



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

Town Clerk: Mrs Jane Mills BA(Hons) PSLCC
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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 25th April 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 BA(Hons) MILCM PSLCC
Town Clerk

Date of issue 19th April 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*)**



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



Trustees of the Common Right

- 5 To confirm and sign the minutes of the Westward Ho! Park Meeting 21st March 2023 (herewith)**
- 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 from the Chair of FOTWHOP**
- 9 To receive an update regarding the tennis courts (LTA procurement process)**
- 10 To consider regularising a response to groups and organisations wishing to use the Park and facilities. (to include the most recent enquiry) (draft response to follow)**
- 11 To consider fund-raising opportunity for Farmers Markets during the summer period on the tennis courts**

PART B

- 12 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.**
- 13 To receive an update on the Sensory Garden development**
- 14 To confirm and sign the minutes of the Westward Ho! Park Meeting 21st March 2023 (Pt B) No Part 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 21st March 2023 in the Council Chamber of the Town Hall at 6.30 pm

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

In attendance: Mr G Langton – Deputy Town Clerk.
Two members of the public.

- 2303/1023 Apologies**
No apologies were received.
- 2303/1024 Chairman’s announcements**
There were none
- 2303/1025 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.
- 2303/1026 To agree the agenda between Part A and Part B (*confidential information*)**
It was **resolved** to agree the agenda between Part A and Part B (*confidential information*)
Proposed: Cllr Laws, Seconded Cllr Tisdale (all in favour)
- 2303/1027 To confirm and sign the minutes of the Westward Ho! Park Meeting 22nd February 2023 (*herewith*)**
It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting 22nd February 2023 (after removing by zoom)
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)
- 2303/1028 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. Two members of the public spoke about their plans to open a Beach School. They were requesting permission to use the Park for some sessions. This will be an agenda item for the next meeting.
Action point Agenda item
- 2303/1029 To consider the Action Points**
Action Points were noted

- 2303/1030 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.*
Members were advised that due to a technical glitch, the submission to contracts finder was unsuccessful.
It was **resolved** to re-advertise on contracts finder for three weeks.
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)
It was further **resolved** to recommend to Full Council
“That if there are fewer than 3 expressions of interest from contracts finder, the committee will invite other contractors to consider submitting quotes.”
Proposed: Cllr Hodson, Seconded Cllr Tisdale (all in favour)
- 2303/1031 To receive a report from the Chair of FOTWHOP**
- The Chair advised that the 200 club numbers remain unchanged at 165, the next draw will be the last for this financial year, and it would be nice if the remaining spaces could be sold. Good wishes were sent to Mr Sawyer who is recovering in hospital. An issue with the hotbin was raised and the gardeners were advised that a video received in the office may help with a solution. The gardeners were thanked for all their work with transferring plants from the sensory garden. it was suggested that the seed and sale swap event is postponed as the gardeners are preparing for their plant stall at the Mayfair. There was a discussion on the purchase of additional plants and FOTWHOP has funding for them but this will be discussed at a future meeting. The chair of FOTWHOP and the gardening representative were thanked for their reports.
Action point: send get well card to Mr Sawyer.
- 2303/1032 To receive an update regarding the tennis courts (LTA procurement process)**
- Members were advised that the matter has been escalated to a higher level, the Deputy Town Clerk has chased up the LTA but response is still awaited.
- 2303/1033 To consider regularising a response to groups and organisations wishing to use the Park and facilities.**
- It was **resolved** that a draft policy will be prepared, Cllr Hodson will work with the Town Clerk and Deputy to prepare it.
Proposed: Cllr Hodson, Seconded Cllr Newman McKie (all in favour)
- 2303/1034 To consider holding a plant and seed sale/swap event**
See report from the Chair of FOTWHOP

Action Points for WESTWARD HO! PARK COMMITTEE Meeting April 2023

Use of park request	Agenda item
Report from Chair of FOTWHOP –	Sent get well card