**To all members of the Council:**

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

**Wednesday 26th March 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, Barry Edwards, Peter Hames, Jane Whittaker (Chair), Sam Newman- McKie, plus the Mayor, Cllr Niki Tait (ex-officio). Two vacancies.

**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: 20th March 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 26th January 2025** (p3-p5)

**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** (p6)

**8 To receive an update on the actions arising from the annual play inspection reports** (verbal)

**9 Westward Ho! Park** (p7)

* 1. To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho! (verbal)
  2. To receive an update on plans for the Pavilion building (verbal)
  3. To receive update on tennis plans for summer 2025 as agreed at Finance Committee (confidential report attached)
  4. To consider a project to install a MUGA on the space left by the 4th court, referred from Full Council (March 2025) (to follow)

**10 Anchor Park** (p7)

1. To receive an update on works at Anchor Park
   1. Planting update (verbal)
   2. Fencing installation (verbal)

**11 Lords Meadow** (p7)

1. To receive an update on the removal of the outdoor gym equipment and ball fencing (verbal)

**12 Wren Close** (p7)

a. To receive an update on works undertaken (verbal)

**Page 202**

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 29th January 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

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

In attendance: Ian Rawle – Parks & Buildings Manager.

**2501/552 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**

Cllr Whittaker and Christine Hutchins – Chair of FOTWHOP apologised, the reasons for which were accepted.

**2501/553 Chair’s Announcements**

There were none.

**2501/554 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.

**2501/555 To agree the agenda as published**

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

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

**2501/556 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 27th November 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 Hames (all in favour)

**2501/557 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.

**2501/558 To receive an update on actions**

The Action table is presented overleaf.

**Page 203**

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| **Action** | | **November 2024** | **January 2025** |
| 1 | Asset list and maintenance costs. | 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 damp weather has caused some issues. The contractor is being reminded the work needs completing.  ONGOING | The damp weather has caused some issues. The contractor is being reminded the work needs completing.  ONGOING |
| 3 | Battery powered equipment replacement, under regular review. Purchase of a second battery has been added to the 2024-25 budget. | 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. |  | It was agreed that the outdoor gym equipment will be removed the week prior to the installation of the PumpTrack in the summer, with no community consultation taking place until after the removal.  ONGOING |
| 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. | ONGOING | Designs being created.  ONGOING |
| 6 | Churchfields Skate Park – paint and ‘graffiti’. | ONGOING | It was agreed that no graffiti artist be commissioned until the current vandalism in Churchfields has been resolved.  ONGOING |
| 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 |

**Page204**

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| 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 11th to 19th August agreed with provider.  Deposit to be paid (25%).  COMPLETE |

**2501/559 To receive the annual play inspection reports and note the planned actions**

It was noted and agreed that the Playpark Action Plan, presented by the Parks and Buildings Manager, including repairs to be carried out at Anchor Park, Appletree Gardens, Churchfields Skate Park, Lords Meadow, Ridgeway Drive, Westward Ho! and Wren Close would be carried out or returned to this committee for decision as appropriate.

It was **agreed** to carry out repairs to the 1 Bay 2 Seat Cradle swing Crux/T connectors at Anchor Park, and to paint the Churchfields Skate Park in Blue Anti – Graffiti paint.

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

**ACTION POINT: All work identified for future years should be included in the budgets going forward to ensure that the necessary funds are reserved and available when the work is required.**

**2501/560 To consider scheduling the next annual Play Area Inspections (January 2026)**

It was **resolved** to agree the scheduling of the next Play Area Inspection for January 2026 at the cost of £805 (exVAT).

**Proposed** Cllr Bach, Seconded Cllr Tait (all in favour).

**2501/561** **To note the plans for formal Tennis provision at the courts in 2025, as agreed at Finance Committee in January 2025**

This was noted.

There being no further business the meeting closed at 8:01pm.

Signed………………………………………………..Dated……………………………………………….

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | | **November 2024** | **January 2025** | **March 2025** |
| 1 | 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 damp weather has caused some issues. The contractor is being reminded the work needs completing.  ONGOING | The damp weather has caused some issues. The contractor is being reminded the work needs completing.  ONGOING | The contractor will undertake the works in April 25. Date TBC |
| 2 | To consult the community on the use of outdoor gym. |  | INCOMPLETE | The committee has decided to remove the gym equipment due to safety concerns regarding its current condition  ONGOING |
| 3 | Churchfields Skate Park – paint and ‘graffiti’. | The Parks & Recreation Manager has been in discussion with a graffiti artist  ONGOING | | This committee agreed it would remain as painted now until it is next refurbished.  COMPLETE |
| 4 | 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 has been completed by the installer. The condition will continue to be monitored.  COMPLETE |
| 5 | 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 | | The work has been completed by the Maintenance Team.  COMPLETE |
| 6 | Actions arising from Play Inspection Reports |  |  | On the agenda  ONGOING |
| 7 | Schedule Play Inspection Reports for 2025-26 |  |  | Scheduled for January/February 2026  COMPLETE |

**8 To receive an update on the actions arising from the annual play inspection reports**

**9 Westward Ho! Park**

1. To receive an update from the Chair of FOTWHOP and a representative of the volunteer gardeners at Westward Ho! (verbal)
2. To receive an update on plans for the Pavilion building (verbal)
3. To receive update on tennis plans for summer 2025 as agreed at Finance Committee (confidential report attached)
4. To consider a project to install a MUGA on the space left by the 4th court, referred from Full Council (March 2025) (to follow)

**10 Anchor Park**

a. To receive an update on works at Anchor Park

i. Planting update (verbal)

ii. Fencing installation (verbal)

**11 Wren Close**

a. To receive an update on works undertaken (verbal)