

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held at Building 41, Newport Road, Cowes on Tuesday 2 December 2025 at 6.15pm

Present: Councillors Rafferty (Chair), Adams, Dodwell, Ellis and Peacey Wilcox

In attendance: Ross Edmunds, Regeneration Officer, IW Council; David Gordon, Facilities and Town Manager; Jasmine Hayden, Architect for The Parade Refurbishment Project; Kate Scragg, Deputy Town Clerk

706. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Nicholson, Sanders, Walters and White.

707. DECLARATIONS OF INTEREST

No declarations of interest were received.

708. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 11 November 2025 be taken as read, approved as a correct record and signed by the Chairman.

709. SPECIFICATION FOR THE PARADE PUBLIC CONVENIENCES REFURBISHMENT

Jasmine Hayden, architect for The Parade refurbishment project, presented the Specification Notes for the refurbishment of the public conveniences. She gave a detailed explanation of the products and colour scheme she was presenting for Councillors' consideration, which would ensure the long-term performance, accessibility and resilience of the facilities, utilising a co-ordinated set of finishes and sanitary products tailored specifically for a coastal, high-traffic and vandal-prone environment. The materials and hardware selected would be compliant with Building Regulations Part M, Part T and BS 8300 and align with the priorities raised in the accessibility audit conducted on-site. A co-ordinated colour scheme would provide a 30 point Light Reflectance Value (LRV), aligned with contrast guidance for visibility and accessibility.

Councillors discussed material options with Jasmine. Altro sheet flooring was chosen as the best option for a suspended floor construction. Altro wall cladding would be waterproof, smooth, hygienic and impact-resistant. Cubicles would be constructed using solid grade laminate with marine grade stainless steel fixings. Toilet pans, urinals and hand washing units would be manufactured by Wallgate. A suspended ceiling would house a lighting system. CCTV would be installed in communal areas and at the main entrance. Doors would be composite with contrasting handrails fitted to ambulant disabled facilities. The Changing Places facility would be fitted to comply with current regulations. Councillors requested the addition of a small canopy at the main entrance to provide shelter for those waiting outside and to protect external CCTV cameras; this would need to be included in the planning application. It was:

RECOMMENDED

That Cowes Town Council approves the Specification Note for The Parade Toilet Refurbishment.

It was agreed:

ACTION

Jasmine would include an entrance canopy in the design and planning application.

710. ARCHITECTURAL DESIGN FOR THE AREA OUTSIDE OF SAINSBURY'S, COWES HIGH STREET

Councillors discussed a quotation for services relating to the architectural design of an enhanced public realm installation for the High Street area outside Cowes' Sainsbury's store. The design work was itemised: RIBA Stage 2 – Concept Design, £500; RIBA Stage 3 – Spatial Coordination, £750; RIBA

Stage 4 – Technical Design, £750, being £2,000 in total. There would be an option to add on RIBA Stage 5 – Construction at a later stage. Ross Edmunds advised that the IW Council's funding for this project would only cover Capital expenditure; any Revenue expenditure would be required to be funded by the Town Council. Following discussion, it was:

RECOMMENDED

- 1. That Financial Regulation 5.8 be suspended to allow consideration of one quotation for architectural design services, as the architect was familiar with the area and had previously worked on a draft design concept.**
- 2. That Cowes Town Council approves the engagement of Contractor A for architectural design services relating to RIBA Stage 2 – 4 for the High Street area outside of Sainsbury's Cowes, for the sum of £2,000, with the cost to be met from the 'Place Plan Projects' budget heading.**

711. ITEMS FOR INCLUSION ON FUTURE AGENDAS

- Visual enhancement of the external walls at Mornington Road Public Conveniences

The proceedings terminated at 6.53pm.

CHAIRMAN