

**Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 15<sup>th</sup> January 2018 in the Committee Room, Town Hall, Northam at 10.00 am.**

**Present:** Cllrs Davis (Vice Chairman), Berryman, Brading, Durkin, Eastman, Hames and Leather

**In attendance:** Mrs M J Mills, Town Clerk

**1801/984 Apologies**

Apologies were received from Cllrs Mrs Whittaker, Edwards, Himan, Miller and Tisdale

**1801/985 Chairman's announcements**

- Members were advised that the fencing between Burrough Farm and the Swimming Pool is in a very poor state and Torridge District Council intend to remove it. The Town Clerk was asked to contact TDC reminding them that this may make the area more vulnerable to travellers. She was also asked to ask Torridge not to remove any of the willow trees during this process.

**Action Point – Town Clerk to contact TDC**

- The Town Clerk read an e-mail regarding vandalism at Appledore and a request for consideration of installation of CCTV. The Town Clerk was requested to investigate the use of cameras at Instow.

**Action Point – Town Clerk to investigate camera system at Instow**

- Members were advised about the possibility of funding for installing charging points for electric cars; a report will be prepared and placed on the next agenda.

**Action Point – Town Clerk to prepare a report and add item to next agenda**

**1801/986 Declarations of interest**

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

**1801/987 To agree the agenda as published**

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

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

**1801/988 To confirm and sign the minutes of the Town Projects Meeting held 4<sup>th</sup> December 2017 as a correct record**

It was **resolved** to confirm and sign the minutes of the meeting held 4<sup>th</sup> December 2017 as a correct record.

Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour, 1 abstention, Member not present at the meeting)

**1801/989 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.

**1801/990 To consider Action Points**

It was **agreed** to note the Action Points and to put an item on Full Council regarding the proposed crossing at Jackets Lane.

- 1801/991 To consider a Financial Report in respect of Town Projects & Asset Management**  
It was **agreed** to note the report.
- 1801/992 To receive an update on Festoon Lighting extension at Westward Ho!**  
Members were advised that Devon County Council are not averse to our proposals. It was **resolved** to contact Devon County Council with the necessary evidence and to prepare a planning application and drawings which will be sent to Simon Phillips (DCC)  
Proposed: Cllr Brading, Seconded: Cllr Eastman (all in favour)  
**Action Point – Town Clerk to contact DCC and prepare planning application**
- 1801/993 To consider an emergency callout rota**  
It was **resolved** that at this time there is no evidence that this is required.  
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)  
The Town Clerk is to check with other Councils how they deal with emergencies and report back to the next meeting.  
There was a further request that consideration of an Emergency Plan be placed on the next agenda.  
**Action Points – Town Clerk to liaise with other Councils and to place Emergency Plan on next agenda**
- 1801/994 Anchor Park**
- Update on hedging – It was **resolved** to accept Quote 1 for the hedging and all the planting will be done inside the chain link fence.  
Proposed: Cllr Leather, Seconded: Cllr Brading (majority in favour, 1 abstention)  
**Action Point – Town Clerk to accept quote**
  - To consider additional proposals to complete works at Anchor Park – It was **resolved** to complete the work at Anchor Park as per the Business Plan dated 7<sup>th</sup> January 2018, funded through a Public Works Loans Board loan over 25 years.  
Proposed: Cllr Brading, Seconded: Cllr Davis (all in favour)  
**Action Point – Town Clerk to move forward with loan application**
- 1801/995 To consider footpaths**  
Update on works required on Path 14 – Members were advised that there is erosion on the coastal path which has been reported to the Environment Agency. It was **resolved** that subject to quotes for the work being less than the reserve the work should proceed.  
Proposed: Cllr Durkin, Seconded: Cllr Berryman (all in favour)
- The works should include the Buckleigh Road footpath.  
There was a further proposal that the Council should go ahead with obtaining planings.  
Proposed: Cllr Brading, Seconded: Cllr Leather (majority in favour, 1 against)  
**Action Point – Admin Officer/P3 Co-Ordinator to get quotes and investigate footpath at Buckleigh Road. Also to contact DCC re road planings.**

- 1801/996 To consider an update on installation of a bus shelter opposite Durrant House Hotel**  
 It was **resolved** that installation of a bus shelter on the Heywood Road should go ahead subject to agreement with the local landowner and Devon County Council. It will be funded by Councillors Mrs Whittaker and Hancock and local contractors will be used for installation. If there is any funding remaining it was requested that this could go towards a shelter adjacent to Ridgeway Drive.  
 Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)  
**Action Point – Town Clerk to contact landowner and DCC. Then, arrange funding, purchase and installation**
- 1801/997 To consider dog bins and dispensers**  
  - Report on dog bins in poor condition – this will be deferred to the next meeting.**Action Point – Item to remain on the agenda**
- 1801/998 To consider a draft survey for Ridgeway Drive play area**  
 It was **resolved** to print and circulate the survey.  
 Proposed: Cllr Davis, Seconded: Cllr Brading (all in favour).  
 Cllr Brading offered a personal contribution of £25 towards a prize to be drawn from the returned surveys if this was matched by the Council, which was agreed.  
**Action Point – Town Clerk to print and circulate surveys**
- 1801/999 To consider a project for Lord's Meadow**  
 It was **resolved** to raise up the level of the children's play area and move forward as quickly as possible. This will be funded through the Public Works Loans Board over a period of 25 years.  
 Proposed: Cllr Leather, Seconded: Cllr Brading (all in favour)  
 It was further **resolved** to proceed with the Business Plan with the addition of new surfaces around the play area for older children and construction of a partial perimeter path to join with the existing paths and to enable access to the equipment for older children.  
 Proposed: Cllr Hames, Seconded: Cllr Durkin (all in favour)  
**Action Point – Town Clerk to move forward with Loan application**
- 1801/1000 To consider waste plastic**  
 It was **resolved** to recommend to Full Council that Northam Town Council adopt the Surfers Against Sewage stance opposing the proliferation of single use plastics in this area in order to both cut down on coastal pollution and the waste of natural sources they represent.  
 Proposed: Cllr Hames, Seconded: Cllr Durkin (all in favour)  
 It was agreed to contact Torridge with regard to waste/recycling roadshows.  
**Action Point – Town Clerk to place recommendation to Full Council and contact TDC**
- 1801/1001 To consider an update on a depot for the Maintenance Men**  
 Members were advised about the possibility of having the depot on the National Trust land at the top of Windmill Lane. This will be a long-term project. It was then **resolved** to purchase a smaller container to meet the requirements for current storage as a temporary measure, to be placed at Northam Hall and to investigate the possibility of exterior cladding.  
 Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)  
**Action Point – Town Clerk purchase container**

- 1801/1002 To consider flooring at Northam Hall**  
 It was **resolved** to purchase cleaning materials and no longer use water on the floor and to obtain quotes for sanding and sealing the floor.  
 Proposed: Cllr Davis, Seconded: Cllr Brading (all in favour)  
**Action Point – Town Clerk to purchase cleaning materials, contact cleaner re use of water and obtain quotes**
- 1801/1003 To consider a response regarding our War Memorials**
- **including ownership and registration** – It was **resolved** to register the land at Appledore.  
 Proposed: Cllr Leather, Seconded; Cllr Berryman (all in favour)  
 It was further **resolved** that the Northam War Memorial should be left where it is.  
 Proposed: Cllr Davis, Seconded: Cllr Leather (4 in favour, 3 against)  
**Action Point – Town Clerk to register land**
- 1801/1004 To consider Appledore skatepark and artwork**  
 Designs were circulated from a graffiti artist and it was **resolved** to invite him to give a price and design. This will be on another agenda.  
 Proposed: Cllr Brading, Seconded; Cllr Leather (all in favour)  
**Action Point – Town Clerk to contact artist**
- 1801/1005 To consider Appledore boat park conditions and charges**  
 It was **resolved** to increase the permits to £31 per annum for a boat and trailer and tender, up to 10 feet, with an extra £4 per foot thereafter, with a maximum of 20 feet if required. Review of the gig boat agreement will be placed on the next agenda.  
 Proposed: Cllr Brading, Seconded: Cllr Berryman (all in favour)  
**Action Point – Town Clerk/Admin Officer to enforce new charges on renewals for 18/19 and place gig boat review on the next agenda**
- 1801/1006 To consider installation of new Christmas trees and lights in Westbourne Terrace**  
 This was deferred to the next meeting.  
**Action Point – item to remain on the agenda**
- 1801/1007 To consider an update on the May Fair**  
 To include the possibility of a Fun Fair in Lord's Meadow – It was **resolved** to leave arrangements as they are with regard to a Fun Fair in Lord's Meadow and concentrate on the centre of Northam.  
 Proposed: Cllr Davis, Seconded: Cllr Leather (4 in favour, 3 against)
- Cllr Brading went on to speak about plans for the forthcoming May Fair to include a lunch for visiting Mayors. Councillors and guests will also be invited at a cost of £10 per head. The Pannier Pantry will be invited to prepare the meal.  
 There was a discussion on charges for stalls for the future and it was suggested that this will be based on footage of the stall.  
 It was **resolved** to delegate to Cllr Brading and the Town Clerk all arrangements in connection with the May Fair.  
 Proposed: Cllr Hames, Seconded: Cllr Eastman (all in favour)  
**Action Point – Town Clerk to liaise with Cllr Brading to continue arrangements**

- 1801/1008 To consider waiting list procedures for allotments and review charges**  
It was **resolved** not to increase the allotment fees and that people not accepting an allotment when offered but wishing to remain on the waiting list must restart at the bottom of it.  
Proposed: Cllr Leather, Seconded: Cllr Berryman (all in favour)  
**Action Point – Town Clerk to implement waiting list procedure**
- 1801/1009 To consider a review of charges at Northam Hall**  
This item was considered in conjunction with a review of charges for Bonehill car park.  
It was **resolved** to increase charges by 3% from April.  
Proposed: Cllr Brading, Seconded: Cllr Eastman (all in favour)  
**Action Point – Town Clerk to implement price increases**
- 1801/1010 To consider a review of conditions and charges for Bonehill car park**  
As above.
- 1801/1011 To consider a response to the notice in the window of the Appledore Reading Room Trust and update on planning**  
The notice at the Reading Room has now been removed and it was **resolved** to copy correspondence relating to planning to the Senior Solicitor at Torridge District Council.  
Proposed: Cllr Brading, Seconded: Cllr Leather (all in favour)  
**Action Point – Town Clerk to contact Solicitor re planning**
- 1801/1012 To consider purchase of signs for the entrance to all Northam Town Council Parks and Gardens**  
It was **resolved** to accept Quote No 2 for the signs and Quote No 3 for the posts.  
Proposed: Cllr Leather, Seconded: Cllr Durkin (all in favour)  
**Action Point – Town Clerk to accept quotes and arrange installation**

There being no further business the meeting closed at 1.45 pm

Signed .....

Dated.....

DRAFT