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**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.

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Cllr Bach raised the issue of a handrail on the footpath at Fosketh 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 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

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**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…………………………………………