



NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY

To: All Members of the Town Projects and Asset Management Committee
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

You are hereby summoned to attend a meeting of the Town Projects and Asset Management Committee to be held in the Council Chamber, Windmill Lane, Northam on **Monday 7th February 2022 at 6.30 pm**

The agenda for the meeting is shown below.

M J Mills

Mrs Jane Mills Fd Community Governance, MILCM
Town Clerk

Date of issue 1st February 2022

The following are Members of the Town Projects and Asset Management Committee: Councillors Tisdale (Chairman), Edwards (Vice Chairman) Hames, Himan, Laws, Leather, Mrs McCarthy and the Mayor (ex-officio) but all Members of the Council are entitled to attend.

AGENDA

- 1 Apologies**
- 2 Chairman's Announcements**
- 3 Declarations of interest:**
Members are reminded that all interests should be declared prior to the item being discussed.
- 4 To agree the agenda as published**
- 5 To confirm and sign the minutes of the Town Projects Meeting held December 15th 2021 as a correct record (*herewith*)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
Twinned with Mondeville, France and Biddenstedt, Germany
Office open: Monday to Friday mornings



Trustees of the Common Right

6 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 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

- 7 To consider Action Points** *(completed previously)*
- 8 To review the Boat Park terms and conditions and charges** *(existing herewith)*
- 9 To consider installation of WIFI at Northam Hall** *(information herewith)*
- 10 To consider replacement noticeboards**
- 11 To consider notices in Anchor Park and Lords Meadow re planting schemes**
- 12 Consider installing a notice, stating which ship the anchor in the park is from** *(Cllr Hames)*
- 13 Consider laying the roadside hedge at Anchor Park** *(Cllr Hames)*
- 14 Consider state of roadside path given that crack has appeared due to tree root encroachment.** *(Cllr Hames)*
- 15 Report on progress of the planting scheme**
(Cllr Hames)
- 16 To consider an update on the benches in Irsha Street** *(Cllr McCarthy)*
- 17 To consider installation of dog bins Avon Lane entrance Westward Ho! Park and Highfield**
- 18 To consider an update on Footpaths** *(Cllr Hames)*

Northam Town Council – Minutes of the Town Projects and Asset Management Meeting held on Wednesday 15th December 2021 at 10.00 am in the Council Chamber, Northam

Present: Cllrs Tisdale (Chairman), Mrs McCarthy, Edwards, Hames, Himan, Laws, Leather, and the Mayor (ex-officio)

In attendance: Mrs Jane Mills – Town Clerk

- 2112/923 Apologies**
All Members were present.
- 2112/924 Chairman’s announcements**
There were none.
- 2112/925 Declarations of interest**
Members were reminded that all interests should be declared prior to the item being discussed.
- 2112/926 To agree the agenda between Part A and Part B (*confidential information*)**
It was **resolved** to agree the agenda between Part A and Part B.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws (all in favour)
- 2112/927 To confirm and sign the minutes of the Town Projects Meeting 6th December 2021 as a correct record**
It was **resolved** to confirm and sign the minutes of the Town Projects meeting held on 6th December 2021 as a correct record
Proposed: Cllr Leather, Seconded: Cllr Mrs Hodson (majority in favour, 1 abstention, not present at the meeting)
- 2112/928 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 4 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.
No members of the public were present
- 2112/929 To consider Action Points**
Action Points were noted.



**NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY**

Town Clerk: Mrs Jane Mills MILCM
Telephone: 01237 474976
e-mail townclerk@northamtowncouncil.gov.uk



8

PERMIT FOR BOAT PARK SPACE APPLEDORE BOAT PARK

2022/23

Application for Licence

I apply for a licence for a Boat Park Space for the Licence Period mentioned below and in consideration of the Licence Fee mentioned below. I understand that, if granted, the Licence will be made subject to the Terms and Conditions attached and agree and undertake with the Council to observe and perform the Terms and Conditions. I confirm that I am at least 18 years old. **If the Licence is granted, I also undertake to place any sticker/disc given to me by the Council on my boat in a prominent position.**

NAME			
ADDRESS			
E-MAIL ADDRESS			
DAYTIME AND EVENING TELEPHONE NUMBER			
BOAT NAME		COLOUR	
OVERALL LENGTH		TYPE	
HULL MONO/MULTI HULL		NO OF PERMITS REQUIRED (ONE PER ITEM)	

Signed _____ Date _____

PLEASE TICK AS APPLICABLE:

- Payment enclosed
- Valid copy of my Insurance Policy Schedule enclosed
- Colour photograph of my craft/trailer enclosed

Please note that your application will not be processed without the above.



NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY

Town Clerk: Mrs Jane Mills MILCM

Telephone: 01237 474976

e-mail townclerk@northamtowncouncil.gov.uk



APPLEDORE BOAT PARK – Terms and Conditions
(Open to Northam Town Council Ward residents only)

The use of the boat park site is subject to the following Terms & Conditions. The receipt of the signed Declaration and Indemnity shall be regarded as your acceptance of the Terms and Conditions detailed.

- 1 Spaces are let on an annual basis from 1st April to 31st March. No fee reduction will be made for anyone acquiring a space late in the year or surrendering the space early.
- 2 The permit is personal to the applicant and may not be transferred for the benefit of another person without prior agreement of Northam Town Council. The permit is not valid unless the required fee is paid in full, in advance.
- 3 The use of the site shall be to place thereon the boat, trailer and/or tender described in the application and for no other purpose and the permit holder undertakes to keep the site clean, tidy and litter-free and to notify the Council if the craft is replaced with another.
- 4 The boat, trailer and tender shall only be left in the area designated for the purpose of boat parking, fitting into the space allocated for that individual boat and not cause any obstructions or overhang the designated area. No boat, including its trailer, bow sprit and engine, shall exceed a total of 20 feet in length, unless by prior arrangement with Northam Town Council.
- 5 The official boat permit shall be clearly displayed on the boat, trailer and tender. The name of the boat and the owner shall also be displayed in a conspicuous position.
- 6 No petroleum fuels or flammable materials can be left on the boat park. The use of toxic or corrosive substances of any kind is prohibited.
- 7 Northam Town Council does not accept any responsibility for loss or damage to any craft or trailer. The boat owner must fully insure against this eventuality and include Public Liability Cover, such cover to be in force during the period of the licence. A copy of the policy is to be lodged with Northam Town Council.
- 8 Any correspondence given by Northam Town Council to the permit holder shall be sent to the permit holder's last known address, which is held on the Northam Town Council records. It is the permit holder's responsibility to notify Northam Town Council of a change of address.
- 9 To help with identification of boats, trailers and tenders, when site inspections are carried out and to check the Public Liability insurance submitted, it is required that a clear photo of the boat is enclosed with the application. If a permit holder changes their boat during the permit's duration, the appropriate change of paperwork and photograph must be lodged with Northam Town Council.
- 10 If, on inspection, and without Northam Town Council permission, a different boat is found to be occupying a space other than that detailed on the application form, this will be removed.
- 11 Boats found to be in an unsatisfactory or dangerous condition shall not be permitted to be on site. The Council reserves the right to remove any craft deemed to be in an unsatisfactory condition, or there is non-payment of the annual fee, no valid insurance record on file, or a valid permit is not displayed. If there are any breaches of the conditions contained herein, the permit shall be forthwith cancelled.
- 12 A charge will be levied for the removal and storage of any craft/trailer and full payment will be required prior to its release. The weekly storage cost is £20 per week. If a craft/trailer is not claimed within six months of the date of the first correspondence, Northam Town Council reserve the right to dispose of the craft/trailer, in any manner they see fit, and will seek to recover any costs incurred.

Current Pricing - £50 per annum for a boat plus trailer and tender up to 10 feet with an extra £4 per foot up to a maximum of 20 feet.

Town Projects – 7.2.22

To consider installation of Wi-Fi at Northam Hall

The Officers have been asked to investigate the costs of providing Wi-Fi at Northam Hall, for Council staff use and guest/Hall user use.

As a new location for internet connection, BT / Open Reach would be required to install the line.

The possible line speed has been tested and it is thought the Hall could reach speeds of up to 70mbps download and 18mbps upload (within the 80/20 speed band).

BT lines provide a 4G 'failsafe' and enhanced support to minimise the likelihood of the internet failing at the Hall.

The Wi-Fi system could be split into a 'staff' and 'guest' logins, to maintain the security and privacy of the network. Similarly, settings could include restricting access to certain websites or type of site, such as those providing restricted content.

Costs

The monthly cost would be £49.20 per month, for a 24-month term. Upgrades can be made within the term but downgrades cannot.

As a new customer location, line installation and survey would be free of charge.

Benefits

A connection would :

enable Hall users to access the internet. The speeds predicted would extend the potential hirers to include those wishing to make use of the facility for group meetings, for example

enable the Council to access the internet for events it holds at the Hall, extending the scope of these

the Maintenance Team to operate more efficiently from their rooms at Northam Hall, possibly providing an in-coming telephone line for them.

Recommendation:

1. The Committee considers the installation of an internet connection at Northam Hall.