

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Dining Room, Northwood House, Cowes on Tuesday 9 June 2026 at 6.15pm

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

In attendance: Councillor Nicholson (Non-Voting); David Gordon, Facilities and Town Manager; Tracy Jones, Deputy Town Clerk; two members of the public

733. TO ELECT A CHAIRMAN OF THE PROJECTS COMMITTEE

Councillor Anni Adams was elected Chair.

734. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Rafferty.

735. DECLARATIONS OF INTEREST

No declarations of interest were received.

736. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 14 April 2026 be taken as read, approved as a correct record and signed by the Chairman.

737. UPDATE ON EXISTING PROJECTS

a) Cowes High Street Events and Improvements

Jasmine Hayden (architect) confirmed that the S115 licence/maintenance agreement, for work to be done outside of Sainsburys, should be agreed this week. There will be a lead of a month for the work to be done with the aim for it to be completed by Cowes Week at the latest.

Regarding the Campaign For Real Ale (CAMRA) October Fest, the Deputy Town Clerk confirmed that while an email has been sent to the Cowes area co-ordinators at Cowes Ale House offering to promote the event via our social media and website, a reply has not yet been received.

ACTION Councillor White will follow up with Cowes Ale House directly.

The Isle of Wight County Show and Cowes High Street Christmas event were briefly discussed; the decision was taken to discuss further at the next Events Committee which the Deputy Town Clerk will organise for next week.

b) **Parade Public Conveniences Refurbishment**

Jasmine Hayden confirmed that a full update will be given at the Town Council meeting on Thursday. In the meantime, she summarised that the plumbing and the electrics in the roof of the building are now complete and that the colours for the fixtures and fittings have been agreed with Mayor Ellis. It was confirmed that there has been an increase in the cost of the sanitary ware which the Town Clerk was able to agree. The project is currently running one week ahead of schedule.

c) **Living Wall**

The wall has been painted. The planters are positioned on site and filled with compost, with the plants to be installed shortly. The water storage system was being developed but the project has been delayed since then.

ACTION The Facilities and Town Manager will report the timeline for completion at the next meeting.

d) **Public Conveniences Accessibility Audit**

The Facilities and Town Manager confirmed that the majority of work has been completed with just the mirror and coat hooks to be done. It was agreed that it should stay on the agenda until all work is complete.

e) **Installation of a permanent Flagpole in Northwood Park**

ACTION The Town Clerk would contact Northwood House Charitable Trust Co. Ltd. to request permission to site a permanent flagpole near the War Memorial. Town Clerk to give an update on progress and outcome for the next meeting.

f) **Smart CCTV cameras**

The Facilities and Town Manager confirmed that the smart CCTV cameras were installed today and that they will be triggered by events rather than recording activity in the usual way ie for data collection only. Reports on data will be received on Monday mornings by the Facilities and Town Manager. For further discussion at the next meeting.

g) **Cowes Armada Board**

Councillor Nicholson explained that David Baldwin, author of a book about the Armada, is designing the board independently and that it should be ready imminently. Committee discussed the possibility of displaying it in the shelter at the end of the Parade as the Town Council owns it.

ACTION Councillor Nicholson was asked to contact Mr Baldwin to ask him to bear in mind the shelter dimensions in his design.

h) **Public Conveniences Refurbishment Programme**

The Facilities and Town Manager has been actioned to look at the life expectancy of our facilities and create a risk management plan for Councillors' consideration. Discussions had taken place with two contractors to discuss costs for planned preventative maintenance and repair / replacement of items. A full risk management plan will be produced once costs become fully available; this is ongoing.

Costs that the Facilities and Town Manager was able to confirm were for the Wallgates to be installed at the Cut were £19943 plus vat for 5 units plus £3500 for the installation. He also confirmed that the cost of replacing all cisterns at the Cut, Northwood Rec and Mornington Crescent would be £8500.

i) **BT Street Hubs**

No update given on this project, to be reported at the next meeting.

ACTION

The Facilities and Town Manager would undertake research and provide more detail to Councillors for their further consideration.

738. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

The Facilities and Town Manager reported that all but two of the flagpoles have been assessed. Of 51 tested, 22 passed and the rest failed safety testing. He explained that the quickest and least intrusive fix would be to use chemical bolts for the repairs; cost to follow. Mayor Ellis noted that each individual building owner would need to agree to the work being done. Councillor Adams suggested that a letter could be sent to each building informing that the work needs to be done on the basis of safety maintenance, asking for feedback to be sent to the Town Council if there was any issue with it. Jasmine Hayden explained that this type of work is covered by the Party Wall Act.

ACTION

The Facilities and Town Manager and Chair to look into the Party Wall Act implications and devise a suitable letter.

b) **Public Conveniences and CCTV**

The Facilities and Town Manager explained that all public conveniences were in reasonably good order and that the Cut doors have been cleaned. Also, that the Skate Park CCTV is now in place and painting has been done. It was noted that there is already graffiti on it which will be painted over as soon as possible.

He also confirmed that the lighting in Mornington Crescent has been replaced with LEDs and that the ceilings have been painted at Northwood Rec.

Councillor Adams noted that the Northwood Park toilets are in need of a deep clean which would need to be arranged via Northwood House.

ACTION

The Facilities and Town Manager to arrange for the deep clean to be done via Northwood House.

It was confirmed that discussion is ongoing with Island Roads regarding painting the bollards that they have responsibility for on the High Street by Cowes Week and that our assets will also be painted. Mayor Ellis explained that the kerbs on Shooters Hill also need to be re-painted by Island Roads as they are causing a trip hazard.

c) **Asset Complaints / Concerns Log**

The Deputy Town Clerk advised that no formal written complaints had been received since the last meeting of the Projects Committee.

739. ITEMS FOR INCLUSION ON FUTURE AGENDAS

Committee agreed that the Skate Park Survey and Cowes Summer Activity document should be added to the Events Committee agenda for next week before being added to the July Projects Committee agenda before ratification at the July Town Council meeting.

The proceedings terminated at 7.00pm.

CHAIRMAN