



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

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### To all members of the Council:

You are hereby summoned to attend the **PARKS and RECREATION COMMITTEE** meeting on

**Wednesday 29<sup>th</sup> January 2025 at 6:30pm**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

### Membership:

Louis Bach, Hugh Brading, Barry Edwards, Peter Hames, Jane Whittaker, Sam Newman- McKie, plus the Mayor, Cllr Niki Tait (ex-officio).

### Questions by the public

There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to the meeting.

### Recording, photographs and filming

In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

*Subject to subsection (2)\* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

*Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

*Guy Langton*

Guy Langton, Town Clerk & RFO

Date of issue: 23<sup>rd</sup> January 2025

## **AGENDA**

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)** *All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.*
- 2 Chair's announcements**
- 3 To receive any dispensations and disclosable pecuniary or other interests** *Members are reminded that all interests must be declared prior to the item being discussed.*
- 4 To agree the agenda as published.**
- 5 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 27<sup>th</sup> November 2024 (p3-10)**
- 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 receive an update on actions (p11-12)**
- 8 To receive the annual play inspection reports and note the planned actions** (attached and to follow)
- 9 To consider scheduling the next annual Play Area inspections (January 2026) (p13)**
- 10 To note the plans for formal Tennis provision at the courts in 2025, as agreed at Finance Committee in January 2025 (attached)**

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 27<sup>th</sup> November 2024 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bach, Brading, Edwards, Hames, Newman-McKie, Whittaker (Chair), and the Mayor, Cllr Niki Tait (ex-officio).

In attendance: Guy Langton – Town Clerk, Ian Rawle – Parks & Buildings Manager.  
Barbara Potts and Brian Russell – Volunteer Gardeners (Westward Ho! Park).  
One member of the public.

**2411/434 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

All elected members were present, Christine Hutchins – Chair of FOTWHOP apologised that she was unable to attend.

**2411/435 Chair’s Announcements**

Reported that the tennis court gate handle/keypad lock unit and grey metal plate had been replaced by the gate provider. The ongoing condition of these new units would be monitored.

**2411/436 To receive any dispensations and disclosable pecuniary or other interests**

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

**2411/437 To agree the agenda as published**

It was **resolved** to agree the agenda as published.  
Proposed Cllr Brading, Seconded Cllr Bach (all in favour)

**2411/438 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 25<sup>th</sup> September 2024**

It was **resolved** that to approve the minutes as a true and correct record, which were signed by the Chair.  
Proposed Cllr Bach, Seconded Cllr Tait (majority in favour, 1 abstention – not present at the meeting).

**2411/439 Public Participation**

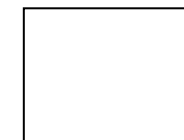
*Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda. Each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.*

There were no members of the public present other than volunteer gardeners, who would be invited to contribute at the relevant time.

**2411/440 To receive an update on actions**

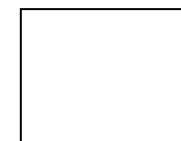
The Action table is presented overleaf.

Action	February 2024	April 2024	May 2024	July 2024	September 2024	November 2024
1 Green flag award scheme.		The matter would remain an ambition for the Council in relation to suitable parks. ONGOING			The Council Officers would focus their efforts on aligning the management of anchor Park to the Scheme criteria and apply for recognition at the suitable time. ONGOING	
2 Asset list and maintenance costs.	Remains on the list	Remains on the list	Remains on this list and allocated to this committee.	Remains on this list and allocated to this committee.	Estimated costings are to be taken forward to the budget process for review by Finance Committee. ONGOING	
3 Lords Meadow zip wire and Basket swing in need replacement currently not rotting at base, but everywhere else.	Quotes are being sought and will be presented when available.	To be presented to a future meeting of the appropriate committee.	The replacement equipment at Lords Meadow was on the agenda.	The contractor has been instructed. There is no update on the installation at the time of writing.	The work is being undertaken. ONGOING	COMPLETE
4 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.	The matter was on the agenda. Complete.	The contractor has been instructed. There is no update on the installation at the time of writing.	The work is being undertaken. ONGOING	The damp weather has caused some issues. The contractor is being reminded the work needs completing. ONGOING



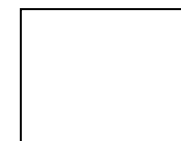
Chair's initials

Action	February 2024	April 2024	May 2024	November 2024	
<p>5 Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.</p>		<p>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.</p>	<p>Feedback from the maintenance team is that the backpack battery is too heavy for extended wear. Other tools may be more suitable (such as blowers or hedge trimmers). This information would be considered when tools required replacement.</p>	<p>The Town Clerk and Parks &amp; Buildings Manager are seeking a grant for a walk-behind electric ‘tractor’ from DCC ONGOING</p>	
<p>6 To consult the community on the use of outdoor gym.</p>					
<p>7 Request from a Councillor to investigate the possibility of installing footway/pavement lights along a stretch of Golf Links Road.</p>	<p>Contact DCC requesting an adjustment to the lighting Contact made and Cllr Bach liaising with DCC.</p>	<p>Remains on the list.</p>		<p>Update awaited from Cllr Bach. No further update from DCC.</p>	<p>DCC responded to the Town Clerk advising that it does not consider there to be any need for brighter lights. COMPLETE</p>
<p>8 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.</p>	<p>This is proceeding.</p>	<p>Remains on the list.</p>		<p>Work not yet undertaken. The Truck was with the suppliers for 3 weeks this summer having warranty repairs, damaged parts replaced and a service carried out.</p>	<p>No yet done. ONGOING</p>



Chair's initials

Action	February 2024	April 2024	May 2024	September 2024	November 2024
8 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.	Remains on the list.		Work not yet undertaken. The Truck was with the suppliers for 3 weeks this summer having warranty repairs, damaged parts replaced and a service carried out.	No yet done. ONGOING
9 Churchfields Skate Park – paint and ‘graffiti’.	-	Research at graffiti artists and local colleges to have the skate park ‘graffiti painted’.		The unpainted panels have been sealed and painted blue.  The Clerk has contacted one graffiti artist locally but does not have the details of the artist that worked on the Park initially.	The Parks & Recreation Manager has been in discussion with a graffiti artist. The matter was on the agenda. ONGOING
10 Hotbin support, Town Clerk asked to follow-up with Andrew Cross.		The former Town Clerk had met with Mr Cross and received guidance on the use of the hotbin. The matter would remain under review at this committee.		The Hotbin is not being used. The matter is on the agenda.	The Hotbin will be taken over by the Maintenance Team. It may need to remain at the Park until a suitable location has been found. Two replacement barrel-type compost bins to be arranged for the Park, donated by a member of the public. COMPLETE
11 Install bulkhead lights on the Pavilion at Westward Ho! Park					The lights have been purchased and installed. COMPLETE



Chair’s initials

Action		February 2024	April 2024	May 2024	July 2024	September 2024	November 2024
12	Undertake the repair to the multi-play unit and instal the 'You and Me' swing when received.					Repairs on going.	New swing seat installed. COMPLETE
13	Tennis Court gate – quality of work					The matter has been raised with the LTA directly and the Surveying Firm overseeing the work. The gate installer has advised the Surveyor that the replacement parts will be installed. No date for the work has yet been advised. ONGOING	The work had been completed, as reported at Chair's Announcements above. The condition of the parts would continue to be monitored. COMPLETE
14	Reinstall sign bee friendly planting at Anchor Park					The sign has not yet been reinstated. The Council is advised to wait until the new work is undertaken to establish wildflower swathes at the Park.	A suitable sign would be installed when the preparation work and planting had been completed in the new calendar year. ONGOING
15	Order bulbs and schedule planting					Approx. 9000 bulbs of various species have been received.	Planting has been scheduled. COMPLETE
16	Yellow lining steps Anchor Park					Step edges highlighted.	COMPLETE



Chair's initials

**2411/441 Westward Ho! Park**

- a. To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho!

The Chair of FOTWHOP provided the below presented report, which was read out by the Town Clerk:

*I had hoped to attend this evening but have come down with a virus and don't want to pass my germs on to anyone, so please do accept my apologies for my absence at the meeting this evening.*

*I will put the request [for materials to rebuild the raised beds at the sensory garden] through to the FOTWHOP committee, but I am sure that we can fund / part fund the purchase of the materials as an agreement in principle.*

*The 200 Club continues to run, and we now have 170 numbers in the draw, with 5 draws remaining for the 200 Club year. The gardeners have been working hard as I've seen from the work done around the sensory garden.*

*One question I have is with regards to the willow arch - is there someone who can help ensure that it retains the arch shape - there was a lady who had offered some assistance with that I believe - I'll see if I've got any information about her from emails.*

The Volunteer Gardeners confirmed that they had some materials with which the raised beds in the sensory garden could be rebuilt already. The Parks & Buildings Manager would check what was extra materials would be needed.

The Town Clerk confirmed a member of the Maintenance Team understood how to maintain the arch and had been asked to carry this work out through the year as appropriate.

- b. To receive an update on plans for the Pavilion building

At the Full Council meeting in November 2024, it was resolved to start drawing up a cost/benefit analysis of the options for the future of the Pavilion. The aim is to have a clear understanding of the options for the January 2025 meeting of the Finance committee.

It was **resolved** to recommend to the Finance Committee that costs were sought for the three options:

- Renovate the current building (for which the Council has already received detail of the work required).
- Demolish and replace the building.
- Demolish the building and replace with other facilities (e.g. public toilets and changing for tennis, 'band stand' etc).

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

**Action point: Council Officers to seek costs for the three options as outlined.**

- c. To consider possible ways forward for community tennis, Parks Tennis and tennis camps in 2025

*A member of the public entered the meeting at this point (19:35)*

It was **resolved** to seek grants to provide and if possible, increase the tennis summer camp provision for children and adults at Westward Ho! Park, to start in late May/June 2025, seeking grants to subsidise the provision

Proposed: Cllr Brading, Seconded: Cllr Newman-McKie (all in favour).

**Action point: Liaise with ARC to provide the Camps and research sources of grant funding.**



**2411/442 Anchor Park**

- a. To receive an update on planting plans for Anchor Park.  
The Committee noted the planting plan that had previously been approved (below).



**Action point: Schedule the work to start planting.**

**2411/443 Lords Meadow**

a. To receive an update on the installation of play equipment and ball fencing. The play equipment has been installed and is ready for use. The weather has slowed the installation of the fencing and new goals. The officer was in regular communication with the contractor.

- b. To consider the temporary siting a Pump Track at Lords Meadow

It was **resolved** to suspend standing orders to hear from the members of the public.  
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour)

The member of the public addressed the committee. She had written to the Town Clerk asking of the Council could consider installing a permanent 'Pump Track' for bicycles (and other wheeled uses). The only track locally was in Braunton. The member of the public noted that there may be space at the amenity site that was planned for Golf Links Road.

It was **resolved** to reinstate standing orders.

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

It was **resolved** to recommend a budget of £6,000 be included in the 2025-26 budget to enable the Council to provide a temporary pump track at Lords Meadow in the summer holidays 2025.  
Proposed: Cllr Bach, Seconded: Cllr Whittaker (all in favour)

**Action point: Officers to arrange the provision.**

*The member of the public left the meeting at this point (19:50)*

**2411/444 To receive an update on and consider a way forward regarding graffiti-painting the Skate Park at Churchfields in Appledore.**

It was **resolved** to allocate a budget of £5,000 to commission a graffiti artist to decorate the skate park, supported by a public consultation exercise to choose the favoured design.

Proposed: Cllr Whittaker, Seconded: Cllr Newman-McKie (majority in favour).

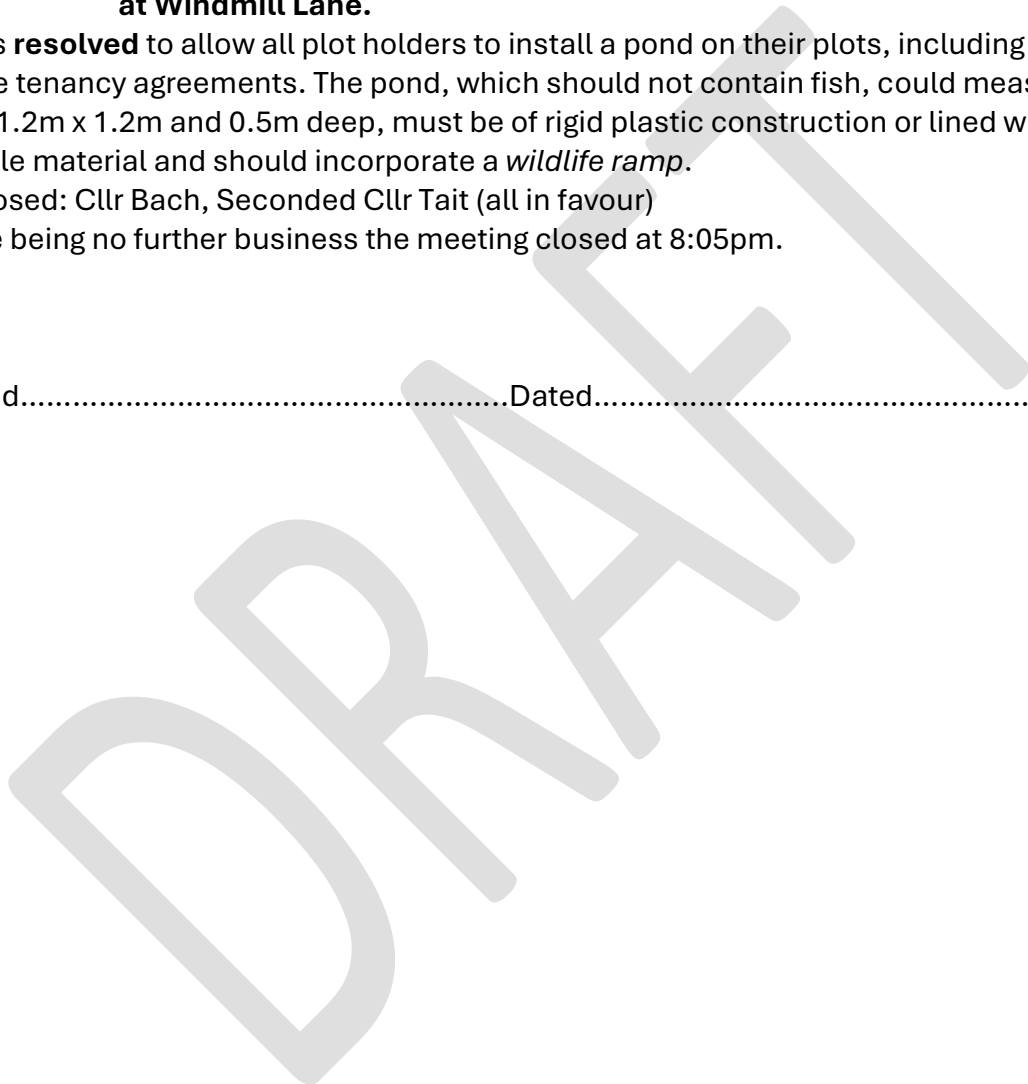
**2411/445 To consider a request to install a pond on their plot from an allotment holder at Windmill Lane.**

It was **resolved** to allow all plot holders to install a pond on their plots, including the detail in future tenancy agreements. The pond, which should not contain fish, could measure no more than 1.2m x 1.2m and 0.5m deep, must be of rigid plastic construction or lined with a suitable flexible material and should incorporate a *wildlife ramp*.

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

There being no further business the meeting closed at 8:05pm.

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



**Item 7 To receive an update on actions.**

Action	September 2024	November 2024	January 2025
1 Asset list and maintenance costs.	Estimated costings are to be taken forward to the budget process for review by Finance Committee. ONGOING	Estimated costs included in the draft budget. ONGOING	Costs included in budget. COMPLETE
2 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.	The work is being undertaken. ONGOING	The damp weather has caused some issues. The contractor is being reminded the work needs completing. ONGIONG	The damp weather has caused some issues. The contractor is being reminded the work needs completing. ONGIONG
3 Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget.	ONGOING	The Town Clerk and Parks & Buildings Manager are seeking a grant for a walk-behind electric 'tractor' from DCC. ONGOING	The grant fund is no longer available. The matter has been passed to the Finance committee as part of a wider review of machinery and vehicles. COMPLETE
4 To consult the community on the use of outdoor gym.			INCOMPLETE
5 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.	Work not yet undertaken. The Truck was with the suppliers for 3 weeks this summer having warranty repairs, damaged parts replaced and a service carried out.	ONGOING	Designs being created. ONGOING
6 Churchfields Skate Park – paint and 'graffiti'.	The unpainted panels have been sealed and painted blue.  The Clerk has contacted one graffiti artist locally but does not have the details	The Parks & Recreation Manager has been in discussion with a graffiti artist ONGOING	

		of the artist that worked on the Park initially.	
7	Tennis Court gate – quality of work		The matter has been raised with the LTA directly and the Surveying Firm overseeing the work. The gate installer has advised the Surveyor that the replacement parts will be installed. No date for the work has yet been advised. ONGOING
8	Reinstall sign bee friendly planting at Anchor Park		The sign has not yet been reinstated. The Council is advised to wait until the new work is undertaken to establish wildflower swathes at the Park. ONGOING
9		Rejuvenate the willow arch at Westward Ho! Park	The work has been started by then maintenance team. COMPLETE
10		Costs for works at the Pavilion building	Passed to the Finance Committee. COMPLETE
11		Liaise with ARC Tennis regarding formal tennis provision in 2025	On the agenda. COMPLETE
12		Arrange for a temporary PumpTrack at Lords Meadow (if suitable) in the summer holidays 2025	Dates of 11 <sup>th</sup> to 19 <sup>th</sup> August agreed with provider. Deposit to be paid (25%). COMPLETE

- 8 To receive the annual play inspection reports and note the planned actions (to follow)**
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- 9 To consider scheduling the next annual Play Area inspections (January 2026)**

**Recommendation:**

**The committee accept the quote from the Council's play inspection provider, to inspect and make 'life expectancy assessment' at all seven of the Council's Parks for £805(exVAT).**

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- 10 To note the plans for formal Tennis provision at the courts in 2025, as agreed at Finance Committee in January 2025 (attached)**