

COWES TOWN COUNCIL

Minutes of the Projects Committee Meeting held in the Dining Room, Northwood House, Cowes on Tuesday 14 July 2026 at 6.15pm

Present: Councillors Moore (Chair), Ellis and Peacey Wilcox

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

740. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Lorraine White

741. DECLARATIONS OF INTEREST

No declarations of interest were received.

742. MINUTES RESOLVED

That the Minutes of the Projects Committee meeting held on 9th June 2026 be taken as read, approved as a correct record and signed by the Chairman.

743. UPDATE ON EXISTING PROJECTS

a) Cowes High Street Events and Improvements

In respect of the removal of the street furniture, the Facilities Manager confirmed that both the S115 and the contractual agreement had gone through. Start date for the work is still to come from Island Roads.

ACTION

Facilities Manager to continue to chase work start date.

CAMRA/Beer Festival update given. It is to be held in September 2026 and is being organised by Steph and Reg at Cowes Ale House. It looks to be set at the Sugar Store, will run for a week and it is intended that all of the pubs in Cowes will be involved. Committee discussed and agreed that the festival should now be passed to the Events Working Group in order for support to be offered including a possible grant application.

b) Parade Public Conveniences Refurbishment

The Facilities Manager confirmed that following the Round the Island event that stopped work for 2 days, work has resumed today with a reduced welfare unit. Cubicles and the accessible alarm fittings are the last work to be done with a likely finish date of 24th July. The Facilities Manager explained that CCTV may not be in place by then. Committee agreed that CCTV signs should at least be up as well as two dummy cameras if possible.

ACTION

Facilities Manager to arrange for CCTV signs to be placed appropriately by Cowes Week

c) Living Wall

The Facilities Manager confirmed that he will be buying plants for the Wall this weekend and that they will be planted by Cowes Week. Committee agreed that the fencing that has been installed looks good.

ACTION The Facilities Manager will arrange planting of the wall before Cowes Week.

d) **Public Conveniences Accessibility Audit**

The Facilities Manager confirmed that the mirror and coat hooks have now been received and were being installed today. Chairman and Facilities Manager will look at the work done later this week.

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

Deputy Clerk confirmed that Northwood House Charitable Trust Co. Ltd now have this request on the agenda for their next board meeting which is to be held at the end of July.

ACTION

Deputy Clerk to report the board's decision at the next Projects meeting in August.

f) **Smart CCTV cameras**

The Facilities Manager presented to the committee data collected by the installed smart CCTV cameras which have been running for a few weeks. Committee agreed that the information provided is useful and that a longer trial of the initial eight week should be considered.

The Facilities Manager suggested running the cameras for a year; committee agreed to convert to engaging the service for a year and that quotes are requested for additional cameras to be installed in appropriate places.

RECOMMENDATION

Cowes Town Council to initially extend the trial to a year.

ACTION

Facilities Manager to request a quote for the cost of additional cameras which will be presented to the next meeting for the final decision.

g) **Cowes Armada Board**

Councillor Nicholson explained that he was expecting the two boards to be finished at this point. He will chase the designer, David Baldwin, for a completion date. Further discussion took place around the intention of the boards being displayed in the shelter on the Parade; Committee agreed that this is the best approach.

ACTION

Councillor Nicholson to chase receipt of the boards.

h) **Public Conveniences Refurbishment Programme**

The Facilities Manager reported that the Northwood Recreation Ground toilets are currently sound and do not require anything other than planned maintenance. The interior of Mornington Road requires equipment maintenance but the exterior is sound. The Cut toilets require internal refurbishment of equipment. He reported that the cistern in cubicle four at the Cut needs to be replaced as soon as possible; he quoted a budget of £2746 to replace all six cisterns.

The Facilities Manager reported that there are issues with vandalism at Mornington that could be avoided with the installation of CCTV cameras. He confirmed that four cameras would be required. Committee were in agreement with installing the cameras.

Committee discussed the possibility of closing Mornington and the Changing Pod at the Cut at 9pm each night. It was agreed that this should not be actioned before Cowes Week but should be discussed again in September.

RECOMMENDATION

Cowes Town Council approves a budget of £2500 for installation of four CCTV cameras at Mornington Road toilets

ACTION

Facilities Manager to send quotes to the Town Clerk for the planned, preventative maintenance of cisterns at Northwood Rec, Mornington Road and the Cut toilets

ACTION

Deputy Clerk to add toilet opening times to the September Projects agenda

i) **BT Street Hubs**

The Facilities Manager presented a proposal for BT Street Hubs and Community Space at The Cut which had been prepared by Kayleigh Richter from the Isle of Wight Council. Chairman asked whether this would be funded by the Isle of Wight Council should the plan be given the green light. The Facilities Manager confirmed that he has asked this question on receipt of the proposal.

ACTION

Facilities Manager to ask Kayleigh Richter to present the plan at the September Town Council meeting.

744. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

The Facilities Manager reported that the flag poles had been removed from the High Street, that the Town Clock has been painted and repaired and that the finger posts and Town Map are to be painted before Cowes Week.

Discussion took place on whether the flag poles should be replaced. It was agreed that it should be discussed with the traders at their next meeting with the Town Council in order to take their thoughts into consideration. The Facilities Manager has requested a quote for 40 which he will bring to the next meeting. Committee discussed alternatives.

ACTION

Communications and Funding Manager to look at what other towns use as an alternative to flags then create a mock up for discussion during Cowes Week.

b) **Public Conveniences and CCTV**

The Facilities Manager reported that Top Mops have been doing a good job of cleaning the toilets; they complete a clean in the morning and a top up in the afternoon.

Committee discussed the possibility of a member of the cleaning staff being at the Parade toilets during the evenings of Cowes Week with the aim of keeping them tidy and clean.

ACTION

Facilities Manager to ask Top Mops if they have anyone that could cover an evening shift as well as the two cleans per day already requested and a quote for the cost.

c) **Asset Complaints / Concerns Log**

The Deputy Town Clerk advised that one complaint had been received about the cleanliness of the changing pod at the Cut.

745. ITEMS FOR INCLUSION ON FUTURE AGENDAS

It was agreed that BT Hubs should change to BT Hubs and Community Space on the next agenda.

746. TO RECEIVE A RECOMMENDATION ON AGENDA ITEMS

Deputy Clerk briefed potential changes to future agenda proposed by the Town Clerk.

ACTION

Town Clerk to provide a report to the committee and present it at the next meeting

The proceedings terminated at 7.29pm

CHAIRMAN