

## COWES TOWN COUNCIL

Minutes of the Meeting of Cowes Town Council held in The Library, Northwood House, Cowes on Thursday 2 November 2023 at 7pm.

**Present:** Councillor Nicholson (Town Mayor) (Chairman)  
Councillors Brown, Carter, Dodwell, Ellis, Fuller, Hollis, Oliver, Paler, Peacey Wilcox, Sanders, Walters and Wardrop.

**In attendance:** Kate Scragg, Deputy Town Clerk.

Prior to the start of the meeting, Councillor Nicholson reported of the sad loss of former Town Councillor, Mrs Ada Leigh, who passed away on 16 September 2023 just short of her 92nd birthday. Ada dedicated a lifetime to her local community. In 1983, she became a councillor for Medina Borough Council, and two years later was voted on to the Isle of Wight County Council as well. She was governor of three schools and was chair of the management committee for Cowes Youth Club and on the committee for IYWAC (Island Youth Water Activities Centre). In addition, she was a Harbour Commissioner for Cowes, was involved in setting up the Stephen Ross Foundation for the Arts (also known as Quay Arts), and was involved in the North Medina Community Development Trust, the Isle of Wight Society, Plessey Sports Club, Age Concern, Cowes Community Forum, Community Health Council, IW Rural Community Council, Relate and her local church. In 1990 Ada became Mayor of Medina Borough Council, and held the position for two years. She was honoured to receive Prince Philip at one of her Cowes Week garden parties. Ada continued to serve in the unitary authority until she lost her seat in 2001. She later served on Cowes Town Council alongside her husband for a few years, until they both retired in 2008. Ada will be sadly missed by all who knew her.

### **8809 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Adams and Bertie.

### **8810 DECLARATIONS OF INTEREST**

No declarations of interest were received.

### **8811 REPORT FROM THE LOCAL SAFER NEIGHBOURHOOD OFFICER**

There was not a report from the Local Safer Neighbourhood Officer.

### **8812 MINUTES**

#### **RESOLVED**

**That the Minutes of the Town Council Meeting held on 5 October 2023, be taken as read, approved as a correct record and signed by the Chairman.**

### **8813 QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present, therefore no questions were raised.

### **8814 REPORTS FROM ISLE OF WIGHT COUNCILLORS**

Written reports focussing on local matters were received from Councillors Fuller, Nicholson, Peacey Wilcox and Quigley and were circulated to all Town Councillors.

Councillor Peacey Wilcox has requested a pelican crossing to replace the zebra crossing on Newport Road; costs, estimated to be in the region of £150,000, are being clarified. She praised the hard work of the new Alzheimers facility at the former Parklands Resource Centre.

Councillor Fuller reported receiving a number of enquiries regarding the removal of the swings at Northwood Park, which has been discussed with Northwood House Charitable Trust Co. Ltd (NHCTCL). It was agreed:

ACTION

Councillor Brown will discuss the replacement of the Park swings with NHCTCL and report back to the Projects Committee.

Councillor Nicholson asked Councillor Fuller for any feedback from officers on his Planning Assessment Guidance Form.

Councillor Quigley continues to help a resident in The Arcade, Fountain Yard, with issues relating to water ingress from an adjoining property.

## **8815 REPORTS OF COMMITTEES AND MEETINGS**

a) Projects Committee

The Minutes of the Projects Committee meeting held on 10 October 2023 were received and noted.

b) Planning & Licensing Committee

The Minutes of the Planning & Licensing Committee meeting held on 17 October 2023 were received and noted. The Planning & Licensing Committee had objected to the proposed aluminium frontage on the new Police hub, following which the Police and Hampshire County Council have changed the frontage to be constructed from timber, to align with neighbouring properties. Councillor Fuller had been requested to call-in the hybrid planning application at Meadow View, Place Road, due to impact on Cowes Medical Centre and the road network. Full details of the call-in are in Councillor Fuller's report.

c) Finance, Acquisitions & Staffing Committee

The Minutes of the Finance, Acquisitions & Staffing Committee meeting held on 24 October 2023 were received and noted. It was:

**RESOLVED**

**That Cowes Town Council receive, note and approve the Financial Statement as at 30 September 2023.**

d) Cowes Harbour Advisory Committee

The draft Minutes of the Cowes Harbour Advisory Committee meeting held on 6 September 2023 were received and noted. The re-introduction of oysters into the harbour was raised; it was clarified that British oysters will filter the water. The Deputy Town Clerk advised that there is no formal licence in place for the installation of flags and banners in the High Street. A question had been put to Cowes Harbour Commission questioning them charging for use of the pontoons; to date no response has been received. It was agreed:

ACTION

Councillor Adams will ask Cowes Harbour Advisory Committee for clarification on the charging for use of the pontoons at Town Quay.

e) Supporters of Cowes Library

The Minutes of the meeting of the Supporters of Cowes Library held on 9 October 2023 were received and noted. Cowes Town Council's contribution towards the costs of the Library was raised. It was agreed:

ACTION

Councillor Nicholson, following consultation with Councillor Fuller, will consult with Northwood residents to see if they use Cowes Library.

**8816 MAYOR'S UPDATE**

The Mayor updated Councillors on recent activities including a 'Built-Environment' update; safeguarding procedures; Maritime Awards. He praised the huge achievement by Rachel Kitley, Cowes Enterprise College, for winning the Maritime Legacy Award at this year's Maritime UK Solent Awards.

**8817 MEMBER REVIEW OF FINANCIAL RECORDS QUARTERS 1 AND 2**

Councillors Adams and Paler, as Cowes Town Council's Member Internal Financial Reviewers, undertook a review of the Town Council's financial records on 10 October 2023. The quarterly review covered the periods 1 April 2023 – 30 June 2023 and 1 July 2023 to 30 September 2023. The purpose of the review was to take a random sample of financial transactions during the periods and review for accuracy and compliance with Financial Regulations. Documents reviewed included the Cash book; invoices; bank records; petty cash records; reporting & approval by members: agendas / minutes – list of cheque and petty cash payments; and VAT Return spreadsheet. The review showed from the sample taken during the periods that the standard of book-keeping continues to be very good. It was:

**RESOLVED**

**That the Member Review of Financial Records for Quarters 1 and 2 be received, noted and approved.**

**8818 DBS CHECKS FOR COUNCILLORS**

Councillors were asked to consider whether a DBS (Disclosure and Barring Service) checks should be undertaken by Cowes Town Councillors. Following discussion, it was decided that Councillors should not be required to undertake DBS checks currently. This will be routinely reviewed.

**8819 COUNCILLOR UPDATE**

Councillor Oliver updated Councillors following his suggestion of some short, medium and longer term projects to raise the profile of Cowes and encourage people to visit and spend time in and around the town; the small 'amusing' street sign idea has been presented to the Projects Committee. Councillor Oliver has also met with the Mayor and Ross Edmunds to progress the work on the Place Plan around connectivity. Interested individuals are being brought together to discuss some of the LCWIP routes. Councillor Fuller advised that the IW Council will be considering adopting the LCWIP as a Supplementary Planning Document.

**8820 COUNCILLOR UPDATE**

Councillor Paler updated Councillors on recent activities / issues including the poor condition of the flags in the High Street (which will be replaced very soon); attendance at the service marking the beginning of the new law year at St Mary's Church; visiting the Beckford Centre; acknowledging the good work of the Talent Tap Charity; working with Community Action Isle of Wight and Eden Projects Committees on a number of projects over the coming months.

**8821 CHEQUE PAYMENTS AND PETTY CASH PAYMENTS FOR THE MONTH OF OCTOBER 2023**

The Town Clerk had circulated details of cheque and petty cash payments for the month of October 2023. Cheque payments totalled £54,307.06; petty cash payments totalled £23.97. It was:

**RESOLVED**

**That the cheque payments of £54,307.06 and the petty cash payments of £23.97 be received, noted and approved.**

**8822 APPOINTMENT TO THE PLACE PLAN PROGRAMME STEERING GROUP**

Following discussion it was:

**RESOLVED**

**That Councillor Peacey Wilcox be appointed to the Place Plan Steering Group, to lead on Medina Ward issues.**

**8823 IW COUNCIL'S PROPOSAL FOR TOWN AND PARISH COUNCILS TO FUND ADDITIONAL PLANNING ENFORCEMENT CAPACITY**

The IW Council are offering Town and Parish Councils the opportunity to fund an enhanced Planning Enforcement service for 2024/5 and beyond. Councillors felt more information was required before a decision could be made. It was agreed:

**ACTION**

The Town Clerk will invite Planning Officers to a future meeting of Cowes Town Council to provide more information on the enhanced service being offered.

**8824 CLIMATE AND ECOLOGY BILL DRAFT MOTION**

The Town Council has been asked by 'Zero Hour' to consider supporting the Climate and Ecology Bill draft motion. As this organisation is not known to Councillors, further information is requested before a decision is made. It was agreed:

**ACTION**

The Town Clerk will ask Zero Hour what outcomes they are supporting.

**8825 RESPONSE FROM ISLAND ROADS IN REGARD TO THE ANNUAL SCHEDULE OF WORKS FOR COWES (MIN NO 8733 REFERS)**

Councillors were disappointed at the lack of works scheduled for the Cowes area in Island Roads' Annual Schedule for 2023/24. They felt there are a number of roads which require improving. Councillors will provide the Town Clerk with a list of priority roads in their Ward areas, which will be sent to the Leader of the IW Council and the Director of Neighbourhoods, copied to Island Roads, for their comments/consideration. It was agreed:

**ACTIONS**

1. Councillors will send the Town Clerk the names of priority roads in their Ward areas that require improving, by 9 November 2023.

2. The Town Clerk will send a collated list of priority roads in Cowes requiring improving to the Leader of the IW Council and the Director of Neighbourhoods, copied to Island Roads.

**8826 RESPONSE FROM IW COUNCILLOR QUIGLEY IN REGARD TO EXCESS SCHOOL PLACES IN COWES (MIN NO 8786 REFERS)**

Councillor Quigley provided a Cabinet Report on School Place Planning, detailing a proposal by the IW Council to consult on the closure of Cowes Primary School, resulting in 150 Year R surplus places in the area. Councillors requested the Town Council's concerns be raised with the Cabinet Member for Children's Services, Education and Corporate Functions. It was agreed:

**ACTION**

The Town Clerk will write to the Cabinet Member for Children's Services, Education and Corporate Functions to express the Town Council's concerns.

**8827 RESPONSE FROM THE ENVIRONMENT OFFICER IN REGARD TO THE NUMBER OF FIXED PENALTY NOTICES ISSUED IN COWES (MIN NO 8806 REFERS)**

The Environment Officer has issued 2 Fixed Penalty Notices (FPN's) in the Cowes area within the last twelve months, for dog fouling and for a dog off a lead in the Cemetery. She has authority to issue 14 different FPN's.

**8828 RESPONSE FROM ISLAND ROADS REGARDING THE STATE OF UNTIDINESS AROUND TOWN QUAY (MIN NO 8808 REFERS)**

Island Roads advised that they sweep the footpath under the arches between the High Street and Red Funnel's terminal building in Fountain Quay Arcade. They also empty three litter bins in the Town Quay area.

**8829 TO CONSIDER MAKING A DONATION TO MOUNTBATTEN ISLE OF WIGHT**

The Deputy Town Clerk asked Councillors to consider making their usual Christmas donation to Mountbatten Isle of Wight. The balance in the 'Remembrance Sunday & Charity' budget heading being £235. It was:

**RESOLVED**

**That Cowes Town Council makes a donation of £200 to Mountbatten Isle of Wight.**

**8830 REVIEW OF COWES TOWN COUNCIL'S POLICY – AUDIO RECORDING – TOWN COUNCIL & COMMITTEE MEETINGS**

A review of Cowes Town Council's Policy – Audio Recording – Town Council & Committee meetings was carried out and no amendments were required. It was:

**RESOLVED**

**That Cowes Town Council approves the Policy – Audio Recording – Town Council & Committee meetings.**

**8831 REVIEW OF COWES TOWN COUNCIL'S GDPR PRIVACY NOTICE**

A review of Cowes Town Council's GDPR Privacy Notice was carried out and no amendments were required. It was:

**RESOLVED**

**That Cowes Town Council approves the GDPR Privacy Notice.**

**8832 UPDATE FROM THE ENVIRONMENT OFFICER**

A report outlining the activities of the Environment Officer in Cowes was circulated to all Town Councillors. Actions taken routinely include dogs, anti-social behaviour, waste and litter.

**8833 MISCELLANEOUS PUBLICATIONS AND CORRESPONDENCE**

Details of miscellaneous publications and correspondence were circulated to all Town Councillors. The Mayor read out an email received on behalf of Cowes Classics Day 2023, thanking the Town Council for their funding towards the event.

**8834 ITEMS FOR INCLUSION ON FUTURE AGENDAS**

There were no items raised for inclusion on future agendas.

The proceedings terminated at 8.37pm.

**CHAIRMAN**