor Wardrop left the meeting at 8.07pm.

532. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Signposts – Councillor Oliver

The proceedings terminated at 8.10pm

CHAIRMAN