



MINUTES

Minutes of the Meeting of Sandown Town Council held on **Monday, 20 September 2021** at 7.00pm at The Broadway Centre, Sandown, Isle of Wight. PO36 9GG.

PUBLIC QUESTION

15 Minutes were allocated for members of the public to speak on matters relating to the agenda:

Mrs Sally McConkey submitted a written question (PQ02-2021/2022) regarding the declining state of the derelict buildings/hotels in Sandown, requesting an update on progressing the situation. The Mayor advised updates would be obtained from Isle of Wight Ward councillors and a written response would be provided PQ02-2021/2022.

Present: Cllrs Paddy Lightfoot (Mayor), Heather Humby (Deputy Mayor), Debbie Andre, Frank Baldry, Sue Betts, Emily Brothers, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Robert May, Ian Ward.

36-2021-22 APOLOGIES

Apologies were received from Cllr Toby Wilcock

37-2021-22 DECLARATIONS OF INTERESTS

1. To receive any declarations of pecuniary and non -pecuniary interests

Cllr Andre declared an interest in any matters relating to the Isle of Wight Council and also in relation to Los Altos Park as her property backed onto it.

Cllr Ward declared an interest in any matters relating to the Isle of Wight Council and a personal interest in the item relating to the Honour Trail as his partner was involved in the project.

2. To receive and consider granting any written requests for dispensations.

None Received

38-2021-22 MINUTES OF THE LAST MEETING

Members noted the resolution relating to minute 31-2021/2022 regarding funding a path in Los Altos Park should read "THAT the council would not provide funding for works to create a new path in Los Altos Park". In addition, Cllr Andre had declared an interest in the item

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT the minutes of the meeting held on 19 July 2021 be approved subject to the amendment of Minute 31-2021/2022 to “THAT the council would not provide funding for works to create a new path in Los Altos Park” and the inclusion of Cllr Andre’s declaration of interest in the item.

POINT OF ORDER

Cllr Brothers raised a point of order regarding the hearing loop. Officers advised the loop had been checked by two separate organisations who advised it was functioning. A further site visit from the Royal National Institute for the Deaf would be arranged to check this again. The relevant councillors would again be invited. Quotes had also been obtained for new systems throughout the building, but costs would need to be budgeted.

Cllr Brothers continued to raise a second point of order, requesting the refusal of a motion they had submitted be recorded in line with standing order 20.8.

The Clerk advised that the motion (received on Sunday, 12 September 2021) had been rejected under Standing Order 20.2 as less than seven clear days’ notice had been received. The Mayor supported this decision.

During discussion Cllr Brothers stated they disagreed with the definition of clear days and requested clarification on the process for motions be circulated.

39-2021-22 FINANCES

1. To approve the Payments and Receipts lists as presented for July 2021 and August 2021

Councillors’ votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

For (10), Against (0), Abstentions (1).

RESOLVED:

THAT the Payments and Receipts for July and August 2021 be approved.

2. To receive and note the verified bank reconciliations for July 2021 and August 2021

The verified bank reconciliations for July and August 2021 were noted.

3. To receive and note the expenditure against budget through August 2021

The position against budget as of 30 September 2021 was noted.

4. Update on New Signatories.

The new signatories were now recorded with the bank and the mandate removing the old signatories had been accepted. Confirmation was provided there were four

signatories on the mandate.

5. Update on External Audit.

The External auditor had completed their analysis. The auditors had requested officers amend the reporting category for the Council Tax Grant Income transferring the monies from the Line 2 of the statement to Line 3. This had been completed and the revised document was submitted and published on the website. No “except matters” or qualifications were expected on the report as the amendment would just be noted under “other matters”.

6. To consider recommendations regarding the Reserves

Members considered the report outlining the proposal for managing the reserves.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

For (11), Against (0), Abstentions (0).

RESOLVED:

- (i) THAT the treasures account has a minimum balance of £100,000, topped up monthly from the instant access account.
- (ii) The Instant access account has a minimum balance of any significant monies owed on Purchase Orders plus £75,000 and is topped up every other month
- (iii) Remaining monies are held in 32 day access account.

7. To agree the proposed Toilet Cleaning and Maintenance Arrangement Specification

The clerk presented councillors with the proposed cleaning and maintenance specification. Members noted there would need to be discussion with any prospective providers around the timings of cleans due to logistical issues and changing dates for Easter and half terms, but the direction of travel was outlined. Clarification was provided that the specification would be used undertake the appropriate procurement actions; three quotes or a tender process.

A proposal was made and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and motion was carried:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT the proposed Cleaning and Maintenance Specification be approved, and three quotes be obtained/tender process started.

8. Community Grants and Events

Cllr Humby declared an interest as a member of the Carnival Association. Cllr Andre declared an interest as she was the landlord for the Carnival Shop.

Members were advised that the Carnival Association were organising fireworks

display for New Year's Day and a program of events for 2022. Mr Paul Coueslant from the association thanked Council for their consideration and talked to the program of events. Reassurance was provided that there would be arrangements in place to safeguard any funding should the event be cancelled.

In addition to supporting the association by providing meeting space free of charge, approval was sought to award the allocated fireworks monies to the association to regularise the financial arrangements, make budget provision to support the 2022 events and to extend the opening the public toilets during the event.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (8), Against (0), Abstentions (1).

RESOLVED:

- (i) THAT meeting space be provided to the Carnival Association free of charge.
- (ii) THAT the allocated fireworks monies in the 2021/2022 budget be awarded to the association
- (iii) THAT the draft 2022/2023 budget include to support the events planned for 2022

40-2021-22 HUMAN RESOURCES COMMITTEE

The Human Resources Committee met on 7 September 2021. A number of recommendations were made as a result of the meeting.

The Mayor advised members there were two parts to the recommendations:

- There were capacity issues resulting from the opening and closing of the building and increased bookings. Action needed to be taken to relieve the pressures on the team.
- The steps proposed in relation to RFO responsibilities were part of a longer term succession plan whereby the Deputy Clerk be transition into the Clerks role as he moved into a phased retirement.

During discussion Cllr Brothers advised they had asked for guidance on the line management of the new RFO role. Officers advised there no legal requirement for line management of the RFO to be through council or the Mayor and traditionally the RFO worked under the direction of the Town Clerk who was the proper officer.

Cllr Brothers also raised points regarding the Caretaker Job Description and a fixed term contract for the lock-up role, the latter was not supported. Clarification was provided that the revised job descriptions and related matters would be circulated to the relevant parties.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT the recommendations of the HR committee be agreed and:

- (i) A lock-up person be recruited and appointed according to the agreed Job

Description and Person Specification (Appendix A) as soon as possible.

- (ii) From 1 January 2022, Clerk to reduce to 0.8 fte, with the Deputy Clerk increasing RFO responsibilities.
- (iii) From 1 April 2022, Deputy Clerk to become the RFO and Clerk to reduce to 0.6 fte, with flexibility to cover annual leave, etc.
- (iv) New job descriptions for all four substantive posts to be drafted, with salaries revised to reflect changes in hours and responsibilities.
- (v) Arrangements to be reviewed in Autumn 2022 and report to full council, together with succession planning direction of travel.
- (vi) Provision be made in the 2022 budget for a project management role should it be required

41-2021-22 UPDATE ON WORK PARTIES

A report was provided which outlined the work of each of the working parties.

1. Public Realm (Assets) Working Party

The working party had met Monday, 9 and 16 of August 2021 to discuss the towns Decorative Lighting. Consideration was given to the working parties recommendations which were outlined in the report.

Discussion took place regarding light pollution and the Dark Skies initiative. The Dark Skies Park was located to the Southwest of the Island and sufficient distance that lights in Sandown would not impact it. Island Roads had also confirmed the options selected were appropriate for the locations.

Members were advised that due to lead times, timescales for installation prior to Christmas were expressed a preference for the lighting to be installed prior to the festive season.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (10), Against (0), Abstentions (1).

RESOLVED

- (i) THAT the current, defunct lighting be removed immediately.
- (ii) THAT the council purchase and arrange for the installation, with remote switch on and switch off, for the following lighting:
 - Red, white, and blue alternating Boa lights on the Esplanade.
 - Ara in red/bright white on left and right, followed by Brin in blue/bright white on left and right in an alternating pattern of Ara/Brin/Ara pairs on the high street.
 - Perle Scintillante in blue and bright white on the Pier Street Junction.

2. Events Working Party

In addition to the details in the report members were advised, in regards to Remembrance Day 2021, that the meeting with the vicar had been delayed but this was now confirmed for 4 October 2021 and the road

closure request had been submitted. A risk assessment would be undertaken shortly.

3. Public Realm (Projects) Working Party.

In an update to the information in the report the Clerk advised they had contacted the Chamber of Commerce and Visit Wight. A meeting had also been arranged with the Bay Resilience Officer to discuss securing funded Youth Projects. Discussion took place regarding ensuring that the working parties worked together not in silos. Notes of the matters discussed at the working parties were circulated following each meeting to keep all parties informed.

4. Engagement Working Party

Members noted that Cllr Brothers had been appointed chair of the working party. Cllr Brothers then provided an overview of the matters outlined in the report.

42-2021-22 SANDOWN HONOUR TRAIL

Cllrs Andre and Ward left the room, having declared an interest as members of the Isle of Wight Council.

The Isle of Wight Council had written to Sandown Town Council regarding the Sandown Honour Trail (engraved tiles on the sea wall). The letter sought councils view on the future of the scheme following considerable discussion locally and changes to both councils' administration.

The options provided by the Isle of Wight Council were

- Option 1 Support the scheme, sign off the Memorandum Of Understanding, and work in partnership with Isle of Wight Council to deliver the scheme as set at?
- Option 2 Pause the scheme taking no further bookings, to allow time for Sandown Town Council to conduct a consultation exercise locally to ascertain the views of residents. Make these views known to the Isle of Wight Council to influence the future direction of the scheme.
- Option 3 Not to support the scheme taking no further bookings and to recommend to Isle of Wight Council that the scheme is stopped and to work with the Isle of Wight Council on what is best for the existing tiles in the long term.

Members discussed the issues surrounding the trail, noting it was a contentious issue, and agreeing that the public should be consulted on the future of the Trail. However, as the Trail was not a Sandown Town Council provision members did not feel it was appropriate for them to be involved as an intermediate party. Therefore, it was proposed and duly seconded:

"That Sandown Town Council agrees that an issue as contentious as this locally, should be based upon consultation. However, STC does not have any desire to be middle management of the scheme, sat between IWC and SHT. As such we recommend that IWC conduct a public consultation and undertake actions based upon the findings of the consultation"

An amendment was proposed that the Council assist with the consultation which was accepted by the proposer:

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (6), Against (2), Abstentions (1).

RESOLVED:

THAT Sandown Town Council agrees that an issue as contentious as this locally, should be based upon consultation. However, Sandown Town Council does not have any desire to be middle management of the scheme, sat between Isle of Wight Council and Sandown Honour Trail.

As such we recommend that Isle of Wight Council conduct a public consultation, which Sandown Town Council are willing to help facilitate, and undertake actions based upon the findings of the consultation.

43-2021-22

TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

Members were advised the Isle of Wight Council's Health and Safety team had raised two issues in relation to Los Altos:

- There was an exposed concrete pit following criminal damage in the wooded area near the Melville Street entrance. Officers had placed a temporary cover over the hole and placed a cone over it to highlight the danger. Southern Water had been notified and had started an investigation.
- There had been reports of fencing and earth moving machinery operating in the park. Officers found the activity to be on private land and had referred the matter back to the Isle of Wight Council. Officers were challenged over their authority to investigate the matter and responded that, as the council leased the park and held the liability insurance, any health and safety matter formerly raised by a statutory body would need to be investigated.

44-2021-22

TO RECEIVE ANY PLANNING MATTERS

- (a) To consider any relevant planning applications.

The following planning application was considered:

Reference 21/01656/FUL

Address Sandown Manor Hotel Yaverland Road Sandown Isle of Wight PO36 8QP

Proposal Demolition of hotel; Proposed construction of 6 dwellings with parking; formation of vehicular access off Yaverland Road.

- (b) To consider the draft Island Planning Strategy.

Members noted the Isle of Wight council's presentation from earlier in the evening and discussed how a local council could best influence planning. However, it was agreed no formal response from the council would be submitted and members, could if they were minded, submit individual responses.

45-2021-22 TO RECEIVE REPORTS FROM1. The Town Clerk – including:(a) The Broadway Centre

The centre was very busy and in addition to the regular booking's members noted:

- A meeting between Southern Water and the Isle of Wight Council (free of charge)
- Upcoming meetings included a public meeting for Electric Vehicle Charging and an IWALC resilience meeting.
- The NHS were undertaking a Trips and Falls week.
- Carnival had use of the shed to store Regatta equipment for two months.
- A request for use of Car Park had been received which would be bought to the next meeting if appropriate.

(b) Beach Safety and related projects

- The Life Guard Service Report which was very positive, would be circulated after the meeting of the relevant working party.
- The budget for the service would need to be considered a three year contract, with a two year extension period and a fixed base for operations would be proposed.
- A meeting with Stakeholders would be arranged for in the Autumn.
- The mayor had visited the lifeboat service and way forward to utilise the service in Sandown would be sought.

(c) Sandham Grounds

- New Equipment had been installed in July but had already been damaged.
- There were ongoing issues with litter. It was hoped this would reduce during the Autumn/Winter.
- Discussions around CCTV and with Stakeholders were planned.

The clerk also raised an urgent matter regarding the flood lights on the site (both the parks managed by Sandown Town Council and the area subleased by Heritage). Correspondence had been received from the Isle of Wight Council advising the Isle of Wight Council would no longer be funding the lights and seeking a decision from Sandown Town Council in regard to providing the monies for the lights.

Members were advised there had not been time prior to the meeting to investigate the matter.

A proposal was made and duly seconded. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (10), Against (0), Abstentions (1).

RESOLVED:

THAT Sandown Town Council fund the lighting at Sandham Grounds on a temporary basis while the circumstances around the lighting were investigated.

(d) Welcome Back Fund

A timeline for correspondence relating to the fund was provided. Funding had been requested in relation to an extension of the opening Pier Street Toilets, litter at Sandham Gardens and vandalism. No funding had been awarded to date. A proposal was made and duly seconded that the town council formerly write to the Isle of Wight Council to express their disappointment that the summer season had passed with no allocation and request the funding be awarded promptly. Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (9), Against (1), Abstentions (1).

RESOLVED:

THAT Sandown Town Council write to the Isle of Wight Council to express their disappointment that the Welcome Back funding had not been allocated and request it be awarded promptly.

(e) Old Town Hall

In a further urgent matter, members were advised that an Intention to Market notification in respect of Sandown Town Hall, Grafton Street had been received from the Isle of Council. The former Sandown Town Hall had been listed as an asset of community value following nomination by Sandown Town Council on 29 August 2017. The site could not be sold before 1 November 2021 to allow community interest groups to prepare a bid should they wish. The notice would be published on the town councils website

46-2021-22 EXTENSION

In accordance with Standing Order 9.1.3 (i) a proposal was made to extend the meeting.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (10), Against (1), Abstentions (0).

RESOLVED:

THAT the meeting be extended by 30 minutes.

47-2021-22 TO RECEIVE REPORTS FROM

2. Town Councillors

The key points noted by members included:

- Sandown Green Town Volunteers had been awarded Gold in the In Bloom competition.
- The report from the lifeguards had included details regarding two lives saved.
- The Mayor had been contacted regarding the dinosaur museum by professor Jeremy Lockwood and had advised the gentleman he was welcome to present

to the council. Members were reminded that the land was owned by the Isle of Wight council.

- Ventnor Town Council has recently hosted a zoom event in relation to local councils running carparks following their experience of taking on the parking in the town. Members noted it had taken approximately 8 years for the arrangements to be made and a sizable investment.
- A beach clean would be held on the 3rd October 2021 by Ryde Sea Scouts.

3. Outside Bodies

The Isle of Wight Council had requested the town council appoint two members to the Revetment Working Party. Cllr Hicks and Cllr Humby were proposed and seconded. There were no other nominations.

Councillors voted by a show of hands which were confirmed verbally to meet accessibility requirements; the results were as follows:

For (11), Against (0), Abstentions (0).

RESOLVED:

THAT councillors Hicks and Humby be appointed to the revetment working party.

PUBLIC QUESTION TIME

Mr Alan Jones advised that Sandown in Bloom awards would be presented on Thursday, 23 September at 7:30 pm at the Tap. There would be a BBQ and Music at the event.

He also advised that the towns Business Association had been reformed within the Community Association as had the Hotel and Guesthouse Association. A formal vote would be held at the Community Associations AGM on 14 October 2021.