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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 7th March 2024 at 10.00am**

The agenda for the meeting is shown below.

Date of summons: 1st March 2024

M J Mills

Mrs Jane Mills BA(Hons) FSLCC, 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 between Part A and Part B (*confidential information*)**
- 5 To confirm and sign the minutes of the Town Projects Meeting held 25th January 2024 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 annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a and other items) (*herewith*)**
- 9 **To consider installation of planters either side of the bus shelter opposite the Seagate.**
- 10 **To consider the tree survey for Northam Town Council owned land and work required (*herewith*).**
- 11 **To consider the renewal of the three defibrillators through SWAST or alternative options and additional for Westward Ho! Park(Information herewith)**
- 12 **To consider purchase of a salt spreader**
- 13 **To consider requests from Climate Emergency Committee.**
 - **To consider composting**
 - **To consider a storage location for the Council's Planters during the off-season**
- 14 **To receive an update on the play inspection report and consider its recommendations. (*herewith*)**
- 15 **To consider a request to adopt a small piece of land at Burrough Farm.**

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 consider work required on the floor at Northam Hall (report and quotes attached)**
- 18 **To resolve to readmit members of the press and public.**

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 25th January 2024 in the Council Chamber, Town Hall, Windmill Lane, Northam

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

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

2401/689 Apologies
Apologies – Cllr Whittaker

2401/690 Chair's announcements
No announcements

2401/691 Declarations of interest
Members were reminded that all interests should be declared prior to the item being discussed.
There were none.

2401/692 To agree the agenda as published
It was **resolved** to agree the agenda as published.
Proposed: Cllr Hodson, Seconded: Cllr Edwards (all in favour)

2401/693 To confirm and sign the minutes of the Town Projects Meeting held 14th December 2023
It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 14th December 2023 as correct record,
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)

2401/694 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.

2401/695 To consider review of Action Points and Projects,
Amendments and updates attached.

2401/696 To receive an update on the works to provide mains water to the Northam, Lions clubhouse.
Members were advised that a surveyor had visited and work was proceeding.

2401/697 To consider the adoption of the phone booth at Cornborough Rd as a defibrillator location
It was **resolved** not to adopt the phone booth at Cornborough Rd
Proposed: Cllr Edwards, seconded: Cllr Bach (majority in favour of the proposal)

2401/698 To receive an update on the annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a)
Cllr Hames requested to defer the footpath survey to the next meeting.

Cllr Bach raised the issue of a handrail on the footpath at Fosceth Hill. It was **resolved** to write to the owner to seek permission to install a short length of handrail.

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

Action Points: Survey Report next agenda, write to owner re installation of handrail.

2401/699

To consider the maintenance and storage of planters (3-tier) to maximise the benefits of the planting schemes.

It was agreed to investigate cost of joint storage, hire of a fork lift for moving whether joint procurement would reduce the cost for planting for all our hanging baskets and planters.

Action Point: bring information to a future meeting.

2401/700

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

After some discussion about the refurbishment of the double shelter opposite the Seagate Hotel by volunteers, and following advice that DCC propose to replace the shelter in conjunction with Fernbank,

It was **resolved** to write to DCC and the Conservation Officer at TDC about the proposed unsympathetic design and provision of advertising for the bus shelter, particularly in a conservation area.

Action Point: Write to DCC and TDC Conservation Officer regarding bus shelter replacement.

2401/701

To consider the outcome of the annual play inspection surveys.

Members discussed the recommendations from the play inspection report.

Concern was expressed regarding drainage in respect of the DDA roundabouts installed in the parks and the issue will be investigated. Suppliers will be contacted And asked to evaluate the problems.

It was **resolved** to accept the recommendations from the report

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. Proposed, Cllr Hodson, seconded Cllr Bach (all in favour)
Action Point: contact suppliers regarding DDA compliant roundabouts drainage problems. Put recommendations into effect.

2401/702

To consider a request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road

It was **resolved** to contact DCC requesting an adjustment to the lighting

Proposed: Cllr Bach, seconded: Cllr Lo-Vel (All in favour)

Action Point: Contact DCC

- 2401/703** **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**
It was **resolved** to proceed with the protection as above,
Proposed: Cllr Hames, seconded: Cllr Hodson (All in favour)
Action Point: proceed with works
- 2401/704** **To consider a tree survey for Northam Town Council owned land (*herewith*).**
It was **resolved** to accept the fee proposal from Consultant A in the sum of £600.00
Proposed: Cllr Edwards, Seconded: Cllr Hodson (all in favour)
Action Point: Proceed with survey'
- 2401/705** **To review the Appledore Boat Park terms and conditions (*herewith – note, only the application form year has changed*).**
Cllr Tait declared an interest as a user of the boat park.
It was **resolved** to accept the terms and conditions.
Proposed: Cllr Hodson, seconded: Cllr Hames (majority in favour, one abstention, interest declared)

There being no further business the meeting closed at 8.40pm

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

Post Meeting Action Points and Projects Review for March 2024

Amendments shown in blue to be updated for the next meeting

- 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. Remains on the list
- ii Tree stump removal at Northam Hall. Work completed, remove from list after meeting.
- 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. Will remain until quotes are brought to a meeting and work completed.
- iv White Lining - Councillor Edwards to speak to County Councillor. Town Clerk has written to DCC re NTC's power to apply white lines. Email response from DCC circulated, Cllrs to monitor white line situation and advise the office of updates.
- 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 office has chased 9th February and 23rd February. Response received 27th February, TDC Officer has spoken to his manager, and TDC are not looking to put a dog bin at Griggs close, Northam at present. But will keep it on record for when they do review their dog bin rounds.
- vi Weed control review annual on August agenda. Remains on the list.
- 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. The agenda item was deferred and added to March Agenda
- ix Anchor Park replacement weather dependent.
- x Anchor Park, hedge laying scheduled February 2024. This work has started and will be spread over 4 days but not consecutively. 1st day completed.
- xi Westward Ho! finger post. Contractor appointed and required documents submitted to TDC for approval, await licence from TDC. Update since meeting, licence received and contractor booked, work to be completed in March. Completion will be advised.
- xii Tree planting Lords Meadow completed. Remove after next meeting.
- xiii 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.
- xiv 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., it was agreed to continue with Merry Harriers this year. Additional quotes would be sought in 2024 for 2025. Will remain on list until further information received.
- xv Resurfacing at the base of the basket swing at Anchor Park likely to cost £4000 to £5,000 and has not been included in 2024-5 budget. Not wearing through at present but include in budget 2025-6

xvi 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. **This is on February Full Council (planting)**

xvii 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.

xviii Request for agenda item regarding street lighting in Golf Links Rd (between Avon Lane and Beach Rd, DCC to be contacted. **DCC contacted and are liaising with Cllr Bach, remove after meeting.**

xix To purchase sufficient cord for a full replacement of the lines at Bone Hill flagpole. **Completed, remove after February meeting.**

xx 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. Price awaited being chased for a response.**

Additions from meeting January

Footpaths. Survey Report next agenda, write to owner re installation of handrail Fosceth Hill. **Agenda item written to owner.**

Maintenance and storage of planters (3-tier) to maximise the benefits of the planting schemes. Bring information to a future meeting.
Zoom meeting scheduled with Bideford Town Council, update to follow.

Bus Shelters (Appledore opposite the Seagate) Write to DCC and TDC Conservation Officer regarding bus shelter replacement. All parties have been contacted and as a result, bus shelters in Appledore will not be replaced in the foreseeable future. Future agenda request for NTC to provide planters around the above shelter. **Agenda item.**

Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road.
Contact DCC requesting an adjustment to the lighting Contact made and Cllr Bach liaising with DCC. **This will be removed after the meeting.**

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 .
This is proceeding.

Tree survey for Northam Town Council owned land. Proceed with survey. **Survey completed. Agenda item.**

Jane Mills

8

Parish Paths Partnership Survey Form

1 Parish	2 Status	3 Number	4 Length (m)	5 Inspection Date	6 Does Parish Cut Path? (Yes/No)	7 Pass / Fail	8 Reason for Failing (use Condition Codes)	9 Works Needed
Appledore		6				Fail S4		Chippings needed
Appledore		4A				Fail ST2		Replace with gate
Northam		10A				Fail S4		Chippings and drain pipe needed
Northam		10A				Fail S4		Chippings needed by Goats Hill gate
Northam/Orchard Hill		17				Fail S4		Drainage pipe/chippings. Landowner volunteered PRIORITY
Northam/Orchard Hill		17				Fail SP/MM1		Footpath sign needed side of link road (Silford)
Northam/Orchard Hill		18				Fail S4		Chippings needed at gate from Lenwood to Silford
Northam/Orchard Hill		18				Fail OS1		Level off Step from lenwood to Raleigh
Northam/Orchard Hill		18				Fail S4		Chippings needed Lenwood to Raleigh Hill
Westward Ho!		21				Fail S4		Chippings at Silford Croos
Westward Ho!		24						Path to Wwhoi/Fosketh Hill railings needed on bottom steps
Westward Ho!		24						Replace railings and stabilise
Westward Ho!		26				Fail S4		Drainage needed by chalets

9

9

P3 Survey Comment Sheet

Parish... Appledore **Path No...** 6.....

Grid Reference/What3Words

Comment Path either side of Bidna Lane to Wooda Road and to the estuary has muddy areas which could be surfaced with chippings

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Parish..... Appledore..... **Path No.....** 4a.....

Grid Reference/What3Words

Comment..... Style to high, replace with a gate

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Parish... Northam..... **Path No.....** 10a.....

Grid Reference/What3Words

Comment..... Muddy and dangerous by coastpath gate. Chippings and drainage pipe needed.
Muddy and slippery by Goats Hill gate, chippings needed

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Parish..... Northam/Orchard Hill..... **Path No.....** 17.....

Grid Reference/What3Words

Comment Unusable in wet conditions, water drainage from field. Drainage pipe/chippings.
Landowner volunteered.

Footpath sign needed side of Link Road/Silford

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P3 Survey Comment Sheet

Parish...Northam/Orchard Hill.....**Path No**.....18.....

Grid Reference/What3Words

Comment Muddy at gate path from Lenwood Road to Silford.

Steps need levelling-trip hazard path from Lenwood to Raleigh

Path from Lenwood Road to Raleigh Hill very muddy PRIORITY.

Parish.....Westward Ho!....**Path No**.....21.....

Grid Reference/What3Words

Comment Path from Silford cross – Muddy area needs Chippings.

Parish.....Westward Ho!.....**Path No**.....24.....

Grid Reference/What3Words

Comment Path Westward Ho! To fosketh Hill – railings needed on bottom steps.

Same path, wood railing rotten. Replace railings and stabalise.

Parish.....Westward Ho!.....**Path No**.....26.....

Grid Reference/What3Words

Comment Surface water, flooding from rain off. Drain needed by chalets.

Muddy section coming downhill, chippings needed.

Steep drop at side of path, Zigzag. Railing needed

Arboricultural Tree Condition Report For Northam Town Council, Devon.



Coastal Tree Consultancy,
Upcott Mill,
Coach Drive,
Bideford, EX39 5JH

bruce@coastaltree.co.uk

16th February 2024

TREE CONDITION ARBORICULTURAL REPORT

Instructed by:	Guy Langton Deputy Town Clerk Northam Town Council Town Hall, Windmill Lane, NORTHAM. EX39 1BY
Compiled by;	Bruce Macfarlane, MArbor A, P Dip Arb (RFS)
Date:	16 th February 2024
Report ref:	CTC160224HS

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EXECUTIVE SUMMARY

The trees on these four sites are in average condition however, there was Ash Dieback (*Hymenoscyphus fraxineus*) in the trees across the sites and some works to ash are required. The ash trees will need monitoring during the summer months to assess their condition and appropriate works carried out when required.

There was also Dutch elm disease in many of the hedgerow elms across the sites.

It will be important for the Town Council to continue to manage and inspect the Council trees to ensure the safety of the general public using these greenspaces.

CONTENTS

Tree Condition Arboricultural Report	1
Executive Summary.....	2
1. Instructions	4
2. limitations.....	4
3. Site details	4
4. Findings	5
5. Conclusions.....	7
6. Recommendations	8
Appendices	9
Appendix A. Site Plans	9
Appendix B. Photographs.....	10

1. INSTRUCTIONS

1.1 I am instructed by Guy Langton of Northam Town Council, to inspect and report by visual inspection on the condition of trees at four sites;

- Burrough Farm
- Lords Meadow
- Anchor Park
- Blackies

1.2 I am asked to advise on the health and safety of the trees with regards; structure, pest and disease and fungal decay and where necessary make recommendations regarding health and safety tree works.

2. LIMITATIONS

- 2.1 Trees and shrubs are living organisms whose health and condition can change rapidly. The health, condition and safety of trees should be checked on a regular basis, preferably at least once a year. The conclusions and recommendations of this report are only valid for a period of one year. These periods of validity may be reduced in the case of any changes in conditions in the proximity of the trees or built structures.
- 2.2 I have not carried out an inspection of the drainage or service systems or buildings and foundations.
- 2.3 The report is of preliminary nature, if further details are required these will be highlighted in the recommendations.
- 2.4 The trees have been inspected from ground level, should a more detailed climbing inspection be required this will be highlighted in the recommendations.
- 2.5 I have not examined the soil or removed samples for analysis. If samples are required this will be highlighted in the recommendations.

3. SITE DETAILS

3.1 I inspected the trees at the four sites on the 15th February 2024. The following information is presented regarding the trees:

- Tree number as shown on plan.
- Tree species.
- Comments on condition of trees leaves, shoots and main framework, any defects, fungal fruiting bodies, pest, disease or any other defects.
- Recommendations for works.

4. FINDINGS

4.1 Burrough Farm

4.2 Burrough Farm is an area of grassed open space with perimeter trees, all weather sports pitch and allotments. The area backs onto housing along the northern and southern boundaries and is regularly used by dog walkers.

4.3 All the trees on the site were assessed, but only trees requiring works were recorded and the approximate positions are shown on the plan in Appendix A.

4.4 There were two groups of trees, and three individual trees on site recorded as requiring works, the table below shows the trees that require works;

Table 1: Table of recommended tree works.

Tree	Condition	Works	Time Frame (Months)
T1 Elm	Two dead elm at end of hedgerow, one collapsed leaning in hedge	Fell	3mths
Ash	Currently no signs of ash dieback	Monitor for dead leaves in summer	12-24mths
T2 Ash	Ash dieback present, 50% plus canopy dieback,	Consider removal, minimum pollard	6-12mths
G1 Ash/elm	Three ash, 30-40% dieback, rear of neighbouring houses.	Fell or pollard	6-12mths
	Semi mature elm along boundary some signs of bark death caused by Dutch elm disease, extent of canopy death not clear, but some stems dying	Check extent of dieback in summer some felling may be required next winter.	6-12mths
T3 Elm	Small twin stem dead elm	Fell	3mths

4.5 There is ash dieback and Dutch elm disease in the trees around Burrough Farm, they are best checked during mid to late summer when the extent of the infection can be seen in dieback of leaves within the canopy.

4.6 Photographs of selective trees to be found in Appendix B.

4.7 Lords Meadow

4.8 This is an area of grassed open space with a playground to northern end which sits within a small housing estate, there are trees and hedgerows to all boundaries.

4.9 All the trees on the site were assessed, but only trees requiring works were recorded and the approximate positions are shown on the plan in Appendix A.

4.10 There were two small groups of tree requiring work, the table below shows the trees that require works;

Table 2: Table of recommended tree works.

Tree	Condition	Works	Time Frame (Months)
G1 Oak	Two mature oak minor deadwood in canopy 40mm less dia.	Remove deadwood	12mths
G2 Elm	Hedgerow elm check summer for Dutch elm disease in canopy, yellowing of leaves	Monitor for dead/dying leaves in summer	12-24mths

4.11 Photographs of selective trees to be found in Appendix B.

4.12 Anchor Park

4.13 The park is a grassed open space with circular footpath and a play area to the eastern end.

4.14 All the trees on the site were assessed, but only trees requiring works were recorded and the approximate positions are shown on the plan in Appendix A.

4.15 There were two individual trees requiring work, the table below shows the trees that require works;

Table 3: Table of recommended tree works.

Tree	Condition	Works	Time Frame (Months)
T1 Weeping Ash	Poor condition, dieback, deadwood. However, small tree low risk, currently no action required	None required, check condition 12 months	12mths
T2 Ash	Extensive Ash canker in main trunk and canopy. Small canopy with one main leader.	Reduce height of leader by 2.5m to reduce risk of snapping. Monitor ongoing condition of tree	6mths 12mths
T3 Holm oak	Mature oak multi stems with included bark stem union. Probably minor decay within union, weighted over play area.	Reduce weight of canopy over play equipment by crown reduction of approximately 1-1.5m	12mths

4.16 Photographs of selective trees to be found in Appendix B.

4.17 Blackies open space

4.18 Blackies is a small area of open space adjacent to St Mary's Church in Appledore. The steeply sloping site has a short footpath with several seating benches, there are trees scattered across the site and there is a small wooded area to the rear of the grassed slope.

4.19 All the trees on the site were assessed, but only trees requiring works were recorded and the approximate positions are shown on the plan in Appendix A.

4.20 There was one individual tree and one group of trees requiring work, the table below shows the trees that require works;

Table 4: Table of recommended tree works.

Tree	Condition	Works	Time Frame (Months)
T1 Prunus 'Kanzan'	Mature tree with extensive canker/decay main trunk, canopy okay. Tree has compensated with extra growth on back of trunk however, failure could occur.	Reduce height by 3m and reduce low long limb towards road by 2m will reduce risk of failure and extend life.	12mths
G1 Corkscrew Willow	Group of four willows on bank above lay by. canopies leaning and weighted to road. Ivy on main trunks	Reduce canopy over road by 2-3m, (trees could be Pollarded). Sever ivy at base now growing into canopy adding weight.	12mths

4.23 Photographs of selective trees to be found in Appendix B.

5. CONCLUSIONS

5.1 The trees within the four sites were generally in average condition. Most works are to ash with ash dieback and Dutch elm infected elm trees. These two diseases will continue to affect ash and elm and the best time to inspect for the extent of these vascular fungal diseases is during mid to late summer when infection can be seen in blackened dead leaves in ash and yellowing leaves in elm.

5.2 Some pruning works are also required to several trees across the sites.

6. RECOMMENDATIONS




- 6.1 Works should be carried out as per the works tables above, if works are significantly delayed the trees should be re-inspected to ensure their ongoing safety.
- 6.2 Ash dieback will be any ongoing tree management problem, young infected/dead trees do not pose a health and safety risk, but their removal may be appropriate to reduce the concerns of the public using these sites. The larger more mature ash will need to be monitored, especially late summer, as symptoms become more advanced more tree may need to be removed.
- 6.3 All tree work should be carried out by a suitably qualified arborist and to BS3998:2010 for Tree Work.
- 6.4 As these are public open spaces as a minimum the trees should be inspected yearly (by a competent person/member of the PC) and have the tree inspected by a suitably qualified Arboriculturalist approximately every 3 years, or as the Town Councils safety policy and insurance dictate. The Town Council should also check the trees following a storm event and that all such inspections are recorded. Should there be any concerns about the safety of a tree the town Council should have it checked by an Arboriculturalist.

APPENDICES

APPENDIX A. SITE PLANS

See separate PDF plans for each individual site.

APPENDIX B. PHOTOGRAPHS

Burrough Farm T2 ash with ash dieback	G2 ash with ash dieback
	
Burrough Farm row of ash across middle of site requiring monitoring for ash dieback	
	

Lords Meadow, Group G1 oak requiring deadwood removal



Anchor Park, Ash T2 with ash canker



Anchor Park, Holm oak T3 included bark in stem union



Anchor Park, T3 requiring crown/weight reduction



Blackies, Cherry T1 showing large canker on main trunk



Blackies, Contorted willows G1 along front of Blackies overhanging road.



Report on renewal of existing defibrillators and purchase of one other.

The Town Council has recently been approached by SWAST (South West Ambulance Service) regarding the renewal of our three defibrillators, as the contracts end in December 2024.

To renew in December the cost will be £3000 for the 1st and £2000 each for the other two, making a total renewal cost of £7000 for a four-year contract.

We can also purchase currently another at £1800 for Westward Ho! Park with a four year contract.

We recently acquired a defibrillator for Northam Hall free of charge (it was grant aided). This was supplied through London Hearts fully equipped in a cabinet.

London Hearts are now offering an opportunity to purchase, which is partially grant funded at a cost of £750 pounds per defibrillator.

These come in a cabinet and are fully equipped and operational. They come with an eight-year warranty.

If we purchase three replacements instead of renewing with SWAST that would cost us £2250 and if we also purchased one for Westward Ho! Park, the total would be £3000. These would have to be installed within four weeks of purchase and London Hearts do not have many left.

We would have to remove the SWAST ones to comply with the London Hearts conditions, which would mean we would have paid for nine months which we would not receive the benefit of. On a four-year agreement this equates to £712.50 loss.

With the ones purchased from London Hearts we would be responsible for replacing pads and rescue packs.

London Hearts provide replacement packs at £47 but if a life is saved the pack would be free. If the rescue pack is used replacements are £6.00 +VAT

Over the period where the SWAST defibrillators are installed,

Arnolds Pharmacy replacement 6

Northam News 5

Appledore Social Club 1

Finance

4 defibrillators from SWAST no further cost for pads etc	£8800
Grant aided from London Hearts	£3000.00
Loss on SWAST	£712..50
Removal and installation (max)	<u>£400.00</u>
Total	£4112.50
Average p/o pads & rescue packs	<u>£1113.00 (over four years)</u>
<u>Total</u>	<u>£5225.50</u>

Savings overall £3574.50

Possible additional cost new battery every 5 years (£230.00)

Budget provision for the future could be based on these figures.

We would own the defibs but would need to be aware that would probably need replacing after eight years.

Play Area Inspections 2023, report conclusions and recommendations.

Pages 1 and 2 of this report include the general and specific recommendations arising from the play area inspections in autumn 2023. The skate park was not inspected as it had just been installed, the council's other 6 play areas were inspected by *The Play Inspection Company*. It is suggested that the skate park be added back into the inspections in the autumn of 2024, when it will be 12 months old.

It is noted that the inspection commissioned reported on the safety of the items only, not their anticipated life-expectancy. As a safety inspection, the consideration was of how likely an accident was to occur and how severe any accident may be. I recommend that a life-expectancy assessment is included in all 7 inspections, at a cost of £15 per report.

Pages 3 to 12 have detailed extracts from the received reports, highlighting any maintenance and safety issues identified.

Note: prices stated are exVAT and delivery.

Recommendations:

General

Add 'Life Expectancy' to the annual inspections, at £15 per play area. The cost would therefore be £105 (7 play areas at £15 per area).

1. Appletree gardens

Given the condition of the grass surface in general, the footing of the springer and the Seesaw, it is recommended that consideration be given to replacing the seesaw and laying a suitable flooring in this Council term, in consultation with local residents.

2. Anchor Park

Given the general condition of many of the items and the non-compliance of safety surface across the site (most are too small) it is recommended that consideration be given to replacing flooring in this Council term. Ideally this would be part of a co-ordinated replacement of the play equipment, in consultation with local residents.

3. Churchfields Skate Park

Add the Skate Park back in to the annual inspection regime in autumn 2024, at an estimated additional cost of £100, plus £15 if a life expectancy report is required.

4. Lords Meadow

A concern was noted that all wooden equipment is split, with deep narrow voids, accelerating internal rot. Therefore, given the general condition of many of the items, it is recommended that consideration be given to replacing the entire play area. The Zip Wire and Basket Swing, both well-used equipment, need replacement sooner than the remaining pieces, ideally this would be part of a co-ordinated replacement of the play equipment, in consultation with local residents.

Replace the fence and re-site goal posts as soon as possible. Suggested action is to extend the width of the fence by approx. 25% and install a socketed goal post with 4 sockets, so the goal may be moved periodically to allow the grass to recover. (estimated

TP&AM Item 14

cost £2,000 for a metal, socketed [goal](#)¹ (inc. installation materials, excluding nets) and £12,500 for the fence, though prices for fencing are hard to predict. The fence is a specialist task.

Replace bin in the fenced play area ([suggested item c. £705 ex options](#))

5. Ridgeway Drive

Undertake general maintenance as required in Spring/Summer 2024

6. Westward Ho!

Undertake general maintenance as required in Spring/Summer 2024

Replace bin in the fenced play area ([suggested item c. £705 ex options](#))

7. Wren Close

Undertake general maintenance as required in Spring/Summer 2024.

Replace surface as soon as possible (estimated cost £5,000)

Suggested bin to install at parks

The capacity is 240L (3 x 80L). The slot of each of the two recycling containers can be changed to suit what is required (suggest 1 for plastic bottles and 1 for cans). UK manufacture in galvanised steel and galvanised coat over welds. Lead time approx 6 weeks.

The dimensions of the bin are
Height: 1015mm, Width: 1510mm,
Depth: 535mm.

The cost for 2 bins is £675 each, delivery for 2 or more is free.

Options include (all at a cost):

Anti-graffiti paint at £85 per bin

The Council's logo at £30 per bin – I suggest this one option is included.

A3 advertising panels at £30 per panel. (These would allow inserts to be changed)

Fixing kit at £9.95 per bin

Seagul flaps at £60 per bin

Pyramid top rather than flat is a no-cost option.



¹ This is the price for a pair of goals and sockets. All sockets would be needed at this location but only one goal.

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Appletree Gardens	Seesaw	Worn seat dampers	Replace	Q Parts £236 plus delivery	Specialist tools may be required.	NTC
		Excessive movement in central Support pivot	Replace	Q Parts at £450 plus delivery	This would require removal and replacement of the unit's central leg.	Specialist contractor
					The whole unit could be replaced for £1,640 including delivery and installation	Specialist contractor
	Springer	The footings have now become exposed, in contravention of British Standard.	Raise the height of the surface to make compliant.		Area around to be resurfaced.	
Recommendation	Grass surface	Wearing and damaged	Re-surface as required.	E £6,000 for a replacement surface in bonded mulch.		If a bonded mulch – Specialist If grass, NTC
	Fence	Some loose post footings	Secure the footings			NTC
	Given the condition of the grass surface in general, the footing of the springer and the Seesaw, it is recommended that consideration be given to replacing the seesaw and laying a suitable flooring in this Council term, in consultation with local residents.					

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Anchor Park	Fence	Some loose post footings	Secure the footings			NTC
	Benches	Some exposed bolt threads Some damaged timbers	Cover exposed threads Replace timbers			NTC
	1-bay, 2-seat flat swing	Wear to cross bar connectors	Replace as required			NTC or specialist contractor
		Surface worn and too narrow, does not meet British Standard	Monitor and replace with compliant surface in due course			Specialist contractor
	Basket swing	Cross bar connectors corroded, bushes worn,	Replace	E £500		NTC or specialist contractor
		Suspension chain worn, basket ropes worn and damaged	Replace	E £1,500 plus delivery		NTC or specialist contractor
		Leg plates have sharp edges	Grind back or cover		Caused by erosion of the wooden legs	NTC
	1-bay, 2-seat cradle swing	Chains worn	Replace chains	E £240 (£120 per set of chains (8mm stainless steel)) plus delivery	It may prove cheaper and more cost effective to replace the whole unit (E £3,500 plus installation)	NTC
		Seats damaged	Replace seats	E £200 per seat		NTC
		Frame fixings corroded	Replace			NTC or specialist contractor

TP&AM Item 14

	Roundabout	Fixings have worked loose	Tighten			NTC
		Surface corrosion	Treat and repaint			NTC
	Multi-play				Unit being replaced, weather permitting.	Alvian instructed
	Trees	Overhanging trees too close to play equipment			Will be part of quotes sought for wider tree works	Specialist Contractor
	Pedestrian gate entrance	Sign post needs a cap. Ground at entrance uneven	Replace Repair			NTC NTC or specialist contractor
	Fence and maintenance gate	Some loose post footings	Secure the footings			NTC
		Corrosion present	Treat and repaint			NTC
Recommendation	<p>Given the general condition of many of the items and the non-compliance of safety surface across the site (most are too small) it is recommended that consideration be given to replacing flooring in this Council term. Ideally this would be part of a co-ordinated replacement of the play equipment, in consultation with local residents.</p>					

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Lords Meadow: Younger children's play area	Fence	Some loose post footings Corrosion	Secure the footings Treat			NTC
	Gate	Finger traps across whole motion	Adjust			NTC
	Bins	Bins broken and not secure	Replace	E £705 Derby Triple Slim Recycling Bin: BX45G 2596-T-RC(M) Broxap		NTC
	Bench	Timber decaying and damaged	Refurbish			NTC
	Plant growth	Vegetation establishing in the surface. This is damaging the bonded mulch surface	Kill vegetation – only chemical treatment is recommended by the manufacturers of bonded mulch surfaces			NTC
	Cradle swings	Chains worn	Replace chains	E £240 (£120 per set of chains (8mm stainless steel)) plus delivery	It may prove cheaper and more cost effective to replace the whole unit (E £3,500 plus installation)	NTC
		Seats damaged	Replace seats	E £200 per seat		NTC
		Frame fixings corroded	Replace			NTC or specialist contractor
	Multi-play	Surface corrosion	Treat and repaint			NTC
	Multi-play - Slide	Re-set the slide if play becomes excessive.				NTC or specialist contractor

TP&AM Item 14

	Springer Bee	Surface corrosion	Treat			NTC
		Minor damage to body	Repair			NTC
		Loose handgrip	Tighten			NTC
Lords Meadow: field	Football goal and fence	Excessive wear to ground	Re-site goal in sockets to allow for on-site relocation			NTC or specialist contractor
		Fence damaged	Extend and replace fence			Specialist contractor
	Basketball hoop and court	Backboard damaged	Replace	E £200 plus delivery		NTC
		Vegetation growth on surface	Clear vegetation – weed burner recommended			NTC
		Minor damage to surface	Monitor			NTC
	Outdoor Gym equipment	Signage must be provided to meet British Standards (to include, but not limited to: intended use, intended users, medical safety and NTC details as park operator)		E £100 per sign from the manufacturer	At least one piece of equipment has had parts removed. There would be no applicable signage. Remove all pieces?	Specialist contractor
		All pieces loose in foundations, not operating correctly and have surface corrosion and sharp edges evident.				

TP&AM Item 14

Lords Meadow: wooden play equipment	General	Worn grass Grass encroachment onto tarmac Services covers proud of grass	Re-seed/turf Cut back Reinstate surrounding surface			NTC
	Log climber	Bolt caps/covers missing Ropes & nets worn Post loose in foundations	Replace Replace Re-set	E £1.50 per cap plus delivery E £1,1750 plus delivery and installation		NTC Specialist contractor
	Basket swing	Seat clearance too low Split and rotten timbers	Adjust Replace whole piece?		Significant concern with this piece. Internal rot evident in the main cross-bar and deep narrow voids in the uprights. Unit rated as a moderate risk, which equates to a 'high probability of an injury requiring medical attention'	Specialist contractor
	Slide	Surface corrosion Rot in timbers	Treat Replace			NTC Specialist contractor
	Stilts	Damage to slide Posts loose in foundations Rot in timbers	Repair Re-set Replace			NTC Specialist contractor
	Monkey bars	Stepping stones worn and damaged	Replace tops		Note – stepping stones being withing the fall area of the item contravenes British	Specialist contractor

TP&AM Item 14

Lords Meadow: Metal play equipment		Rotating handgrips	Secure		Standards. Should they be removed?	NTC
	Net Climber	Bolt caps/covers missing	Replace	E £1.50 per cap plus delivery		NTC
	Climbing post	Footpegs missing	Replace			NTC
	Zip Wire	Significant deterioration	Remove and replace unit	E £15,000		Specialist contractor NTC
	General	Vegetation encroaching onto surface	Kill vegetation – only chemical treatment is recommended by the manufacturers of bonded mulch surfaces			NTC
	Overhead rotator	Corrosion evident	Treat and repaint			NTC
	1-bay, 2-seat slide	Seats too low Chains worn Seats damaged and loose	Replace chains with shorter lengths Replace the seats			NTC
		Surface corrosion	Treat and repaint			NTC
Recommendation	<p>A concern was noted that all wooden equipment is split, with deep narrow voids, accelerating internal rot.</p> <p>Given the general condition of many of the items, it is recommended that consideration be given to replacing the entire play area. The Zip Wire and Basket Swing, both well-used equipment, need replacement sooner than the remaining pieces, ideally this would be part of a co-ordinated replacement of the play equipment, in consultation with local residents.</p> <p>Replace bin</p>					

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Ridgeway Drive	Gates	Surface corrosion Closes too quickly Finger trap	Treat and repaint Adjust Adjust widths			NTC NTC or specialist contractor NTC
	Bench	Damaged timbers	Replace			Specialist contractor NTC
	Surface under pedestrian gate	Subsided	Repair			
	Litter bin	Loose in foundations	Re-set			NTC
	Timber fence	Some loose posts	Re-set			NTC
	Roundabout	Surface corrosion Bolt caps missing Mechanism	Treat and repaint Replace		The officer noted that the roundabout does not move freely. This will also need investigation.	NTC
	1-Bay, 2-Seat swing	Surface corrosion Chains worn	Treat and repaint Replace	E £240 per swing		NTC NTC
	Basket swing	Surface corrosion Chains worn Shackles seized	Treat and repaint Replace Replace	E £500		NTC NTC NTC
	Multi-play	Chains worn Algae and moss growth	Replace Clean and repaint as required			NTC NTC
Recommendation	Undertake general maintenance as required in Spring/Summer 2024					

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Westward Ho! Park	Signage	Requires bolt fixing Signage to be compliant	Re-fix Replace signs	E £50 per sign		NTC NTC
	Fence	Some loose post footings	Secure the footings			NTC
	Bins	Lids not locked in place	Replace with suitable bin	E £705 Derby Triple Slim Recycling Bin: BX45G 2596-TRC(W) Broxap		NTC
	Train	Fill empty bolt holes	Inserts to be installed	E £250		NTC
	Play Panel	Loose in foundations	Re-set			NTC
	Roundabout	Corrosion	Treat and re-paint if required			NTC
	Multi-play (junior)	Fireman's pole loose Slide hand rails loose	Repair as required			NTC
	2-Bay swing set w/you-n-me swing	Chain wear Connector wear	Replace Replace	E £120 per chain E £100 per set		NTC NTC
	2-Bay swing set w/basket swing	Chain incorrectly sited and worn Shackle wear	Re-set chain (or) Replace Replace	E £120 per chain E £100 per set		NTC NTC
	Recommendation Undertake general maintenance as required in Spring/Summer 2024 Replace bin					

TP&AM Item 14

Play Area	Item	Inspection finding	Work required	Quoted / Estimated cost	Note	Who to carry out work
Wren Close	Surface (wetpour)	Surface shrinkage	Replace surface	E £5000		Specialist contractor
	Edging	Surface around has degraded, trip hazards	Reinstate surface			NTC
	Tarmac	Moss, vegetation, algae and silt contaminating the surface	Clean			NTC
	Gate	Closes too quickly	Adjust			NTC
		Finger trap	Adjust			NTC or specialist contractor
	Signage	TDC, not NTC	Correct signage required	E £ 50		NTC
	Bench	Corrosion present	Treat and repaint as required			NTC
	Springer	Spring rusting	Treat and repaint			NTC
	Multi-play	Surface corrosion Bolt covers missing Rough or split timbers Chain wearing	Treat and re-paint Replace Repair or replace Replace			NTC NTC NTC NTC
	Adjacent tree	Damaging surface. Health of tree is to be determined	Tree surgeon to investigate	E £300	Will be part of quotes sought for wider tree works	Specialist contractor
Recommendation	2-Bay cradle swing	Shackles worn Chain worn Surface corrosion	Replace Replace Treat and re-paint	E £120 per chain E £250		NTC NTC NTC
	Undertake general maintenance as required in Spring/Summer 2024. Replace surface as soon as possible.					