



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

Town Clerk: Mrs Jane Mills BA(Hons)
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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 7th March 2023 at 6.30pm**. The agenda for the meeting is shown below.

M J Mills

Mrs Jane Mills BA(Hons)
Town Clerk

Date of issue 01/03/2023

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 7th February 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



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



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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 consider Grab Posts on Lookout Path (*Cllr Hames*)**
- 9 To ratify a decision made under Chairman's Announcements to renew the Skatepark Lease and proceed with repairs**
- 10 To receive an update on play park repairs following the ROSPA inspection
*Information herewith, Anchor Park***
- 11 To consider revising the recording and reporting procedure and associated paperwork for internal play park inspections undertaken by Council employees
*(example [Anchor Park] herewith)***
- 12 To receive a report on vehicles (*herewith*)**
- 13 To consider the installation of a dog bin at end of path 26 by Seafeld Holiday Park, Westward Ho!**
- 14 To consider a request for installation of a dropped kerb at Morwenna by the Daisy Chain Centre (*Cllr Ford*)**
- 15 To consider a request by the Friends of Appledore School to use Anchor Park for coronation celebrations (*to follow*)**

Part B

- 16 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.**
- 17 To confirm and sign the minutes of the Town Projects Meeting held 7th February 2023 (Part B). as a correct record (*herewith*)**
- 18 To resolve to readmit members of the press and public.**

Minutes**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Tuesday 7th February 2023 in the Council Chamber, Windmill Lane, Northam**

Present: Cllrs Tisdale (Chairman), Edwards, Hames, Laws, and Leather
In attendance: Mrs Jane Mills – Town Clerk

- 2302/859 Apologies**
 Apologies were received from Cllr Mrs McCarthy and Cllr Himan
- 2302/860 Chairman's announcements**
 The Chairman spoke about how delighted he was that the Welcome to Westward Ho! sign has been restored following the theft of the previous sign. He inquired about the situation with footpaths and was advised that the council has requested an extension to the end of February to submit the returns. The Town Clerk advised members that the drain report for Northam Hall has just been received and due to the age and condition of the drainage it is recommended that the drain be replaced. The Town Clerk will bring full information to the next Full Council meeting. Members were further advised that Torridge District Council was happy to provide a new five year- lease of the skate park at a peppercorn rent and to waive the legal costs. Members agreed to proceed with the lease and commence repairs to the skate park. This will be an agenda item to be ratified at the next meeting
Action Points: Confirm lease renewal and proceed with skatepark repairs, agenda item to ratify next meeting, Drain at Northam Hall on Full Council.
- 2302/861 Declarations of interest**
 Members were reminded that all interests should be declared prior to the item being discussed.
 There were none
- 2302/862 To agree the agenda between Part A and Part B**
 It was resolved to agree the agenda
 Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)
- 2302/863 To confirm and sign the minutes of the Town Projects Meeting held 9th January 2023 as correct record.**
 It was resolved to confirm and sign the minutes of the Town Projects Meeting held 9th of January 2023 as correct record.
 Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour).
- 2302/864 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.
- 2302/865 To consider Action Points**
 The Action Points were noted (Town Clerk to chase Stagecoach re bus shelter)
- 2302/866 To consider replacement finger posts at Westward Ho!**
 It was proposed by Cllr Leather and seconded by Cllr Laws that subject to receipt of the locality grant that the Town Council proceeds with the purchase of the finger post example and costings shown on page one of the report. There was a further proposal by Cllr Edwards, seconded by Cllr Hames that this is deferred to a future meeting, when full details and costings could be presented.

There were two votes in favour of Cllr Edwards proposal, and three against, the proposal fell.

There were three votes in favour of the first proposal and two votes against so this proposal will proceed.

Action point: proceed with ordering the fingerpost subject to receipt of the locality grant.

2302/867 To consider a request from Appledore Pilot Gig Club

It was **resolved** to go ahead and grant permission subject to there being no restrictions in any of the covenants.

Proposed: Cllr Leather, Seconded: Cllr Laws (majority in favour, one abstention).

Action point: Town Clerk to check covenants and confirm permission subject to no restrictions

2302/868 To review the terms and conditions of Appledore Boat Park

It was **resolved** to accept the terms and conditions as presented

Proposed: Cllr Hames, Seconded: Cllr Edwards (all in favour).

2302/869 To receive an update on play park repairs following the ROSPA inspection (Appletree Gardens/Ridgeway Drive) but did not feel it was necessary to have additional inspections (except those done by the maintenance men) through the year



Report for Anchor Park
on work completed by the Maintenance Men
following the ROSPA report

Trip hazard edge of path surface	Tarmac and bonding agent used to repair
Self-closing gates regularly	All close in 4-8 seconds, being monitored
Surface inside gate eroding	Rubberised matting installed
Fences	Loose fittings tightened monitored
Benches	All fixings secured, being monitored regularly, rolling programme
Concrete under benches	repaired as necessary
Excess thread on some benches	this has been removed
Bins	Not fit for purpose, cannot secure lid, suggest similar to Ridgeway Drive
Trees integrity	Regularly monitored
Hole in surface under roundabout	will contact a contractor
Algae/moss on some surfaces	Investigating options to use on specialised surfaces
Trip hazards at edge of surfaces	will be planted up at appropriate time to eliminate problem
Weeds	being removed
Edge protection on equipment sharp edges	Alternative being sought
corrosion on swing, suspension	contacting a contractor
basket swing bushes & clearance	contacting a contractor
1 bay 2 seat swing corroded	contacting a contractor
Seat mountings	seeking covers
Rotor play	removed splintered edges
Multiplay	being replaced
Tree canopy	trimmed to correct distance
Football area & posts	surface re-instated

Guidance on Inspecting Children's Outdoor Play Areas

Routine inspections of play areas should be done on a regular systematic basis; and the daily/weekly inspections that this checklist is designed for can be carried out internally by yourselves. You should also have monthly/quarterly operational inspections checking moving parts; oiling and tightening; minor repairs; checking fences and gates etc. These can either be carried out internally or bought in. There is also a requirement to have annual inspections of play equipment, which can only be carried out by independent competent assessors.

The actual route followed around the area does not matter. However, it should be a consistent route to avoid missing anything. This daily/weekly checklist will help with this. The generic checklist can be used to produce your own checklist by picking and choosing items relevant to your area.

Around 60% of all accidents on play areas do not occur on play equipment but on ancillary items or approaches, so ensure these areas are included in your inspection. A high proportion of accidents occur from tripping on uneven surfaces.

It is important that inspections are 'hands on' and that you use all of your senses. Look at, listen to and use the equipment. Sound differences in particular can help identify problems that would not otherwise have been obvious. Take extra care not to put your hand where you haven't looked first, just in case any sharp objects have been left.

Start looking for hazards as you approach the play area. Check that paths are in good condition, without trip hazards and that there is nothing overhanging or projecting onto the path which children could run into.

When you reach the play area check the general surface for trip hazards including that the edges of all 'safer' surfacing are level with the surrounding areas (trip hazards). Check the 'safer' surfacing is in good condition and all tiles are in place. If any are loose, stick them back down. Check surfaces for slipperiness. Rubberised surfaces can get an almost invisible algae build up which can make them very slippery when wet.

Use a 'hands on' approach on all equipment and use it where possible.

On spring items, try giving them a hard push to make them rock violently. Listen and you will find that if there is anything loose you will hear it.

On roundabouts again use your hearing to help. It should revolve noiselessly. Stand on the edge and gently bounce up and down to check for excessive movement which might indicate that the bearings are worn.

Where you have a slide on a unit, stand at the top and look down the slide. Check the steps are secure and the chute is free from obstructions. Try standing on the slide run out to see if there is any movement (indicative of loose fixings).

On swings check seats for damage (replace when you have cuts more than 80mm wide exposing bare metal). Check on cradle seats that the centre strap (that goes between legs) is firmly fixed. Turn the seats over and check that there are no projecting bolts underneath. Separate the links on chains (where the chains meet the seats and where the diagonals meet) to check for wear. Replace chains at 30%-40% wear. Throw the swing seat vertically up in the air and watch closely the shackle pin for movement. If the pin moves sideways only, there is unlikely to be bush or shackle wear. If however, there is a rocking motion, this can indicate that the shackles of bushes are worn.

From time to time sit on the swing seat and gently swing, looking upwards to the top bar. This should not move. If it turns at all then the head bar is loose in its fixings.

Use your weight to check stability of items. Where there are chains or ropes on any equipment make sure they are secure and in good condition and that ropes cannot form a loop (so they can't be caught around a neck).

Look for any areas on equipment where there are unexpected changes in colour. These can indicate that a component is missing.

If you have old metal tubes as part of play equipment construction, try hitting the metal with a rubber mallet and listen. If there is serious internal rusting you will hear a sound, like rain, as the rust you have disturbed falls down inside the tube.

If hollow metal appears to be 'bowing' at any point this is an indication that there may have been damage due to water build up in the hollow, which when it freezes then 'bows' and eventually splits the metal.

Anchor Park Weekly/Monthly Checklist for Children's Outdoor Play Areas & Equipment

Site General	Yes	NO	Remedial Action Required	Action Taken by Whom?
Is the site free from litter, glass or any other dangerous object? (w)				
Is site and surrounding areas free from animal fouling? (w)				
Are gates in working order?				
Are pathways undamaged and free from obstructions?				
Are any barriers present and in place?				
Are fences secure and complete without any protrusions?				
Do nearby trees appear to be in good condition and not likely to fall?				

Ancillary Items	Yes	NO	Remedial Action Required	Action Taken by whom?
Are all seats and benches and tables undamaged and in good condition?				
Are litter bins secure and undamaged?				
Have the bins been emptied? (w)				
Is the planting safe and undamaged? (w)				

(w) = weekly

Surfacing	Yes	NO	Remedial Action Required	Action Taken by whom?
Are safety surfaces undamaged and free from any trip hazards?				
Are loose-fill surfaces levels, at least 300mm deep and without rubbish or fouling?				
Is safety surfacing level with surrounding ground and not causing trip hazards?				
Are there no weeds present? (w)				
Does the site appear to be well drained without excessive puddling?				
If surfacing is grass, is it in good condition without undue wear?				

All Equipment	Yes	NO	Remedial Action Required	Action Taken by whom?
Are all supports present, secure and free from decay at ground level?				
Is all timber and metal work undamaged and free from corrosion?				
Are supports secure in the ground and are all fixings secure?				
Are all safety barriers present?				
Does equipment work properly and without undue noise?				

(w) = weekly

Swings	Yes	NO	Remedial Action Required	Action Taken by whom?
Are the chains intact and in good condition with less than 40% wear?				
Are the swing seats unbroken with no exposed metal?				
Are the seats fixed securely (with secure centre bar on cradle seats)?				
On single point swings is the beam padded where children might strike it?				

Slides	Yes	NO	Remedial Action Required	Action Taken by whom?
Are steps in good condition and not slippery?				
Are handrails secure and in good condition?				
Is the chute securely fixed, undamaged and clear of foreign objects (carefully check under sides of chute)?				

Rotating Items	Yes	NO	Remedial Action Required	Action Taken by whom?
Is it undamaged and is the platform level?				
Does it revolve smoothly and noiselessly?				
Are all safety features present?				
Does any speed restrictor work?				
Are there no protruding bolts etc. under the platform?				
Is it clear of rubbish underneath? (w)				

(w) = weekly

Climbing and Agility Items	Yes	NO	Remedial Action Required	Action Taken by whom?
Are all supports present and secure and free from decay at ground level?				
Is all timber or metal work undamaged and free from corrosion?				
Are all the bars in place, securely fixed and any tube ends plugged?				
Are any overhead bars/rings all present, securely fixed, and do bars not rotate?				
Are all ropes or chains present and in good condition and firmly fixed?				
Are all nuts and bolts secure without any projecting thread?				
Do loose ropes not form a loop?				

Bridges	Yes	NO	Remedial Action Required	Action Taken by whom?
Is there no gap opening at the ends which children can slip through?				
Are bridge slats all present, secure, and evenly spaced?				
Are all fixings secure and in good condition?				
Are chains and ropes secure without undue wear?				

(w) = weekly

Multi-Play Items	Yes	NO	Remedial Action Required	Action Taken by whom?
Are goals/nets in good condition and undamaged?				
Are all fences and barriers in good condition and undamaged?				
Are all nuts and bolts secure without any projecting thread?				
Is the surface in good condition and free from rubbish?				
Is surface level with surrounding ground and not causing trip hazards?				
Are surrounding grass areas in good condition?				

Recording:-

1. Have all the above faults been reported to the relevant person?
2. Has action been taken on previous faults?

Name of Establishment

Signed.....

Print Name

Date

Report on vehicles March 2023

Currently all our vehicles are running, having passed their MOT's where necessary.

The office workload is such that it has not been possible to prepare a report on current options available for a replacement vehicle, when required.

This will really be a decision for the new Council in how they would like to move forward.

Jane Mills