



## NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Acting Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

[admin@northamtowncouncil.gov.uk](mailto:admin@northamtowncouncil.gov.uk)

[www.northamtowncouncil.gov.uk](http://www.northamtowncouncil.gov.uk)

Please scan QR code for the Council's website



### To all members of the Council:

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

**Wednesday 16th July 2025 at 6:30pm**

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

### Membership:

Cllrs Jeremy Bell, Barry Edwards, Peter Hames, Claire Hodson, Sam Newman-McKie, Niki Tait, Jane Whittaker Plus the Mayor, Cllr Louis Bach (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: 9<sup>th</sup> July 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 21<sup>st</sup> May 2025 (p3-p4)**
- 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 (p7,8)**
- 8 Lords Meadow signage (p9)**
- 9 Installation of Compliant Signage at Wrens Close and Westward Ho! Park (p9)**
  - a) To consider the installation of new, compliant signage at Wrens Close play area and Westward Ho! Park.
  - b) To consider updating and replacing the existing park signage at Westward Ho! Park to improve visibility and clarity.
- 10 Construction of Steps and improvement of 'desire line' surface at Blackies Footpath (p9)**
- 11 Update on MUGA Project and Section 106 Funding Application (p10)**
- 12 To consider requesting the Review Committee review the allotment tenancy agreement (Windmill Lane) in light of comments from allotment holders and local residents (p10, verbal)**
- 13 To consider proposals for additional tree planting and the creation of a community orchard (p10, verbal)**

**Northam Town Council – Minutes of the Parks and Recreation committee meeting held 21<sup>st</sup> May 2025 at 6.30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Hames, Newman-McKie, Whittaker, Hodson and Bell.

In attendance: Ian Rawle – Parks & Buildings Manager.

Christine Hutchins – Friends of Westward Ho! Park (FOTWHOP).

**2505/057 Election of the Chair**

Cllr Whittaker **nominated** Cllr Hames as Chair of the Parks and Recreation Committee. The nomination was seconded by Cllr Hodson. There being no other nominations, the matter was put to a vote. All members were in favour and Cllr Hames was **duly elected Chair of the Parks and Recreation** 2025-26.

**2505/058 Election of the Vice Chair and signing of acceptance of Office**

Cllr Whittaker **nominated** herself as Vice Chair of the Parks and Recreation Committee. The nomination was seconded by Cllr Bell. There being no other nominations, the matter was put to a vote. All members were in favour. Cllr Whittaker was **duly Vice Chair of the Parks and Recreation Committee** for 2025-26.

**2505/059 To agree the agenda as published**

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

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

**2505/060 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85 (1)**

Cllrs Bach, Tait and Edwards tendered their apologies, the reasons for which were approved.

**2505/061 Chair's announcements**

The Chair made no announcements.

**2505/062 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.

**2505/063 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee meeting held on 26<sup>th</sup> March 2025**

It was **resolved** that to approve the minutes of that Parks and Recreation committee meeting as a true and correct record, they were signed by the Chair. **Proposed** Cllr Whittaker, Seconded Cllr Newman-McKie (Majority in favour with one abstention - not present at that meeting).

**2505/064      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 Christine Hutchins FOTWHOP, who would be invited to contribute at the relevant time.

**2505/065      To receive an update on actions**

The Action table is presented overleaf.

Action		January 2025	March 2025	May 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 contractor will undertake the works in April 25. Date TBC ONGOING	The contractor will undertake the works in April 25. Date TBC ONGOING
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 COMPLETE
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

Action	May 2025
8 The installation of CCTV at Westward Ho! Park within the Northam Town Councils grounds.	The Parks & Recreation Manager is currently looking into costings and suitable locations for the installation. ONGOING
9 The volunteer gardeners asked the Council to help recruit volunteers through its communication channels. Further discussion with the Town Clerk and Community Engagement Officer is needed.	Not started. INCOMPLETE

There being no further business the meeting closed at 19:13pm.

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

## Item 7 – Action Points

	Action	March 2025	May 2025	July 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 contractor will undertake the works in April 25. Date TBC ONGOING	The contractor will undertake the works in April 25. Date TBC ONGOING	
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 COMPLETE	
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	

	<b>Action</b>	<b>March 2025</b>	<b>May 2025</b>	<b>July 2025</b>
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	The installation of CCTV at Westward Ho! Park within the Northam Town Councils grounds.	The Parks & Recreation Manager is currently looking into costings and suitable locations for the installation. ONGOING	The Parks & Recreation Manager is currently looking into costings and suitable locations for the installation. ONGOING	Awaiting quote from contractor
9	The volunteer gardeners asked the Council to help recruit volunteers through its communication channels. Further discussion with the Town Clerk and Community Engagement Officer is needed.	Not started. INCOMPLETE	Not started. INCOMPLETE	Started. An email has been sent to Barbara asking whether the Council should design a poster or if there is an existing one we can use for social media promotion.



#### **Item 8        Lords Meadow signage**

To **Consider** the installation of a sign at Lords Meadow prohibiting golf, following a recent incident where a resident's window was broken by someone playing golf in the area.

It was brought to the officers attention that a resident's window was recently smashed due to someone playing golf at Lords Meadow. This incident has raised concerns about the safety of nearby properties and the appropriate use of the area.

To **consider** allocating a budget of £100 to instal of "No Golf" signs at both ends of Lords Meadow to prevent further incidents and ensure the safety and comfort of local residents.

#### **Item 9        Installation of Compliant Signage at Wrens Close and Westward Ho! Park**

- a) Recent park inspections have identified the need for updated signage to meet safety and compliance standards. The January inspection at Westward Ho! Park reported the following:

Finding: BS EN 1176 Part 7 recommends that signage shall include emergency contact details and contact details of the owner/operator for reporting maintenance issues.

To **consider** allocating a budget of £400 to instal new signage at both Wrens Close and Westward Ho! Park that includes emergency contact details and the contact information of the owner/operator, in line with BS EN 1176 Part 7 recommendations. This will ensure compliance, improve safety, and provide clear channels for reporting maintenance issues.

- b) To **consider** updating and replacing the existing park signage at Westward Ho! Park to improve visibility and clarity.

Cllr Edwards contacted the Council on Friday to raise concerns about the current signage in the centre of Westward Ho!, stating that it is not sufficiently clear. The existing sign was originally approved by Torridge District Council (TDC), the owner of the street furniture on which it is mounted.

To **review** the current signage and explore options for updating or replacing it with clearer, more visible signage, while ensuring compliance with TDC's requirements for street furniture, with a budget of £400.

#### **Item 10        Construction of Steps and improvement of 'desire line' surface at Blackies Footpath**

Cllr Hames has initiated a **proposal** to construct steps at the bottom of the footpath at Blackies, improving access to the Community Land Trust housing and housing at The Mount and Western Avenue. He will approach Officers at NTC regarding the project. The steps would be constructed by NTC maintenance staff, with minimal costs limited to timber and potentially some chippings to make good the path where it crosses NTC land. The proposed steps aim to enhance safety and accessibility for residents using the footpath to reach Appledore and public transport. This supports the objectives of NTC's Carbon Reduction Plan and Neighbourhood Plan by encouraging walking and public transport use, thereby contributing to a reduction in carbon emissions.

To **consider** the construction of steps at the bottom of the footpath at Blackies, leading to the Community Land Trust housing and housing at The Mount and Western Avenue.

**Item 11      Update on MUGA Project and Section 106 Funding Application**

The Committee is asked to **note** the update that plans and costings are being finalised ahead of submitting an application for Section 106 funding to Torridge District Council.

**Item 12      To consider requesting the Review Committee review the allotment tenancy agreement (Windmill Lane) in light of comments from allotment holders and local residents**

To **consider** a review of the allotment tenancy agreement in light of comments received from allotment holders and local residents, following concerns regarding the level of cultivation on certain allotment plots.

**Item 13      To consider proposals for additional tree planting and the creation of a community orchard**

Cllr Hames has requested that the Committee **consider** opportunities for further tree planting and the development of a community orchard. Draft plans will be circulated to members ahead of the meeting for discussion.