



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

Please meet at 9.30am at Burrough Farm to view the fencing.

You are hereby summoned to attend a meeting of the Town Projects and Asset Management Committee to be held in the Committee Room, Windmill Lane, Northam on **Monday 7th March 2022 at 10.00 am**

The agenda for the meeting is shown below.

M J Mills

Mrs Jane Mills Fd Community Governance, MILCM
Town Clerk

Date of issue 1st March 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 between Part A and Part B**
- 5 To confirm and sign the minutes of the Town Projects Meeting held February 7th 2022 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 Büddenstedt, 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 (herewith)

8 To consider replacement noticeboards (further information herewith)

9 To consider further information received from Devon County Council regarding tree planting in Golf Links Rd. (herewith)

10 To consider fencing at Burrough Farm following site inspection

11 Consider installing a notice, stating which ship the anchor in the park is from (Cllr Hames)

12 To consider an update on Footpaths (Cllr Hames)

13 To consider a handrail alongside the steps from the Lookout Path to the Mount (Cllr Hames)

14 To consider updated proposals for the signage at Anchor Park and Lords Meadow (information herewith)

Part B

15 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting

16 To confirm and sign the minutes of the Town Projects Meeting 6th December and 15th December 2021 Part B

17 To resolve to readmit members of the press and public

Northam Town Council – Minutes of the Town Projects and Asset Management Meeting held on Monday 7th February 2022 at 6.30 pm in the Council Chamber, Windmill Lane, Northam

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

In attendance: Mrs Jane Mills – Town Clerk
Cllr Woodhouse

2202/1076 Apologies

All Members were present.

2202/1077 Chairman's announcements

The Chairman advised that the junction on the A39 with Westward Ho! is now completed and he requested that the boat planter be returned. The Town Clerk has already enquired about this and is looking into forwarding the necessary information to the County Council.

2202/1078 Declarations of interest

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

2202/1079 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 after bringing forward items 11 to 15 and 18 to follow Public Participation. (There was no Part B)

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

2202/1080 To confirm and sign the minutes of the Town Projects Meeting held December 15th 2021 as a correct record

It was **resolved** to confirm and sign the minutes of the Town Projects meeting held on 15th December 2021 as a correct record

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

2202/1081 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

2202/1082 To consider notices in Anchor Park and Lords Meadow re planting schemes

It was **resolved** to use the following wording for planting at Lords Meadow:

"These trees have been planted to commemorate the Queen's Platinum Jubilee 2022"

Proposed: Cllr Tisdale, Seconded; Cllr Mrs McCarthy.

It was further **resolved** the wording for Anchor Park

"The new trees, shrubs and bulbs have been planted to commemorate the Queen's Platinum Jubilee 2022"

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)

Action Point – Go ahead with the wording at Anchor Park and Lords Meadow

- 2202/1083 Consider installing a notice, stating which ship the anchor in the park is from (Cllr Hames)**
This was deferred to the next meeting to enable further advice to be sought.
Action Point – Further advice to be sought and brought to next meeting
- 2202/1084 Consider laying the roadside hedge at Anchor Park (Cllr Hames)**
Cllr Hames spoke briefly about laying hedges. It was agreed that a decision will be delayed enabling further growth of the hedge and there will be no cuts to it this year.
- 2202/1085 Consider state of roadside path given that crack has appeared due to tree root encroachment (Cllr Hames)**
It was agreed that the Maintenance Men would do the necessary repairs to the small crack that has appeared in the path.
Action Point – Arrange for Maintenance Men to carry out necessary repairs
- 2202/1086 Report on progress of the planting scheme (Cllr Hames)**
Cllr Hames advised that the majority of the work has now been completed. It was **resolved** to give a vote of thanks to Cllr Hames and Cllr Edwards for their efforts.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
- 2202/1087 To consider an update on Footpaths (Cllr Hames)**
Town Clerk to advise Cllr Hames on the closing date for returns in respect of the P3 agreement. It is felt there is very little work required this year.
The Town Clerk was asked to write to the National Trust regarding the footpath which joins the old railway track. There is a significant accumulation of stones there. Cllr Hames will also check another footpath where there are signs advising Beware of the Bull.
The Town Clerk was also asked if the Maintenance Men could check a path which is used by the schoolchildren to ensure it is bramble free (this is not a public footpath)
Action Points – Town Clerk to advise Cllr Hames on closing date for returns; also write to the National Trust regarding the footpath which joins the old railway track. Maintenance Men to check the path used by the schoolchildren
- 2202/1088 To consider Action Points (completed previously)**
Action Points were noted.
- 2202/1089 To review the Boat Park terms and conditions and charges (existing herewith)**
It was **resolved** to accept the current terms, conditions and charges.
Proposed: Cllr Mrs Hodson, Seconded: Cllr Mrs McCarthy (majority in favour, 1 abstention as Cllr Edwards declared a personal interest)
Action Point – Proceed with current terms, conditions and charges
- 2202/1090 To consider installation of Wi-Fi at Northam Hall**
It was **resolved** to go ahead with installation
Proposed: Cllr Himan, Seconded: Cllr Leather (majority in favour, 1 abstention)
Action Point – Proceed with the installation of Wi-Fi at the hall.

2202/1091 To consider replacement noticeboards

It was **resolved** to bring a further report to the next meeting and invite the Men's Shed to put forward a quote to include the use of sustainable wood where possible.

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale (all in favour)

Action Point – Bring report to the next meeting and invite the Men's Shed to quote

2202/1092 To consider an update on the benches in Irsha Street (Cllr McCarthy)

The Town Clerk advised that she had spoken to Torridge District Council and was awaiting a decision from their new Estates Manager.

2202/1093 To consider installation of dog bins Avon Lane entrance Westward Ho! Park and Highfield

It was **resolved** to request Torridge to install an additional bin at the entrance to Westward Ho! Park.

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Tisdale. (5 votes in favour, 2 votes against and 1 abstention.

It was further **resolved** to request Torridge to install a bin at Highfield

Proposed: Cllr Leather, Seconded: Cllr Tisdale (al in favour)

Action Point – Request Torridge District Council to install dog bins at Avon Lane and Highfield

There being no further business the meeting finished at 7.48 pm

Signed

Dated.....

Action Points for Town Projects

Meeting March 2022

<p>To consider notices in Anchor Park and Lords Meadow re planting schemes</p>	<p>Go ahead with the wording at Anchor Park and Lords Meadow</p> <p>Proceeding</p>
<p>Consider installing a notice, stating which ship the anchor in the park is from</p>	<p>Further advice to be sought and brought to next meeting. Agenda item Cllr Hames</p>
<p>Consider state of roadside path given that crack has appeared due to tree root encroachment (Cllr Hames)</p>	<p>Arrange for Maintenance Men to carry out necessary repairs. In progress</p>
<p>To consider an update on Footpaths (Cllr Hames)</p>	<p>Town Clerk advised Cllr Hames on closing date for returns; also write to the National Trust regarding the footpath which joins the old railway track. Maintenance Men checked the path used by the schoolchildren Requested info from Cllr Hames on exact location, he advised nothing to do with National Trust, so no letter sent</p>
<p>To review the Boat Park terms and conditions and charges</p>	<p>Proceeded with current terms, conditions and charges</p>
<p>To consider installation of Wi-Fi at Northam hall</p>	<p>Proceeding with the installation of Wi-Fi at Northam Hall</p>
<p>To consider replacement noticeboards</p>	<p>Bringing report to the next meeting and inviting the Men's shed to quote. Agenda item</p>
<p>To consider installation of dog bins Avon Lane entrance Westward Ho! Park and Highfield</p>	<p>Requested Torridge District Council to install dog bins at Avon Lane and Highfield</p>

The maintenance men have approached us with regard to a new noticeboard for Appledore. The current one is too small to support all our notices. We could then use the current Appledore board at Northam Hall as the current one has totally disintegrated. This is used by Hall users. The men recommend using the bigger side oak posts.

We will also need to consider starting a reserve in future budgets to eventually replace all our noticeboards.

We have received three quotes: see below

Quote 1

Dual door, oak, **not painted**, polycarbonate (not glass)

Sundeala pinboard with 18mm marine ply backboard

Side mounted oak posts 90x90x2400mm

Total cost including delivery but excluding VAT £1860

Quote 2

This matches other satisfactory boards we have purchased from the same company

Dual door Iroko (sustainable imported timber)

Painting included: 4mm toughened and laminated glass

Sundeala pinboard with plywood back (this is high quality and almost equates to marine ply.

Includes locks and push bolts

Side mounted oak posts 75x75x2400

Total cost including delivery £883 this excludes VAT

If marine ply is required (see quote 1) and larger oak posts (see quote 1) this would increase the price by £429

Quote 3

Dual door oak: **not painted**, polycarbonate (not glass)

No painting

Sundeala pin board, backed with marine ply

Locks but **no** push bolts

Side mounted oak posts no measurements received

Total cost including delivery £1158, excluding VAT

To summarise

Quote 1 and 3 use polycarbonate not glass

Quote 1 and 3 use sundeala pin board with marine ply

Quote 1 and 3 do not supply painted

Quote 1 and 3 do not supply full range of locks and bolts

Quote 3 has not advised of the size of the oak posts

Quote 1 is £1860

Quote 3 is £1158 but we do not know the size of the oak posts

Quote two supplies the whole noticeboard fully painted with all necessary bolts and locks, with toughened laminated glass not polycarbonate

If you are happy with not using marine ply (this company advises that their normal ply is virtually as good as marine ply) and they supply the larger posts (as recommended by the maintenance men then their quote is £1212

If you want marine ply and the larger posts their quote is £1312.00

Prepared by the Town Clerk

Response from DCC in respect of planting in Golf Links Road

John Fewings

I have spoken to Julian, he said that he is willing to look at any proposals but we have to be mindful of visibility splays and potential root damage to the road and nearby properties. If you are able to send me a plan of your proposals, indicating where the trees would be put, and which species you are proposing, we can take a look at it. You would also have to consider any potential conflict with overhead cables.

NTC ISSUES

Grass cutting

Maintenance ongoing

Initial cost

Public Liability ^{recently}

Concerns raised by residents
where we have planted
trees about their sewers etc in the
future.

These seven Silver Birch trees were planted by Northam Town Council in February 2022 to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II, on the 2nd June 2022.



Quick facts

Common name: silver birch

Scientific name: *Betula pendula*

Family: Betulaceae

Origin: native

Courtesy of the Woodland Trust.



The Silver Birch Tree.

Pretty, pale, a symbol of purity. This common tree, with its silver-white bark, is favoured by those who want to renew and purify their land for coming year.

The Silver birch is a striking, medium-sized deciduous tree. When mature they can reach 30m in height, forming a light canopy with elegant, drooping branches. The white bark sheds layers like tissue paper and becomes black and rugged at the base. As the trees mature, the bark develops dark, diamond-shaped fissures. Twigs are smooth, and have small dark warts.

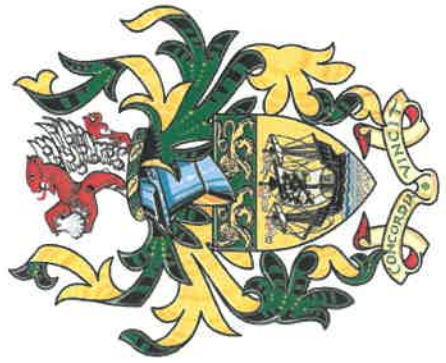
Look out for: its bark, which is white, and its triangular-shaped leaves.

Identified in winter by: bark that is white year-round and twigs that are rough to the touch.

Wording courtesy of the Woodland Trust.

New trees, shrubs and bulbs throughout the park have been planted by Northam Town Council in February 2022 to commemorate the Platinum Jubilee of Her Majesty Queen Elizabeth II, on

the 2nd June 2022.



Trees:

Silver Birch *Betula pendula*
Wild Cherry *Prunus avium*
Rowan *Sorbus aucuparia*
Field Maple *Acer campestre*

Shrubs:

Dogwood *Cornus alba Spaethii*
White Stemmed Bramble *Rubus cockburnianus*
Chinese Witch Hazel *Hamamelis mollis*
Spindle *Eucrymus europaeus*
Guelder rose *Viburnum opulus*
Himalayan Honeysuckle *Leycesteria formosa*
Alpine Currant *Ribes alpinum*
Serviceberry *Amelanchier canadensis*
Buddleia *Buddleja davidii*
Forsythia *Forsythia x Intermedia* Lynwood
Common Elder *Sambucus nigra*

Bulbs:

Bluebells *Hyacinthoides non-scripta*
Native Daffodils and Narcissus including
Narcissus pseudonarcissus and *Narcissus 'Golden Dawn'*
Crocuses *Crocus*

