



— Working Parties Jun-26 —

Full Council Briefing Note – 22 June 2026

Prepared by Town Clerk/RFO

1. BACKGROUND

- 1.1. In July 2019 Council adopted four workstreams and set-up corresponding working parties,
- 1.2. It was agreed Chairman would be elected by the working parties.
- 1.3. In July 2025 new workstreams were agreed – Derelict Buildings, Thriving Communities, Events and Engagement, Young Futures and Town Centre Revival.
- 1.4. A review of the workstreams for each working party found overlap and a disproportionate workload. As such revisions to the remit of the working parties and the workstreams below are being proposed.
- 1.5. Any future items should be brought back to Council.

2. LEGISLATION

- 2.1. There is no legal definition of a working party. They consist of a small group of members of the Council and can include members of the public and other stakeholders.
- 2.2. A working party conducts its business on a less formal basis than that of a committee. It:
 - Does not have any decision-making powers
 - Does not hold any money and has no authorisation to spend.
 - Does not need to meet in public and can hold remote or face-to-face meetings
 - Must report back to the parish council with recommendations.
- 2.3. The working parties must comply with Equality and Diversity legislation in its operation.
- 2.4. The working parties must comply with Crime and Disorder legislation in its operation.
- 2.5. The working parties must comply with Biodiversity implications in its operation.

3. WORKSTREAMS

- 3.1. Any new workstreams proposed by the working parties must be brought to council.

Thriving Communities

- 3.2. *Community Benefit Society*

Follow-up with interested parties with information on next steps. Leave live on website. Clear steer that Town Council will support any project brought forward but it is for the community to take the next steps.

3.3. *Community Post Office*

The Working Party will continue to lobby the post office (including the MP) to provide outreach until a full service is in place.

3.4. *Engagement with Police.*

The Working Party will continue to work with the Police around local issues.

3.5. *Planet Aware and Butt Bin*

The Butt Bin project supports this by providing designated cigarette-butt disposal points, helping to cut littering and protect coastal and urban environments.

3.6. *Community Hub*

Visible high-street base for local groups, volunteers, and support services, helping to rebuild grassroots activity in the town. It aims to strengthen community capacity, offer accessible space for partnership working

3.7. *Community Vegetable Planters.*

Installed at centre ready for planting to be managed by Warms Spaces and other community groups.

3.8. *Ferncliff Benches*

Following reports of broken benches in the park being a hotspot for antisocial behaviour, at the Polices request the Town Council is working with IWC to have them removed.

3.9. *Health Alliance/ Neighbourhood Research Coordinator*

Early conversations with the Health Alliance. The partnership strengthens joint working between local health, voluntary, and community organisations to improve wellbeing and reduce inequalities across the area

3.10. *Health and Wellbeing Board*

TBC Scoped.

3.11. *HMOs*

TBC Scoped.

3.12. *HomeShare*

Endorsement of Programme and sharing of information.

3.13. *Information Board*

Installation of Digital Installation Boards

3.14. *JAG*

Joint Action Group - Chairman attends and feeds back to working party bring forward any possible joint initiatives.

3.15. *Phone Box*

Free to use Community Library to be sited at Broadway Centre

3.16. *Photo Wall*

Will celebrate local identity by showcasing historic and contemporary images that reflect the town's people, places, and heritage. The Photo Wall celebrates local identity by showcasing historic and contemporary images that reflect the town's people, places, and heritage.

3.17. *Resilience Project*

Community resilience focuses on strengthening the town's ability to prepare for, respond to, and recover from emergencies, disruptions, and long-term challenges.

3.18. *Solutions for Yaveland Vehicle ABS*

Exploration of practical options to reduce vehicle ABS data in around Yaverland Car Park.

3.19. *Yaverland Memorial.*

Working Party Members would like to erect a memorial at Yaverland to commemorate the two lives lost on the beach.

Events

3.20. *Remembrance including Armistice Anzac V-Day and V-J-Day*

Services, events and activities with Local Schools.

3.21. *James Door Exhibition*

Permanent Exhibition of work in Main Meeting Room, Broadway Centre.

3.22. *Christmas*

Window Competition, Schools Competition, Potential Highstreet Trail

3.23. *Summer Window Competition*

Summer themed Window Competition supporting Carnival/Regatta

3.24. *Bee Squared*

Bee Squared encourages residents and local groups to plant small pollinator-friendly squares across the town, boosting biodiversity and supporting a healthier environment through simple, community-led action.

3.25. *High Street Safari*

High Street Safari delivers free, family-friendly interactive trails that encourage residents and visitors to explore the town centre, boosting footfall while providing an engaging, educational activity for children.

3.26. *Sandown in Bloom*

Look to take on competition and enter support entry of regional categories.

3.27. *Treasure Trails.*

Treasure Trails provide self-guided themed routes that encourage residents and visitors to explore local streets and landmarks, supporting active travel, discovery, and increased footfall in the town.

Civic Space - Built Assets and Land (previously Derelict Buildings)

- 3.28. *Ocean Hotel Seafront Redevelopment Area*
Clearance, levelling and boundary management, consultation for community use.
- 3.29. *St John's Heritage Notice Boards*
Explore potential of heritage information boards on boarded windows at back of toilet block.
- 3.30. *Eastern Gardens Mural and Plaques*
Mural for viewing platform and information plaques regarding land and sea mines.
- 3.31. *Decorative Windows and Hoardings*
Exploring decorative hoarding and window boarding on derelict buildings and around derelict sites.
- 3.32. *Neglect*
Final drafting of strategy and letters of endorsement.
- 3.33. *Pier Street Toilets*
Purchase and regeneration of site.
- 3.34. *CPO*
Exploration of CPO in relation to Town Council under devolution agenda.
- 3.35. *Yaverland Landscaping*
Landscaping of site, including memorial benches, planting and interpretation boards.

Young Futures

- 3.36. *Town Hall*
Watching Brief.
- 3.37. *PlayZone*
Resolution of antisocial behaviour, delivery of activation plan.
- 3.38. *Skate Park*
Refurbishment including consultation and design.
- 3.39. *Outreach Space*
Design Solutions
- 3.40. *School Crossing Patrol*
Patrol for Broadway by Winchester Park Road.
- 3.41. *Government Playground Fund*
£18m investment by government in playgrounds in deprived areas. Explore possibilities for area at Perowne Way and Battery Gardens Playground.

3.42. *Ross Edmonds (Sports)*

Introduction to Ross Edmonds, IWC Sports development officer.

3.43. *Steven Jenkins Surfacing*

Replacement of wet pour surface.

4. FINANCIAL IMPLICATIONS

4.1. There are no direct financial implications to agreeing the workstreams..

4.2. Spend associated with projects not already within agreed budgets must be approved by either by the Mayor and Clerk or, if it exceeds delegated thresholds, Council.

5. MEETINGS

5.1. Any meetings officers are not in attendance at should be properly documents and minutes sent to clerks in time for publication in Council reports.

Thriving Communities

5.2. Meetings will be held every two months at 9:30am on the second Tuesday of the month from June 2026.

5.3. Other meetings can be arranged online as required.

Events

5.4. Meetings will be held at 9:30am on the first Monday of September, November, February and April.

Civic Space – Built Assets and Land

5.5. Meetings will be held at 5pm on the second or third Monday of the month or 6pm on the fourth Monday of the month on an adhoc basis.

5.6. Other meetings can be arranged online as required.

Young Futures

5.7. Meetings will be held in person at 5pm on the second or third Monday of the month or 6pm on the fourth Monday of the month on an adhoc basis.

5.8. Other meetings can be arranged online as required.

6. MEMBERSHIP

6.1. Unless otherwise proposed the membership of the Working Parties will remain the same as follows:

Thriving Communities

6.2. Joan Solomon (Chairman)

Ian Boyd
Leon Girling
Paddy Lightfoot
Tracy Mikich

Events

- 6.3. Joan Solomon (Chairman)
- 6.4. Frank Baldry
Gary Young
Ian Ward

Civic Space – Built Assets and Land

- 6.5. Alex Lightfoot (Chairman)
Ian Boyd
Liam Cregg
Leon Girling
Paddy Lightfoot

Young Future

Alex Lightfoot (Chairman)
Debbie Andre
Ian Boyd
Liam Cregg
Leon Girling (schools engagement lead)

7. MANAGEMENT OF WORKSTREAMS

- 7.1. The working party workstreams will be managed by using Trello.
- 7.2. Trello boards are an effective tool for managing working parties, providing a clear and collaborative way to organise tasks, track progress, and communicate with team members.
- 7.3. By creating lists that represent different stages of a project, such as "To Do", "In Progress", and "Completed", working parties can easily monitor activities and responsibilities.
- 7.4. Individual task cards can be assigned to members, given deadlines, and supplemented with checklists, attachments, and comments, ensuring that all relevant information is accessible in one place.
- 7.5. This helps improve accountability, transparency, and coordination, enabling the group to work more efficiently towards its objectives while keeping everyone informed of developments and priorities.

8. RECOMMENDATION

- (i) THAT the working party workstreams as proposed be approved en bloc
- (ii) THAT the working party schedule of meetings proposed be approved en bloc.
- (iii) THAT working party membership as proposed be approved en bloc.