



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

Town Clerk: Mrs Jane Mills MILCM
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To: All Members of the Town Projects and Asset Management Committee
Cc: All Northam Town Councillors

You are hereby summoned to attend a meeting of the Town Projects and Asset Management Committee to be held in the Committee Room, Windmill Lane, Northam on **Tuesday 4th October 2022 at 10.00am.** The agenda for the meeting is shown below.

M J Mills

Mrs Jane Mills Fd Community Governance, MILCM
Town Clerk

Date of issue 28th September 2022

The following are Members of the Town Projects and Asset Management Committee:
Councillor Mrs McCarthy, Miss Woodhouse, Edwards, Hames, Himan, Leather, Tisdale and the Mayor, ex-officio. All Councillors are invited to attend.

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

5 To confirm and sign the minutes of the Town Projects Meeting

- held 2nd August 2022 as a correct record (*herewith*)
- held 6th September 2022 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 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

7 To consider Action Points (*herewith*)

8 To receive an update on Burrough Farm to include fencing and the future enhancement at Burrough Farm.



Lords of the Manor



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



Trustees of the Common Right

- 9 **To consider an update on a bus shelter** *(subject to response from bus company)*.
- 10 **To consider a response from Devon County Council regarding vehicle speed activated signs and consideration of our current and future placements** *(DCC information herewith)*.
- 11 **To consider the replacement of fittings at Northam Hall, to include heating controls and curtain rails/poles.** *(herewith)*.
- 12 **To consider a request from the Climate Emergency committee that this committee consider plans for 'planting across the Town area, including planters, baskets and the Town Hall frontage'** *(verbal)*.

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Tuesday 2nd August 2022 at 10.00am in the Committee Room, Windmill Lane, Northam

Present: Cllrs Tisdale (Chairman), Mrs McCarthy from minute no:2208/309, Edwards, Hames, Himan, Leather and the Mayor (ex-officio)
In attendance: Mrs Jane Mills – Town Clerk
2 Members of the public

2208/301 Apologies

Apologies were received from Cllr Mrs McCarthy but she subsequently attended the meeting.

2208/302 Chairman's announcements

The Chairman commented on how lovely the flowers are looking all around the Town Council area and asked for thanks to be conveyed to the Maintenance men. He was pleased to see the boat re-instated at Buckleigh. Members were given an update on the bench at Honey Street, this will be an agenda item next meeting.

Action Point - Bench at Honey Street to go on the next agenda.

2208/303 Declarations of interest

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

2208/304 To agree the agenda as published

It was **resolved** to agree the agenda as published after moving agenda item 12 to follow Action Points.

Proposed: Cllr Tisdale, Seconded: Cllr Edwards (all in favour)

2208/305 To confirm and sign the minutes of the Town Projects Meeting held 5th July 2022 as a correct record

It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 5th July 2022 as a correct record.

2208/306 Public Participation

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Two members of the public wished to speak.

They spoke about the need for picnic tables, litter bins and jubilee planting, and the cost of fencing at Burrough Farm.

Future enhancement will be on the next agenda.

Action Point - Future enhancement at Burrough Farm will be on the next agenda

2208/307 To consider Action Points

Action Points were noted. Cllr Hames requested an update on Blackies and the adjoining area belonging to DCC which is in an unsatisfactory condition, a letter will be sent to DCC. There was a request for a bus shelter to be placed on a future agenda.

Action Point - Write to DCC and agenda item bus shelter

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Action Point - Write to DCC and agenda item bus shelter

- 2208/308 To receive an update on Burrough Farm Fencing with amended plan.**
It was **resolved** to engage the contractor to complete the works according to the plan at the agreed price.
Proposed: Cllr Laws, Seconded Cllr Leather (4 in favour 3 abstentions)
It was further **resolved** not to register Burrough Farm in its entirety with Fields in Trust
Proposed: Cllr Edwards, Seconded Cllr Leather (5 in favour 2 abstentions)
Action Point - instruct contractor
- At this juncture Cllr Mrs McCarthy arrived at the meeting
- 2208/309 To consider a response from Torrridge District Council regarding the benches in Irsha Street adjacent to the lifeboat station**
It was **resolved** to take over the 3 benches with no commuted sum
Proposed: Cllr Edwards, Seconded: Cllr Mrs McCarthy (all in favour)
Action Point - advise TDC
- 2208/310 To consider options for the verges in Golf Links Rd.**
It was **resolved** to proceed with planting daffodil bulbs at the appropriate time
Proposed: Cllr Laws, Seconded: Cllr Mrs McCarthy, (all in favour)
Action Point - add planting to schedule.
- 2208/311 To receive an update on the Etesia weeder**
Members were advised that a demonstration will be available in the next couple of weeks
- 2208/312 To consider a handrail alongside the steps from the Lookout Path to the Mount**
It was Proposed by Cllr Hames, and Seconded by Cllr Mrs McCarthy that NTC obtain a quote for a handrail for the whole stretch to beyond the kissing gate
There were 3 votes in favour and 4 votes against.
It was further Proposed by Cllr Hames and Seconded by Cllr Laws that a quote is sought for a handrail from the kissing gate at the top to the first seat.
There were 5 votes in favour with 2 against
Action Point - seek quotes, agenda item
- 2208/313 To consider wording for the signage on the anchor in Anchor Park**
It was resolved to proceed with the wording and photograph as distributed.
It was **resolved** to proceed with an order for signage.
Cllr Laws, Seconded: Cllr Mrs McCarthy, (all in favour)
Action Point - arrange signage
- 2208/314 To consider an update on a possible extension to Northam Hall**
It was **resolved** to no longer proceed with an extension to the Hall following the offer from TDC to rent a garage at Windmill Lane.
Proposed Cllr Leather, Seconded: Cllr Tisdale, (majority in favour 1 abstention)
- 2208/315 To consider additional water storage at Northam Hall**
It was **resolved** to proceed with the purchase of additional storage
Proposed: Cllr Hames, Seconded Cllr Mrs McCarthy (all in favour)
Action Point: order additional storage

There being no further business the meeting finished at 11.35 am

Signed

Dated.....

Minutes

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Tuesday 6th September 2022 at 6.30pm in the Committee Room, Windmill Lane, Northam

Present: Cllrs Tisdale (Chairman), Mrs McCarthy, Miss Woodhouse, Edwards, Hames, Himan, Leather and the Mayor (ex-officio)

In attendance: Mrs Jane Mills – Town Clerk
Cllr Mrs Hodson, Davis and Sargent
1 Member of the public

2209/413 Apologies. All present

2209/414 Chairman’s announcements

The Chairman advised that the welcome to Westward Ho! Sign has disappeared, it is being reported as a crime after confirmation that it has not been removed by contractors
Action Point: seek information on replacement.

2209/415 Declarations of interest

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

2209/416 To agree the agenda as published

It was **resolved** to agree the agenda as published after bringing forward item 13 to follow action points

Proposed: Cllr Edwards, Seconded: Cllr Mrs McCarthy (all in favour)

2209/417 To confirm and sign the minutes of the Town Projects Meeting held 2nd August 2022 as a correct record

It was agreed to defer the signing of the minutes to the next meeting.

Action Point: next agenda.

2209/418 Public Participation

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A member of the public wished to speak at the relevant agenda item.

2209/419 To consider Action Points

Action Points were noted.

2209/420 To consider a replacement bench at Honey Street

It was **resolved** to suspend Standing Orders to allow a member of the public to speak

Proposed: Cllr Laws, Seconded: Cllr Edwards (all in favour)

It was **resolved** to re-instate Standing Orders

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Edwards (all in favour)

It was **resolved** to re-instate the bench with a plaque in memory of “Jungle Jones, Lily and Bridget Kelly.”

Proposed: Cllr Tisdale, Seconded: Cllr Leather (all in favour)

Action Point: Move ahead with bench and plaque

- 2209/421 To consider a request from Full Council to consider registering our parks and outside spaces with Fields in Trust.**
It was **resolved** to ask each ward to submit their choice/decision to the Town Clerk within the next two weeks.
Proposed: Cllr Tisdale, Seconded: Cllr Laws (3 in favour, 3 against and two abstentions, the Chair used his casting vote in favour)
- 2209/422 To consider a replacement vehicle (referred from Full Council)**
It was **resolved** to seek advice from the garage and re-circulate the previous report, with the addition of leasing information for a future meeting.
Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale, (majority in favour, one abstention)
Action Point: agenda future meeting.
- 2209/423 To receive an update on the Etesia weeder**
It was **resolved** not to proceed with the purchase of the weeder.
Proposed: Cllr Edwards, Seconded: Cllr Leather, (all in favour)
- 2209/424 To consider an update on a handrail alongside the steps from the Lookout Path to the Mount (quote for reduced length of handrail to follow.)**
It was **resolved** to contact the affected landowners, subject to their agreement to go ahead, seek three quotes and contact Appledore groups to seek assistance with funding.
Proposed: Cllr Laws, Seconded: Cllr Tisdale, (six in favour two against)
Action Points: contact landowners, if agreed seek three quotes and possible funding
- 2209/425 To receive an update on Burrough Farm fencing to include future enhancement at Burrough Farm**
Members were advised that retrospective permission is being sought from Fields in Trust and agreement with TDC. Burrough Farm enhancement to be considered at a future meeting.
- 2209/426 To consider an update on a bus shelter**
This was deferred to a future agenda until a response is received from the bus company.
Action Point: future agenda
- 2209/427 To consider an additional offer of benches from TDC**
It was **resolved** to accept the offer of additional benches, but to confirm continued maintenance of the grassed area by TDC.
Proposed: Cllr Edwards, Seconded: Cllr Tisdale, (all in favour)
Action Point: Advise TDC and circulate response.
- 2209/428 To consider replacing the swing at Lords Meadow**
It was **resolved** to replace the damaged swing through an insurance claim.
Proposed: Cllr Leather, Seconded: Cllr Tisdale, (all in favour)
Action Point: Pursue claim and replace swing
- 2209/429 To consider the material to be used to repair the three bay bus shelter Golf Links Rd**
It was **agreed** to seek three quotes for a perforated replacement
Action Point: seek three quotes
- 2209/430 To consider a review of Northam Town Council user charges**
It was agreed to refer this to Finance and HR
Action Point: refer to Finance and HR
There being no further business the meeting finished at 8.25pm

Signed.....Dated.....

Action Points for Town Projects

Meeting October 2022

Chairman's announcements	seek information on replacement of Westward Ho! Sign, in progress
To confirm and sign the minutes of the Town Projects Meeting held 2nd August 2022 as a correct record	Placed item on next agenda.
To consider a replacement bench at Honey Street	Moved ahead with bench and plaque, in progress
To consider a replacement vehicle	Placed item on next agenda.
To consider an update on a handrail alongside the steps from the Lookout Path to the Mount	contact landowners, if agreed seek three quotes and possible funding, in progress
To consider an update on a bus shelter	Placed item on future agenda. Quotes being sought.
To consider an additional offer of benches from TDC	Advised TDC they have confirmed the transfer, grounds maintenance will continue, we will maintain the benches, with no commuted sum
To consider replacing the swing at Lords Meadow	Pursuing claim and replace swing, in progress
To consider the material to be used to repair the three bay bus shelter Golf Links Rd	seeking three quotes, future agenda
To consider a review of Northam Town Council user charges	referred to Finance and HR

Northam Town Council



Town Projects ***4th October 2022***

Report author: Tina Tucker Admin Officer

Agenda item 11

Replacement of curtain poles at Northam Hall

Introduction

1. *To replace existing pull cord curtains.*

Recommendation

2. *There are currently 5 curtains rails which are damaged beyond repair due to hall users opening and closing them without using the cord.*
3. *Whether to replace existing curtains with pull cord or pole curtain rail.*

Financial Implications

4. *There are no financial implications to installation as this can be done by our maintenance team.*
5. *To replace the current tracks there are 2 options:*
 - *Palermo Cage Finial 28 mm Extendable Metal Curtain Pole Rods Voile Easy Fitting, Black Nickel 180 - 340 cm with rings, Qty 7 = £179.48 inc vat.*
Optional extra to make the curtain ring glide easier and quitter:
 - *Metal Lined Quiet Curtain Rings For 28mm diameter Poles - Black - Pack of 50, Qty 4 = £51.80 inc vat*
 - *Swish Superluxe Corded Curtain Track Set, White, 250 Cm, Qty 7 = £349.93 inc vat.*