



Minutes of the Cowes Town Council **Projects Committee Meeting** held in the Dining Room, Northwood House, Cowes on **Tuesday 11 August 2026** at 6.15pm

Present: Councillors Moore (Chair), Ellis, Nicholson, Paler, Peacey Wilcox, Rafferty, Southwell and White.

In attendance: Patrick Jolin, Town Clerk and David Gordon, Facilities and Town Manager

747. APOLOGIES FOR ABSENCE

No apologies for absence were received.

748. DECLARATIONS OF INTEREST

No declarations of interest were received.

749. MINUTES

RESOLVED

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

750. UPDATE ON EXISTING PROJECTS

a) **Cowes High Street Events and Improvements**

The Facilities Manager confirmed that the S.105 license was in place and still awaiting a date from Island Roads to remove existing street furniture and the manufacturer of the new street furniture was delayed and awaiting a final availability date plus that the new tree had been sourced and will be available for planting on request.

ACTION

- To confirm Island Road availability to remove old street furniture – **Facilities Manager**

b) **Parade Public Conveniences Refurbishment**

The Facilities Manager confirmed all works completed and that the new facilities were opened on plan for Cowes 200. It was noted that during Cowes 200, the new facilities received extra cleaning activities from both Stage Gear and Top Mops. It was also noted that the facilities suffered a level of vandalism during Cowes 200 which has been reported to the Police with CCTV footage being provided by CTC and posted on the CTC Facebook site. Based on feedback, the following was agreed:

ACTION

- To install additional male/female signage – **Facilities Manager**
- To install additional public litter bins – **Facilities Manager**
- To arrange for Councillor feedback about the new facilities – **Town Clerk**

c) **Living Wall**

Now complete. After discussions it was agreed that this item be removed from future Projects Committee agendas.



d) **Public Conveniences Accessibility Audit**

Now complete. After discussions, it was agreed that this item be removed from future Projects Committee agendas after the following has been completed:

ACTION

- To publish an updated Accessibility Statement on the CTC website – **Facilities Manager**

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

Request made to NWH Charitable Trust and additional information requested provided. Awaiting authority to proceed.

f) **Smart CCTV Cameras**

Trial period statistics provided to the meeting. Awaiting final costs to turn fully operational now the trial period has been completed. Noted that costs to date are £1k for the trial with £8k remaining of the original budget to fund a fully operational system.

g) **Northwood Recreational Ground User Survey**

After discussions, it was agreed to move this item to the Events Committee and remove from future Projects Committee agendas.

h) **Cowes Armada Board**

No update.

i) **Public Conveniences Refurbishment Programme**

No activity reported with analysis work still being progressed. However, it was noted that this item is to be potentially managed by a standalone Working Group and will therefore be removed from the future Projects agendas until a Councillor Sponsor has been identified and the scope of the programme defined by that Working Group and with individual programme projects being reintroduced to the Projects Committee as they are agreed to be progressed.

j) **BT Street Hubs**

The Facilities Manager is holding further discussions with BT and is also looking at whether this item has a link to the IWC proposed project to fully renovate The Cut area, with potential use of existing S.106 monies held by CTC. After discussions, the following was agreed:

ACTION

- To arrange for the IWC representative to make a presentation on the proposed Cut modifications to the full Town Council (date to be agreed) – **Facilities Manager**



751. MAINTENANCE ISSUES WITH EXISTING PROJECTS

a) **Street Furniture**

Councillors discussed the potential installation of new CTC owned and managed flagpoles on The Parade. Following these discussions, it was agreed that this item be managed as part of the High Street Improvements major project with the following to be completed:

ACTION

- To investigate the costs and permissions to install the flagpoles on The Parade
– **Facilities Manager**

b) **Public Conveniences and CCTV**

After discussions, it was agreed that this item will be removed from the Projects Committee agenda and be progressed as business-as-usual.

c) **Asset Complaints and Concerns Log**

After discussions, it was agreed that these items will be separately managed under the new Projects Committee agenda and that there are currently no specific items requiring immediate action.

745. PROJECTS COMMITTEE AGENDA PROPOSAL

Councillors were asked to consider the approval of a new Projects Committee agenda. Following discussions, it was:

RECOMMENDED

That Cowes Town Council approves the proposed Projects Committee agenda as follows:

AGENDA

- 1 To receive any apologies for absence.
- 2 Declarations of Pecuniary and Non-Pecuniary Interest:
 - a) To receive members Declarations of Interest on items on the agenda.
 - b) To receive, consider and grant as appropriate, any written requests for dispensation for disclosable pecuniary interests.
- 3 To approve as a correct record and sign the Minutes of the Projects Committee Meeting held on **<dd-mmm-yyyy>**.
- 4 To receive Working Group updates for **major projects** as recorded in the Projects Log.
 - a) **<major project nnn>**.
 - b)
- 5 To receive an update on **minor projects** as recorded in the Projects Log.
 - a) **<minor project nnn>**.
 - b)
- 6 To receive an update on current risks and issues:
 - a) Risk register.
 - b) Issues register.
 - c) Complaints log.
 - d) Compliments log.
- 7 To receive and consider new project proposals.
- 8 To receive any items for inclusion on a future agenda.



746. PROJECTS POLICY PROPOSAL

Councillors were asked to consider the approval of a Projects Policy (circulated prior to the meeting). Following discussions, it was:

RECOMMENDED

That Cowes Town Council approves the Projects Policy.

747. ITEMS FOR INCLUSION ON FUTURE AGENDAS

None received.

The proceedings terminated at 7.47pm

CHAIR