



NORTHAM TOWN COUNCIL

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To all members of the Council:

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

Wednesday 15th October 2025 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.

Anyone wishing to ask questions is requested to notify the Town Clerk prior to 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: 9th October 2025

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 30th July 2025 (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 To consider Christmas Motif Allocation (p7)**
- 9 To consider purchase of Christmas Trees for 2025 Festive Period (p7,8)**
- 10 To consider construction of Wood chipping and Green Waste Bay (p8)**
- 11 To consider replacing the fingerpost at Westbourne Terrace, Westward Ho! (p9,10)**

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 30th July 25 at 6:30pm in the Town Hall, Windmill Lane, Northam.

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

In attendance: Ian Rawle – Parks & Buildings Manager.

2507/217 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)

All members were present.

2507/218 Chair's Announcements

The Chair made the following announcements, due to diary clashes, the MVSIDS Working Group meeting will be arranged following this meeting.

Parks and Buildings Manager Update:

The Parks and Buildings Manager provided the following updates to the Committee:

- The first coat of paint has been applied to the seawall; the second coat is scheduled to be completed this Friday.

- The FSA 200 brushcutter has now been purchased and is already in active use.

2507/219 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.

2507/220 To agree the agenda as published

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

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

2507/221 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 18th of June 2025.

It was **resolved** that 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 Bach, Seconded Cllr Hames (majority in favour, 1 abstention, not present at previous meeting)

2507/222 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.

2507/223 To receive an update on action points

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

- Three lighting columns in Westward Ho! are currently not working. An electrician will be requested to inspect them for any further issues.
- Dog signage will be installed at all entrances to Westward Ho! Park.
- The Parks and Buildings Manager will investigate options for festoon lighting in Westward Ho!

	Action	June 2025	July 2025
1	Schools to be contacted to design their own 'don't idle' signs for the Council to have made and installed.	ONGOING	ONGOING
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
3	Traffic issues at the Square, Northam	NOT STARTED	NOT STARTED
4	Locations of Council provided Christmas trees in 2025 – liaise with the Westward Ho! Business association over the sites in Westward Ho!	Agreed at the previous meeting, to advertise closer to December 2025. COMPLETE	No Change
5	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.
6	Liaise with Torridge District Council to determine the reasons for the insufficient number of bins, and offer support in providing additional bins and assisting with their emptying.	NTC Officers liaised with TDC and agreed that NTC Maintenance team will support TDC during high footfall seasons by assisting with bin emptying and helping to keep the general area clean and tidy. COMPLETE	Complete
7	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.
8	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
9	Investigate power issues to 3 lighting columns at WWH!		Added 30 th July 25
10	Install Dog fouling signs at both entrances in WWH! Park.		Added 30 th July 25
11	Parks & Building Manager to investigate Festoon lighting and Xmas tree lights		Added 30 th July 25

2507/224 To consider the purchase and placement of notice boards

It was **resolved** to purchase and install three new notice boards within the allocated budget of £6,000. The cost of the boards is approximately £4,000, with the remaining budget to be used for installation materials. The new notice boards will be installed at the following locations:

- Northam Hall
- Northam Town Council Office
- Hanson Park

It was also **resolved** to relocate the existing notice board at Hanson Park to Appledore.

Proposed: Cllr Bach, Seconded Cllr Lo-Vel (majority in favour, 1 abstention)

In addition, it was **agreed** to relocate the notice board currently near the Appledore slipway to the Seagate car park, positioning it to face the river to maximise visibility and footfall.

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

2507/225 To consider the purchase of an outdoor water fountain for Westward Ho! Park

It was **resolved** to purchase a 'Pillar Floor Standing Bottle Filler' to be installed on the south side of the Pavilion building in Westward Ho! Park.

The total cost of the unit is £564 including VAT.

This initiative supports hydration, environmental sustainability, and the reduction of single-use plastics within the park.

Proposed: Cllr Sawyer, Seconded Cllr Lo-Vel (majority in favour, 1 abstention)

2507/226 To review the locations and quantities of Christmas trees within the Parish

It was agreed to purchase five Christmas trees for the 2024 festive period, to be placed at the following locations:

- Northam Square
- Bone Hill
- Westward Ho! Green
- Appledore (Memorial/Gig Club)
- Appledore Seafront (exact location to be confirmed)

Proposed: Cllr Hames, Seconded Cllr Lo-Vel (all in favour)

It was also resolved that the Parks and Buildings Manager will investigate options for multi coloured lights for the trees and report back with costings at the next Environment and Maintenance Committee meeting.

Proposed: Cllr Hames, Seconded Cllr Lo-Vel (all in favour)

2507/227 To consider the purchase and placement of a three-tier bin at Churchfields Play Park

It was **agreed in principle** that a three-tier litter bin be installed at Churchfields Play Park, subject to contributions from Devon County Council and Torridge District Council.

Proposed: Cllr Hames, Seconded Cllr Lo-Vel (majority in favour, 1 abstention)

There being no further business the meeting closed at 7:22pm.

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

Item 7 – Action Point

Action		June 2025	July 2025	Oct 2025
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
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
3	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
4	Locations of Council provided Christmas trees in 2025 – liaise with the Westward Ho! Business association over the sites in Westward Ho!	Agreed at the previous meeting, to advertise closer to December 2025. COMPLETE	No Change	Started, ongoing
5	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
6	Liaise with Torridge District Council to determine the reasons for the insufficient number of bins, and offer support in providing additional bins and assisting with their emptying.	NTC Officers liaised with TDC and agreed that NTC Maintenance team will support TDC during high footfall seasons by assisting with bin emptying and helping to keep the general area clean and tidy. COMPLETE	Complete	Remove from actions
7	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
8	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
9	Investigate power issues to 3 lighting columns at WWH!		Added 30 th July 25	Investigation complete, works ongoing
10	Install Dog fouling signs at both entrances in WWH! Park.		Added 30 th July 25	Complete
11	Parks & Building Manager to investigate Festoon lighting and Xmas tree lights		Added 30 th July 25	On agenda

8 Christmas Motif Allocation

To **agree** on the allocation of the 12 available Christmas motifs between Westward Ho! and Appledore, based on the number of suitable posts at each location.

A total of 12 Christmas motifs are available for installation this year, at a cost of £138 each (3 for 2 offer applied, total £1,104). There is a budget of £2,000 allocated, with no spending yet.

To ensure a fair and proportional distribution, the number of posts at each site has been considered:

- Westward Ho! – 5 posts
- Appledore – 15 posts
- Total: 20 posts

Proposal:

Allocate motifs proportionally as follows:

Westward Ho!: 3 motifs

Appledore: 9 motifs

This approach provides an even balance relative to the number of posts at each site while ensuring both areas are suitably decorated for the festive period.

To **agree** the proposed allocation of Christmas motifs and approve expenditure of £1,104 for the purchase (based on the 3-for-2 offer).

IPL270W

Pre Loved Cosy Slowflash (H:2.00m x
W:0.90m) 8.00kg 41W

Price £

138.00

Free Stock

7



9 Purchase of Christmas Trees for 2025 Festive Period

Members are asked to consider and agree the purchase of five Christmas trees for the 2025 festive period, to be placed at the following locations:

- Northam Square
- Bone Hill
- Westward Ho! Green
- Appledore (Memorial/Gig Club)
- Appledore Seafront (12ft Nordmann)
- Previously, there has also been a tree at Northam Hall

The trees will consist of:

- **18ft–20ft Nordmann Firs @ £220 each**
- **12ft Nordmann Fir @ £130**

Proposed delivery date: 27th November 2025

Total cost: £1,010 to £1,230 (additional tree for Northam Hall.delivered). There is a budget of £1,000 allocated, with no spending yet. The cost over the budget could be vired from the Christmas Decorations cost code, they are in the same cost centre.

10 Construction of Wood chipping and Green Waste Bay

To **consider** and **agree** the installation of a wood chipping and green waste bay measuring approximately 10ft x 10ft at the location marked on the attached plan.

The bay will provide a tidy, designated space for green waste, making it easier to store and manage materials safely. It will also support recycling by keeping woodchip and other biodegradable waste organised and ready for use. The structure will be built from timber post and re-used scaffold board, ensuring it remains stable and low maintenance for years to come.

