

Northam Town Council - Minutes of the Town Projects and Asset Management Meeting held on Monday 8th October 2018 in the Committee Room, Town Hall, Northam at 10.00 am.

Present: Cllrs Tisdale (Chairman), Brading, Eastman, Edwards, Hames, Himan and Laws

In attendance: Miss Alice Kendall – Admin Officer

1810/461 Apologies

Apologies were received from Cllrs Mrs Whittaker, Arnold, Berryman and Davis.

1810/462 Chairman's announcements

- It was **agreed** that an item will be added to Full Council regarding the official naming of the Westward Ho! Park as at present, Torrridge refer to it as 'Land off Avon Lane'. The Committee recommend writing to TDC asking that it officially be named 'Westward Ho! Park'.
- Through the chair, Cllr Brading updated Members on the situation with the Business Plan. To finish the plan, we require a survey to be carried out by a surveyor. TDC will not allow the Council to have a copy of the survey they instructed. Cllr Brading has approached a surveyor who will be providing an estimate to the Town Clerk. This matter will be placed on the Full Council agenda for consideration once the information has been received.

Action Point – place item on Full Council agenda

1810/463 Declarations of interest

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

1810/464 To agree the agenda as published

It was **resolved** to agree the agenda as published after bringing forward item 20 to follow item 7.

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

1810/465 To confirm and sign the minutes of the Town Projects Meeting held 3rd September 2018 as a correct record

It was **resolved** to confirm and sign the minutes of the meeting held 3rd September 2018 as a correct record.

Proposed: Cllr Hames, Seconded: Cllr Himan (majority in favour with 1 abstention, Member not present at the meeting)

1810/466 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.

1810/467 To consider Action Points

It was **agreed** to note the Action Points and it was requested that items be sent to the press regarding the water fountain and Skate Park.

Action Points – send articles to press

1810/468 To review outstanding items

The responses given by the Admin Officer on the report were noted and the following items require action;

- Blackies – Admin Officer to check with TDC regarding current status of transfer to Northam.
- Signage on bus shelters – Item to be placed on the next agenda with costing.
- Signage on benches – it was **resolved** to order printed vinyl stickers for all the benches at a size slightly smaller than the plaques that will be installed when a bench is sponsored/dedicated.
Proposed: Cllr Brading, Seconded: Cllr Edwards (all in favour)
- Toilet at Community Centre – it was confirmed that Torridge have agreed that a directional sign be installed on the Community Centre at right angles, so it can be seen in Fore Street. The Admin Officer will contact the sign writers and confirm permission with TDC.
- Christmas Tree installations – it was **resolved** to go ahead with a visual inspection by the electricians of the installations.
Proposed: Cllr Brading, Seconded: Cllr Hames (all in favour)
- Preferred contractors list – this will be on the next agenda.

Action Points – Chase TDC re Blackies, Bus shelter signage to be placed on the next agenda, order stickers for benches, contact sign writer re toilet sign, instruct electricians to do inspection and place contractors list on the next agenda.

1810/469 To consider a Financial Report in respect of Town Projects & Asset Management

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

It was **resolved** to recommend to Full Council that all attachments and reports issued with agendas be placed on the website (Part A only).

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

Action Point – add item to Full Council agenda

1810/470 To consider updated proposals for CCTV at Northam Hall

After some discussion, it was **resolved** to move forward with three cameras to be supplied and installed by the contractor who currently provides alarm and CCTV service to the Town Hall. The Admin Officer was asked to approach them seeking a more competitive quote and she was given delegated authority to continue after speaking with the contractors.

Proposed: Cllr Brading, Seconded: Cllr Laws (majority in favour with one against)

Action Point – approach contractor and move ahead with works

1810/471 To consider an update on Bone Hill

- **Works** (Cllr Davis)

It was **resolved** to accept the quote for the works.

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

Action Point – accept quote

1810/472 To consider an update on Festoon/Festive lighting at Westward Ho!

The Admin Officer informed Members that the lighting needed has been ordered. She will provide a further update on the Planning permission after speaking to the Officer dealing with the application.

1810/473 To consider circuit breakers

The Admin Officer informed Members that after the last meeting letters were sent to all owners/proprietors regarding the installation of the new brackets. In the letter, it was requested that they let us know if circuit breakers were installed in their properties. A few replies have been received so far and a list is being compiled in the Office. She also reported that we have received three donations towards the works.

- 1810/474 To consider an update on the replacement for the wood chipper**
The Admin Officer reported that at the current moment in time, DCC have not confirmed approval of the grant funding applied for. She was asked to check on the status of the application.
Action Point – Admin Officer to check progress
- 1810/475 To consider grass cutting maps in relation to work done on behalf of DCC**
Members noted the maps provided by Devon County Council. Members requested that updated maps showing shrub and flower beds and any extra grass cutting done by the Maintenance Men.
Action Point – bring item back to the next meeting
- 1810/476 To consider an addition to “terms and conditions” at Northam Hall;**
“Hirers responsible for groups of young children and vulnerable adults must have a safeguarding policy in place and follow proper practices. A copy of the policy needs to be submitted with a hiring application to the Town Council”
It was **resolved** the above condition be added to the Conditions of Hire for Northam Hall.
Proposed: Cllr Brading, Seconded: Cllr Eastman (all in favour)
Action Point – update conditions
- 1810/477 To consider replacing/renewing the information boards on Bone Hill**
Members requested that this be investigated further and a report with more information be brought back to the next meeting.
Action Point – prepare report and place on next agenda
- 1810/478 To consider correspondence regarding Northam Hall**
After some discussion, Cllr Eastman suggested that he contact the letter writer as he is involved with the organisation and he will pay the booking fee from his County Councillor fund. It was **agreed** that this was the best way forward as the organisation have already been awarded a Grant by the Council.
Action Point – reply to letter writer
- 1810/479 To receive an update on the May Fair**
The draft programme was noted. A discussion took place regarding Bone Hill on May Fair day, but a conclusion was not reached. Cllr Brading advised that he is in discussion with visiting Mayors about holding an inter-town tug of war competition for which he will provide a cup.
- 1810/480 To consider Footpaths**
- **Works at Path 14**
- Further to a complaint regarding the works carried out at ‘Nineteen Steps’, the Admin Officer contacted the PRoW officer at DCC who reported back that the works carried out are more than satisfactory. Members agreed with the response and passed on their thanks to the Maintenance Men for their hard work on the project. The comments from the complainant were **noted** by Members but they feel that the complaint was unfounded.
- 1810/481 To consider renewing e-learning**
It was **agreed** to defer this item until after the special Full Council meeting which will be held on 7th November.
Action Point – item to be reconsidered after meeting

There being no further business the meeting closed at 11.40 am.

Signed

Dated.....

DRAFT