

Northam Town Council – Minutes of the Environment and Maintenance committee meeting held Wednesday 15th October 2025 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.

2510/373 To receive and approve apologies for absence, in accordance with Local Government Act 1972 s85(1)
All members were present.

2510/374 Chair's Announcements
The Chair had no announcements.

2510/375 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.

2510/376 To agree the agenda as published
It was **resolved** to agree the agenda as published.
Proposed: Cllr Hames, Seconded: Cllr Bach (all in favour).

2510/377 To confirm as a correct record and sign the minutes of the Environment and Maintenance Committee held on 30th of July 2025.
It was **resolved** to approve the minutes of that Environment and Maintenance committee meeting as a true and correct record, they were signed by the Chair.
Proposed: Cllr Hames, Seconded Cllr Bach (all in favour).

2510/378 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.

2510/379 To receive an update on action points
The action points were considered and noted as presented. In addition, the following updates were provided:

Chair's initials

Action		June 2025	July 2025	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

2510/380 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

It was **Resolved** To purchase 12 Christmas motifs at £138 each under the supplier's 3-for-2 offer (total £1,104), funded from the current Christmas budget (£2,000 allocation; no prior spend).

Allocation (proportional to suitable posts — Westward Ho! 5; Appledore 15):

- Westward Ho! — 3 motifs
- Appledore — 9 motifs

The newly purchased motifs will not replace existing motifs; they will be retained as spares.

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

2510/381 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.

It was **Resolved:** To purchase seven 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)
- Northam Hall
- Westward Ho! Park

The trees will consist of 18ft–20ft Nordmann Firs at £220 each and one 12ft Nordmann Fir at £130, with delivery on 27th November 2025.

Total spend: £1,450.

Funding to be taken from the 2025 Christmas budget (£1,000) with the remaining £450 to be vired from the Christmas Decorations cost code within the same cost centre.

Proposed: Cllr Edwards, Seconded Cllr Bach (Majority in favour) 1 against.

2510/382 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.



It was **Resolved** to **approve** the installation of a wood chipping and green waste bay measuring approximately 10ft x 10ft at the agreed location shown on the attached plan.

The bay will provide a designated and tidy area for the safe storage and management of green waste and woodchip, supporting recycling and site organisation. The structure will be built using timber posts and re-used scaffold boards, ensuring long-term durability and low maintenance.

It was further agreed to approach the Burrough Farm Allotment holders to ask if they would be willing to manage the composting area and to design the compost bay using the New Zealand three-bay composting system, which features a large, timber-built structure with removable front slats for easy access and turning of material.

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

Chair's initials

2510/383 Replacement fingerpost at Westbourne Terrace, Westward Ho! (p9)

The current finger post is installed on highway land (though out of courtesy, the landowner of the adjunct parcel should be advised of any planned replacement). It is in a poor state of repair, having been eroded by the local climate over many years.

The fingers on the post are not rusted through and but are not suitable for refurbishment, pointing to local attractions that no longer exist. The fingers read:

- Tennis Court and Toilet – the public toilet is no longer there
- Car Park and Beach – signs to a private car park
- Putting – no longer there
- Country Park – needs renaming
- Golf Club – advertising a location that most will drive to anyway



The officers suggest that the fingers would more appropriately read:

- Playpark & Tennis
- Changing Places Toilet (with logo)
- Beach & Promenade
- Village Centre & Shops
- Burrows Centre & Café

The officer has sought costs from the supplier of the other post (at the corner of the promenade, close to the Hockings van) and of other designs of post from the same supplier. Quotations have been sought from two other suppliers of the 'traditional' style post.

Traditional-style fingerpost

Arm 1: Play Park & Tennis Courts
 Arm 2: Changing Places & Toilets with logo
 Arm 3: Village Centre & Shops
 Arm 4: Burrows Centre & Cafe
 Arm 5: Beach & Promenade

Colour – Sapphire Blue (RAL5003)
 Finial with logo (NTC crest and "Westward Ho!")

£5,069 (exVAT)



‘Grenadier’ fingerpost Stainless steel arms: Arm 1: Play Park & Tennis Courts Arm 2: Changing Places & Toilets and Logo Arm 3: Village Centre & Shops Arm 4: Burrows Centre & Cafe Arm 5: Beach & Promenade £2,774 (exVAT)	
Contemporary fingerpost Arm 1: Play Park & Tennis Courts Arm 2: Changing Places & Toilets and Logo Arm 3: Village Centre & Shops Arm 4: Burrows Centre & Cafe Arm 5: Beach & Promenade Colour – Sapphire Blue (RAL5003) Finial with logo (NTC crest and “Westward Ho!”) £2,569 (exVAT)	
Rustic fingerpost Arm 1: Play Park & Tennis Courts Arm 2: Changing Places & Toilets and Logo Arm 3: Village Centre & Shops Arm 4: Burrows Centre & Cafe Arm 5: Beach & Promenade £2,324 (exVAT)	

The County Councillor has indicated that he would fund some or all of the replacement Installing the other post cost £645 in early 2024, plus a licence fee, which could be waived because the post is a replacement of a current piece of street furniture.

The new post would need to be included in the Council’s asset register so it is insured.

The Officer recommends that the fingerpost is replaced with a ‘Contemporary fingerpost’, as described below, seeking funding for the cost of the post from the County Councillor but meeting the cost of installation from the general project budget.

Arm 1: Play Park & Tennis Courts
 Arm 2: Changing Places & Toilets and Logo
 Arm 3: Village Centre & Shops
 Arm 4: Burrows Centre & Cafe
 Arm 5: Beach & Promenade

Colour – Sapphire Blue (RAL5003)
 Finial with logo (NTC crest and “Westward Ho!”)

£2,569 (exVAT)



It was **resolved** and **agreed** to purchase the Contemporary Fingerpost for installation at Westward Ho!, as detailed in the officer’s report.

The existing signpost is in poor condition and no longer relevant, with several fingers directing to locations that no longer exist. The new fingerpost will be a Sapphire Blue (RAL5003) Contemporary design, featuring a finial with the NTC crest and “Westward Ho!” lettering, and will include the following directions:

- Play Park & Tennis Courts
- Changing Places & Toilets (with logo)
- Village Centre & Shops
- Burrows Centre & Café
- Beach & Promenade

Cost: £2,569 (excl. VAT) – with funding to be sought from the County Councillor for the post itself, and installation costs met from the general project budget.

It was further **agreed** to **involve** at least one Westward Ho! Councillor to assist in finalising the exact wording and layout of the fingerpost arms.

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

There being no further business the meeting closed at 7:15pm.

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