

Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 4th September 2017 in the Committee Room, Town Hall, Northam at 10.00 am.

Present: Cllrs Tisdale (Chairman), Berryman, Brading, Davis, Edwards, Hames, Himan, Leather and Miller

In attendance: Mrs M J Mills, Town Clerk

1709/426 Apologies

Apologies were received from Cllrs Mrs Whittaker, Durkin and Eastman

1709/427 Chairman's announcements

- Members were advised that the position with regard to Community Enforcement Officers is being reviewed by Devon County Council.
- The Town Clerk gave members an update on the Appledore Notice Board. It was **agreed** that the Town Clerk will prepare the relevant paperwork and check with Nicholas Hancox that it is all in order.
Action Point – Town Clerk to prepare papers and contact Mr Hancox
- The issue of camper vans parking in Bone Hill was also discussed and it was **agreed** not to take further action.

1709/428 Declarations of interest

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

1709/429 To agree the agenda as published

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

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

1709/430 To confirm and sign the minutes of the Town Project Meeting held 31st July 2017 as a correct record

It was **resolved** to confirm and sign the minutes of the meeting held 31st July 2017 as a correct record.

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

1709/431 To confirm and sign the minutes of the Town Projects Meeting held 7th August 2017

It was **resolved** to confirm and sign the minutes of the meeting held 7th August 2017 as a correct record.

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

1709/432 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.

1709/433 To consider Action Points

It was **agreed** to note the action points.

1709/434 To consider a Financial Report in respect of Town Projects & Asset Management

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

- 1709/435 To receive an update on Festoon/Festive Lighting extension at Westward Ho!**
The Town Clerk advised that the Christmas motifs have arrived. She will contact Devon County Council to check the strength of the 4 posts adjacent to the new lighting with a view to extending the festoon lighting. Costings and a Business Plan will be prepared and the new festoon lighting will be monitored over the winter to check on durability.
Action Point – Town Clerk to contact Devon County Council
- 1709/436 To receive an update on Festoon/Festive Lighting in Appledore**
The Town Clerk advised that she is awaiting the S278 agreement and will be sending Devon County Council revised drawings showing the connections at both ends of The Quay.
Action Point – Town Clerk to contact Devon County Council
- 1709/437 Anchor Park**
- To consider the surface under the slide
A specification and quotes are awaited, this will be on the next agenda.
 - To consider installation of a waste bin in Anchor Park
Members were advised that this is not a request for a new bin in Anchor Park but to relocate one. The Town Clerk will contact Torridge District Council and ask if this is acceptable.
- Action Points – Town Clerk to bring specification and quotes to the next meeting and to contact TDC re moving the bin**
- 1709/438 To consider footpaths**
- Response from TDC on planning enforcement
Following correspondence to Torridge District Council a reply is awaited from their planning team. This will be on the next agenda.
Action Point – Town Clerk to bring response to the next meeting
 - Suggested walks for the leaflet and costings
It was **resolved** to proceed with 5 walk booklet and to order 1,000 copies
Proposed: Cllr Leather: Seconded: Cllr Miller (majority in favour with 1 abstention)
It was further suggested that some images and text be added about the walks.
Thanks were recorded to the Admin Officer/P3 Coordinator for preparing the information.
Action Point – Admin Officer to draft booklet.
- 1709/439 To consider installation of a bus shelter opposite Durrant House Hotel**
This will be on the next agenda when hopefully a response will have been received from Fernbank.
Action Point – item to remain on the agenda
- 1709/440 To consider dog bins and dispensers**
- Replacement of dog bins in poor condition
- The Town Clerk is awaiting a response from Torridge District Council with regard to missing dog bins. The Maintenance Men will be asked to look at a list of dog bins for the entire Northam Town Council area and advise of any that are missing. This will remain on the agenda.
Action Point – item to remain on the agenda

- 1709/441 To consider an update on Bone Hill flagpole**
Two prices have been received in the sum of £440 and £1,438 but this does not include the cost of installation. Cllr Davis will speak to the Appledore Shipyard asking if this is work they can do for the area and the matter will be on the next agenda for further consideration and installation costs will be advised.
Action Point – item to remain on the agenda
- 1709/442 To consider information received regarding street cleaning**
This will be in the next agenda for discussion.
Action Point – item to remain on the agenda
- 1709/443 To consider a proposal for a Westward Ho! crossing**
Members discussed the possibility of a crossing in Westward Ho! but no firm conclusions were drawn. Members understood that a decision had been made by the County Council under the traffic management scheme that 'no loading at any time' signs were to be installed at Westbourne Terrace. The Town Clerk was asked to check whether this was a firm proposal and if so when will it be implemented. The response will be considered on the next agenda.
Action Point – Town Clerk to contact DCC, item to remain on the agenda
- 1709/444 To consider speed signs**
Members were advised that the current speed signs are not moveable. We would require battery operated speed signs which can be supplied in a pack which includes; sign, battery, spare battery, charger and a bracket at a cost of £2,625 plus VAT. Additional brackets are available at £50 each. It was **agreed** that Cllr Miller will prepare a paper and the matter will be on the next agenda.
Action Point – Cllr Miller to prepare paper, item to remain on the agenda
- 1709/445 To consider a report on shredders/chippers**
This will be on the next agenda after the Town Clerk has made an application for a grant from Devon County Council Community Fund. It was **resolved** that the Council would be prepared to contribute up to 30% (£1,800) to support funding. Proposed: Cllr Leather, Seconded: Cllr Miller (all in favour)
Action Point – Town Clerk to submit application, item to remain on the agenda
- 1709/446 To consider a site for Air Ambulance night landing**
Cllr Brading advised that Toby Russell from Air Ambulance night landing sites would be happy to meet with 2 or 3 Cllrs to visit the area and discuss appropriate sites. Cllr Brading and Cllr Berryman will meet with Mr Russell and report back to the next meeting.
Action Point – Cllr Brading to report back
- 1709/447 To consider a bus shelter opposite Ridgeway Drive**
The Clerk was asked to contact Fernbank and report back on the next agenda.
Action Point – Town Clerk to contact Fernbank, item to remain on the agenda
- 1709/448 To consider mapping services (Pear Technology)**
The Town Clerk was asked to obtain costings for Pear Technology, this will be on the next agenda and she was asked to circulate a resume of what they do.
Action Point – Town Clerk to contact Pear Technology, item to remain on the agenda

1709/449 To consider projects for TAP monies, new homes bonus and DCC community fund

It was **agreed** to hold a special meeting on 18th September at 11am following the Finance & Staffing Committee. Members are asked to submit items for discussion by 11th September.

Action Point – Town Clerk to prepare agenda for special meeting

1709/450 To consider safety aspects at Northam Hall

Following the visit by Ellis Whittam, we have been advised that asbestos checks should be run at Northam Hall. It was **agreed** that this should go ahead.

Action Point – Town Clerk move forward with asbestos checks

1709/451 To consider correspondence from Northam Lions Football Club

It was **resolved** to allow retrospective permission for the advertising on the dugout at Northam Lions Football Club

Proposed: Cllr Leather, Seconded: Cllr Edwards (majority in favour with 1 abstention)

Action Point – Town Clerk to respond

There being no further business the meeting closed at 11.50 am

Signed Dated.....