



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

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

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 7<sup>th</sup> February 2023 at 10.00am**. The agenda for the meeting is shown below.

*M J Mills*

Mrs Jane Mills BA(Hons)  
Town Clerk

Date of issue 01/02/2023

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 between Part A and Part B (confidential information)**
- 5 To confirm and sign the minutes of the Town Projects Meeting held 9th January 2023 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.



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

- 7 To consider Action Points (*herewith*)**
- 8 To consider replacement of finger posts at Westward Ho! (*information herewith*)**
- 9 To consider a request from Appledore Pilot Gig Club (*information herewith*)**
- 10 To review the terms and conditions of Appledore Boat Park (*information herewith*)**
- 11 To receive an update on play park repairs following the ROSPA inspection *Information herewith Appletree Gardens/Ridgeway Drive***

**Part B**

- 12 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.**
- 13 To confirm and sign the minutes of the Town Projects Meeting held 9th January 2023 (Part B). as a correct record (*herewith*)**
- 14 To receive annual reports from Northam Lions Football Club as per the lease (*information herewith*)**
- 15 To resolve to readmit members of the press and public.**

**Minutes****Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Monday 9<sup>th</sup> January 2023 in the Council Chamber, Windmill Lane, Northam**

**Present:** Cllrs Tisdale (Chairman), Miss Woodhouse, Edwards, Hames, Himan, Laws, Leather and Mrs McCarthy from minute 2301/756

**In attendance:** Mrs Jane Mills – Town Clerk  
Cllr Mrs Hodson – non-committee member

- 2301/746 Apologies**  
Apologies were received from Cllr Mrs McCarthy who arrived at minute no
- 2301/747 Chairman’s announcements**  
The Town Clerk advised members that a response and information had been received from the gig club, this will be an agenda item for the next meeting  
**Action point:** Agenda item next meeting.
- 2301/748 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.  
There were none
- 2301/749 To agree the agenda between Part A and Part B**  
It was **resolved** to agree the agenda  
Proposed: Cllr Hames, Seconded: Cllr Laws (all in favour)
- 2301/750 To confirm and sign the minutes of the Town Projects Meeting held 6<sup>th</sup> December 2022 as correct record.**  
It was **resolved To confirm and sign the minutes of the Town Projects Meeting held 6<sup>th</sup> December 2022 as correct record.**  
Proposed: Cllr Leather, Seconded: Cllr Himan (all in favour).
- 2301/751 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.*  
No members of the public were present.
- 2301/752 To consider Action Points**  
The Action Points were noted
- 2301/753 To consider replacement finger posts at Westward Ho!**  
It was agreed that a report is brought to the next meeting detailing ideas and costings.  
**Action Point:** Bring a report on finger posts to the next meeting
- 2301/754 To consider the equipment at Anchor Park (multiplay)**  
It was **resolved** to seek at least three quotes for a similar piece of replacement equipment and resurfacing the area below.  
Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour)  
**Action Point:** seek quotes, bring a report to a future meeting.
- 2301/755 To consider “TrailTale”**  
It was **resolved** not to proceed with consideration of this App at present  
Proposed: Cllr Laws, Seconded: Cllr Leather (majority in favour one abstention)  
Cllr Mrs McCarthy arrived at the meeting



## Report to Town Projects on Finger Posts. February 2023

A request has been received to replace the finger post at Westward Ho! As it has fallen into disrepair, it will not be replaced by Devon County Council. There is an additional post at the slipway which is also in need of a refurbishment.

Following the last Full Council Meeting when the County Councillor advised he still had £1500 in his locality budget, I applied to DCC for the funding towards the cost of a replacement. The application was sent off the day after the Full Council Meeting.

I contacted one company and used their cost figures to enable me to submit the request promptly, their costs are detailed below.

**Traditional Finger post with 5 arms, including one line of lettering on each arm, a finial at the top which could include a vinyl insert of our crest and delivery £2900**

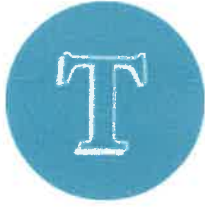
If we wished to proceed and our funding request is accepted we would need to fund £1400 from our projects pot.



- Stainless steel and aluminium construction



- Variable direction arms



- Permanently cast lettering



- Powdercoat finish to standard colour
- Delivered in 6 weeks\*



1 year manufacturer's warranty

This is a similar design and costings are awaited



Again this is a similar design and costs are awaited



There is no urgency to make a decision on the company we use until we hear from DCC as to whether or not we will be receiving a grant.

We do need to consider,

Do we want traditional style, wooden, or recycled see below for many options

## **Introduction to fingerposts and arms**

Fingerposts, also known as finger post signs and guideposts, provide a friendly means of waymarking and navigation, particularly for pedestrians in town centres, villages, rural parks, visitor centres, footpaths and bridleways. Fingerposts come in a wide array of styles, which makes them attractive items of street furniture in their own right.

Fingerpost components typically include a column with or without a decorative finial and a number of directional arms inscribed with letters, symbols or pictograms.

### **Fingerposts for villages, towns and heritage sites**

**Steel**, **stainless steel** and **aluminium** fingerpost designs provide durable, user-friendly directional signage, which complements architecture in contemporary public spaces, around public transport terminals, and in commercial developments.

**Cast iron** fingerpost designs typically draw on more established signpost and finger profiles, and are well suited to villages and heritage sites.

**Polyurethane fingerposts** are available as an alternative to cast iron.

Contrasting colours are specified to make guideposts clear to pedestrians: as well as traditional colourways such as gold lettering on black fingerarms for heritage sites, black lettering on a white background for village signs, contemporary treatments include colourful signs, particularly when fingers are made from cast aluminium.

Columns are usually painted black, white or grey.

### **Fingerposts for rural and countryside locations**

**Timber fingerpost** designs, in selected hardwood and softwood timbers, are typically used in rural and countryside locations to guide pedestrians and horse riders on footpaths and bridleways, or around visitor centres at historic sites and gardens.

As an alternative to timber, **recycled plastic fingerposts** are also available.



## **Positioning and lettering**

Directional finger arms should be a minimum of 2.1m above pavement level in towns, cities and villages.

Lettering is usually specified in sans serif fonts in upper and lower case letters as they are easier to read, although serif fonts can also be effective if carefully chosen.

# Country Profile



9

Abbots Marsh Cottage, Burrington, Umberleigh, North Devon EX37 9ND  
Tel: 07803 134762 E-mail: kevin@countryprofile.net

1/1/2023.

Dear Sir/Madame

I have been asked on behalf of Appledore Pilot Gig Club to make comment on a resent application that we recently made to yourselves concerning the expansion of the carpark area.

We would undertake all work to comply with current regulations i.e. that any retaining wall has to be at least one quarter of the width of that which you are retaining.

We would propose that a new 200mm block wall would be built on a new concrete foundation with a minimum of 225mm concrete depth x 500mm width set below ground level.

In the main part the wall would only need to be 300mm high with only one small area in the far corner getting anywhere near the height of 800mm.

We would also propose that the new wall would be a min of 800 mm from the existing retaining wall which is against the pavement but please note that this only applies to the lowest part of the wall as our new wall would be much further away as indicated on the plan.

I would also be happy to meet anyone on site if you have any more concerns.

Yours Sincerely

Kevin Pincombe

A handwritten signature in black ink, appearing to read 'Kevin Pincombe', written over a faint horizontal line.

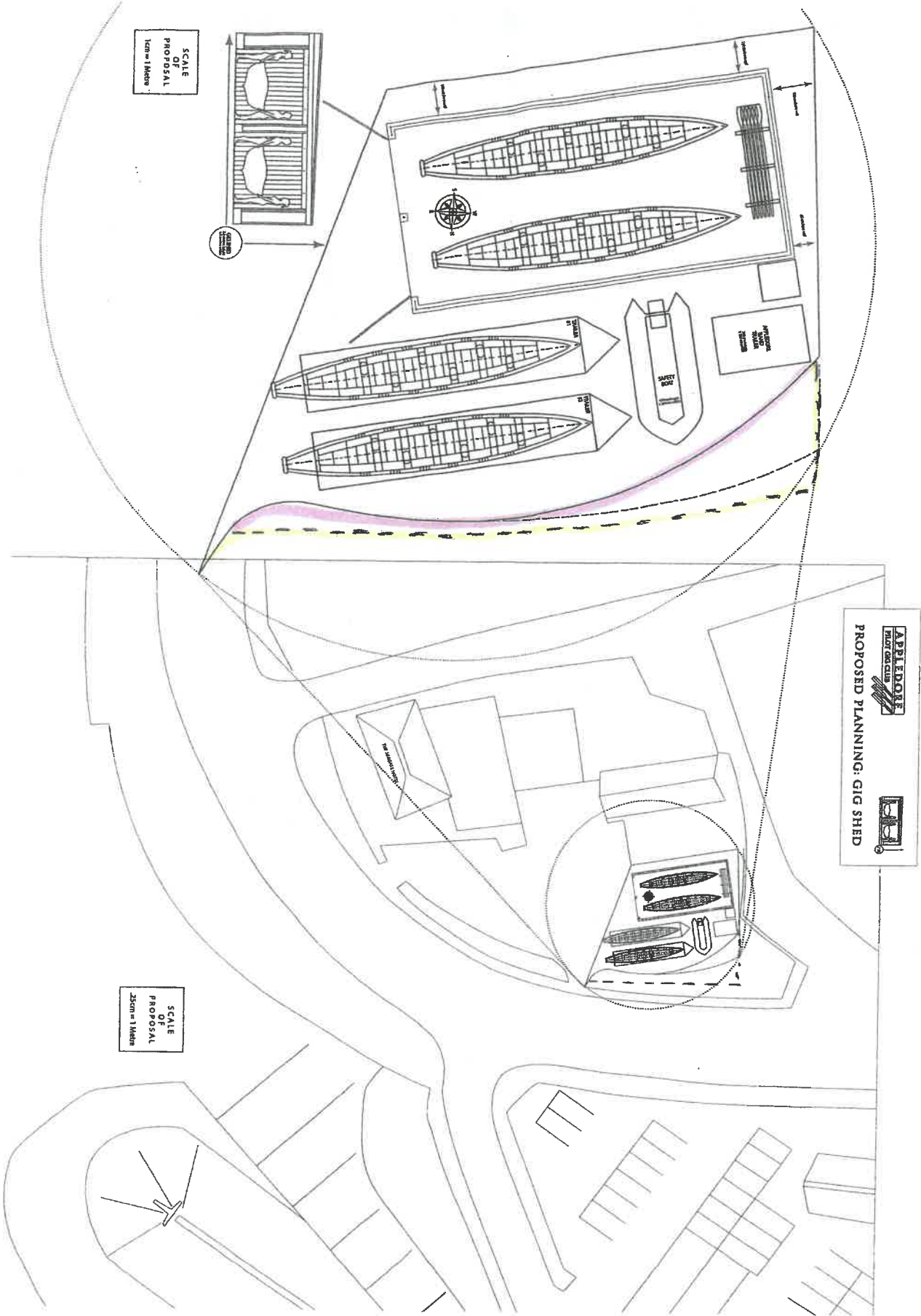
Country Profile

Building contractors

Vice chair Appledore pilot Gig club.

Retaining wall against road.  
New internal retaining wall (proposed),  
Red line indicates existing wall





BUILDING EGGS HAVE TOLD US THAT THERE WILL BE NO NEED FOR PLANNING APPLICATION.



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10

**PERMIT FOR BOAT PARK SPACE APPLIEDORE BOAT PARK**

2022/23 (date to be updated)

**Application for Licence**

I apply for a licence for a Boat Park Space for the Licence Period mentioned below and in consideration of the Licence Fee mentioned below. I understand that, if granted, the Licence will be made subject to the Terms and Conditions attached and agree and undertake with the Council to observe and perform the Terms and Conditions. I confirm that I am at least 18 years old. If the Licence is granted, I also undertake to place any sticker/disc given to me by the Council on my boat in a prominent position.

<b>NAME</b>			
<b>ADDRESS</b>			
<b>E-MAIL ADDRESS</b>			
<b>DAYTIME AND EVENING TELEPHONE NUMBER</b>			
<b>BOAT NAME</b>		<b>COLOUR</b>	
<b>OVERALL LENGTH</b>		<b>TYPE</b>	
<b>HULL MONO/MULTI HULL</b>		<b>NO OF PERMITS REQUIRED (ONE PER ITEM)</b>	

Signed \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE TICK AS APPLICABLE:**

- Payment enclosed
- Valid copy of my Insurance Policy Schedule enclosed
- Colour photograph of my craft/trailer enclosed

**Please note that your application will not be processed without the above.**



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**APPLEDORE BOAT PARK – Terms and Conditions**  
**(Open to Northam Town Council Ward residents only)**

**The use of the boat park site is subject to the following Terms & Conditions. The receipt of the signed Declaration and Indemnity shall be regarded as your acceptance of the Terms and Conditions detailed.**

- 1 Spaces are let on an annual basis from 1<sup>st</sup> April to 31<sup>st</sup> March. No fee reduction will be made for anyone acquiring a space late in the year or surrendering the space early.
- 2 The permit is personal to the applicant and may not be transferred for the benefit of another person without prior agreement of Northam Town Council. The permit is not valid unless the required fee is paid in full, in advance.
- 3 The use of the site shall be to place thereon the boat, trailer and/or tender described in the application and for no other purpose and the permit holder undertakes to keep the site clean, tidy and litter-free and to notify the Council if the craft is replaced with another.
- 4 The boat, trailer and tender shall only be left in the area designated for the purpose of boat parking, fitting into the space allocated for that individual boat and not cause any obstructions or overhang the designated area. No boat, including its trailer, bow sprit and engine, shall exceed a total of 20 feet in length, unless by prior arrangement with Northam Town Council.
- 5 The official boat permit shall be clearly displayed on the boat, trailer and tender. The name of the boat and the owner shall also be displayed in a conspicuous position.
- 6 No petroleum fuels or flammable materials can be left on the boat park. The use of toxic or corrosive substances of any kind is prohibited.
- 7 Northam Town Council does not accept any responsibility for loss or damage to any craft or trailer. The boat owner must fully insure against this eventuality and include Public Liability Cover, such cover to be in force during the period of the licence. A copy of the policy is to be lodged with Northam Town Council.
- 8 Any correspondence given by Northam Town Council to the permit holder shall be sent to the permit holder's last known address, which is held on the Northam Town Council records. It is the permit holder's responsibility to notify Northam Town Council of a change of address.
- 9 To help with identification of boats, trailers and tenders, when site inspections are carried out and to check the Public Liability insurance submitted, it is required that a clear photo of the boat is enclosed with the application. If a permit holder changes their boat during the permit's duration, the appropriate change of paperwork and photograph must be lodged with Northam Town Council.
- 10 If, on inspection, and without Northam Town Council permission, a different boat is found to be occupying a space other than that detailed on the application form, this will be removed.
- 11 Boats found to be in an unsatisfactory or dangerous condition shall not be permitted to be on site. The Council reserves the right to remove any craft deemed to be in an unsatisfactory condition, or there is non-payment of the annual fee, no valid insurance record on file, or a valid permit is not displayed. If there are any breaches of the conditions contained herein, the permit shall be forthwith cancelled.
- 12 A charge will be levied for the removal and storage of any craft/trailer and full payment will be required prior to its release. The weekly storage cost is £20 per week. If a craft/trailer is not claimed within six months of the date of the first correspondence, Northam Town Council reserve the right to dispose of the craft/trailer, in any manner they see fit, and will seek to recover any costs incurred.

**Current Pricing - £50 per annum for a boat plus trailer and tender up to 10 feet with an extra £4 per foot up to a maximum of 20 feet.**



# Report to Town Projects

## re Appletree Gardens and Ridgeway Drive

### February 2023.

#### Appletree Gardens

The recent ROSPA report highlighted the following, but they are all very low risk or low risk.

- Gate closing too quickly has been adjusted and closes in permitted time
- Gate opening less than 12mm entrapment problem has been adjusted
- Gate snagging on surface grass edge cut back no snagging now
- Loose posts recommendation very low risk, monitor and reset when necessary (being monitored)
- Rubbish bin flip top lid  
Liner insecure recommend lock bin  
Liner has been secured, if lid is locked no rubbish can be placed in it. Consider different style of bin as at Ridgeway.
- Sign requires additional info There is no emergency number but assume call 999
- Loose posts around fence Belongs to neighbouring property.
- Bench algae and moss In the refurb programme being completed by Maintenance men
- Rocking equipment preservative to be applied on strimmer cuts, being Monitored as per inspection report.

#### Ridgeway Drive

The recent ROSPA report highlighted the following, but they are all very low risk or low risk.

- Gate closing too quickly has been adjusted and closes in permitted time
- Gate opening less than 12mm entrapment problem has been adjusted
- Gate rust patches Rust treatment and repaint started
- Trip hazard at gate contractor contacted to re-instate surface
- Posts loose(perimeter) have been strengthened
- Gate no drop bolt sleeves being sourced and will be installed
- Sign requires additional info There is no emergency number but assume call 999
- Bench small amount of rot being monitored as recommended and in bench programme
- Bin unsecure has been secured
- Graffiti all graffiti removed
- Safety surface wear recommended monitor and repair as required
- Rotor Play some rust being treated and monitored
- Rotor play opening contacting installer
- Rotor Play frame beginning to project recommended to monitor

- Swings need repaint                    in progress
- Swings chain wear                    monitoring as advised
- Basket swing surface  
Corrosion                                being treated
- Basket swing seat bushes            recommended to monitor for wear and discuss with  
contractor
- Activity centre loose fittings    All tightened
- Activity centre and play panel  
Moss and algae                        All cleaned

Further reports will be presented monthly.

The Town Clerk and Deputy have discussed the reports and issues and suggest that the option to employ an inspector twice a year in addition to the annual inspection, with a view to them advising on faults that have arisen and provide quotes for necessary repairs which are beyond the remit of the maintenance men, be considered.