



SANDOWN TOWN COUNCIL – MEETING MINUTES – 2 JUNE 2025

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 2 JUNE 2025** at 7:00 pm at The Broadway Centre, 1 Broadway, Sandown, Isle of Wight PO36 9GG.

Present: Cllrs Alex Lightfoot (Mayor), Lee Ambler, Debbie Andre, Frank Baldry, Ian Boyd, Liam Cregg, Leon Girling, Paddy Lightfoot, Tracy Mikich, Joan Soloman and Gary Young.

Also Present: Jennifer Armstrong (Clerk/RFO), Lorraine Ellis (Deputy Clerk) and 10 members of the public.

PUBLIC QUESTIONS:

Mr Alan Jones asked a question on behalf of a resident of Napoleons Landing who was concerned about jet skis passing under the Pier and being ridden in the area restricted for bathing. The Mayor advised information on reporting incidents relating to jet skis could be found on the council's website and PCSO Ash Webb advised they could be reported to the police directly under Operation Wave Breaker.

Mrs Jenny Hicks advised residents had raised concerns regarding street drinking on the sea front. PCSO Webb advised that while there was a Public Space Protection Order in place, this did not prohibit drinking, but provided officers with the power to stop drinking resulting in anti-social behaviour. The Mayor encouraged the reporting of anti-social behaviour incidents relating to street drinking as it would help highlight issues.

25-2025/26 APOLOGIES

Apologies were accepted from Ian Ward.

26-2025/26 DECLARATIONS OF INTERESTS

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

Cllr Andre declared an interest in matters pertaining to the Isle of Wight Council as the ward member, advised she also sat on the Isle of Wight Council Planning Committee, and declared a pecuniary interest in the Highstreet as she owned the Carnival shop.

Cllr Andre also highlighted a change to her register of interest as she was no longer a trustee of Community Action.

Cllr Girling declared an interest in matters pertaining to the Isle of Wight Council as an employee.

Cllr Ambler advised he leased a property on the corner of the Highstreet and Melville Street.

Cllr Mikich advised her husband owned property on the Highstreet and that she worked at Boojum and Snark.

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

None Received.

27-2025/26 MINUTES OF THE LAST MEETING

Cllr Andre proposed a correction to Minute 17-2025/26 noting the damaged tree was a Willow tree and clarified that she was not the ward member for Los Altos Park but had been acting in Cllr Wards stead in relation to the campers in the park.

Cllr Girling proposed the inclusion, in Minute 16-2025/26, of his suggestion that the Newport & Ryde Frontage Design Guide and the Conservation Area Management Plan be referenced in the Councils comment relating to 55 Highstreet to help ensure this and all future Highstreet frontage related planning applications take these important documents into consideration.

A motion to approve the minutes of the meeting held on the 12 May 2025, with these amendments, was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

THAT the minutes of the meeting held on 12 May 2025 be approved with the proposed amendments.

28-2025/26 FINANCES

1. To approve the Payments and Receipts lists as presented for April 2025

A motion to approve the Payments and Receipts presented for April 2025 was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

THAT the Payments and Receipts for April 2025 be approved.

2. To receive and note the verified bank reconciliations April 2025

The April 2025 Banking Reconciliations were noted.

3. To receive and note the Expenditure against budget through 30 April 2025

The Expenditure against budget through 30 April 2025 was noted

4. To consider any conflicts of interest with the Council's external auditor BDO.

Members were asked to consider if they had any conflicts of interest in relation to the appointed External Auditor, BDO. No Interests were declared.

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

RESOLVED:

THAT the Council confirm there are no known conflicts of interest with BDO.

29-2025/26 PLANNING AND FINANCE COMMITTEES

The Mayor proposed a Planning and a Finance Committee with delegated authority as provided in Section 101 of the Local Government Act 1972 be established. Delegating responsibility for these matters would provide for more timely and more focused discussion of financial and planning matters but also of other Full Council agenda items. Meetings would be held monthly but cancelled if no business was brought forward for the agenda. The proposal also delegated responsibility for the Terms of Reference to the Clerk. The responsibilities of committees were debated, and it was agreed:

Planning:

The Committee would have full delegated authority to submit comments on the Town Council's behalf. Meetings would be scheduled monthly, but meetings would not go ahead if members did not feel a comment was necessary on any of the applications submitted since the last meeting. There would be a principal membership of three members plus the Chair, with a quorum of three. Cllrs Alex Lightfoot, Ian Boyd, Liam Cregg and Leon Girling were appointed. However, it was agreed any member could attend and participate in the meeting.

Finance Committee

The Committee be responsible for overseeing the financial business at hand, including approval of payment and receipts, oversight of the progress of grants, exploration of potential cost savings, preparation of tenders and budget planning.

Members noted that certain matters such as the approval of the budget and the precept and the Annual Governance and Accountability Return, Annual Statement of Accounts and letting of contracts would be considered by the Finance Committee but would require approval by Full Council. Strategic planning and project specific work would still sit with working parties and whole council.

There would be a principal membership of five members plus the Chair, with a quorum of three. Cllr Alex Lightfoot, Debbie Andre, Ian Boyd, Liam Cregg, Paddy Lightfoot and Tracy Mikich were appointed. However, any member could attend and participate in the meeting.

A motion to create a Planning and a Finance Committee on the bases agreed during the debate was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

- (i) THAT committees with delegated authority in relation to Finance and Planning be created
- (ii) THAT the Clerk be responsible for the Terms of Reference.

- (iii) THAT Cllrs Alex Lightfoot, Ian Boyd, Liam Cregg and Leon Girling be appointed to the Planning Committee.
- (iv) THAT Cllrs Alex Lightfoot, Debbie Andre, Ian Boyd, Liam Cregg, Paddy Lightfoot and Tracy Mikich be appointed to the Finance Committee.

30-2025/26 TOWN CLERK REPORT

The Town Clerk presented a report updating members on the Councils projects which was noted. Clarification was provided that the 2025 application had been for the Seaside Award but the 2025/26 budget provided for the Blue Flag Award, should the criteria be met.

31-2025/26 TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

None received.

32-2025/26 MOTION FROM CLLR LEON GIRLING.

Cllr Girling presented a motion regarding the adoption of a supplemental planning document in relation to Highstreet Shop Frontage Design. Members were broadly supportive of the motion.

Cllr Andre did not vote due to her position as an Isle of Wight Council member and as she sat on the Isle of Wight planning committee.

The motion was moved and duly seconded. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

- (i) THAT the Council adopts the design principles set out in the Isle of Wight Council's "Newport and Ryde Commercial Frontages Design Guide" as a reference framework when considering all future planning applications relating to business units and shop frontages on Sandown High Street.
- (ii) THAT the Council request formally that the Isle of Wight Council, as the Local Planning Authority, apply the same design principles when assessing such planning applications, to ensure all future business unit developments contribute positively to the heritage and aesthetic value of Sandown High Street and compliments the Sandown Conservation Area Management Plan

33-2025/26 TO RECEIVE ANY PLANNING MATTERS

Council considered the following planning applications with no comment being returned:

[25/00755/DIS](#) Sandown Bay Holiday Centre, Yaverland Road, PO36 8QR

Condition compliance application on 21/00809/FUL, Condition 3 (Contamination) to be discharged

[25/00739/DIS](#) Old Town Hall, Grafton Street, PO36 8JJ

25/00739/DIS Condition compliance application on 24/01146/LBC relating to condition 3 (Materials and construction method) to be discharged

[25/00738/DIS](#) Old Town Hall, Grafton Street, PO36 8JJ

Condition compliance application on 24/01140/FUL relating to condition 3 (Materials and construction method) to be discharged

[25/00751/HOU](#) Cedar Lodge, 9 Beachfield Road, PO36 8NA

Removal of stone wall; proposed formation of vehicular access and hard standing

Comments were returned in relation to the following applications:

[25/00692/FUL](#) Wave House, High Street, PO36 8DE

Proposed alterations to include partial demolition and conversion of former bar and apartment to form one residential dwelling with associated parking and landscaping

A detailed comment, objecting to the application, which was to be submitted by the Together for Sandown group was presented (attached to and forming part of these minutes). Key points highlighted included:

- The conflict of the proposed development with the Sandown Conservation Area in which it was located
- Loss of commercial premises with no evidence of a lack of viability.
- The owners track record of neglect
- The community impact
- The precedent it would set

The Mayor advised, that unless the Councillors who were not part of the group unanimously agreed to support the submission of the proposed comments, he would not formerly propose the Town Council submit the comment. Since it was not fully supported no motion was moved. Councillors could still submit individual comments.

[25/00666/FUL](#) Sandown Hotel, 1 - 3 Culver Parade, PO36 8AS

Proposed alterations and conversion of north wing into 4 residential flats

A detailed comment, in support of the application, which was to be submitted by the Together for Sandown group was presented.

The Councillors who were not part of the group unanimously agreed to support the submission of the proposed comments, and a motion to that effect was moved and duly seconded.

Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

THAT the following comment supporting the planning application be submitted on behalf of the town council:

The Town Council supports the application but echo's Together for Sandown's comments in relation to the application:

Welcoming any development that positively contributes to the town's economy, infrastructure, and community, but retains heritage where possible.

*Acknowledging that most of the proposed works within application **25/00666/FUL** are internal, external being new windows, or doors turned into windows within this application.*

*However, given the applicant's history of **property neglect** (e.g., Savoy Court, Kings House (Wave) Bar, The Grand Hotel and others elsewhere across the island), we urge the Isle of Wight Planning Officers to apply **strict conditions**, ensure financial contributions, Section 106, and enforce Section 215 notices if, where and when possible, to protect the town's character and residents, local businesses and visitors' interests.*

The Town Council supports the Together for Sandown group request IOW Planning Officers consider the following planning factors and proposed conditions relating to this application:

1. Property neglect & development commitment

The applicant has previously allowed sites to deteriorate, negatively impacting the town's appearance, reputation and economy. The applicant's site (Sandown Hotel, 1-3 Culver Parade, Sandown) requires significant attention to the external of the building to ensure due care and attention, including repairs to plaster/render/paint/brick work etc. to prevent delays or abandonment, the council should impose the following conditions:

- **Completion deadline condition:** *The development must be completed within [XX] months of commencement. IOW Planning Officers to advise a sensible timeframe, with failure resulting in enforcement action or potential revocation of planning permission.*
- **Maintenance obligation condition:** *A detailed **post-development maintenance plan** must be submitted, ensuring ongoing upkeep.*
- **Quarterly progress reports condition:** *The applicant must submit **quarterly updates** detailing completed works and upcoming milestones. Dates **MUST** be provided and accepted before granting approval. The Grand Hotel is an example of major delays to agreed planning application works, which is why monitoring the applicants progress is important.*
- **Section 215 Enforcement condition:** *If the site deteriorates further, the council should issue a **Section 215 notice**, requiring immediate remedial action, with financial penalties attached if and where appropriate.*
- **Enforcement & prosecution:** *It should be understood that if the owner **fails to comply**, the IOW Planning Authority can **prosecute** in the **Magistrates' Court**, with fines of up to **£1,000** and additional daily fines for continued non-compliance.*

2. Conservation & heritage considerations

The Sandown Hotel is within the **Sandown Conservation Area**, requiring strict measures to preserve its Victorian seaside character. The Council has a [Sandown Conservation Area Management Plan](#) and we ask that the IOW Planning Officers ensure the applicant applies fully with all appropriate recommendations within. The site is marked as '**A Building of Architectural Interest**' and so that should certainly be referenced in the application in such a way that it's clear how this is being respected and protected. The applicants [Heritage Assessment](#) briefly acknowledges the Conservation Area and the need to respect its planning requirement but doesn't go far enough to ensure the applicant ensures the long-term stability of the complete site.

There has been no signs of commitment by the landowner/applicant to maintain the quality and character of the property based on his other local sites. We ask Planning Officers to observe the deteriorating paint work and plaster/render work.

We would also like to see:

- **Materials & design condition:** All external alterations must use appropriate materials, aligning with conservation principles.
- A **heritage impact assessment** must be submitted and approved before work begins.
- **Architectural integrity condition:** All modifications must be **reviewed and approved** by a **conservation architect** before implementation.
- **Photographic record condition:** A photographic record of the building's current state must be submitted before alterations begin.
- **Monitoring condition:** A **conservation officer** must oversee the project to ensure heritage preservation compliance. Otherwise what is the point of the Sandown Conservation Management Plan.
- **Façade & structural integrity condition:** If key architectural features deteriorate, the council should issue a **Section 215 notice** requiring restoration if and when appropriate.

3. Impact on surrounding sites & town appearance

The applicant has previously neglected **nearby sites**, including **Savoy Court** at Avenue Road/Victoria Road, and **Kings House Pub (Wave)** on the High Street, raising concerns about future deterioration. To mitigate these risks:

- **Site management condition:** A detailed **site management plan** should be submitted, covering waste disposal, security measures, and regular inspections.
- **Waste management condition:** Strict measures must be enforced to ensure **legal waste disposal and recycling**, preventing construction debris accumulation.
- **Temporary screening condition:** Hoardings must be installed during construction to minimize visual disruption.
- **Visual impact condition:** Final **landscaping and façade improvements** must be completed before occupancy.

4. Traffic & infrastructure disruption

Given the hotel's **central location** (right on the major roundabout junction of Avenue Road, Victoria Road, High Street and Culver Parade), construction will likely disrupt traffic, businesses, and pedestrians. The site is located on the major artery road into the town centre. Bus services will be impacted by any trades and deliveries. To minimise this impact:

- **Construction traffic condition:** Deliveries and contractor parking must be **restricted to designated hours** and maximises the rear access to the site.
- A **traffic management plan** must be submitted and approved before work begins.
- **Public access condition:** Pedestrian and vehicular access must be **maintained at all times**, with clear signage and alternative routes where necessary. The applicant must keep Island Roads update at all times.
- **Noise & pollution control condition:** The applicant must **implement noise-reduction measures and monitor air quality**. Sandown Hotel backs on to a Public House (The Tap) and is positioned close to neighbouring Hotels (Maria and The Burlington Hotel) and other local businesses.
- **Adequate parking:** It is unclear how the application will meet Parking standards. There is no clear onsite parking space. To mitigate this perhaps the applicant should utilise their neighbouring site (Savoy Court) to provide safe secure parking for the new residents with landscaping etc.
- **Emergency access condition:** Safe access routes for **emergency services** must be maintained throughout construction.
- **Construction site cleanliness condition:** If waste accumulates or is improperly stored, the council should issue a **Section 215 notice** requiring clearance if and where appropriate. The applicants neglect at Savoy Court stresses how important this condition should be.

5. Public consultation & transparency

Given the **high-profile nature** of this site, the applicant must engage with the **local community and businesses** to ensure alignment with residents' interests:

- **Community engagement condition:** The applicant must provide **regular public facing** updates on development progress. The public would like to have updates on all the applicants Sandown based sites. Regarding planning application 25/00666/FUL public notices positioned on the outside of the building and posts on Sandown Hub should suffice.
- **Independent oversight condition:** A **third-party planning consultant** must be appointed to ensure compliance with engagement requirements.
- **Public complaints condition:** If residents report **visual deterioration**, the council should investigate and issue **Section 215 notices** if and where necessary.

6. Noise mitigation conditions

- **Acoustic insulation:** Require high-specification soundproofing between the new development and the existing hotel, especially in walls, floors, and windows.
This is to protect the new resident's quality of life as much as neighbouring businesses and residents.
- **Construction hours restriction:** Limit construction work to standard working hours (e.g., 8am–6pm weekdays, 9am–1pm Saturdays, no work on Sundays or Bank Holidays). There are a number of other local businesses and residential dwellings close by, which will be affected by any works on site.
- **Noise management plan:** Require submission and approval of a noise management plan, including:
 - Location of plant and machinery
 - Delivery times
 - Measures to reduce noise from communal areas or balconies
- **No external PA/music systems:** Prohibit use of external public address or music systems by contractors that could affect guests staying in near-by hotels and local residents/businesses.

7. Environmental impact conditions

- **Energy efficiency standards:** Require compliance with high energy efficiency standards (e.g., BREEAM "Very Good" or better).
- **Construction environmental management plan (CEMP):**
Mandate a CEMP to address:
 - Dust suppression
 - Waste management
 - Protection of nearby habitats
- **Green Infrastructure:** Require incorporation of locally appropriate native species in any landscaping proposals to enhance air quality and biodiversity.
 - **IMPORTANT:** The applicant should **install swift boxes at the level of the eaves**, there are a variety of designs and installations to suit different building designs and heritage requirements. This is in line with the IW Local Nature Recovery Strategy.

8. Operational restrictions

- **Lighting scheme:** Require a lighting strategy to prevent light spill into the neighbouring hotels and residential dwellings.
- **Waste collection timing:** Restrict waste collection to avoid early morning or late-night disturbance.
- **Ventilation and extraction:** Ensure any extraction systems (e.g., for kitchens) are filtered and directed away from the neighbouring hotel.

9. Section 106 (S106) contribution requirement

*We appreciate this may not apply to this particular application, but if ‘applicable’, we strongly urge the Isle of Wight Council to secure a S106 contribution from the applicant, ring-fenced for **Sandown town centre improvements**.*

These funds should be used for:

- Public realm enhancements (e.g., improved street furniture, landscaping, conservation efforts).*
- Infrastructure improvements (e.g., pedestrian access, traffic flow management, signage updates).*
- Local business & community support (e.g., revitalization programs, heritage preservation projects).*
- Environmental & sustainability measures (e.g., waste management initiatives, green spaces).*

Conclusion

*The Town Council agrees with Together for Sandowns support for **responsible development** that enhances the town’s **economic and social landscape**. Acknowledging:*

- i) The Together for Sandown Group approve of the request to create flats within the existing fabric of an underutilised building.*
- ii) The gateway building (Sandown Hotel) to the Conservation Area needs to be protected and its internal and external character, appearance and structure must remain intact.*
- iii) It’s a great opportunity to use the redevelopment to add new and urgently needed urban wildlife habitat to the town (swift boxes).*
- iv) We would welcome the opportunity to discuss all the applicants’ sites directly with them in the hope of ensuring Sandown’s future, including their plans for the other parts of Sandown Hotel.*

*Given the applicant’s **track record of neglect**, we urge the Isle of Wight Council to apply strict planning conditions, enforceable Section 215 notices if and when appropriate to protect and enhance our town.*

We appreciate your time and consideration of our response to what may seem a trivial application on the face of it. However, applications received by this applicant cause our community a great deal of concern.

Cllr Andre did not vote due to her position as a Isle of Wight Council member and as she sat on the Isle of Wight planning committee.

34-2025/26 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

Cllr Lee Ambler advised residents had raised concerns regarding the white building on the corner of Fitzroy Street. Members noted the Fire Service had also been in touch with the Clerk regarding the building and the concerns raised had been shared with the Isle of Wight Council.

Cllr Andre reminded members that the sale of single use vapes had become illegal and updated members on ongoing issues at Riverview Court, including support from the Environment Agency on mitigating the risks.

Cllr Ian Boyd updated members on the use of Sandown by Portsmouth University as a research base, the progress of the Town Hall and the recent reed bed fire.

35-2025/26 FUTURE MEETING DATES

Members noted the following meeting dates, and it was agreed calendar invites would be sent.

Finance Committee	Planning Committee	Full Council
-	16-Jun-25	-
14-Jul-25	21-Jul-25	28-Jul-25
11-Aug-25	18-Aug-25	-
08-Sep-25	15-Sep-25	22-Sep-25
13-Oct-25	20-Oct-25	-
10-Nov-25	17-Nov-25	24-Nov-25
08-Dec-25	15-Dec-25	-
12-Jan-26	19-Jan-26	26-Jan-26
	16-Feb-25	09-Feb-25
09-Mar-26	16-Mar-26	23-Mar-26
13-Apr-26	20-Apr-26	-
11-May-26		18-May-26

PUBLIC QUESTION TIME

Mrs Jenny Hicks advised members that Sandown in Bloom applications were available from the Library and provided key dates culminating in an award event on 21 July 2025 at the Castle Inn.

Meeting Finished 20:02