



## NORTHAM TOWN COUNCIL

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### To all members of the Committee:

You are hereby summoned to attend the **ENVIRONMENT and MAINTENANCE COMMITTEE** meeting on

**Wednesday 8<sup>th</sup> April 2026 at 6:30pm**

at The Town Hall, Windmill Lane, Northam for the transaction of the business listed on the agenda below.

### Membership:

Cllrs Bell, Cllr Edwards, Cllr Hames, Cllr Sawyer, Cllr Lo-Vel, Tait and the Mayor, Cllr Bach (ex-officio). One vacancy.

**Questions by the public:** There will be a period for questions by the public. In accordance with Standing Order 3, members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of any Council business at Full Council, and at Committee meetings in respect of business on the agenda.

Members of the public are asked to respect the fact that this is a meeting to conduct council business and interruptions during council business are not permitted. If, in the opinion of the Chairman, the business of the meeting is disrupted in any way, the Chairman may ask the person/s causing the disruption to be quiet and if they refuse then ask them to leave. **Mobile phones must be switched off or silenced during the meeting.**

Anyone wishing to ask questions is requested to notify the Town Clerk by 12 noon on the day of the meeting.

**Recording, photographs and filming:** In accordance with the Council's policy on filming and recording of Local Council and Committee meetings (available to read in the Chamber) and arising from the *Local Government and Accountability Act 2014* the press or public may audio-record, photograph or film meetings, or report from the meeting using social media. As such, members of the public may be recorded or photographed during the meeting. Anyone wishing to record or photograph the meeting must notify the Town Clerk before the commencement of the meeting.

### Public attendance at Council and committee meetings

As a public body, Northam Town Council understands the need for transparency and accountability. The Council will therefore seek to conduct meetings using practices and procedures set out within the Public Bodies (Admission to Meetings) Act 1960, which states:

*Subject to subsection (2)\* below, any meeting of a body exercising public functions, being a body to which this Act applies, shall be open to the public.*

Subsection (2) states:

*Where a meeting is open to the public, a body may, by resolution exclude the public from the meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*

Therefore, the Council's policy is to allow public access to meetings unless the business being transacted is confidential or there are 'other special reasons' to exclude the public.

*Guy Langton*

Guy Langton, Town Clerk & RFO

Date of issue: 30<sup>th</sup> March 2026

**Members are requested to turn off or silence their mobile phones for the duration of the meeting.**

## **AGENDA**

- 1 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1) All apologies must be notified to the Town Council offices by 5pm on the day of the meeting.**
- 2 Chair's announcements**
- 3 To receive any dispensations and disclosable pecuniary or other interests Members are reminded that all interests must be declared prior to the item being discussed.**
- 4 To agree the agenda as published.**
- 5 To confirm as a correct record and sign the minutes of the ENVIRONMENT and MAINTENANCE COMMITTEE held on 18<sup>th</sup> February 2026 (p3-p5)**
- 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 receive an update on actions (p6)**
- 8 MVSID Data Reports (p7)**
- 9 Purchase of Additional Solar Panel for MVSID (p7)**
- 10 To consider the replacement of 2 Trees by the Quay in Appledore (p7,8)**
- 11 To purchase two Benches for Blackies (p9,10,11)**
- 12 Cleaning of War Memorials – Northam and Appledore (p11)**

**Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 18th February 2026 at 6:30pm in the Town Hall, Windmill Lane, Northam.**

Present: Cllrs Bell, Edwards, Hames, Lo-Vel, Cllr Sawyer, Cllr Tait. One vacancy.

In attendance: Ian Rawle – Parks & Buildings Manager.

**2602/628 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)**  
Apologies for absence were received and approved from Cllr Bach and Cllr Lo-Vel.

**2602/629 Chair's Announcements**  
The Chair expressed his thanks to the Maintenance Team for their recent work cutting the grass around the parish. He commented positively on the high standard of work undertaken and was particularly impressed with the care taken when strimming around the daffodils, ensuring they were not damaged. He asked that his appreciation be formally recorded.

**2602/630 To receive any dispensations and disclosable pecuniary or other interests**  
Members were reminded that all interests must be declared prior to the item being discussed.

**2602/631 To agree the agenda as published**  
It was **resolved** to agree the agenda as published.  
Proposed: Cllr Tait, Seconded: Cllr Hames (all in favour).

**2602/632 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 15th October 2025.**  
It was **resolved** to approve the minutes of that Environment and Maintenance committee meeting as a true and correct record, they were signed by the Chair.  
Proposed: Cllr Hames, Seconded Cllr Sawyer (all in favour).

**2602/633 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.*  
There were no members of the public present.

**2602/634 To receive an update on action points**  
The action points were considered and noted as presented. In addition, the following updates were provided.

| Action |  | June 2025  | July 2025   | October 2025   | February 2026  |
|--------|--|--|---|--|--|
| 1      | Schools to be contacted to design their own 'don't idle' signs for the Council to have made and installed.                 | Seeking a discussion with the interested school. ONGOING   | ONGOING   | Schools re-contacted, ONGOING  | No response. Decision required to remove or pursue. <b>Councillors agreed to Remove.</b>   |
| 2      | Prepare a report on the purchase and installation of MVSIDS for the Parish   | Work on the report has started and is currently in progress. ONGOING                                       | ONGOING   | Awaiting location sign off from DCC  | On Agenda. ONGOING. <b>Investigate whether the MVSIDS equipment is capable of carrying out the traffic survey as suggested by Cllr Sawyer (Item 3).</b>  |
| 3      | Traffic issues at the Square, Northam  | Costs of traffic/air surveys not yet researched..NOT STARTED   | NOT STARTED                                       | Traffic survey cost received, Discussion required in reference to air quality survey | Seeking updated quotes. ONGOING.<br><b>As above.</b>   |
| 4      | Schedule the works for Life on the Verge   | The design is being redrafted in line with the requirements of the Neighbourhood Highways Officer. ONGOING | Not supported by Highways officer. Revisit Plans. | Fresh plans will be put to council in December                                       | On Agenda. ONGOING.  |
| 5      | NTC Officers to submit the P3 request for the upgrading of footpaths 35 and 36.  | The P3 funding request has been submitted ONGOING  | No Change.  | Email sent to chase funding  | On Agenda. ONGOING.  |
| 6      | Officers to liaise with Devon County Council to request the upgrading of the stiles on Footpaths 4 and 6 to kissing gates. | Liaison with Devon County Council has taken place, and the works have been scheduled for November. ONGOING | Awaiting response from DCC                        | Email sent to chase funding  | On Agenda. 6 Complete.   |
| 7      | Investigate power issues to 3 lighting columns at WWH!   |  | Added 30 <sup>th</sup> July 25                    | Investigation complete, works ongoing. On Agenda.                                    | See report. <b>Complete</b>  |
| 8      | Finger post – Westbourne Terrace   |  |   |  | Post ordered (to be delivered 11.2.26), S171 licence obtained, contractor instructed to install by 31.3.26. Costs of the fingerpost and installation obtained from councillor grants (DCC and TDC). COMPLETE |

chair's initials

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**2602/635 To consider and approve the funding request for P3 footpaths around the Parish.**

The Parks and Buildings Manager presented the proposed funding request to members. Members requested that accurate costings for Footpath 36 be obtained prior to submitting the funding request to Devon County Council.

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

**2602/636 To consider the recommendation of the Working Group for Mobile Vehicle Speed Indicator Devices (MVSIDs)**

Members **considered** the Working Group’s recommendation regarding the purchase of two Mobile Vehicle Speed Indicator Devices (MVSIDs). The Task and Finish Group had reviewed proposals from three suppliers—Pandora Technologies Ltd, Elan City, and Swarco—and recommended sourcing two MVSIDs from Elan City at a total cost of £6,215.98 (cost code 76, MVSIDs; £10,000 budget).

Members **agreed** with the Working Group’s recommendation and **approved** the purchase of two MVSIDs from Elan City.

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

**2602/637 Life on the Verge – Revised Works Programme**

Members **considered** the amended *Life on the Verge* project plans, noting the removal of proposed works at Churchill Way due to practical constraints affecting tree and wildflower planting. Members **agreed** to **approve** the revised plans. The Parks and Buildings Manager advised that, due to current ground conditions, the programme of works will commence once conditions improve.

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

**2602/638 Environmental Licence – Upper Tier Waste Carrier**

Members **considered** the requirement for an Upper Tier Waste Carrier Licence, noting that it is a legal obligation when transporting third-party waste or the Council’s own building, construction, and demolition waste. Members **agreed** that the licence should be obtained at a cost of £304 plus VAT, to be taken from an appropriate cost code within the Environment & Maintenance Budget (75 Litter/Recycling & Dog Waste Bins).

Members also **requested** that the Parks and Buildings Manager be allocated an appropriate budget for compliance-related works and licences, to avoid the need for repeated referrals to committee for routine statutory expenditure. It was **agreed** that this **recommendation** be referred to Full Council for **consideration**.

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

There being no further business the meeting closed at 7: 33pm.

Signed.....Dated.....

## Item 7 – Action Point

| Action |  | June 2025  | July 2025   | October 2025  | February 2026                    | March 2026                                |
|--------|--|--|---|---|----------------------------------|---|
| 1      | Prepare a report on the purchase and installation of MVSIDs for the Parish   | Work on the report has started and is currently in progress. ONGOING   | ONGOING   | Awaiting location sign off from DCC   | On Agenda. ONGOING.              | Complete                                  |
| 2      | Traffic issues at the Square, Northam  | Costs of traffic surveys not yet researched.<br>Cost of air quality surveys not yet researched.<br>NOT STARTED | NOT STARTED                                       | Traffic survey cost received,<br>Discussion required in reference to air quality survey | Seeking updated quotes. ONGOING. | On Agenda                                 |
| 3      | Schedule the works for Life on the Verge   | The design is being redrafted in line with the requirements of the Neighbourhood Highways Officer. ONGOING     | Not supported by Highways officer. Revisit Plans. | Fresh plans will be put to council in December  | On Agenda. ONGOING.              | 80% Complete                              |
| 4      | NTC Officers to submit the P3 request for the upgrading of footpaths 35 and 36.  | The P3 funding request has been submitted and is currently awaiting approval. ONGOING                          | No Change.  | Email sent to chase funding   | On Agenda. ONGOING.              | Complete                                  |
| 5      | Officers to liaise with Devon County Council to request the upgrading of the stiles on Footpaths 4 and 6 to kissing gates. | Liaison with Devon County Council has taken place, and the works have been scheduled for November. ONGOING     | Awaiting response from DCC                        | Email sent to chase funding   | On Agenda. 6 Complete.           | Complete. DCC                             |
| 6      | Investigate power issues to 3 lighting columns at WWH!   |  | Added 30 <sup>th</sup> July 25                    | Investigation complete, works ongoing. On Agenda.                                       | See report.                      | Complete. Remove                          |
| 7      | Finger post – Westbourne Terrace   |  |   |   | COMPLETE                         | Complete. Remove                          |
| 8      | Obtain an Upper Tier Waste Carrier Licence   |  |   |   | On Agenda                        | To be completed in April (financial year) |

## **Item 8 MVSID Data Reports**

Members are advised that two MVSIDs have been deployed within the Parish, located at Bay View Road and Churchill Way (prior to the junction with Fairway).

Data has now been collected from both locations, providing insight into vehicle speeds and traffic behaviour. The purpose of this item is to present and discuss the findings from the MVSIDs and consider any potential actions or future deployment locations based on the data.

It is **proposed** that this item becomes a standing agenda item to allow for regular review and monitoring of MVSID data.

### **Recommendation:**

Members are asked to **note** the reports, **consider** any actions arising from the findings, and **agree** for this to become a standing item on future agendas.

## **Item 9 Purchase of Additional Solar Panel for MVSID**

Members are advised that a budget of £10,000 (Cost Code 76 – MVSIDs) was previously allocated. Two MVSIDs have been purchased from Elan City at a total cost of £6,215.98, leaving a remaining balance of £3,784.02.

The purchase of an additional solar panel to power the MVSID would enable quicker installation and relocation of the devices between sites, improving operational efficiency across the Parish.

The cost of the additional solar panel is £505.12, supplied by Elan City, which can be met from the remaining budget.

### **Recommendation:**

Members are asked to **consider** and **approve** the purchase of an additional solar panel to support the deployment of the MVSIDs.

## **Item 10 Replacement of Failed Trees on Appledore Quay**

Two of the four trees along the quay front at Appledore have died. These trees were believed to be Lime or Maple, which are not well suited to the exposed, saline coastal conditions. The two remaining, healthy trees are Hawthorns, demonstrating that this species is better adapted to the environment.

Devon County Council has reviewed and accepted the approach of replacing like-for-like with the established species already thriving on site.



**Recommendation:**

That the two failed trees be replaced with Hawthorn (*Crataegus laevigata* 'Rosea Flore Pleno'), matching the existing healthy trees.

Costings associated with this work are:

- Stump grinder hire: £200
- Recommended budget for replacement trees: £400

**Total: £600**

To **approve** the replacement of the two dead trees with *Crataegus laevigata* 'Rosea Flore Pleno' at a total estimated cost of £480.

## Item 11 To purchase two Benches for Blackies

Two benches previously located at Blackies were removed due to their poor condition, leaving clear spaces suitable for replacement seating. A range of bench options has been sourced for Members to review, offering different materials, styles, and costs. Members are asked to **consider** these options and select the most appropriate replacement benches for installation at Blackies, Appledore.

### Recommendation

That Members review the bench options provided and **agree** on their preferred design for the replacement benches at Blackies, authorising officers to proceed with purchase and installation based on the selected option.

### Option 1

#### Countryside Seat (Made from recycled materials)

- Made from environmentally friendly recycled materials
- Weather-resistant and will not rot
- Robust, vandal-resistant design
- Tamper-resistant fixings
- Supplied fully assembled for immediate installation
- **Cost: £1,772.95** (inc. VAT & delivery)

#### Countryside™ Seat



The Countryside Seat fits perfectly around natural green areas such as parks, nature reserves, countryside and villages. This outdoor seat is made of recycled material and is designed to look like wood.



£1477.46

excluding VAT

£1772.95 inc. VAT

Includes free delivery\*

Add to Basket

How can I pay?

How can I get a quote?

Quick Quote



Quantity:

2

Slats:

Brown Enviropol Material +£0.00

Tamper resistant fixing covers +£25.07

Fixing:

Concrete-in anchor kit (thick base) +

Memorial Plaque:

-- Not required --

## Option 2

### Southampton Seat (Concrete & Timber)

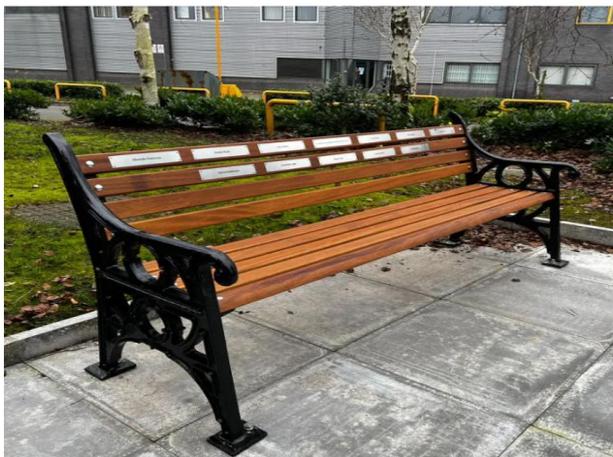
- Southampton Seat with smooth buff concrete legs and wooden slats
- Length: 1800mm
- Strong, durable option suitable for outdoor use
- **Cost £1,428** (inc. VAT & delivery)



## Option 3

### Eastgate Seat (Non-Recycled Material)

- Cast iron framed bench with nine hardwood slats
- Timber slats are planed and sanded for a smooth finish
- Classic design offering strength and durability for busy outdoor areas
- Requires annual treatment with Teak Oil
- Not made from recycled materials
- **Cost: £1,442.40** (inc. VAT & delivery)



**Eastgate Seat**  
★★★★★ 2 Reviews 4 Questions \ 4 Answers  
BX 2020  
From: **£601.00** Ex. VAT (£721.20 Inc. VAT)  
[+ Add to spec](#) [Download BIM object](#)

The Eastgate Seat is our most popular cast iron framed bench, featuring nine hardwood slats in a planed and sanded finish as standard. Its classic cast iron frame offers strength and durability for busy outdoor spaces, while the timber slats provide a comfortable, smooth seating surface.

Plaques and inscriptions can also be added for personalised dedications or commemorations.

Length \*  
Standard (1800mm) ▾

Central Arm Rest \*  
No ▾

Slats \*

## Option 4

### Moulded Seat (Recycled Material)

- Made from Forest-Saver recycled plastic
- Simple, smart design suitable for heavy-duty outdoor use
- Low-maintenance and weather-resistant
- **Cost: £1,015.20** (including VAT & delivery)



### Moulded Seat

SKU1905-MIX

**£957.60** inc. VAT

Show prices Inc. VAT  Show prices Exc. VAT

Colour Options:



Black And Brown Moulded Seat

inc. VAT **£478.80**

Memorial Options ^

Have an engraved inscription or plaque added to this seat. For any memorial option chosen, we send you a mock-up of how it will look for you to review before it's made.

## Item 12 Cleaning of War Memorials – Northam and Appledore

The war memorials in Northam and Appledore require cleaning to ensure their proper preservation and continued respectful presentation. Two quotations for the cleaning works have been obtained and are included for consideration. A third quotation was sought; however, the contractor has not responded, and therefore a third quote has not been obtained.

### Recommendation:

That Members review the quotations received to date and **consider** approving the cleaning works based on the information available.

- (a) To **consider** the quotations provided.
- (b) To **approve** proceeding with the cleaning of the war memorials in Northam and Appledore.