

Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 2nd October 2017 in the Committee Room, Town Hall, Northam at 10.00 am.

Present: Cllrs Tisdale (Chairman), Mrs Whittaker (from minute 1710/538), Berryman, Brading, Durkin, Eastman, Edwards, Hames, Himan, Leather and Miller
In attendance: Miss Alice Kendall – Administration Officer

1710/530 Apologies

Apologies were received from Cllr Davis.

1710/531 Chairman's announcements

The Admin Officer reported that she had spoken to the Maintenance Men before the meeting and they reported of two cases of large graffiti that were done over the weekend on bus shelters. One is a Fernbank shelter at the junction of Limers Lane and the other is a Northam Town Council shelter opposite Rydon Garage. The Men will clean the shelters as best they can and photographs will be sent to PCSO John McGovern for his records.

1710/532 Declarations of interest

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

1710/533 To agree the agenda as published

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

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

1710/534 To confirm and sign the minutes of the Town Projects Meeting held 18th September 2017

It was **resolved** to confirm and sign the minutes of the meeting held 18th September 2017 as a correct record.

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

1710/535 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.

1710/536 To consider Action Points

It was **agreed** to note the Action Points.

1710/537 To consider a Financial Report in respect of Town Projects & Asset Management

It was **agreed** to note the report.

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

1710/538 To receive an update on Festoon/Festive Lighting in Westward Ho! extension at Westward Ho!

It was **resolved** to further investigate the extension to the festoon lighting along Golf Links Road towards the Amusements on the next 4 lamp posts including the one on the other side of the Mrs B's providing there is no issue with crossing the gap.
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)

The Town Clerk will continue her correspondence with Devon County Council and Torridge District Council to find out who the posts belong to. Cllr Mrs Whittaker spoke about the extension of Festoon Lighting along the Promenade towards Horizon View. The lamp posts on that section are the property of Torridge and they are open to the extension in this direction.

Cllr Brading spoke about the wiring and it was **agreed** that the specification for the next section needs to be upgraded to specify marine grade wiring.

Action Point – Town Clerk to continue contact with DCC/TDC regarding ownership of posts.

1710/539 To receive an update on Festoon/Festive Lighting in Appledore

It was reported the agreement with Devon County Council has been signed and sent off for them to sign and there is a provisional start date of 16th October for the installations of the new posts.

1710/540 To consider an update on Festive lighting for Northam (report herewith)

After considerable discussion, it was **resolved** to erect 4 motifs in Northam Square, any excess funds needed will be transferred from the budget for Lord's Meadow.
Proposed: Cllr Brading, Seconded: Cllr Edwards (majority in favour with 1 against)

It was further **agreed** that all 4 motifs will be of the same design.

Action Point – Town Clerk to contact DCC for permission and then order motifs

1710/541 To consider Christmas Trees and Hanging Baskets

- To consider renewing more Christmas Trees and lights for outdoor use
It was resolved to purchase 40 new trees and 30 sets of lights.
Proposed: Cllr Edwards, Seconded: Cllr Brading (majority in favour with 1 abstention)

Action Point – Admin Officer to order items

- To include a request for Christmas Trees for Westbourne Terrace
Cllr Tisdale reported that he had e-mailed the owners of the two businesses in Westbourne Terrace regarding permission to put up brackets and to confirm that they would pay the small electricity cost. As reply has not yet been received, it was **agreed** that these locations will be put on hold until next year.

- To consider a safety check by Ashtons of all light fittings for Christmas
It was proposed by Cllr Edwards and seconded by Cllr Brading that an inspection of all the connections for the trees should be carried out before installation providing the quote for doing so is within the remaining budget after purchasing the new trees and lights.

A counter proposal was put forward by Cllr Hames that a quote for the inspection works should be sought and be brought back to the next meeting. This was not seconded.

Members voted on the original proposal with 9 in favour, 1 against and 1 abstention and it was so **resolved**.

Action Point – Admin Officer to contact Ashtons and move forward depending on cost.

It was further **resolved** to go ahead and purchase 50 hanging baskets which will be planted by Grow @ Jigsaw each year.

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

Action Point – Admin Officer to order baskets

1710/542

Anchor Park

- To consider the surface under the slide
This will be on the next agenda after further quotations have been received.
- Update on chain link fencing/hedging
- Update on cherry trees

It was **resolved** to purchase the necessary materials needed for the Maintenance Men to replace all the chain link fencing, to remove the dead cherry trees and cut back trees as required following the Men's chainsaw training. Information regarding hedging and the costings will be on the next agenda.

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

Action Point – Slide surface and hedging to remain on the agenda.

Admin Officer to order fencing materials.

1710/543

To consider an update on footpaths

- Response from TDC on planning enforcement. Followed up initial request. Cllr Mrs Whittaker reported that the matters in relation to the S106 agreement covering the improvement of Ladies Walk is being dealt with by Torridge who are in contact with Devon County Council regarding the works needed. She also raised the fact that the point of which the agreement comes into effect has not yet been reached.

Cllr Hames proposed that P3 grant monies are used to move forward with a project to improve the path as soon as possible following agreement from Devon County Council. This was not seconded.

- Footpath Below Kipling Tors Westward Ho!
It was **resolved** to write to Torridge District Council, as the land owner, asking them to write a letter of support for adding the path to the Public Rights of Way register. They will have to express their willingness to continue maintaining the path. Members also asked the Admin Officer to remind them that there is a patch of Japanese Knotweed on the path that they are responsible for, which needs removing as a matter of urgency.

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

Action Point – Admin Officer to write to TDC

- Request for removal of brambles at May Hilder
Members were reminded that the path known as May Hilder Way is the responsibility of Devon County Council. It was **resolved** to have the Maintenance Men cut back the overgrown vegetation from the path on this occasion.
Proposed: Cllr Mrs Whittaker, Seconded: Cllr Durkin (all in favour)
Action Point – Maintenance Men to clear

1710/544 To consider an update on installation of a bus shelter opposite Durrant House Hotel

It was noted from the action points that Fernbank have no funding for the area for a further 3 years. It was **agreed** to write to the Durrant House Hotel asking if they would like to contribute towards the cost of installing a shelter. It was further **agreed** that this should be considered at the next budget.

Action Point – Admin Officer to write to Durrant house Hotel, item to remain on the agenda.

1710/545 To consider dog bins and dispensers

- Replacement of dog bins in poor condition

The Admin Officer reported that an updated list of bins had been received that morning and has been given to the Maintenance Men to inspect. A report will be on the next agenda.

Action Point – compile report, item to remain on the agenda

1710/546 To consider an update on Bone Hill flagpole

It was reported by the Admin Officer that the additions to the flag pole have been ordered following the resolution at Full Council.

1710/547 To consider a report on speed signs

It was proposed by Cllr Leather and seconded by Cllr Brading that one movable sign with extra brackets be purchased.

Cllr Hames put forward a counter proposal that two movable signs be purchased with extra brackets. It was seconded by Cllr Miller, there were 7 votes in favour and 4 against. The second proposal was carried.

It was further **resolved** to upgrade the existing sign on Bay View Road to enable data to be recorded. The other three signs in the area are not able to be upgraded.
Proposed: Cllr Miller, Seconded: Cllr Durkin (all in favour)

The locations for the new mobile signs will be considered at the next meeting.

Action Point – Order signs, locations to remain on the agenda.

1710/548 To consider a site for Air Ambulance night landing (Cllr Brading to report)

Cllr Brading reported that the Air Ambulance are looking to use the all-weather football pitch on Sandymere Road. Once this is established, further sites will be considered.

1710/549 To consider a bus shelter opposite Ridgeway Drive

This will be put forward for consideration for the next budget.

- 1710/550 To consider mapping services (Pear Technology)**
The Admin Assistant informed Members of the new services Pear Technology are able to provide including map layers to show registered land, environmental data and flooding risk data. Members agreed that the software will be very useful to the Council given how much has been taken on over the last few years. It was **resolved** to add the cost into the budget for next year to include the additions as above.
Proposed: Cllr Miller, Seconded: Cllr Edwards (all in favour)
Action Point – quote to be updated and added to budget
- 1710/551 To consider an update on asbestos surveys at Northam Hall quotes awaited**
It was reported that just one quote had been received so far, this will be on the next agenda.
Action Point – item to remain on the agenda
- 1710/552 To consider a quarterly report from the Maintenance Men**
It was **agreed** to note the report and Members asked that thanks to the Men for their hard work be recorded.
- 1710/553 Repairs to the floor of the accommodation for the men at Northam Hall**
It was **resolved** to carry out any works needed to the floor in the Men's accommodation.
Proposed: Cllr Edwards, Seconded: Cllr Brading (all in favour)
Action Point – Men to carry out work
- 1710/554 To consider purchase of replacement slats for Appledore Quay benches**
It was **resolved** to accept quote number 2 for slats in Oak.
Proposed: Cllr Leather, Seconded: Cllr Edwards (all in favour)
Action Point – Order slats

There being no further business the meeting closed at 11.55 am

Signed

Dated.....