

## COWES TOWN COUNCIL

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

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

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

### 604. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Dodwell, Oliver and Sanders.

### 605. DECLARATIONS OF INTEREST

No declarations of interest were received.

### 606. MINUTES RESOLVED

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

### 607. UPDATE ON EXISTING PROJECTS

#### a) The Cut - Enhancements

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. Councillor Peacey Wilcox has asked the IW Council for an update.

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

Five Lifting Equipment Engineers Association (LEEA) certified companies were approached to provide a quotation for the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 inspections and maintenance of the Changing Places facility. Three quotes have been received, two of which are for the LOLER inspection of the hoist and changing bench only - the maintenance checks of the remaining equipment being outside of their remit. Councillors felt it was important for all the equipment in the facility to be regularly maintained by qualified contractors.

The Deputy Town Clerk presented draft wording for a new sign, to recognise the Town Council's contribution to the Changing Places facility, and a quotation to supply and install the new sign. Councillors were happy with the wording and the cost of £150 to provide and install the sign. The Clerks will arrange an official opening of the facility, once the new sign is installed.

It was:

#### **RECOMMENDED**

- 1. That Cowes Town Council considers engaging Contractor A to undertake the six month LOLER inspection and maintenance check on the Changing Places facility for the cost of £575 plus VAT, with the cost to be met from the '5 Public Toilets – Cleaning and other costs' budget heading.**
- 2. That Cowes Town Council considers engaging Contractor A to provide and install a new sign on the Changing Places facility for the cost of £150 plus VAT, with the cost to be met from the '5 Public Toilets – Cleaning and other costs' budget heading.**

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

The installation of a safety barrier and yellow warning markings is on hold until permission is granted by the IW Council to install them on the public highway; meaning the disabled toilet is still closed at this location. The IW Council and Island Roads have been asked for an urgent resolution to enable the disabled facility to open.

The Deputy Town Clerk met with the cleaning / maintenance contractor to discuss installing Wallgate isolator switches. Martin Hayles has been informed that these can be fitted behind the wall panelling by each unit.

It was agreed:

ACTION

The Mayor will contact Island Roads to discuss resolving the urgent issues regarding the powered disabled door.

d) **Cowes High Street Events**

Cowes Week was discussed with no major issues being reported.

Cowes' Traders are yet to progress the High Street planting project and allocate the funds collected as a result of flooding in the town centre. It was agreed:

ACTION

The Town Council's representative on Cowes Traders' Group will be asked to raise the High Street planting project and allocation of the funds for flood-affected businesses at the next Traders' meeting.

e) **Notes from informal meeting with IW Council held on 11 July 2024**

The Notes from the above meeting were circulated to all Councillors prior to the meeting. The IW Council have asked Inteliports to postpone any drone trial until after the summer holidays.

f) **Parade Toilets Refurbishment Forward Plan**

The Chairman submitted a report on recent public toilets inspections.

The damage to the flooring at the Gents facility at Medina Road was discussed. Councillors agreed that costings to replace the flooring be obtained and sent to the utility company. Quotations for a deep clean of the three town centre public conveniences were discussed. The companies will be asked to provide product datasheets, risk assessment, method statement and insurance documentation before Councillors consider which company to engage.

The Deputy Town Clerk provided a draft list of requirements for the new toilets at The Parade. A new architect will need to be engaged to undertake the project design and management. The Deputy Town Clerk also shared historic comments from the IW Council regarding the Bandstand and a nearby business for consideration when planning improvements to the public conveniences.

It was agreed:

ACTIONS

1. The Deputy Town Clerk will obtain costs to replace the damaged flooring at Medina Road public conveniences.
2. On completion of the above action, the Mayor will inform the utility company of the repair cost.
3. The Deputy Town Clerk will request all documentation from contractors for the deep cleaning, and ask how long the facilities will need to be closed for cleaning.
4. The Mayor will contact an architect for a quotation to project design and manage the refurbishment of The Parade public conveniences.

- g) **CCTV Policy**  
This item was deferred.
- h) **The Cut Mural**  
The Deputy Town Clerk has contacted two experienced mural artists to enquire if they are interested in redesigning the mural. They have been provided with Councillors' preferred theme, the "heritage of Cowes", and the size of the available area. Councillors were provided with a portfolio from one of the artists.  
A local business previously expressed an interest in being considered for creating a new design for the mural; they have been asked if they are still interested.  
It was agreed:  
ACTION  
The Deputy Town Clerk will ask the artist for sketches of their ideas and an indication of costs.
- i) **Litter Bin Audit**  
The Town Council has written to Island Roads (IR) to request a litter bin audit and details of all litter bins in the town. IR have advised they would be happy to support this review. It was agreed:  
ACTION  
The Mayor will follow up this enquiry with Island Roads.
- j) **Accessibility Audit at The Cut Public Conveniences**  
Three National Register of Access Consultants (NRAC) registered consultants were approached to provide a quotation to carry out an access audit at The Cut facilities. Due to the travel time to the Island, the consultants have advised that the task is too small on its own. Councillors agreed the access audits should be carried out on all our public conveniences. It was agreed:  
ACTION  
The Deputy Town Clerk will request quotations for NRAC consultants to carry out an access audit on all our public conveniences.
- k) **Installation of waste bins in the Gents public toilets**  
The Town Council has been asked to install waste bins in the Gents public toilets facilities. The Town Clerk suggested installing sanitary bins in the Gents cubicles, which would mean the contractor would provide and empty the bins in line with our current contract. Providing additional bins would increase costs by approximately £390 per annum. It was:  
**RECOMMENDED**  
**That Cowes Town Council extends the contract with Island Environmental Hygiene to provide sanitary bins in the Gents public toilets facilities.**

## 608. NEW PROJECTS

- a) **Draft Complaints and Concerns Logging Policy**  
The draft Policy was discussed. The Deputy Town Clerk suggested that the policy title should be amended to reflect that the policy is to log complaints/concerns relating to the Town Council's assets and that all references to 'Deputy Town Clerk' should be amended to read 'Town Clerk / Deputy Town Clerk'. It was agreed:  
ACTION  
The Deputy Town Clerk will amend the policy as detailed above prior to consideration by the Town Council.

It was:

**RECOMMENDED**

**That Cowes Town Council approve and adopt the draft policy (as amended).**

**b) Parcel of Land, top of Upper Moorgreen Road**

The Town Council have been asked to consider the long-term maintenance of this small parcel of land, which is currently maintained by a resident of Upper Moorgreen Road. The IW Council have been requested to provide a cost to add this small parcel of land to the existing Grounds Maintenance contract. They have requested a map with the area that requires maintaining and the specification; this has been provided and a response is awaited.

**c) VE Day 80<sup>th</sup> Anniversary – 8 May 2025**

Councillors were asked to consider hosting another beacon lighting event to commemorate the 80<sup>th</sup> Anniversary of VE Day on 8 May 2025. Councillors were supportive of holding an event. It was agreed:

**ACTION**

Councillor Ellis will compile a draft plan for Councillors' consideration.

**609. MAINTENANCE ISSUES WITH EXISTING PROJECTS**

**a) Street Furniture**

There were no issues to report.

**b) Public Conveniences and CCTV**

Monthly inspections were undertaken by the Deputy Town Clerk and Facilities Manager and areas requiring attention have been raised with the cleaning contractor.

Two replacement baby changing units are required, to replace the vandalised units at The Cut and Medina Road public conveniences.

The Deputy Town Clerk reported very heavy usage of The Parade public conveniences during Cowes Week, with no additional temporary toilets being provided for public use during the event.

The Deputy Town Clerk asked Councillors to consider the cost of £615 plus VAT to replace the two existing consumer units at The Parade public conveniences, as there is a fault and replacement parts are no longer obtainable. Two surge protected device (SPD) metal clad consumer units with residual current circuit breaker with overcurrent protection (RCBO) are recommended by the electrical contractor. Councillors were in agreement to upgrading the existing consumer units.

Southern Water have given their permission for external CCTV cameras to be sited at Medina Road public conveniences, subject to signage advising that the Town Council is responsible for the images being recorded. The Deputy Town Clerk has asked Lifeline Alarms to provide an updated quotation to add the two external cameras to the CCTV system at this location. A draft CCTV sign was presented to Councillors for approval.

Councillors were asked to consider installing an additional camera at Northwood Recreation Ground, located on a pole on the front of the public conveniences, to record footage of any vandalism to the floodlight pole-mounted CCTV cameras, following repeated vandalism.

Councillors considered this would be beneficial; costings will be obtained.

Lifeline Alarms will be asked for costs for cages to protect all the CCTV cameras.

It was:

## **RECOMMENDED**

**That Cowes Town Council engage Contractor A to supply and install two consumer units, as detailed above, at The Parade public conveniences, for the cost of £615 plus VAT, with the cost to be met from the '5 Public Toilets – Cleaning and other costs' budget heading.**

It was agreed:

### ACTIONS

1. The Deputy Town Clerk will obtain costs for two baby changing units.
2. The Deputy Town Clerk will obtain costs for an additional CCTV camera and protective cages for all our CCTV cameras at Northwood Recreation Ground.
3. The Deputy Town Clerk will obtain costs for protective cages for all our CCTV cameras at Medina Road.
4. The Deputy Town Clerk will obtain costs for protective cages for all our CCTV cameras at The Cut.
5. The Deputy Town Clerk will arrange for the new CCTV signage to be installed at Medina Road public conveniences.

#### **c) Northwood Recreation Ground**

There remains outstanding actions from the last meeting regarding maintenance identified during the annual RoSPA inspection and the treatment of rust on the Outdoor Gym.

The Deputy Town Clerk reported offensive graffiti in the Skate Park, identified by the cleaner on the morning of 13 August 2024. The most offensive parts have been removed; the remaining graffiti will be removed on 14 August 2024. It was agreed:

### ACTION

The Deputy Town Clerk will send a photograph of the graffiti to the Police for their information.

## **610. ITEMS FOR INCLUSION ON FUTURE AGENDAS**

There were no items raised for inclusion on a future agenda.

The proceedings terminated at 7.53pm.

**CHAIRMAN**