



**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](mailto:townclerk@northamtowncouncil.gov.uk)

**You are hereby summoned to attend a Westward Ho! Park Committee Meeting on Tuesday 21<sup>st</sup> June at 6.30pm in the Council Chamber, Windmill Lane Northam.  
The agenda for the meeting is set out below.**

*M J Mills*

Mrs Jane Mills MILCM Fd Community Governance  
Town Clerk

Date of issue 15<sup>th</sup> June 2022

The following are elected Members of the Westward Ho! Park Committee: Councillors Mrs Hodson, Mrs McCarthy, Miss Woodhouse, Edwards, Laws, Leather, Newman-McKie, Sargent, and Tisdale, 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 **Election of Chairman**
- 2 **Election of Vice-Chairman**
- 3 **Apologies**
- 4 **Chairman's Announcements**
- 5 **Declarations of interest:**  
Members are reminded that all interests should be declared prior to the item being discussed.
- 6 **To agree the agenda as published**
- 7 **To confirm and sign the minutes of the Westward Ho! Park Meeting 12<sup>th</sup> April 2022  
(herewith)**



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**8 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.

**9 To consider the Action Points (*herewith*)**

**10 To receive a report from the Chair of FOTWHOP**

**11 To receive an update from the two working groups(*herewith*)**

**12 To discuss the sensory garden, costings and brief designer (*brief herewith*)**

**13 To consider a request to plant a memorial tree and bench in Westward Ho! Park**

**14 To consider a Fields in Trust application for the Park**

**15 To consider basketball hoops for the Park**

**16 To consider succession planning for the gardeners**

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 12<sup>th</sup> April 2022 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

**2204/1282 Apologies**

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

**2204/1283 Chairman's Announcements**

These were moved to Part B

**2204/1284 Declarations of interest**

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

**2204/1285 To agree the agenda between Part A and Part B**

It was **resolved** to agree the agenda after moving Chairman's Announcements to Part B

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

**2204/1286 To confirm and sign the minutes of the Westward Ho! Park Meeting 15<sup>th</sup> February 2022**

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 15<sup>th</sup> February 2022 as a correct record.

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

**2204/1287 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.

**2204/1288 To consider the Action Points**

Action Points were noted.

**2204/1289 To receive a report from the Chair of FOTWHOP**

The Chair of FOTWHOP advised the 1<sup>st</sup> tranche of funding from the co-op £250.00 has been received. FOTWHOP will have two stalls at the May fair.

The 200 club will remove the limitation on the number of tickets held by members for the forthcoming year.

**2204/1290 To receive the results of the survey regarding the park**

There was a full discussion on the results of the survey. See minute 2204/1294

It was **resolved** to appoint a professional to give advice on a plan for the garden.

Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

**2204/1291 To discuss sensory garden fencing/ hedging and surface**

It was agreed that the current surface is not fit for purpose. Members watched a short video on sensory gardens.

Members were invited to submit ideas to the Town Clerk as soon as possible

**2204/1292 To consider granting approval to install trellis on the south wall of the park**  
It was **resolved** to agree to the provision of trellis on the south wall of the park  
Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)

**2204/1293 To consider a Fields in Trust application for the park**  
It was **resolved** to recommend to Full Council that an application be proceeded with as quickly as possible  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)  
**Action Point:** Place recommendation on Full Council

**2204/1294 To consider establishing two working groups for moving forward with the pavilion and tennis courts**  
It was agreed to form two working groups  
Cllrs Newman- McKie, Cllr Sargent and Mrs C Hutchins – tennis courts  
Cllrs Laws, Tisdale and Miss Woodhouse -pavilion  
First step will be to draft terms of reference by each group and Cllr Leather to try to endeavour to obtain the internal dimensions of the pavilion from TDC  
Also to consider sanitation and accessible toilet facility, working groups to meet in May and report back to committee 1 June.

## Action Points for WESTWARD HO! PARK COMMITTEE Meeting June 2022

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<b>To consider a Fields in Trust application for the park</b>	This will be on Full Council



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Following the Local Government and Accountability Act 2014 the Council now has a policy on filming and recording of Local Council and Committee meetings which will be on view in the Council Chamber or Committee Room as appropriate. Those attending meetings are deemed to have consented to the filming, recording or broadcasting of meetings. Those exercising the rights to film, record and broadcast must respect the rights of other people attending under the Data Protection Act 1998. Members of the public may not wish to be recorded and the Chair of the meeting will ensure insofar as is possible that any request not to be recorded will be respected.

To: Members of the working group for the pavilion  
Cllr Mrs Hodson, Cllr Laws, Cllr Leather, Cllr Tisdale, and Cllr Miss Woodhouse

Town Clerk: Mrs Jane Mills MILCM  
Telephone: 01237/474976  
e-mail: townclerk@northamtowncouncil.gov.uk

**Notes from a meeting of the Working Group in relation to the Pavilion at Westward Ho! Park on Monday 23<sup>rd</sup> May 2022**

**This meeting was held at the pavilion at 6.30pm**

*M. J. Mills*  
Jane Mills Fd Community Governance, PSLCC, MILCM  
Town Clerk

**Notes**

- 1 To appoint a Chairperson**  
It was agreed to appoint Cllr Mrs Hodson as Chairman
- 2 Apologies**  
Everyone was present
- 3 Chairman's announcements**  
The Chair welcomed everyone to the meeting
- 4 To consider the feedback from the survey regarding future use**  
There was a lengthy discussion about the survey results and the preferred uses. Community responses concluded that the building should be used for social activities and it was felt inappropriate to lease the building out to one person/company/group
- 5 Revisit estimates obtained by the Deputy Town Clerk for the roof etc , recognising increasing costs since the estimates were obtained.**  
The estimates were considered and a plan from the surveyor needs to be chased up.
- 6 Consider Interior design, is professional advice required.**  
Several ideas were put forward including the need for storage for possible groups using the building.
- 7 Catalogue what amenities and structural works are required, toilets inside and out, new windows, insulation and any other suggestions**  
Structural works required include a new roof, a new fitted kitchen, but a fairly basic one.  
Members considered the toilets and the need for access from the outside, possibly converting the building at the Avon Lane end. New windows will be required and

**some consideration given to the security of the building, with the possibility of enclosing the balcony. Insulation is required and some form of heating.**

- 8 Consider a heating source, - air source heat pump  
After some discussion, it was felt that a heat pump would be too costly.**
- 9 Agree proposals to seek quotes for initial stages of the project  
General consensus was that the project needs to be designed by a specialist as staff do not have sufficient knowledge to proceed.**

**The meeting closed at 8.00pm**



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To: All Members of the Westward Ho! Park Working Group

Town Clerk: Mrs Jane Mills MILCM  
Telephone and Fax: 01237 474976  
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**There will be a meeting of the Tennis Court Working Group at 6.30pm on Monday 30<sup>th</sup> May 2022 by zoom**

The following are Members of the Westward Ho! Park Working Group (tennis courts)(Councillors Mrs Hodson, Newman-McKie, Sargent, Mrs C Hutchins, and co-opted member Mr D Vinall (with no voting rights))

Notes

1. **Introductions – David and Tom Vinall co-opted non-voting members.**  
Mr and Mr Vinall were not able to attend.
2. **To Appoint a Chairperson**  
It was **resolved** to appoint Cllr Mrs Hodson as Chairperson of the working group.  
Proposed: Cllr Laws, Seconded: Cllr Newman-McKie. All in favour.  
  
It was **resolved** to appoint Cllr Newman-McKie as Vice-Chair of the working group.  
Proposed: Cllr Laws, Seconded: Cllr Mrs Hodson. All in favour.
3. **Apologies.**  
Mr and Mr Vinall had submitted their apologies.
4. **To consider feedback from survey and confirm future use.**  
The group **resolved** to split the courts, leaving two tennis courts and marking the remaining space for basketball, netball and possibly other sports in the future, e.g. volley ball.  
There was a desire to have the space usable for recreational football, the group considered providing one goal area, possibly as part of the end fencing structure. A similar approach could be taken for a fixed basketball hoop, providing it at one end only. Netball hoops are free-standing.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws. All in favour.



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- 5. Discuss options for charging and gated access to tennis courts – how this can be achieved whilst maintaining free access for local users.**  
It was agreed that this would be addressed when the costs of refurbishment was more clearly known.
- 6. Invite David and Tom Vinall to discuss potential working relationship with ARC coaching etc.**  
The item was deferred given the non-attendance of Mr & Mr Vinall.
- 7. Consider original estimates for resurfacing, separation of tennis courts and multi sports area, fencing type height etc**  
It was **resolved** to invite the contractor to provide firmer estimates for the refurbishment of the courts. Given the specialist nature of the work, the group recommended to the Westward Ho! Park committee that only one contractor be approached.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Laws. All in favour.
- 8. Volunteers for servicing free equipment – rota etc.**  
Cllr Newman-McKie suggested that 'The Men's Shed'.  
Cllr Laws agreed to approach the 'The Men's Shed' in Westward Ho! to see if they were interested in undertaking this kind of work.
- 9. Way forward quotations, design layout and timeline for project plan.**  
It was agreed to defer this to the spring of 2023.
- 10. To consider will we need to use tennis courts for compound provision for works on Pavilion.**  
It was agreed that there was sufficient space to offer contractors between the pavilion and Avon Lane, though this would be assessed when more detail was known.

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Councillor Claire Hodson  
Northam Town Council  
Westward Ho! Park  
Golf Links Road  
Westward Ho!  
Devon

1<sup>st</sup> June 2022

Dear Claire,

## Re. Consultation for Sensory Garden at Westward Ho! Park

It was a great pleasure to meet you all last week and visit the sensory garden. I have laid out the points we discussed below; please let me know if you have any further thoughts or queries.

- Northam Town Council have recently begun the development of their park which is a green space in the centre of Westward-Ho! as an amenity for the whole community.
- Over the last few years Northam Town Council have worked very hard to secure this area as a community space and prevent its development for housing.
- The park has now started its redevelopment and includes a totally refurbished children's play area along with some open green space for the local community and the many visitors to the area. There are also tennis courts which are to be resurfaced as a multi- sport area for all weather use.
- Around the park's perimeter are various ornamental flower borders and vegetable beds which are used by the whole community and maintained by a team of volunteers.
- The park is a very attractive community space which enhances Westward Ho! especially during the summer months.
- The final phase of this development is the redesign of the Sensory Garden. This space was originally a small children's play area but has recently been put to use as an ornamental garden maintained by a team of volunteers.

- The Council would like to completely redesign this area with the intention of it becoming a quiet, secluded garden where people may sit, relax and enjoy the sights, sounds and scent of the plants and features of the renewed site.
- The rectangular site sits adjacent to the original sports pavilion and is bounded by the main road at the front and the main path through the park on the opposite side.
- There is also a main access path at the opposite end from the pavilion from off the road; this area could be incorporated into the main garden design. It does tend to get used as a cut through from the road for pedestrians and while access should be maintained, the council would like to discourage people passing through the main garden, particularly dog walkers. To achieve this the site needs to become more secluded and possibly screened off from the main community play areas. Access from the road would need to be directed to the wider park and away from the garden.
- The space is currently very exposed to sea winds from the north-west and needs sheltering from this with some screening. This should not prevent people from seeing into or out of the garden as any possible anti-social behaviour would clearly be undesirable.
- I suggest that the site is screened off with some slatted fencing which could be higher on the road side to help as a wind break. The corner by the gate could have additional screening and maybe a small tree.
- The main entrance to the garden could be on the corner at the pavilion end from the path; there is a change of level here and a ramped entrance would ease entry for people with wheelchairs, buggies etc.
- The shape of the design within the garden could have much more flowing, curving and fluid shapes to draw the eye away from the very rigid outer boundaries. Included in a design would be a number of secluded sitting areas for both large and smaller groups, perhaps with curving bench seating areas.
- The design could be influenced and inspired by the local environment and history and perhaps provide a sense of the beach and incorporate a more coastal, maritime theme.
- The garden is to have the various sitting areas, paths and borders but no lawn with a view to keeping the maintenance low for the council staff and leaving it easy for the volunteers to manage.
- The paths could be laid in self-binding gravel or even resin bound gravel. Either of these surfaces would look very attractive and be hard wearing as well as suitable for wheelchairs and buggies. See <https://www.pavingexpert.com/gravel05> and <https://www.pavingexpert.com/resin>.
- Sustainability and the encouragement of wildlife also require thought and, naturally, all of the senses should be stimulated by carefully selected planting. Colour, scent and texture of leaves and flowers should all be carefully considered along with their ability to resist the sea winds and salt, possibly some neglect and, hopefully, exposure to the sun.

- Although it is a blank canvas on which to work it is quite possible that some of the existing planting can be reused. The shrub rose and globe artichoke in particular should be retained along with the willow tunnel which looks like it has been very well looked after. Many of the existing perennials could be replanted into the new scheme.
- The council would like to reuse the existing benches and these can be lifted and repositioned as required. Some more creative features might also add interest for example, locally made sculpture, a bug hotel and various other artifacts.
- A water feature was mentioned and I would suggest this be kept very simple and easy to maintain without it becoming problematic in any way. Fountains need maintenance after a time requiring knowledge and resources; aesthetically they can also become dated quite quickly.
- The council would like the garden to have a relaxed, informal and 'cottagey' feel. I suggest that within any design there are various structural shrubs suitable for the location, with a view to encouraging wildlife and stimulating all the senses but many of the seasonal plants will be provided by the volunteers who will plant and develop the borders as plants become available.
- A survey and site assessment would be required prior to the development of a design which I could provide on a return visit.

### **My Fees:**

Brief - £150.00

Survey and site assessment £250.00

Design for the Initial plan- including one revision £1700 - £2000

Consultations and site visits are charged at £75 per visit.

I do not charge VAT.

As you can imagine it is difficult to be very specific as a design does take varying amounts of time. However, should the drawing prove to be taking much longer than anticipated I will let you know well in advance.

Lately a design is taking several months to complete to the first stage and I do ask clients for an interim payment after the survey is conducted, with staggered payments as work proceeds and the balance upon completion. This covers one revision of the initial plan.

This helps with my cash flow – and my clients tell me it helps with theirs. I hope you find this satisfactory.

Should you wish me to provide detailed planting plans and plant the garden or project manage any construction work that will incur additional fees which we can discuss at a later stage.

If you have any further thoughts or queries please don't hesitate to get in touch. I would be delighted work on your project and thank you for asking me to visit.

Kind regards

**Alison Böckh**