

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 7 November 2023 at 6.15pm

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

In attendance: Councillor Wardrop (Non-Voting); Martin Hayles (Architect for The Cut enhancements, Changing Places Toilet and Medina Road public conveniences projects); Kate Scragg, Deputy Town Clerk

554. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Ellis.

555. DECLARATIONS OF INTEREST

No declarations of interest were received.

556. MINUTES RESOLVED

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

557. UPDATE ON EXISTING PROJECTS

a) **The Cut - Enhancements**

Confirmation has been received in writing from the IW Council, advising that the S.106 contribution that has been ring-fenced for this project is £61,125. This is lower than the £62,338 that had previously been advised. The Contract Management Team (CMT) have been informed of this ring-fenced amount. The CMT have requested a meeting with Martin Hayles and a representative from the Town Council to discuss progression of this project; Martin and the Mayor are awaiting a date to meet with the CMT. It was agreed:

ACTION

Martin Hayles will follow up on a date for a meeting with the CMT.

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

Diana Deacon (the Town Council's solicitor for this project) has received the results from the majority of the searches (one is pending) and has forwarded them to the Town Council. Diana has received the draft Lease from the IW Council and has provided the Clerks with her comments. Councillors were satisfied with the draft Lease, as amended by Diana.

The advertisement for contractors for the changing places facility is being advertised in the press for 3 weeks. The closing date for tender returns is 24 November. Tenders will be opened at an Extraordinary Town Council meeting on 30 November. Martin Hayles advised that there had been very few enquiries for the tender documents. He will approach suitable contractors to tender for the works. It was agreed:

ACTION

Martin Hayles will approach suitable contractors to tender for the works.

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

The JCT Minor Works Contract has been completed.

Martin Hayles agreed with the contractor to delay commencement of the work on site due to the poor weather conditions. Work began on schedule in the contractor's workshop on the manufacture of the cubicles and windows.

The contractor has submitted notice of the contract to the Health and Safety Executive (HSE), who can visit the works without notice.

The contractor has requested information on the automated disabled door required by the Town Council. It was agreed:

ACTION

The Deputy Town Clerk will provide details of the automatic door for the disabled facility.

d) **Ark and Dove Commemorations**

Permission has been received from the IW Council and Island Roads to install the information board on The Parade. Up to date prices will be sought to move this project forward. It was agreed:

ACTION

The Deputy Town Clerk will obtain up to date prices for all elements of the information board.

e) **CCTV at Northwood Recreation Ground**

A site meeting is awaited with Lifeline Alarms to progress this project.

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

This item will be removed from the agenda until completion of Island Roads' improvements, after which the report can be reviewed.

g) **Wishing Well, Shooters Hill**

The Mayor met with contractors to discuss removal of the pump and adding a cap to the Wishing Well. A formal quotation is awaited.

h) **Cowes High Street Events**

Councillors discussed a request from Cowes Traders' Group to provide 1 hour's free parking, once a month to help boost High Street footfall. The IW Council have provided an indication of the costs they would seek to be reimbursed for, which did not take into account the labour charge to change the tariff on the parking meters once a month. Councillors felt that the costs which would need to be borne by the Town Council were significant. The request will be reviewed in six months, giving Cowes Traders' Group more time to get established. It was agreed:

ACTION

The Chairman will update Cowes Traders' Group on Councillors' discussion.

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

The heras fencing for the beacon has been ordered. The Deputy Town Clerk will update the risk assessment and submit with the hoarding licence application. It was agreed:

ACTION

The Deputy Town Clerk will submit the Hoarding Licence application.

j) **New Signs**

At the last meeting of the Projects Committee, it was agreed to seek the advice of the IW Council on installing new signs on buildings, lampposts and drainpipes. The IW Council have advised that any signs installed on the highway network or on highway assets will need to be in accordance with the Traffic Signs Regulations and General Directions 2016. As a result the signs that are proposed would not be compliant. Department for Transport approval is required for non-complaint signage. If affixing signs on private apparatus that sits immediately adjacent to a footway then it should provide for a minimum height clearance of

2.1m above the footway. This project will be referred to a Place Plan Working Group for development and will be removed from the Projects Committee agenda.

k) **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. A number of additional risk controls had been suggested to deter this inappropriate activity, including: replacement of the existing plants with thorny or dense shrubs; removal of the ornate fencing, which could be used to aid climbers accessing the roof; and replacing the existing warning signage with larger, more visible signs. The Deputy Town Clerk advised that the ornate fencing will be removed shortly. A quotation for removal of the existing plants and replacement with thorny plants was discussed. Councillors requested more detail on the plant varieties and expressed the need for mature shrubs to be planted. Additional CCTV can be considered when this facility is refurbished, if the unauthorised access is ongoing. It was agreed:

ACTIONS

1. The Deputy Town Clerk will seek clarification of the species of thorny plants quoted for, and their maturity/size.
2. Once received, the above information will be sent to Councillor Rafferty for his comments.

l) **Plastic Reusable Glasses**

A number of local businesses are using their own plastic reusable glasses. This item will be removed from the Projects Committee agenda.

Councillor Wardrop left the meeting at 6.51pm.

m) **Solar-powered LED Lights**

Cowes Traders' Group have requested the Town Council consider funding the installation of solar-powered LED lights throughout the High Street, which can be displayed throughout the year. An initial enquiry with a local contractor has not currently produced any ideas. Councillors were requested to carry out research of solar-powered LED lights for consideration at the next meeting. Cowes Traders' Group will also be asked for their ideas. It was agreed:

ACTIONS

1. Councillors will research solar-powered LED lighting for discussion at the next meeting.
2. The Chairman will ask Cowes Traders' Group to provide more information on what lighting they would like the Town Council to consider.

n) **Market Hill Enhancements**

Councillor Hollis requested the Projects Committee consider ideas to enhance this area and suggested removal of the planters from the pavement. Councillors considered that the planters enhance the area and there is no need to increase the space for members of the public. This item will be removed from the Projects Committee agenda.

o) **Review Notes from informal meeting with IW Council – 13 October 2023**

The Notes from the above meeting were reviewed. Issues at Town Quay will be raised at the next meeting on 9 November 2023; these include ownership of the Town Quay and the damaged bench by the crane. It was agreed:

ACTION

Councillor Sanders will raise the above issues at the meeting with the IW Council on 9 November 2023.

558. NEW PROJECTS

a) Newsletter

The Town Council have not produced a Newsletter since Summer 2022. Councillors felt that the current format is dated and, at 8 pages of A4, is too long. It was felt that a flyer advising of good news stories may be received better by residents. Input from local organisations could be considered, such as a feature. This item will remain on the agenda for further development.

b) Additional CCTV

With vandalism on the increase, Councillors felt additional CCTV should be considered at our public conveniences. It was agreed:

ACTION

Councillor Rafferty will undertake research into CCTV systems.

c) Cowes Regeneration Ideas

Councillor Oliver had provided examples of a number of long-term projects to enhance Cowes and our neighbouring areas for the benefit of visitors and residents. This project will be referred to a Place Plan Working Group for development and will be removed from the Projects Committee agenda.

559. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) Street Furniture

A site visit has been arranged at the Seafront flagpole with the contractor to see if a replacement flagpole is necessary. Councillor Sanders and the Deputy Town Clerk and Facilities Manager will attend.

A quotation is awaited to install a permanent flagpole at Northwood Park.

b) Public Conveniences

A number of parts from the Wallgate Units at Medina Road have been reused in our other facilities.

Our cleaner has reported a number of unexplained incidents within the locked areas of the public conveniences. The padlocks were inherited from the IW Council when the Town Council took over the facilities; they are not unique to the facilities in Cowes. Councillors considered it would be prudent to replace all our padlocks with a padlock unique to our facilities. The Deputy Town Clerk presented costs of £264 plus VAT to purchase 22 identical padlocks. Councillors were happy for the Town Clerk to authorise this expenditure. It was agreed:

ACTION

The Town Clerk will authorise the purchase of 22 identical padlocks, with the cost of £264 plus VAT to be met from the "5 Public Toilets – Cleaning + other costs" budget heading.

c) Northwood Recreation Ground

The RoSPA Inspector has raised a finger entrapment risk with the Skate Park gates. The Deputy Town Clerk and Facilities Manager has looked at a number of solutions to reduce any potential risk. In consultation with a local contractor, the installation of two bollards at 90° to the gate opening, to reduce the gate opening is recommended to Councillors. The

permission of the IW Council will be required prior to any installation. Councillors were supportive of the installation of 2 concrete bollards. It was agreed:

ACTION

1. The Deputy Town Clerk will seek the permission of the IW Council to install two concrete bollards outside the Skate Park gateways.
2. Once the above permission is obtained, the Town Clerk will authorise the expenditure of £320 plus VAT for the supply and installation of two concrete bollards, with the cost to be met from the "Northwood Rec – Skate Park /MUGA / Outdoor Gym Maintenance" budget heading.

560. ITEMS FOR INCLUSION ON FUTURE AGENDAS

There were no items raised for a future agenda.

The proceedings terminated at 7.33pm.

CHAIRMAN