

## COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 9 April 2024 at 6.15pm

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

**In attendance:** Martin Hayles (Architect for The Cut enhancements, Changing Places Toilet and Medina Road public conveniences projects); Kate Scragg, Deputy Town Clerk; a representative from the Community Action Support Team; a representative from Moorgreen Road Allotment Society

### 582. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rafferty.

### 583. DECLARATIONS OF INTEREST

No declarations of interest were received.

### 584. MINUTES RESOLVED

**That the Minutes of the Projects Committee meeting held on 12 March 2024 be taken as read, approved as a correct record and signed by the Chairman.**

### 585. UPDATE ON EXISTING PROJECTS

#### a) **The Cut - Enhancements**

The Town Council approved the revised drawings for The Cut enhancements at its meeting on 4 April 2024. Martin Hayles will update the Heritage Statement and submit the planning application.

The Mayor and Martin met today with a representative from the IW Council's Contracts Management Team (CMT) to discuss progression of this project. It was a positive meeting and the officer has been provided with a copy of the Lease plan showing the extent of the Town Council's leasehold title. Costs and a timetable will be provided to the Town Council. It was noted that changes to the Traffic Regulation Orders will take several months to progress.

It was agreed:

#### ACTION

Martin Hayles will complete the Heritage Statement and submit the planning application.

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

The Changing Places facility has been installed and registered with Muscular Dystrophy UK. Final electric connections are being made and the facility is expected to be handed over to the Town Council shortly. Martin Hayles is awaiting the commissioning certificate and a schedule for the completion of the dropped kerbs. The facility will be stocked and preparations made for opening.

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

The Ladies and Gents facilities have been reopened.

The powered disabled door was commissioned on 23 March and a Risk Assessment Checklist has been received, however, it confirmed that the door is currently not fully compliant with automatic door regulations in its current state. Once the identified safety features are in place, the door will be compliant. A full, site-specific risk assessment needs to be completed; once this risk assessment has been completed, Martin will write to Island Roads to request

their approval for any additional safety features identified in the risk assessment that impact on the public highway. In the meantime, the Disabled facility will remain locked off until safety concerns are resolved. It was agreed:

**ACTION**

A full, site specific risk assessment will be carried out by Cowes Town Council.

**d) Ark and Dove Information Board**

The Advertisement Consent has been granted. The Attachment Licence has been signed by the Town Council and sent to Island Roads for forwarding to the IW Council for completion. Final costs have been obtained, which the Deputy Town Clerk advised are within the agreed budget of £4,500. There is an outstanding query regarding the QR code that links to the audio-recording. Once resolved, the board will be ordered.

**e) Northwood Recreation Ground – CCTV**

The installation of the CCTV system was undertaken during the week commencing 25 March 2024. The Clerks met Lifeline Alarms on site on Tuesday 3 April to receive instruction on the system and set up the Ipad to retrieve the camera footage. There is further training and familiarisation of the system to be carried out by the Clerks. Advisory signage for the CCTV system is outstanding. Once the signage is installed, the system will be registered with the Information Commissioner's Office and the Police, IW Council and Island Roads informed.

**f) Wishing Well, Shooters Hill**

At the Town Council meeting on 1 February 2024, Councillors approved the Town Council entering into an attachment licence to take responsibility for the Wishing Well and also approved the cost to cap the Well and remove the pump, once the Attachment Licence is completed.

The Deputy Town Clerk has asked the contractor (Crown Park) to provide the information requested by Island Roads, which relate to materials and method of fixing for the Well's new cap structure, their accreditation to work on the highway and a Risk Assessment and Method Statement for the works. Once received, the Deputy Town Clerk will submit the request for the Attachment Licence and works to Island Roads. It was agreed:

**ACTION**

The Deputy Town Clerk will follow up with Crown Park.

**g) Cowes High Street Events**

Councillors Sanders and Wardrop have met with traders and identified suitable sites for additional furniture and planters in the town, with money allocated to this project from the IW Council through our area Place Plan Regeneration Officer. Island Roads' permission is being obtained. The budget will also need to cover the watering cost of any new plants.

**h) D-Day 80<sup>th</sup> Anniversary**

Island Roads' approval has been received for the siting of the beacon and enclosed area. Permission has been granted by the IW Council, at no cost, to cone off the ten parking spaces to the east of the Bus/Coach bay for the day of the event.

The Town Council will be required to marshal the area during the event.

The Deputy Mayor has been in discussions with Cowes Sea Cadets, Army Cadets, Cowes Enterprise College Cadets and various Scout groups, who are looking to attend the lighting of the beacon. Plans are being discussed, including having a marching band present and running a competition to design a poster; no formal march through the town is anticipated. It was agreed:

## ACTION

Councillor Ellis will create a programme of events.

i) **Review Notes from informal meeting with IW Council – 4 April 2024**

The Notes from the above meeting were circulated to all Councillors prior to the meeting. Items under discussion included the Watch House Shelter, Drone cross-Solent crossings, pathways at Northwood Recreation Ground, Coastal path signage and Cowes Library.

j) **Additional CCTV**

At the Town Council meeting on 7 March 2024, Councillors approved the cost for a CCTV system at Medina Road public conveniences. The owners of the building, Southern Water, have been requested to give their permission to site external cameras. Lifeline Alarms have been requested to schedule the fitting of the internal cameras as soon as possible.

k) **Parade Toilets - Refurbishment**

This item was deferred.

l) **Post Office Support**

At the last meeting of the Projects Committee, the Deputy Town Clerk was actioned to write to Post Office Ltd to ask if they will consider providing a mobile post office service, following the closure of our High Street Post Office. Post Office Ltd advise that they are unable to implement an outreach service in Cowes High Street due to the proximity of other branches.

## **586. NEW PROJECTS**

a) **Heritage Boards**

Councillor Oliver asked Councillors to consider supporting a new project for one or two information boards to be installed to celebrate our maritime and shipbuilding history. He provided photographs of various sites which have the potential to mount a display unit. Councillors were supportive of the concept and it was agreed:

### ACTION

Councillor Oliver will discuss the idea with Cowes Heritage and Community Group.

b) **Cowes Week Bicentenary**

At the Town Council meeting on 7 March, Councillors requested the Projects Committee consider setting up a Working Group as 2026 sees the 200 year anniversary of Cowes Week. Councillors would like to discuss how the Town Council can get involved in commemorations. Following discussion, it was:

### **RECOMMENDED**

**That Cowes Town Council considers establishing a Working Group to look at civic commemorations for the bicentenary of Cowes Week.**

c) **Biosphere Festival**

A Biosphere Festival is being held on the Island over the weekend of 29 and 30 June 2024. A representative from Moorgreen Road Allotment Society was in attendance, at the invitation of the Town Council. The representative confirmed they are looking to hold an event in the Reservoir to coincide with the Biosphere Festival. Ideas and costings are being compiled. They will keep the Town Council informed and will be looking for funding to assist with the event costs.

**587. MAINTENANCE ISSUES WITH EXISTING PROJECTS**

a) **Street Furniture**

A number of items of street furniture are due to be painted by Community Payback. A commencement date is awaited.

b) **Public Conveniences**

Graffiti has been removed at The Cut and removal is in progress at Mornington Road public conveniences.

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

The Police requested a RADAR key to give them access to the Disabled toilets for the official purposes. The Deputy Town Clerk has provided them with a RADAR key for their key cupboard.

c) **Northwood Recreation Ground**

The repairs to the slide mound have been completed.

It was agreed:

ACTIONS

1. Councillor Brown will purchase a new Nectarine tree for the Community Orchard, which she will arrange to be planted.
2. Councillor Adams will review the current Outdoor Gym signage and bring suggestions to a future meeting of the Projects Committee for further consideration.

**588. ITEMS FOR INCLUSION ON FUTURE AGENDAS**

No items were raised for discussion on a future agenda.

The proceedings terminated at 7.16pm.

**CHAIRMAN**