SANDOWN TOWN COUNCIL

You are hereby summoned to a Meeting of Sandown Town Council to be held on **MONDAY, 24 FEBRUARY 2020** at Hall, The Broadway Centre, 1 The Broadway, Sandown, Isle of Wight PO36 9GG commencing at **7.00 pm** for the transaction of the business set out in the agenda below*:*

Town Clerk: Richard Priest **Dated**: Monday 17 February 2020

PUBLIC QUESTION TIME – 15 minutes are available for members of the public to speak on matters relating to the agenda.

1845/19 APOLOGIES

To receive any apologies for absence

1846/19 DECLARATIONS OF INTERESTS

1 To receive any declarations of pecuniary and non -pecuniary interests
2 To receive and consider granting any written requests for dispensations.

1847/19 MINUTES OF THE LAST MEETING

To approve the minutes of the meeting held on Monday 21st October 2019.

1848/19 FINANCES

1. To approve the payments lists as presented.
2. To receive and note the verified bank reconciliations for December 2019 and January 2020.
3. To receive and note the expenditure against budget until the end of January 2020.
4. To discuss and approve the Budget for 2020-21.
5. To set the precept for 2020-21.

1849/19 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISE

1850/19 TO RECEIVE ANY PLANNING APPLICATIONS

1851/19 TO RECEIVE REPORTS FROM

1. The Town Clerk
2. Town Councillors
3. To note IWC Ward Reports
4. Outside Bodies

1852/19 DATE OF NEXT MEETING

PUBLIC QUESTION TIME – 10 minutes are available for members of the public to speak on any matters relating to town business.

SANDOWN TOWN COUNCIL

Minutes of the Meeting of Sandown Town Council held on Monday 21st October 2019 at 7.00pm in The Broadway Centre, Sandown, Isle of Wight PO36 9GG.

PUBLIC QUESTIONS
Questions were raised regarding parking capacity at the Broadway Centre, IWC Pier St Toilets and the safety of 5G (deferred to the question time at the end of the meeting.)

Present: Mayor Cllr Young
Cllrs: Andre, Brading, Cowley, Dupre, Humby, A. Lightfoot, P. Lightfoot, Mereweather, Patel, Teasdale and Ward.
In attendance: Town Clerk Tina Bailey, press and members of the public

1831/19 TO RECEIVE ANY APOLOGIES FOR ABSENCE
Apologies were received from Cllrs. Teasdale, Brading, Patel and Dupre.

1832/19 DECLARATIONS OF INTERESTS

1 To receive any declarations of pecuniary and non -pecuniary interests
As IW Ward Councillors, Cllrs Andre, Brading and Ward declared interests in any matter relating to the Isle of Wight Council and Cllr Andre would not take part in any discussion of planning applications (if any) for Sandown North.

2 To receive and consider granting any written requests for dispensations.
None

1833/19 MINUTES OF THE PREVIOUS MEETING
The minutes of the meeting held on 16th Sept were approved as a true record
The approval of the confidential minute was deferred to the end of the meeting under exclusion of public and press.

Further to comments made by Cllr Andre, the Clerk reminded that the minutes were not open for discussion by councillors to add their own personal views regarding the contents and that approval related to the accuracy of the resolutions made by the council.

1834/19 SANDHAM GROUNDS

1. To receive a request, to extend the width of the path to the Bowls Club situated behind the Town Council's play areas and create a turning circle.

The Clerk advised of two health and safety concerns, which were discussed.
a). The corner of the skatepark adjacent to the proposed new route is obscured by trees when they are in full leaf during the summer- the time the play areas are used the most.

Both the skatepark and MUGA have entrances directly out onto this route - a potential for a collision as this is a children' s play area and they will not be taking the same attention as when crossing a road.

b) . The proposed turning circle is by the only section of our play area that is not fenced and again, with children running around there is a potential for a collision. This area should be fenced along the back creating a barrier for safety and recommended that the costs should not be borne by the town council.

RESOLVED

The Council would agree the proposals subject to the new route being moved to the tree line to improve visibility and that the play area in front of the proposed turning circle is fenced in for safety, at no cost to the town council.

2. **To receive request for use of footpaths in Sandham Gardens for the duration of the Sandown Sprint 2020**

The Clerk advised that the IW Car Club were liaising with Heritage as well.

RESOLVED

The Town Council do not have any objections.

1835/19 TO RECEIVE UPDATES ON

1. **Jet Skis and Revetment**

Cllr Ward advised that regarding the issue of who would police errant jet skiers if buoys were placed in the Bay. The realistic answer is, nobody If there was a real problem it would be reported to the Marine sector of the Police (ie the water equivalent of traffic police). However, the likelihood that they would even attend is very slim.

IWC Officers recommend that deploy buoys are deployed to demonstrate that steps to had been taken to define a Safe Zone for swimmers so should an accident take place, the IWC would have a defence.

Clarification**:** The sole authority for the Revetment is the IW Council and it is recognised that there are multiple users who all have equal access to use it, so nobody has precedence.

2. **Southern Water Sewerage**

A report from Mr Keith Herbert of Southern Water was distributed to councillor along with his offer to present a report to a Town Council meeting . It was confirmed that Mr Herbert had already attended a meeting in Sandown.

RESOLVED

That arrangement will be made for Mr Herbert to attend a future Town Council meeting.

1836/19 TO DISCUSS CORRESPONDENCE RECEIVED REGARDING BEACH CLEANING

A resident had asked whether the beach cleaning service could be restored as it has been noticed this year that seaweed is building up in and on the sand especially along the Esplanade.

RESOLVED

The seaweed is not considered to be a current problem but it will be monitored and the issue of the reintroduction of beach cleaning, will be considered as part of the 2020/21 budget process later in the year.

1837/19 TO RECEIVE A MOTION FROM THE MAYOR CLLR YOUNG

I propose that we allow our community nurses and staff at the Health Centre to be issued with temporary permits for a modest payment for immediate parking at the Broadway Centre until the end of March 2020, while a longer term business plan for parking is being drafted (as min no:1822/19)

In principal, it was considered that this proposal should not be delayed as there is a real need for parking for the community nurses and the amount to be charged was discussed. The Clerk advised that 20 spaces could be available leaving the remaining car park for use by the Broadway Centre hirers.

RESOLVED

In the interim period to the end March 2020 to:

1. Allow 20 spaces to be marked out for use by the Sandown Health Centre
2. Charge £10 per month for a permit payable by Direct Debit

1838/19 FINANCES

1. To approve the payments lists as presented.

   RESOLVED

   That the presented list of payments is appoved.

2. To receive and note the verified bank reconciliations for September 2019.

   RESOLVED

   That the verified bank reconciliations for Sept 2019 are noted

3. To receive and note the expenditure against budget until the end of September 2019

   RESOLVED

   That the expenditure against budget until the end of Sept 2019 is noted.

4. To receive an update on the completion of the 2017/18 and 2018/19 Annual Return.

   The Clerk advised that the following response had been received from the Auditors, PJK Littlejohn.

   Further to our previous correspondence, we wanted to provide an update for you on the challenge file. We apologise for the delay in completing the work on the 2017/18 file; we necessarily had to set aside the open challenge files from 2017/18 (including Sandown TC's) during the summer period when we had to process returns from 8,816 smaller authorities. Now that the statutory deadline for publishing our reports has passed, we are again focussing on the challenge work, starting with the remaining 2017/18 files

   The Clerk advised that all the questions for 2017/18 had been provided and that the (government appointed Auditors) had failed to complete the return within the

legal timescale at the end of June 2019. The impact of the Auditors tardiness was to delay the completion of the 2018/19 AGAR (which was not found to have any issues other than the reason for the restatement of the figure due to the 2017/18 return, which had still not been signed off) and the above email excuse was considered unacceptable .The Clerk advised that previous appointed Auditor's, BDO, managed to complete on time and were very helpful, thorough and competent during their contracted period.

RESOLVED

That a strong complaint will be submitted

1839/19 TO RECEIVE A REPORT FOR PROGRESSING THE REFURBISHMENT OF THE TOILETS

The Clerk's report (appended to these minutes) was discussed

RESOLVED

That the appointment of a Quantity Surveyor is agreed as the most expedient and cost effective way to progress this project.

1840/19 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

The lower part of High Street seaward side is full of rubbish –This is an IWC enforcement issue

Sand at Culver Parade – the matter is being dealt with by IWC

1841/19 TO RECEIVE ANY PLANNING APPLICATIONS

None

1842/19 TO RECEIVE REPORTS FROM

1. The Town Clerk -none
2. Town Councillors.
3. To note IWC Ward Reports (included Pier Street toilet update)– noted.
4. Outside Bodies - noted

On behalf of the Town Council, Cllr Ward thanked the Town Clerk for her service to the Council over the past 2 years.

1843/19 DATE OF NEXT MEETING - to be advised.

PUBLIC QUESTION TIME – 10 minutes available for members of the public to speak on any matters relating to town business.

- Microphones not working. Councillors need to hold microphones directly in front of themselves during use.
- Toilet refurbishment delay – Town Council hopes to have new toilets for next season.
- Historic England's Heritage at Risk register –The number of buildings in Sandown being put on the register is increasing.
- Advertisement for Clerk vacancy - The Clerk explained the correct process.
- Ocean Hotel – IWC dealing with problems of enforcement.
- Conservation zone issues - IWC to deal with.
- 5G – a short presentation highlighting concerns about the lack of safety data regarding 5G were provided by Mr Bayley.

1844/19 EXCLUSION OF PUBLIC AND PRESS

To resolve that in accordance with Section 1(2) of the public bodies Admission to Meetings Act) 1960, the public and press are excluded in view of the *confidential* nature of the business to be transacted regarding staffing.

RESOLVED

That in accordance with Section 1(2) of the public bodies Admission to Meetings Act) 1960, the public and press are excluded in view of the *confidential* nature of the business to be transacted regarding staffing.

The public left the meeting

Mayor……

Date ……

APPENDIX - TOILET REFURBISHMENT REPORT

1. STATEMENT OF PURPOSE

To refurbish the three sets of public toilets owned by the town council situated at

1. Yaverland car park
2. Eastern Gardens
3. St Johns Road

2. POWERS TO ACT

The Council has the power to act under:

- Public conveniences Power to provide Public Health Act 1935, s.87
- Local Government Act 1972, Schedule 14, paragraph 9

3. FUNDING

Earmarked £200,000 from:

- £100000 from the VAT refund 2018
- £100000 from the 2018/19 precept

4. CURRENT CONTRACTS

Company	Service
Wallgate	Automated soap/ hand washers/dryers service
Island Cleaning Co	Daily opening and toilet cleaning inc. additional for holidays and dealing with blockages and 'accidents'
Vectis Security	Nightly lock up of all premises
Eugenis	Solar maintenance Yaverland-annual
IEH	Sanitary bin service
WSM Associates	Legionella testing - annual

5. STRUCTURAL SURVEYS 2015

Prior to the handover of legal ownership from IWC to the town council in Jan 2018, structural surveys were undertaken on all toilets blocks in 2015 and the following extracts identified the following repairs needing remedy as soon as possible and proposed actions.

5.1 Yaverland

a) Roof covering including concealed gutters
b) Ceilings
c) Windows, doors and joinery

RECOMMENDED ACTION

a) That a suitably competent qualified roofing contractor undertakes a detailed inspection that will necessitate damaging exposure works to ascertain the extent of any water ingress that has occurred into the interstitial roof structure.

b) Water ingress in ceiling in female WC. Open sided covered area at Eastern end of structure is extremely poor repair – boards have failed and poor repairs attempted.

c) Replacement of metal components of doors should be budget for immediate effect. Window frames starting to fail and should be budgeted for replacement in the next 5-7 years.

5.2 Eastern Gardens

a) Condition of metal framework which is subject to significant deterioration and decay with rusting noted variously.

RECOMMENDED ACTION

a) To engage the services of a suitably competent qualified Structural Engineer to provide a report and quotation for any necessary remediation work, treatment of structural components as a result of corrosion and rust decay.

5.3 St John's Road

a) Roof verge components
b) Rainwater goods
c) External joinery
d) Pointing

RECOMMENDED ACTION

a) Immediate replacement of plastic claddings on the Western gable verges

b) budget for downpipe and gutter replacements to the North fascia in 2-4 years

c) All external joinery should be replaced

e) Pointing on the Southern elevation should be undertaken to make watertight.

f) The drain covers inside St John's Rd toilets are corroded and require replacement

6. SOIL DRAINS AT YAVERLAND AND ST JOHNS

Both the contractor and previous Maintenance operative have reported that clearing blockages in these toilets is extremely problematic due to the small depth of the pit and recommended that if it could be deepened to increase the flow as blockages could be cleared much easier.

7. NUMBER OF TOILETS PROVIDED AT EACH BLOCK

The Council will need to review the usage of an agree the number of toilers required to each specific block noting that when Yaverland was built, the number of toilets provided was based on an IWC survey and were the minimum required for the area.

8. PAYMENT OF USE OF FACILITIES

The Town Council should agree by resolution that the public will have to pay for using the toilet facilities when refurbished, as they are currently free of charge. This could also include payment for use of the showers at Yaverland.

9. ELECTRICITY METERS

As the current utility provider, SSE has advised that all meters are being upgraded to smart meters within the year.

10. RISK ASSESSMENT

Due to the range of external repairs and internal refurbishments required, the biggest risk would be if the council failed to appoint a suitably experienced independent and qualified professional to manage the external repairs and internal refurbishment of the three sets of toilets.

Suggested is the appointment of a Quantity Surveyor as the most expedient and cost effective way of undertaking this project.

11. TENDERING PROCESS

All legal matters in the tendering process would be undertaken by the Clerk/RFO in accordance with the Town Council's Financial Regulations.

Town Clerk 1st October 2019.

SANDOWN TOWN COUNCIL

BUDGET 2020-2021

1848-19(4)

Expenditure Summaries 20-21	Sum of 2020-2021
ADMINISTRATION	47,500
ADVERTS & PUBLICITY	3,135
BROADWAY CENTRE	16,780
CIVIC	4,750
COMMUNITY GRANTS & EVENTS	23,000
COUNCILLORS	6,500
MAINTENANCE	1,140
OTHER	525
SANDHAM GARDENS	32,100
SERVICE PROVISION	33,271
STAFF	86,840
TOILETS	129,800
BEACH	9,000
Grand Total	**394,341**

Income	Sum of 2020-2021
PREDICTED INCOME	49,036
Grand Total	**49,036**

2020-2021 Budget	
Expected precept	342,446
Grant	2,859
Income	49,036
Budget	**394,341**
Expenditure	394,341
Variance	**0**

Precept c/d 2019-20	140.10
Precept c/d 2020-21	138.85
	-1.25

Detailed Expenditure 20-21	Sum of 2020-2021
ADMINISTRATION	**47,500**
Annual Cert. ICO	35
Audit	2,650
Broadband & phone	780
Insurance - all assets	5,135
Subscription subs	1,100
Office equip/ICT	700
petty cash and postage	0
Photocopier	800
postage	100
Professional fees	1,000
PWLBloan	35,000
Stationery	200
ADVERTS & PUBLICITY	**3,135**
Chronicle	2,640
IWCP adverts	200
Notice Boards	0
Website	295
BROADWAY CENTRE	**16,780**
Alarms	1,300
Broadway External storage	0
Cleaning materials	800
Elec	1,200
Furniture and fittings	750
Gas	1,800
Landscape	2,000
Licences	1,200
Minor Repairs	1,000
Rates	4,200
Sanitary waste service	105
Service	125
Signage	100
Waste	1,400
Water	800
CIVIC	**4,750**
Remembrance Events	3,000
Town Crier	250
Xmas Tree and lights	1,500
COMMUNITY GRANTS & EVENTS	**23,000**
Events and grants	15,000
Fireworks	6,000
Green Towns	2,000
COUNCILLORS	**6,500**
Election	4,000
Hospitality	500
Mayor Allowance	1,000
Training	1,000
MAINTENANCE	**1,140**
Clothing	0
Defib pads	140
Maintenance unit ceased 5/18	0
Materials and equip	0
War Memorial cleaning	1,000
OTHER	**525**
Church Wall	0
Seaside Awards	525
Town Plan - printing costs	0
SANDHAM GARDENS	**32,100**
All playground repair	10,000
Inspections	600
Kerbing	2,500
Litter Picking	5,000
Playground renewal fund	10,000
Repairs/Fences/Signage	0
Skatepark	1,000
Skatepark repair/painting	3,000
SERVICE PROVISION	**33,271**
CEYP	0
Los Altos grass cut	6,000
Revetment lighting	400
Town Improvement Fund	20,000
Hanging Baskets	6,871
STAFF	**86,840**
Locum clerk	500
Professional Subs	190
Salaries/HMRC/ Pensions	85,000
Training	1,000
Travel and expenses	150
TOILETS	**129,800**
Cleaning & security	25,000
Elec	1,600
Rates	6,000
Refurbishment	80,000
Repairs	3,000
Solar/turbine	200
Wallgate & inspection	5,000
Water	9,000
BEACH	**9,000**
Dredging Costs	0
Lifeguards	0
Beach Cleaning (Litter pick)	9,000
Grand Total	**394,341**