



**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 21<sup>st</sup> March 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 15<sup>th</sup> March 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> February 2023 (*herewith*)**



Lords of the Manor



The local Council for Appledore, Northam, Orchard Hill and Westward Ho!  
Twinned with Mondeville, France and Büddenstedt, Germany  
Office open: Monday to Friday mornings



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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 Sensory Garden development**

- *To include a recommendation to Full Council to proceed with inviting a selection of appropriate contractors to submit quotes for the work.*

**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 regularising a response to groups and organisations wishing to use the Park and facilities.**

**12 To consider holding a plant and seed sale/swap event**

**PART B**

**13 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.**

**14 To confirm and sign the minutes of the Westward Ho! Park Meeting  
22<sup>nd</sup> February 2023 (Pt B)**

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

**Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 28<sup>th</sup> February 2023 remotely through Zoom at 6.30 pm**

**Present:** Cllrs Mrs Hodson (Chairman) Mrs McCarthy, Newman-McKie, Tisdale and Miss Woodhouse.  
**In attendance:** Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones  
Mr G Langton – Deputy Town Clerk.  
Two members of the public.

**2302/941 Apologies**

Apologies were received from Cllrs Edwards and Laws.

**2302/943 Chairman's announcements**

The Chairman reported that drug-abuse paraphernalia had been found in the play-train at Westward Ho! park. This had been reported to the police and a crime number received. It had also been brought to the attention of Northam Town Council's councillor police advocate.

The Police and Crime Commissioner had been written to by the meeting Chair highlighting issues with antisocial behaviour experienced by retail staff and shoppers in the village centre. This matter has also been brought to the attention of Torridge District Council.

**2302/944 Declarations of interest**

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

No member declared an interest in any item.

**2302/945 To agree the agenda as published**

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

Proposed: Cllr Tisdale, Seconded: Cllr Miss Woodhouse (all in favour)

**2302/946 To confirm and sign the minutes of the Westward Ho! Park Committee meeting held on 17<sup>th</sup> January 2023**

It was **resolved** to confirm the minutes of the Westward Ho! Park Meeting held on 17<sup>th</sup> January 2023 as a correct record. They were signed by the Chair.

Proposed: Cllr Tisdale, Seconded: Cllr Newman-McKie (all in favour)

**2302/947 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. Neither person present wished to address the committee.*

2302/948

**To consider Action Points**

Action points were noted as follows:

Applying to dedicate the Park with Fields in Trust: the application would be made once the Title had been received from the Land Registry.

The Wain Homes 'Helping Hands' initiative was not considered to be appropriate for work at the Sensory Garden. The committee heard that under procurement rules, a project could not be sub-divided to keep the costs below £25,000 and so not require publication on the government's contracts finder. Should a suitable project present itself, Wain Homes would be contacted again.

Then remainder of the action points were noted.

2302/949

**To receive an update on the Sensory Garden development**

The Committee noted the circulated paper, showing the detail of the project and plans as it appears on the contracts finder website.

2302/950

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

The Chair of FOTWHOP reported that there were now 165 numbers sold in the 200 club. The numbers would be available to buy again for the new draw year, from May 2023.

It was noted that FOTWHOP had received three grants for work at the Sensory Garden. One was specifically for the design, for which an invoice would be raised for the attention of the FOTWHOP Chair.

**Action point: Office to check the detail and raise the invoice.**

It was reported that further requests from outside groups and organisations had been made to use the park for their activities. It was noted that similar requests had also made regarding use of the pavilion.

**Action point: Add an agenda item to the next meeting to regularise the Council's approach to such requests.**

The volunteer gardeners reported that the HotBin composter enclosure had been installed but still needed a lock and the HotBin itself putting in place.

It was further reported that two new beds had been cut, which were being used as nursery beds for the plants retained from the sensory garden area. Plants had been purchased by and donated to the volunteer gardeners, which would be planted in the sensory garden once the work was complete. The possibility of holding a plants and seed sale/swap event was discussed.

**Action point: Include consideration of a plant and seed sale/swap on the agenda for the next meeting of the committee.**

2302/951

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

The committee heard that the procurement process was ongoing at the LTA. A contractor based in Kidderminster had been appointed, though it was understood the courts had not yet been visited.

A request had been made for a detailed update to be provided in advance of the March 2023 meeting of this committee.

**Action point: include the matter on the March 2023 agenda.**

**2302/952**

**To consider an update on the play inspection report for Westward Ho! Park**

The committee heard that the Town Clerk had initially contacted Kompan in January 2023, arranging to meet with their representatives onsite. Kompan cancelled this meeting but then attended site without contacting the Council. A detailed response was received by the Town Clerk, providing a response to each issue highlighted in the inspection report, including advice from Kompan's Claims Department that the issue with the roundabout was being investigated as potential manufacturing error.

The committee noted the report listing the remedial work undertaken by the Council's maintenance team upon receipt of the report. The committee considered that more detailed internal inspections may be required.

It was **resolved** that for the Westward Ho! Park play area, a maintenance inspection log be developed that reflected the inspection regime required by the guarantee documentation provided by Kompan and that all required tools were purchased, if not already possessed by the Council.

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

**Action point: Recommend that the Town Projects and Asset Management Committee consider revising the internal maintenance reporting and recording process.**

**2302/953**

**To consider directional signage for Westward Ho! Park**

It was **resolved** to order the pair of signs directing people to the park (with the addition of the word 'walk' and a walking stick figure).

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

**Action point: Office to amend the design and order the signs.**

It was **resolved** to revise the design of the sign directing people to the village centre, replacing the image with local services symbols (teacup, knife and fork and ice-cream cone).

Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale

**Action point: Office to amend the design and order the signs.**

**2302/954**

**To consider an update on the condition of the tennis court fencing**

The committee heard that given the state of the fencing and the damage being caused by exposure to the elements, it was being removed. This work would be completed by the end of week commencing 7<sup>th</sup> March 2023 and was at no cost to the Council beyond operational

**2302/955 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.**

It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting.  
Proposed: Cllr Mrs Hodson, Seconded: Cllr Tisdale (all in favour).

**2302/956 To confirm and sign the minutes (Part B) of the Westward Ho! Park Committee meeting held on 17<sup>th</sup> January 2023.**

It was resolved to confirm the minutes of the Westward Ho! Park Meeting held on 17th January 2023 as a correct record. They were signed by the Chair.

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

**2302/957 To resolve to readmit members of the press and public.**

It was resolved to readmit members of the press and public  
Proposed: Cllr Leather, Seconded: Cllr Hames (all in favour).

There being no further business the meeting closed at 8:10pm

Signed.....Dated.....

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

<b>Report from Chair of FOTWHOP – invoice the Chair of FOTWOP for the Sensory Garden design.</b>	In proress
<b>Report from Chair of FOTWHOP – requests from groups to use the park and/or its facilities</b>	Item on the agenda.
<b>Report from Chair of FOTWHOP – plant sale and seed swap.</b>	Item on the agenda.
<b>Tennis Courts</b>	Item on the agenda.
<b>Play Inspection Report – Westward Ho! Park</b>	Recommended to Town Projects and Asset Management Committee that it considered revising the internal maintenance reporting and recording process.  Considered at the March 2023 meeting of TP&AM.
<b>Signage to and for Westward Ho! Park</b>	Signs ordered with the agreed updated design.