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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

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 **Thursday 2nd November 2023 at 6.30pm**

The agenda for the meeting is shown below.

M J Mills

Mrs Jane Mills BA(Hons) PSLCC, MILCM
Town Clerk

Date of issue 27th October 2023

The following are Members of the Town Projects and Asset Management Committee: Councillors Ms Tait (Chairman), Bach, Bruins, Edwards, Mrs Hodson, Ms Lo-Vel, Mrs Whittaker, and the Mayor ex-officio. All Councillors are invited to attend.

Part A

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 September 21st, 2023, as a correct record (*herewith*)



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

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 consider an updated review of projects (*outstanding and completed, to follow*)

9 To consider the Green Flag Award Scheme (*information herewith*)

10 To consider planting for the planters (*Merry Harriers quote*)

11 To consider resurfacing of Footpath 10A (Goat's Hill)

12 To consider resurfacing of the basket swing base at Anchor Park

13 To consider seeking grants of funds or materials for hedge planting at Northam Lions Football Club

14 To consider requests for road markings in front of dropped kerbs and speed strips

15 To consider including replacement of the ball fencing at Lord's Meadow in the budget for 2024-25 (*verbal*).

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 September 21st, 2023, as a correct record Part B (*herewith*)

18 To resolve to re-admit members of the press and public.

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 21st September 2023 in the Committee Room, Town Hall, Windmill Lane, Northam

Present: Cllrs Tait, (Chair), Bach, Edwards, Lo-Vel, Mrs Whittaker and the Mayor (ex-officio)

In attendance: Guy Langton – Deputy Town Clerk

2309/342 Apologies
Apologies Cllr Bruins, and Cllr Mrs Hodson,

2309/343 Chairman's announcements

The Deputy Town Clerk brought three items to the committee's attention:

- A resident had contacted the Council with positive feedback on the planting schemes, especially in Anchor Park and more widely in Appledore.
- Cllr Bach had written to the Officers highlighting the Green Flag award scheme for local parks and green spaces, an international mark of quality, which aims to raise the standard of Parks and Green Spaces. Cllr Bach considered that a number of the Council's parks and green spaces may be eligible for inclusion. The matter would be included on the next agenda for more in-depth consideration.
- The Council had received a quote from Merry Harriers for planting for the Town's planters in 2024. The Matter would be included on the next agenda with a detailed report, including like-for-like quotes, should they be available.

Action points:

Include the Green Flag award scheme on a the next agenda, accompanied by a report.

Include planting the Council's planters on the next agenda, accompanied by a detailed report.

2309/344 Declarations of interest

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

There were none.

2309/345 To agree the agenda between Part A and Part B (*confidential information*)

It was resolved to agree the agenda between Part A and Part B

Proposed: Cllr Hames, Seconded: Cllr Mrs Whittaker (all in favour)

2309/346 It was resolved to confirm and sign the minutes of the Town Projects Meeting held 10th August 2023 as correct record, with the following amendments:

- At minute 2308/243, the resolution be amended to read "It was resolved to accept the officer recommendation, which included the bus shelters being installed and maintained by the provider rather than Northam Town Council."

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

- At minute 2308/250, the resolution be amended to read "It was resolved to make a donation, and that all future similar requests would be approached in the same manner."

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (all in favour)

The Chair would sign the amended minutes at the next meeting.

2309/347 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.

2309/348 To consider Action Points**Action Points:**

It was agreed to include the resurfacing of Footpath 10a (Goats Hill path) would be included on the agenda for the next meeting.

To include the resurfacing of the basket swing base at Anchor Park on the agenda for the next meeting.

To seek grants of funds or materials for hedge planting at Northam Lions, contacting the Club to advise them of the Council's activity.

To include a review of the agreement with Northam Lions Football Club on the agenda for the next meeting.

The remaining action points were noted.

2309/349 To consider an updated review of projects

It was agreed to note the review and accept subject to the understood amendments, as follows:

Lords Meadow zip wire repairs two quotes had been received for the work.

It was noted that the Council would be prudent to budget to comprehensively service and repair this item of play equipment annually.

It was **resolved** to accept the lower quote, the company offering to carry out the works for £817 (exVAT).

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

Action points:

To instruct the company to undertake the zip-wire repair.

To include likely costs of maintenance and replacement in future budgets.

Lords Meadow Jubilee Planting 2 new replacements received

We have a planting and maintenance regime based on professional guidance

The trees would be planted with a fertilizer and root promoting powder, and watering tubes would be installed at the same time, to enable more effective watering in dry weather.

Action point: Maintenance team to acquire the materials and plant the trees.

Anchor Park next phase planting

autumn by the Maintenance Men cost dependent at the time

It was **resolved** to collate all approved planting plans for the Council's land and planters/troughs/containers.

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

Action points:

Office to provide Cllr Hames with a map image of Anchor Park.

Cllr Hames agreed to draw all approved planting plans for Anchor Park together on one map, for a clear understanding of the whole planting plan.

Cllr Hames agreed to circulate the planting plans for Lords Meadow and Burrough Farm.

Office staff to collate all planting plans into a comprehensive document.

Irsha Street Enhancement

Rejected by Torridge DC
This matter was deemed completed.

White lining DCC matter

Councillor Edwards to speak to County Councillor

Appledore festoon and festive lighting

all checked and working

It was noted that some light strings at Westward Ho! were not working and a warranty claim had been made to the supplier.

Appledore Blackies

completion 13th September then submitted to the Land Registry. This matter was deemed completed.

Burrough Farm Fencing, hedging, parking

still looking at locking. Feedback had been received from Northam Lions FC in the action points at item 2309/348, above.

Cllr Edwards left the meeting at this juncture (11:10am)

dog bin requests

see TDC response circulated by emailed Cllr Tait to respond other areas (the matter was on the agenda).

Weed control

Reviewed annually

Battery powered equipment

reviewed by Maintenance Team considered as required

Footpath work

survey diarised

Anchor Park new equipment

completion 10-12 weeks
cost £24416.00

Action point: Office to confirm start date with the contractor.

Forthcoming:

Anchor Park & Burrough Farm hedging £4877.50 estimate

It was **resolved** to instruct the contractor to undertake the hedging work at Anchor Park only, estimated to cost £1,667.50 plus materials and travel.

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Hames (majority in favour).

Action Point: Amend review and add to next agenda.

It was **resolved** to recommend that Full Council consider the preparation of a detailed asset list to assist with the work of the Town Projects and Asset Management Committee and its budgeting process, to include likely replacement timescales and costs.

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)

2309/350

To consider siting two benches at Lord's Meadow

Cllr Hames to meet with a member of the Council staff team to identify suitable locations for the benches.

Action Point: Meet with Cllr Hames on site.

- 2309/351 To consider requests for dog bins at the green at Morwenna and two other locations**
It was **resolved** to write to Torridge District Council requesting they add dog waste bin emptying locations to their rounds at:
Burrough Road, opposite Griggs Close.
Morwenna Park Road, on the large green space.
Proposed: Cllr Hames, Seconded: Cllr Mrs Whittaker (all in favour)
Action Point: Officer to proceed at Torridge District Council.
- 2309/352 To consider installation of waste bins at the Council's Parks**
The matter was deferred to the next agenda, to be accompanied by a full report.
Action point: Draft the report and include on the next agenda.
- 2309/353 To consider replacement of a bench outside the Durrant House**
It was **resolved** to remove the bench and contact the Durrant House Hotel to seek a funding contribution for a replacement.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)
Action Point: Officer to instruct the Maintenance Team and make contact with the Durrant House Hotel.
- 2309/354 To consider an amendment to the previous decision regarding allotments**
It was **resolved** to amend Allotment Terms and Conditions clause 8 to be clarified to read:
The Tenant/s shall not, without the consent of the Council, erect any building on the allotment. Tenants need to ask for permission for a shed to be erected, the Council recommends that it be no bigger than 7ft x 5ft. Sheds should be positioned to not shadow neighbouring plots and no inflammable material (for example, petrol for tools) should be stored in them.
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)
- 2309/355 To consider the heating control system at Northam Hall**
It was resolved to replace the Hive™ heating control system at Northam Hall, with a system that was not adjustable by Hall users.
Action Point: Cllr Bach and the Deputy Town Clerk to look at the system used by a local community Hall.
- Cllr Edwards re-entered the meeting at this juncture (11:55am)*
- 2309/356 To consider requests for road markings in front of dropped kerbs and speed strips**
The response from the Division Councillor was noted. A follow-up letter would be written asking if routine line painting in Appledore had been scheduled in.
Action Point: Town Clerk to write to DCC member.
- 2309/357 To consider including a replacement of the ball fencing at Lord's Meadow in the budget for 2024-25**
The matter was deferred to the next agenda, to be accompanied by a full report.
Action point: Draft the report and include on the next agenda.
- 2309/358 To consider a request regarding hall bookings for charity**
It was **resolved** to agree to the requests.
Proposed: Cllr Tait, Seconded: Cllr Mrs Whittaker (all in favour)
Action Point: relay the decision to those making the requests.

- 2309/359 To consider installing a sign on a bench in Northam Square pointing to recycling bins.**
It was agreed that a sign would be affixed to the waste bin that is close to the bench.
Action point: Prepare and affix a suitable sign directing people to the recycling bins.
- 2309/360 To consider a request for a handrail at the bell slip**
The Committee received the email from the resident.
It was **resolved** to write to the County Solicitor, copying the Division Member to highlight the condition of the handrail. The resident would also be written to, to thank them for their correspondence and advise them of the steps the Council has taken, further, should they wish to start the local fundraising process, they were welcome to do so.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Tait (all in favour)
Action Points:
Write to the County Solicitor and Division Member regarding the handrail.
Write to the resident to advise of action taken.
- 2309/361 To consider a review of weed control Previous decision July 2022**
(It was proposed by Cllr Leather and seconded by Cllr Edwards, that weed spraying continues as currently and is reviewed on an annual basis)
It was resolved to purchase a weed burner lance and trolley (£149.99 incVAT) and a 13kg propane gas cylinder if required, to use alongside other weed control measures on hard surfaces as necessary in the context of protecting biodiversity.
Proposed: Cllr Bach, Seconded: Cllr Edwards (majority in favour)
- 2309/362 To consider the installation of bird boxes at Anchor Park**
It was **resolved** to install up to 10 bird and bat boxes on suitable trees at Anchor Park, the boxes were to be provided by Cllr Hames.
Proposed : Cllr Hames, Seconded: Cllr Edwards (all in favour)
- 2309/363 To receive a condition report for two amenity and recreation spaces recently acquired by Northam Town Council and consider remedial and other work as required**
In the case of both parcels on land, the Officers had completed and signed the required paperwork and passed them to the Council's solicitors for action.

Regarding the land on Torridge Road, Appledore known as 'Blackies':
It was **resolved** to erect a notice clearly stating that the desire line being used by local residents was not a public footpath nor a right of way and was being used at people's own risk.
Proposed: Cllr Tait, Seconded Cllr Mrs Whittaker (all in favour)
Action point: At 'Blackies', Clean the paths, repair damaged benches and fencing, trim back growth at path edges.

Regarding the play area and associated amenity space at Wrens Close:
Action Points:
The matter would be placed on the agenda of a future meeting accompanied by a comprehensive report and estimates/quotations for the work, to enable effective budget planning.
The Maintenance team would be asked to undertake the basic maintenance and repairs required to the play equipment.

Action Points for Town Projects

Meeting October 2023

Chairman's announcements: Green Flag award scheme Merry Harriers quote for planting, Town's planters 2024.	<p>Town Clerk to include the Green Flag award scheme on the next agenda, accompanied by a report.</p> <p>Include planting the Council's planters on the next agenda, accompanied by a detailed report.</p>
To consider Action Points to be included on the next agenda	<p>The resurfacing of Footpath 10a (Goats Hill path), would be included on Agenda for next meeting.</p> <p>Resurfacing of the basket swing base at Anchor Park.</p> <p>To seek grants of funds or materials for hedge planting at Northam Lions Football Club.</p>
To consider an updated review of projects Lords Meadow zip-wire repairs Lords Meadow Jubilee Planting Anchor Park next phase planting Anchor Park new equipment Completion 10-12 weeks cost £24416.00	<p>To instruct the company to undertake the zip-wire repair Contractor instructed 25.09.23</p> <p>To include likely costs of maintenance and replacement in future budgets.</p> <p>Maintenance team to acquire the materials and plant the trees Planting completed 21.09.23</p> <p>Office to provide Cllr Hames with a map image of Anchor Park Map image provided at Planning Committee meeting 28.09.23 Cllr Hames agreed to draw all approved planting plans for Anchor park together on one map, for a clear understanding of the whole planting plan.</p> <p>Cllr Hames agreed to circulate the planting plans for Lords Meadow and Burrough Farm. Office staff to collate all planting plans into a comprehensive document.</p> <p>Office to confirm start date with the contractor. Email sent to contractor 25.09.23. There have been delays in manufacturing the unit. On 26.09.23 the contractor advised that "the manufacturer [is] awaiting the equipment to be picked up to go to the galvanisers prior to painting, there has been a delay at the galvanisers due to staff sickness we are expecting it to be sent from the factory by the end of next week" (ie 6.10.23)</p>

Anchor Park & Burrough Farm hedging	Instruct the contractor to schedule in Anchor Park only. Instruction emailed to contractor on 25.9.23. Contractor has confirmed works and will advise of the date of these works, which are anticipated to be in February 2024.
Project tracker - General	Amend review and add to next agenda. It was resolved to recommend that Full Council consider the preparation of a detailed asset list to assist with the work of the Town Projects and Asset Management Committee and its budgeting process, to include likely replacement timescales and costs. Placed on the Full Council agenda for 04.10.23.
To consider siting two benches at Lord's Meadow	Meet with Cllr Hames on site.
To consider requests for dog bins at the green at Morwenna and two other locations	Officer to proceed at Torridge District Council, requesting dog bins are placed at Morwenna Park Rd (on the green area) and at Burrough Rd (opposite Grigg's Close). Email sent 26.09.23.
To consider installation of waste bins at the Council's Parks	Draft the report and include on the next agenda. Report drafted and on the agenda.
To consider a replacement of a bench outside the Durrant House	Officer to instruct the Maintenance Team, and make contact with the Durrant House Hotel. On 3.10.23, the officer was informed that the Hotel apologised but were not able to allocate funds to this project.
To consider the heating control system at Northam Hall	Cllr Bach and the Deputy Town Clerk to look at the system used by a local community Hall.
To consider requests for road markings in front of dropped kerbs and speed strips	Town Clerk to write to DCC member.
To consider including a replacement of the ball fencing at Lord's Meadow in the budget for 2024-25	Draft the report and include on the next agenda.
To consider a request regarding hall bookings for charity	It was resolved to agree the requests and relay the decision to those making the requests. Requesters advised.
To consider installing a sign on a bench in Northam	Prepare and affix a suitable sign directing people to the recycling bins. Completed.

<p>Square pointing to recycling bins</p>	
<p>To consider a handrail at the bell slip</p>	<p>Write to the county Solicitor and Division Member regarding the handrail. Write to the resident to advise of action taken. DCC have confirmed that the handrail and steps are not Highways property. Inspecting the land title map, the land is considered to be 'orphan'. The resident has been informed of the situation, which has been returned to this committee for further consideration.</p>
<p>To receive a condition report for two amenity and recreation spaces recently acquired by Northam Town Council and consider remedial and other work as required</p> <p>Regarding the land on Torridge Road, Appledore know as 'Blackies'</p> <p>Regarding the play area and associated amenity space at Wrens Close:</p>	<p>At 'Blackies', clean paths, repair damaged benches and fencing, trim back growth at path edges. Work added to the Maintenance Team's schedule. This work has been completed, though there were complications.</p> <p>The matter would be placed on the agenda of a future meeting accompanied by a comprehensive report and estimates/quotations for the work, to enable effective budget planning. A quote has been requested from a national contractor to provide a benchmark.</p> <p>The Maintenance team would be asked to undertake the basic maintenance and repairs required to the play equipment.</p>

Green Flag Award Scheme Report November 2023

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The Green Flag award® scheme is the **benchmark national standard for parks and green spaces in the UK**. It was first launched in 1996 to recognise and reward the best green spaces in the country.

<https://www.greenflagaward.org> This link will take Members to the full guidance which can be downloaded.

The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Successful sites show that they manage a quality space with a clear idea of what they are trying to achieve, why, and who they seek to serve. Award applicants are judged against 27 different criteria and must submit their active management plan, showing that they understand

the users – who they are, who they could be, what they want, how they are informed and involved

the site – what is special about its history, biodiversity, landscape, social and physical setting, and what it is trying to achieve; and

the management – that what is there is safe, in line with legislation and policy, well maintained, and that there are plans for the future This flexible and useful management framework is the key to the Green Flag Award, making it relevant to any green space. It is deliberately conceived not to be a formulaic list of things to have or to do, but instead as a guide to the ways professionals and communities can approach the management of their sites. It also helps to quantify what they are doing now and in the future, helping to prove value to customers, colleagues and funders. Having a fully considered and fully costed management plan is the first step in ensuring that our green spaces are adequately funded. Good practice is shared between the site managers submitting their management plans for each site and the trained judges (often one and the same) who judge the sites. Each site that enters, whether or not it achieves the Green Flag Award Standard, receives a detailed advisory report written by two expert judges – helping to share, recognise and reward good practice across the sector. Aspiring judges can submit their CV to the Green Flag Award team through the website; If successful, you will be selected for a training course and then mentored closely for the first year by a judge.



ENTRY REQUIREMENTS

To apply for an award we will need to provide the following information for all Awards:

- Site description
- Contact details
- Publicity information

In addition for the following Award types

GREEN FLAG AWARD

- Management plan, direction and feedback to previous judging if applicable
- Invoice details and PO number if used

GREEN FLAG COMMUNITY AWARD

- Management plan
- Constitution of group
- Insurance documentation
- Risk assessment
- Financial statement
- Lease or written permission from landowner

There are fees see below:

Prices displayed exclude TAX/VAT

Size (hectares)	Price	Heritage Fee	Community Fee	Innovation Fee	VAT
up to 19.99	369.00 GBP	124.00 GBP	0.00 GBP	0.00 GBP	0.00 %
20.00 an over	424.00 GBP	124.00 GBP	0.00 GBP	0.00 GBP	0.00 %