



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

Please scan QR code for the Council's website



To all members of the Committee:

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

Wednesday 21st October 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, Cllr Bell, Cllr Edwards, Cllr Hames, Cllr Sawyer, Cllr Lo-Vel, Cllr Hodson and the Mayor, Cllr Sam 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: 15th October 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 ENVIROMENT and MAINTENANCE COMMITTEE held on 19th August 2026 (p3-10)**
- 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 (p11,12)**
- 8 MVSID Data Reports and DCC update on MVSIDS locations (p13,14)**
- 9 Purchase of Christmas Trees for the 2026 Festive Period (p15)**
- 10 Christmas Outdoor Decorative Displays – 2026 Festive Period (p16-18)**
- 11 Blackies Orchard and Pollinator Planting (p19)**
- 12 Westward Ho! Seawall Commemorative Plaque – Restoration Works (p20,21)**
- 13 Supply of Bedding Plants for the 2027 Floral Display Programme (p21,22)**
- 14 Westward Ho! Fingerpost – Replacement Finial (p23)**
- 15 Northam Hall – Replacement Entrance Sign (p24,25)**
- 16 Northam Square Bench (p26-28)**

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

Page 109

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.

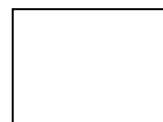
Proposed: Cllr Hodson, Seconded: Cllr Hames (all in favour).

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.



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.

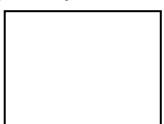
It was further noted that the delivery would be undertaken using one Council vehicle and two members of the Maintenance Team, with the work expected to be completed within one working day and accommodated within the team's existing work programme.

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.*



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.

--

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.

--

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.

--

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.....

--

Item 7 – Action Point

Action		October 2025	February 2026	March 2026	June 2026	August 2026	October 2026
1	Traffic issues at the Square, Northam	Traffic survey cost received, Discussion required in reference to air quality survey	Seeking updated quotes. ONGOING.	Include condensed report for June	On Agenda	Ongoing, MVSIDS location TBC by DCC	Awaiting approval from DCC
2	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	No change	Trees ordered, works planned for November.
3	Prepare a report on opportunities to support climate resilience, biodiversity, and community food-growing initiatives.				Placed on Agenda	Ongoing	Attending Devon Community Resilience Forum – 22 nd October 2026-report after.
4	Forward the contractor's quotation for the proposed works to Footpath 36 to the Public Rights of Way.				Placed on Agenda	Ongoing	Awaiting go/no go from DCC. On Agenda
5	Purchase and plant three fruit trees (apple, pear, and plum) within the £500 approved budget during the October/November 2026 planting season. Review lavender planting proposal and present alternative pollinator-friendly options at a future meeting.				Placed on Agenda	Ongoing	On Agenda
6	Floral Display Scheme Update Further cost information has been prepared in line with the Committee's request. A detailed breakdown of expenditure relating to plants, hanging baskets, Christmas trees, and Christmas lights has been provided to support consideration of the proposed purchase of 12 additional hanging basket brackets and the associated sponsorship charge. The matter has been referred to the Finance & HR Committee for review and recommendation					Placed on Agenda	Report will be ready for November's F&HR meeting.
7	Replacement Portable Generator Update The replacement portable generator has been purchased in accordance with the Committee's resolution. Funding was secured through Councillor Dermot McGeough's Locality Budget, resulting in no capital cost to the Council. The Honda EG4500 4.5kW Petrol Generator was selected and purchased.					On Agenda	Complete

8	Woodchip Supply to Appledore School Update Delivery of the surplus woodchip to Appledore School is being arranged and will be undertaken by the Maintenance Team as approved.					On Agenda	Complete
9	Road Sign Cleaning Equipment Update The telescopic road sign cleaning system has been purchased using Councillor Dermot McGeough's Locality Budget at no cost to the Council. Clarification is being sought regarding Northam Town Council's role in cleaning highway signs before the equipment is incorporated into a formal maintenance programme.					On agenda	Work undertaken as part of the Road Warden scheme. Complete.
10	Tree Works Update The approved tree works at Burrough Farm and Northam Memorial have been completed. The dead willow tree and ash tree affected by Ash Dieback were felled in accordance with the approved quotation from Acacia Arb.					On Agenda	Complete
11	Litter Picking and Street Cleaning Update The purchase of two street cleaning barrows and options for community litter-picking events are currently being investigated.					On Agenda	A further update will be provided to Members in due course.

Chairs Initials

Item 8 MVSID Data Reports and DCC update on MVSIDS locations

MVSID Update

The Council's Mobile Vehicle Activated Signs (MVSIDs) continue to provide valuable information on vehicle speeds and traffic volumes across the Parish. The latest monitoring has been undertaken at Bay View Road and Appledore, with summary results set out below.

Bay View Road

The MVSID was deployed between 1st August 2026 and 15th October 2026.

Key findings include:

Average vehicle speed: Approximately 23 mph inbound and 24 mph outbound.

85th percentile speed: 26 mph inbound and 29 mph outbound.

Maximum recorded speed: 79 mph (single recorded vehicle).

Total vehicles recorded: Approximately 254,000 vehicle movements during the monitoring period (98,513 inbound and 155,914 outbound).

The monitoring indicates that average vehicle speeds remain below the posted speed limit, with 85th percentile speeds generally consistent with expected traffic conditions. While a small number of vehicles were recorded travelling at significantly higher speeds, these appear to be isolated instances rather than representative of the overall traffic flow

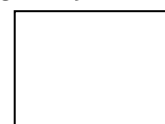
Appledore

The MVSID was deployed between 1st September 2026 and 15th October 2026.

Key findings include:

- Average vehicle speed: Approximately 25 mph in both directions.
- 85th percentile speed: Approximately 28–29 mph.
- Maximum recorded speed: 80 mph (single recorded vehicle).
- Total vehicles recorded: Approximately 695,000 vehicle movements during the monitoring period.

The monitoring indicates that average vehicle speeds remain close to the posted speed limit, with isolated instances of excessive speed recorded.



Future MVSID Locations

The remaining MVSID deployment locations across the Parish are yet to be agreed by DCC. Once agreed, a rolling programme will be implemented to allow the devices to be moved between approved sites, enabling speed monitoring at a number of locations throughout the Parish. Since the previous update, the Council has received permission to install an MVSID on Buckleigh Road. The device is scheduled to become operational from 19th October 2026, providing additional speed monitoring within that area.

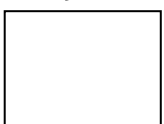
Installation of MVSID Posts

A member of the Maintenance Team is scheduled to attend the full Chapter 8 (Street Works) qualification course on 26th October 2026. Once completed, this qualification will enable the Council to install and maintain its own MVSID posts where appropriate, reducing reliance on external contractors.

This qualification will support the installation of new MVSID locations, including Golf Links Road and other approved sites across the Parish, providing greater flexibility and helping to reduce future installation costs.

Recommendation:

- 1. Note the MVSID monitoring results for Bay View Road and Appledore.**
- 2. Note that permission has been granted for an MVSID location at Buckleigh Road, with the device due to become operational on 19th October 2026.**
- 3. Note that the remaining MVSID locations will be presented to Members for approval at a future meeting.**
- 4. Note that the Council will have a member of staff qualified to undertake Chapter 8 works, enabling future MVSID posts to be installed by the Maintenance Team where appropriate.**



Item 9 – Purchase of Christmas Trees for the 2026 Festive Period

Members are asked to consider the purchase of Christmas trees for the 2026 festive period. It is proposed that Christmas trees are provided at the same locations as in previous years to continue the festive displays across the parish. The proposed locations are:

- Northam Square
- Bone Hill
- Westward Ho! Green
- Appledore Memorial / Gig Club
- Appledore Seafront (Quay) (12ft Nordmann Fir)
- Northam Hall

The proposed purchase comprises:

- Five 18–20ft Nordmann Fir Christmas trees @ £220 each
- One 12ft Nordmann Fir Christmas tree @ £130

The total cost of the trees, including delivery, is £1,230.

A budget of £2,700 has been allocated for the purchase of Christmas trees within the current financial year, and no expenditure has yet been incurred from this budget. The proposed purchase is therefore fully contained within the approved budget.

The installation, decoration and subsequent removal of the trees will be undertaken by the Council's Maintenance Team in accordance with the required licences or permissions (Appledore Quay location).

Financial Implications

- Total purchase cost (including delivery): £1,230
- Budget available: £2,700
- Remaining budget following purchase: £1,470

Recommendation:

1. Approve the purchase of six Christmas trees for the 2026 festive period for installation at Northam Square, Bone Hill, Westward Ho! Green, Appledore Memorial/Gig Club, Appledore Seafront and Northam Hall.

2. Approve expenditure of £1,230, including delivery, to be funded from the Council's approved Christmas tree budget.

3. Authorise the Parks & Buildings Manager to arrange the purchase, delivery, installation and subsequent removal of the Christmas trees for the 2026 festive period in accordance with the approved budget.

--

Item 10 - Christmas Outdoor Decorative Displays – 2026 Festive Period

Members are asked to consider the purchase of additional outdoor Christmas decorations to enhance the Council's festive displays across the parish during the 2026 festive period.

It is proposed to enhance the existing festive programme by introducing additional illuminated decorations at Northam Hall, Westward Ho! Green and Appledore. A greater number of decorations are proposed for Northam Hall due to the larger open grassed area surrounding the car park, which provides suitable space for a themed festive display. The proposed decorations would be positioned as follows:

Northam Hall
(Positioned on the grass bank surrounding the car park, item pictures below)

Item	Cost
Pre-Lit Santa's Sleigh & Reindeers Silhouette	£79.99
Pre-Lit 2D Nativity Scene Silhouette	£149.99
Pre-Lit 3D Gingerbread Silhouette	£69.99
Pre-Lit 3D Iridescent Reindeer Family Silhouette	£169.99
Pre-Lit 3D Santa with Gift Box Silhouette	£89.99

Subtotal: £559.95



Westward Ho! Green

--

(Positioned by Christmas tree on the Green, item picture below)

*As part of the procurement process, an alternative quotation was obtained for a similar illuminated decorative sign. The quotation received totalled **£10,140.50 (see enclosed)**, which significantly exceeds the budget available for this project. The proposed Pre-Lit Decorative "HO HO HO" Silhouette, at a cost of £89.99, provides a practical and cost-effective solution that can be accommodated within the approved budget. Whilst it is a simpler product than the alternative quoted, it represents good value for money and achieves the intended festive display at a fraction of the cost.*

Item	Cost
Pre-Lit Decorative "HO HO HO" Silhouette	£89.99

Subtotal: £89.99

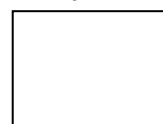


Appledore

(Positioned adjacent to the Christmas tree at the Gig Club)

Item	Cost
Pre-Lit 2D Penguin Family Set	£79.99

Subtotal: £79.99





Financial Implications

The total estimated cost of the proposed decorations is:

Location	Cost
Northam Hall	£559.95
Westward Ho! Green	£89.99
Appledore	£79.99
Total	£729.93

The proposed expenditure of £729.93 will be funded from Cost Code 67 – Environment & Maintenance, with no additional budget required.

The decorations will be installed, maintained and removed by the Council's Maintenance Team as part of the annual Christmas works programme.

Recommendation:

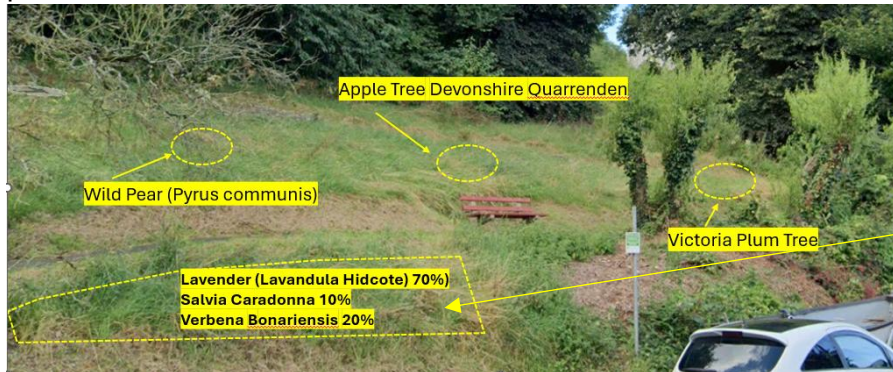
- 1. Approve the purchase of the proposed outdoor Christmas decorative displays for Northam Hall, Westward Ho! Green and Appledore, at a total estimated cost of £729.93.**
- 2. Approve expenditure of £729.93, to be funded from Cost Code 67 – Environment & Maintenance.**
- 3. Authorise the Parks & Buildings Manager to purchase, the Christmas decorations.**

--

Item 11 - Blackies Orchard and Pollinator Planting

At the Parks & Recreation Committee meeting held on 24th June 2026 (Minute 2606/105), Members approved the purchase and planting of three edible fruit trees (Apple, Pear and Plum) within an approved budget of £500, to be funded from Cost Code 63 – Environment & Maintenance. Members also requested that the proposed lavender planting be reconsidered and that alternative pollinator-friendly planting options be presented to a future meeting.

Following further investigation, it is anticipated that the purchase of the three fruit trees will cost no more than £300, resulting in an estimated saving of £200 against the approved budget. To further enhance biodiversity and provide a longer flowering season for pollinators, it is proposed that part of the remaining budget is used to purchase a selection of alternative pollinator-friendly plants.



Replace with
proposed plants

**Lavendar, Salvia Caradonna and Verbena Bonariensis to be replaced*

The proposed planting comprises:

- Red Campion
- Pulmonaria
- Wood Sage

These species have been selected as they provide an attractive display, support a wide variety of pollinating insects, and are well suited to the local environment.

Financial Implications

- Approved budget: £500
- Estimated cost of three fruit trees: £300
- Proposed expenditure on pollinator-friendly planting: Up to £120
- Total estimated expenditure: £420
- Estimated remaining budget: £80

Recommendation:

- 1. Note that the purchase of the three edible fruit trees (Apple, Pear and Plum) is estimated to cost no more than £300, resulting in a saving against the previously approved budget.**
- 2. Approve expenditure of up to £120, funded from the remaining approved budget under Cost Code 63 – Environment & Maintenance, for the purchase of Red Campion, Pulmonaria and Wood Sage to enhance the pollinator planting area at Blackies.**
- 3. Authorise the Parks & Buildings Manager to arrange the purchase and planting of the approved species during the 2026/27 planting season.**

--

Item 12 – Westward Ho! Seawall Commemorative Plaque – Restoration Works

Members are asked to consider the restoration of the commemorative marble plaque set into the seawall at Westward Ho!, which records the construction of the historic coast defence works undertaken by Northam Urban District Council.

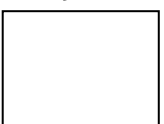
The plaque has been exposed to the harsh coastal environment for many years and has deteriorated significantly as a result of salt exposure, weathering and staining. The inscription has become increasingly difficult to read, reducing both its historical significance and visual appearance.

The Parks & Buildings Manager has sought quotations from specialist stone restoration contractors.

The specialist has inspected the plaque and advised that the proposed works would include:

- Professional deep cleaning of the marble plaque.
- Repair and restoration of the lead lettering.
- Reduction of rust staining where practicable.
- Careful cleaning to improve the overall appearance whilst preserving the historic fabric.
- Restoration to be undertaken in situ, as removing the plaque presents a significant risk of damage due to its likely method of fixing.

Whilst the contractor has advised that some historic lime staining may remain visible following the restoration works, the overall appearance and legibility of the plaque will be significantly improved.



Financial Implications

One quotation has been received as follows:

Contractor	Cost
Specialist Stone Restoration Contractor	£480.00

The proposed expenditure of £480.00 will be funded from Cost Code 80 – General Projects.

The plaque forms part of the historic seawall and commemorates works undertaken by Northam Urban District Council, preserving an important element of the town's heritage.

Recommendation

- 1. Note the deteriorated condition of the Westward Ho! Coast Defence Works commemorative plaque and the importance of preserving this historic feature.**
- 2. Approve the specialist cleaning and restoration of the commemorative plaque at a cost of £480.00.**
- 3. Approve expenditure of £480.00, to be funded from grants (if available) or if not, from Cost Code 80 – General Projects.**
- 4. Authorise the Parks & Buildings Manager to instruct the specialist contractor to undertake the restoration works in situ at an appropriate time.**

Item 13 - Supply of Bedding Plants for the 2027 Floral Display Programme

Members are asked to consider the appointment of a supplier for the Council's annual floral display programme.

The annual planting programme includes the supply and planting of the Council's hanging baskets, troughs, three-tier planters and large containers located throughout Northam, Westward Ho! and Appledore. These displays continue to make a significant contribution to the appearance of the parish and receive positive feedback from residents and visitors each year.

It is proposed that Merry Harriers Garden Centre, a local supplier, be appointed to provide the plants and planting services for the 2027 season.

In addition to providing competitive pricing, Merry Harriers offers a comprehensive service which is not currently available from other suppliers. This includes:

- Collection, storage and maintenance of the Council's hanging baskets during the winter period.
- Replanting of all hanging baskets, troughs, planters and containers.
- Free delivery of all planted displays back to the Council.
- Ongoing support from a local supplier familiar with the Council's requirements and floral display programme.

--

The quotation received is as follows:

Description	Cost
Replant 69 hanging baskets	£3,727.32
Additional drought-tolerant plants	£62.31
Replant 18 troughs	£623.38
Replant 14 containers	£487.68
Supply 100 trailing Begonias (9cm pots)	£204.00
Supply 10 packs of Blue Lobelia	£41.12
Supply 800 plants for three-tier planters	£2,391.91
Total (excluding VAT)	£7,537.72

Financial Implications

The total cost of the proposed planting programme is £7,741.72 (excluding VAT), to be funded from Cost Code 72 – Environment & Maintenance.

Recommendation:

- 1. Approve the appointment of Merry Harriers Garden Centre as the supplier for the Council's 2027 floral display programme.**
- 2. Approve expenditure of £7,741.72 (excluding VAT), funded from Cost Code 67 – Environment & Maintenance, for the supply and planting of hanging baskets, troughs, three-tier planters and containers throughout the parish.**
- 3. Note that Merry Harriers Garden Centre provides additional services, including the collection and winter storage of the Council's hanging baskets and free delivery of all planted displays, representing added value not currently offered by alternative suppliers.**
- 4. Authorise the Parks & Buildings Manager to place the order and make the necessary arrangements for the planting, storage and delivery of the Council's floral displays for the 2027 season.**

--

Item 14 – Westward Ho! Fingerpost – Finial

Members are asked to consider the purchase of a finial for the recently installed fingerpost at Westbourne Terrace, Westward Ho!.

Following the installation of the new fingerpost, it has become apparent that the decorative finial featuring the Northam Town Council crest and "Westward Ho!" branding was not quoted for.

During enquiries regarding the finial, the supplier has confirmed that the finial was not supplied or delivered as part of the original order and has therefore provided Quotation AE28253-2 for the manufacture and supply of a replacement.

The replacement finial will match the existing fingerpost and comprise:

- 270mm diameter aluminium disc with stainless steel collar.
- Powder-coated finish (RAL 5003 – Sapphire Blue).
- Full colour Northam Town Council crest and "Westward Ho!" graphics on both sides.
- DuoGuard anti-graffiti coating.

Example showing shape of finial. The design would closely match the finger post on the promenade.



The quotation received is as follows:

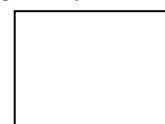
Description	Cost (excl. VAT)
Finial (including delivery)	£525.00

The original intention was that the cost of the finial would be met from Cost Code 177 – Westward Ho! Finger Post. However, the budget allocated to that project has now been fully expended following the manufacture and installation of the new fingerpost. As a result, there are insufficient funds remaining within that cost code to purchase the replacement finial.

It is therefore proposed that the cost of the replacement finial be met from the General Projects budget.

Recommendation:

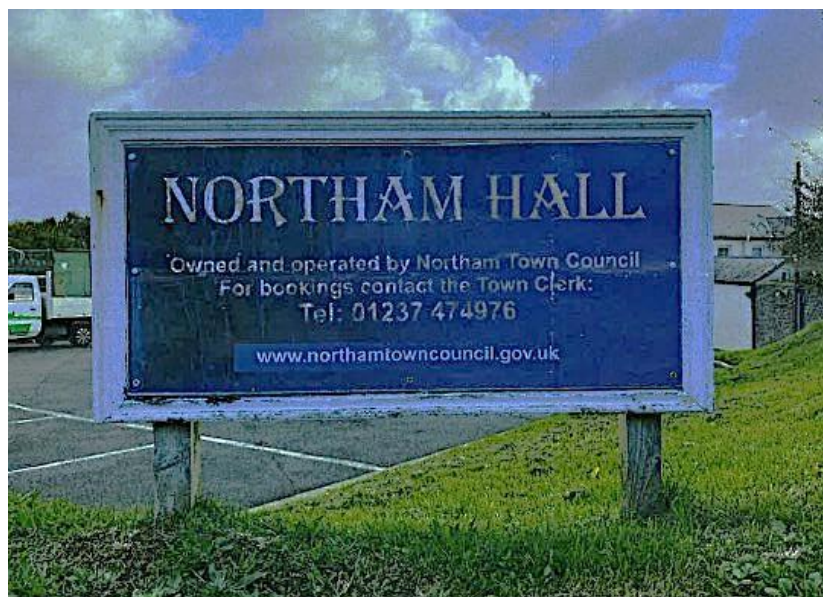
1. **Approve expenditure of £525.00 (excluding VAT) for the purchase of the replacement finial from the original supplier, funded from the cost code 80 - General Projects budget.**
2. **Authorise the Parks & Buildings Manager to place the order and arrange for the replacement finial to be installed upon delivery.**



Item 15 – Northam Hall – Replacement Entrance Sign

Members are asked to consider the replacement of the existing Northam Hall entrance sign.

The current timber sign has deteriorated significantly over time and is now showing signs of rot and weathering. As a result, it has become difficult to read and no longer presents a suitable first impression of Northam Hall.

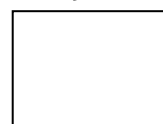


Current sign

It is therefore proposed that the existing sign be replaced with a new, more durable sign incorporating the Northam Town Council crest and updated wording. The proposed design would clearly identify Northam Hall, confirm that it is owned and operated by Northam Town Council (NTC), and promote the hall as a venue available for hire by including the Council's website and telephone number.

Three quotations have been obtained for the manufacture of a replacement sign.

Supplier	Material	Cost (excluding VAT)
Company 1 – Option 1	Aluminium	£483.75
Company 1 – Option 2	Composite	£453.20
Company 2	Aluminium composite with Iroko rails	£759.95
Company 3	Marine Ply	£579.13

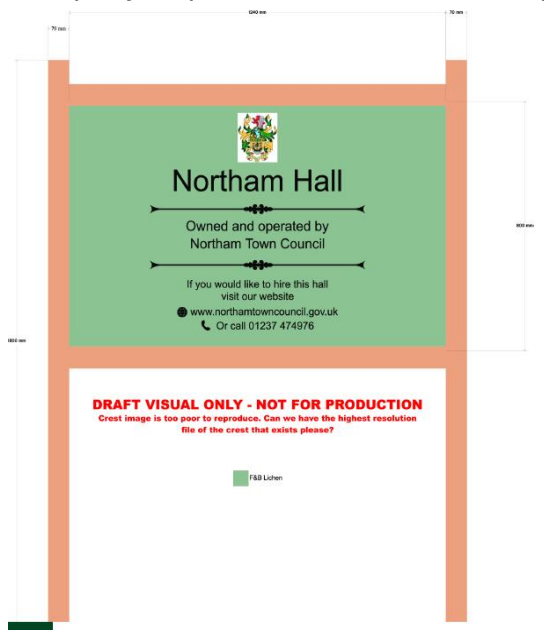




Company 1 option 1 Aluminum or Composite



Company 2 example



Company 3 with NTC graphic

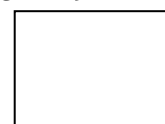
Additional posts, where required, would cost approximately £22 each. The Council's Maintenance Team would undertake the installation, avoiding additional contractor costs.

Financial Implications

The expenditure is proposed to be funded from Cost Coded to Northam Hall.

Recommendation:

1. Consider the quotations and select the preferred replacement sign option for the Northam Hall entrance.
2. Approve the purchase of the selected sign, together with replacement posts if required.
3. Approve that the expenditure be funded from the proposed Northam Hall noticeboard budget (cost code – 122, current balance £1,448)
4. Authorise the Parks & Buildings Manager to place the order and arrange for the Council's Maintenance Team to install the new sign.



Item 16 Northam Square Bench

Summary of Highway Authority Advice

The proposed bench location outside Costcutter has been discussed with Devon County Council's (DCC) Neighbourhood Highway Officer.

Following a site assessment, the Highway Authority has advised that it would not support the installation of a bench in the proposed location due to the limited width of the footway and the need to maintain safe access for all highway users.

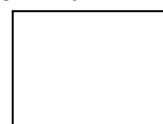


**Proposed location and measurements of Bench location*

Relevant Legislation and Guidance

1. Highways Act 1980

The public footway forms part of the public highway. Under the Highways Act 1980, DCC, as the Highway Authority, has a statutory duty to protect the highway and prevent unnecessary obstructions to the public's right of passage. Any permanent item placed within the highway requires the Highway Authority's consent.



2. Devon County Council Policy

DCC's current policy for street furniture states that:

"A minimum clearance of 2 metres must be maintained."

This unobstructed width is intended to allow safe passage for:

- Wheelchair users
- Mobility scooters
- Double pushchairs
- Visually impaired pedestrians
- People using walking aids
- General pedestrian movement

The Highway Authority has advised that this standard applies when considering new street furniture installed on the public highway.

3. Equality Act 2010

As a public authority, DCC must have due regard to the requirements of the Equality Act 2010 when determining applications affecting the public highway.

This includes ensuring that proposals do not create barriers for disabled people or reduce accessibility for those with protected characteristics.

4. Inclusive Mobility Guidance

National accessibility guidance recommends maintaining clear pedestrian routes that enable wheelchair users, mobility scooters, visually impaired pedestrians and pushchairs to pass safely. Although the proposed perch bench has a narrow physical width, the Highway Authority has advised that consideration must also be given to the space occupied by a person using the bench, including leg room and movement around the seating.

References

- **Highways Act 1980** – Sections 115A, 115E and 137 (powers relating to the placement of objects on the public highway and the prevention of obstruction).
- **Devon County Council** – *Furniture on the Highway: Terms and Conditions* – states that a minimum clearance width of 2 metres must be maintained between any object and the carriageway to allow safe movement for pedestrians, wheelchair users, mobility scooters, pushchairs and visually or physically impaired people.
- **Equality Act 2010** – Section 149 (Public Sector Equality Duty), requiring public authorities to have due regard to the needs of disabled persons when making decisions affecting public spaces. Devon County Council confirms this duty is applied when considering highway furniture applications.
- **Inclusive Mobility – Department for Transport** – National guidance on creating accessible pedestrian environments, referred to by Devon County Council when assessing proposals affecting the public highway.

--

Officer Advice Received

The Highway Authority has advised that:

- Northam Square is an historic area with relatively narrow footways.
- New street furniture must comply with current accessibility standards.
- The proposed location would not maintain the required pedestrian clearance.
- The Highway Authority is therefore unable to support the proposal in its current location.

Parks & Buildings Manager Comments

Whilst the current proposal has not been supported by Devon County Council due to the existing footway constraints, Members may wish to consider whether future public realm improvements within Northam Square could provide an opportunity to introduce seating and other community amenities.

Any such proposals would require early engagement with Devon County Council as the Highway Authority and would be subject to detailed design, consultation, funding availability and any necessary statutory approvals.

Recommendation:

- 1. Note the advice received from Devon County Council regarding the proposed installation of a bench within Northam Square, together with the legislative requirements and accessibility guidance that apply to the public highway.**
- 2. Consider, in light of the information presented in this report and the advice received from Devon County Council, whether they wish to proceed with an application for a highway licence for the proposed bench location.**
- 3. Should Members wish to pursue the provision of seating within Northam Square, authorise officers to work with Devon County Council, the local County Councillor and other relevant stakeholders to investigate potential improvements, including options such as footway widening or other alterations that could safely accommodate seating and/or additional street furniture, subject to future feasibility, design and funding considerations.**

--

