



SANDOWN TOWN COUNCIL – MEETING MINUTES – 12 MAY 2025

Minutes of the Meeting of Sandown Town Council held on **MONDAY, 12 MAY 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, Joan Soloman and Gary Young.

Also Present: Richard Priest (Clerk), Jennifer Armstrong (RFO), Lorraine Ellis (Admin) and six members of the public.

PUBLIC QUESTIONS:

There were no public questions.

1-2025/26 TO ELECT A TOWN MAYOR

Cllr Paddy Lightfoot nominated Cllr Alex Lightfoot, who accepted the nomination, and it was seconded by Cllr Debbie Andre. 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 Cllr Alex Lightfoot be elected Mayor of Sandown.

2-2025/26 TO RECEIVE THE TOWN MAYORS DECLARATION OF OFFICE

Cllr Alex Lightfoot read and signed the Declaration of Office.

3-2025/26 APOLOGIES

Apologies were accepted from Cllrs Tracy Mikich and Ian Ward.

4-2025/26 4. TO ELECT A DEPUTY MAYOR

Cllr Paddy Lightfoot nominated Cllr Liam Cregg, who accepted the nomination, and it was seconded by Cllr Ambler. 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 Cllr Liam Cregg be elected Deputy Mayor of Sandown.

5-2025/26 TO RECEIVE THE DEPUTY MAYORS DECLARATION OF OFFICE

Cllr Cregg read and signed the Declaration of Office.

6-2025/26 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, matters relating to Los Altos Park as her property backed onto the park, a pecuniary interest in Carnival and noted she was a trustee of Community Action.

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

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

None Received.

7-2025/26 MINUTES OF THE LAST MEETING

A motion to approve the minutes as an accurate record of the meeting held on the 10 March 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 (4), Against (0), Abstentions (6).

RESOLVED:

THAT the minutes of the meeting held on 10 March 2025 be approved as a true record.

8-2025/26 REVIEW AND ADOPTION OF STANDING ORDERS AND FINANCIAL REGULATIONS.

Members noted that the Standing Orders were in line with the NALC model document. However, the Financial Regulations had not been updated since the new Model regulations had been released.

A motion to approve the Standing Order and reaffirm the Financial Regulations, but bring updated regulations to a future meeting with support from councillors was moved. 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 Standing Orders be approved
- (ii) THAT the existing Financial Regulations be reaffirmed
- (iii) THAT two councillors work with the RFO to bring forward updated Financial Regulations based on NALCs model regulations.

9-2025/26 REVIEW OF COUNCIL ADMINISTRATION ARRANGEMENTS AND POLICIES

1. HR Arrangements and HR Committee Terms of Reference and membership

The Council's Human Resource arrangements were reviewed with two members being asked to come forward to sit on the HR Committee with the Mayor. Cllrs Lee Ambler, Debbie Andre and Gary Young volunteered. A vote was taken and Cllrs Ambler and Andre were appointed with Cllr Young acting a substitute.

A motion to approve the Human Resources Committee Terms of Reference 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 Human Resources Terms of Reference be approved and adopted.

2. Financial Signatories

Members were asked to come forward to act as Signatories for the Council's financial matters. Cllrs Alex and Paddy Lightfoot would continue to undertake the role and Cllrs Girling and Young would also be added to the mandates.

3. Policies

The Council's policies and procedures were considered. Clarification was provided the policies and procedures would be reviewed again in May 2026.

A motion to approve the policies and procedures presented en bloc 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 policies and procedures be approved as presented En Bloc.

- (a) Absence and Sickness Policy
- (b) CCTV Policy
- (c) Complaints Procedure including Vexatious Complaints.
- (d) Code of Conduct
- (e) Dignity at Work – Bullying and Harassment
- (f) Disciplinary Policy
- (g) Document Retention Policy
- (h) Equality and Diversity Policy
- (i) GDPR Policy
- (j) Grant Award Policy
- (k) Grievance Procedure
- (l) Health and Safety Policy
- (m) Lone Worker Policy
- (n) Medium Term Financial Strategy
- (o) Publication Schedule -Freedom of Information
- (p) Recording Policy
- (q) Redundancy Policy
- (r) Staff Recruitment and Retention
- (s) Training and Development Policy
- (t) Vexatious Complaints Policy
- (u) Volunteer Policy

10-2025/26 APPOINTMENT OF ISLE OF WIGHT ASSOCIATION OF LOCAL COUNCIL REPRESENTATIVE

Cllr Ian Boyd was nominated to represent the Council at Isle of Wight Association of Local Councils and accepted the nomination. A motion was moved accordingly 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 Ian Boyd be appointed to represent the Council at Isle of Wight Association of Local Councils.

11-2025/26 FINANCES

2024/2025

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

A motion to approve the Payments and Receipts presented for March 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 (4), Against (0), Abstentions (6).

RESOLVED:

THAT the Payments and Receipts for March 2025 be approved.

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

The March 2025 Banking Reconciliations were noted.

3. To receive and approve the year-end report for the period ending 31 March 2025

A motion to approve the year-end report for the period ending 31 March 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 (10), Against (0), Abstentions (0).

RESOLVED:

THAT the Year End report for the period ending 31 March 2025 be approved.

Annual Accounts

4. To receive report and note the Internal Auditors report for the period ending 31 March 2025

Members considered the report from the Internal Auditor, noting the recommendations; to ensure the website meets the accessibility regulations updated in October 2024 and to ensure appraisals are carried out for all staff in accordance with the HR policy, noting that the appraisals were due to be carried out.

5. To receive approve the 2024/2025 Annual Governance Statements and confirm dates for exercise of public rights.

Each assertion in the Annual Governance Statement was considered. A motion to approve the 2024/2025 Annual Governance Statement and Assertions en bloc and formally confirm

dates for the Exercise of Public Rights as Monday, 2 June 2025 through Monday, 14 July 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 (10), Against (0), Abstentions (0).

RESOLVED:

THAT the 2024/2025 Annual Governance Statement be approved and that the dates for the exercise of public rights be confirmed as Tuesday, 3 June 2025 to Monday 14 July 2025.

6. To review the Inventory of Land and Other Assets Including Buildings and Office Equipment.

Members reviewed the Council's asset register and noted it's assets.

7. To receive approve the 2024/2025 Accounting Statements

The 2024/2025 Accounting Statements were reviewed. A motion to approve the statements 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 2024/2025 Accounting Statements be approved.

Other Financial Matters

8. Update on Football Foundation Grant

The Mayor updated members on the grant, confirming the application had been successful and the grant had been formerly awarded. Officers were now working with the contractors, McCardle Sport, to begin works.

12-2025/26 TOWN CLERK REPORT

The report from the Clerk was noted.

13-2025/26 CIVIC AMENITY PROJECTS

Members considered two art projects which would improve civic amenities in Sandown.

a) Los Altos Benches

Cllr Andre left the room.

The proposal from officers was to convert three of the trunks from recent tree works into benches in the park. The options and designs were discussed with some debate regarding the level of carving. Members were supportive of the re-use of the felled trees and improvements to the park.

A motion to turn all three logs into benches, with carvings both ends, 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 (9), Against (0), Abstentions (0).

RESOLVED:

THAT the conversion of three trunks into benches with carvings both ends be commissioned.

CLlr Andre returned to the meeting.

b) Mary Elliss Mural

Councillors were advised that a project to install a mural on the step side of the Eastern Gardens Changing Places facility, with costs had previously been approved by Council. The design work had been completed and was being presented to Council before being taken forward. Questions were raised regarding sourcing grant funding for the project and members were advised a grant application had been submitted but had not yet been assessed. All Councillors were supportive of the design.

14-2025/26 FREEDOM OF SANDOWN

A report was tabled proposing that Heather Humby, MBE, be awarded the Freedom of Sandown. Granting Freedom of a Town is a symbolic presentation, which represents the highest honour a Town can bestow on an individual. Several members spoke in favour of the award, noting Miss Humby's tireless dedication to the town.

A motion to awarding Miss Heather Humby the Freedom of Sandown 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 Miss Heather Humby, MBE be awarded the Freedom of Sandown.

15-2025/26 15. TO RECEIVE ANY ENVIRONMENTAL ISSUES RAISED

None received.

16-2025/26 16. TO RECEIVE ANY PLANNING MATTERS

[25/00575/FUL](#) 55 High Street, PO36 8DF

Proposal Change of use from betting shop to a retail shop

The change of use was welcomed. However, during discussions members agreed that the aesthetics of what was being brought forward were important and that the frontage would need to be in keeping with the High Street's location in the conservation area.

A motion to return a neutral comment highlighting the importance of ensuring the design is in keeping with the Conservation Area 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 (9), Against (0), Abstentions (1).

RESOLVED:

THAT a Neutral Comment be returned in relation to [25/00575/FUL](#) 55 High Street, PO36 8DF, highlighting the need for the design of the frontage to be in line with what is appropriate on a High Street in a conservation area.

Members also considered the following planning applications with no comment.

[25/00549/RVC](#) Fort Spinney Holiday Bungalows, Yaverland Road

Variation of conditions 2, 5, 7, 9, 10 and 11 on 21/00942/RVC to allow retention of scheme as built.

[25/00536/FUL](#) Old Town Hall, Grafton Street, PO36 8JJ

Proposed external ground works to front, rear and side of building

[25/00438/HOU](#) 18A Grove Road, PO36 9BE

Alterations to main house to include, proposed wrap around veranda; render and cladding to all elevations; change of roof material and alterations to fenestration; Proposed First floor extension to existing garage and conversion to ancillary accommodation on ground floor with office and store on first floor; changes to external finishing materials

17-2025/26 TO RECEIVE REPORTS FROM TOWN COUNCILLORS AND OUTSIDE BODIES

Cllr Andre reported a recent incident at the boating lake, whereby a will tree was set on fire and nesting swans were disturbed. The tree would need to be removed because of the damage. A temporary barrier had been erected in front of the swans nest and members of the public were encouraged not to approach.

Cllr Andre had also been approached by a resident regarding the condition of a memorial bench for a relative on the sea front. It was noted Island Roads were responsible for the maintenance and had been notified.

Cllr Baldry advised members he had been approached by Wight Aviation and visited the museum. They were unsure of what route to take to advertise the venue. Cllr Cregg had also been contacted by the museum and noted their lack of presence around the Bay.

Cllr Boyd reminded members that Shanklin Men in Sheds had done a really good job restoring the benches at Battery Gardens and that Sandown also had a Men in Shed's.

Cllr Paddy Lightfoot thanked all involved in organising the VE Day events. Cllr Lightfoot had also received complaints regarding campers in Los Altos and antisocial behaviour. The police and the appropriate agencies had been notified. The resident had been passed Cllr Andre's detailed as ward member.

Cllr Solomon advised she had received complaints regarding the Yaverland sign, which was bent and warped, noting this was Island Roads responsibility and had been reported accordingly.

Cllr Alex Lightfoot thanked staff and the Reverend Williams for their contribution to VE Day events.

18-2025/26 18. FUTURE MEETING DATES

Members noted the following meeting dates:

Monday, 2 June 2025

Monday, 21 July 2025

Monday, 22 September 2025

Monday, 17 November 2025

Monday, 19 January 2026

Monday, 9 February 2026

Monday, 23 March 2026

Monday, 18 May 2026.

19-2025/26 MOTION WITHOUT NOTICE

A motion was moved and duly seconded under Standing Order 21.1(vi) to pass move Public Question Time forward on the agenda. 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 Public Question Time be bought forward on the Agenda.

PUBLIC QUESTION TIME

No questions received.

20-2025/26 EXCLUSION OF PUBLIC AND PRESS

A motion was moved and duly seconded to exclude the public and press. 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 a resolution be passed that under the Public Bodies (Admissions to Meetings) Act 1960 and Local Government Act 1972, the public and press be excluded from the meeting for the following item of business, namely Agenda item number 20 and 21 (Minutes 21 and 22) on the grounds that there is likely to be disclosure of exempt information as defined in paragraphs 1 and 7, and 14 as defined in paragraphs 7, 9 and 10, of Part 1 of Schedule 12A of the Act and in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

21-2025/26 STAFFING STRUCTURE AND APPOINTMENT OF CLERK/RFO AND DEPUTY CLERK.

The RFO and Administrator left the meeting. Members discussed the resignation of the current Town Clerk and appointment to the vacant post, noting that a succession plan had been in place for several years, with both the RFO and Administrator undergoing training to step up accordingly. A motion was moved and duly seconded to appoint Jennifer Armstrong the current RFO to a combined post of Clerk and RFO. 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 Jennifer Armstrong, the current RFO be appointed Clerk and RFO from 1 June 2025.

A motion was moved and duly seconded to appoint Lorraine Ellis, the current Administrator to the post of Deputy Clerk. 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 Lorraine Ellis be appointed Deputy Clerk and RFO from 1 June 2025.

Members then discussed the Staffing Structure, noting the RFO's recommendation to increase the Facility Manager Capacity to 1.0 fte and reduce the Administrator position to 0.5

fte to better serve the current workloads. Clarification was provided it would be possible to increase administrative capacity on a temporary basis, if required, which was an option that had been utilised in the past. The staffing budget was also discussed with members noting the timing of the appointments would net out any additional costs of the new structure. It was agreed the recruitment process would be overseen by the HR Committee.

A motion was moved and duly seconded to approve the proposed staffing. 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 Council use the following Staffing Structure, with Salaries reflecting the benchmarking exercise undertaken in 2024:

- CILCA qualified Clerk/RFO (full time)
- CILCA qualified Deputy Clerk (full time)
- Facilities Officer (fte full time)
- Administrative assistant (fte 0.5)
- Caretaker (fte 0.67)
- Lock-up (abolish)

22-2025/26 TOWN IMPROVEMENT ART

A proposal had been taken to officers by Cllr Alex Lightfoot in relation to improvements the Ocean Hotel, exploring the installation of vinyl art on the windows and repainting the frontage. However, officers had advised that the Town Council did not have power to do this and would be acting Ultra Vires. It was agreed that legal routes to take improvements forward should be explored with two pathways being suggested:

- a) Section 215 – Explore if the Isle of Wight Council has the power to repaint the frontages and install the vinyls and if they can commission the Town Council to undertake this.
- b) High Street Rental Auctions could be used as a vehicle to allow the Town Council to make the improvements with a peppercorn rent.

Members also considered a High Street presence for the Council but noted there were issues with the condition of the building.

A motion was moved and duly seconded that officers explore the options. 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 that legal routes to take improvements to the Ocean Hotel Shop frontages forward should be explored with two pathways being suggested:

- (i) Section 215 – Explore if the Isle of Wight Council has the power to repaint the frontages and install the vinyls and if they can commission the Town Council to undertake this.
- (ii) High Street Rental Auctions could be used as a vehicle to allow the Town Council to make the improvements with a peppercorn rent.

23-2025/26 URGENT ITEM – SANDHAM GROUNDS

The Mayor provided a further confidential update on the progress of the 2G MUGA at Sandham Grounds advising members some matters had arisen which needed legal clarification.

A motion was moved and duly seconded that officers have delegated authority to take any necessary action to move the project forward. 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 officers have delegated authority to take action to move the project forward the 2g MUGA projected without further Council approval.

24-2025/26 LOS ALTOS PARK LICENCE

Cllr Debbie Andre left the room.

The Licence to occupy Los Altos Park expired on the 31 March 2025. The Council had continued to maintain the park while renewal of the licence was discussed. There had been two significant changes in the Heads of Terms; the inclusion maintenance of the trees and the boundaries in the repairs. Members considered the costs of maintaining the trees and boundaries (which were in poor repair) would outweigh the benefit of occupying the park, noting there was a covenant on the land.

A motion was moved and duly seconded that the Heads of Terms be rejected. Councillors' votes were confirmed verbally to meet accessibility requirements; the results of which were as follows and it was:

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

RESOLVED:

THAT that the proposed Heads of Terms be rejected whilst the trees and boundaries were included in the responsibilities but could be signed if the terms remain unchanged from the previous license.

Cllr Debbie Andre returned to the meeting.

Meeting Finished 20:25