



**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  
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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 **Tuesday 5<sup>th</sup> July 2022 at 6.30 pm**

The agenda for the meeting is shown below.

*M J Mills*

Mrs Jane Mills Fd Community Governance, MILCM  
Town Clerk

Date of issue 29th June 2022

The following are Members of the Town Projects and Asset Management Committee: Councillors Mrs McCarthy, Miss Woodhouse, Edwards, Hames, Himan, Leather, Tisdale and the Mayor ex-officio. All Councillors are invited to attend.

- 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 as published**
- 5 To confirm and sign the minutes of the Town Projects Meeting held 6<sup>th</sup> June 2022 as a correct record (*herewith*)**
- 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.



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Bttdenstedt, Germany  
Office open: Monday to Friday mornings



Trustees of the Common Right

- 7 To consider Action Points *(herewith)***
- 8 To ratify decision under Chairman's Announcements at last meeting that "it was recommended to move Town Projects to Tuesdays and have alternate morning and evening meetings".**
- 9 To consider an update from Devon County Council regarding tree planting in Golf Links Road**
- 10 To consider action list *(Cllr Hames)***
- 11 To consider weed control *(annual review: report herewith)***
- 12 To consider a handrail alongside the steps from the Lookout Path to the Mount *(deferred from last meeting awaiting landowner issues and specification Cllr Hames)***
- 13 To receive an update on Burrough Farm fencing *(following meetings)***
- 14 To consider a request to erect a shed on Windmill Lane allotment**

**Northam Town Council – Minutes of the Town Projects and Asset Management Meeting held on Monday 6<sup>th</sup> June 2022 at 10.00am in the Council Chamber, Windmill Lane, Northam**

**Present:** Cllrs Edwards (Vice Chairman) Hames, Himan, Laws, Leather (from minute 2206/79) and the Mayor (ex-officio)  
**In attendance:** Mrs Jane Mills – Town Clerk and Miss T Tucker (Admin Assistant)  
4 Members of the public

**2206/074 Election of Chairman**

It was **resolved** to appoint Cllr Tisdale as Chairman.  
Proposed: Cllr Laws, seconded: Cllr Hames, (all in favour).

**2206/075 Election of Vice Chairman**

It was **resolved** to appoint Cllr Edwards as Vice-Chairman.  
Proposed: Cllr Himan, seconded: Cllr Hames, (all in favour)

**2206/076 Apologies**

Apologies were received from Cllrs Mrs McCarthy, Miss Woodhouse and Tisdale.

**2206/077 Chairman's announcements**

Members were advised that due to Torridge District Council's meeting schedule, it was recommended to move Town Projects to Tuesdays and have alternate morning and evening meetings. To be ratified at next Town Projects meeting

**Action Point: Agenda item next meeting**

**2206/078 Declarations of interest**

Members were reminded that all interests should be declared prior to the item being discussed.  
There were none.

**2206/079 To agree the agenda as published**

It was **resolved** to agree the agenda as published  
Proposed: Cllr Laws: Seconded: Cllr Himan (all in favour)

At this juncture Cllr Leather joined the meeting.

**2206/080 To confirm and sign the minutes of the Town Projects Meeting held 16<sup>th</sup> March 2022 as a correct record**

It was **resolved** to confirm and sign the minutes of the Town Projects meeting held on 16<sup>th</sup> March 2022 as a correct record.  
Proposed: Cllr Hames, Seconded: Cllr Himan (all in favour)

**2206/081 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.*

**2206/082 To consider Action Points**

Action Points were noted:  
At this juncture it was **resolved** to suspend Standing Orders to enable members of the public to speak.  
Proposed: Cllr Leather: Seconded: Cllr Laws (all in favour)

Two Members of the public spoke on the action point regarding fencing at Burrough Farm. They were advised of the current situation.

It was **resolved** to re-instate Standing Orders.

Proposed: Cllr Leather: Seconded: Cllr Laws (all in favour)

- 2206/083 To consider a request from the WI to plant an oak tree or similar in Anchor Park.**  
It was **resolved** to proceed with the planting subject to consultation of the Appledore Councillors regarding its positioning.  
Proposed: Cllr Himan: Seconded: Cllr Laws (all in favour)  
**Action Point: write to the WI**
- 2206/084 To consider updates from Devon County Council regarding tree planting in Golf Links Rd.**  
The Town Clerk advised the committee that she is still waiting on a response from Devon County Council to proceed. She is continuing to chase up the matter.  
**Action Point: continue to follow-up**
- 2206/085 To consider bus shelter glass replacement**  
It was **resolved** to source prices for a replacement bus shelter and seek different options, prepare a report for the next meeting.  
Proposed: Cllr Leather: Seconded: Cllr Laws (all in favour)  
**Action Point: place on next town projects agenda**
- 2206/086 To consider an update on Wi-Fi at Northam Hall**  
It was **resolved** that the Deputy Town Clerk contacts BT to confirm that all wiring is now completed and to move forward with installing Wi-Fi at Northam Hall.  
Proposed: Cllr Laws: Seconded: Cllr Edwards (all in favour)  
**Action Point: Deputy Town Clerk to contact BT and proceed**
- 2206/087 To consider applying to Fields in Trust in relation to our parks (referred from Full Council and website details circulated to Members as requested)**  
It was **resolved** to recommend to Full Council that we do not proceed with fields of trust application.  
Proposed: Cllr Leather: Seconded: Cllr Himan (3 in favour and 2 against)  
**Action Point: recommendation to Full Council**
- 2206/088 To consider a handrail alongside the steps from the Lookout Path to the Mount.**  
It was agreed to defer this to the next meeting to clarify who the landowner is, and source quotes.  
Proposed: Cllr Edwards: Seconded: Cllr Hames (all in favour)  
**Action Point: Cllr Hames to advise on landowner, office to seek quotes, Agenda item next meeting.**
- 2206/089 To consider an update on festoon and festive lighting**  
The Town Clerk is in consultation with Blachere as to the best way forward. This will be put on a future agenda.  
**Action Point: Future agenda item following discussions with Blachere**

**2206/090 To consider a request from Cllr Hames and Cllr Edwards that** “there should be an expanded Action List to cover all projects/actions coming out of Town Projects roughly over the last year to two years. The list would be broken down into the sections and would be a matrix which would include a list of projects and actions, a description of each one, when they were decided, how they are progressing, target dates for completion and a record of completion.”

It was **resolved** that with regard to action points items are marked completed and no longer appear on the list. If unfinished can be added in consultation with the Town Clerk, if not already on the list.

Proposed Cllr Himan: Seconded: Cllr Edwards (all in favour)

**2206/091 To consider correspondence**

Correspondence was noted.

**2206/092 To ratify a decision made at a previous meeting to make a donation to two groups hiring Northam Hall fund raising for Ukraine”**

It was **resolved** to ratify the decision made at the previous meeting.

Proposed: Cllr Leather: Seconded: Cllr Himan (all in favour)

**Action Point: Make donation to the two groups**

There being no further business the meeting finished at 12.01 pm

Signed .....

Dated.....



## Action Points for Town Projects

### Meeting July 2022

<p><b>Chairman's announcements</b> Members were advised that due to Torridge District Council's meeting schedule, it was recommended to move Town Projects to Tuesdays and have alternate morning and evening meetings. To be ratified at next Town Projects meeting</p>	<p>Agenda item next meeting</p>
<p><b>To consider a request from the WI to plant an oak tree or similar in Anchor Park.</b></p>	<p>Proceed with the planting subject to consultation of the Appledore Councillors regarding positioning. Written to the WI advising contact with Appledore Councillors</p>
<p><b>To consider updates from Devon County Council regarding tree planting in Golf Links Rd.</b></p>	<p>Continue to follow up</p>
<p><b>To consider bus shelter glass replacement</b></p>	<p>Source prices for a replacement bus shelter and seek different options, prepare a report for the next meeting and place item on next Town Projects agenda. This will be August</p>
<p><b>To consider an update on Wi-Fi at Northam Hall</b></p>	<p>Deputy Town Clerk contacted BT to confirm that all wiring is now completed, awaiting building connection.</p>
<p><b>To consider applying to Fields in Trust in relation to our parks</b></p>	<p>Recommend to Full Council that we do not proceed with fields in trust application. On Full Council</p>
<p><b>To consider a handrail alongside the steps from the Lookout Path to the Mount.</b></p>	<p>Defer this to the next meeting to clarify who the landowner is, and source quotes. Cllr Hames to advise on the landowner and office to source quotes. Agenda item next meeting. Requested specification from Cllr Hames</p>
<p><b>To consider an update on festoon and festive lighting</b></p>	<p>Future agenda item following discussions with Blachere</p>
<p><b>To ratify a decision made at a previous meeting to make a donation to two groups hiring Northam Hall fund raising for Ukraine"</b></p>	<p>Made donation to the two groups</p>





## TOWN PROJECTS ACTION POINTS supplied by Cllr Hames

Lords Meadow Exercise Machine	Completed (advised last meeting)
Lords Meadow Mat Renewal Around Play Equipment	Completed (advised last meeting)
Lords Meadow Zip Wire Repair	Completed (advised last meeting)
Lords Meadow Jubilee Planting Sign	Completed (advised last meeting)
Anchor Park Signs – Jubilee Planting and Anchor	Advised last meeting Jubilee signs installed awaiting wording for anchor
Anchor Park – Next Phase of Planting Scheme	Proceed in autumn – bulbs etc, this is part of the maintenance team schedule does it need to come to Town Projects each month until the autumn. actually climate emergency.
Appledore Benches (x3) Irsha Street and Behind Lifeboat House	TDC has agreed transfer. Proceed ? No formal acknowledgement received from TDC, they previously refused this, but were subsequently approached by an individual Cllr unknown to committee.
Appledore Lights	Seeking professional advice will be on a future agenda when advice is received
Appledore Open Space Enhancement Irsha Street	Cllr McCarthy initiated project previously refused by TDC so not continued as an agenda item
Appledore Handrail for Steps Down from Lookout Path	Seeking quotes & ownership details already on the agenda as followed up from previous meeting
Appledore Blackies	Transfer proceeding. Check progress. This is regularly followed up, does the committee want a report each month?
Burrough Farm Fencing, Hedging and Parking	Engage with contractor and Football Club. Office is dealing with this and it will be on the agenda as required, do Members want a report each month?
Mondeville Way Daffodil Planting	Agreed at TP. Proceed in autumn. See Anchor Park planting.
Golf Links Road Tree Planting	Await County approval again an agenda item already
Weed Control (Reviewed on Annual Basis – July)	Discuss July Town Projects diarised for July do Members want a report each month?



Vehicle Replacement (EV?)

Replacement of the small pick-up agreed this would be an agenda item when new vehicle required, not at present, do Members want a monthly report?

Battery Powered Equipment

Check state of existing equipment  
Maintenance team monitor situation regularly, again do Members want a monthly report?

Bee Friendly Planting Town Hall

To be done as advised last month will be done asap

Footpath Work Needed

Annual path survey October? Already diarised by the office, do Members want a monthly report?

Westward Ho! Lights

Seeking professional advice, see Appledore lights

Northam Hall Extension

To be progressed. July agenda? if requested by Chair

Bus Shelter Leonards Road

Other sites to be considered. July agenda. Previously advised no suitable site, to create a lay by is in the region of £10,000 plus the bus shelter cost

Parks Play Equipment Test and Repairs

Annual inspection due when? diarised and booked do Members want a monthly report.

Northam Hall WiFi

Agreed to go ahead? On action points

Northam Hall Heating Controls

Estimates to be sought Climate Emergency ?

Northam Hall Rainwater Capture

Completed? Climate Emergency

These are the minutes from July 2021 pertaining to weedkilling

Also attached is the report provided in July 21 and a report prepared for this meeting.

**2107/277**      **To consider a report on weeding (herewith)**  
After some discussion it was **resolved** to have a recorded vote on the proposal by Cllr Himan and the amendment to the proposal by Cllr Mrs McCarthy (majority in favour, 3 votes against).

It was then proposed that the weeding report be accepted and spraying re-commence and to continue until such time as a satisfactory alternative is found that works efficiently.

An amendment to that proposal was put forward – “Should the Council vote to start using glyphosate again that it is reviewed on an annual basis and is not used in the parks and on their surrounding walls”.  
There were 3 votes in favour, 4 votes against  
Votes in favour: Cllrs Hames, Laws and Mrs McCarthy  
Votes against: Cllrs Edwards, Himan, Leather and Tisdale  
The amendment was not carried.

The original proposal put forward by Cllr Himan was then voted upon.  
Those in favour were: Cllrs Edwards, Himan, Leather and Tisdale  
Those against were Cllrs Hames, Laws, and Mrs McCarthy so this proposal was carried.

There was a further proposal from Cllr Hames, seconded by Cllr Mrs McCarthy, that we should purchase an attachment for the strimmer of the steel brush type.

There was a further proposal by Cllr Hames that the vote on his proposal to purchase an attachment should be a recorded vote.  
There were three votes in favour and four against, so the proposal was not carried.

Cllr Hames original proposal was considered. There were three votes in favour and three votes against. Initially the Chairman abstained but subsequently used his casting vote against the proposal.

## Report to Town Projects July 2021

Members will be aware of the decision taken in 2019 to stop using weedkiller with glyphosate. This followed many reports and discussions.

Our maintenance men had previously prided themselves on keeping the town council area weed free and are very upset that there is now such an extreme proliferation of weeds everywhere.

This growth is causing structural damage, cracking up concreted and paved areas. The men have advised that Bone Hill is so bad that they would be embarrassed to be raising the flags there because of the current state of the area.

This last few weeks has seen a large increase in complaints about weeds everywhere and we are keeping a file in the office. Also, the maintenance men are regularly approached with complaints about the weeds by members of the public

The men have tried a number of alternatives but although these turn the weeds brown they are not killed. Suggestions that the men could hoe are impractical because of the sheer volume, it is not the same hoeing a small back garden when compared with the huge area they have to contend with. Also concentrated hoeing can result in back strain, which leads to time off work.

Some of you visiting the Town Hall will have seen significant weed growth outside, despite the area having been weeded frequently.

Local residents are also weed spraying, and this is random and uncontrolled.

The men would like to resume a weedkilling regime, for the future, using a product with glyphosate, normally one or two spraying sessions in the spring resolves the problem, with a possible session in the autumn. This would be done in a controlled manner and would eliminate the weeds and any regrowth through the summer when tourism is at its height.

Further research has revealed:

Animal and human studies were evaluated by regulatory agencies in the USA, Canada, Japan, Australia, and the European Union, as well as the Joint Meeting on Pesticide Residues of the United Nations and World Health Organization (WHO). These agencies looked at cancer rates in humans and studies where laboratory animals were fed high doses of glyphosate. Based on these studies, they determined that glyphosate is **not likely to be carcinogenic**.

Long-term feeding studies in animals were assessed by the U.S. Environmental Protection Agency (EPA) and other regulatory authorities. Based on these evaluations, they found there is no evidence glyphosate is toxic to the nervous or immune systems. They also found it is not a developmental or reproductive toxin.

A number of regulatory and scholarly reviews have evaluated the relative toxicity of glyphosate as an herbicide. The German Federal Institute for Risk Assessment toxicology review in 2013 found that with regard to positive correlations between exposure to glyphosate formulations and risk of various cancers, including non-Hodgkin lymphoma "the available data is contradictory and far from being convincing".

The European Food Safety Authority concluded in November 2015 that "the substance is unlikely to be genotoxic (i.e. damaging to DNA) or to pose a carcinogenic threat to humans", later clarifying that while carcinogenic glyphosate-containing formulations may exist, studies "that look solely at the active substance glyphosate do not show this effect." The WHO and FAO Joint committee on pesticide residues issued a report in 2016 stating the use of glyphosate formulations does not necessarily constitute a health risk, and giving an acceptable daily intake limit of 1 milligram per kilogram of body weight per day for chronic toxicity. The European Chemicals Agency (ECHA) did not find evidence implicating it as a carcinogen, a mutagen, toxic to reproduction, nor toxic to specific organs.

Based on the above information and following the many concerns of local residents I would recommend that the use of a weedkiller with glyphosate be resumed. With everything brought back under control and a programme scheduled for the future, the weeds could be eliminated with only very limited usage. Controlled spraying with a cowled head could allow us to manage the areas sprayed.

Report prepared by Jane Mills, following discussions with the Maintenance Men.

## **Additional report on weeding for July 2022**

It was agreed in July 21 to review the situation in July 2022.

I have attached the minutes from July 21 and my report from July 21.

The situation is basically unchanged from last year but we have researched some equipment in particular the Etesia MBR50 Weeder, which is available through Andrew Symons, where we purchased the mowers. (They are South Molton based so ideal for servicing etc)

This machine chops the weeds down to their base and should not cause damage as it is guarded..

We could then weed spray if necessary, the remaining weed to actually kill off the roots, using a greatly reduced amount of weedkiller.

The price of this machine is £2850. There are cheaper alternatives but they do not appear so robust. Etesia builds equipment specifically for local authorities.

Jane Mills

July 2022