



NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
NORTHAM
DEVON
EX39 1BY

To: All Members of the Westward Ho! Park
Committee
Cc: All Northam Town Councillors

Town Clerk: Mrs Jane Mills MILCM
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

You are hereby summoned to attend a Westward Ho! Park Committee Meeting on Tuesday 18th January 2022 at 6.30pm for the meeting is set out below.

Members of the public wishing to attend will be required to wear face masks, which may be removed if addressing the meeting, and follow sanitising requirements.

M J Mills

Mrs Jane Mills MILCM Fd Community Governance
Town Clerk

Date of issue 12th January 2022

The following are elected Members of the Westward Ho! Park Committee: Councillors Mrs Hodson, Mrs McCarthy, Edwards, Laws, Leather, Newman-McKie, Sargent and Tisdale and but all Members of the Council are entitled to attend. Non-councillor members, Mrs C Hutchins, Mrs M Jones and Mr S Makeig-Jones.

AGENDA

- 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 between Part A and Part B (*confidential information*)**
- 5 **To confirm and sign the minutes of the Westward Ho! Park Meeting 14th December 2021 (*herewith*)**



Lords of the Manor



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



Trustees of the Common Right

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. A question shall not receive a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given. The period of time which is designated for public participation in accordance with standing orders shall not exceed 20 minutes.

7 To consider the Action Points (*herewith*)

8 To receive a report from the Chair of FOTWHOP

9 To receive a draft survey on options for the tennis courts

10 To consider a specification for the tennis court area (*herewith*)

11 To consider and agree siting of the picnic benches

12 To discuss sensory garden fencing

13 To consider fencing at the entrance to the wildflower meadow area

14 To consider setting up a working group to consider the financial implications for the future improvements to the park, and report back to Full Council

Part B

15 To resolve: that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting

16 To confirm and sign the minutes of the Westward Ho! Park Meeting 14th December 2021 (Part B)

17 To resolve to readmit members of the press and public

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 14th December 2021 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.

Present: Cllrs Mrs Hodson (Chairman), Laws, Leather, Sargent and Tisdale
Co-opted Members – Mrs C Hutchins, Mrs M Jones and
Mr S Makeig-Jones

In attendance: Mrs M J Mills – Town Clerk, Mr G Langton - Deputy Town Clerk

2112/906 Apologies

Apologies were recorded on behalf of Cllrs Edwards, Mrs McCarthy and Newman-McKie.

2112/907 Chairman's Announcements

There were none.

2112/908 Declarations of interest

Members were reminded that all interests should be declared prior to the item being discussed.

2112/909 To agree the agenda between Part A and Part B

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

Proposed: Cllr Mrs Hodson, Seconded: Cllr Sargent (all in favour)

2112/910 To confirm and sign the minutes of the Westward Ho! Park Meeting 16th November 2021

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 16th November 2021 as a correct record.

Proposed: Cllr Tisdale, Seconded: Cllr Laws (all in favour)

2112/911 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.

No members of the public present.

2112/912 To consider the Action Points

Action Points were noted.

Mr Makeig-Jones will forward details of any equipment stored in the pavilion by the gardeners.

Cllr Laws will provide details to the Town Clerk of the proposed signage.

Action Points – Mr Makeig-Jones to forward details of any equipment stored in the pavilion by the gardeners.

Cllr Laws to provide details to the Town Clerk of the proposed signage.

2112/913 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP advised that the winners of all the competitions held at the Welcome Back Party have been notified. Publicity has been given to Amazon Smile; there are now 171 members of the 200 Club and there will be Carols outside the Fairway Buoy on the 23rd December from 4.30 until 7.00 pm.

2112/914 To receive a report on the LTA visit

It was agreed to note the report.

Cllr Hodson advised that she had recently been approached with regard to coaching and that representatives of ARC have been spoken to by the LTA and would like to attend one of our meetings to talk about their interest.

- 2112/915 To receive a verbal update on the cost of refurbishing the tennis courts and providing a MUGA**
 The Deputy Town Clerk advised that he had met with a representative who was very knowledgeable and helpful. Formal figures have not yet been received but should be available for a future meeting. He advised that ash clinker sub-base is no longer acceptable to the LTA so to replace and re-surface an approximate figure is £150,000. However, remedial work and a topping of tarmac would be in the region of £50,000. Average life of the surface is 10-12 years but could last up to 20 years and the current surface at Westward Ho! Park has actually been in place 30+ years. Line painting can be done every 5-8 years but the LTA recommend 3-5 years and should be done professionally to avoid filling drainage holes. Lighting could cost in the region of £8,000. Fencing for the tennis courts, minimum of 9 metres recommended by the LTA but 12 metres is preferred. Approximate costs £25,000-£35,000. Chain link preferred for the tennis courts but welded security preferred for the MUGA. Ball park figures for this are £75,000 plus £3,000 for lifting the kerbs and provision of suitable access an additional £3,000-£4,000. It was suggested that the gate could be moved and replaced with a ramp. The LTA gates would need wi-fi, computer and power. This information will be written up with a suitable specification. However, it was suggested that the Council wait for information from the survey which will be prepared by the Working Group and the draft will be an agenda item at the January meeting with a 6-week consultation period.
Action Point – Working Group to prepare survey – draft to be an agenda item at January meeting.
- 2112/916 To consider use of the Pavilion toilet by FOTWHOP gardeners**
 It was resolved to support the conditions that had been circulated.
 Proposed: Cllr Tisdale, Seconded: Cllr Sargent (all in favour)
- 2112/917 To consider removal of wire mesh around the sensory garden**
 It was resolved to remove the wire mesh fencing around the sensory garden and the posts supporting it.
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Leather (all in favour)
Action Point – Town Clerk to arrange removal of wire mesh and posts.
- 2112/918 To consider funds for the replacement and addition of new plants**
 Mr Makeig-Jones explained that it would be useful to have funding available to purchase additional plants, shrubs and small trees if they became available. He was advised that it would not be acceptable to plant further trees and any planting schemes need to be advised to the office before proceeding.
 It was resolved to ask FOTWHOP if they could allocate £500 a year to the gardeners with the proviso that no purchases are made until a planting plan is approved but there would be no unreasonable delay in agreeing the plan.
 Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour)
Action Point – Ask FOTWHOP to allocate £500 a year to the gardeners with the proviso that no purchases are made until a planting plan is approved.
- 2112/919 To consider new walling for part of the sensory garden and 'gooseberry patch'**
 Members considered the draft plan and would like to consider it further looking at the overall layout. Everything is dependent on funding and it was agreed to defer this matter to a future agenda.
Action Point – Draft Plan to be further considered – item to be placed on a future agenda.

Action Points for WESTWARD HO! PARK COMMITTEE Meeting January 2022

Action Points	Mr Makeig-Jones to forward details of any equipment stored in the pavilion by the gardeners. Awaiting Cllr Laws to provide details to the Town Clerk of the proposed signage. Awaiting
Update on the cost of refurbishing the tennis courts and providing a MUGA	Working Group to prepare survey – draft to be an agenda item at January meeting. Awaiting
To consider removal of wire mesh around sensory garden	Town Clerk to arrange removal of wire mesh and posts. In progress
To consider funds for the replacement and addition of new plants	Ask FOTWHOP to allocate £500 a year to the gardeners with the proviso that no purchases are made until a planting plan is approved. Emailed Chair
To consider new walling for part of the sensory garden and 'gooseberry patch'	Draft plan to be further considered – item to be placed on a future agenda.

Northam Town Council



Westward Ho! Park Committee ***18th January 2022***

Report author: *Guy Langton. Deputy Town Clerk*

Initial outline report:

Westward Ho! Park Tennis Court refurbishment

Introduction

1. The following specification has been based upon a verbal scope of works as provided by members and staff during a site meeting held at Westward Ho! park tennis courts on the 6th December 2022.

Scope

2. Resurfacing and refencing of an existing block of 4 asphalt tennis courts. The following guide prices for your consideration which has been based upon a visual site survey and discussions held with Council members and staff.
3. Once the Council's requirements have been decided and likely funding has been identified and secured, then the Council is in a position to proceed further. At that stage, a full detailed specification and quotation is to be requested, which will include advice on the need for the inclusion of items listed in section ???.

Guide prices

4. Resurface & Refence an existing block of 4 tennis courts:

Standard Minimum Resurfacing Specification (4 courts)	£50,000
<ul style="list-style-type: none"> • pervious (porous) asphalt surface approximately 30 mm depth tennis grade pervious asphalt surface course, laid upon the prepared existing surface (swept / washed, pierced & infilled with pea gravel and bitumen emulsion tack coated), weed control, new kerb edgings and reset tennis post sockets to new level. • 4 sets of tennis lines 	

- 2 coats of SR 60 (tennis standard) acrylic paint.
5. Paint Coating upgrades & Line Markings (additional costs to the £50,000 stated above)
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|--|---------|
| • 2 coats of SR 65+ (general standard) acrylic paint | £550 |
| • 2 coats of SR 75 (netball standard) polyurethane paint | £13,000 |
| • 1 coat acrylic asphalt binder | £3,300 |
| • Netball line markings (per court) | £300 |
| • Basketball line markings (per court) | £600 |
6. Additional items (professional recommendation subject to results from trial holes):
Based on initial visual inspection it would appear that the existing foundation appears to be of ash clinker and thus it would be advisable to consider the deeper 150 mm stone foundation item and potentially the asphalt binder course option.
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|--|---------|
| • Membrane | £1,650 |
| • 75mm depth foundation stone | £22,500 |
| • 150mm depth foundation stone | £37,000 |
| • Binder course of asphalt | £31,000 |
| • Root Barrier (subject to existing or proposed planting/trees) per 50 linear metres | £2,100 |
7. New Perimeter Fence:
- | | |
|---|---------|
| • 2.75 m high chain link on steel posts, inc.2 pedestrian and 1 maintenance gates | £25,600 |
| • 3 m high sports panel fence, inc. 2 pedestrian and 1 maintenance gates | £38,000 |
| • Additional standard 1.2m wide pedestrian gates (per gate) | £1,400 |
| • Additional 3.0m wide maintenance gates | £2,600 |
| • Increase height to 3.6 or 4.0 m high | £poa |
8. Sports Equipment:
- | | |
|--|--------|
| • New tennis posts, sockets & net (per set) | £600 |
| • New netball posts, sockets & net (per set) | £1,000 |
| • Extra sets of tennis or netball sockets for storage (per set) | £450 |
| • New in-fence basketball posts, backboard & ring (only on panel fence option) | £1,500 |
9. Multi-Sport Configuration:
It was discussed that you may wish to reduce the courts to 2 and use the remaining area for multi-sport use. The price would be subject to requirements.
10. Access, Contract, Safety & Welfare Items: All costs are subject to review and finalisation.
- Access for operations
 - Contract conditions
 - Heras Fencing
 - Temporary site toilet / welfare facilities for operations

Environmental implications

11. The surface proposed is pervious (porous), allowing surface water to drain into the soil.

12. The officer does not believe there are more environmentally-friendly methods or materials yet available for this type of installation. These installations last in excess of 30 years and could last significantly longer with careful maintenance.

Financial Implications

13. In addition to the costs of the installation, there would be ongoing and periodic maintenance to be undertaken.

- a. The painted surface would be renewed at approximately 10-year intervals.
- b. The court lining at approximately 5-year intervals.
- c. The cost of any bespoke gate system would need to be factored in. Tennis Court booking could be handled by a bespoke system, or by the proprietary booking system provided in the Council's current suite of software.

14. There would, in all probability, be an additional insurance premium payable should the courts be of higher value and in wider usage.

Risk Implications

15. There are no identifiable risks to the project, should it be carried out by a contractor.

Recommendation

16. The Committee consider the content of the report, noting:

- the likely cost of the works and additional costs of providing further facilities in addition to the current 4 tennis courts, such as regulation standard netball or basketball courts.
- the fencing options, understanding that tennis players prefer chain link but if other facilities are provided, chain link is both noisier and of lower longevity. This could be problematic should there be basketball, netball or other recreational ball-sports be accommodated at the site.

17. The Committee consider the detail of any survey of park users or residents of Westward Ho! Or the wider Northam Town area.

18. Whether to seek grants, crowd-funding, loans or other means of finance to provide the funds required for this type of lasting community facility installation.