



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

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

**You are hereby summoned to attend a Westward Ho! Park Committee Meeting on Tuesday 16th August 2022 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 10th August 2022

The following are elected Members of the Westward Ho! Park Committee: Councillors Mrs Hodson, Mrs McCarthy, Edwards, Laws, Leather, Newman-McKie, Sargent, Tisdale, and Woodhouse 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 as published**
- 5 To confirm and sign the minutes of the Westward Ho! Park Meeting 19th July 2022**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!
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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 ratify a decision to purchase a locking box for sports equipment**
- 10 To consider an update regarding the tennis courts/MUGA and to recommend to Full Council proceeding with the PWLB loan on receipt of costing for recessed goals (if financially viable and LTA funding not appropriate)**
- 11 To consider**
- **Make good grassed areas with purchase of a ton of topsoil (*approximately £100*)**
 - **Siting “Hotbin” rear of pavilion creating fenced, gated area, costs for fencing and gate. (*approximately £150*)**
 - **Work on boundary fence to include purchase of 7 posts and some concrete (*approximately £350*)**

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 19th July 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, and Mr S Makeig-Jones Mrs Jones
In attendance: Mrs M J Mills – Town Clerk, Mr G Langton - Deputy Town Clerk

2207/251 Apologies

Apologies were recorded on behalf of Cllrs Mrs McCarthy, and Miss Woodhouse,

2207/252 Chairman's Announcements

The Chair advised of a recent zoom meeting with the LTA further details under the MUGA/Tennis courts item

2207/253 Declarations of interest

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

2207/254 To agree the agenda as published

It was **resolved** to agree the agenda as published
Proposed: Cllr Sargent, Seconded: Cllr Tisdale (all in favour)

2207/255 To confirm and sign the minutes of the Westward Ho! Park Meeting 21st June 2022

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 21st June 2022 as a correct record.
Proposed: Cllr Leather, Seconded: Cllr Tisdale (all in favour)

2207/256 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 were present.

2207/257 To consider the Action Points

Action Points were noted. Response to be sent re memorial bench
Action Point – Response to be sent

2207/258 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP reported on funding successes, £500 from the Rotary for a locking box for equipment, it was agreed to proceed with the purchase and ratify this at the next meeting. A request was made for additional volunteers to open and close the equipment box on a rota basis. There have been eight new gardening volunteers following requests for help but more would be welcome. The Co-op is hoped to make a further donation in October this year.
Action Point – Ratify purchase of locking box at next meeting

2207/259 To consider a report from the surveyor regarding the Pavilion roof

This report was discussed see the next minute

2207/260 To consider seeking the advice of an architect on the possibilities for renovation of the Pavilion to ensure it meets current standards, and to understand what is or is not possible to include in the final design?
Following some discussion, it was agreed to write to TDC asking if we could open a dialogue with them about the possibility of funding for creating a “Changing Places” room adjoining the pavilion.

It was further **resolved** to call a brief meeting with the working group for the pavilion to consider and finalise what is required before requesting a specification from the surveyor.

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

Action Points – Write to TDC asking if we could open a dialogue regarding the possibility of funding for creating a “Changing Places” room adjoining the pavilion.

Arrange a brief meeting with the working group for the pavilion to consider and finalise what is required before requesting a specification from the surveyor.

2207/261 To consider feedback on meeting with the contractor regarding the tennis courts/MUGA and to agree proceeding with the PWLB loan subject to receipt of a viable quotation

The contractor advised he is not seasonally affected to complete the work, Members were shown a provisional plan and were concerned about the lack of a recessed goal for football.

It was **resolved** to request the cost of recessed goals and if not too expensive to proceed with them. This will be considered at the next meeting.

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

Action Point – Request cost of recessed goals and consider at next meeting.

2207/262 To consider siting of additional benches

It was **resolved** to accept the siting of the benches

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

2207/263 To consider toilet cleaning at the Pavilion

It was **resolved** to arrange supplies and equipment.

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

Action Point – arrange supplies and equipment

2207/264 To consider laying pipe alongside the tennis courts connected to the gardeners water supply, to enable watering of the vegetable boxes.

It was **resolved** to check requirements and other options and report back to the next meeting.

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

Action Point – check requirements and options and report back to next meeting.

There being no further business the meeting closed at 7.55pm

Signed

Dated.....

Action Points for WESTWARD HO! PARK COMMITTEE Meeting August 2022

Action Point	Response to be sent re memorial bench Await info from TDC
To receive a report from the Chair of FOTWHOP Locking box for equipment	Ratify purchase of locking box at next meeting. Agenda
To consider seeking the advice of an architect on the possibilities for renovation of the Pavilion to ensure it meets current standards, and to understand what is or is not possible to include in the final design?	Write to TDC asking if we could open a dialogue regarding the possibility of funding for creating a "Changing Places" room adjoining the pavilion. Waiting response Arrange a brief meeting with the working group for the pavilion to consider and finalise what is required before requesting a specification from the surveyor. Re-organise
To consider feedback on meeting with the contractor regarding the tennis courts/MUGA and to agree proceeding with the PWLB loan subject to receipt of a viable quotation	Request cost of recessed goals and consider at next meeting, still waiting for a quote
To consider toilet cleaning at the Pavilion	Arranged supplies and equipment
To consider laying pipe alongside the tennis courts connected to the gardeners water supply, to enable watering of the vegetable boxes.	Check requirements and options and report back to next meeting. No further info until meeting with SWW on 1 st September