



**NORTHAM TOWN COUNCIL**  
**TOWN HALL**  
**WINDMILL LANE**  
**NORTHAM**  
**DEVON**  
**EX39 1BY**

To: All Members of the Town Projects and Asset Management Committee  
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
E-mail [townclerk@northamtowncouncil.gov.uk](mailto:townclerk@northamtowncouncil.gov.uk)

**You are hereby summoned to attend a Town Projects and Asset Management Meeting on Monday 1<sup>st</sup> March 2021 at 6pm through zoom. The Agenda for the meeting is set out below. Link for the meeting shown below.**

**Topic: Town Projects**  
**Time: Mar 1, 2021 06:00 PM London**

**Join Zoom Meeting**  
**<https://us02web.zoom.us/j/87494780788?pwd=RndaOERIR0ZxT2tEZy9xMWtzV0Jhdz09>**

**Meeting ID: 874 9478 0788**  
**Passcode: 858113**

**Attendees will be placed in the waiting room until just before the start of the meeting.**

*M J Mills*

Mrs Jane Mills MILCM  
Town Clerk

Date of issue: 23<sup>rd</sup> February 2021

The following are Members of the Town Projects and Asset Management Committee: Councillors Mrs Hodson, Davis, Edwards, Hames, Himan, Laws, Leather, Sargent, Shelley, Tisdale and the Mayor (Ex-Officio) but all Members of the Council are entitled to attend.

## AGENDA

- 1 Apologies**
- 2 Chairman's Announcements**
- 3 Declarations of interest:**  
Members are reminded that all interests should be declared prior to the item being discussed.
- 4 To agree the agenda as published**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Bùddenstedt, Germany  
Office open: Monday to Friday mornings



Trustees of the Common Right

- 5 To confirm and sign the minutes of the Town Projects Meeting held 8<sup>th</sup> February 2021 as a correct record *(herewith)***
- 6 Public Participation**

Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.
- 7 To consider Action Points *(herewith)***
- 8 To consider a Financial Report in respect of Town Projects & Asset Management *(herewith)***
- 9 To consider an update on lighting at Westward Ho!**
- 10 To consider an update on Footpaths (public rights of way) (Cllr Hames)**
- 11 To consider an update on erection of a noticeboard by the AVA *(email from Neighbourhood Highways Officer circulated 20/2/21)***
- 12 To consider a request for a bus shelter in Lenards Road (Cllr Davis)**
- 13 To consider replacement of gate to children's play area Lords Meadow**

**Northam Town Council – Minutes of the Town Projects and Asset Management Meeting held on Monday 8<sup>th</sup> February Zoom at 10.00 am**

**Present:** Cllrs Tisdale (Chairman), Davis, Edwards, Hames, Himan, Mrs Hodson, Laws, Leather, Sargent and Shelley

**In attendance:** Mrs Jane Mills – Town Clerk, Mrs P Moores – Assistant Town Clerk  
Mr G Langton – Deputy Town Clerk Designate  
Cllr Mrs McCarthy (from minute no 2102/1107)

**2102/1092 Apologies**

Apologies were recorded on behalf of Cllr Chalmers

**2102/1093 Chairman's announcements**

- The Chairman reported that the matter raised at the Climate Emergency Committee regarding Anchor Park should be referred to the Town Projects Committee with a resolution.
- The matter of areas of grass verges to be left uncut will be an item on the next Town Projects Committee.
- The Chairman reported on a quotation received from Merry Harriers for the planting up of all the existing planters/troughs and the 14 new Holestar planters and it was agreed to proceed with this and it will be ratified at the next meeting.

**2102/1094 Declarations of interest**

Members were reminded that all interests should be declared prior to the item being discussed.

**2102/1095 To agree the agenda as published**

It was **resolved** to agree the agenda as published after agreeing to combine items 15 and 18 – Lords Meadow.

Proposed: Cllr Hames, Seconded: Cllr Davis (all in favour)

**2102/1096 To confirm and sign the minutes of the Town Projects Meeting held 11<sup>th</sup> January 2021 as a correct record**

It was **resolved** to confirm the minutes of the Town Projects Meeting held 11<sup>TH</sup> January 2021 as a correct record.

They will be signed at a later date.

Proposed: Cllr Leather, Seconded: Cllr Shelley (majority in favour, 2 abstentions members not present at the meeting, 1 against)

**2102/1097 Public Participation**

*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*

**2102/1098 To consider Action Points (herewith)**

Action points were noted.

**2102/1099 To consider a Financial Report in respect of Town Projects & Asset Management**

It was agreed to note the Financial Report.

- 2102/1100 To consider an update on lighting at Westward Ho!**  
The Town Clerk reported that she had written to the person contacted by DS Electrical with regard to moving forward with the replacement of the posts. A response is awaited. Work had commenced on the removal of the poles; two had been removed and the remaining two are due to be removed shortly. The work was being carried out very professionally.
- 2102/1101 To consider an update on Footpaths (public rights of way)**  
The footpath survey needs to be completed shortly. The Town Clerk will circulate the list of paths requiring surveys to Members and where possible, Members will complete a survey of those paths in their areas.  
**Action Point – Town Clerk to circulate list of paths and Members to complete survey where possible in their area.**
- 2102/1102 To consider an update on erection of a noticeboard by the AVA**  
This matter will be deferred to the next meeting when it is hoped more information will be available. The Town Clerk will contact Tozers for guidance.  
**Action Point – Place item on next agenda.**
- 2102/1103 To consider an update on renewal of the information boards at Bone Hill**  
It was **resolved** to review the scope and layout of the information boards displayed to include the possible relocation of the Airfield plaque.  
Proposed: Cllr Shelley, Seconded: Cllr Edwards (6 in favour, 2 against and 2 abstentions)  
**Action Point – Collate information for the renewal of the boards and collect information to be put on the website and Facebook.**
- 2102/1104 To consider an update on installation of dog bins, to include Pitt Hill**  
Members were advised of dog bins that had been agreed for installation by Torridge District Council and it was **resolved** to request an additional bin be placed at Pitt Hill on the corner of Pitt Hill and Tomouth Road in Appledore to replace one that has been removed.  
Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)  
**Action Point – Request installation of dog bin at Pitt Hill.**
- 2102/1105 To consider a request from Abbotsham to supply mowing services**  
It was **resolved** to recommend to Finance and Human Resources Committee that Northam Town Council engages in a contract with Abbotsham Parish Council for a contract in grass cutting subject to agreement with regard to costings.  
Proposed: Cllr Tisdale, Seconded: Cllr Mrs Hodson (8 in favour, 2 against)
- 2102/1106 To receive an update on Lords Meadow (Cllr Hames)**  
Members considered the situation with regard to the surfacing on the play area at Lords Meadow and the application for grant funding.  
It was **resolved** that the Council would put £10,000 forward for this project and to proceed with the application for funding using the figure suggested for rubberised mulch subject to receiving a guarantee from any contractor subsequently used.  
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)  
**Action Point – Town Clerk to proceed with the application for grant funding.**

**2102/1107**    **To consider replacement of gate to children’s play area Lords Meadow**  
Attention to the gate had been drawn by the recent ROSPA inspection and it was advised that this should be replaced with a new hydraulic closure gate. It was **resolved** to obtain 3 quotes for replacement with a new hydraulic closure gate and then to proceed as soon as possible on receipt of the quotes, not exceeding £1600.  
Proposed: Cllr Edwards, Seconded: Cllr Tisdale (8 in favour, 2 abstention)  
**Action Point – Town Clerk to proceed as per the resolution.**

**2102/1108**    **To consider a request for a bus shelter in Lenards Road (Cllr Davis)**  
After some discussion it was **resolved** to investigate this matter further and bring back to the next meeting.  
Proposed: Cllr Tisdale, Seconded: Cllr Shelley (all in favour)  
**Action Point – Town Clerk to place matter on next agenda.**

**2102/1109**    **To consider repairs to the gym equipment at Burrough Farm**  
The Town Clerk reported that two of the items of gym equipment at Burrough Farm need repair. There was general discussion at the lack of use of this equipment and a proposal that the equipment should be removed was made by Cllr Edwards and seconded: Cllr Hames.  
There were two votes in favour, 7 against and 1 abstention so the proposal failed.

The Town Clerk will be asked to obtain more information on usages and costs.  
**Action Point – Town Clerk to obtain more information on usages and costs.**

There being no further business the meeting finished at 12.15 pm

Signed .....

Dated.....

## Action Points for Town Projects Meeting MARCH 2021

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**To consider an update on Footpaths  
(public rights of way)**

Town Clerk circulated list of paths and Members to complete survey where possible in their area.

**To consider an update on erection of a noticeboard by the AVA**

Placed item on next agenda.

**To consider an update on renewal of the information boards at Bone Hill**

Collate information for the renewal of the boards and collect information to be put on the website and Facebook. Scheduled for agenda in May

**To consider an update on installation of dog bins, to include Pitt Hill**

Requested installation of dog bin at Pitt Hill

**To receive an update on Lords Meadow**

Town Clerk proceeding with the application for grant funding.

**To consider replacement of gate to children's play area Lords Meadow**

Town Clerk proceeding as per the resolution to get three quotes

**To consider a request for a bus shelter in Lenards Road**

Town Clerk to place matter on next agenda.

**To consider repairs to the gym equipment at Burrough Farm**

Town Clerk obtaining more information on usages and costs.

## Northam Town Council

### Net Position by Cost Centre and Code



#### Cost Centre Name

#### Northam Hall

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
192	cleaning services	0.00	0.00	0.00	5,250.00	4,800.00	450.00
217	Northam Hall (non EM res)	0.00	0.00	0.00	5,000.00	0.00	5,000.00
29	Northam Hall Electricity Accou	0.00	0.00	0.00	750.00	734.19	15.81
28	Northam Hall Gas Account	0.00	0.00	4.50	1,500.00	1,594.90	-90.40
34	Northam Hall Miscellaneous	0.00	0.00	0.00	0.00	0.00	0.00
72	Northam Hall provision further	17,500.00	0.00	0.00	0.00	0.00	17,500.00
33	Northam Hall Repairs and Gen	0.00	0.00	0.00	2,000.00	1,604.52	395.48
203	Northam Hall reserves for work	0.00	0.00	0.00	0.00	0.00	0.00
30	Northam Hall Water Rates	0.00	0.00	0.00	1,200.00	683.53	516.47
35	Northam Hall, Hall Hire	0.00	0.00	18,988.51	0.00	122.52	18,865.99
89	PRS fees	0.00	0.00	0.00	1,000.00	882.05	117.95
27	Rates	0.00	0.00	0.00	3,500.00	2,615.79	884.21
		<b>£17,500.00</b>	<b>0.00</b>	<b>£18,993.01</b>	<b>20,200.00</b>	<b>£13,037.50</b>	<b>43,655.51</b>

#### War Memorials

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
205	war memorials earmarked rese	2,950.00	0.00	0.00	450.00	0.00	3,400.00
122	war memorials general mtce	0.00	0.00	0.00	200.00	0.00	200.00
		<b>£2,950.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>650.00</b>	<b>£0.00</b>	<b>3,600.00</b>

#### Allotments Windmill Lane

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
41	Allotment Rents	0.00	0.00	437.50	0.00	0.00	437.50
155	allots Wmill Lane mtce	0.00	0.00	0.00	200.00	0.00	200.00
212	legal fees	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£437.50</b>	<b>200.00</b>	<b>£0.00</b>	<b>637.50</b>

#### Town Projects

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
139	Appledore Boat Park	0.00	0.00	1,480.83	0.00	99.32	1,381.51
191	Appletree Gardens	0.00	0.00	0.00	0.00	0.00	0.00
215	bench sponsorship	0.00	0.00	0.00	0.00	0.00	0.00
127	Benches	0.00	0.00	3,375.00	750.00	1,689.62	2,435.38
201	Bone Hill	0.00	0.00	1,000.00	0.00	793.67	206.33
69	Bus Shelters	4,510.00	0.00	10,335.00	500.00	15,273.14	71.86
136	carol service	0.00	0.00	0.00	50.00	128.57	-78.57
66	Christmas Decorations	0.00	0.00	0.00	2,750.00	1,055.02	1,694.98
218	Climate Emergency	0.00	0.00	0.00	0.00	25.02	-25.02
64	Community Centre Toilets	0.00	0.00	0.00	500.00	289.31	210.69
145	Council tax support grant reser	500.00	0.00	0.00	0.00	0.00	500.00
61	Dog Bins and litter bins	0.00	0.00	0.00	1,200.00	0.00	1,200.00
68	Equipment and sundries	0.00	0.00	390.00	5,500.00	5,729.71	160.29
159	festoon lighting	0.00	0.00	0.00	4,000.00	1,153.50	2,846.50
65	Hanging Baskets	0.00	0.00	190.00	3,000.00	2,138.59	1,051.41
111	Lords Meadow	2,000.00	0.00	17,165.00	2,000.00	12,292.82	8,872.18
164	Lords Meadow acquisition EM	0.00	0.00	0.00	0.00	0.00	0.00
71	Miscellaneous	0.00	0.00	0.00	350.00	249.59	100.41
121	mower fuel	0.00	0.00	0.00	1,750.00	1,261.41	488.59
67	Open Spaces	0.00	0.00	4,180.00	1,500.00	1,769.46	3,910.54
195	projects provision	55,000.00	0.00	127.51	0.00	32,087.12	23,040.39



200	Ridgeway Drive	0.00	0.00	0.00	0.00	0.00	0.00
70	Skatepark	0.00	0.00	0.00	250.00	5.00	245.00
74	skatepark provision for renewa	1,200.00	0.00	0.00	1,500.00	6,900.00	-4,200.00
126	speed sign	0.00	0.00	0.00	300.00	0.00	300.00
107	TAP FUND	0.00	0.00	0.00	5,000.00	5,000.00	0.00
100	training	0.00	0.00	185.00	2,500.00	1,187.88	1,497.12
163	Westward Ho! Park	2,000.00	0.00	0.00	0.00	375.58	1,624.42
		<b>£65,210.00</b>	<b>0.00</b>	<b>£38,428.34</b>	<b>33,400.00</b>	<b>£89,504.33</b>	<b>47,534.01</b>

**Northam Town Council Car Park Ap**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal:</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
48	Maintenance and repairs	0.00	0.00	0.00	500.00	0.00	500.00
50	Miscellaneous /Legal	0.00	0.00	0.00	250.00	0.00	250.00
49	PWLB Seagate	0.00	0.00	0.00	0.00	0.00	0.00
46	Rates	0.00	0.00	0.00	0.00	0.00	0.00
47	Rent	0.00	0.00	7,232.01	0.00	0.00	7,232.01
		<b>£0.00</b>	<b>0.00</b>	<b>£7,232.01</b>	<b>750.00</b>	<b>£0.00</b>	<b>7,982.01</b>

**Burrough Farm**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal:</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
52	Allotment Rent	0.00	0.00	600.00	0.00	0.00	600.00
56	Football Club	0.00	0.00	0.00	0.00	0.00	0.00
54	Grounds Maintenance	0.00	0.00	0.00	500.00	29.46	470.54
		<b>£0.00</b>	<b>0.00</b>	<b>£600.00</b>	<b>500.00</b>	<b>£29.46</b>	<b>1,070.54</b>

**Anchor Park**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal:</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
98	Anchor Park improvements EM	0.00	0.00	6,234.50	2,500.00	4,545.17	4,189.33
97	legal	0.00	0.00	0.00	250.00	0.00	250.00
154	maintenance	0.00	0.00	7,942.43	500.00	7,942.93	499.50
		<b>£0.00</b>	<b>0.00</b>	<b>£14,176.93</b>	<b>3,250.00</b>	<b>£12,488.10</b>	<b>4,938.83</b>

**Bonehill Car Park**

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Bal:</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
104	annual tickets	0.00	0.00	245.00	0.00	0.00	245.00
101	Bonehill car park general	0.00	0.00	0.00	250.00	106.67	143.33
103	business rates	0.00	0.00	0.00	4,000.00	3,224.36	775.64
		<b>£0.00</b>	<b>0.00</b>	<b>£245.00</b>	<b>4,250.00</b>	<b>£3,331.03</b>	<b>1,163.97</b>