

## COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 10 October 2023 at 6.15pm

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

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

### 547. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ellis and Rafferty.

### 548. DECLARATIONS OF INTEREST

No declarations of interest were received.

### 549. MINUTES RESOLVED

**That the Minutes of the Projects Committee meeting held on 12 September 2023 be taken as read, approved as a correct record and signed by the Chairman.**

### 550. UPDATE ON EXISTING PROJECTS

#### a) The Cut - Enhancements

The IW Council's Contracts Management Team have advised that, as the scope of the original project has changed due to the proposed installation of the Changing Places facility, the figures provided on 12 September 2023 will need to be reviewed to make allowance of the changes. The IW Council requested updated drawings, separating the enhancements from the works that will be undertaken for the installation of the Changing Places facility. Martin Hayles has provided the IW Council with the requested drawings. Confirmation is awaited from Island Roads in respect to the timescale for delivery of any highway works and the completion of the associated detailed design. The revisions to the existing Traffic Regulation Orders that cover the part of the highway network proposed to be remodelled are yet to be instructed, with the process typically taking between 6 – 9 months, with no guarantee of the exact timescale due to the need for public consultation and Cabinet sign-off. A revised quotation for the enhancement works is awaited from Island Roads. Councillors were advised that Island Roads do not have capacity to assist with any of the groundworks for the Changing Places facility.

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

Diana Deacon (solicitor) has been engaged to act on the Town Council's behalf in relation to obtaining a lease for the additional land at The Cut for the Changing Places facility. Diana has asked the IW Council if the Town Council can acquire the freehold of the land, on the same terms as the toilet block, rather than a 25 year lease. The IW Council's reply is awaited. If a lease is all the IW Council will allow, Diana will request a clause is inserted to safeguard the Town Council's expenditure, should the IW Council enact the termination clause and take the land back within the term of the Lease.

Martin Hayles has provided the IW Council's Contracts Management Team with revised drawings for the Changing Places facility, which include the necessary groundworks and tactile paving / dropped kerbs.

Martin has completed the Working Drawings and Specification to enable tenders to be invited from suitable contractors for the associated groundworks and Changing Places facility. Due to the contract value exceeding £50,000, the Town Council will be required to give public notice for three weeks, in accordance with Financial Regulation 10.5. Martin has written to three changing places manufacturers.

Martin has submitted the Building Regulation application for this project.

Concern was raised as to whether any delay in obtaining the lease from the IW Council for the land could result in the works not being completed in this financial year; if necessary, an agreement in principle can be requested from the IW Council to progress this project.

Jon Gilbey advised that there is a possibility of additional grant funding for this project in the region of £4,000, due to a number of approved schemes not progressing.

It was agreed:

#### ACTIONS

1. Martin Hayles will prepare the tender package and liaise with the Clerks regarding advertising dates.
2. The Clerks will advertise the works in accordance with Financial Regulation 10.5.
3. Martin will provide his terms of service for oversight of the project to completion.

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

Martin Hayles provided colour samples for Councillors' consideration. Due to the short timescale before works commence, Councillors were asked to make their selection at the meeting. Following consideration, Councillors chose a blue / white colour scheme, with a composite flooring. The Deputy Town Clerk outlined the requirements for compliance with 'Document M' for the accessible facility in regard to colour contrasts for the internal layout and fittings.

Martin sought clarification from those present for the works to be undertaken under a JCT Minor Works Contract. This was supported by Councillors. Martin will compile the Agreement, which will need to be signed by the Mayor and Town Clerk.

The refurbishment works are scheduled to commence on Monday 23 October 2023, with the facilities being closed the week before to give the cleaning contractor time to remove reusable parts from the existing fixtures. Signage will be displayed on the building shortly, advising of the forthcoming closure of the facilities for refurbishment, and also displayed at the East Cowes side of the River Medina, advising where the nearest public conveniences are located. It was agreed:

#### ACTIONS

1. Martin Hayles will prepare a JCT Minor Works Contract.
2. The Deputy Town Clerk will update Southern Water on the commencement date for the works.
3. The Deputy Town Clerk will put up notices of the closure of the facilities for refurbishment.

#### d) **Ark and Dove Commemorations**

The Deputy Town Clerk met with Island Roads' District Steward to check he is happy with the proposed location, following the lengthy delay and change of Steward since the location was previously discussed.

The IW Council have been sent a copy of a plan, marking the proposed location of the Ark and Dove Board; approval of the location is awaited for the project to proceed.

#### e) **CCTV at Northwood Recreation Ground**

The IW Council have given permission for Cowes Town Council to install a CCTV system covering the public conveniences at Northwood Recreation Ground, which will not be linked

to Island Roads' central system. Lifeline Alarms have been informed and confirmation of the timescale for the installation is awaited.

The Environment Officer has requested Councillors consider installing CCTV at Arctic Park. Councillors felt the installation of CCTV at that location could be an issue as the Town Council doesn't have an electric supply in the area.

Councillors requested the installation of CCTV at public conveniences be considered.

It was agreed:

#### ACTIONS

1. The Deputy Town Clerk will ask the Environment Officer for more information on the issues and where she is suggesting cameras are located.
2. The Deputy Town Clerk will include CCTV at public conveniences on the next agenda.

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

Members of the Projects Committee are awaiting the completion of Island Roads' improvements before reviewing the audit report's findings.

g) **Wishing Well, Shooters Hill**

Councillor Ellis has requested proof of ownership/installation of the pump from the Hammond family; any statement of proof received from the family will be forwarded to the IW Council.

The Mayor has spoken to a number of accredited contractors to discuss costs to remove the pump structure and cap the Well. Formal quotations will be sought. Councillors discussed whether a flowerbed could be incorporated into the cap on the Well structure to make the area more visually attractive. Removal of the Well altogether requires a detailed structural engineer's inspection and report and would also require public consultation; it was not considered to be the quickest solution to the current issue. It was agreed:

#### ACTION

The Mayor, in liaison with Councillor Dodwell, will contact highway accredited contractors for quotations to remove the pump and cap the Well, possibly incorporating the creation of a flowerbed.

h) **Flags and Banners**

The Union Jack flags will be replaced with Christmas flags in early November. Costs for new 'Cowes' flags are awaited; the delivery timescale is approximately six weeks and the flags will be installed after the Christmas flags are removed in January.

The Town Clerk has produced a schedule of the flag and banner installations for 2023, which can form a draft schedule for 2024.

i) **Cowes High Street Events**

Cowes Traders' Group have requested the Town Council fund 1 hour's free parking at both late night shopping events (Cross Street Car Park) on 16 November and 7 December, and consider funding the cost for 1 hour's free parking on the first Saturday of each month to help boost High Street footfall. Costs from the IW Council's Parking Services Department were circulated prior to the meeting. Councillors were supportive of providing free parking in Cross Street car park for both late night shopping events, between 4pm – 9pm. One hour's free parking on the first Saturday of each month will be discussed at the next meeting.

Martin Hayles has confirmed that the electric 'sleeve' in The Cut will remain in position after the enhancement works, providing an option for a Christmas tree to be considered at this location in the future.

The Chairman has received confirmation from a local primary school that they are able to provide a school choir for the festive light switch-on / late night shopping event on 16 November. In view of the short timescale, the Mayor will turn on the Festive Lights.

It was agreed:

ACTIONS

1. The Chairman will authorise the cost of £112.10 for free parking between 4pm – 9pm in Cross Street Car Park on 16 November and 7 December, with the cost to be met from the 'New Projects' budget heading.
2. On completion of the above action, the Deputy Town Clerk will advise the IW Council's Parking Services.
3. Ross Edmunds will follow up with Cowes Traders' Group and new Carnival company.

j) **D-day 80<sup>th</sup> Anniversary – 6 June 2024**

Island Roads and the IW Council have been requested to give permission for the lighting of a beacon on The Parade on 6 June 2024 to commemorate the 80<sup>th</sup> Anniversary of D-Day.

Island Roads have requested copies of the Town Council's Public Liability Insurance, a Risk Assessment and completion of a Hoarding Licence application, along with the associated fee of £68. It was agreed:

ACTION

The Deputy Town Clerk will submit the Hoarding Licence application.

**551. NEW PROJECTS**

a) **Town Signs**

Councillor Oliver requested Councillors give consideration to running an arts project involving members of the public to create interesting new street signs for displaying throughout the town. It was agreed:

ACTION

The Deputy Town Clerk will ask the IW Council's Contracts Management Team for advice on installing new signs on buildings, lampposts and drainpipes.

b) **Parade and Bandstand Risk Report**

Councillor Rafferty undertook a risk assessment at The Parade public conveniences following reports of youths gaining entry onto the roof and throwing items at passers-by. The report on the findings from the risk assessment was circulated prior to the meeting, however, in Councillor Rafferty's absence, an in-depth discussion was deferred to the next meeting. It was agreed:

ACTIONS

1. The Deputy Town Clerk will obtain quotations to remove the railings around the flowerbed on Bath Road.
2. The Deputy Town Clerk and Councillor Sanders will look into removing the existing shrubbery and replacing with 'spiky' plants.

c) **Plastic Reusable Glasses**

The Mayor raised this item as a project to reduce plastic waste and promote Cowes Town Council by having our logo on reusable plastic cups for use by local businesses. A number of local pubs already use plastic reusable glasses, incorporating their own logo. This item will remain on the agenda for further discussion once costs are known.

d) **Community Orchard**

Councillor Brown provided an appraisal of the trees in the Community Orchard at Northwood Recreation Ground. She confirmed the need for a replacement Nectarine tree,

which had been damaged by a trampoline from a neighbouring property during stormy weather. The Nectarine 'Madame Blanchet' was a self-fertile variety and was originally priced at £49.49. The Deputy Town Clerk advised that £65 remained in the Community Orchard budget, which could be used to provide a replacement Nectarine tree. One of the crab apple trees bordering the footpath nearest Park Road, owned by the IW Council, broke due to the weight of fruit and having a short stake. A second crab apple is also suffering from having a short stake, which the IW Council have been requested to replace with a longer supporting stake. A copper birch which has died could also do with being replaced with a hardier tree. All these trees had been gifted by Red Funnel to the IW Council. Councillor Sanders will raise at the monthly IW Council meeting.

It was agreed:

ACTIONS

1. Councillor Brown will obtain the cost for a Nectarine tree, which the Town Clerk will authorise from the balance of the Community Orchard budget.
2. Councillor Sanders will raise the above tree issues with the IW Council.

e) **Solar-powered LED Lights**

Costs are awaited for the supply and installation of solar-powered LED lights throughout the High Street, which can be displayed throughout the year.

f) **Market Hill Enhancements**

At the Finance, Acquisitions and Staffing Committee meeting on 26 September 2023, Councillor Hollis made a request for the Projects Committee to consider improving the visual appearance / decluttering of the area at the bottom of Market Hill. Councillors requested Councillor Hollis provide photographs and ideas for enhancing this location. It was agreed:

ACTION

Councillor Hollis will be asked for photographs and ideas to enhance the area at the bottom of Market Hill.

**552. MAINTENANCE ISSUES WITH EXISTING PROJECTS**

a) **Street Furniture**

The annual inspection of the Town Council's assets was carried out by the Deputy Town Clerk and Facilities Manager on 25 and 26 September 2023. A condition report was circulated to Councillors prior to the meeting.

A number of items of street furniture require redecoration. Community Payback have been contacted to arrange redecoration of a number of the Town Council's public benches on Princes Green and The Parade. Work is estimated to be programmed for February/March 2024, ahead of the start of the next tourist season. The Town Council will only have to pay the cost of materials.

Some of the assets require more detailed redecoration work, for which qualified painters and decorators will be sought.

During the annual service of the seafront flagpole, the contractor advised that the concrete base is starting to crack, which is causing the flagpole to wobble. He has removed the flag and suggested the flagpole be relocated next to its current position. This land is managed by the IW Council and permission will be required to undertake any works. Councillor Sanders offered to inspect the flagpole and report back.

A suggestion was made to install a permanent flagpole by the War Memorial in Northwood Park, instead of hiring a flagpole for the Remembrance service each year.

It was agreed:

## ACTIONS

1. Councillor Sanders will inspect the base of the seafront flagpole and report back with his findings.
2. The Deputy Town Clerk will seek quotations for the installation of a permanent flagpole at the War Memorial.

### b) **Public Conveniences**

Monthly inspections were carried out by the Deputy Town Clerk & Facilities Manager on 27 September 2023. Community Payback have been contacted to arrange redecoration of the public conveniences at Northwood Recreation Ground and The Parade. The ceilings and external doors at Northwood Rec. will be painted; the ceilings at The Parade will be re-taped and painted. Community Payback are also offering to pressure-wash the facilities before commencement of the painting, estimated to be programmed for February/March 2024, ahead of the start of the next tourist season. A number of maintenance issues have been raised with the cleaner for repair.

### c) **Northwood Recreation Ground**

Two replacement safety signs have been fitted at the MUGA, following vandalism of the previous signs.

The matting covering on the Zip Wire launch pad was replaced by the IW Council recently, however, the new covering is damaged and the IW Council have been asked to find an alternative covering.

The Coned climber is currently fenced off awaiting a repair by the IW Council.

Further welding repairs are required in the Skatepark. The ramps have been painted with anti-slip paint.

The annual service and treatment of rust is outstanding on the mobile gym, following bad weather. Works are due to be carried out on 11 October 2023.

Councillor Oliver advised that the ramps installed on the new roadway do not provide access for wheelchair users; this could be resolved if an end section of each ramp was removed. This will be raised with the IW Council at the next monthly meeting.

## **553. ITEMS FOR INCLUSION ON FUTURE AGENDAS**

- Newsletter

The proceedings terminated at 8.02pm.

**CHAIRMAN**