

## COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 10 September 2024 at 6.15pm

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

**In attendance:** Councillor Wardrop (Non Voting); Ross Edmunds, Regeneration Officer, IW Council; Kate Scragg, Deputy Town Clerk

### 611. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Adams and Oliver.

### 612. DECLARATIONS OF INTEREST

No declarations of interest were received.

### 613. MINUTES

#### RESOLVED

**That the Minutes of the Projects Committee meeting held on 13 August 2024 be taken as read, approved as a correct record and signed by the Chairman.**

### 614. UPDATE ON EXISTING PROJECTS

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

There is no update from the IW Council's Contract Management Team (CMT) on costs and timetabling for the works, or details of changes to Traffic Regulation Orders. Martin Hayles' final drawings have again been sent to CMT and an update requested. It was agreed:

#### ACTION

Councillor Peacey Wilcox will follow up a response from the CMT.

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

Island Roads have responded in regard to the Risk Assessment on the powered automatic door. They have requested a number of changes to the Risk Assessment and consideration of the removal of the outward opening door and replacement with a sliding door, recessed inside the facility. This was discussed with the Access Audit Consultant, who felt there was no scope to rehang the door to open inward due to the restricted size of the cubicle. The Consultant made a number of suggestions, which will be discussed with Island Roads to try and resolve the issues and open the facility for use. It was agreed:

#### ACTIONS

1. Councillors Nicholson and Rafferty will arrange a site meeting with a representative from Island Roads to discuss the Consultant's comments.
2. Following the above site meeting, the Risk Assessment will be adjusted as required and sent to Island Roads for their approval.

#### c) **Cowes High Street Events**

There was no update on this item.

#### d) **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. Councillor Wardrop discussed the condition of the wall in front of the Library with the Supporters of Cowes Library. The Supporters advised that they tidy and weed the flowerbeds in front of the Library. In view of the Library being under the ownership of the IW Council, Councillors were reluctant for the Town Council to pay for costly changes to the

current front wall; it is the IW Council's responsibility to maintain the wall to a satisfactory standard.

e) **Parade Toilets Refurbishment Forward Plan**

The Mayor has contacted a local architect to ask if they are interested in being involved in a refurbishment of the Parade public conveniences. He will arrange a further discussion and share the Access Audit of the public conveniences with them.

The Mayor advised that the architect is also involved in the project to install additional planters in the town centre, which are being focussed around the area outside Sainsbury's. A piece of artwork is being considered to accompany the new planters.

Regarding a deep clean of the public conveniences, several companies have been asked to provide product datasheets, risk assessment, method statement, insurance documentation and advise the length of closure for undertaking the cleaning; once this information is received, Councillors will be asked to consider which company to engage.

Costings to repair or replace the damaged flooring at Medina Road (Gents) public conveniences were discussed, being £728.70 to cut out and patch repair the damaged vinyl, and £5,680 to remove the partitions and toilet pans, uplift the existing flooring and replace, reinstalling the toilet pans and partitions.

It was agreed:

ACTIONS

1. The Mayor will contact the architect for a quotation to project design and manage the refurbishment of The Parade public conveniences.
2. The Mayor will provide the architect with a copy of the Access Audit on the Town Council's public conveniences.
3. The Deputy Town Clerk will chase up the requested information for the deep cleaning of the public conveniences.
4. The Mayor will write to SSE to advise the costs to repair / replace the flooring at Medina Road (Gents), and to again request sight of their Risk Assessment.

f) **The Cut Mural**

The Deputy Town Clerk asked the artists for sketches of their ideas and an indication of the likely costs for the project. One of the artists has provided an indication of costs, but their availability is limited and they suggested they could put the Town Council in touch with other suitable mural artists who are based on the Island. The other artist will provide sketches and an indication of costs shortly.

Councillor Peacey Wilcox suggested the idea of installing a living wall be explored; Southern Water may be interested to become involved in a project that harvests rainwater.

It was agreed:

ACTIONS

1. The Deputy Town Clerk will ask the artist for contact details for Island-based mural artists.
2. Councillors will research living walls for further consideration.

g) **Litter Bin Audit**

The Town Council has written to Island Roads (IR) to request a litter bin audit and details of all public litter bins in the town. IR advised they would be happy to support this review.

Once the location of all the public bins are known, volunteers will be sought to audit the bins' usage. Not all the litter bins are owned by the IW Council - some are the Town Council's, which may be easier to request they are relocated. Any request to relocate an IW Council bin will need to be supported by IR. It was agreed:

### ACTION

The Mayor will follow up this enquiry with Island Roads.

- h) **Accessibility Audit at The Cut Public Conveniences**  
The Consultant registered on the National Register of Access Consultants (NRAC) undertook an access audit of our public conveniences on Thursday 5 September 2024. Their report/findings was circulated to Councillors prior to the meeting. The document will be considered further at the next meeting of the Projects Committee, to allow for an in-depth review of the findings and prioritisation of actions. The report recommended that guidance documents are produced for each facility which are available online, providing comprehensive information about each facility to allow those with accessibility issues to check that the facility meets their individual requirements prior to visiting. It was agreed:  
ACTION  
Guidance documents will be produced for each of our public conveniences facilities.
- i) **Parcel of Land, top of Upper Moorgreen Road**  
The Town Council have been asked to consider the long-term maintenance of the small parcel of land at the top of Upper Moorgreen Road, which is currently maintained by a local resident. The IW Council have been requested to provide costs to add this 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. It was agreed:  
ACTION  
The Deputy Town Clerk will request a response from the IW Council.
- j) **VE Day 80<sup>th</sup> Anniversary – 8 May 2025**  
Councillor Ellis is speaking to cadet groups and bands to compile an event programme to commemorate the 80<sup>th</sup> Anniversary of VE Day on 8 May 2025.

Councillor Ellis left the meeting at 7.07pm.

### **615. MAINTENANCE ISSUES WITH EXISTING PROJECTS**

- a) **Street Furniture**  
Community Payback continue with the painting works. They have been delayed due to diarised commitments and have a very low turnout of labourers. They will paint/stain the benches at The Parade and Princes Green when weather conditions are favourable, and paint the Parade toilets when the weather is less favourable. They are working in Cowes on Thursdays. The painting at Northwood Recreation Ground toilets and the benches at and Egypt Point have been completed.
- 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 NRAC Consultant commented on having baby changing units in accessible toilets; the purchase of replacement units will be put on hold until Councillors have fully discussed the Access Audit report.  
Lifeline Alarms have been asked for costs to: provide an additional camera at Northwood Recreation Ground; provide two external cameras at Medina Road; and to supply and install cages to protect all the CCTV cameras.

c) **Northwood Recreation Ground**

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

Councillor Peacey Wilcox is arranging for the Community Orchard sign to be re-varnished.

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

- Mornington Road Car Park

The proceedings terminated at 7.28pm.

**CHAIRMAN**