

Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 12th February 2018 in the Committee Room, Town Hall, Northam at 10.30 am.

Present: Cllrs Tisdale (Chairman), Mrs Whittaker, Berryman, Brading, Davis, Durkin, Eastman (from minute 1802/1115), Hames, Himan and Leather
In attendance: Mrs M J Mills, Town Clerk

- 1802/1111 Apologies**
Apologies were received from Cllrs Edwards and Miller
- 1802/1112 Chairman's announcements**
There were none
- 1802/1113 Declarations of interest**
Members were reminded that all interests should be declared prior to the item being discussed.
- 1802/1114 To agree the agenda as published**
It was **resolved** to agree the agenda as published.
Proposed: Cllr Brading, Seconded: Cllr Davis (all in favour)
- At this juncture, Cllr Eastman arrived at the meeting.
- 1802/1115 To confirm and sign the minutes of the Town Projects Meeting held 15th January 2018 as a correct record (*herewith*)**
It was **resolved** to confirm and sign the minutes of the meeting held 15th January 2018 as a correct record.
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour with 2 abstentions, Members not present at the meeting)
- 1802/1116 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.
No members of the public were present.
- 1802/1117 To consider Action Points**
It was **agreed** to note the Action Points. It was further **agreed** that a report on electric car charging points was no longer required and the Town Clerk was asked to investigate cladding for the second container.
Action point – Town Clerk to prepare report on cladding and add to next agenda
- 1802/1118 To consider a Financial Report in respect of Town Projects & Asset Management**
It was **agreed** to note the report.
- 1802/1119 To receive an update on Festoon Lighting extension at Westward Ho!**
The Town Clerk gave an update on the festoon lighting. Subject to agreement from Torridge, a planning application will be submitted shortly. Cllr Mrs Whittaker will speak to Andrew Waite.
Action Point – Town Clerk to continue moving forward

- 1802/1120 To consider the quarterly report from the Maintenance Men**
It was **agreed** to note the report. The Town Clerk was asked to thank the Men for their excellent work.
- 1802/1121 To consider a list of equipment for the Maintenance Men**
It was **resolved** to purchase all the required equipment using funding from the projects provision.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)
Action Point – Town Clerk to purchase equipment
- 1802/1122 To consider the offer of a boat for planting**
It was **resolved** to accept the offer.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)
The Town Clerk asked what colour the boats should be painted, it was **agreed** that they should be white with a Town Council crest.
Action Point – Town Clerk to accept offer
- 1802/1123 To consider signs for the benches**
The Town Clerk suggested that a sign could be placed on each Northam Town Council bench with the crest advising ownership by the Council and sponsorship contact details. She was asked to bring prices to the next meeting.
Action Point – Town Clerk to bring to next meeting
- 1802/1124 Anchor Park**
There is nothing further to report at present.
- 1802/1125 To consider footpaths**
- Update on works required on path 14
- Cllr Hames gave a brief report which is ready to be submitted to Devon County Council for the P3 survey.
It was **resolved** to go ahead with work on both paths (numbers 14 and 21).
Proposed: Cllr Leather, Seconded: Cllr Mrs Whittaker (all in favour)
Installation of a gate at path 21 to be checked.
Action Point – Admin Officer to submit survey to DCC and move forward with works on 14 and 21
- 1802/1126 To consider dog bins and dispensers**
- Report on dog bins in poor condition
- The Town Clerk was asked to e-mail Cllr Mrs Whittaker with details of any missing or damaged bins.
It was **resolved** that the Northam Town Council crest and contact details could be put on any new supplies.
Proposed: Cllr Brading, Seconded: Cllr Davis (all in favour)
It was further suggested that only the simple bins should be used as replacements. It was **agreed** to place the issue of sponsorship in the next agenda.
Action Point – Town Clerk to e-mail details to Cllr Mrs Whittaker, and place sponsorship on next agenda
- 1802/1127 To consider responses to the survey for Ridgeway Drive play area**
It was **resolved** to accept the plan that had been used for the survey with the relevant equipment. Quotes and funding will now go ahead.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)
Action Point – Town Clerk to move forward with quotes and funding

- 1802/1128 To consider Bone Hill flagpole**
An update was given and it was **resolved** to hire scaffolding and to give the Town Clerk delegated power to spend up to £600.
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)
Action Point – Town Clerk to hire scaffolding
- 1802/1129 To consider waste plastic**
Cllrs Berryman and Hames will attend a meeting on Wednesday. Cllr Hames suggested that projects for the community should be considered and notes be included in the newsletter as to how Northam Town Council is moving ahead.
Action Point – Admin Officer to include item in Spring Newsletter
- 1802/1130 To consider an emergency plan**
Cllr Mrs Whittaker will take the Draft plan to Torrridge for advice. A discussion on the Tip ensued.
- 1802/1131 To consider a date for the May meeting of Town Projects**
It was **resolved** to hold the May meeting on Tuesday 8th May at 10am.
Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)
- 1802/1132 To consider installation of new Christmas trees and lights in Westbourne Terrace**
It was **resolved** to install the trees and lights.
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)
Action Point – Town Clerk to arrange installation
- 1802/1133 To consider an update on the May Fair**
Cllr Brading advised Members that good progress is being made on the May Fair.
- 1802/1134 To consider possible production of a monthly newsletter**
After some discussion, Members were happy with the quarterly newsletters and the use of social media as at present.

At this juncture, Cllr Mrs Whittaker gave her apologies and left the meeting
- 1802/1135 To consider further how to move forward on Westward Ho! Park**
It was proposed by Cllr Brading and seconded by Cllr Eastman that specialist advice be sought from a Barrister, limited to 8 hours work with a contribution from Cllr Brading of £1,000. There were 3 votes in favour, 4 votes against and 2 abstentions. The proposal was not carried.

It was **resolved** that Cllr Durkin provides the Town Clerk with details received from the Inspector who dealt with the Village Green application, she will then forward it to the Land Registry as a further submission.
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour with two abstentions)
Action Point - Town Clerk to forward information to Land Registry.

There being no further business the meeting closed at 12.58 pm

Signed

Dated.....

DRAFT