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

The Council's policy may be viewed on the Policies page of its [website](#).

Town Clerk: Mrs Jane Mills BA(Hons) MILCM
Telephone and Fax: 01237 474976
E-mail townclerk@northamtowncouncil.gov.uk

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 Wednesday 26th July at 6.30pm in the Council Committee Room, Windmill Lane Northam.
The agenda for the meeting is set out below.

M J Mills

Mrs Jane Mills BA(Hons) PSLCC, MILCM.
Town Clerk

Date of issue 20th July 2023

The following are elected Members of the Westward Ho! Park Committee: Councillors Mrs Hodson, Mrs Whittaker, Bach, Bruins, and the Mayor (ex-officio with full voting rights) 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 Part A of the Westward Ho! Park Meetings held on: 22nd June 2023 and 28th June 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 confirm appointment of a representative from FOTWHOP to the committee**
- 9 **To receive a report from the Chair of FOTWHOP**
- 10 **To consider an update on a noticeboard for the Park** (*herewith*)
- 11 **To consider increased water storage at the Park** (*herewith*)
- 12 **To consider the way forward for the proposed sensory garden** (*information sent by email*)
- 13 **To receive an update on the “Changing Places facility)** (*information herewith*)

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 Part B of the Westward Ho! Park Meeting 28th June 2023** (*herewith*)
- 16 **To receive, note and ratify the LTA agreement** (*information herewith*)

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Thursday 22nd June 2023 in the Committee Room of the Town Hall at 6.30 pm

Present: Cllrs Bach, Bruins, Edwards, Mrs Hodson, and the Mayor ex-officio
Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones

In attendance: Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)
Cllr Tait, Cllr Lo-Vel

2306/105 Election of a Chairman

It was **resolved** to appoint Cllr Mrs Hodson as Chairman
Proposed: Cllr Bach, seconded: Cllr Bruins (all in favour)

2306/106 Election of a Vice-Chairman

It was **resolved** to appoint Cllr Bruins as Vice-Chairman
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)

2306/107 Apologies

Apologies were received from Cllr Mrs Whittaker.

2306/108 Chairman's announcements

The Chairman thanked everyone for their attendance

2306/109 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.

2306/110 To agree the agenda as published

It was **resolved** to agree the agenda as published
Proposed: Cllr Mrs Hodson, Seconded Cllr Bach (all in favour)

2306/111 Public Participation

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No members of the public were present.

2306/112 To receive an update on and consider a report into the provision of tennis courts at Westward Ho! park

After some discussion It was **resolved** to recommend to Full Council "that the council will pursue the refurbishment of three of the tennis courts, part funded by the LTA at a cost to Northam Town Council in the region of £30,000, to be allocated to the Westward Ho! Park cost centre. Initial costs payable by NTC are estimated at £24,308 with the addition of MUGA quality fencing for one side of the courts adjoining the play area and to proceed with signing the grant agreement"

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

There being no further business the meeting closed at 6.20 pm

Signed.....Date.....

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 28th June 2023 in the Committee Room of the Town Hall at 6.30 pm

Present: Cllrs: Mrs Hodson, (Chairman) Bach, Bruins, and the Mayor ex-officio
Co-opted Members – Mrs C Hutchins, Mr S Makeig-Jones

In attendance: Mrs Jane Mills (Town Clerk), Guy Langton (Deputy Town Clerk)
Ms Penzer

- 2306/122 Election of a Chairman**
This was completed at the previous special meeting.
- 2306/123 Election of a Vice-Chairman**
This was completed at the previous special meeting
- 2306/124 Apologies**
Apologies were received from Cllr Mrs Whittaker.
- 2306/125 Chairman’s announcements**
The Chairman welcomed the proposed FOTWHOP representative, This will be a future agenda item. It is hoped a further representative can be found as per the terms of reference. The signage at Westward Ho! Park has been completed.
Action Point: agenda item future meeting
- 2306/126 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.
- 2306/127 To agree the agenda as published**
It was **resolved** to agree the agenda as published after deleting items 1 and 2
Proposed: Cllr Mrs Hodson, Seconded Cllr Bach (all in favour)
- 2306/128 To confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 25th April 2023.**
It was **resolved** to confirm and sign the minutes of Part A of the Westward Ho! Park meeting on 25th April 2023.
Proposed: Cllr Mrs Hodson, Seconded Cllr Hames (majority in favour, remainder abstained, not present at the meeting)
- 2306/129 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.
No members of the public were present.
- 2306/130 To consider the Action Points.**
It was agreed to note the Action Points

2306/131

To consider the terms of reference of the committee to include the arrangements for resident representation.

It was **resolved** to recommend to Full Council the following amendments to the Terms of Reference.

Proposed: Cllr Hodson, seconded: Cllr Bruins. (all in favour)

- **Membership: delete:** “to be appointed initially until the annual council meeting in May 22, when members will be reappointed,” and **replace:** with “will be reappointed annually”
- **Meetings:**
Delete: “Committee meetings will revert to the conventional cycle of monthly meetings”

Replace with: “will be convened on a six weekly basis”

- **Quorum:**
Amend quorum to 3 from 4
- **Specific Delegated Powers**
Delete: The committee will have responsibility for a delegated budget including all monies from the PWLB” (now discharged)
- **Role**
Delete: “To deliver the business plan presented to Torridge District Council to support the acquisition of the park and the pavilion”
Amendment in red: to read, “To lead and instigate community consultation and consider feedback during the process of preparing the detailed project plans and reviewing them.
For project now read projects.
Final new paragraph “To Ensure full compliance with any conditions imposed or contained within a contract”
Action Point: Agenda for Full Council

2306/132

To receive a report from the Chair of FOTWHOP.

Members were advised that the FOTWHOP AGM was held on 12th May 2023 and was reasonably well attended. More gardener volunteers have been recruited and a committee meeting will be held soon.

The final funds from Amazon Smile have been received £14.71. Please register with Easy fundraising, this has already generated £98 of funds. Northam Town Council can register when making purchases.

There are 141 members of the 200 club, it was suggested that endeavours should be made by the next meeting to bring the membership up to the 200.

It was further suggested that local businesses could be visited and asked for their support. Thanks was given to the “Woolly Surfer café” for their support. There is approximately £9000 in the fund at present but some of that is ring-fenced.

The gardeners were pleased to receive a donation of hand-tools. Volunteer hours worked in April and May well 177.5 mainly watering. A water butt has split and needs replacing, It was suggested is that the water company could be asked if they have any availability. there is a lot of blackthorn growing at present and help was requested with its removal by the maintenance men. Concern was expressed about the amount of broken glass in the area. the Chairman thanked FOTWHOP for the reports

- 2306/0133 To receive an update/ report on the tennis courts at Westward Ho! park**
Members were advised that at a special Full Council meeting the recommendation by the Westward Ho! park committee was accepted to progress the agreement with the Lawn Tennis Association for 3 courts and heavy duty fencing adjacent to the play area. If the agreement is signed by the beginning of July work could start on the courts in September.
it was **resolved** to set up a working group for the delivery of the project, to include councillors Bach and Mrs Hodson and co-opted Member Mrs Hutchins.
Proposed: Cllr Mrs Hodson, seconded: Cllr Bach (all in favour)
- 2306/134 To consider a noticeboard for the Park**
It was agreed to seek costings for a wall mounted noticeboard and put this on the next agenda.
- 2306/135 To consider the way forward for the proposed sensory garden**
Members considered whether to look at a Sensory Garden or quiet space.
It was agreed that the site need clearing, apart from the willow, funding will be required.
It was agreed to hold a site meeting to re-familiarise members with what is there. It was agreed to meet on Monday 10th July at 10.00am and place the matter on the next agenda for consideration.
Action Point: Agenda next meeting

Action Points for WESTWARD HO! PARK COMMITTEE Meeting July 2023

FOTWHOP representative	Agenda item following approval by Full Council
Terms of reference	Recommendation approved by Full Council and updated
Noticeboard	Agenda item update
Sensory garden	Agenda item

Northam Town Council



Westward Ho! Park Committee

26th July 2023

Report author: *Guy Langton, Deputy Town Clerk*

Notice boards for Westward Ho! Park.

Introduction

1. The Committee requested officers seek prices and suitable locations for one or more noticeboards at Westward Ho! Park.
2. Options to site notice boards are:
 - Post mounted - on legs which are concreted in to the ground.
 - Wall mounted - attached to a suitable surface.
3. The officer notes that there are wooden sheets affixed over 3 of the windows to the front elevation of the pavilion – the two under the veranda and the one on the right hand gable end (Avon Lane side). All are boarded over. A wall mounted notice board would require holes to be drilled into the brickwork, which is not a problem if the location is to be the final position of the board. The brick walls have been strengthened with retro-fitted steel ties, water ingress could affect these, causing rust and subsequent damage to the brickwork. Drilling holes unnecessarily is therefore to be avoided. Should a notice board be mounted to a wooden window cover boards, then it could be screwed into the board and not damage the brickwork.
4. Post mounted boards are often more expensive than wall mounted, both to buy and to instal. Given the constraints of the committee’s budget, the officer has investigated the costs of wall mounted boards only. One or two boards could be mounted on the wall(s) of the pavilion, in the locations shown in the pictures in appendix 1.

5. The space available at each location is:
 - The window openings under the veranda are 900mm wide and over 1,200mm tall. To be seen from the path, a board should ideally be no more than 900mm high.
 - The space on the wall beside the window on the left (sensory garden side) or right (Avon Lane side) is 1,100mm square either side of the windows in each case.
 - The window on the right hand gable end (Avon Lane side) is 1,100mm square.
 - The wall facing the Avon Lane entrance is 1,800mm x 1,200mm.

6. Notice boards, when purchased ready-made, come in standard sizes, related to how many A4 documents they will hold, ranging from 2 x A4 (400mm high x 550mm wide) to 2 x A1 (equivalent to 16 A4 pages – 1,050mm high x 1,400mm wide).

7. The officer has previously spoken to the Chair of the Westward Ho! Men’s Shed, who indicated that they could fabricate a notice board for the council but it is likely that it would cost more than a ready-made one.

Recommendation

8. The Committee consider the content of the report and decide if and what type and size of notice board to purchase.

9. The officer recommends that a single bay notice board (holding 8 A4 sheets – 830mm high x 980mm wide) is purchased, to be mounted in the window space on the right hand gable end of the pavilion (Avon Lane side). A board of this design would allow for up to 2 x A2 posters to be displayed side by side 9the three layouts suggested below are shown on page 3). The suggested option is highlighted in bold in paragraph 11.

10. In all cases, a delivery charge would be incurred. There would be minimal installation costs, installation would be carried out by Council staff but hardware may be needed).

Financial Implications (all costs are exVAT)

11. Ready-made notice boards vary in price from manufacturer and depend on the size required.
 - **Supplier A** (all boards cannot be supplied with illumination)
 - i. Aluminium 8 x A4, H83 X W98cm, Single Door** £250
 - ii. Aluminium 6 x A4 H75 X W75cm Single Door £183

iii. Aluminium 9 x A4, H105 X W75cm Single Door	£204
Delivery charge in all cases is	£19

- **Supplier B** (illumination is available for all boards at an approx. increase in cost of £90. A connection to the mains is required and installation by a qualified electrician).

i. Aluminium 8 x A4, H83 X W98cm, Single Door	£281
ii. Aluminium 6 x A4 H75 X W75cm Single Door	£205
iii. Aluminium 9 x A4, H105 X W75cm Single Door	£229

Delivery charge in all cases is £79

- **Supplier C** (all boards cannot be supplied with illumination)

i. Aluminium 8 x A4, H83 X W98cm, Single Door	£340
ii. Aluminium 6 x A4 H75 X W75cm Single Door	£249
iii. Aluminium 9 x A4, H105 X W75cm Single Door	£277

Delivery charge in all cases is £10

12. The total cost as recommended is therefore £269.00 plus VAT.

Risk Implications

13. There is a risk that any notice board could be vandalised, especially with graffiti. The officer notes that one of the boarded up windows has been so vandalised recently.

G Langton 19.07.2023



Figure 1: 8 x A4 830 x 950



Figure 2: 6 x A4 750 x 750

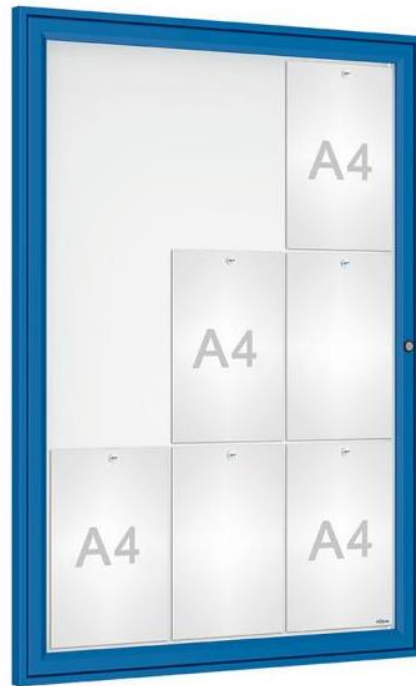


Figure 3: 9 x A4 1050 x 750

Appendix 1

Pictures of possible notice board locations.

	
<p>Veranda, left side. c900mm x 900mm.</p>	<p>Veranda, right side. c900mm x 900mm.</p>



Gable end, left side (Sensory Garden end).
c1,100mm x 1,100mm either side of window.



Gable end, right side (Avon Lane end).
c1,100mm x 1,100mm either side of window.
c1,100mm x 1,100mm within window space.



Eastern end wall, facing Avon Lane.

c1,800mm wide x 1,200mm tall

Northam Town Council



Westward Ho! Park Committee 26th July 2023

Report author: *Guy Langton, Deputy Town Clerk*

Expanding rainwater capture at the Pavilion and its use at the Park.

Introduction

1. The Committee has heard previously how expanding the volume of water that may be captured at the Pavilion would benefit the volunteer gardeners.
2. The Royal Horticultural Society¹ advises that:
"Tap water in the UK is of the highest quality, but plants don't need perfectly clean water. As gardeners, we can help to avoid hosepipe bans in the future by using our water resources wisely. A significant amount of energy and treatment are used to provide safe water to our homes so using stored rainwater or grey water in your garden also lowers your carbon emissions.
"Rainwater is also better for your plants as it often has a lower pH. The minerals that are sometimes found in mains water, especially in hard water areas can raise the pH of your root zone, which can affect the nutrient availability. Rainwater is especially good for ericaceous plants such as azaleas."
3. Currently, the gardeners have 2 butts capturing water from the rear of the pavilion, one on each downpipe. These butts are approx. 220L each in size, giving c.440L. Further butts are located at the shed used by Torridge District Council staff, though these would fill more slowly given the smaller roof area. Optimal rainwater capture would be from the roof of the pavilion.
4. The Council has installed a rainwater capture system at Northam Hall. This is able to store 4,560L of rainwater, which is used (when available) to offset mains water use when watering hanging baskets and planters across the parish. Officer considers that the Pavilion building

¹ <https://www.rhs.org.uk/garden-jobs/water-collecting-storing-and-using>

could benefit from a similar, though smaller system. The system would need to be smaller as there is less space available than behind Northam Hall.

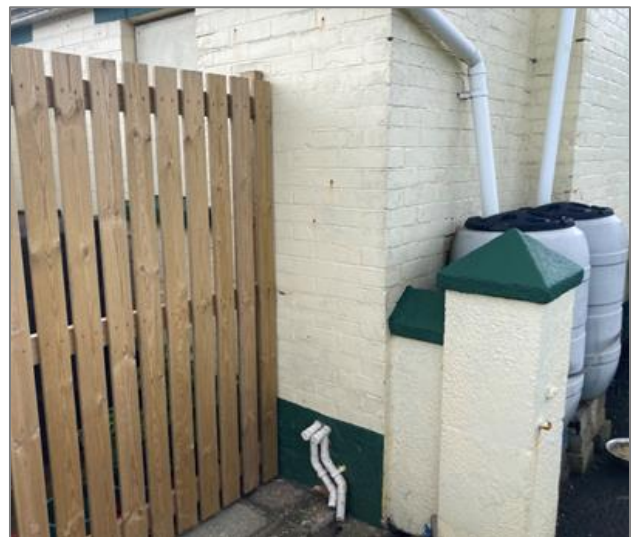
- 5. Behind the pavilion, there are two places that water storage butts could be sited, given the current the first being close to the current butts and the second behind and to the left (as seen from the rear) of the 'potting shed' at the rear of the building, in the approximate locations shown below.



One behind the Hall (above).

Possible locations of additional water storage butt (left).

- 6. Inspecting the two locations, the one pointed to by the green arrow is not suitable as there is a surface water drain inspection cover close to the rear of the building. The other location (at the end of the red arrow) is suitable for a butt of up to 2.2m tall (with plinth) and 1.1m wide x 1.1m deep. It could be fed from the current down pipe and the two existing water butts linked together, or one of them to it (see images below). At 1.8m (6ft approx.), the butt shown above would easily fit beneath the guttering, even on a 3-block high plinth. be seen from the Hall when looking out. At 1.1m wide, three units could be fitted adjacent to the downpipe from the rear roof, an overflow could be taken from this new container to the butt that current fills from the rear of the roof.



- 7. Mounting the butt on a plinth of blocks (3 concrete blocks high) allows a watering can to be placed underneath. Approximately 20 blocks would be needed to build a plinth. Another option would be to install the butt on a 1-block high plinth and short length of hose and water pressure to fill the cans.

8. The gardeners have previously brought the committee's attention to the need to transport large amounts of water across the park. The pavilion is in the north eastern corner with the furthest beds over 100m away (in a straight line). To access the beds can mentioned the need to a pump to extract the water

Recommendation

9. The Committee consider the content of the report and decide whether to undertake the project through in its entirety, some part(s) or to not proceed.

Environmental implications

10. Installing a rain water capture system would reduce the use of clean, drinking water from the mains to water the plants and borders at the Park Rainwater is also better for plants, not having been treated to make it safe to drink.
11. There is no guarantee of sufficient rainfall leading up to the watering season, or through it. Indeed, significant rainfall should help reduce the need for watering. The Officer could not find the average rainfall for the Northam Area, but the data collected for Exeter is available at <https://weather-and-climate.com/average-monthly-precipitation-Rainfall-inches,appledore-devon-gb,United-Kingdom>. Typically, Exeter would receive less rainfall than the Northam area, not being in a coastal location. The Officer has no exact figures available for the rate at which any water butts would be filled.

Financial Implications

12. Each cuM is just under £2 (£1.9940), with a charge levied for 95% of each cuM used as a charge for sewerage, at £3.2362/cuM.
13. The bill for the summer period 2022 (7th May to 19th August 2022) comprised 5cuM water (at a cost of £9.97) and equivalent wastewater (at a cost of £15.37).
14. At Northam Hall, there are 3 re-cycled/re-used 1520L bulk liquid containers, at a cost of £269, including delivery. No other sources of these containers has been found.
15. Mounting the butt on a plinth would require approx. 20 blocks. These concrete blocks retail at £2.70 each (inc VAT). 20 would therefore cost £54.
16. The Council's Maintenance Team would be able to carry out the required work.
17. **The total cost of the project would therefore be £323.**

Risk Implications

18. There are no identifiable financial or insurance risks to the project, though the Council's insurers would be informed of the addition to the building.

G Langton 20.07.2023

Changing Places Facility Update

As Members will be aware, TDC has approached us again with regard to the above.

For those who are unaware:

Changing Places toilet facilities are designed to meet the needs of people with complex care needs.



There is government funding to meet 50% of the cost, (through Torridge District Council) and Northam Town Council will be required to meet the remainder, in the region of £25,000, which it will seek to do with grants from other bodies.

As Westward Ho! Park tennis facilities have been designed to accommodate those with special needs, this would be a wonderful opportunity to enhance them further.

The absence of suitable toilets means that people with complex disabilities who need assistance cannot take part in activities such as shopping, going out for a meal or attending a sporting event. Without a suitable changing bench and hoist, many people with complex needs have to be laid on unhygienic toilet floors or become trapped in their own homes.

The Town Council has agreed in principle to proceed, providing the required match funding can be achieved. Unfortunately, the funding window is very narrow as the whole project needs to be completed by March 2024.

We have applied to the Bridge Trust for £9000 and have been promised £2000 of private funding, we are also pursuing the National Lottery “Reaching Communities” and “Crowd Funding” through Sport England.

We understand that TDC are in contact with a company which designs (at no cost to ourselves) and also installs. TDC have confirmed no planning application is required but we need to touch base with them, regarding building regulations.

We have also requested installation of two public toilets and possibly showers in part of the building, but with separate access.

We will report back to this committee with any updates.

Jane Mills July 202

Part B - 16