

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**

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

To: All Members of the Town Projects and Asset Management Committee
Cc: All Northam Town Councillors

You are hereby summoned to attend a meeting of the Town Projects and Asset Management Committee to be held in the Committee Room, Windmill Lane, Northam on **Thursday 18th April 2024 at 6.30am**. The agenda for the meeting is shown below.

Date of summons: 12th April 2024

pp G R Langton

Guy Langton (Deputy Town Clerk) PSLCC

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.

AGENDA

- 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 previous meeting as a correct record:**
7th March 2024 (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 consider the purchase of scalplings to undertake resurfacing works on footpaths** *(herewith – committee report)*
- 9 To consider the purchase of 5,000L of woodland mulch to lay under the newly planted hedge at Borough Farm (approx. cost £650 exVAT, delivered)** *(herewith – committee report)*
- 10 To consider the quotes received for tree works advised in the tree survey** *(herewith – committee report)*
- 11 To consider storing the Council’s three-tier planters at an offsite location** *(herewith – committee report)*
- 12 To consider a request from Torridge Pilot Gig Club to store up to 5 boats at the Appledore Boat Park.** *(herewith – committee report)*
- 13 To consider replacing a lamp in a column at Westward Ho! Park.** *(herewith – committee report)*

Committee Report – TP&AM 18.04.2024

Item

- 5 To confirm and sign the minutes of the previous meeting as a correct record:
7th March 2024.**

Minutes in agenda pack at pages 5 to 7

- 7 To consider review of Action Points and Projects.**

Action report and update in agenda pack at pages 8 to 13

- 8 To consider the purchase of scalpings to undertake resurfacing works on footpaths.**

It is estimated that 30t of scalpings are required. The Council is advised that the cost would be approx. £20/t, requiring in the region of £600 (exVAT). The work would be undertaken by the maintenance team. The last time this type of work was undertaken, it necessitated the hire of other tools (including a mini-dumper truck) to facilitate the works, increasing the cost by approx. £500. The estimated total for the work would be £1,000 plus at least a week's work for two members of the team.

- 9 To consider the purchase of mulch to lay under the newly planted hedge at Borough Farm.**

It is estimated that 5,000L of woodland mulch would be required. Loose mulch is more cost effective than bagged and can be delivered to the entrance at Burrough Farm. The Council is advised that the cost would be approx. £650 (exVAT), including delivery to site.

- 10 To consider the quotes received for tree works advised in the tree survey.**

Received one quotes are as outlined below. Two other quotes are being sought and will be circulated when received.

Company	Scope of Works	Quotation
A (all woodchip brash and logs to be removed from site unless otherwise requested)	Anchor Park. T2 Remove diseased ash tree (see images at page14) T3 Lift canopy and crown reduction of Holm Oak to comply with ROSPA requirements (too close to play area)	£685 (contractor not registered for VAT)
A (all woodchip brash and logs to be removed from site unless otherwise requested)	Blackies. G1 Willow pollard to correct heavy lean into highway (MEWP required for work) T1 Reduce crown cherry tree and selective deadwood pruning	£1,000 (contractor not registered for VAT)
A (all woodchip brash and logs to be removed from site unless otherwise requested)	Lords Meadow. G1 Oak Tree avenue. Crown reshape and deadwood trim with selective pruning of overhanging limbs.	£850 (contractor not registered for VAT)
A (all woodchip brash and logs to be removed from site unless otherwise requested)	Burrough Farm. T1 Fell Elm T2 Remove Ash Tree T3 Fell Elm G1 3 x Ash tree – pollard. Elm tree crown reduction and remove overhanging branches from neighbouring properties as appropriate. General selective pruning for health.	£2,250 (contractor not registered for VAT)

11 To consider storing the Council's three-tier planters at an offsite location.

Following feedback from both the public and members of the Council that the planters do not fare well over the winter in situ at Appledore, Northam and Westward Ho!, the Officers have sought alternative approaches.

- To empty and relocate three-tier planters. This was discounted as the Council has no location for the volume of used compost and vegetation.
- Relocate the planters away from their usual locations. To this end, the Officers discussed the possibility of storing Northam TC's three-tier planters at Bideford TC's Caddsdawn site with colleagues at Bideford TC. Bideford TC is willing to allow NTC to store the planters at a cost of £1/sqft/month – which is £9/month/planter. The Council has 14 planters. The cost would therefore be £126 Per month.

The cost to transport them to the location will need to be considered and will be approx. £??

The Officer recommends that the committee considers:

1. When to start planter storage – in the spring (i.e. as soon as possible, to return at a suitable time after planting up) or to wait until the autumn and store over the winter.
2. If the planters are not yet to be stored, if sufficient plants could be sourced to plant them up for the remainder of the spring season. The Officer notes that in this case, the plants would need to be removed in a matter of weeks to allow the summer planting scheme to be created.

12 To consider a request from Torridge Pilot Gig Club to store up to 5 boats at the Appledore Boat Park.

The agreement signed by the Gig Club allows for 4 gig boats to be stored, 2 each side. The Club has requested permission to regularise the current position, where they store 5 boats (2 one side and 3 the other). The arrangement is shown in the image and it can be seen that the boats do not exceed the space allocated to Club.



13 To consider replacing a lamp in a column at Westward Ho! Park.

Following the cancellation of the Westward Ho! Park meeting, the officer considered it sensible to include this matter at this committee.

The lamp column closest to Avon Lane is not working.

An electrician has been to check the column and it appears to be a fault with the bulb or the wiring at the bulb connection. The contractor has advised that the work can only be carried out with a MEWP/cherry picker, given the column's location on a sloping bank. The cost of this piece of equipment is £250 before the other costs of the work are included. The officer believes that the work could be approx. £400 (exVAT), though could be more.

Northam TC's staff are not able to carry out the work.

Prepared by G Langton 11.04.2024.

Northam Town Council – Minutes of the Town Projects and Asset Meeting held on Thursday 7th March 2024 at 10,00 am in the Council Chamber, Town Hall, Windmill Lane, Northam

Present: Cllrs Tait, (Chair), Bach, Edwards (Deputy Chair), Hodson, and Lo-Vel,

In attendance: Jane Mills - Town Clerk
Guy Langton – Deputy Town Clerk at minute no: 2403/830

2403/820 Apologies

Apologies – Cllr Whittaker

2403/821 Chair's announcements

A letter had been received complimenting the workmen employed to do the hedge laying at Anchor Park.

Action point: Town Clerk to convey the email contents to the workmen.

2403/822 Declarations of interest

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

There were none.

2403/823 To agree the agenda between Part A and Part B (confidential information)

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

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

2403/824 To confirm and sign the minutes of the Town Projects Meeting held 25th January 2024

It was **resolved** to confirm and sign the minutes of the Town Projects Meeting held 25th January 2024 as correct record,

Proposed: Cllr Bach, Seconded: Cllr Lo-Vel (all in favour)

2403/825 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.

2403/826 To consider review of Action Points and Projects,

Amendments and updates attached.

2403/827 To receive an update on the annual footpath survey and consider the actions suggested (to include the resurfacing of footpath 10a and other items)

Members noted the report and requested sight of a footpaths map, there was a request to investigate the availability of scalplings, can they be purchased in bulk? An update on footpath 24 was given, advising that the owner was agreeable in principle subject to there being no liability attached to him if allowing the installation of a handrail. Members requested to see a copy of the P3 survey when costs are attached.

Action Points: Provide members with a footpaths map, investigate bulk purchase of scalplings, provide members with P3 costings.

- 2403/828 To consider installation of planters either side of the bus shelter opposite the Seagate.**
A letter had been received requesting NTC install planters either side of the bus shelter opposite the Seagate. This was from a group wishing to refresh the bus shelter. The Town Clerk was asked to write to the group commending their community spirit, but pointing out that the bus shelter belongs to TDC and it is not within the remit of NTC to decide on decoration. With regard to planters, members felt that there were already adequate planters in place.
Action Point: Write to the group commending their community spirit, but pointing out that the bus shelter belongs to TDC and it is not within the remit of NTC to decide on decoration. With regard to planters, members felt that there were already adequate planters in place.
- 2403/829 To consider the tree survey for Northam Town Council owned land and work required.**
The Deputy Town Clerk was invited into the meeting, to explain about the survey. It was **resolved** to seek quotes for any work which could not be completed by the maintenance team.
Proposed: by Cllr Tait, seconded: Cllr Bach, (all in favour)
Action Point: obtain quotes, future agenda item.
Item 14 was brought forward at this juncture, whilst the DTC was still in the meeting.
- 2403/830 To receive an update on the play inspection report and consider its recommendations.**
Members discussed the report.
It was **resolved** that a consultation takes place regarding the usage of the Lords Meadow gym equipment. This could be by means of posters.
Proposed: by Cllr Bach seconded: Cllr Tait, (all in favour)
It was **resolved** that 4 litter bins be purchased for the parks, from project provision.
Proposed: by Cllr Hodson, seconded: Cllr Tait, (all in favour)
It was further **resolved** that longevity reports be added to the play inspection reports in 2025 at a cost of £105 for seven play areas. Also, that the skatepark be added back next year.
Proposed: by Cllr Hodson, seconded: Cllr Tait, (all in favour)
Action Point: Prepare a consultation re gym equipment in Lords Meadow. Purchase 4 litter bins, add longevity reports to the play inspections for 2025 and include skatepark for inspection.
- 2403/831 To consider the renewal of the three defibrillators through SWAST or alternative options and additional for Westward Ho! Park.**
Cllr Hodson felt the report was excellent.
It was **resolved** that 4 defibrillators should be purchased through London Hearts
Proposed: Cllr Hodson, seconded: Cllr Bach (all in favour)
At this juncture gave her apologies and left the meeting
Action Point: Purchase 4 defibrillators, 3 replacements and 1 new for Westward Ho! Park
- 2403/832 To consider purchase of a salt spreader**
It was **resolved** to purchase a salt spreader at best value to a maximum of £350.00
Proposed: by Cllr Tait, seconded: Cllr Bach, (all in favour)
Action Point: Purchase salt spreader.
- 2403/833 To consider requests from Climate Emergency Committee.**
- **To consider composting.** It was agreed to defer this item until Cllr Hames was present.
 - **To consider a storage location for the Council's Planters during the off-season**
This is currently under review.

- 2403/834** **To consider a request to adopt a small piece of land at Burrough Farm.**
It was **resolved** to respond to the request advising that the overhanging trees will be dealt with and the council will clear the overgrowth but is not open to adoption of any of the area.
Proposed: Cllr Edwards, seconded: Cllr Bach (all in favour)
Action Point: respond to the request

PART B

- 2403/835** **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.**
It was **resolved** that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.
Proposed: Cllr Tait, seconded: Cllr Edwards (all in favour)
- 2403/836** **To consider work required on the floor at Northam Hall** (report and quotes attached)
It was **resolved** to accept the quote from Floor Sanding Services in the sum of after confirmation that the price of £3650.00 includes clearing up after the sanding.
Proposed: Cllr Bach, seconded: Cllr Tait (all in favour)
Action Point: accept quote from Floor Sanding Services subject to clearing up after sanding
- 2403/837** **To resolve to readmit members of the press and public.**
It was **resolved** to readmit members of the press and public.
Proposed: Cllr Tait, seconded: Cllr Edwards (all in favour)

There being no further business the meeting closed at 12.40pm

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

Post Meeting Action Points and Projects Review for April 2024

‘RAG’ rated – Red = to start; Amber = ongoing; Green = Complete. For ease of reading, only the action number has been coloured. All ‘Green’ actions are complete and will be removed after the meeting at which that is reported.

It is recommended that actions 18 to 32 are removed from the list after the April 2024 meeting.

Action	After January 2024 meeting	After February 2024 meeting (to be updated at April 2024 meeting)	Update for April 2024
1	Green flag award scheme.		
2	To receive an update on the play inspection report and consider its recommendations.	Added to the action list.	Prepare a consultation re gym equipment in Lords Meadow.
3	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.	
4	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	
5	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. Dropped kerb opposite Church in Appledore has been white-lined
6	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 9 th February and 23 rd February. Response received 27 th 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.	
7	Weed control review annual on August agenda.		Remains on the list.	
8	Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.			Quotes are being sought. The battery must be compatible with the unit purchased (the Husqvarna 520iRX Battery Trimmer) which is currently paired with a BLI950X backpack battery.
9	Anchor Park replacement equipment weather dependent.			
10	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.	Will remain on list until further information received.	
11	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.		Not wearing through at present but include in budget 2025-6	
12	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.			Quotes to be sought.
13	Footpaths. Survey Report next agenda, write to owner re installation of handrail Fosceth Hill.	Added to the action list.	Written to owner.	Price received from fabricators. Landowner to be written to.
14	Maintenance and storage of planters (3-tier) to maximise the benefits of the	Added to the action list.	Future agenda.	On the agenda.

	planting schemes. Bring information to a future meeting. Zoom meeting held, awaiting documentation and costs.			
15	Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road.	Added to the action list. (note – repeat of Action point 22).	Contact DCC requesting an adjustment to the lighting Contact made and Cllr Bach liaising with DCC.	
16	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.	Added to the action list.	This is proceeding.	
17	To consider work on Northam Hall accept quote from Floor Sanding Services subject to clearing up after sanding.		Added to the action list. Confirmed by the contractor, most suitable dates to be agreed.	Ongoing.
18	Anchor Park, hedge laying scheduled February 2024.		This work has started and will be spread over 4 days but not consecutively. 1 st day completed.	Complete.
19	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.	Added to the action list. Agenda item. To consider installation of planters either side of the bus shelter opposite the Seagate.	Write to the group commending their community spirit, but pointing out that the bus shelter belongs to TDC and it is not within the remit of NTC to decide on decoration. With regard to planters, members felt that there were already adequate planters in place.	Complete.
20	Westward Ho! finger post.	Contractor appointed and required documents submitted to TDC for	Update since meeting, licence received and contractor booked, work to be completed in March. Completion	Complete.

		approval, await licence from TDC.	will be advised. Now completed, remove after next meeting.	
21	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 was on February Full Council Full Council agreed to planting and maintaining a hedge.	Remove item when work completed.	Planting completed along the western fence line. A separate action to be added to complete the planting along the northern fence line. Further consideration on the agenda for April 2024. Complete – new action to be resolved.
22	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. Repeated at Action Point 15.	To be removed – duplicated item.
23	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.	Contractor confirmed no extra cost. Still not installed.	Installation of panels complete.
24	Tree survey for Northam Town Council owned land. Proceed with survey.	Added to the action list. Survey completed.	Agenda item agreed to seek quotes for any work that cannot be completed by the maintenance team, agenda again next meeting.	On the agenda. Complete – new action to be resolved.
25	A letter had been received complimenting the workmen employed to do the hedge laying at Anchor Park. Town Clerk conveyed the email contents to the company doing the work.		Added to the action list.	Remove after April meeting.

26	Footpath survey included as an agenda item, including the resurfacing footpath10A, 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 see Action 13.	Complete.
27	Annual footpaths survey, Provide members with a footpaths map, investigate bulk purchase of scalpings, provide members with P3 costings.		<p>Added to the action list.</p> <p>Members have been supplied with a footpaths map, and been provided with the costings for the work required on the footpaths.</p> <p>Scalpings can rarely be obtained through Highways anymore. A local company will supply at a very special price of £18.00 a ton.</p>	On the agenda. Complete – new action to be resolved.
28	To receive an update on the play inspection report and consider its recommendations.		<p>Added to the action list.</p> <p>Purchase 4 litter bins, add longevity reports to the play inspections for 2025 and include skatepark for inspection report.</p>	Ordered. Delivery date awaited. Complete.
29	To consider the renewal of the three defibrillators through SWAST or alternative options and a new defibrillator for Westward Ho! Park		<p>Added to the action list.</p> <p>Purchase 4 defibrillators, 3 replacements and 1 new for Westward Ho! Park.</p>	Defibrillators received, NTC now has units installed in the following locations: <ul style="list-style-type: none"> • Arnolds Pharmacy, Nelson Rd • Westward Ho! Park Pavilion • Northam Square (Newsagent's wall) • Appledore Social Club • Northam Hall.
30	To consider purchase of a salt spreader		Added to the action list.	Complete.

			This has now been purchased. Remove this item after the next meeting.	
31	To consider a request to adopt a small piece of land at Burrough Farm.		Added to the action list. Respond to the request advising that the overhanging trees will be dealt with, and the council will clear the overgrowth but it is not open to adoption of any of the area.	Complete.
32	Members asked about the Festoon Lighting at Westward Ho!,		Added to the action list. This has been replaced by the company and weather permitting will be installed before Easter.	Complete.

Jane Mills & Guy Langton.

Diseased Ash Tree at Anchor Park.

