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NORTHAM TOWN COUNCIL
TOWN HALL
WINDMILL LANE
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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
28th June 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) PSLCC, MILCM.
Town Clerk

Date of issue 22nd June 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 Election of Chairman**
- 2 Election of Vice-Chairman**
- 3 Apologies**
- 4 Chairman's Announcements**
- 5 Declarations of interest:**
Members are reminded that all interests should be declared prior to the item being discussed.



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

- 6 To agree the agenda as published**
- 7 To confirm and sign the minutes of Part A of the Westward Ho! Park Meeting 25th April 2023 (herewith)**
- 8 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.
- 9 To consider the Action Points (herewith)**
- 10 To consider the terms of reference of the committee, to include the arrangements for resident representation (herewith)**
- 11 To receive a report from the Chair of FOTWHOP**
- 12 To receive an update/report on the tennis courts (to follow)**
- 13 To consider a noticeboard for the Park**
- 14 To consider the way forward for the proposed sensory garden**

Part B

- 15 To confirm and sign the minutes of Part B of the Westward Ho! Park Meeting 25th April 2023 (herewith)**

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 25th April 2023 in the Council Chamber of the Town Hall at 6.30 pm

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

In attendance: Mrs Jane Mills (Town Clerk)

2304/1095 Apologies

No apologies were received.

2304/1096 Chairman's announcements

Members were advised that the waste collection renewal request had been received, they were happy to continue with it.

2304/1097 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.

2304/1098 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*) after deleting agenda item 11. Further information had been sought and it would not be possible to proceed further, currently with a market. The council would be in breach of covenants and there are many market regulations to be complied with.
Proposed: Cllr Mrs Hodson, Seconded Cllr Tisdale (all in favour)

2304/1099 To confirm and sign the minutes of the Westward Ho! Park Meeting 21st March 2023

It was **resolved** to confirm and sign the minutes of the Westward Ho! Park Meeting 21st March 2023
Proposed: Cllr Tisdale, Seconded Cllr Leather (majority in favour, one abstention, not present at the meeting)

2304/1100 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.

2304/1101 To consider the Action Points

Action Points were noted

2304/1102 To receive a report from the Chair of FOTWHOP

The chair of FOTWHOP reported that the last 200 club draw of the year had recently taken place and over 950 pounds has been raised during that time.

Renewal letters have been sent out to existing members and there will be publicity regarding joining on Facebook and at the Mayfair where FOTWHOP will also have a plant stall. Councillor Hodson and Councillor Laws were thanked for their grant contributions, which had been used towards employment of the garden designer for the sensory garden.

The AGM will be held at the Kingsley Hall on Friday the 12th of May. £5 has been received from Amazon smile this has now ceased operation.

A report on behalf of the volunteer gardeners advised that the lady volunteers and one gentleman have worked very hard and are continuing to plant up vegetable boxes, there are two new beds that have been created. Plants have been purchased in anticipation of the completion of the sensory garden. The gardeners would welcome any donations of plants, it was further reported that the hot bin is now working well. members asked a question in relation to use of hose pipes and this will be investigated.

It was proposed by Councillor Mrs Hodson, and seconded by Councillor Leather that a vote of thanks should be accorded to Mrs Hutchins, for all her work over the past year as Chair of FOTWHOP, and to Mr Makeig-Jones for all his work with the volunteer gardeners. (all in favour)

2304/1103 To receive an update regarding the tennis courts (LTA procurement process)

An e-mail was read out from the LTA as follows: "I am afraid I don't but have chased the contractor and emphasised this being the barrier to moving forward. They are understanding.

In fairness they are dealing with such a large volume of projects, they I am sure are doing their best.

The costs, as we know are the crux of the next steps in the project discussions.

I appreciate it is difficult for the parks meeting to resolve much without these costs – but it may be a good opportunity to think about budgets for both tennis / MUGA overall as the figures will no doubt be higher than the initial costs I have given you for the three tennis courts in isolation."

It was resolved to defer this matter to the first meeting of the new committee following the local elections.

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

Action Point: place on next agenda (update on Tennis Courts)

2304/1104 To consider regularising a response to groups and organisations wishing to use the park and facilities (to include the most recent enquiry)

The proposed protocol was circulated to all Members and it was **resolved** to adopt the protocol to use as a future response to enquiries.

Proposed: Cllr Mrs Hodson, seconded: Cllr Mrs McCarthy (all in favour) The protocol will be published on the website under policies.

Action Point: publish protocol on the website

Action Points for WESTWARD HO! PARK COMMITTEE Meeting June 2023

Update on the Tennis Courts	Agenda item for new committee
Regularising a response to groups and organisations wishing to use the park and facilities –	Protocol published on Web
Update on the Sensory Garden development	Agenda item for new committee



**NORTHAM TOWN COUNCIL
Westward Ho! Park COMMITTEE
COMMITTEE STRUCTURE AND TERMS OF REFERENCE**

To exercise on behalf of the Council powers and duties within existing policies and practices of general concerns to Northam excluding those matters specifically dealt with by another Committee.

COMPOSITION

- The Committee will comprise 5 elected members, in addition ex-officio member with full voting rights, the Mayor and 4 non-voting members, 2 from Friends of the Westward Ho! Park (FOTWHOP), 1 from the volunteer gardening group, and 1 from the Westward Ho! Residents Association/Business Association

MEMBERSHIP

The Membership of the Committee will be decided upon its creation and the membership of the Committee to be appointed initially until the Annual Council Meeting in May 2022 when members will be reappointed

MEETINGS

Meetings will be convened initially on a three week cycle to progress the regeneration project planning and consultation process during the early months of the Committee's inception., When the project has developed its phased delivery plan, Committee meetings will revert to the conventional cycle of monthly meetings.

MINUTES

Minutes will be presented to the next available ordinary meeting of the Full Town Council, for noting and adopting

QUORUM

- The quorum of the committee will be 4 voting members

GENERAL

- Councillors will be advised by the Town Clerk, whether a particular item under discussion is within the Committee's delegated powers. If it is within the delegated powers, the minutes will record RESOLVED. If not, the minutes will record the decision as RECOMMENDED and it will then be brought to the attention of the Full Council for decision.
- The Town Clerk will support the Committee assisted by other officers.

- The Committee is empowered to invite specialist professional officers or advisors to attend meetings, to provide guidance as to matters under discussion.

SPECIFIC DELEGATED POWERS

The Committee will have responsibility for a delegated budget including all monies from the PWLB, the allocated Section 106 from TDC, a revenue allocation from the NTC precept and any grants secured specifically for the Park project. Any major expenditure i.e. over £1000 for a single item outside the approved project plan costings will require approval of Full Council before progressing procurement.

ROLE

To deliver the Business Plan presented to Torridge District Council to support the acquisition of the Park and the Pavilion.

To lead and instigate Community consultation and to consider feedback during the process of preparing the detailed Project Plan.

Produce a costed project plan and timeline for delivery to be approved by Full Council.

To work in partnership with the Friends of the Westward Ho! (FOTWHOP) the charitable arm of the Park project to ensure that the delivery and additional funding opportunities are pursued to maximise the budget and that expenditure is agreed by all parties to achieve delivery of the project plan.

To be responsible for, with the assistance of the Town Clerk, the preparation of invitations to tender for specific component parts of the Project Plan and to determine the award of any contract as a direct outcome of the process. Contracts to be approved before notification by Full Council.

To ensure that the terms of the acquisition agreement are adhered to and that appropriate consents are in place before any major works are undertaken.