

**Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 4<sup>th</sup> December 2017 in the Committee Room, Town Hall, Northam at 10.00 am.**

**Present:** Cllrs Tisdale (Chairman), Mrs Whittaker (from 1712/926), Brading, Davis (from 1712/923), Durkin, Edwards, Hames, Himan, Leather and Miller  
**In attendance:** Miss A Kendall – Admin Officer  
Member of the public

**1712/922 Apologies**

Apologies were received from Cllrs Berryman and Eastman

**1712/923 Chairman's announcements**

- The Chairman thanked all those involved with the light switch on events in Appledore and Westward Ho!. Cllr Leather asked how much money was received from Torridge for the lighting at Westward Ho!, the Admin Officer confirmed that it was just over £3,000 from the New Home Bonus scheme.

At this juncture, Cllr Davis and a member of the public arrived at the meeting.

- The Admin Assistant informed Members that the member of the public will be recording the meeting.
- An e-mail from Ellis Whittam was read out. They have carried out a routine health and safety check at Northam Hall and the only action required is that a colour contrasting nosing be painted on the outside steps. It was **agreed** that the Maintenance Men carry out the work as soon as possible.  
**Action Point – Men to carry out painting**

**1712/924 Declarations of interest**

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

**1712/925 To agree the agenda as published**

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

**1712/926 To confirm and sign the minutes of the Town Projects Meetings held 6<sup>th</sup> November and 16<sup>th</sup> November 2017 as a correct record**

It was **resolved** to confirm and sign the minutes of the meeting held 6<sup>th</sup> November 2017 as a correct record.  
Proposed: Cllr Brading, Seconded: Cllr Miller (all in favour)

At this juncture, Cllr Mrs Whittaker arrived at the meeting.

With reference to the minutes of the meeting held on 16<sup>th</sup> November, it was proposed by Cllr Edwards and seconded by Cllr Davis that the first sentence of the first paragraph of minute 1711/667 be amended to read 'obtain a survey on the flooring at Northam Hall by the original suppliers and to check their guarantees'. There were 3 votes in favour, 6 against and 1 abstention as the Member was not present at the meeting. The motion was not carried.

It was further **resolved** to confirm and sign the minutes of the meeting held 16<sup>th</sup> November, unchanged, as a correct record.  
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour with 1 abstention as Member not present at the meeting)

- 1712/927 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.*  
 The member of the public did not wish to speak
- 1712/928 To consider Action Points**  
 It was **agreed** to note the Action Points. It was requested by Cllr Hames that an agenda item regarding waste plastic be put on the January agenda.  
**Action Point – waste plastic to be added to the next agenda**
- 1712/929 To consider a Financial Report in respect of Town Projects & Asset Management**  
 It was **agreed** to note the report.
- 1712/930 To receive an update on Festoon/Festive Lighting in Westward Ho! extension at Westward Ho!**  
 An e-mail from Simon Phillips at Devon County Council was circulated and after some discussion, it was **resolved** that the Town Clerk should seek all the necessary costings for additional columns and lighting to be erected as at Appledore. Technical drawings should be ordered from Mr Godfrey to show the new post's locations. These will be forwarded to Simon Phillips to obtain approval from the County Council. Once permission has been sought, a Planning application will be submitted. This item will remain on the agenda.  
 Proposed: Cllr Edwards, Seconded: Cllr Mrs Whittaker (majority in favour with 1 abstention)  
**Action Point – Town Clerk to compile report on costings, order drawings and contact Simon Phillips**
- 1712/931 To consider an update on Festive lighting for Northam**  
 The Mayor reported that the new festive motifs were being put up in Northam Square that day after ordering an extension to the Maintenance Men's scaffold tower. The lights will be switched on by Rev. Arnold at 7pm on Friday 8<sup>th</sup> December before the opening of the Church Christmas Tree Festival.
- 1712/932 Anchor Park**
- Update on hedging  
 After some discussion, some Members expressed their concerns about the use of a Hawthorn based hedge in the park. It was **resolved** to check what hedging was used at Burrough Farm and bring the details back to the next meeting.  
 Proposed: Cllr Miller, Seconded: Cllr Edwards (majority in favour with 2 against and 1 abstention)  
**Action Point – Admin Officer to check hedging purchased for Burrough Farm**
- It was further **resolved** that a site meeting be held to discuss the positioning of the hedge and the park in general. This will take place at 9.30am on 8<sup>th</sup> January and the time of the meeting to be held that day be pushed back to 10.30am.

**1712/933 To consider footpaths**

It was **resolved** to give delegated authority to the Town Clerk to move forward with improvement works to footpaths at Buckleigh Road and Orchard Hill within the budget of the monies received from Devon County Council. Cllr Hames will liaise with the Office to confirm path numbers and to discuss proposed works.

Proposed: Cllr Mrs Whittaker, Seconded: Cllr Davis (all in favour)

**Action Point – Admin Officer/P3 co-ordinator to liaise with Cllr Hames and Town Clerk**

The Admin Officer also informed Members that the annual survey and financial forms need to be submitted to the County Council by the end of January. Cllr Hames presented a picture of the bank of the estuary near the resurfaced footpath. The bank is eroding and he feels it will affect the new path. He was advised that as this is part of the Coastal Path, he should report the matter to Martin Caddy at Devon County Council.

**1712/934 To consider an update on installation of a bus shelter opposite Durrant House Hotel**

It was reported that a follow up letter had been sent to the Durrant House Hotel and that a reply had not yet been received. The Mayor reported that he will be meeting with the Manager the following day and will ask them to reply.

**1712/935 To consider dog bins and dispensers**

- Report on dog bins in poor condition

The updated report and pictures were reviewed, and it was **agreed** that Cllr Mrs Whittaker will speak with Richard Haste, Waste Manager at Torridge, to see if some agreement could be made with regard to replacing/repairing some of the bins. She was asked to mention that the committee has a budget of £900 to work with and that Members were happy to share some of the costs.

**1712/936 To receive an update on speed signs**

Members expressed their disappointment in the negative tone of the e-mail received from Simon Phillips at Devon County Council. It was **resolved** to ask that Cllr Eastman has an item added onto the next HATOC agenda.

Proposed: Cllr Durkin, Seconded: Cllr Davis (all in favour)

**Action Point – Contact Cllr Eastman regarding HATOC agenda item**

**1712/937 To consider projects referred from the last Town Projects & Asset Management Meeting**

- Solar Panels at Northam Hall

After some discussion, it was **resolved** that Cllr Hames prepare a specification and a financial report including potential savings and income from energy put back into the grid.

Proposed: Cllr Tisdale, Seconded: Cllr Brading (all in favour)

**Action Point – Cllr Hames to submit details to the Town Clerk for inclusion on a future agenda.**

- Path at Lords Meadow

It was **agreed** that this item will come back to the next meeting with a more accurate specification by Cllr Brading. Cllr Brading also raised the fact that the length of path could be shortened considerably by putting a gate in the existing fence in the south-east corner of the park to make use of the existing path which runs alongside the park. It was further **agreed** that a site visit will take place on 8<sup>th</sup> January after visiting Anchor Park at 9.30am.

- **Ridgeway Drive play area**  
A report was compiled from a wish list made by some local residents and circulated to Members. Due to space constraints, it was **agreed** that the area could only accommodate a 'normal' swing, a roundabout and some interactive panels. It was resolved that a Council survey be drawn up to be distributed in the area. Then, a business plan will be drawn up from the results.  
Proposed: Cllr Hames, Seconded: Cllr Miller (all in favour)  
**Action Point – draft survey and bring to the next meeting**

**1712/938**

**To consider War Memorials**

It was **resolved** to accept quotation number 1 for both memorials to be cleaned. Before the Maintenance Men touch up the painted lettering at Appledore, the Town Clerk will check with the contractor that the correct type of enamel paint is being used.

Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)

**Action Point – Accept quote and check re paint**

**1712/939**

**To consider a letter received from the Devon Countryside Access Forum**

It was **agreed** that Cllr Hames will apply for membership on the Forum.

**1712/940**

**To consider flooring at Northam Hall**

The Admin Officer reported that the original architect and supplier of the flooring are no longer in business. Therefore, the Town Clerk arranged for S & G Flooring to inspect it. The full report has not yet been received but the general comments made after the inspection were that it should be left as it is. It was felt that if sanded further, the tongue and groove could be adversely affected. The Admin Officer also commented that hirers of the Hall have not made any complaints about the flooring.

**Action Point – this item to be placed on the next agenda**

**1712/941**

**To consider planting crocuses at Bloody Corner**

Cllr Miller gave an update on the situation regarding the planting of daffodils on verges (including Bloody Corner) in the area. It was noted that this was done in places as agreed with the Highways Officer due to visibility splays etc. It was **resolved** that Cllr Hames should put forward a project initiation to the Town Clerk including a plan of planting so that it can be passed onto the Highways Officer by e-mail through the Town Clerk. She will also check that the Maintenance Men have time to do the planting within the season. It was further noted that volunteers could not be used as they will be working on the Highway and chapter 8 training is needed.

Proposed: Cllr Hames, Seconded: Cllr Edwards (majority in favour with 2 against and 3 abstentions)

**Action Point – Cllr Hames to prepare report and submit to the Town Clerk to be forwarded to DCC**

**1712/942**

**To consider Appledore skatepark and artwork**

The Admin Officer informed Members that she had e-mailed the person who originally helped with the artwork but had not received a reply. Cllr Hames reported that he had contact details of someone in Barnstaple that may be able to help and the details for the lady that painted the end panel. It was **agreed** that he would ask them both to contact the Office.

**Action Point – Cllr Hames to ask artists to contact the Office**

**1712/943 To consider correspondence regarding Northam Hall**

It was **resolved** to waive the booking fee of £45.50 on this occasion. A deposit cheque will still be required as per the booking conditions.

Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)

**Action Point – respond to letter writer**

**1712/944 To consider installation of new Christmas trees and lights in Westbourne Terrace**

A quote for the electrical works needed was read out. It was **agreed** that Cllr Tisdale would approach the proprietors at the Business Owners meeting the next evening to see if they can contribute towards the costs as the current budget has all been spent. Members felt that the time frame was too short to get the new trees installed this year.

At this juncture, Cllr Brading gave his apologies and left the meeting.

DRAFT

There being no further business the meeting closed at 11.50am

Signed .....

Dated.....

DRAFT