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

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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 Wednesday 10th January 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 4th January 2024

The following are elected Members of the Westward Ho! Park Committee: Councillors Mrs Hodson, Mrs Whittaker, Bach, Brading, Bruins, Newman McKie 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, Ms Penzer 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 held on: 29th November 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 on the Tennis Courts

- Completion of the works.
- Booking system,
- Charging for use now

10 To receive an update on the “Changing Places Toilet Facility”,

11 To consider installation of a defibrillator for Westward Ho! Park

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Wednesday 29th November 2023 in the Council Chamber of the Town Hall at 6.30 pm

Present: Cllrs: Mrs Hodson, (Chairman) Bach, Brading, Bruins, Mrs Whittaker and the Co-opted Members – Chair of FOTWHOP Mrs C Hutchins, and Mr S Makeig-Jones

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

2311/548 Apologies

Apologies Cllr Edwards and non-councillor member Ms Penzer

2311/549 Chairman's announcements

The Chair spoke about problems with regard to the hotbin, and a recent letter received from the supplier who had kindly donated it to the park.

It was stressed that communication should always be through officers at the Town Council, and it was hoped a resolution could be sought with the supplier.

2311/550 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.

2311/551 To agree the agenda as published

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

Proposed: Cllr Brading, Seconded Cllr Whittaker (all in favour)

2311/552 To confirm and sign the minutes of the Westward Ho! Park meeting on 18th October 2023.

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park meeting on 18th October 2023. Proposed: Cllr Mrs Hodson, Seconded Cllr Brading (majority in favour, two abstentions, not present at the meeting)

2311/553 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.

2311/554 To consider the Action Points.

It was agreed to note the Action Points

2311/555 To receive a report from the Chair of FOTWHOP

The Chair of FOTWHOP advised that there were now 173 members of the "200 club", She hoped to reach the full number soon.

It was suggested that forms could be taken to the next Business Association meeting, inviting people to join.

£1050.93 has been received from the Co-op Community fund, a little less than previously but she felt this was due to the closure of the Co-op in Westward Ho! FOTWHOP will donate that money towards the cost of the Changing Places facility.

There was a further report on behalf of the gardeners from the co-ordinator advising of the need to invest in more tools, it was anticipated that the cost would be in the region of £325. It was suggested that's a request could be made on Facebook for any redundant tools which members of the public might have available and also that an approach should be made to the Men's Shed asking if they could help with sharpening tools
The recently installed Christmas tree looks excellent
The volunteers were thanked for their work.

2311/556 To receive an update on the Tennis Courts

- **Completion of the works.**

The works have been partially handed over and two courts have temporary lines painted on them, painting will not be completed until the spring. There are some snagging issues and the ramp is not currently DDA compliant. Once this is resolved it is hoped that some use over the winter will be possible.

- **Booking system,**

The booking system will be through Clubspark, it is an online booking system and training is awaited.

- **Charging for use now and once fully completed**

Charging has previously been agreed at £35 annual household membership and £5 per hour for casual users (Full Council August 2023)
Opportunities for free tennis through Park Tennis were to be pursued.

2311/557 To receive an update on the “Changing Places Toilet Facility”

Members were advised that there had been some teething issues with the respective roles of NTC and TDC in progressing the facility. These have hopefully been resolved. We are in discussions with TDC regarding procurement and the tender process. It is hoped to bring a resolution to the Full Council Meeting on 13th December to enable matters to proceed. Fund raising has been continuing and now stands at just over £20,000 but results of other applications are awaited.

2311/558 To receive an update on the Pavilion & Sensory Garden,

- possible assistance from Petroc regarding structure and design,
We are meeting with Petroc shortly to discuss possible feasibility options and design of the facility.

2311/559 To consider the Play area

Report on replacement of bins.

Following a discussion about litter bins and the processes it was **resolved** to recommend to Full Council that there should be a review of the council's approach to the collection and processing of recyclable and other waste.

Proposed: Cllr Hames, seconded: Cllr Brading (all in favour)

Action Point: agenda Full Council

There being no further business the meeting closed at 8.00 pm

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

WESTWARD HO! PARK
ACTION POINTS JANUARY 2023

To receive an update on the Pavilion & Sensory Garden	Met a representative of Petroc College. INFO sent to Petroc
To consider the Play Area	Report on replacement of bins, an agenda item for Full Council.