



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

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

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 22nd November 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 16th November 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 but all Members of the Council are entitled to attend. Non-councillor members, Mrs C Hutchins, 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 27th September 2022 (herewith)**



Lords of the Manor



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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 on the sensory garden from Alison Bockh

9 To receive an update on the Wain Homes “Helping Hands Initiative”

10 To receive a report from the Chair of FOTWHOP

11 To receive an update on the budget situation (*herewith*)

12 To receive an update regarding the tennis courts (LTA procurement process) (*herewith*)

13 To consider removal of the fence around the tennis court

14 To consider requests for:

- Additional benches
- 2 tons of soil for the South East area of the Park
- Completion of the hotbin
- Additional two beds on the South side of the park

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 27th September 2022 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.

Present: Cllrs Mrs Hodson (Chairman), Laws, Leather, Mrs McCarthy and Tisdale
Co-opted Members – Mrs C Hutchins, and Mr S Makeig-Jones
In attendance: Mr G Langton - Deputy Town Clerk

2209/431 Apologies

Apologies were recorded on behalf of Cllrs Edwards, Newman-McKie, Sargent, and Miss Woodhouse.

2209/432 Chairman's Announcements

The Chair advised that given the need to receive reports from third parties, the meeting scheduled for 18th October would be cancelled. The next meeting of this committee would therefore be 22nd November 2022.

Action Point: Advise members of this cancellation and amend meeting calendar.

2209/433 Declarations of interest

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

2209/434 To agree the agenda as published

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

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

2209/435 To confirm and sign the minutes of the Westward Ho! Park Meeting 16th August 2022

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 16th August 2022 as a correct record.

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

2209/436 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.

2209/437 To consider the Action Points

The committee heard that the toddler swing had been received and fitted. The remainder of the action points were noted.

2209/438 To receive a report on the sensory garden from the designer, Alison Bockh

The committee heard a presentation from the garden designer, detailing her thoughts thus far relating to the design of the sensory garden at the Park.

Two images were shown to the committee, one in plan format and one 3d-style image (attached to these minutes).

The design incorporated palisades of sleepers, varying in a wave pattern up to 2.4m from ground level, with gaps of approx. 12cm between each sleeper to allow for sightlines through and air passage, whilst still acting as a wind break. These would be left with a natural finish.

The design incorporated raised beds at the northern and eastern sides, made possible by the natural slope of the land, which the designer indicated would need to be smoothed out, though a gradient would remain. These beds, with wall heights of approx. 45cm would be of block construction and flat-topped. Other beds could be edged with metal or with granite sets, the latter being favoured by the committee.

Paths accessing this garden would be to the south east, with a sloped 1.2m (approx.) entrance by the pavilion, and a path through this garden at the western end, connecting then main through path of the Park to Golf Links Road. The designer suggested re-opening the entrance to Golf Links Road by the pavilion.

A boulder water feature could be installed. Some planting would be retained (the rose at the western end and the willow archway) other planting would be considered at a later phase, with the established plants being removed and replanted there or elsewhere in the wider Park. The planting could include evergreen perennials and grasses but would need to be attractive to all the senses.

The western end wall could be painted a muted, dark colour and a drift-wood style sculpture could be mounted to there.

The layout included many benches, two to be retained and others installed. The general surface could be some form of bonded gravel, though this had yet to be decided.

The committee was in favour of the design, understanding that certain elements had yet to be finalised.

Alison Bockh would return to the November 2022 meeting with a more detailed drawing of the sensory garden layout and planting, which would enable a clear understanding of costs to be drawn up.

2209/439**To receive a report from the Chair of FOTWHOP**

The Chair of FOTWHOP reported on the successful installation of the locking box for equipment, noting that there were now three volunteers opening and closing it.

The accounts were healthy, in excess of £8,000. It was noted these funds included a grant to fund some works at the Sensory Garden, an allowances for planting costs and for future winners of the 200 Club draws.

The 200 club membership remained unchanged.

FOTWHOP had completed its first annual return.

There had been reports that some of the slats of the coloured benches in the play area were bowing.

Action Point: investigate the damage to the benches and report to the supplier as required.

2209/440**To consider an update regarding the tennis courts/MUGA**

- Further discussion following a meeting with the LTA (Lawn Tennis Association)

Cllr Mrs Hodson reported that she, Cllr Laws, the Town Clerk and Deputy Town Clerk had met with representatives from the LTA on the 26th September.

The LTA reported that it would fund work to reinstate a bank of three tennis courts, suitably fenced, to include nets as required and one of the bespoke access gate systems (which did not require a power or Wi-Fi connection) at the four-court site at Westward Ho! Park.

The Council would be supported by the LTA for the ten-year period of the project, receiving assistance with marketing and management. The gate access system has a background IT system, though NTC's access would be unique. Usage reports would need to be made via this system.

The LTA had instructed a surveyor to inspect the courts. In his reports he highlighted the wear to the playing surface, damage to the nets and surrounding fencing.

The surveyor had estimated that, with rolled mesh panel fencing, the cost to reinstate a block of three courts would be £65,950, though it was noted fluctuations in the prices of materials and services could affect this estimate considerably. The LTA had identified funding of £39,675 to support the project, which could fluctuate up and down, depending of the actual costs of the work.

The Council could pay the extra cost to the contractor completing the work to install a stronger, MUGA-quality fence at the western end of the courts and to repair the whole four-court surface, to enable the space left to be used for a hard-playground area, or other identified activity, in the future.

The Council would be required to generate an income from the courts of at least £4,100 annually, £3,600 would be a repair and 'sinking' fund, £500 would be annual maintenance of the gate system.

The LTA would undertake the procurement process, passing the management of the contract with the constructors to the Council on approval of the works.

It was **resolved** to advise the LTA that the Council wished in principle to progress the project on the basis below, the full details needing to be considered by the Council when those were available.

- i. The whole area would be resurfaced to the required standard, with three tennis courts line-marked.
- ii. Suitable fencing would be erected around the courts, with the western end being of a more robust construction, suitable for MUGA-type use
- iii. A full specification for the refurbishment to be available for inspection by the Council prior to the procurement process
- iv. The detail of the contract with the LTA, to include the destination of any money received through court use in excess of an agreed annual figure was to be decided solely by the Council
- v. The Council could withdraw from the project at anytime before any agreement was signed.

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

Cllr Tisdale and Mr McKeig-Jones left at this juncture

2209/441 To consider installing a water pipe to provide water for the raised vegetable beds

It was **resolved** to not purchase hose pipes and fittings, nor instruct South West Water to proceed with the connection at this juncture, to enable the committee to further consider the matter in January 2023.

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

Action point: Include on January 2023 agenda.

2209/442

To consider “changing places” and an update on the meeting with the surveyor, Mr Hinton

It was reported that the surveyor had not yet provided further details. It was agreed that the matter be deferred to the November meeting of this committee.

Action point: Office staff to request report from the Surveyor.

There being no further business the meeting closed at 8.35pm



Signed

Dated.....

Action Points for WESTWARD HO! PARK COMMITTEE Meeting November 2022

| | |
|---|---|
| Chairman's announcements | Meetings dates amended and advertised. |
| Sensory garden design. | Designer to return to the meeting on 22 nd November with updated designs following discussion at the previous meeting. |
| Bowing bench slats on the coloured benches at the play park. | In progress. |
| Siting and protecting the HotBin composter. | In progress. |
| To consider an update regarding the tennis courts/MUGA. | The Council has completed the expression of interest form. The LTA report that the tender process is ongoing, anticipated to end in late November/December this year. Clarity sought on the progress of the procurement process. |
| The Pavilion and "changing places" – surveyor's report. | The surveyor has not yet drafted a report for the Council. In progress. |

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Westward Ho! Park

Code Title

- 225 PWLB Loan
- 226 purchase W Ho! Park
- 228 legal fees
- 229 reserves
- 231 fees
- 232 repairs
- 238 water account
- 240 electricity account
- 242 sundries
- 247 supply play area

Bal. B/Fwd.

Receipts

Payments

Current Balance

10,000.00

£10,000.00

Budget

Actual

Budget

Actual

Budget

500.00

36,549.00

£37,049.00

150.00

4,191.07

123.56

180.91

4,055.94

280.00

£8,981.48

10,000.00

-150.00

-4,191.07

-123.56

-180.91

-3,555.94

36,269.00

38,067.52



Procurement Strategy – Summary Document

for

“Parks Improvement Programme” Framework

1. Introduction & Background

1.1. Background

1.1.1. The Lawn Tennis Association (LTA) park refurbishment program will refurbish park courts across the UK having received £21.9m of funding directly from DCMS and an additional £8.4m from the LTA Tennis Foundation to deliver the programme by March 2024.

1.1.2. This paper provides a summary of the Framework procured by the LTA to deliver the Parks Refurbishment Programme. The Football Foundation (FF) have been appointed as (the "Contracting Authority") and the LTA will act as the Agent.

1.2. Framework Objectives

The Framework will appoint circa 11 Contractor(s) in a region to provide a "Turn-Key" service and will act as the Lead Designer, "Principal Designer" and "Principal Contractor" under the Construction, Design and Management Regulations 2015 (CDM2015). Two frameworks will be established to deliver the parks refurbishment program.

Framework 1 will include tennis court surface works (including specific types of resurfacing, cleaning, repainting), repairing and installing specific grades of fencing, replacing gates, posts and nets. Framework 1 will have 11 lots to provide national coverage (including Scotland and Wales). The 11 Lots are shown in Appendix A. The call off contract that will be used for each individual site will be JCT Minor Works Contract 2016 (With Contractor's Design).

Framework 2 will include the installation of stand alone gates (projects as not part of framework 1 works) and gate access systems. The framework will appoint a single contractor to provide national coverage.

The reason for using a framework approach to deliver the "Parks Investment Programme" is to enable Local Authorities to directly contract with contractors who have been procured using the Public Procurement Regulations 2015 procedure. The framework will deliver the following objectives:-

1. Enable the LA to use the framework to deliver the projects.
2. Achieve value for money through a competitive procurement process.
3. Make sure projects are delivered on time, budget and to the correct specifications.

The procurement accords with the requirements of PCR2015 and will be procured using the Open procedure (Appendix F). Contractors will be appointed in line with PCR 2015 Regulations and will have to pass a pre qualification questionnaire as well as being assessed on their

- technical compliance
- Competitive pricing
- proposed delivery team,

- Resource available to deliver projects
- Supply chain arrangements
- Social value in the delivery of projects
- Business continuity, resilience and risk

Contract Management

The LTA is making a separate appointment of a Consultant who will undertake the role of "Contract Administrator". They will oversee each call-off contract and provide wider services supporting the overall delivery of the framework. The Consultant will be appointed and paid for under a Deed of Appointment by the LTA. The Deed of Appointment includes provision under the Contracts (Rights of Third Parties) Act 1999 which permits the Local Authority named in a Notification Letter issued by LTA to the Local Authority, the entitlement to enforce for its benefit under the Act, third party rights in relation to the services provided by the Consultant and their duty of care on a call-off contract

Timetable for Delivery

The LTA has advertised Public Information Notices for both frameworks and it is envisaged that the frameworks will be advertised in May with contractors appointed in July. Local Authorities will then be able to access the frameworks to undertake the process of obtaining site specific costs and establish delivery timetables of the works.

Appendix A

Framework 1 Lots

| Lot | Description | Number of Operators |
|-----|------------------------------------|---------------------|
| 1 | South West London and South East* | 1 |
| 2 | South Wales and South West | 1 |
| 3 | South London and South East (a)** | 1 |
| 4 | North London and South East (b)*** | 1 |
| 5 | Central and East | 1 |
| 6 | West Midlands | 1 |
| 7 | Midlands | 1 |
| 8 | North Wales & North West | 1 |
| 9 | Yorkshire and Humber | 1 |
| 10 | North East | 1 |
| 11 | Scotland | 1 |

*Local Authorities Basingstoke, Bournemouth, Eastleigh, Havant, Portsmouth, Southampton, Swindon, Hillingdon, Brighton, Bromley, Crawley, Croydon, Eastbourne, Epsom, Guildford, Hammersmith, Hastings, Hounslow, Kingston, Mid Sussex, Reigate, Runneymede, Rushmore, Slough, Spelthorne, Surrey Heath, Sutton, Windsor, Woking,

**Ashford (Kent), Barking, Bexley, Harlow, Harrow, Lambeth, Lewisham, Medway, Southward, Swale, Thanet, Thurrock, Ealing, Merton, Rother, Sevenoaks, Tandridge

***Barnet, Basildon, Broxbourne, Canterbury, Dartford, Dover, Enfield, Epping Forest, Folkestone, Gravesham, Greenwich, Hackney, Haringey, Hertsmere, Newham, Redbridge, Welwyn and Hatfield