Minutes of the Cowes Town Council **Projects Committee Meeting** held in the Morning Room, Northwood House, Cowes on **Tuesday 13 October 2026** at 6.15pm

Present: Councillors Moore (Chair), Ellis, Nicholson, Paler, and Southwell.

In attendance: Councillors Walters, Wardrop, David Gordon (Facilities and Town Manager) and Kayleigh Richter **(KR)** (IWC Transport Strategy Officer).

Prior to the start of the meeting Kayleigh Richter (KR) (IWC Transport Strategy Officer) answered questions from councillors concerning the IWC proposal for a Pop-Up Mobility Hub & Community Space at The Cut in Cowes. A hard copy of the report was previously distributed to all Councillors. Discussions were had regarding the project proposal and possible funding streams and an example draft programme was presented to councillors.

RECOMMENDED

1. Cowes Town Council agrees in principle with the project.

2. The Project Committee continues in consultation with KR IWC Transport Strategy Officer and will arrange a workshop to decide the Concept Design.

763. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Peacey-Wilcox and White.

764. DECLARATIONS OF INTEREST

No declarations of interest were received.

765. MINUTES

RESOLVED

That the Minutes of the Projects Committee meeting held on 08 September 2026 be taken as read and approved as a correct record and signed by the Chairman.

766. UPDATE ON MAJOR PROJECTS AS RECORDED IN THE PROJECTS LOG

a) Cowes High Street Improvements

i) Sainsburys Area Renovation

The Facilities Manager confirmed that Island Roads (IR) have been asked to provide a quote for the removal of street furniture. They have replied requesting that a utilities survey be carried out in the area and installation contractors must be accredited to work on the highways. Island Roads also asked that Cowes Town Council reconsider the tree species due to dropped berries being a slip hazard when crushed. *Celtis Australis* poses a low risk of creating a slip hazard and it is widely used as a resilient urban street tree throughout

Europe. The fruits are heavily targeted by birds and local wildlife, and are eaten directly from the branches rather than accumulating heavily on the ground.
The Facilities Manger also confirmed quotation for a tree and delivery has been requested from the supplier. The following was agreed:

ACTION

1. To pursue Island Roads for the quote to remove old street furniture – **Facilities Manager.**
2. To arrange a PAS128 Class B survey as advised by Island Roads – **Facilities Manager.**

ii) BT Street Hubs

This item has been removed and will form part of the IWC proposal for a Pop-Up Mobility Hub & Community Space at The Cut.

b) Public Conveniences Working Group

A meeting to be arranged of the Working Group at a future date to discuss the refurbishment project before sending to the Finance Committee a proposal for a £60k expenditure +contingency request to be submitted to full Town Council for approval to update The Cut public conveniences. The following was agreed:

ACTION

1. to arrange a meeting of the Public Conveniences Working Group - **Town Clerk**

c) Northwood Recreation Ground Improvements

Discussion was had on making improvements and upgrades to the Northwood Recreation Ground facilities. A survey is to be created for public consultation. Suggestions were put forward regarding other projects around the island. Councillor Moore has a copy of similar surveys and will talk to Nora Clinton about working together on public engagement. Councillor Southwell requested to be included in project. The following was agreed:

ACTION

1. to create survey questions for public consultation regarding the Northwood Recreation Ground Improvements - Councillors Moore and Southwell

767. UPDATE ON MINOR PROJECTS AS RECORDED IN THE PROJECTS LOG

a) Street Furniture

i) flagpoles on The Parade. The Projects Committee does not consider the project viable

ii) The Cut Living Wall seating to be installed this month

b) Cowes Armada Board

Councillor Nicholson will speak to David Baldwin this month about any associated costs.

c) Permanent Flagpole in Northwood Park

The height of the proposed flagpole at 6m requires a planning application and the location by the War memorial needs to investigated due to its Heritage listing. A pre-planning application will be submitted to IWC. The following was agreed:

RECOMMENDED

That Cowes Town Council approves a final budget of £3k for the installation.

And

ACTION

1. To submit a pre-planning application to IWC Planning for the installation – **Facilities Manager**.

768. UPDATE ON CURRENT RISKS-ISSUES AND COMPLAINTS-COMPLIMENTS REGISTERS

a) Risks and Issues Register

There is an issue with the flush in one cubicle at The Parade

b) Complaints and Compliments Register

The office noted an online discussion on social media regarding the Changing Pod at The Cut.

A complimented was received by phone on the 2nd October 4:53pm regarding the excellent condition of the toilets at The Cut.

769. NEW PROJECT PROPOSALS

a) replacement digital noticeboard service for the High Street

The Project Committee agrees to the proposal. Further investigation is required regarding any required licences and permissions. A question were asked regarding the reduction in light intensity during night-time hours and any potential income. The following was agreed:

ACTION

1. Cost of any licence to be investigated and permission sought from Hursts. - **Facilities Manager**
2. Confirmation of the ability to reduce night-time light intensity - **Facilities Manager**
3. Investigation of potential income streams - **Town Manager**

b) Digital Smart CCTV Service for Cowes High Street

A discussion around the locations, costs and numbers of cameras took place. The cost for 5 cameras is £430.00 per month for a 60 month period. It covers the cost installation, operation training, full maintenance schedule and support. The Project Committee supports the proposal but has asked for cost options. The following was agreed:

ACTION

1. to obtain cost options for fewer cameras, and for shorter periods - **Facilities Manager**

c) Replacement of three defibrillators

The Communication & Funding Manager with IOW Defibrillators recently reviewed the 3 units that Cowes Town Council originally installed. The review ascertained that the units are past their warranty dates and that replacing their pads and batteries would not be cost-effective. The recommendation was replacement defibrillators and cabinets at all three locations.

The Communication & Funding Manager had discussions with The Cowes Harbour Commission who confirmed that it is keen to progress with the replacement project. Based on the confirmed arrangement, Cowes Harbour Commission is prepared to contribute 50% of the project cost, with Cowes Town Council funding the remaining 50%.

Total cost of project: £3750

Cowes Harbour Commission contribution, 50%: £1875

Cowes Town Council contribution, 50%: £1875

Proposed implementation: January 2027

Further discussion regarding the locations of defibrillators took place and it was felt that the proposed unit at The Parade be changed to further along the seafront towards Gurnard. It was suggested that the facilities at Mornington Rd would be a better location. The Projects Committee supports the proposal subject to all costs being identified and locations finalised. The following was agreed:

RESOLVED

1. That the Finance & Staffing Committee identify funding for the proposal.

And

ACTION

1. full costs to be identified and locations agreed - **Communication & Funding Manager**

d) Warm Space Proposal

The Communication & Funding Manager has been working with Cowes Rotary Club and The Beckford Centre to establish a weekly Warm Space in Cowes from November 2026 until March 2027. The costs of venue hire will be met by Cowes Rotary Club and refreshments by Cowes Foodbank. Other organisations have offered support. The following was agreed:

RECOMMENDED

1. That Cowes Town Council supports the proposal

768. ITEMS FOR INCLUSION ON FUTURE AGENDAS

Nothing received

The proceedings terminated at 7.57pm

CHAIR