

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Town Council's Office, Northwood House, Cowes on Tuesday 8 October 2024 at 6.15pm

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

In attendance: Ross Edmunds, Regeneration Officer, IW Council; Jasmine Hayden, Architect; Kate Scragg, Deputy Town Clerk

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

617. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Oliver, Peacey Wilcox and Rafferty.

618. DECLARATIONS OF INTEREST

No declarations of interest were received.

619. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 10 September 2024 be taken as read, approved as a correct record and signed by the Chairman.

620. UPDATE ON EXISTING PROJECTS

a) The Cut - Enhancements

A response has been received from the IW Council's Contract Management Team (CMT). The CMT have not instructed Island Roads to prepare construction drawings and the revisions to the existing Traffic Regulation Orders (TROs) have not yet commenced. The CMT provided a plan showing an area outlined in blue that relates to the existing paved area in front of the mural. This land is owned by the IW Council, but falls outside of the adopted highway, and is not included on the PFI project network. The CMT will discuss the implications of this before progress can be made. Councillors were of the opinion that the specification for the street furniture on the area of land edged blue can be determined separately and should not delay the main project works. It was agreed:

ACTION

The Deputy Town Clerk will write to the CMT to push for progression of the TRO revisions and request that Island Roads are instructed to draw up constructions drawings.

b) Medina Road Public Conveniences – Disabled Door & Damaged Flooring

The Mayor and Deputy Town Clerk met with a representative from SSE to discuss the damaged flooring in the Gents facility. The representative stated that the material that caused the damage was not the material used in the pavement repair. Councillors considered the flooring should not be repaired at the Town Council's expense at this time. A site meeting will be arranged with Island Roads to discuss the issues which are currently stopping the disabled facility being opened for use. It was agreed:

ACTION

The Mayor will arrange a site visit with a representative from Island Roads.

c) Cowes High Street Events

Cowes Traders' Group have asked the Town Council to make arrangements and cover the cost to suspend parking charges in Cross Street Car Park for the Christmas late night

shopping event on Thursday 5 December (5pm – 8pm). The Deputy Town Clerk has arranged this with the IW Council.

Councillor Adams offered to arrange for a school choir to sing at the Festive Light Switch On / Late night shopping event.

Southampton University are working with the British Standards Industry to develop a Place Making Standard; they are impressed with our area Place Plan and are keen to work with the Place Plan Steering Group.

Ross Edmunds and Jasmine Hayden have been looking at ways to improve the area outside of Sainsbury's in the High Street; Ross has some funding available for improvements.

It was agreed:

ACTIONS

1. Councillor Adams will ask Lanesend Primary School if they will provide a school choir at the Festive Light Switch On / Late night shopping event.
2. Ross will ascertain ownership of the area of land outside of Sainsbury's and the various structures mounted thereon.

d) Notes from informal meeting with IW Council held on 12 September 2024

The Notes from the above meeting were circulated to all Councillors prior to the meeting. Councillors discussed the poor condition of the pathway behind the Cricket Club, which is under the ownership of the IW Council. As this area is not on the PFI project network, there is no funding available to upgrade the pathway.

Ross advised that the running arrangements of the Youth Club is under review, following the resignation of Senad Adams. The Youth Club is currently not running. A representative from Community Action IW has requested to meet with the Clerks to discuss the future running of the Youth Club.

It was agreed:

ACTION

The Mayor will speak to a local groundworks contractor for costs to overlay the existing pathway behind Northwood Cricket Club.

e) Parade Toilets Refurbishment - Forward Plan

The Mayor has contacted a local architect to ask if they are interested in being involved in the refurbishment of The Parade public conveniences. He is arranging a site meeting for a preliminary look at the facility.

The Mayor has raised the Bandstand with the IW Council, who confirm they are open to discussions to improve the area. Councillors felt a better design would bring more people to the area.

Regarding a deep clean of the public conveniences, a number of companies have been asked to provide product datasheets, risk assessments, method statements, insurance documentation and advise the length of closure for undertaking the cleaning. Only one response has been received for the deep cleaning, for the following costs: The Cut £750; The Parade £1,500; Mornington Road £1,250. All prices are exclusive of VAT. They estimate that each facility will take up to 5 hours to clean; cleaning would be done during daytime hours; one facility would be cleaned per day, therefore the cleaning would be done over three days. The contractor advised they will be happy to provide all the information requested, once their quotation has been accepted, due to the amount of time it will take to provide the information. It was:

RECOMMENDED

That Cowes Town Council appoints Contractor A for the deep cleaning of the public conveniences at The Cut, The Parade and Mornington Road for the total cost of £3,500, subject to the satisfactory completion of the requested paperwork.

It was agreed:

ACTION

Jasmine Hayden, architect, will provide a quotation for redesigning and refurbishing The Parade public conveniences and Bandstand area.

f) **The Cut Mural**

The Deputy Town Clerk has contacted a new local artist to see if they are interested in being involved in a mural redesign at The Cut. Two artists have been asked for sketches of their ideas and an indication of costs; Councillors were presented with a sketch and outline costs provided by one of the artists.

Councillor Peacey Wilcox has made contact with Southern Water, who are keen to discuss the installation of a living wall to replace the mural. There may be funding of up to £3,000 available through Southern Water's IW Community SUDS Fund, subject to a satisfactory application. Ross advised that there is also £1,000 funding available through the Place Plan for a wildflower project. It was agreed:

ACTION

Councillor Peacey Wilcox will continue to pursue the living wall idea.

g) **Litter Bin Audit**

There was no update on this item. It was agreed:

ACTION

The Mayor will follow up this enquiry with Island Roads.

h) **Public Conveniences Accessibility Audit**

The Deputy Town Clerk will produce guidance documents for each facility.

Councillor Rafferty produced a list of key actions for Councillors' consideration; this was circulated as a separate background paper. Councillors were supportive of the report.

Councillors were asked to consider revising the arrangements for out of hours responses to the public conveniences. This is currently undertaken by the Deputy Town Clerk and Facilities Manager. Councillors felt that this should not be the responsibility of one member of staff and should be undertaken by a suitable security company.

It was:

RECOMMENDED

That Cowes Town Council approves Councillor Rafferty's report in principle.

It was agreed:

ACTION

The Deputy Town Clerk will contact a number of security companies for costs to provide an out of hours response service for our public conveniences.

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 asked their grounds maintenance contractor to provide a cost to add this parcel of land to the contract under the terms of their specification, ie grass cutting every three weeks during the summer, and hedges trimmed once a year. The cost has not been received at this time.

j) **VE Day 80th Anniversary – 8 May 2025**

Councillor Ellis is speaking to cadet groups and bands to compile an event programme to commemorate the 80th Anniversary of VE Day on 8 May 2025.

An update from the Pageant master on VE Day on 8 May 2025 was circulated as a separate background paper, containing activities for participants to consider.

Councillor Dodwell advised that he has approached a local business on The Parade, who confirm they will be happy to supply food, drink and entertainment at their premises for the commemorations.

The Fire Brigade, Police and RNLI are keen to be involved in any parade through the High Street.

In order to progress arrangements, Councillors felt a budget needs to be set aside for the event, to cover costs relating to the beacon lighting, a parade through the town, marching band etc. It was:

RECOMMENDED

That Cowes Town Council approves a budget of up to £2,500 for costs associated with VE Day 2025 with the cost to be met from the 'New Projects' budget heading.

k) **Ark and Dove Information Board**

The information board has been installed and a local unveiling took place on Thursday 3 October 2024. Invitees consisted of those involved in bringing the board to fruition. The board was blessed by Father Jonathan Redvers-Harris of St Thomas's Roman Catholic Church. Geoff Banks BEM, former Mayor, and George Chastney, Cowes Heritage and Community Group both made speeches, before unveiling the board. A press release has been sent to all local media.

Councillor Walters requested the Projects Committee consider inviting representatives from Maryland, USA to see the new information board and suggested consideration be given to organising something for Maryland Day on 22 November, or a second unveiling when Maryland representatives are visiting England. It was agreed:

ACTION

The Deputy Town Clerk will write to the Maryland Ambassador to update them on the installation of the information board and ask about the scheduling of their next visit to the area.

621. NEW PROJECTS

a) **Mornington Road Car Park**

At the Town Council meeting on 5 September 2024, the Projects Committee were actioned to consider making a bid to the IW Council to take ownership of Mornington Road Car Park. The Deputy Town Clerk wrote to the Strategic Director of Corporate Services, IW Council on 11 September 2024, to request her initial thoughts on whether the IW Council would consider relinquishing control of this car park, before the Town Council discusses this further. The email has been passed to the Service Director for Highways and Community Protection and the Parking, Floating Bridge and Road Crossing Patrol Manager. A response is awaited.

622. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Community Payback continue with the painting works. 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.

A new painter/decorator is required for the decoration of a number of our assets. They will need to be suitably qualified and insured.

The flag on the seafront flagpole has been removed for the autumn/winter season to protect it and the flagpole from the weather. A cost is awaited for the annual servicing of both flagpoles.

The Deputy Town Clerk and Facilities Manager inspected all the Town Council's assets on 30 September and 2 October 2024. Repairs/redecoration will be prioritised.

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.

The door closers on the accessible facilities have been removed at The Parade, Mornington Road and Northwood Recreation Ground, following a request to improve access.

The consumer units have been replaced at The Parade public conveniences.

The six month LOLER inspection on the Changing Places facility has been completed and certified. Councillors considered an offer of a service level agreement for the maintenance and LOLER tests at the Changing Places facility, in the annual sum of £1,500. Councillors suggested the current contractor be asked to provide a cost for an annual contract to carry out the LOLER testing/certification and maintenance checks at six monthly intervals. It was agreed:

ACTION

The Deputy Town Clerk will ask for a quotation for an annual contract for the LOLER testing /certification and maintenance checks of the Changing Places facility.

c) **Northwood Recreation Ground**

There are ongoing outstanding actions from the annual RoSPA inspection.

The Deputy Town Clerk has contacted the Community Orchard sign maker to ask if they are prepared to re-varnish the plaque and post. The plaque will be inspected and a quotation provided for further consideration.

Quarterly inspections were carried out by the Deputy Town Clerk and Facilities Manager.

The skate ramps will be painted shortly by John Groves (IW) Ltd. One bag of top soil is required for the Outdoor Gym, to level the ground next to the matting.

d) **Asset Complaints / Concerns Log**

Following adoption of the Log at the Town Council meeting on 5 September 2024, this will be a standing item on the Projects Committee agenda.

The Deputy Town Clerk advised Councillors of the current entries in the Log.

623. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Installation of a permanent flagpole in Northwood Park – Councillor Sanders.

The proceedings terminated at 7.45pm.

CHAIRMAN