



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

Town Clerk: Mrs Jane Mills MILCM  
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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 28th February 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 22<sup>th</sup> February 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 17<sup>th</sup> January 2023 (herewith)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Bùddenstedt, 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 an update on the Sensory Garden development**(*information herewith*)
- 9 **To receive a report from the Chair of FOTWHOP**
- 10 **To receive an update regarding the tennis courts (LTA procurement process)**
- 11 **To consider an update on the play inspection report for Westward Ho! Park**
- 12 **To consider directional signage for Westward Ho! Park** (*herewith*)
- 13 **To consider an update on the condition of the tennis court fencing** (*verbal*)

**PART B**

- 14 **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.**
- 15 **To confirm and sign the minutes of the Westward Ho! Park Meeting 17<sup>th</sup> January 2023 (Pt B)**
- 16 **To resolve to readmit members of the press and public**

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 17<sup>th</sup> January 2023 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.**

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

**In attendance:** Mrs Jane Mills Town Clerk  
Mr G Langton - Deputy Town Clerk

- 2301/771 Apologies**  
Apologies were recorded on behalf of Cllrs Edwards, Mrs McCarthy and the Chair of FOTWHOP
- 2301/772 Chairman's Announcements**  
There were none
- 2301/773 Declarations of interest**  
Members were reminded that all interests should be declared prior to the item being discussed.
- 2301/774 To agree the agenda as published**  
It was **resolved** to agree the agenda as published after moving Chairman's Announcements to Part B  
Proposed: Cllr Hodson, Seconded: Cllr Leather (all in favour)
- 2301/775 To confirm and sign the minutes of the Westward Ho! Park Meeting 22nd of November 2022**  
It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 22<sup>nd</sup> of November 2022 as a correct record.  
Proposed: Cllr Leather, Seconded: Cllr Laws  
(majority in favour one abstention not present at the meeting)
- 2301/776 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.
- 2301/777 To consider the Action Points**  
The action points were noted: The town Clerk was asked to restore the signage relating to the closure of the tennis courts and to arrange removal of the tennis nets  
**Action points:** signage to be restored and nets to be removed
- 2301/778 To receive an update on the Fields in Trust application**  
Members were advised that Fields in Trust have been approached with regard to an application. This cannot be finalised until the Land Registry confirm the documentation. Our solicitors are dealing with the matter and will advise the Town Council on receipt of the documents.  
**Action point:** agenda item when more information is available

- 2301/779**      **To receive an update on the Wain Homes “Helping Hands Initiative”**  
Members were advised that the office has been unable to contact the relevant person, further approaches will be made to Wain Homes and this will be an agenda item, next meeting  
**Action point:** agenda item next meeting
- 2301/780**      **To receive a report from the Chair of FOTWHOP**  
A report was received and circulated from the chair of FOTWHOP, a copy is attached to the minutes. A gardener’s report advised that up to the end of December a total of 721 hours volunteer work has been recorded. It has recently been too wet to do much work at the park, however, the daffodils are starting to show. A wheel needs replacing on the wheelie bin. The gardeners were thanked for the Christmas decorations.
- 2301/781**      **To receive an update on information from the surveyor on the pavilion**  
The surveyor sent a drawing of a proposed floor plan.  
It was **resolved** to defer a decision on the pavilion until the new council is elected but to gather information including covenants on the building and utility issues and possible options moving forward.  
Proposed: Cllr Laws, Seconded: Cllr Tisdale (all in favour)  
**Action point:** prepare a report for the new Council.
- 2301/782**      **To receive an update regarding the tennis courts (LTA procurement process)**  
Members were advised that a contractor has been appointed and the LTA are endeavouring to arrange a site meeting, it was emphasised that some members and staff should be present at the meeting. Also, it is hoped that the work will be completed by the summer and this should be conveyed to the LTA.  
**Action point:** Contact LTA regarding the site visit and the need for the work to be completed by the summer.
- 2301/783**      **To consider the play inspection report for Westward Ho! Park (sent by e-mail)**  
Members requested that future play inspection reports for Westward Ho! Park should be circulated to the committee and placed on an agenda and the response from Kompan should be brought to the next committee meeting.  
**Action point:** Contact Kompan for an urgent response to the Council’s email.
- 2301/784**      **To consider improved signage from the centre of Westward Ho! To the Park**  
It was agreed to defer this matter until completion of the work on the tennis courts.  
At this juncture Cllr Tisdale gave his apologies and left the meeting.

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

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<b>Action Points</b>	Signage at the tennis courts and net removal. Done
<b>Fields in Trust</b>	Agenda item when update available
<b>Update on "Helping Hands" Wain Homes</b>	Unable to contact but sensory garden contract issued to contract finder for complete works
<b>Pavilion</b>	Report to be prepared for new council, hold on current works
<b>LTA contact</b>	Nothing further until March Meeting
<b>Kompan</b>	Joint inspection with NTC booked 9 <sup>th</sup> February but Kompan then cancelled and inspected without our knowledge. Report promised, nothing yet despite chasing twice.
<b>Sensory Garden</b>	Information submitted to "Contracts Finder" closing date 10 <sup>th</sup> March



## 1. Introduction

Northam Town Council owns Westward Ho! Park in Westward Ho! North Devon, having recently purchased it from the District Council. The Council is progressing a complete refurbishment in various sections.

## 2. Background

We are currently seeking contractors able to clear and prepare the existing Sensory Garden and install new as per the design

## 3. Scope of the Contract

The contract will require the chosen contractor to clear and prepare the existing area removing all spoil. Recreate the Sensory Garden according to the design.

## 4. Detailed Requirements

We require hard surfacing with self-binding gravel to cover approximately 170 square metres.

Limestone setts for edging the paths and beds approximately 90metres

Block wall 60cm high, 55 metres rendered and capped in limestone

**Pallisade screen Northern Boundary**, installation of sleepers (please supply cost)

or extending or adapting the existing wall to achieve the wave effect as proposed by the sleepers (please supply a cost)

### General

244 sleepers of varying heights from 1.2m to 2.4m depending on location, to create wave effects, please quote for a reduced number if the option to adapt the existing wall is also priced

Please advise alternatives for bracing the sleepers and the different costs.

We will require the contractor to comply with

- Standards/performance to the relevant European Standards (or equivalent)

### Mandatory Requirements

We require a minimum public liability insurance in the sum of £10 million.

Hours of Service. Work can commence on site from 8am until 5pm

## **5. Contract Management and Review**

Regular meetings with the contractor on site will be required to ensure work is proceeding as per the agreed contract

All prices shown are to be shown in Pounds Sterling and be fully inclusive of delivery of materials and labour

- All safety surfacing is installed to BSEN:1177
- Quotation to be valid for 90 days from date of issue
- All prices are to be exclusive of VAT at the prevailing rate
- Payment terms to be 30 days after the date of installation • Full T&Cs to be provided with tender

## **6. Sustainability**

A copy of the Town Council relevant policies is available on request

NOTES:  
All dimensions must be checked on site and not scaled from this drawing.

Pallisade screen of timber sleepers 100mm x 200mm.  
Curving top profile, timbers set 100mm apart.  
In 5 timbers set into ground, remaining supported by metal rails. See drawing 2008/5a.

Bespoke bench seats constructed with coffin steel or pallisade timber uprights + timber seat.

Revisions	
A	Date

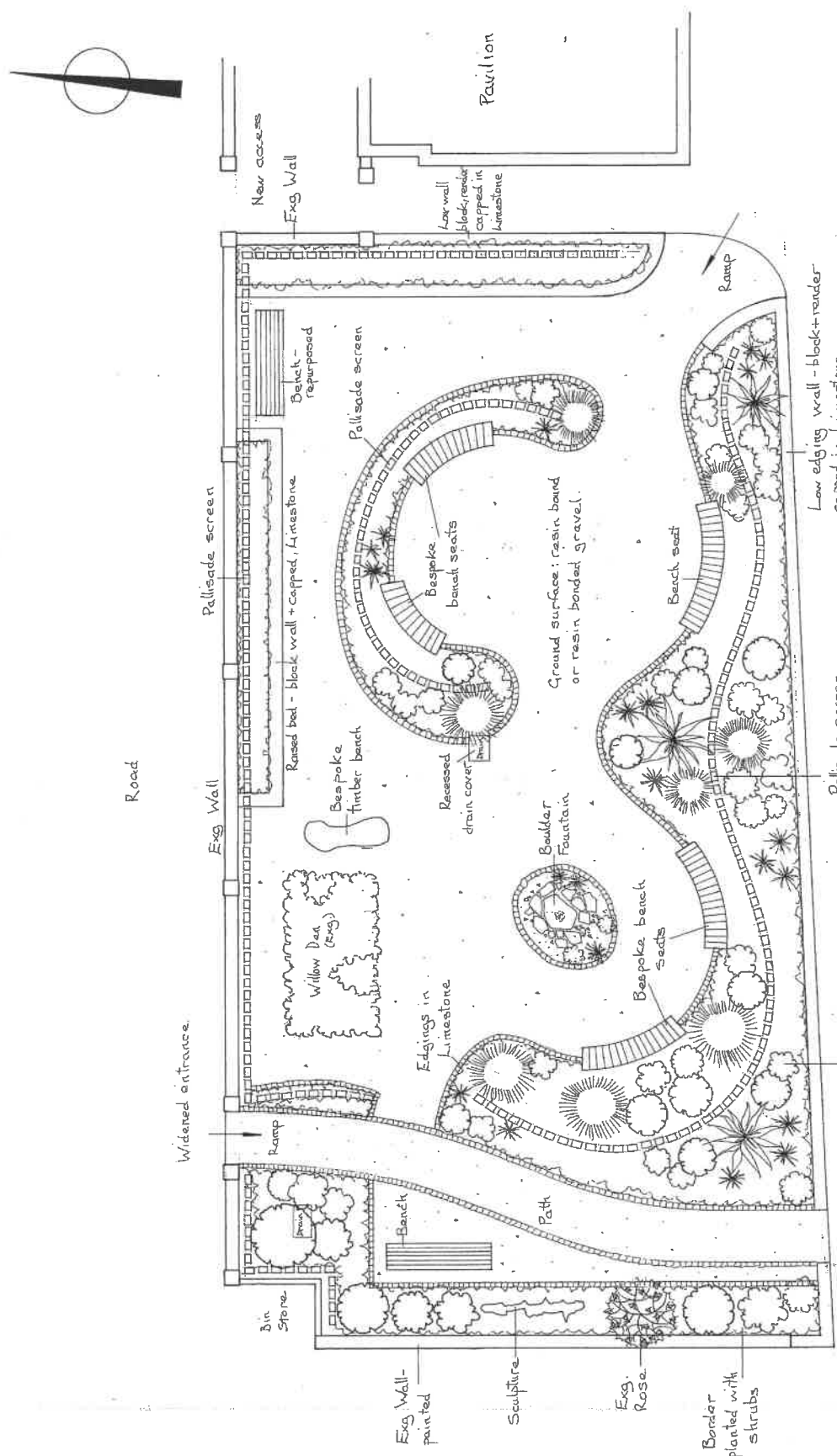
Copyright

Client: Northham Town Council  
Site Title: Westward Ho! Sensory Garden

Drawing Title: Outline Plan

Scale: 1:50  
Date: Aug 22  
Drawn by:  
Draw No.: 22.08/5  
Rev:

824-6411mp A1



Planting of:  
Grasses: Miscanthus, Carex, Pteridium  
Coastal shrubs: Pittosporum, Hebes,  
Caryopteris, Ageratina, Elaeagnus  
Perennials: Agapanthus, Eranthis, Salvia, Verbena  
- and many others, replanted from the original garden!

Bin Store  
Eg. Wall - painted  
Sculpture  
Eg. Rose  
Border planted with shrubs

Road

Widened entrance

Eg. Wall

Pallisade screen

Near access

Eg. Wall

Willow Dec (Ang)

Bespoke timber bench

Bench - repurposed

Raised bed - block wall + capped, Limestone

Pallisade screen

Edgings in Limestone

Bespoke bench seats

Bespoke bench seats

Low wall block+render capped in Limestone

Recessed drain cover

Boulder Fountain

Ground surface: resin bound or resin bonded gravel

Bespoke bench seats

Bench seat

Ramp

Low edging wall - block+render capped in Limestone

Pallisade screen

Pavilion

Path

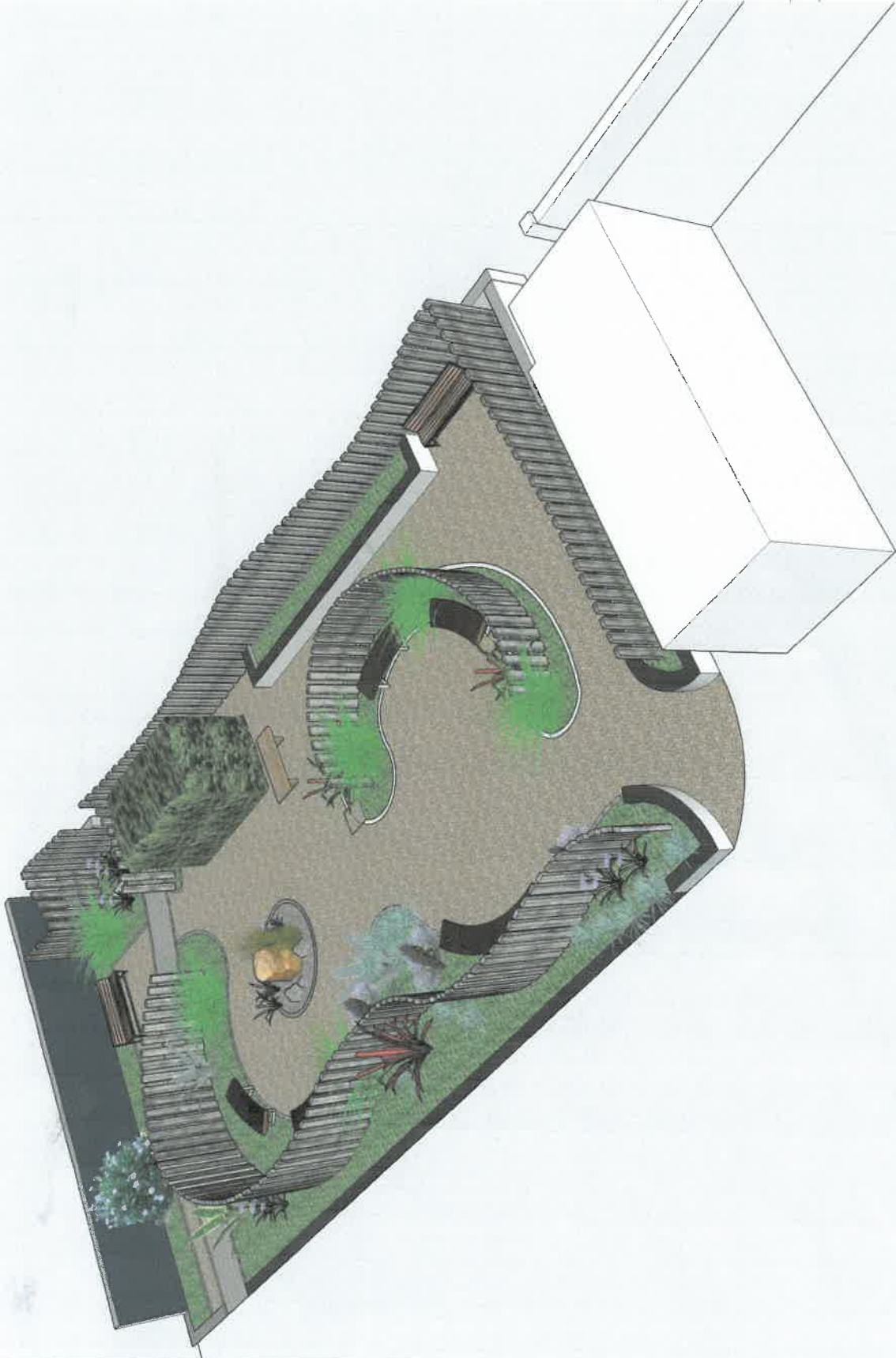
Bench

Bin Store





NOTES



PROJECT Westward Hol Sensory Garden

01

CLIENT Northham Town Council

DRAWING TITLE SU Plan 2

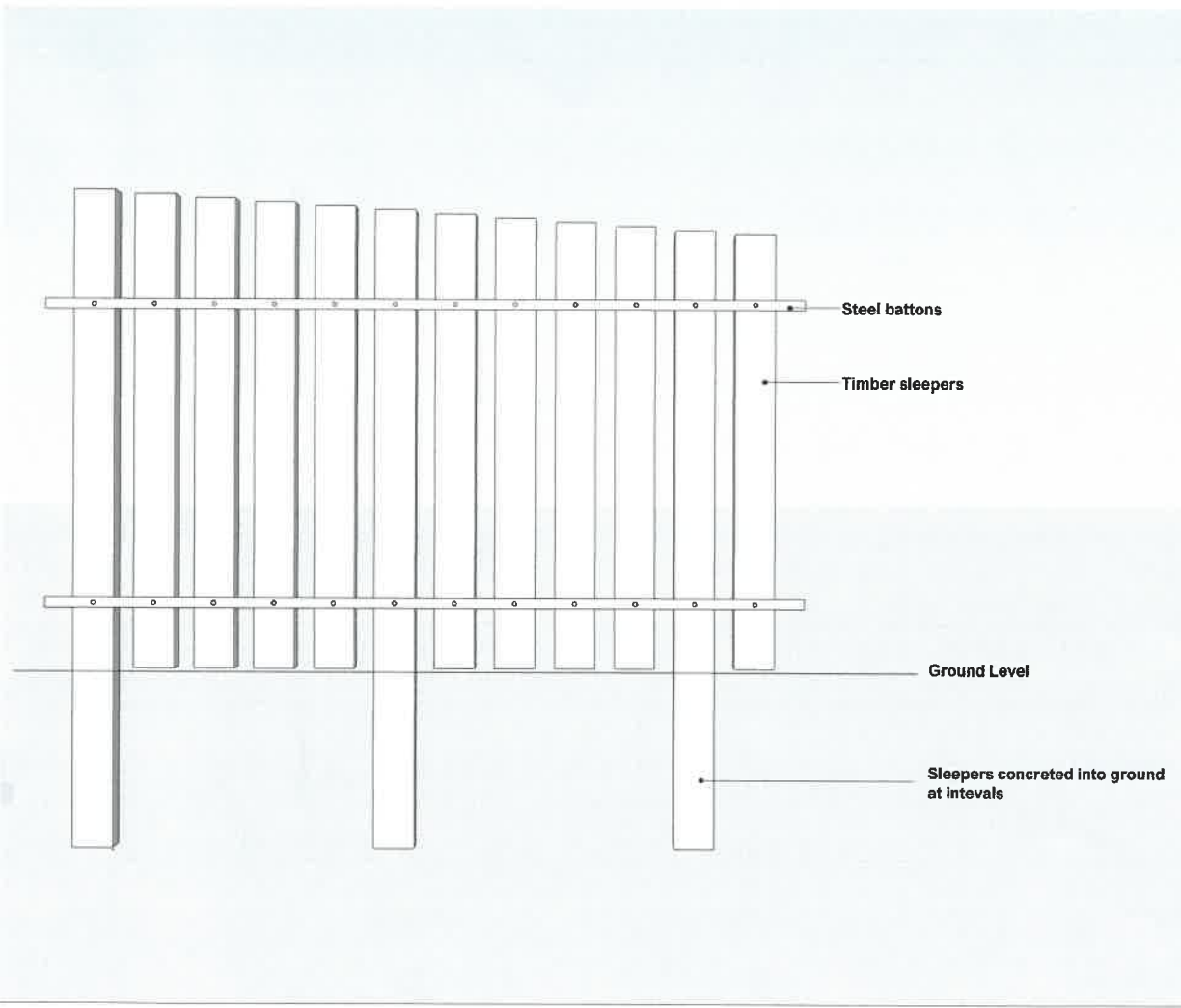
REV. DATE

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SCALE

PAGE SIZE

FILE REF.



Steel battons

Timber sleepers

Ground Level

Sleepers concreted into ground at intervals

NOTES

PROJECT Sensory Garden Westward Hol

CLIENT Northam Town Council

01

DRAWING TITLE Sleeper fencing

REV. DATE

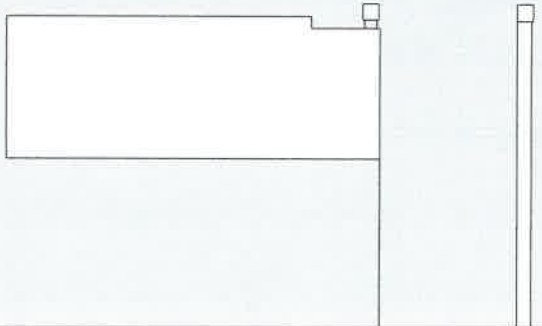
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SCALE

PAGE SIZE

FILE REF. 2208/5

NOTES



PROJECT Westward Ho | Sensory Garden

CLIENT Northam Town Council

01

DRAWING TITLE SU Plan 1

REV. DATE	REV. REF.
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# Northam Town Council



## Westward Ho! Park Committee

28<sup>th</sup> February 2023

Report author: G Langton, Deputy Town Clerk

## Directional Signage for Westward Ho! Park.

### Introduction

1. The committee asked the officer to investigate the possibility of installing signage directing people to the Park from the village centre, and from the Avon Lane entrance to the village centre, to minimise the number of people walking along the narrow pavement along the stretch of Golf Links Road from Avon Lane to the promenade.

### Findings

2. The officer identified suitable a suitable location for the signage at the village centre (see picture on right). This column is the property of Torrington District Council, who have been contacted to seek permission to install a sign at this location.
3. TDC officers have agreed to install a pair of signs (either side of the post so it can be seen from both approaches). The sign is to be no more than 800mm x 200mm, which is in keeping with the existing signage on the column.



4. The Avon Lane end is more of a concern. The large column on the right of the picture (right) is a lighting column and therefore the property of Devon County Council Highways Department. A licence to install would need to be applied for on this column.



5. Another option would be to install a suitable post at the location identified by the red line on the picture opposite. This could be installed by the Council's maintenance team.

6. Given the possible need to remove part of the wall section at this location when works are undertaken on the tennis courts, for the time being the post could be mounted to the wooden bollard shown in the picture.

7. A suitable post could be purchased from a signage company, a search online has shown that poles (similar to the one shown on the right) can be purchased for c£150 (inc delivery).



8. Local sign makers can provide suitable signs, with the below specifications (which are approved by TDC but have not yet been checked with DCC for the Avon Lane lighting column):

- a. Arrow shaped 3mm aluminium composite panels (800mm x 200mm), with reflective white background & digitally printed graphics on to clear, with 2 runs of channel on reverse complete with 2 x 76mm post clips.

9. The signs could be designed as shown below.



## **Financial Implications**

10. The officer has been advised by a local signage provider that to produce the three signs shown, to the specification described in para 8(a) would be approx. £65 per sign (exVAT). There would be no delivery charge as the signs could be collected by a member of the Council's team.
  - a. The total for three signs would therefore be under £200 (exVAT).
11. Should a pole be required, this would be c£150.
12. The total could therefore be as much as £350 (exVAT).

## **Recommendation**

13. The officer recommends the committee source all three signs and a suitable post (for the location close to Avon Lane).
14. The officer recommends attaching the post to the bollard until any works for the tennis courts are complete.

Guy Langton, Deputy Town Clerk. (22<sup>nd</sup> February 2023)