



## SANDOWN TOWN COUNCIL

### SANDOWN TOWN COUNCIL – MEETING MINUTES – 18 July 2022

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 18 July 2022** at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

**Present:** Debbie Andre, Frank Baldry, Emily Brothers, Ian Fletcher, Jenny Hicks, , Alex Lightfoot, Paddy Lightfoot, Robert, May, Ian Ward.

**Also Present:** PA to Councillor Brothers, Richard Priest (Clerk), and 6 members of the public.

The Mayor presented Jean Jones with a token of appreciation for her work with the Jubilee event at Browns Golf Course in June. The Mayor asked all present to stand for a minutes silence in memory of former Mayor Cllr Warner, and the late Town Crier John Davies.

#### **PUBLIC QUESTIONS:**

A resident raised concerns regarding the use of barbeques on the beach and possible infringement of byelaws. Members noted that this was an enforcement issue and Councillor Ian Ward said he would take this matter up in his role as ward councillor.

Mr Adrian Whittaker, as a Shanklin and Lake Councillor, requested a meeting between Lake Parish Council, Shanklin Town Council and Sandown Town Council. The Mayor confirmed that he had previously responded to Mr Whittaker and asked him to propose some dates for a meeting, but had not heard anything back as yet.

Mr Alan Jones requested information about the walkie-talkie project, and the Mayor confirmed meeting with the Beach Safety Service at the weekend, with the Clerk, and that walkie-talkie's were available to concessionaires, such as longshoremen on the beach, to improve communication.

Mr Alan Jones asked why so much time was being taken up at meetings with discussion about the minutes, and policies and procedures, and not considering issues of importance to the residents of Sandown.

A resident raised concerns over dog walkers on Yaverland Beach, and the frequency of bin collections. Cllr Ward clarified that Island Roads and Amey had different levels of responsibility under their contracts, and frequency of collection increased in the Summer. Cllr Andre said that issues could be reported through Fix My Street website, or directly to the Isle of Wight Council.

## **23-2022/2023 APOLOGIES**

Apologies were received from Cllrs Sue Betts, Heather Humby and Toby Wilcock. The Mayor also noted absence of the RFO/Deputy Clerk and hoped that she recovered soon, and that this impacted on the resources available to the meeting.

## **24-2022/2023 DECLARATIONS OF INTEREST**

Cllrs Debbie Andre and Ian Ward declared interests as members of the Isle of Wight Council. Cllrs Alex Lightfoot and Paddy Lightfoot declared a potential interest in a planning matter adjacent to their place of work.

## **25-2022/2023 MINUTES OF THE LAST MEETING**

Cllr Brothers raised a point of order regarding the recording of decisions at the previous meeting; in respect of the election of the Mayor, attendance at the reconvened meeting on Monday 23 May 2022, the resolution to defer the appointment of members to the HR committee and approval of the committee's terms of reference until open HR issues had been resolved.

The Mayor asked how the proposed changes would provide greater clarity, stating the purpose of the minutes were to provide a public record of decisions made, providing a flavour of the debate.

Members noted the comments from the public of the about of time given to the discussion of the minutes of previous meetings. The clerk advised that a response had been given to the comments submitted in advance of the meeting, and that several hours had been taken listening to the audio of the previous meeting. The decisions recorded were an accurate record of the meeting.

A proposal to amend the minute 2-2022/2023 regarding the Election of the Chair was moved and duly seconded, and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the proposed amendment fell:

### For (4)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Robert May.

### Against (5)

Cllrs Frank Baldry, Ian Fletcher, Ian Ward, Alex Lightfoot, Paddy Lightfoot.

### Abstentions (0)

Cllr Brothers commented on the minute relating to the confidential item 22-2022/2023 Staffing Matters and suggested that the Clerks appraisal was not an appraisal but a personal statement. The Mayor explained the process followed; what had been presented to Council was the first part of the appraisal and that as it required a response from the Council due to issues raised, the Mayor needed to seek approval from the Council regarding a way forward, prior to completing his part of the appraisal. A proposal to

amend the minute was moved and duly seconded, and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (7)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (2)

Cllrs Frank Baldry, Ian Fletcher,

Abstentions (0)

RESOLVED

That minute 22-2022/2023 - Staffing Matters - be amended to reflect that the clerk had circulated his part of the appraisal, but the process had not yet been completed

Members noted that the PA to Councillor Brothers did not attend the reconvened meeting on Monday 23 May 2022, and a proposal to approve the minutes, subject to an amendment to reflect that Cllr Brothers PA was not in attendance at the reconvened meeting, and subject to the previously approved amendment to minute 22-2022/2023, was moved and duly seconded. A named vote was requested, and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (1)

Cllrs Emily Brothers.

Abstentions (0)

RESOLVED

That the minutes of the meeting held on 18 July 2022, and reconvened on Monday 23 May 2022, be approved as a true record subject to amendment of attendance at reconvened meeting and minute 22-2022/2023.

**26-2022/2023 REVIEW AND ADOPTION OF STANDING ORDERS AND SANDOWN TOWN COUNCILS FINANCIAL REGULATIONS**

Cllr Brothers raised several issues regarding the recommendations proposed in the report relating to the proposed amendments and the responses provided by the Clerk. Members agreed to take recommendations outlined in paragraphs 3.1 and 3.2 of the report (attached to and forming part of these minutes) as a way forward, noting that any further

amendments could be proposed at future meetings and a proposal to accept the recommendations was moved and duly seconded. A named vote was requested and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (5)

Cllrs Frank Baldry, Ian Fletcher, Ian Ward, Alex Lightfoot, Paddy Lightfoot.

Against (4)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks, Robert May.

Abstentions (0)

RESOLVED

- (i) THAT no changes be made to the following standing orders:

Standing Order 1.2 – inclusion of deadline for circulation of papers

Standing Order 15.9 - Changes to responsibility for chairing meeting and casting vote.

Standing Order 30 – Legal seal

Standing Order 31.2 – Ward councillors be copied on all Isle of Wight Council emails.

- (ii) THAT the following amendments to the standing order be approved En Bloc:

Standing Order 7.4

Amend to “upon notification by the Isle of Wight council that a Counsellor or Non-Councillor with voting rights has breached the council's Code of Conduct, the Council shall consider what, if any, action to take.”

Standing Order 9.9

Remove.

Standing Order 18.3

Amend to “This Council’s practice is for each Councillor to verbally confirm their vote.”

Standing Order 20.8

Amend to include a provision for Register for rejection of motions with reason for rejection.

Standing Order 23.6.

Remove.

Standing Order 25.4

Amend to include proposed process for digital tender submission.

Members discussed the recommendations in paragraphs 3.3 and 3.4 of the report, and the Mayor noted that there are significant resource implications for securing external

legal advice, and that proposals being made had contractual implications, and that contracts followed national guidance. Members noted that there had been previous costs following a HR issue and that the Council had a duty of care to the small staff team, whose contracts included specific job descriptions. Members agreed to ask Cllr Brothers, as a member of the IWALC Executive, to get guidance from IWALC and circulate the correspondence in the first instance.

A proposal was moved and duly seconded, that Cllr Brothers contact IWALC regarding the proposed changes to standing orders and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Paddy Lightfoot, Robert May, Ian Ward.

Against (1)

Cllr Alex Lightfoot.

Abstentions (0)

RESOLVED

THAT Cllr Brothers contact IWALC to get guidance in relation to the proposed changes to the following Standing Orders and circulate correspondence to members, to inform future decision making on the matter:

Standing Order 13.7 – Clarification be sought on purpose and need for inclusion in Standing Orders.

Standing Order 20.6. – advice be sought on the HR implications and governance implications.

Standing Order 26.3 – advice be sought regarding HR implications and from union.

Standing Order 26.5 – clarity be sought on HR and code of conduct positions in relation to a councillor subject to complaint sitting on HR committee managing the maker of the complaint.

The final recommendation in the report (Paragraph 3.4) which recommended that the HR committee be suspended until such a time as legal advice has been obtained in relation to both ongoing HR issues and the amendment proposed to Standing Order 26.5 was debated.

Cllr Brothers asked that there be a further meeting within two weeks. The Clerk noted that there was a member of staff on sick leave and other annual leave was planned which had significant resource implications, in addition the advice being sought from IWALC had yet to be requested or received. Members discussed the potential legal and contractual implications of the proposed changes to contracts and Standing Orders.

A proposal was moved and duly seconded, that a meeting be arranged within two weeks to deal with the recommendation and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (3)

Cllrs Debbie Andre, Emily Brothers, Jenny Hicks

Against (6)

Cllr Frank Baldry, Ian Fletcher, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward,

Abstentions (0)

A proposal was then moved and duly seconded, that suspension of the HR committee and related matters be deferred to the September 2022 meeting of the Full Council and, that as the matter concerned ongoing HR issues, it be dealt with a confidential item. A named vote was requested, and councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (8)

Cllrs Debbie Andre, Frank Baldry, Ian Fletcher, Jenny Hicks, Robert May, Alex Lightfoot  
Paddy Lightfoot, Ian Ward

Against (0)

Abstentions (1)

Cllr Brothers

RESOLVED:

THAT the suspension of the HR committee, until such a time as legal advice has been obtained in relation to both ongoing HR issues and the amendment proposed to Standing Order 26.5, be deferred until the September 2022 meeting of full council.

**27-2022/2023 FINANCES**

1. Payments and Receipts May 2022.

Members discussed the approval of the Payments and Receipts list as presented for May 2022. A proposal was moved and duly seconded, that the payments and receipts list for May 2022 be approved and a named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the payments and receipts for May 2022 be approved.

2. Payments and Receipts June 2022.

Members discussed the approval of the payments and receipts lists as presented for June 2022. A proposal was moved and duly seconded that the payments and receipts list for June 2022 is approved and named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the payments and receipts for June 2022 be approved.

3. To receive and note the verified bank reconciliations for May and June 2022.

The verified bank reconciliations for May and June 2022 were duly noted.

4. To receive and note the expenditure against budget through June 2022.

The expenditure against budget through June 2022 was noted.

5. Pier Street Toilets

Members discussed the request for funding, from Isle of Wight Council (IWC) for the opening of Pier Street Toilets for the Summer Months.

The Mayor outlined the discussions with the IWC, who owned the Toilets, and the need to provide a facility for the anticipated volume of visitors for the summer season at this location. The Clerk reported on the number of calls received regarding Pier Street Toilets, including availability during Regatta. Cllr Brothers noted need for clarity over responsibilities at Town and County levels. The Clerk outlined the proposed virements within the budget to fund the activity, and members noted other pressures not budgeted for at the start of the financial year.

A proposal was moved and duly seconded that virement of funds be approved, and £4,000 be allocated for servicing Pier Street Toilets for the Summer months. A named vote was requested, and councillors' votes were confirmed verbally to meet accessibility requirements; the results we as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

Against (0)

Abstentions (0)

RESOLVED

THAT monies be vired to support the opening of the Pier Street Toilets for the Summer, with £4,000 allocated for this activity.

## **28-2022/2023 MOTIONS FROM COUNCILLORS**

Following a request from Cllr Andre, the Mayor brought forward item 11 the motion proposed by Cllr Debbie Andre which was:

*This council commits to drawing up a Neighbourhood Plan. To this end, the clerk is instructed to submit an Expression of Interest in the current round of potential funding within the next two months, bearing in mind that the grant needs to be spent by 31 March 2023.*

*Furthermore, the clerk should work with Councillors to develop a project plan that scopes the work by setting objectives and key milestones, identifies resources and delivery options, proposes outcomes and evaluation. This project should be developed in consultation with local stakeholders, including, but not limited to, Isle of Wight Council (IWC) planning officers and IWALC, and with a view to deliver Sandown's Neighbourhood Plan with community partners. The project plan should be brought back to Full Council no later than September 2022.*

Cllr Andre said that the Neighbourhood Planning training had been provided by IWALC and that members had attended, and that there was potential funding of up to £18,000 available to support the plan, which was different than a Town Plan. The proposal was to submit an expression of interest and use grant funding to develop a project plan to help scope out the work required for a neighbourhood plan, and the plan could take 2 to 3 years to produce.

Cllr Alex Lightfoot noted that the proposal would have significant resource implications, and that the IWC had not yet approved the Island Plan, the Sandown Conservation Area Management Plan had not been published or approved, and there were unfilled posts within the IWC's Planning department suggesting it would be difficult for the IWC to support the development of a local plan, given the grant, if secured, needed to be spent by 31 March 2023.

Members noted the capacity of current staffing arrangements, that the production of a plan required a specific skill set, and external recruitment would require funding. Members were supportive of a plan in principle but considered that a Place Plan may be more effective in the immediate future, and that a Place Plan could be supported externally once the High Street Task Force project was taken forward.

A proposal was moved and duly seconded that the Clerk be instructed to submit an expression of interest, and that any grant funding be used to secure external resources to scope out the project. A named vote was requested and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and the proposal fell.

For (2)

Cllrs Debbie Andre, Emily Brothers.

Against (7)

Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Abstentions (0)

**29-2022/2023 HIGH STREETS TASK FORCE**

Members discussed support for the High Street Task Force initiative. Cllr Ward noted discussions with the Island's Director of Regeneration, that Sandown was fortunate to have made presentations to be prioritised for this project, and the potential of support for a Place Plan and funding opportunities. Members noted that Ryde and Newport had Place Plans which helped secure external funding. The Clerk would clarify a date for the meeting of the Task force, as well as inclusion of local stakeholders organised by the project consultants.

A proposal was moved and duly seconded that the Town Council support the High Street Task Force initiative and named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results we as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

Against (0)

Abstentions (0)

RESOLVED

THAT Sandown Town Council support the High Street Task Force Initiative.

## **30-2022/2023 WORKING PARTIES**

### **1. Working Parties forward planning**

Members discussed the paper circulated by the Mayor, which summarised the priorities set by all members when they met a year ago, at this time members agreed that working parties would be the delivery method, and that the work streams would link to the budget. Cllr Hicks noted that she enjoyed being on the working parties and that she hoped to free up more time in the future to be more involved.

Cllr Brothers was worried about mission creep and that some items, such as arrangements for Remembrance Sunday and Commemorative events should be undertaken by the third sector and not the Town Council. Members responded that residents had expectations of the Town Council and it would be unlikely that a voluntary sector organisation would come forward to organise these events. Members agreed to ask the Working Parties to review their workstreams and report back to the next meeting.

A proposal was moved and duly seconded that the Working Parties Forward Plan be agreed and that Working Parties report back to the next meeting with more details on work streams. A named vote was requested, and Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

#### **For (9)**

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ward,

#### **Against (0)**

#### **Abstentions (0)**

**RESOLVED:**

THAT the proposed forward plan for the working parties be agreed and that Working Parties report back to the September 2022 meeting with more details on work streams.

### **2. Update from Working Parties**

Members discussed the update written report which provided an update and the Chairs of each working party, with recommendations being taken forward in line with the budget. Cllr Alex Lightfoot indicated that initial planning had been undertaken for budget consultation with local residents in the Autumn, recognising there was a resource commitment, but details would be brought to the next meeting.

A proposal was moved and duly seconded that the Working Parties update be accepted and that details of the proposed Budget consultation be brought to the next meeting. A named vote was requested and councillors' votes were confirmed verbally to meet accessibility requirements; the results we as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT the update be accepted and details of the Budget Consultation be brought to the September 2022 meeting.

**31-2022/2023 MOTION WITHOUT NOTICE**

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was made and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (0)

RESOLVED

THAT the meeting be extended by 30 minutes.

**32-2022/2023 TO RECEIVE ANY ENVIRONMENTAL ISSUES**

No Environmental issues had been received.

**33-2022/2023 To Receive any planning matters**

1. To consider any relevant planning applications.

All planning applications had been circulated and no comments received.

2. To consider recent updates on the Ocean Hotel

Members discussed the recent Court Case, and local media coverage. Cllr Ward noted that he had attended Court and the respondents did not attend, and the Isle of Wight Council had started to prepare enforcement action following instruction from the Court. Members of the Town council endorsed the actions being taken by the Police and IWC.

**34-2022/2023 To receive reports from**

3. The Town Clerk

Members discussed the ongoing issue with the lights at Sandham Grounds, and the history behind the current situation, including health and safety concerns. The proposed funding of remedial work that would return six lights to the Island Roads Network was considered, and members noted that future issues could be addressed once the initial

work is completed. The clerk outlined the how funds could be vired within the budget to fund the works and advised the details of the project had been circulated.

A proposal was moved and duly seconded that monies be vired within the budget to support the upgrade of six lights at Sandham Grounds by Island Roads. A named vote was requested. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9)

Cllrs Debbie Andre, Emily Brothers, Frank Baldry, Ian Fletcher, Jenny Hicks, Alex Lightfoot, Paddy Lightfoot, Robert May, Ian Ward.

Against (0)

Abstentions (0)

RESOLVED

THAT monies be vired within the budget to support the upgrade of six lights at Sandham Grounds by Island Roads.

Members discussed budgeted funding to develop youth projects at and from Sandham Grounds, it and unanimously agreed that the budget allocation of £5,000 be used as matched funding for the development of youth projects in partnership with IW Community Action, and the Police & Crime Commissioner.

4. Town Councillors

Cllr Brothers reported on a recent meeting of the Sandown Forum, and IWALC events, as well as appointment to IWALC Executive.

Cllr Andre reported on Cars Parking on Pavements issues, and that Enforcement was an issue.

Cllr Fletcher reported on accessibility issues with overgrowing hedgerows impact of pedestrian use of footpaths, and he had contacted Island Roads accordingly.

Cllr Ward reported on meeting with the Hants Maritime Unit and that they had recently spoken to Jet-Skiers causing issues in the Bay. It was noted that the Island's Bye-Laws could be varied to address the issue but this was a matter for the Isle of Wight Council. Cllr Ward also updated members on the situation at the Old Town Hall and that he had reported anti-social behaviour to the appropriate authorities. Cllr Ward had also met with the Police & Crime Commissioner and discussed projects of potential benefit to Sandown, as well as Blue Light project at Albany Prison.

Cllr Alex Lightfoot reported on opening of new business, Viv's Cooking, in Sandown High Street and stated it was good to see people wanting to invest in the Town.

The Mayor reported on correspondence regarding electric bikes and scooters. The scooter trials were likely to end in November 2022 and would be judged on commercial viability only (which may be significantly affected by any Government legislation allowing use of private electric scooters). The Government are the driving force behind the proposals to roll out electric bikes using the same providers as the scooter. The scheme has been agreed at Regional level and operational planning was in process with funding to be agreed prior to roll out. The Isle of Wight Council have confirmed that Sandown Town Council would be consulted over locations of the bike parking stations

### **35-2022/2023    DATE OF NEXT MEETING**

The date of the next meeting is Monday 19 September 2022.

### **36-2022/2023    12. MOTION WITHOUT NOTICE**

A proposal to extend the meeting by 30 minutes as provided by standing order 9.1.3(i) was tabled and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results were as follows and it was:

For (9), Against (0), Abstentions (0)

#### **RESOLVED**

THAT the meeting be extended by 30 minutes.

#### **PUBLIC QUESTION TIME**

Mr Jones noted that if there was less time spent discussing the minutes and standing orders, the meeting would have finished within the allotted time and there would have been more time to discuss the Place Plan or Neighbourhood Plan. Mr Jones asked for clarification between the two types of plan, and Cllr Andre advised she would circulate details.

Meeting closed at 9.40pm