



NORTHAM TOWN COUNCIL

Town Hall, Windmill Lane, Northam EX39 1BY

Town Clerk: Guy Langton (CiLCA, PSLCC)

Telephone: 01237/474976

admin@northamtowncouncil.gov.uk

www.northamtowncouncil.gov.uk

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To all members of the Committee:

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

Wednesday 17th June 2026 at 6:30pm

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

Membership:

Cllrs Bach, Bell, Edwards, Hames, Hodson, Lo-Vel, Sawyer and the Mayor, Cllr Newman-McKie (ex-officio).

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: 11th June 2026

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

AGENDA

1 To elect a Chair for the Committee

Standing Order 4 (d) (v) states, inter alia: any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

2 To elect a Deputy Chair for the Committee

Standing Order 4 (d) (v) states, inter alia: any member who sits on a committee or sub-committee ex-officio should not be appointed Chair of that committee or sub-committee.

3 To receive and approve apologies for absence, in accordance with the Local Government Act 1972 s85(1)

All apologies must be notified to the Town Council offices by 5 pm on the day of the meeting.

4 Chair's announcements

5 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.*

6 To agree the agenda as published.

7 To confirm as a correct record and sign the minutes of the Parks and Recreation Committee held on 8th April 2026 (p3-p7)

8 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.

9 To receive an update on actions (p8)

10 MVSID Data Reports (p9)

11 P3 Footpaths (FP) Grant and FP36 Westward Ho! (p10)

12 Blackies - Orchard and Pollinator Planting (p11)

13 Floral Displays Update (p12)

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 8th April 2026 at 6:30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Ian Rawle – Parks & Buildings Manager.

2604/729 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All members were present.

2604/730 Chair’s Announcements

The Chair invited councillors to discuss the reported spread of three-cornered leek within the parish.

Councillors noted reports of the spread of three-cornered leek in the parish, including at Burrough Farm and the Appledore churchyard. While some residents consider the plant attractive and beneficial to wildlife, the Parks and Buildings Manager advised that it is an invasive, non-native species. The Council will continue to remove three-cornered leek from council-owned land as part of its approach to restoring native wildflowers, with monitoring for regrowth.

2604/731 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.

2604/732 To agree the agenda as published

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

Proposed: Cllr Edwards, Seconded: Cllr Bach (all in favour).

2604/733 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 18th February 2026.

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 Tait, Seconded Cllr Sawyer (majority in favour, 2 abstentions – not present at the meeting).

2604/734 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.

2604/735 To receive an update on action points

The action points were considered and noted as presented. In addition, the following updates were provided



chair’s initials

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. Cost of air quality surveys not yet researched. NOT STARTED	NOT STARTED	Traffic survey cost received, 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 th 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)

chair's initials

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2604/736

MVSID Data Reports

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

Members received a condensed report summarising the data collected from both locations. It was noted that Members were content with the revised format, which presents key findings clearly within no more than three to four pages.

The report provided insight into vehicle speeds, traffic behaviour, and vehicle footfall at each location. Members welcomed the inclusion of a graphical summary, clearly illustrating vehicle volumes and speed trends, which was considered helpful in understanding the data.

The purpose of the item was to present and discuss the MVSID findings and to consider any potential actions, including future deployment locations informed by the data.

Members **agreed** that it would be beneficial for MVSID data to be reviewed on a regular basis, and it was therefore proposed that this item be included as a standing agenda item for future meetings.

Members **Resolved** to note the MVSID report, continue the condensed 3–4 page format including graphical data, and include MVSID review as a standing agenda item.

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

Action Point: The Parks and Buildings Manager Prepare future MVSID reports in a condensed 3–4 page format, including graphs showing vehicle footfall and speeds.

2604/737

Purchase of Additional Solar Panel for MVSID

Members were advised that a budget of £10,000 (Cost Code 76 – MVSIDs) had previously been allocated for the purchase and deployment of Mobile Vehicle Speed Indicator Devices.

It was **noted** that two MVSIDs had been purchased from Elan City at a total cost of £6,215.98, leaving a remaining balance of £3,784.02.

Members were informed that the purchase of an additional solar panel to power the MVSIDs 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, and can be met from the remaining budget.

It was **Resolved** That the expenditure and purchase of an additional solar panel for the MVSIDs, at a cost of £505.12 from Elan City, be **approved**, with the cost to be met from the remaining MVSID budget under Cost Code 76.

Proposed Cllr Sawyer, Seconded Cllr Bach (all in favour)

Action Point: Purchase and install an additional solar panel for the MVSIDs to support quicker deployment and relocation

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2604/738

Replacement of Failed Trees on Appledore Quay

Members were advised that two of the four trees along the quay front at Appledore have died. It was noted that the failed trees were believed to be Lime or Maple, which are not well suited to the exposed, saline coastal environment. The remaining two trees, which are Hawthorns, are healthy and demonstrate better suitability to the site conditions.

The proposed replacement species is Hawthorn (*Crataegus laevigata* 'Rosea Flore Pleno'), to match the existing trees. Costings for the works were outlined, with an estimated total cost of £480, which includes stump removal and replacement planting.

Members **considered** the proposal and were advised that, subject to approval, the works would be scheduled for the start of autumn, which is considered the most appropriate time for tree planting.

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

Action Point: Arrange the removal of the two failed trees and replacement with Hawthorn trees at Appledore Quay Front at the start of autumn.

2604/739

To purchase two Benches for Blackies

Members were advised that two benches previously located at Blackies had been removed due to their poor condition, leaving suitable spaces for replacement seating.

A range of replacement bench options was presented for Members' consideration. Following discussion, Members **agreed** that Option 4 – Moulded Seat (Recycled Material) was the most appropriate choice, being durable, low maintenance, and suitable for heavy-duty outdoor use. It was **noted** that the selected benches would have a blackframe with brown slats.

The benches are manufactured from Forest Saver recycled plastic, are weather resistant, and require minimal ongoing maintenance. The cost for the two benches is £1,015.20 (including VAT and delivery).

It was **Resolved** to purchase and installation of two Moulded Seats (recycled material), with black stands and brown slats, at Blackies, Appledore, be approved at a total cost of £1,015.20 (including VAT and delivery), and that officers be authorised to proceed with the purchase and installation.

Proposed Cllr Bach, Seconded Cllr Hames (all in favour)

Action Point: Purchase and install two Moulded Seat benches (Option 4) at Blackies, Appledore.

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2604/740 Cleaning of War Memorials – Northam and Appledore

Members were advised that the war memorials in Northam and Appledore require cleaning to ensure their proper preservation and continued respectful presentation.

It was **noted** that two quotations for the cleaning works had been received and circulated for consideration. A third quotation had been requested; however, no response had been received from the contractor, and therefore a third quotation was not available.

Members reviewed the quotations received and discussed the proposed works.

It was Resolved that the Council **approve** the cleaning works to the war memorials in Northam and Appledore, and that Grave Concerns be appointed as the contractor to carry out the works, based on the quotations received.

Proposed Cllr Tait, Seconded Cllr Bach (all in favour)

Action Point: Arrange for Grave Concerns to undertake the cleaning of the war memorials in Northam and Appledore.

There being no further business the meeting closed at 19:20pm.

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

Item 9 – Action Point

Action		June 2025	July 2025	October 2025	February 2026	March 2026	June 2026
1	Traffic issues at the Square, Northam	Costs of traffic surveys not yet researched. Cost of air quality surveys not yet researched. NOT STARTED	NOT STARTED	Traffic survey cost received, Discussion required in reference to air quality survey	Seeking updated quotes. ONGOING.	Include condensed report for June	On Agenda
2	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	Complete
3	Purchase and install an additional solar panel for the MVSIDs					Added	Complete
4	Obtain an Upper Tier Waste Carrier Licence				On Agenda	To be completed in April (financial year)	Complete
5	Arrange the removal of the two failed trees and replacement with Hawthorn trees at Appledore Quay Front at the start of autumn.					Added	Added to schedule for Works in October 2026
6	Purchase and install two Moulded Seat benches (Option 4) at Blackies, Appledore.					Added	Complete
7	Arrange for Grave Concerns to undertake the cleaning of the war memorials in Northam and Appledore.					Added	Works to Start on the 15 th June.

Chairs Initials

Item 10 MVSID Data Reports

Members are requested to **note** the data collected from the MVIDS located on Bay View Road and Churchill Way (prior to the junction with Fairway).

A summary of key findings is provided below, with the full datasets attached at Appendix A (Bay View Road) and Appendix B (Churchill Way).

Key Findings – Bay View Road

- A total of over 117,000 vehicle movements were recorded over the monitoring period
- Average speeds remain low, at approximately 24–26 mph, indicating generally compliant behaviour
- Most vehicles travel between 20–30 mph, aligning with expected road use
- Traffic volumes are consistent, with peaks during morning and late afternoon periods
- Outgoing traffic is higher and faster (approx. 30% more vehicles)
- A small number of high-speed outliers were recorded (over 50 mph, rare instances above 70 mph)

Key Findings – Churchill Way

- A total of over 273,000 vehicle movements were recorded over the monitoring period
- Average speeds remain consistent, at approximately 25–26 mph, indicating generally compliant behaviour
- Most vehicles travel within the mid-20 mph range (approximately 24–28 mph), aligning with expected road use
- Traffic volumes are higher than Bay View Road and consistent throughout the period, with peaks during morning (07:00–09:00) and late afternoon (15:00–18:00)
- Outgoing traffic is higher in volume, although speeds are broadly similar in both directions
- A small number of high-speed outliers were recorded (above 50 mph, with rare instances up to approximately 70–76 mph), typically during low traffic periods

Members are further requested to **note** that the MVIDS previously positioned on Bay View Road has been relocated to Lenards Road. This relocation supports ongoing data collection in relation to Item 7, Action Point 2 – “Traffic issues at the Square, Northam.”

At this time, Lenards Road represents the closest practicable location to the High Street for monitoring purposes. Any deployment closer to the High Street will require formal agreement with Devon County Council (DCC).

Recommendation

That Members:

- **Note** the traffic data collected from Bay View Road and Churchill Way
- **Note** that both locations show generally compliant speeds, with some higher-speed outliers
- **Note** the relocation of the MVIDS to Lenards Road to support further monitoring
- **Support** continued data collection, pending agreement with Devon County Council for any future repositioning closer to the High Street

Appendices

- Appendix A: Bay View Road MVIDS Report (1 April – 1 June 2026)
- Appendix B: Churchill Way MVIDS Report (1 April – 1 June 2026)

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Item 11 P3 Footpaths (FP) Grant and FP36 Westward Ho!

Members are **advised** that correspondence has been received from the Public Rights of Way Officer regarding Footpath 36 at Westward Ho!.

Confirmation has also been received that the annual P3 Grant application has been approved for the forthcoming year.

The Officer has advised that a site visit will be undertaken shortly in order to help inform consideration of the proposed works to **Footpath 36**. It has also been acknowledged that there may be concerns regarding potential overspend associated with the works; however, it has been indicated that processes and options can be explored to help mitigate this where required.

Further internal discussions are due to take place within the Public Rights of Way team to identify the most suitable approach moving forward, particularly in light of current uncertainties surrounding project costs.



*Location of FP36 marked in red

Recommendation:

That Members **note** the update regarding Footpath 36 and the **approval** of the annual P3 Grant.

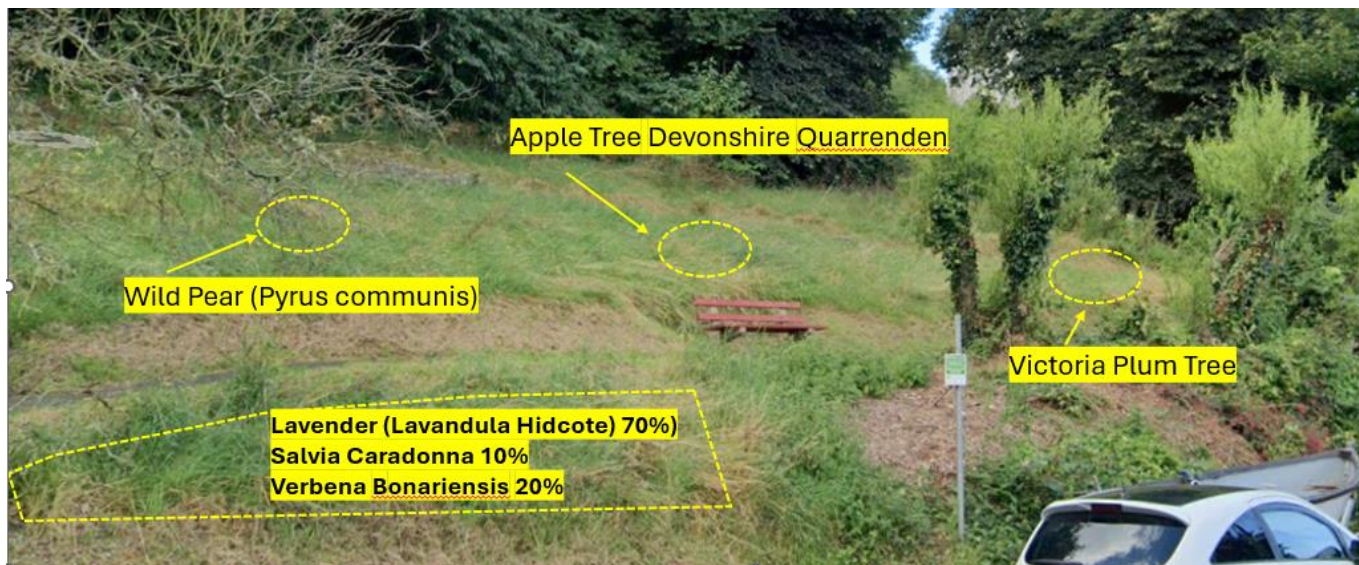
Item 12 Blackies - Orchard and Pollinator Planting

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Members are invited to **consider** a proposed planting scheme for Blackies.

The proposal consists of:

- Planting three edible fruit trees (Apple, Pear and Plum) to establish a small orchard.
- Creating pollinator-friendly planting beds using Lavender and complementary perennial species.
- Improving biodiversity and supporting local pollinator populations.
- Enhancing the visual appearance of the site through seasonal blossom, summer colour and autumn fruit.
- Providing an educational and community asset that promotes nature recovery and local food production.



*Planting guide for Blackies

The planting has been designed to work with the existing landscape and requires minimal ongoing maintenance once established.

The cost of the planting will be met from **Environment and Maintenance Cost Code 63 Blackies**, which currently has an available budget of £500. The purchase of all trees and plants will not exceed the allocated budget.

Recommendation

That Members **approve** the Orchard and Pollinator Planting comprising three edible fruit trees and associated pollinator planting, with expenditure **not exceeding £500 from Environment and Maintenance Cost Code 63**. The planting works are to be undertaken during October/November 2026, being the most appropriate period for establishing trees and perennial planting.

Members are advised that the Grounds Maintenance Team has now completed the summer planting programme throughout the Parish.

The planting of the planters, half-moon baskets, display troughs, hanging baskets and Parish boats has been completed and the displays are now in place across the Parish.

The displays have been designed to provide seasonal colour and visual interest for residents and visitors, whilst also enhancing key locations throughout the Parish. As the plants establish over the coming weeks, the displays will continue to develop and provide an increasingly vibrant floral presentation throughout the summer season.



Recommendation

That Members **note** the update.