

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 11 June 2024 at 6.15pm

Present: Councillors Rafferty (Chair), Adams, Brown, Ellis, Nicholson, Peacey Wilcox and Sanders

In attendance: Kate Scragg, Deputy Town Clerk; Katy Edmunds (Cowes Week Family Creative Zone)

589. ELECTION OF A CHAIRMAN

The Mayor thanked Councillor Adams for her previous chairmanship of the Projects Committee for the 2023/24 municipal year.

Councillor Rafferty was proposed as Chairman by Councillor Nicholson, the proposal was seconded by Councillor Adams, followed by a show of hands. It was:

RESOLVED

That Councillor Rafferty be appointed as Chairman of the Projects Committee for the Municipal Year 2024 / 2025.

590. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dodwell and Oliver.

591. DECLARATIONS OF INTEREST

Councillor Peacey Wilcox declared a non-pecuniary interest in Minute No. 593.g as the Biosphere comes under her IW Council Portfolio.

592. MINUTES

RESOLVED

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

593. UPDATE ON EXISTING PROJECTS

a) The Cut - Enhancements

The planning application has been granted, with conditions.

There is no update from the IWC's Contract Management Team on costs and timetabling for the works, or details of changes to Traffic Regulation Orders. Martin Hayles is following up.

b) The Cut - Changing Places Facility

The Lease for the piece of land at The Cut is still with the Land Registry.

The Changing Places pod has been fully commissioned and tactile crossings installed. The work has been signed off by Martin Hayles and the final account paid.

The Deputy Town Clerk is looking into the requirements of annual maintenance and six monthly LOLER certification for the hoist and changing bench.

Following a suggestion to provide a sling for the hoist, initial enquiries have been made.

Clients that use this kind of facility usually have a personal sling that they carry with them. If the Town Council were to provide a sling, it may not be suitable for everyone's needs.

Councillors discussed the installation of a safety barrier and yellow warning markings to protect members of the public approaching the Changing Places facility from a potential impact from the opening door. The Chairman suggested that costs for converting the door to a powered door are investigated for Councillors' consideration. A quotation from Contractor A to supply and install a safety barrier and EN 16005 compliant signage was discussed, for the cost of £875 plus VAT.

A quotation from Contractor B, being a highways accredited contractor, to paint yellow hatching outside the entrance to the Changing Places facility at The Cut, and outside the entrance to the Disabled facility at Medina Road (subject to IW Council permission), using Multigrip epoxy slip resistant paint was discussed, for the cost of £725 plus VAT. The balance of the grant funding from the IW Council, through the Changing Places Toilet Fund, has been paid. The initial grant awarded was £24,000, however, an additional £14,546 has been received as not all Changing Places Toilet schemes on the Island progressed to completion within the strict timescale.

Councillors expressed their disappointment that the sign on the Changing Places toilet facility in The Cut had not recognised the substantial contribution made by Cowes Town Council. An additional sign will be sourced to recognise the Town Council's involvement. It was:

RECOMMENDED:

- 1. That Cowes Town Council considers appointing Contractor A to supply and install a safety barrier and signage at the Changing Places Facility in The Cut, for the cost of £875 plus VAT, with the cost to be met from the money already approved for this project.**
- 2. That Cowes Town Council considers appointing Contractor B to paint yellow hatching outside the entrance to the Changing Places Pod at The Cut, and outside the entrance to the Disabled facility at Medina Road (subject to IW Council permission), for the cost of £725 plus VAT, with the cost to be met from the money already approved for both projects.**

It was agreed:

ACTIONS

1. Councillor Rafferty will research LOLER testing requirements and costings.
2. Councillor Rafferty will check HSE guidelines in relation to the requirement to provide a sling for the hoist.
3. The Deputy Town Clerk will obtain costs for the installation of a powered door on the Changing Places Toilet facility.
4. The Deputy Town Clerk will draft wording for a new sign, to recognise the Town Council's contribution to the Changing Places facility.
5. The Clerks will arrange an official opening of the facility.

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

The risk assessment has been sent to Island Roads and the IW Council, seeking their permission to install additional safety features to increase protection for users of the public highway and ensure the powered door meets the required standards. The Disabled facility will remain locked until safety concerns are resolved. Island Roads have raised a number of questions, which will be responded to.

Councillors discussed the installation of a safety barrier and yellow warning markings (see Minute No. 593.b above), to protect members of the public from a potential contact with the powered door. A quotation from Contractor A to supply and install a safety barrier and EN 16005 compliant signage was discussed, for the cost of £945 plus VAT.

A quotation from Contractor B, being a highways accredited contractor, to paint yellow hatching outside the entrance to the Changing Places facility at The Cut, and outside the entrance to the Disabled facility at Medina Road (subject to IW Council permission), using Multigrip epoxy slip resistant paint was discussed, for the cost of £725 plus VAT.

Internal CCTV cameras have been fitted to the Ladies' and Gents' communal areas, to try and reduce the risk of vandalism.

An issue with the installation of the Wallgate units has been raised with the contractor. An update is awaited.

It was:

RECOMMENDED:

That Cowes Town Council considers appointing Contractor A to supply and install a safety barrier and signage at Medina Road, for the cost of £945 plus VAT, with the cost to be from the money already approved for this project.

d) **Ark and Dove Information Board**

The information board is on order and a completion date is awaited. An official unveiling will be arranged once an installation date is known. It was agreed:

ACTION

The Deputy Town Clerk will liaise with Island Roads to ensure installation does not interfere with Cowes Week activities.

e) **Northwood Recreation Ground – CCTV**

The installation of the CCTV system is complete and has been registered with the Information Commissioner's Office.

The Deputy Town Clerk reported vandalism to one of the cameras, causing irreparable damage. A quotation is awaited for a replacement camera. Councillors agreed that the addition of protective caging around the cameras should be investigated and costed, for further consideration. It was agreed:

ACTION

The Deputy Town Clerk will obtain quotations to add protective caging to the CCTV cameras.

f) **Wishing Well, Shooters Hill**

The Attachment Licence has been received, a copy of which was circulated to all Councillors prior to the meeting.

The repairs have been undertaken to the Wishing Well and the flowerbed is formed and filled with soil. A price is awaited for plants.

It was:

RECOMMENDED

That Cowes Town Council approves the terms of the Attachment Licence and authorises the Mayor and Town Clerk to sign the same.

g) **Cowes High Street Events**

The Mayor introduced Katy Edmunds. Prior to any discussion, Katy advised that she is the wife of Ross Edmunds, Area Regeneration Service Manager, IW Council.

Katy gave background information about herself and previous projects she has worked on. She puts on family art and craft events. She is looking to set up a Family Creative Zone, following discussions with the Place Plan Working Group and stakeholders, during this year's Cowes Week. Cowes Yacht Haven have offered use of their inside balcony area, free of charge, for two days during Cowes Week. The suggested days are Monday and Tuesday, which follows Family Day on the Sunday. Two days of activities are planned, between 10am and 3pm. Katy tabled her proposal for a Place Plan pilot project, to test the market in the run up to the 200th anniversary of Cowes Week in 2026. Scheduled activities will be linked to celebrating local marine wildlife, biodiversity and coastline heritage. Costs for the activities were estimated at £2,050 for four workshops selling 20/25 tickets, or £2,550 for 6 workshops selling 20/25 tickets. Katy suggested a nominal fee of £4 or £5 per child, with an accompanying adult going free.

Following questions from Councillors, Katy left the meeting.

Councillor Peacey Wilcox felt that the activities were ideally suited for those identified in the Place Plan as being the most deprived areas of Cowes and suggested that the Town Council

fund the full cost for all the places through sponsorship of the activities. The Town Council can then donate the tickets to those most in need who attend Cowes Primary School or Lanesend Primary School. Councillors were in support of the proposal and it was:

RECOMMENDED

- 1. That Cowes Town Council considers sponsoring the proposed activities for a Family Creative Zone, for the cost of £2,550, with the cost to be met from the 'Cowes and Northwood Place Plan Promotion' budget heading.**
- 2. That, subject to the agreement of the above recommendation, the tickets are shared between Cowes Primary and Lanesend Primary Schools.**

h) Notes from informal meeting with IW Council held on 2 May 2024

The Notes from the above meeting were circulated to all Councillors prior to the meeting. No questions arose.

i) Additional CCTV

Internal CCTV cameras have been installed in the Ladies' and Gents' public toilet facilities at Medina Road.

j) Parade Toilets - Refurbishment

The public toilet facilities at The Parade are the next facility to be looked at for refurbishment. As they adjoin the Bandstand, consideration is being given to look at improving the whole site with better access. It was agreed:

ACTION

The Mayor will make initial enquiries with an architect.

k) Heritage Boards

Councillor Oliver was not in attendance but had provided an update for the meeting. He has met with volunteers from Cowes Heritage regarding a Heritage Board for Arctic Road. He has asked Councillors to provide ideas on the maritime history of Cowes / East Cowes for inclusion. It was agreed:

ACTION

Councillors to send any ideas to Councillor Oliver for inclusion on the Heritage Board.

l) Biosphere Festival

Moorgreen Road Allotment Society (MRAS) advised that, due to the timescale and scale of running an event to coincide with the Biosphere Festival in June 2024, it is too large a budget for their volunteers to manage and undertake the administrative tasks, which include a TENS application, parking strategy, toilet facilities etc. Hopefully discussions will continue to look to hold an event for 2025, subject to assistance from other organisations with the running of the event.

Councillor Brown advised that Paul Taylor has organised a tree walk in Northwood Park as part of the Biosphere Festival. It was agreed:

ACTION

The Deputy Town Clerk will ensure the tree walk is included on the Biosphere website.

594. NEW PROJECTS

a) CCTV Policy

Councillors discussed implementing a CCTV policy to cover the Town Council's CCTV systems. It was agreed:

ACTION

Councillor Rafferty and the Deputy Town Clerk will undertake research into CCTV policies for further discussion.

b) **Review of Community Emergency Plan**

The annual review of the Community Emergency Plan had been undertaken. It was:

RECOMMENDED

That Cowes Town Council approve the amended Community Emergency Plan.

c) **Mural at The Cut**

The Deputy Town Clerk advised that the current mural is peeling badly and Councillors should consider commissioning a new mural at this location. Councillors felt there are a number of experienced artists who have recently completed murals locally, which have been done to a very good quality. It was agreed:

ACTION

The Deputy Town Clerk will make initial contact with mural artists to gauge their interest in the proposed project.

595. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

A number of items of street furniture are in the process of being painted by Community Payback.

The Deputy Town Clerk advised that the guttering on the Watchhouse Shelter had been vandalised twice recently, the second time being within a week of repairs to the guttering. Councillors were asked to consider repairing or removing the guttering. It was agreed:

ACTION

Councillor Rafferty and the Deputy Town Clerk will undertake a Health and Safety assessment on the Shelter.

b) **Public Conveniences**

Monthly inspections had been undertaken by the Deputy Town Clerk and Facilities Manager.

c) **Northwood Recreation Ground**

Improved signage for the Outdoor Gym areas will remain as an action.

Councillor Brown advised the Community Orchard sign requires varnishing. It was agreed:

ACTIONS

1. Councillor Adams will look into revising the Outdoor Gym signage.
2. The Deputy Town Clerk will obtain quotations to varnish the Community Orchard sign.

596. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Feedback from the Picnic in the Park comment cards.

The proceedings terminated at 7.48pm.

CHAIRMAN