

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Dining Room, Northwood House, Cowes on Wednesday 24 September 2025 at 6.15pm

Present: Councillors Rafferty (Chair), Ellis, Nicholson, Peacey Wilcox and White

In attendance: Jasmin Hayden, Architect for The Parade Refurbishment; Kate Scragg, Deputy Town Clerk

687. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Adams, Dodwell and Walters.

688. DECLARATIONS OF INTEREST

No declarations of interest were received.

689. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 9 September 2025 be taken as read, approved as a correct record and signed by the Chairman.

690. REFURBISHMENT OF THE PARADE PUBLIC CONVENIENCES

Jasmine Hayden presented her concept design drawings for the refurbishment of The Parade public conveniences and existing layout plans of the building. The design includes moving the entrance to all facilities directly from Bath Road, using the existing Accessible Toilet entrance. This would provide entrances to all facilities from street level. The entrance would lead into a corridor from which all facilities would be accessed. Facilities include the introduction of an ambulant unisex facility with baby changing unit, a Changing Places facility, and Ladies and Gents facilities. Councillors discussed the design and asked questions of Jasmine in relation to aspects of the drawings, which Jasmine answered. The installation of CCTV cameras in the communal area was felt necessary to protect the facilities and discourage vandalism. The Changing Places toilet would be accessible with a RADAR key, to protect the specialist equipment. There may be possible funding streams for the installation of Changing Places toilet facilities. Jasmine was requested to look to increase the size of the Ambulant facility to provide wheelchair access.

Councillors discussed the timeline and tendering process for the project, stressing the importance to have the refurbishment completed by Easter 2026, or earlier if possible. Jasmine confirmed the works would be carried out under a JCT Contract. Costs currently approved are for Stages 0 – 3 (survey and design stages). Jasmine was asked to prepare her costings for Stage 4 – Technical Design. A meeting will be sought with IW Council officers as a courtesy to advise them of our plans for The Parade public conveniences area.

Following discussion, it was:

RECOMMENDED

That Cowes Town Council authorises Jasmine Hayden to submit a pre-planning advice application for The Parade public conveniences refurbishment.

It was agreed:

ACTIONS

1. Councillor Peacey Wilcox will arrange a meeting with Jasmine Hayden and IW Council officers.
2. The Town Council officers will investigate funding streams for the new Changing Places facility.
3. Jasmine will provide the Town Clerk with the cost for the pre-planning advice application in time for the Town Council meeting on 2 October.
4. Jasmine will provide a quotation for her services relating to Stage 4 – Technical Design – for consideration at the next meeting of the Projects Committee.

691. ITEMS FOR INCLUSION ON FUTURE AGENDAS

There were no items raised for discussion at a future meeting.

The proceedings terminated at 6.54pm.

CHAIRMAN