



**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 27th September 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 21st September 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, 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 16th August 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 a report on the sensory garden from Alison Bockh

9 To receive a report from the Chair of FOTWHOP

10 To consider an update regarding the tennis courts/MUGA

- Further discussion following a meeting with the LTA

11 To consider installing a water pipe to provide water for the raised vegetable beds (*report herewith*)

12 To consider “changing places” and an update on the meeting with Mr Hinton (*surveyor*)

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 16th August 2022 in the Council Chamber, Windmill Lane, Northam at 6.30 pm.

Present: Cllrs Mrs Hodson (Chairman), Laws, Leather, Mrs McCarthy, Newman McKie and Tisdale

In attendance: Co-opted Members – Mrs C Hutchins, and Mr S Makeig-Jones
Mrs M J Mills – Town Clerk, Mr G Langton - Deputy Town Clerk

2208/358 Apologies

Apologies were recorded on behalf of Cllrs Edwards, Sargent, and Miss Woodhouse,

2208/359 Chairman's Announcements

The Chair advised an update on providing a "Changing Places" facility at Westward Ho! Park, this will be an agenda item.

Members were advised of an emergency issue with a swing at Westward Ho! Park. This will be investigated with regard to replacement and insurer and installer issues,

Action Points: Changing places agenda item, move forward with swing issues

2208/360 Declarations of interest

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

2208/361 To agree the agenda as published

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

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

2208/362 To confirm and sign the minutes of the Westward Ho! Park Meeting 19th July 2022

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting held on 19th July 2022 as a correct record.

Proposed: Cllr Leather, Seconded: Cllr Tisdale (majority in favour one abstention not present at the meeting)

2208/363 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.

2208/364 To consider the Action Points

Action Points were noted. Pipe request on next agenda. Request for toilet brush

Action Point – Pipe request next agenda, supply toilet brush

2208/365 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP reported on the successful installation of the locking box for equipment, and provision of equipment, regrettably some has disappeared, despite reminders to return on the box itself. The 200 club membership is unchanged. There has been a request for possible cctv due to gatherings at the pavilion and an amount of broken glass etc

Action Point – Explore protecting the pavilion

2208/366 To ratify a decision to purchase a locking box for sports equipment
It was **resolved** to ratify a decision to purchase a locking box for sports equipment
Proposed: Cllr Hodson, Seconded: Cllr Laws (all in favour)

2208/367 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)
After some discussion and receipt of prices:
It was **resolved** to expedite communications with the LTA to ascertain potential grant funding, also to receive the surveyor's report.
Proposed: Cllr Hodson, Seconded: Cllr Tisdale(all in favour)
Action Point: Agenda item next meeting to consider whether to proceed with the existing quote or go to tender with a lower specification.

- 2208/368 To consider**
- **Make good grassed areas with purchase of a ton of topsoil** (*approximately £100*)
It was **resolved** to proceed with the work
Proposed: Cllr Hodson, Seconded: Cllr Mrs McCarthy (all in favour)
 - **Siting "Hotbin" rear of pavilion creating fenced, gated area, costs for fencing and gate.** (*approximately £150*)
 - It was **resolved** to proceed with the work
 - Proposed: Cllr Leather, Seconded: Cllr Mrs McCarthy (majority in favour one abstention)
 - **Work on boundary fence to include purchase of 7 posts and some concrete** (*approximately £350*)
It was **resolved** to proceed with the work subject to agreement with the owner concerned that the fence will be supported from the park side
Proposed: Cllr Leather, Seconded: Cllr Laws (all in favour)
Action Points: proceed with making good grass areas, fencing hotbin, and fencing support with agreement of the owner.

There being no further business the meeting closed at 7.55pm

Signed

Dated.....

Action Points for WESTWARD HO! PARK COMMITTEE Meeting September 2022

Chairman's Announcements	Changing places agenda item, moving forward with swing issues
To consider the Action Points	Pipe request next agenda, supplied toilet brush
To receive a report from the Chair of FOTWHOP	Explore protecting the pavilion In progress
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	Agenda item next meeting to consider whether to proceed with the existing quote or go to tender with a lower specification.
Work on boundary fence to include purchase of 7 posts and some concrete	Proceeding with making good grass areas, fencing hotbin, and fencing support with agreement of the owner.

Northam Town Council



Westward Ho! Park Committee

27th September 2022

Report author: G Langton, Deputy Town Clerk

Water pipe at southern side of Tennis Courts, Westward Ho! Park.

Introduction

1. The committee asked the officer to investigate the possibility of connecting a water pipe from the pavilion to the southern side of the tennis courts.
2. The committee may be aware that there is a pressurised sewer main running roughly east-west in the Park, along the line of the main pathway.
3. Given the need to cross this pipe, the officer contacted South West Water to ascertain if this was possible.
4. A surveyor from South West Water attended site on the 1st September 2022, meeting the officer.
5. Should a connection be needed on the highway, the affected road would need to be closed to all traffic for a period of up to 72 hours.

Findings

6. The surveyor confirmed that any pipe to run from the pavilion across the park would need to be buried to a depth of at least 750mm but no more than 1350mm.¹
7. The surveyor did not have detailed plans showing the depth of the pressurised sewer pipe. He confirmed it would be between 600mm and 1500mm below the surface.
8. Given the possible damage to the pressurised sewer main, the surveyor recommended that a new connection to the main at Avon Way, or by running an extension hose from the pavilion, suitable covered at points where people may trip (at the path crossings) would be more appropriate projects.

Financial Implications

9. **Mains connection:** The officer has received an indication of the costs to install the connection, provided in line with section 45 and/or section 55 of the Water Industry Act 1991.

The quote provided read as follows:

Further to your application and site survey carried out on the 01 September 2022 at the above location, please find below a summary of the proposed new connection(s):

Number of connections: 1

Diameter(s): 25

Number of trenches: 1

Total excavation length: 3.50 Metres

The cost of this work is £2,445.60

Please note new connection charges include overheads and administration costs such as processing your application and any relevant inspections.

Contained within this quotation you will find the following details:

- *Breakdown of costs*

¹ <https://www.southwestwater.co.uk/frequently-asked-questions/developer-services/how-deep-does-my-pipework-need-to-be-laid/>

- *Contestable and non-contestable activity and charges*
- *Infrastructure charges (where applicable)*
- *Job specific requirements and information*
- *Connection and payment options*
- *Standard conditions*

The following are exclusions from this quotation:

- *Work associated with the laying of private pipe work and plumbing*
- *Any third party costs, such as an easement, for laying your private pipe work*

10. The committee would also need to sanction work on the park side of the wall, to the rear of the electricity substation. This would need to provide a connection >750mm (<1350mm) down from the surface and suitable pipes, connections etc. This connection would need to reach under the wall. The committee could opt for

- a. a connection that rose at the wall, or
- b. one that continued underground (noting the 7500mm to 1350mm depth) to a point further into the Park.

11. The cost of this part of the work is unknown, but it is assumed that the Council's own staff could undertake this work. The cost would therefore be for parts, equipment and any machinery needed (to be hired). Assumed cost would be <£250 plus equipment hire.

12. **Hose connection:** The alternative option would be to run a hose from the pavilion.
- a. Heavy duty 5-layer hose is available from various providers. As an example, a national retailer sells the item for £66.95 for 50m. The officer recommends at least 3 such reels (150m length), the length to the rear of the courts from the rear of the pavilion is in excess of 100m (see birds-eye image overleaf). These would need connectors, the total price would be £247.57 (exVAT). Four reels and appropriate connections would increase the cost by approx. £80, to
 - b. To ensure any trip hazard is minimised, cable-ramps would be required. These would be needed across the main path and at the entrance from Golf Links Road. Each ramp is approx. 1m long, the officer recommends 2 packs of three be purchased to ensure sufficient ramps are available. A national online retailer

provides such ramps for £41.66 (exVAT) for a pack of 3, total price £83.36 (see image overleaf).

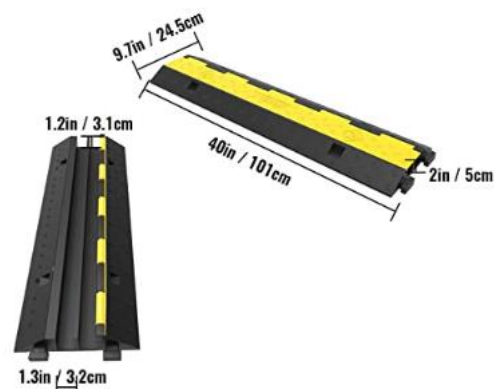
13. To provide water via a surface hose, protected by cable ramps, would be **£330.93**, if it was decided more ramps or longer hose was required, this would increase.

14. **Metered connection:** It is understood there is no meter on the pavilion's water supply at present.

15. In the case of a new connection, council staff would investigate the possibility of defining the connection as a horticultural supply, meaning the water supply company would not make the additional charges for sewerage, currently charged at c.160% of the cost of the water drawn. This type of billing structure would eventually meet the difference in cost between the hard connection at Avon Lane and the hose run. Assumed to be at least £2,000, the council would have needed to draw 625cum water (625,000litres) for a new, horticultural connection to pay for itself.

Recommendation

16. The officer recommends the committee consider the relative merits and costs of the options available to ensure water is available at the far side of the park from the pavilion.



Guy Langton, Deputy Town Clerk. (14th September 2022)