

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 13 February 2024 at 6.15pm

Present: Councillors Nicholson (Chair), Brown, Oliver and Sanders

In attendance: Ross Edmunds, Regeneration Officer, IW Council; Martin Hayles (Architect for The Cut enhancements, Changing Places Toilet and Medina Road public conveniences projects); Claudine Russell, Town Clerk; Kate Scragg, Deputy Town Clerk; a representative from the Community Action Support Team

In the absence of the Chairman, Councillor Nicholson was elected Chair for the meeting.

568. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Adams, Dodwell, Ellis and Rafferty.

569. DECLARATIONS OF INTEREST

No declarations of interest were received.

570. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 9 January 2024 be taken as read, approved as a correct record and signed by the Chairman.

571. UPDATE ON EXISTING PROJECTS

The Mayor thanked Martin Hayles, on behalf of the Town Council, for all his hard work providing architectural services to the Town Council over many years.

a) **The Cut - Enhancements**

There is still no progress on the setting of a meeting between the IW Council's Contract Management Team (CMT), Martin Hayles and a representative from Cowes Town Council to progress this project; Martin has made several attempts to try to set a date for a meeting with the CMT. It was agreed:

ACTION

The Mayor will write to the IW Council's Director of Neighbourhoods to express the Town Council's concerns at the delay in progressing this project.

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

Martin Hayles has been assured by Danfo that the groundworks will be commencing on site shortly. Danfo will be dealing with any footpath/road closures through their groundworks contractor, A J Dempsey. The Changing Places 'pod' is being manufactured off-site.

Martin advised that a JCT form of agreement has not been entered into for this project; the Town Council's contract is with Danfo, outside of the JCT form of contract.

Access to the Changing Places facility will be by the nationally recognised RADAR key scheme, in line with other similar external facilities (ie not located within a managed building).

Councillors discussed responsibilities for the sling / hoist. There will be ongoing testing of the hoist required, under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Danfo will test and certificate the equipment prior to commissioning and have offered to undertake the first 6-month LOLER test and certification free of charge. Long-term testing, maintenance and certification of the hoist and other equipment will be

discussed further by the Projects Committee, including our legal responsibilities. It was agreed:

ACTION

The Deputy Town Clerk will obtain quotations from companies competent to undertake LOLER testing and certification.

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

The refurbishment is nearing completion. The powered automatic door is being installed on the disabled facility, which is an addition to the original specification, for which there will be an additional cost above the contract amount. Toilet roll holders/single sheet dispensers have been installed; the locking bolts on the external doors (x 3) have been upgraded from the original specification to ensure users cannot be locked in from the outside. These additional costs are expected to be met from the contingency sum for this project.

Concerns have been raised by the installer of the powered door system that relate to its safe use and associated warranty. There was considerable discussion in relation to the mitigation of risks associated with the powered door and to ensure its compliance with current legislation. The main contractor will be requested to provide a comprehensive site-specific risk assessment to ensure suitable controls are in place for the safe use of the powered door. On receipt of the risk assessment, consideration will be given to installing barriers and painting an exclusion zone on the pavement which, if required, will need the approval of Island Roads. It was agreed:

ACTION

1. Martin Hayles will ask the main contractor to carry out a risk assessment on the powered disabled door, providing costings for any additional safety controls recommended.
2. On completion of Action 1, Martin Hayles will write to Island Roads to request their permission to install any additional safety controls identified in the risk assessment.

d) **Ark and Dove Information Board**

The Advertisement Consent application has been submitted for the Information Board on The Parade. The application has been acknowledged by the IW Council's Planning Department and we await their decision. The application will be considered, as part of our routine planning process, at our next Planning & Licensing Committee meeting on 21 February 2024.

The Attachment Licence for permission to install the Ark and Dove Board on The Parade; for the nominal sum of £1 (if demanded) has been received from the IW Council.

Subject to advertisement consent being granted and the Attachment Licence being approved by the Town Council, final costs will be obtained before the Board is ordered.

It was:

RECOMMENDED

That Cowes Town Council enter into an Attachment Licence with the IW Council to site the Ark and Dove Information Board on The Parade.

e) **Northwood Recreation Ground – CCTV**

The revised specification for the CCTV system has been received from Lifeline Alarms and was circulated to Councillors prior to the meeting. There is no change to the approved cost of £4,575. The installation will be scheduled once the floodlight pole electric supply has been upgraded to support the installation of two cameras.

An iPad has been purchased for office use in connection with the viewing and retrieval of CCTV footage.

f) **Wishing Well, Shooters Hill**

At the Town Council meeting on 1 February 2024, Councillors gave approval for the Town Council to enter into an attachment licence to take responsibility for the Wishing Well and also approved the quotation to cap the Well, forming a new flowerbed, and remove the pump, once the Attachment Licence is completed. The Clerks will, in consultation with the contractor (Crown Park) provide the requested information to the IW Council, via Island Roads, in order for the attachment licence to be entered into.

g) **Cowes High Street Events**

There was no update on the sourcing of LED lights suitable for year-round use in the High Street.

A number of Councillors and Ross Edmunds attend Cowes Traders' Group meetings. Discussions at the meetings include future events in Cowes.

h) **D-day 80th Anniversary**

Island Roads have requested a number of conditions be met before approving the hoarding licence application for the beacon and enclosure barriers on The Parade. The Deputy Town Clerk has checked the distance from the proposed barriers to the pavement edge to ensure there is a minimum 1.5 metre safety zone to protect pedestrians and any parked cars. Island Roads stipulate that the temporary barriers must be reflected and clear signage displayed so pedestrians will understand where they are expected to walk. Permission will be sought from the IW Council for the ten parking spaces adjacent to the beacon's proposed site to be kept clear for the day of the event; there will be a charge for this, which will be paid from the money set aside for costs relating to the 80th Anniversary of D-Day.

i) **Parade and Bandstand Risk Report**

At the Town Council meeting on 1 February 2024, Councillors agreed costs to replace the planting in the Bath Road flowerbed and purchase two plants for the Bandstand flowerbed, to discourage youths gaining entry to the roof of the Bandstand and Parade public conveniences. The order has been placed with Care in the Garden and we await their scheduling of the works. This item will remain on the agenda until the works have been completed.

j) **Review Notes from informal meeting with IW Council – 1 February 2024**

The Notes from the above meeting were circulated to all Councillors prior to the meeting. This was the first meeting following a staff reorganisation by the IW Council. There were a number of teething problems and the meeting was not as productive as hoped. Councillors hope the next meeting will be better facilitated by the IW Council.

k) **Additional CCTV**

At the last meeting of the Projects Committee, the Deputy Town Clerk was actioned to make initial enquiries for additional CCTV in all our public conveniences. Lifeline Alarms will visit each site and carry out an assessment before reporting back with outline costings to the Town Council.

572. NEW PROJECTS

a) **Parade Toilets - Refurbishment**

The Parade is the next facility identified previously by Councillors for refurbishment. The use of professional architectural and access auditor services was considered by Councillors to be essential to ensure the refurbished facilities are designed to meet current standards as far

as possible within the constraints of the building. This item will be further discussed at the next meeting.

b) **Matrix for future projects**

A draft matrix was circulated to Councillors prior to the meeting. The matrix will assess projects against the values we hold as a council and give each project a score, which will act as a guide to assist Councillors to consider whether new projects should be supported. It was agreed:

ACTION

The draft matrix will be trialled on the next new project.

c) **Post Office Support**

Local post offices are becoming unsustainable and a number of town and parish councils are providing financial support to keep their local post offices open. Post Office Ltd do not support post offices continuing as a stand-alone facility. Our local High Street post office is at risk of closure, despite being used by a large number of local businesses, residents and visitors. It was agreed:

ACTION

The Town Clerk will write to Post Office Ltd to express our concern at the future loss of our High Street facility and ask what they are doing to assist local post offices to remain as a viable business.

573. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

There was no update on this item.

b) **Public Conveniences**

Graffiti will be painted over at The Cut and Mornington Road by the Deputy Town Clerk and Facilities Manager if pressure washing does not remove the paint.

The sensor lights in The Parade facilities turn off too quickly. A non-standard screwdriver is required to open the lights to adjust the timer. The Deputy Town Clerk and Facilities Manager has ordered the appropriate screwdriver.

Monthly inspections of the public conveniences were carried out and routine issues raised with the cleaning contractor.

c) **Northwood Recreation Ground**

Two concrete posts have been installed to restrict the gate openings at the Skate Park. The Deputy Town Clerk and Facilities Manager has chained and padlocked all three gates in a fixed position to remove the risk of finger entrapment from an unrestrained, swinging gate. The Coned Climber is still closed off awaiting a repair by the IW Council.

Councillors discussed the IW Council's request for a contribution towards surfacing work surrounding the slide mound, expected to cost around £3,000. Following discussion around the responsibilities for the Playbuilder equipment, it was:

RECOMMENDED

That Cowes Town Council considers making a contribution of £1,500 to the IW Council for surfacing work on the Playbuilder slide mound, with the cost to be met from the 'Discretionary Services Contingency' budget heading.

Councillor Brown requested support for the purchase of a replacement fruit tree for the Community Orchard, to replace the Nectarine. The Deputy Town Clerk advised that there is currently £65 earmarked for expenditure on the Community Orchard. It was agreed:

ACTION

Councillor Brown will source a replacement fruit tree, with the cost to be met from the earmarked expenditure for the Community Orchard.

574. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Review of Mobile Gym signage

The proceedings terminated at 8.02pm.

CHAIRMAN