

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 19th August 2026 at 6:30pm in the Town Hall, Windmill Lane, Northam.

Present: Cllr Louis Bach, Cllr Jeremy Bell, Cllr Peter Hames, Cllr Peter Sawyer, Cllr Wendy Lo-Vel, Hodson and the Mayor, Cllr Sam Newman-McKie (ex-officio).

In attendance: Ian Rawle – Parks & Buildings Manager.

2608/232 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
Cllr Edwards gave his apologies for absence, for reasons were accepted.

2608/233 Chair's Announcements There were none.

2608/234 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.

2608/235 To agree the agenda as published
It was **resolved** to agree the agenda as published.
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour).

2608/236 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 17th June 2026.
Members noted an error in Minute No. 2606/094, which was corrected. It was then **resolved** that the minutes of the Environment and Maintenance Committee meeting held on 17th June 2026 be approved as a true and correct record and signed by the Chair.
Proposed: Cllr Bach, Seconded Cllr Hodson (all in favour).

2608/237 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.

2608/238 To receive an update on actions
The Action table is presented below.

Chair's
initials



Action points

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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 refence 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.

Chair's initials

22608/239 MVSID Data Reports

The Parks & Buildings Manager gave a verbal update on the traffic monitoring data collected from the Mobile Vehicle Speed Indicator Devices (MVSIDs) and advised Members that the devices had been deployed at Bay View Road and Churchill Way, with one device subsequently relocated to Lenards Road to continue traffic monitoring.

Members noted the update but expressed their disappointment at the lack of progress in obtaining the necessary permissions to install MVSID cameras at additional locations within the Parish.

Following discussion, Members agreed that priority should be given to securing the installation of MVSID cameras at the following locations:

- Golf Links Road;
- Churchill Way;
- Nelson Road; and
- Link House.

It was **Resolved** that:

1. The verbal update and traffic monitoring data be **noted**.
2. The Council continues to pursue the rapid installation of MVSID cameras at Golf Links Road, Churchill Way, Nelson Road and Link Road, subject to the necessary approvals from Devon County Council.

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

Action Point: The Parks & Buildings Manager to continue liaising with Devon County Council and seek an update on the outstanding requests for the installation of Mobile Vehicle Speed Indicator Devices (MVSIDs) at Golf Links Road, Churchill Way, Nelson Road and Link Road, with the aim of progressing the approvals as soon as practicable.

2608/240 Project Initiation for Burrough Farm

Members considered the Project Initiation Form submitted by Councillor Jeremy Bell for the proposed planting of fruit trees at Burrough Farm.

During discussion, Members expressed the view that the project should be deferred to allow further consideration of the species proposed. Members requested that preference be given to native UK fruit tree varieties, where appropriate, and noted that the estimated cost of the proposed trees appeared high.

Chair's initials

The Parks & Buildings Manager advised Members that the quotations were based on the purchase of mature standard trees, rather than whips, to improve the likelihood of successful establishment and reduce the risk of damage from factors such as dog fouling and accidental impact.

Following discussion, it was **Resolved** that consideration of the project be **deferred** pending further investigation into suitable native fruit tree varieties and associated costs.

Proposed: Cllr Sam Newman-McKie, **Seconded:** Cllr Hames (2 abstentions).

Action Point: *The Parks & Buildings Manager to investigate suitable native UK fruit tree varieties for the proposed Community Orchard, review the associated costs, and submit a revised Project Initiation Form to a future meeting.*

2608/241

Supply of Woodchip to Appledore School

Members considered a report regarding a request from Appledore School for a supply of surplus woodchip from Burrough Farm.

Members were advised that Burrough Farm currently holds a significant stockpile of woodchip generated through routine tree maintenance works. The proposed donation would support a local educational establishment whilst assisting the Council in reducing the volume of material currently stored on site.

It was further noted that the delivery would be undertaken using one Council vehicle and two members of the Maintenance Team, with the work expected to be completed within one working day and accommodated within the team's existing work programme.

Following discussion, it was **Resolved**:

1. To **approve** the supply of surplus woodchip from Burrough Farm to Appledore School.
2. To **authorise** the use of one Council vehicle and two members of the Maintenance Team to undertake the delivery as part of their normal duties.

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

Action Point: *The Parks & Buildings Manager to arrange the delivery of the woodchip to Appledore School.*

Chair's initials

2608/242 Purchase of Additional Floral Display Brackets and Review of Sponsorship Charge

Members considered a report regarding the purchase of 12 additional hanging basket brackets and the proposed contribution charge for participation in the Parish Floral Display Scheme.

Whilst Members welcomed the continued popularity of the scheme and recognised the benefits it provides to the Parish, they requested further information on the costs

associated with delivering the service. In particular, Members wished to receive a detailed breakdown of the costs relating to the provision of plants, hanging baskets, Christmas trees and Christmas lights before reaching a decision on the proposal.

It was **Resolved**: That the matter be referred to the Finance & HR Committee for further consideration, together with a detailed breakdown of the costs associated with the Parish Floral Display Scheme. The Finance & HR Committee shall consider the original recommendations, namely:

1. The purchase of 12 additional hanging basket brackets at a cost of £720.00 plus VAT, to be funded from Cost Code 72 – Hanging Baskets and Planters.
2. The introduction of a one-off contribution charge of £120.00 per bracket for participation in the Parish Floral Display Scheme, to include the provision and maintenance of a summer hanging basket and a Christmas tree during the festive season.
3. Authorising the Parks & Buildings Manager to arrange the purchase of the brackets and implement the revised contribution charge.

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

Action Point: The Parks & Buildings Manager to provide the Finance & HR Committee with a detailed cost analysis of the Parish Floral Display Scheme, including costs relating to hanging baskets, planting, Christmas trees and Christmas lights, to enable further consideration of the original recommendations.

2608/243 Purchase of a Replacement Portable Generator

Members noted that Councillor Dermot McGeough had kindly offered to fund the purchase of a replacement generator through his Locality Budget, resulting in no capital cost to the Council. Members also considered the available generator options and the recommendation to purchase the Honda EG4500 4.5kW Petrol Generator due to its five-year manufacturer's warranty, reliability, durability and strong after-sales support.

Chair's initials

Following consideration, Members agreed to accept Councillor McGeough's offer and approved the purchase of the Honda EG4500 4.5kW Petrol Generator. Members further agreed that Northam Town Council would be responsible for all future servicing, maintenance and running costs associated with the generator, to be met from the appropriate maintenance budgets.

It was **Resolved:**

1. That Councillor Dermot McGeough's offer to fund the purchase of a replacement generator through his Locality Budget be accepted.
2. That the Honda EG4500 4.5kW Petrol Generator be purchased.
3. That Northam Town Council meet the future servicing, maintenance and running costs associated with the generator from the appropriate maintenance budgets.
4. That the existing generator be declared surplus to requirements and sold, with any proceeds returned to the Council.

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

Action Point: Parks & Buildings Manager to arrange the purchase of the Honda EG4500 4.5kW Petrol Generator and dispose of the existing generator, with any sale proceeds returned to the Council

2608/244

Purchase of a Telescopic Road Sign Cleaning System

Members considered a report regarding the purchase of a Carbon Fibre Telescopic Washer-Wiper Cleaning Set to support the cleaning of road signs throughout the Parish.

Members noted that Councillor Dermot McGeough had kindly offered to fund the purchase of the equipment through his Locality Budget, resulting in no cost to Northam Town Council for the acquisition of the equipment.

Whilst Members supported the purchase of the equipment, concerns were raised regarding the Council's involvement in road sign cleaning, as responsibility for highway signs rests with Devon County Council. Members therefore wished to seek further clarification on the appropriateness of using Northam Town Council's Maintenance Team to undertake this work before agreeing to incorporate the equipment into a formal road sign cleaning programme.

It was **Resolved:**

1. That Councillor Dermot McGeough's offer to fund the purchase of the Carbon Fibre Telescopic Washer-Wiper Cleaning Set through his Locality Budget be accepted.
2. That the purchase of the Carbon Fibre Telescopic Washer-Wiper Cleaning Set at a cost of £250.00 be approved.

Chair's initials

3. That consideration of authorising the Parks & Buildings Manager to incorporate the equipment into the Council's road sign cleaning programme be deferred pending clarification of Northam Town Council's role and responsibilities in relation to the cleaning of highway signs.

Proposed: Cllr Bach, Seconded: Cllr Newman-McKee (all in favour).

Action Point: The Parks & Buildings Manager to clarify the Council's position on using the Maintenance Team to clean highway signs and report back to Members.

2608/245 Tree Works at Burrough Farm and Northam Memorial

Members considered a report regarding essential tree works at Burrough Farm and Northam Memorial.

Members noted that Acacia Arb had inspected both trees and recommended their removal on safety grounds. The proposed works comprise the felling of a dead willow tree at Burrough Farm and the felling of an ash tree affected by Ash Dieback at Northam Memorial. Members further noted that Acacia Arb regularly provides arboriculture advice and tree inspections for the Council and that the quotation represented good value for money.

It was **Resolved:**

1. That the quotation from Acacia Arb in the sum of £750.00 plus VAT be approved for the felling of the dead willow tree at Burrough Farm and the ash tree affected by Ash Dieback at Northam Memorial.
2. That the expenditure be met from the appropriate Environment & Maintenance budget.
3. That the Parks & Buildings Manager be authorised to instruct Acacia Arb to undertake the works.

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

Action Point: The Parks & Buildings Manager to instruct Acacia Arb to undertake the approved tree works at Burrough Farm and Northam Memorial.

2608/246 Litter Picking and Street Cleaning

Members considered a report regarding the purchase of street cleaning barrows for use by the Maintenance Team and the potential introduction of community litter-picking events within the Parish.

Members noted that the purchase of street cleaning barrows would assist the Maintenance Team in carrying out litter collection and street cleansing duties more effectively, particularly when dealing with larger items of litter and debris.

Chair's initials

Members agreed that the purchase of two street cleaning barrows would provide a practical benefit to the Council's ongoing maintenance operations.

Members also discussed the potential for organising community litter-picking events. Whilst supportive of the concept, Members noted that a local resident has previously organised similar events within the Parish and already has litter-picking equipment available. Members felt that this existing resource should be explored before any commitment is made to purchasing additional equipment. Members also considered that the resident may be willing to assist with the organisation and delivery of future community litter-picking events.

It was **Resolved:**

1. That the purchase of two street cleaning barrows be **approved**, with the cost to be met from the Council's General Projects budget.
2. That officers investigate opportunities for community litter-picking events, including liaising with the local resident who has previously organised such events and has equipment that may be available for use.
3. That a further report be presented to a future meeting detailing options for community litter-picking events and any equipment requirements.

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

Action Point: Officers to arrange the purchase of two street cleaning barrows and make contact with the local resident who has previously organised community litter-picking events to establish whether existing equipment can be borrowed and whether assistance can be provided with future events.

There being no further business the meeting closed at 19:46pm.

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

Chair's initials