

Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.



**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 25<sup>th</sup> January 2024 at 6.30pm**

The agenda for the meeting is shown below.

Date of summons: 18<sup>th</sup> January 2024

*M J Mills*

Mrs Jane Mills BA(Hons) PSLCC, MILCM

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

## **Part A**

- 1 Apologies**
- 2 Chair'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 14<sup>th</sup> December 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.*

- 7 **To consider review of Action Points and Projects, (*outstanding and completed herewith.*)**
- 8 **To receive an update on the works to provide mains water to the Northam, Lions clubhouse (*verbal – Cllr Whittaker*)**
- 9 **To consider the adoption of the phone booth at Cornborough Rd as a defibrillator location (*herewith*)**
- 10 **To receive an update on the annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a) (*verbal – Cllr Hames*)**
- 11 **To consider the maintenance and storage of planters (3-tier) to maximise the benefits of the planting schemes (*verbal – Deputy Town Clerk*)**
- 12 **To receive an update on the Fernbank project to replace bus shelters across Appledore, Northam and Westward Ho!, to include communication from a resident regarding the refurbishment of the double shelter opposite the Seagate Hotel, Appledore (*verbal – Deputy Town Clerk*).**
- 13 **To consider the outcome of the annual play inspection surveys (*herewith*)**
- 14 **To consider a request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road (*verbal – Cllr Bach*)**
- 15 **To consider protecting the paint finish of the Nextem Orca EV with a white vinyl wrap (to include NTC crest and contact details) – approximate cost £700 (*verbal – Deputy Town Clerk*).**
- 16 **To consider a tree survey for Northam Town Council owned land (*herewith*).**
- 17 **To review the Appledore Boat Park terms and conditions (*herewith – note, only the application form year has changed*).**

## Minutes

**Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 14<sup>th</sup> December 2023 in the Council Chamber, Town Hall, Windmill Lane, Northam**

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

**In attendance:** Cllr Brading  
Jane Mills - Town Clerk  
Guy Langton – Deputy Town Clerk

**2312/597 Apologies**

Apologies – None received.

**2312/598 Chairman’s announcements**

Members were advised of the possibility of sharing some space with Bideford Town Council when their new depot is finalised. This will be for further discussion when more information is available. There was a discussion on decoration of the renewed skate park and it was suggested that local colleges be invited to create designs and possibly complete the work. Cllr Hames to supply photos of the current skatepark.

Members were advised of emergency repairs to footpath 24.

It was agreed and will be ratified at the next meeting that a working group is set up to consider the ROSPA reports, to include Cllr Bach, Cllr Edwards and Cllr Whittaker (one Cllr from each ward) one staff member and one member of the maintenance team.

**Action Points:** Update when more information is available about the Bideford depot.

Invite expressions of interest from local colleges regarding the redecoration of the skate park

**2312/599 Declarations of interest**

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

There were none.

**2312/600 To agree the agenda as published**

It was **resolved** to agree the agenda as published

Proposed: Cllr Whittaker, Seconded: Cllr Hodson (all in favour)

**2312/601** It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 2<sup>nd</sup> November 2023 as correct record,

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

**2312/602 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.

2312/603

## To consider Action Points and Projects Review for December 2023

- Lords Meadow zip wire, will need replacement in about 2 years currently not rotting at base, but everywhere else.  
**Provision to be made in future budgets**
- Anchor Park planting plan agreed for the autumn, bulbs have been planted.  
**Remove from list**
- White Lining - Councillor Edwards to speak to County Councillor  
It was agreed to seek information from DCC requesting that NTC be permitted to apply white lining where necessary, and to seek costings for purchase and hire of such a machine.  
**Action Points: Write to DCC and seek costings for machinery.**
- Blackies ownership completed and at Land Registry  
Signs erected on status of path at Blackies  
**Remove from listing**
- Burrough Farm Hedging include in next year's budget  
**Remove from listing**
- Dog bin requests, TDC considering Griggs Close, all others refused  
This bin has been added to TDC list for consideration next year.  
**Retain until update received**
- Weed control review annual on August agenda
  - **Retain until update received**
- Battery powered equipment replacement, under regular review  
Purchase of a second battery has been added to the budget.  
**Retain until update received**
- Footpath survey diarised (Cllr Hames)
  - **Retain until update received**
- Anchor Park replacement weather dependent
  - **Retain until update received**
- Anchor Park, hedge laying scheduled February 2024
  - **Retain until update received**
- Finger post received licence from TDC awaited subject to receipt of contractor information. 1 quote received, 1 awaited.  
It was **resolved** to proceed as soon as possible with the installation, subject to receipt of the licence from TDC  
Proposed Cllr Bach, seconded Cllr Hodson (all in favour)  
When considering projects for the future the overall cost must be considered.  
**Action Point : proceed as soon as possible.**

- Tree planting Anchor Park. This cannot go ahead currently, one location is too close. The hedgerow near the play area could be enhanced with smallish trees if members are agreeable.  
**This issue to be discussed with Cllr Hames and the Deputy Town Clerk**
- Heating control at Northam Hall replaced with new boiler and control system  
**Remove from listing**
- Figure included in Budget for work on Wren Close  
**Remove from listing**
- Noted that future acquisitions should be surveyed as to condition and costs and this will form the basis for agreements  
**Remove from listing**
- Handrail at the bell slip, this has been improved and made safe  
**Action point: Seek ownership details. Information has been circulated by email**
- Green flag award scheme to remain on the agenda. It Has been suggested that the green flag scheme should remain on the projects list rather than as an agenda item.  
**Retain until update received**
- Planting for hanging baskets and planters, members were advised of neighbouring councils arrangements for their floral displays, it was a agreed to continue with Merry Harriers this year.  
**Action Point: Seek quotes for 2024**
- Resurfacing footpath 10A, it was agreed that the footpath survey would be completed, and Councillor Hames would report back.  
**Action Point: Cllr Hames report awaited, future agenda item**
- Resurfacing at the base of the basket swing an Anchor Park likely to cost £4000 to £5,000 and has not been included in 2024-5 budget.  
**Retain until update received and include in future budget**
- Northam Lions have been written to. They have been advised about the typing error in their accounts and have been asked to submit an amended document. they have also been advised about the requirement for planting around the boundary fence and suggestions made as to where they could seek funding for it.  
**Cllr Whittaker to speak to Northam Lions regarding a response**  
**Retain as agenda item**
- Requests for road markings, Devon County Council have been written to and the response circulated.  
**Remove from list**

- replacement of the ball fencing at Lords Meadow, a substantial sum has been included in the budget for work required at Lords Meadow for next year  
Retain until update received
- Request for agenda item regarding street lighting in Golf Links Rd (between Avon Lane and Beach Rd, DCC to be contacted.

- 2312/604**      **To consider re-cording flagpole at Bone Hill** (approximate cost £ 520 plus VAT  
It was **resolved** to proceed with the purchase of the cord and replace as needed under a maintenance schedule.  
Proposed Cllr Edwards, seconded: Cllr Hodson (all in favour)
- 2312.605**      **To consider replacement glass for two bus shelters in Golf Links Rd** (anticipated cost £998 ex VAT.  
It was **resolved** to proceed with the purchase of three panes of glass and defer any repairs to the shelter adjacent to the Golf Club.  
Proposed: Cllr Hodson, Seconded: Cllr Whittaker (all in favour)
- 2312/606**      **To consider two requests to install sheds on allotment plots at Windmill Lane**  
It was **resolved** to agree to the request subject to compliance with rules.  
Proposed Cllr Edwards, seconded: Cllr Hodson (all in favour)
- 2312/607**      **To consider replacement of a roadside bench** (herewith)  
It was **resolved** to take remedial action as an interim measure to give time to review all benches.  
Proposed Cllr Hodson seconded: Edwards, (all in favour)
- 2312/608**      **To consider drainage problems** (verbal update)  
There is currently a problem on Footpath 1 which is being investigated by SWW  
It is not yet clear whether it is due to a leaking water main, but SWW has confirmed there is no sewage or foul water.

Meeting recording commenced at 10.35 am

There being no further business the meeting closed at 11.55:am

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

### Action Points and Projects Review for January 2024

- i Asset list and maintenance costs. The work to draw this document together continues. The outcomes of the play inspection surveys will be fed into it.
- ii Tree stump removal at Northam Hall. Quotes have been received to remove (grind out) the stumps of three wild-sown willow trees that have been growing at Northam Hall, on the bank between the car park and Fore Street. The roots are causing damage to the carpark and a concern was raised that they could damage the retaining wall fronting Fore St. The quotes range from £300 to £600. The officer recommends the lowest quote be accepted.
- iii Lords Meadow zip wire, will need replacement in about 2 years currently not rotting at base, but everywhere else. Provision has been made in the 2024-25 budget for replacement. Quotes to be sought later in the Spring.
- iv White Lining - Councillor Edwards to speak to County Councillor. Town Clerk has written to DCC re NTC's power to apply white lines.
- v Dog bin requests, TDC considering Griggs Close, all others refused This bin has been added to TDC list for consideration next year. Matter retained until update received, nothing to report at this meeting.
- vi Weed control review annual on August agenda.
- vii Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.
- viii Footpath survey included as an agenda item, including the resurfacing footpath 10A, it was agreed that the footpath survey would be completed, and Councillor Hames would report back. On the agenda.
- ix Anchor Park replacement weather dependent.
- x Anchor Park, hedge laying scheduled February 2024.
- xi Westward Ho! finger post. Contractor appointed and required documents submitted to TDC for approval, await licence from TDC.
- xii Tree planting Anchor Park. A free tree (Rowan) from the Landmark Trust has been sought. Delivery of tree expected week commencing 15<sup>th</sup> January 2024. Location agreed with Cllr Hames – to the right of the field gate to Lords Meadow at Diddywell Rd.
- xiii Handrail at the bell slip, this has been improved and made safe. The land where the steps and handrail are located is not owned by any party, there are no ownership details at Land Registry.
- xiv Green flag award scheme to remain on the agenda. It Has been suggested that the green flag scheme should remain on the projects list rather than as an agenda item.

- xv Planting for hanging baskets and planters, members were advised of neighbouring councils arrangements for their floral displays, it was agreed to continue with Merry Harriers this year. Planting for hanging baskets and planters, members were advised of neighbouring councils arrangements for their floral displays, it was agreed to continue with Merry Harriers this year. **Additional quotes would be sought in 2024 for 2025.**
- xvi Resurfacing at the base of the basket swing an Anchor Park likely to cost £4000 to £5,000 and has not been included in 2024-5 budget.
- xvii Northam Lions have been written to. They have been advised about the typing error in their accounts and have been asked to submit an amended document. they have also been advised about the requirement for planting around the boundary fence and suggestions made as to where they could seek funding for it. **Update on the agenda.**
- xviii replacement of the ball fencing at Lords Meadow, a substantial sum has been included in the budget for work required at Lords Meadow for next year.
- xix Request for agenda item regarding street lighting in Golf Links Rd (between Avon Lane and Beach Rd, DCC to be contacted. **On the agenda.**
- xx To purchase sufficient cord for a full replacement of the lines at Bone Hill flagpole. **Sufficient appropriate cord will be ordered.**
- xxi Bus shelter glass replacement at Golf Links Road. **The retaining strips and gaskets have not been retained. There is no longer a UK supplier for the shelters (a Polish company). Devon Glass are seeking suitable parts.**
- xxii Requests to place sheds at Windmill Lane allotments. **The plot holders have been informed of the approval to replace sheds (compliant with NTC rules) on their allotments.**
- xxiii The roadside bench at the corner of Staddon Road and Footpath 1 **has been made safe. Replacement with anything other than a concrete legged item would require a new street furniture licence and hard standing to be installed (information circulated by the Deputy Town Clerk).**
- xxiv Waterlogging and drainage problems at Footpath 1. **SWW emergency repair team attended and repaired the leaking water main. The situation has not recurred.**



**To consider the adoption of the phone booth at Cornborough Rd as a defibrillator location.**

The office has received notification from TDC that BT plan to decommission and remove the phone booth at the junction of Cornborough Road and Stanwell Hill/Buckleigh Road.

BT have placed notices (including the posting date) on the payphones (blank copy below).

BT have informed us that:

*“Communities can ‘adopt’ phone boxes to turn into something completely different*

*With payphone usage falling, communities are looking at new ways of using them. Thousands of boxes have been reinvented as cafes, mini-libraries, and defibrillator sites. Communities can adopt most red boxes for just £1.*

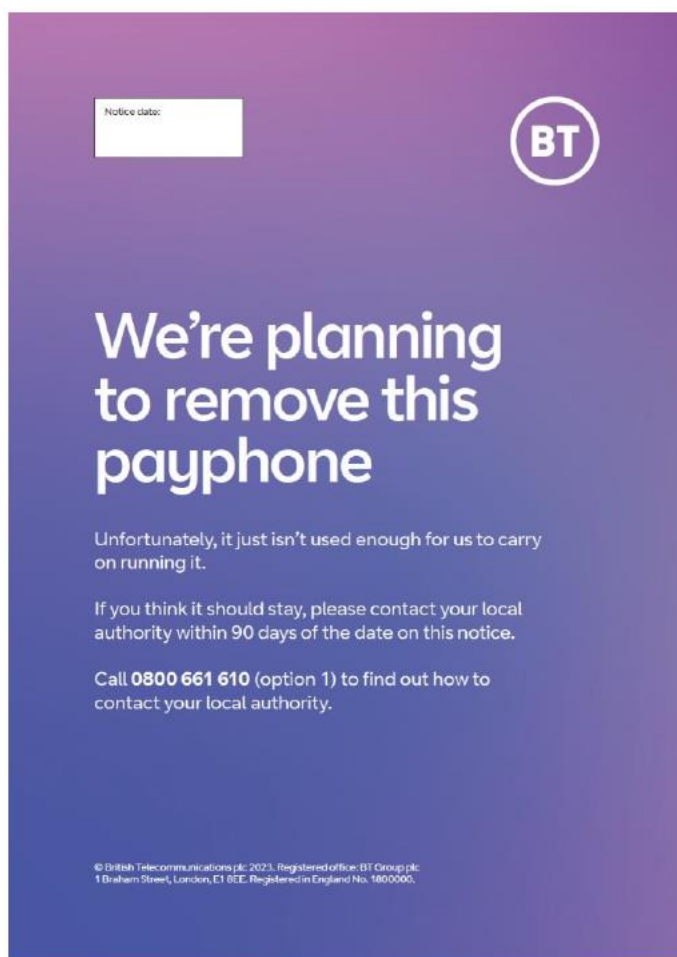
*They can also adopt modern glass boxes if they want to house a defibrillator. Visit [bt.com/adopt](https://bt.com/adopt) for more information”*

**Comments can be made by email to [planningsupport@torridge.gov.uk](mailto:planningsupport@torridge.gov.uk).**

**Comments should reach the Torridge District Council offices before 7th February 2024.**

Should the Council wish to install a defibrillator, then this could be investigated with BT and the South West Ambulance Trust.

SWAT charge £1,000 for each additional defibrillator as part of their scheme. NTC has three with that scheme already.



**To consider the outcome of the annual play inspection surveys**

The Council received the outcomes of the Play Inspection surveys for all its parks other than Churchfields Skate Park, which is to be inspected later in the year, having been fully renovated in the early autumn of 2023.

A working group, comprising Cllrs Bach, Edwards, Tait and Whittaker, met in early January 2024 to review the reports. The reports have been circulated to all members of the committee.

The Inspector visits each Park and risk assesses both the Park as a whole and each individual item within it. The report, therefore, must be considered an assessment of the risk posed to park users, it does not describe the expected lifespan of the equipment. **It must be noted that equipment may be beyond economical repair even if it is low risk of injury.** The matrix is presented below.

**Risk Assessment Matrix**

			Scores in the report are multiplication factors of Likelihood x Severity					
			Severity>>					
Likelihood	Very High probability, if the situation is not addressed an accident is almost certain.	5	Very High	VL (5)	L (10)	M (15)	H (20)	VH (25)
	High probability an accident is probable without any added factor.	4	High	VL (4)	L (8)	M (12)	H (16)	H (20)
	Moderate probability an incident is foreseeable.	3	Moderate	VL (3)	L (6)	L (9)	M (12)	M (15)
	Some probability, requires a combination of factors to take place.	2	Low	VL (2)	VL (4)	L (6)	L (8)	L (10)
	No significant probability; lightning strike, freak accident.	1	Very Low	VL (1)	VL (2)	VL (3)	VL (4)	VL (5)
			Very Low	Low	Moderate	High	Very High	
			1	2	3	4	5	
			No injury likely e.g. damaged or soiled clothing, minor bruising, grazes	Minor injury, laceration or bruising requiring first aid only	Injury requiring medical intervention e.g. cuts requiring stitches	Serious injury including concussions or fracture of long bones	Severe injury involving a potential life changing injury or fatality	
			Severity>>					
<p>Note 1: The total risk scores included within our reports are a multiplication factor of the calculated Likelihood and Severity of each finding. Both Likelihood and Severity are given a number between 1 - 5 as shown on the matrix above and these two numbers are then multiplied together to give the total risk score that is shown against defects on the report. Total risk scores can be divided in both directions, i.e. a total risk score of 12 could be a Likelihood (3) x Severity (4) or Likelihood (4) x Severity (3).</p> <p>Note 2: When we inspect we only see a snapshot of the current condition of the equipment. It is the operators responsibility to ensure that there is a continuing level of maintenance to keep the equipment in good working order and the site fit for use.</p>								

**Equipment has been assessed to the following standards where relevant:**  
 BS EN 1176 Parts 1-11 (Playground equipment and surfacing)  
 BS EN 14974 (Facilities for users of roller sports equipment)  
 BS EN 15312 (Free access multi-sports equipment)  
 BS EN 16899 (Parkour Equipment)  
 BS EN 16630 (Outdoor Fitness Equipment).

From the matrix, it can be seen that a moderate probability of an incident that requires medical attention is graded 'Low (9)' severity.

The overall severity grading for a park is the highest severity grading for the equipment and facilities in that park.

**Anchor Park** was graded overall as a 12, a moderate risk. In addition to the high number general maintenance items noted, the multiplay unit that is due to be replaced has become more unsafe.

Much of the maintenance can be undertaken by the Council's maintenance team, Some items (such as the corroded crossbar and linkages on the basket swing) need professional attention and estimates for work will be sought.

**Appletree Gardens** was graded overall as 8, low risk. The most problematic item is the see saw. The central pivot and composite 'bumpers' under each leg need attention.

**Lords Meadow** was graded as a 12, moderate risk. In addition to the high number of general maintenance items noted, much of the wooden equipment is considered to be a risk.

There are significant splits in the timbers, which have been present for a number of years. Many of these are now beyond economic repair. The cost of a repair kit for 1m of 2cm split is in excess of £400. The splits should have been repaired when they were first noted. By splitting, the timbers are allowing significant water ingress to an increased surface area, dramatically increasing the chance of rot. Much of the equipment is rotting, as noted in the reports. The low risk ratings assigned may be a result of the low severity of injury rather than a low chance of injury.

The cable runway (zip-wire) is planned to be replaced in the financial year 2024-25.

**Ridgeway Drive was graded overall as a 10, low risk.** 10 is the highest category of 'low' risk, arising from either an almost certain risk of a minor injury, or a probability of a severe injury or even death.

In addition to the high number of general maintenance items noted. The item that requires most attention is the roundabout. It is corroded and its mounting needs attention. It is likely that the item would need replacement if not professionally repaired, it may be beyond economical repair now.

**Westward Ho! Park** was graded as an 8, low risk. In addition to the high number general maintenance items noted, some of the units may require professional attention.

**Wren Close** was graded a 12, moderate risk. In addition to the general maintenance and the need for a new surface, concerns were noted with the overhanging tree, which may require specialist professional attention.

#### **Recommendations:**

1. A maintenance schedule be drawn up to attend to the general maintenance points noted. A separate plan needs to be drawn up for each Park, based on the relevant report. Manufacturers are to be contacted for spare parts as appropriate.
2. Playground installers/repairers be contacted to provide estimates for the work that requires professional intervention.

3. Chains suspending swings in many of the parks have been identified as a risk, even those replaced less than 18months ago. It is recommended that a stock of suitable chains is kept by the Council to ensure replacement is swift should one fail a periodic in-house inspection.
4. Compliant signage and recycling/litter bins be placed at parks as appropriate. Signs would cost approx. £40 each (exVAT). Bins are the subject of review by Full Council.

## To consider a tree survey for Northam Town Council owned land.

The last tree condition report was undertaken in 2018. The Council needs to have an updated survey and report, which would be best to include Blackies.

Three specialist contractors (qualified and registered as Arboricultural Consultants) were approached. Two provided quotes.

The consultant who undertook the previous survey and one other responded.

The estimates were as follows:

### Consultant A

#### Tree Surveys

I refer to your email of 3rd January requesting a fee proposal for a condition survey and tree report for;

- Anchor Park
- Borough Farm
- Lords Meadow
- Blackies

Please find my fee proposal set out below:

- Site visits
- Tree Survey
- Produce Tree Condition Report/Plans

Cost for site visit, survey and produce report/drawings: **£600.00.**

### Consultant B

Further to our email correspondence in January 2024 please let me confirm the works and associated costs.

#### Task 1 - Carry out a tree condition survey for the following sites:

Anchor Park, Burrough Farm and Lords Meadow.

Including all equipment, tools, insurances, biosecurity, travel etc.	£525.00
VAT@20%	£105.00
<b>Total</b>	<b>£630.00</b>

#### Task 2 – Carry out a tree condition survey for the following sites:

Blackies, Appledoor.

Including all equipment, tools, insurances, biosecurity, travel etc.	£445.00
VAT@20%	£89.00
<b>Total</b>	<b>£534.00</b>

Consultant C had not provided a price at the time of writing.



**NORTHAM TOWN COUNCIL**  
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**EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM  
 Telephone: 01237 474976  
 e-mail townclerk@northamtowncouncil.gov.uk



**PERMIT FOR BOAT PARK SPACE APPLEDORE BOAT PARK**  
**2024/25**

**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</b> <i>MONO/MULTI HULL</i>		<b>NO OF PERMITS REQUIRED</b> <i>(ONE PER ITEM)</i>	

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.**



**NORTHAM TOWN COUNCIL**  
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**EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM  
Telephone: 01237 474976  
e-mail townclerk@northamtowncouncil.gov.uk



**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.