



**MINUTES OF RYDE TOWN COUNCIL'S FACILITIES AND ASSET SUB COMMITTEE HELD ON TUESDAY, 14 JUNE 2022 AT 2.00PM AT LIND STREET OFFICES, RYDE**

Members Present: Cllrs John McLagan, Michael Lilley, Jenna Sabine, Jess Higgins

Also in Attendance: Liz Dutton (Administrator), Liam Pearce (Facilities Officer), Shay Dixon (Allotment Officer), Allan Bridges (Business Development Manager) – Allotment Holders item only

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**1/22 ELECTION OF CHAIRMAN**

Richard May was proposed and seconded as Chair and there being no other nominations it was

**RESOLVED:**

That Cllr Richard May be elected as Chair.

**2/22 ELECTION OF VICE CHAIR**

John McLagan was proposed and seconded as Chair and there being no other nominations it was

**RESOLVED:**

That John McLagan be elected as Vice Chair.

**3/22 APOLOGIES**

Apologies were received from Richard May, Les Kirkby and Georgie Carter.

**4/22 DECLARATIONS OF INTEREST**

There were no interests declared.

**5/22 REQUESTS FOR DISPENSATIONS**

None requested.

**6/22 TERMS OF REFERENCE**

The terms of reference were noted.

**7/22 RATIFICATION OF DECISIONS**

The following decisions had been made via email and were ratified at the first available and quorate meeting.

- (i) Extension of Beach Safety & Lifeguard Contract

**RESOLVED:**

That the extension of the beach safety and lifeguard contract for a year be agreed.

- (ii) Public Toilets Cleaning Contract

**RESOLVED:**

That the quotes for the public toilet cleaning contract be agreed.

- (iii) St Thomas's Church AHF project development grant

**RESOLVED:**

That the bid to AHF for a project development grant be approved.

**8/22 APPLEY PARK PUBLIC CONVENIENCES DRAINAGE**

(Cllr Sabine the meeting during the discussion of this item).

The Senior Facilities Officer updated the committee regarding drainage issues and associated costs. The works had been complicated by a manhole cover being concreted over but were now completed. The wallgate units had been removed from the Western site and had been stored for use at other sites. Renovation works of Appley public conveniences had now been advertised on contract finder.

**9/22 TREE SURVEYS**

A tree survey had been commissioned for the sites owned by the Town Council (Allotment sites, St Thomas's and Eastern Gardens) which was undertaken every 2/3years. Quotes for the works had now been received and had been scheduled for early July. Costs for traffic management would be incurred. The report was noted.

**10/22 CLEANING CONTRACTS**

- i) **Office** – a new contract had been awarded and had commenced. However, issues had been encountered and the contract had been ended after 3 weeks. Cleaning had now been brought in house and this was working well.
- ii) **Public Conveniences** – Two tenders had been received but neither had been accepted. A consultant had been engaged to assist in improving the cleaning standard and tendering process and to advise on setting up an in-house quote and specification
- iii) **St Thomas's Square** – An extra person had been brought in to do a bit of weeding and dog warden work. The Town Council would take over maintenance of the rest gardens in August and maintenance works would be tendered invited with effect from October.

Members agreed and supported the measures taken for the above sites.

## **11/22 AGREEMENT WITH BARCLAYS BANK FOR USE OF LIND STREET OFFICES**

Members noted the agreement with Barclays Bank to use the breakout room at the Lind Street offices 2 days a week for a community hub beginning in August.

## **12/22 ALLOTMENT HOLDERS MEETING**

The Business Development Manager, Allan Bridges joined the meeting for this item.

(Cllr Lilley left the meeting during the discussion of this item).

An update was given on a recent meeting held with the allotment holders. It was reported that Mark Spencer had been extremely helpful in advising on the best way to rewild part of the allotments and it was envisaged that Network Ryde would play a part in the project.

It was aimed to involve the allotment holders more in discussions and ideas for improvements to the sites. Tree works were planned, along with new paths. There were also plans for a food share and a plant and seed swap with involvement from the library. It was hoped to involve volunteers with some initiatives although it was noted that volunteers were easier to recruit for a specific task than an on-going basis. There were also plans to create an allotment holders association which would strengthen the relationship between the allotment holders and the town council.

It had been agreed to hold current prices for the time being to allow for proposed improvements to take shape before increasing rents. It was hoped that recruiting someone to take on some of the admin would release staff to spend more time on site at the allotments.

## **13/22 GENERAL UPDATES**

### **i) Skatepark**

This was currently closed for health and safety reasons as the wood and covering were no longer in a useable or safe condition. Members discussed how the area could be improved and developed by adding a café and watching area and wished for further conversations regarding potential grant funding. It was suggested that Artecology could be approached to assist.

### **ii) Vectis Hall**

There was no update. Members suggested that the area could be made to look better by allowing wildflowers to grow or by adding artwork to the frontage. It was noted that the site and building would need to be made safe first before anyone would be able to go on site.

### **iii) Allotments**

This had been covered earlier in the meeting.

### **iv) Planting and Watering Contract**

Planters were out at the moment and sited at Haylands and Co-op. The boxes along Eastern Gardens were the responsibility of IWC.

### **v) St Thomas's Church re-development**

The new roof was complete. Prices were being received for the removal and storage of the stained-glass window.

**vi) St Thomas's Rest Garden lease**

The lease had yet to be received although the Town Council had already taken on maintaining the area. Signage needed to be investigated. The fences would be painted to improve the look of the site. Network Ryde would take on the sensory garden.

**vii) Puckpool Storage lease**

The lease had yet to be received from IWC although the town council had access and the area was currently being used for storage.

**14/22 DATE OF NEXT MEETING**

The next meeting would take place on Tuesday 16 August 2022 at 2.00pm at the Town Council Lind Street Offices.



**MINUTES OF RYDE TOWN COUNCIL'S FACILITIES AND ASSET SUB COMMITTEE HELD ON TUESDAY, 16 AUGUST 2022 AT 2.00PM AT LIND STREET OFFICES, RYDE**

Members Present: Cllrs Richard May (Chair), John McLagan, Michael Lilley, Jess Higgins

Also in Attendance: Liz Dutton (Administrator), Liam Pearce (Facilities Officer), Shay Dixon (Allotment Officer), Sophie Kerr (Administrative Officer) Lisa Dyer (Town Clerk)

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**15/22 APOLOGIES**

Apologies were received from Georgie Carter and Jenna Sabine.

**16/22 DECLARATIONS OF INTEREST**

There were no interests declared.

**17/22 REQUESTS FOR DISPENSATIONS**

None requested.

**18/22 MINUTES**

The minutes of the meeting held on 14 June 2022 were agreed as an accurate record and were signed by the Chair.

**19/22 TOILET CLEANING CONTRACT**

Brian Warren, Operational and Managing Director at Enviro was welcomed to the meeting. He had been working with the Facilities Officer to help bring the toilet cleaning in house to improve the efficiency, effectiveness and standard of cleaning of the public toilets in Ryde. He outlined the importance of providing an attractive package including competitive wages, training and up to the minute equipment to attract quality and proactive staff. The Facilities Officer confirmed that currently a great deal of staff time was taken up with monitoring current provider and managing the contract.

A tendering process with a revised specification had recently taken place with only the current provider and a proposal from the facilities team being received. Although the inhouse proposal cost slightly more, the amount included capital investment for equipment as well as staff costs associated with managing and monitoring the contract. Members noted staff costs in managing the contract had not been factored into the tender received from the current provider.

Brian confirmed that he would be willing to provide support where necessary including in the transitional period until the in-house team were up and running.

**RECOMMENDATION TO FULL COUNCIL:**

**That cleaning services for the public conveniences in Ryde be provided from 1 October 2022 using a directly employed team.**

**20/22 ST JOHNS TOILETS**

The Facilities Officer informed the committee of the current issues surrounding the maintenance and usage of the St John public conveniences. They had been closed due to the legionella readings which were repeatedly high. This was caused by the lack of use as water was not being regularly run through the pipes. Due to their location there was an added issue with anti-social behaviour.

Discussion centred on the need for toilets to be located more in the middle of town and investment should be concentrated in that area with modern toilets which would be easier to maintain and clean. It was important that any message emphasised investment in that area. It was agreed that costs and plans be drawn up for the closure of St Johns toilets and for the provision of more modern toilets located near to the centre of town.

**RECOMMENDATION TO FULL COUNCIL:**

**That St Johns toilets be closed on the production of plans to provide toilets that were more centrally placed.**

**21/22 PLANTING AND WATERING CONTRACT**

The planting and watering contract was due to end in April 2023 and had already been extended for a year. Most of the cost for the contract lay in the watering. The recent hosepipe ban had allowed the opportunity to look at provision of the planters as a whole and the associated waste of uprooting and discarding plants come the change in seasons. It was suggested that drought resistant plants, sustainable planting and promotion of the biosphere should be explored. Mention was also made that individual planters located outside shops should cease with the opportunity of being handed to shopkeepers if they wished to take over individual hanging baskets.

Mention was also made that individual planters located outside shops should cease and a Working Group to be formed to explore handing over the provision and maintenance of the hanging baskets to shopkeepers if they wished to take over individual hanging baskets outside their premises.

**RECOMMENDATION TO FULL COUNCIL:**

- (i) That the contract for planting and watering should not be retendered and instead alternatives for more sustainable planting be investigated and reported back to the Assets and Facilities sub-committee.**
- (ii) That a Working Party be formed to explore and oversee the possible transfer of hanging baskets to individual shopkeepers.**

## **22/22 CHRISTMAS LIGHTING AND CHRISTMAS TREES 2022**

A report was received from the contractor who installs the festive lighting. Many of the motifs owned by the town council were in poor condition and unusable. A proposal was considered of how to best use the ones we could, ideas to floodlight the church and plans to concentrate lighting along Union Street and Cross Street. Possibilities for the upper high street and co-op square were also outlined. It was suggested not to purchase further motifs but instead to investigate the use of ex-hire stock to give variety and allow time for ideas to be fully investigated.

The Facilities Officer informed the meeting of issues associated with the location of some of the Christmas trees and it was agreed to reduce the number of Christmas trees provided by the town council in the future. It was suggested and agreed to improve certain areas like co-op square where lighting and features could provide photo opportunities. A walk around town would be arranged by the facilities team in the coming week for councillors to discuss things further and a working group would be formed to take the ideas forward.

### **RECOMMENDATION TO FULL COUNCIL:**

- (i) That the number of Christmas trees be reduced this year**
- (ii) That a working group be formed to explore new ways of delivering festive lighting and report back with recommendations**

## **23/22 SKATEPARK WORKS AND REPAIRS**

The Facilities Officer gave an update on recent repairs that had taken place. This included removal of the half pipe that was rotten and some areas had been patched up and a wall close to the ramp had been built up. An artist had installed graffiti artwork along the wall.

## **24/22 LEASE/PURCHASE OF SECOND VEHICLE**

Quotes were being sought for a second van and a recommendation would be placed on the Full Council agenda.

## **25/22 GENERAL UPDATES**

- i) St Thomas's Rest Garden**  
Money from the HAZ project had utilised for maintenance and the railings had been repainted.
- ii) Appley and Eastern Garden Toilets**  
Repairs had been undertaken at Eastern and Appley had been repainted.
- iii) Allotments**  
New noticeboards with space to display the relevant policies had been installed. Pathways would be improved at Quarry Road soon. Drainage issues along the side of Quarry Road were the responsibility of Island Roads.
- iv) St Thomas's Tree Survey works**  
Works had been completed.

- v) **Update on leases (Puckpool, St Thomas's Rest Garden, Marina)**  
These were still awaited from IWC.

**26/22 DATE OF NEXT MEETING**

The next meeting would take place on Tuesday 4 October 2.00pm at the Town Council Lind Street Offices.