

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 8 August 2023 at 6.15pm

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

In attendance: Kate Scragg, Deputy Town Clerk

533. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Oliver.

534. DECLARATIONS OF INTEREST

No declarations of interest were received.

535. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 11 July 2023 be taken as read, approved as a correct record and signed by the Chairman.

536. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

Up to date costings for the enhancement works have been requested from Island Roads. Island Roads have sent these to the IWC Contract Management Team; we are awaiting these in order to discuss the next steps.

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

The amended Heads of Terms Lease and Plan have been signed by Cowes Town Council and returned to the IW Council for completion.

The Mayor has discussed with Island Roads for the alterations to services and groundworks at The Cut to be done in time for the installation of the Changing Places facility.

Martin Hayles is compiling the Working Drawings and Schedule of Works. He will prepare and submit the Building Regulation application to the Local Authority on behalf of Cowes Town Council.

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

Three tender submissions for the refurbishment of Medina Road public conveniences were opened and considered at the Projects Committee meeting on 11 July 2023.

Martin Hayles has read the lowest tender submission and confirmed its accuracy for the cost of £90,188.80. He had a pre-contract meeting with Contractor B and is satisfied that the contractor understands the project. He has raised with the contractor the Town Council's request for an automatic door to be added for the accessible toilet, which was not in the original specification. Subject to the Town Council's approval of the tender and the engagement of the contractor, there is an estimated 4 – 5 week lead-in time, with the works estimated to take three months to complete during autumn/winter 2023.

A contingency sum was discussed and Councillors felt that a 10% contingency should be agreed. It was:

RECOMMENDED

- 1. That Cowes Town Council engages Contractor B for the refurbishment of Medina Road public conveniences for the cost of £90,188.80, with the cost to be met from the money set aside for the Public Toilet Refurbishment.**

2. That Cowes Town Council agrees a contingency sum of 10% of the contract value, with the cost to be met from the money set aside for the Public Toilet Refurbishment.

d) **Ark and Dove Commemorations**

The IW Council's agreement is awaited to install a new Ark and Dove information board on The Parade.

e) **CCTV at Northwood Recreation Ground**

The IW Council's permission is awaited to install a CCTV system at Northwood Recreation Ground.

This project is being considered for Safer Streets Funding which, if successful, will offset the Town Council's costs.

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

Members of the Projects Committee are reviewing the audit report's findings.

g) **Wishing Well, Shooters Hill**

Councillors discussed the ongoing situation with the Wishing Well, which has been damaged and is currently fenced off.

The Mayor asked Island Roads if there would be any issue if the pump was removed and returned to its owner. Island Roads advised the IW Council would need to give permission for the pump to be removed.

The Mayor asked Island Roads if a contractor working on the Wishing Well would be required to be licenced to work on the highway. Island Roads advised any contractor will need to have the relevant public liability / insurance cover, be able to provide highway compliant traffic management and need to liaise with Island Roads in respect to obtaining a permit to work on the public highway.

Councillors felt a temporary solution would be to cap the Well, which will then allow for the barriers be removed, while a long-term solution is considered.

Island Roads have advised that if the Town Council intend to take responsibility for the Wishing Well, this will need to be covered by a Highway Attachment License. It was agreed:

ACTIONS

1. The Deputy Town Clerk will contact the IW Council to ask if Cowes Town Council can take responsibility for the Wishing Well and add a steel cap to the structure, as a temporary measure.
2. Councillor Dodwell will request a quotation from a steel fabricator to cap the Wishing Well.

h) **Maintenance Role**

This project will consider whether Cowes Town Council should:

- employ a maintenance person/s to undertake routine tasks, including repairs and redecoration of our assets, installation of flags and banners etc;
- enter into a maintenance contract with an independent contractor, at an agreed rate;
- seek quotations from contractors for each maintenance task.

Other Town and Parish Councils on the Island were asked how their maintenance tasks are undertaken. The responses were shared with Councillors prior to the meeting.

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 Deputy Town Clerk has obtained details of the location of flags and banners sites throughout the High Street area.

Quotations are being sought from local contractors for the installation of flags and banners. Councillors will discuss the options once this information is received.

i) **Cowes High Street Events**

Correspondence has been received from a local business, expressing their disappointment at the lack of business for some High Street shops during Cowes Week, and suggesting Cowes Town Council should be more engaging to make Cowes Week more visitor-focussed. Councillors felt that shopkeepers' views should be sought, which can then be discussed with Cowes Week Ltd, through their Shoreside Committee. It was agreed:

ACTIONS

1. The Clerks will invite local shopkeepers to an informal meeting to hear their views.
2. Following the above meeting, the Clerks will invite Shoreside Committee representatives to an informal meeting to discuss shoreside activities for Cowes Week 2024.

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

Councillors were in support of Cowes Town Council taking part in the D-Day 80th Anniversary commemorations, including the Beacon lighting ceremony scheduled for 6 June 2024. Councillor Paler agreed to lead on organising a community event on The Parade/Bandstand, on behalf of Cowes Town Council. Budget costs were discussed and it was considered suitable to set aside a budget of £1,500 for expenses in relation to holding a beacon lighting event. It was:

RECOMMENDED

That Cowes Town Council agrees the sum of £1,500 for expenditure relating to holding a community event for the D-Day 80th Anniversary, with the cost to be met from the 'New Projects' budget heading.

537. NEW PROJECTS

a) **Vandalism Hit List**

The Mayor requested consideration be given to publishing a list of vandalism to the Town Council's assets. Following discussion, it was agreed:

ACTIONS

1. The Clerks will include a list of recent vandalism in the next Newsletter.
2. The Clerks will send the Newsletter to the local press.

Councillor Dodwell left the meeting at 7.13pm.

538. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Additional signage for the public toilets is being considered for The Parade. The Mayor will send Island Roads photographs of the area and seek their opinion on additional signage. It was agreed:

ACTION

The Mayor will provide Island Roads with photographs and request signage options for The Parade.

b) **Public Conveniences**

The Deputy Town Clerk advised that the ceilings at Northwood Recreation Ground and The Parade public conveniences had not been painted prior to Cowes Week due to sudden illness of the contractor. Councillors agreed that Community Payback should be approached with a view to them carrying out various painting and decoration work. It was agreed:

ACTION

The Deputy Town Clerk will contact Community Payback to discuss engaging them for various painting and decoration work.

539. ITEMS FOR INCLUSION ON FUTURE AGENDAS

No items were raised for inclusion on a future agenda.

The proceedings terminated at 7.20pm.

CHAIRMAN