



**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 17th January 2023 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 11<sup>th</sup> January 2023

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 between Part A and Part B (*confidential information*)**
- 5 To confirm and sign the minutes of the Westward Ho! Park Meeting 22<sup>nd</sup> November 2022 (*herewith*)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
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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 an update on the Fields in Trust application**

**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 information from the surveyor on the pavilion**

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

**13 To consider the play inspection report for Westward Ho! Park (sent by e-mail)**

**14 To consider improved signage from the centre of Westward Ho! To the Park**

**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 consider prices for work on the sensory garden (available at the meeting)**

**17 To resolve to readmit members of the press and public**

## Action Points for WESTWARD HO! PARK COMMITTEE Meeting January 2023

<b>To receive a report on the sensory garden from the designer, Alison Bockh</b>	Prepare a schedule of work and consult with Wain homes
<b>To receive an update regarding the tennis courts (LTA procurement process)</b>	Agenda item next meeting
<b>To consider removal of the fence around the tennis court</b>	Arrange for locking of the tennis courts and preparation of signage
<b>To consider requests for:</b> <ul style="list-style-type: none"> <li>• Additional benches</li> <li>• 2 tons of soil for the South East area of the Park</li> <li>• Installing a base for the hotbin</li> <li>• Additional two flower beds on the South side of the park</li> </ul>	Proceed with purchase of benches and soil and further purchases as required to complete the works.
<b>To consider a Fields in Trust Dedication for parts of Westward Ho! Park</b>	Take to Full Council for consideration

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 22<sup>nd</sup> November 2022 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.**

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

**In attendance:** Mrs Jane Mills Town Clerk  
 Mr G Langton - Deputy Town Clerk  
 A member of the public

- 2211/601 Apologies**  
 Apologies were recorded on behalf of Cllrs Edwards, and Miss Woodhouse.
- 2211/ 602 Chairman’s Announcements**  
 There were none
- 2211/ 603 Declarations of interest**  
 Members were reminded that all interests should be declared prior to the item being discussed.
- 2211/ 604 To agree the agenda as published**  
 It was **resolved** to agree the agenda as published  
 Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)
- 2211/ 605 To confirm and sign the minutes of the Westward Ho! Park Meeting 27<sup>th</sup> September 2022**  
 It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 27th of September 2022 as a correct record.  
 (majority in favour one abstention not present at the meeting)
- 2211/ 606 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.*  
 One member of the public present but did not wish to speak
- 2211/ 607 To consider the Action Points**  
 The action points were noted
- 2211/ 608 To receive a report on the sensory garden from the designer, Alison Bockh**  
 This part of the meeting with the designer was held by zoom. Following the closure of the zoom meeting, there was some discussion and  
 It was **resolved** to agree to the design in principle with any modifications to be made as they arise, also to prepare a schedule of work and to consult with Wain Homes regarding the “Helping Hands Initiative”  
 Proposed: Cllr Hodson, Seconded: Cllr Tisdale (all in favour)  
**Action Point:** prepare a schedule of work and consult with Wain homes
- 2211/ 609 To receive an update on the Wain Homes “Helping Hands Initiative”**  
 This item was discussed under the previous minute

**2211/ 610 To receive a report from the Chair of FOTWHOP**  
The chair reported that the FOTWHOP treasurer had advised that there is over £5000, which has been secured towards the sensory garden. She also spoke about a number of other funding opportunities. Members congratulated FOTWHOP on their successful fundraising.

**2211/ 611 To receive an update on the budget situation (herewith)**  
Members were advised of the current financial situation.

**2211/ 612 To receive an update regarding the tennis courts (LTA procurement process)**  
The Lawn Tennis Association is still working on its procurement procedure but hopes the courts will be operational by next summer. This will be on the next agenda.  
**Action point:** agenda item next meeting

**2211/ 613 To consider removal of the fence around the tennis court**  
It was **resolved** to lock the tennis courts for the foreseeable future on health and safety grounds, and to put up explanatory signage  
Proposed: Cllr Leather, Seconded Cllr Laws (majority in favour 1 abstention)  
**Action point:** Lock gates and put up signage

**2211/ 614 To consider requests for:**

- Additional benches  
it was **resolved** to purchase 2 benches  
Proposed: Cllr Hodson Seconded: Cllr Laws (all in favour)  
The cost will be met it from a district councillor grant (Cllr Laws) Which will be applied for by FOTWHOP
- 2 tons of soil for the South East area of the Park  
it was **resolved** to purchase the soil  
Proposed: Cllr McCarthy Seconded: Cllr Sargent (all in favour)
- Completion of the hotbin this was discussed under action points
- Additional two flower beds on the South side of the park  
it was **resolved** to proceed with the additional two beds  
Proposed: Cllr Hodson, Seconded: Cllr Sargent (all in favour)  
**Action point:** proceed with purchase of benches and soil and further purchases as required to complete the above works.

**2211/ 615 To consider Fields in Trust**  
This will be an agenda item at the next Full Council meeting  
**Action point:** Agenda item for Full Council

There being no further business the meeting closed at 8.35pm.