

Northam Town Council – Minutes of the Westward Ho! Park Committee Meeting held on Tuesday 16th March 2021 remotely through Zoom at 6.00 pm

Present: Cllrs Mrs Hodson (Chairman), Mrs McCarthy, Chalmers (from minute no 2103/1305), Davis and Laws
Co-opted Members – Mrs C Hutchins, Mrs M Jones, Mr S Makeig-Jones

In attendance: Mrs Jane Mills – Town Clerk
Mr G Langton – Deputy Town Clerk,
Mrs P Moores – Assistant Town Clerk
Cllrs Leather, Sargent and Tisdale
1 member of the public

2103/1303 Apologies

Apologies were received from Cllrs Edwards and Newman-McKie and co-opted member Mr Sawyer.

2103/1304 Chairman's announcements

Cllr Mrs Hodson did not have any announcements but passed over to Mrs Hutchins, Chair of FOTWHOP, to give a report. Future agendas will include an item from FOTWHOP (Mrs Hutchins).
Mrs Hutchins thanked Cllr Laws for the award the gardeners have received from his District Council grant towards planting and there will be a formal announcement on Facebook. She reported that FOTWHOP are looking into the formation of a "200" Club and there appears to be a lot of interest. This is being taken further and they are looking into licensing with Torridge District Council. FOTWHOP have launched on two more social media sites, Instagram and Twitter, and are keen to engage with younger people. They will be publishing a newsletter shortly and have signed up with "Easy Fundraising" which works with online retailers and could generate donations. She also advised members that she had met with Torridge's Community Engagement Officer to talk about MUGAS. Whilst meeting with him she spoke to a number of young people present about what they would like to see, and they were keen to have bike rack provision and shaded areas to sit.
Cllr Mrs McCarthy requested that bike racks and the recent report be included on the next agenda.

2103/1305 Declarations of interest

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

2103/1306 To agree the agenda as published

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

2103/1307 To confirm and sign the minutes of the Westward Ho! Park Committee meeting held on 23rd February 2021

It was **resolved** to confirm the minutes of the Westward Ho! Park Meeting held on 23rd February 2021 as a correct record. They will be signed at a later date.
Proposed: Cllr Laws, Seconded: Cllr Davis (majority in favour, 1 abstention not present at the meeting)

2103/1308 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 3 minutes. The period of time which is designated for public participation in accordance with standing orders shall not exceed 15 minutes.

The member of the public did not wish to speak.

2103/1309 To consider Action Points

Action points were noted.

2103/1310 To consider a recommendation to Full Council that "NTC resolves to make a formal decision not to tender through the "Contracts Finder" website as this contract is specialist in nature as it will include an element of design.

Cllr Laws thanked the Town Clerk for her efforts in exploring the correct procedures and options available to the Committee.

It was **resolved** to recommend to Full Council that "NTC resolves to make a formal decision not to tender through the "Contracts Finder" website as this contract is specialist in nature as it will include an element of design.

Proposed: Cllr Mrs McCarthy, Seconded: Cllr Laws (all in favour)

Action Point – Agenda item on Full Council

2103/1311 To consider a proposal to adopt a list of pre-approved contractors who would be invited to bid (report to follow)

Members were advised that a list of pre-approved contractors to be invited to bid, would be required to be adopted as the Council would not be using the "Contracts Finder" website.

It was **resolved** to adopt the list of pre-approved contractors who would be invited to bid as circulated in the report.

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

2103/1312 To consider budgetary requirements for the play area

For guidance, Members were advised that the cost of equipment alone for Ridgeway Drive was in the region of £17,000 and all the works including site safety, removal of existing equipment, fencing and surfacing were a in the region of a further £19,000 and the Ridgeway Drive park is approximately a quarter of the size of the Westward Ho! Play area.

After some discussion it was **resolved** to advise contractors that the maximum budget for the work would be £100,000 but quality as well as price will be equally valued.

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

It was further **resolved** that the requirements for the play area as prescribed by Members should be advised to the contractors as follows:

- The equipment should be as accessible as possible to all children, including those with disabilities, across the age range of toddler to eleven, to include climbing, swinging and any other activities appropriate for a play area.
- The size of the area will be defined.
- Options of available surfacing should be provided and consideration given to the current state of the play surface. Possible options for some grass areas could be included.
- There should be a suitable mix of equipment complying with playground legislation.
- Members would like to include a train theme within the play area.
- Contractors need to be aware that gardening, growing and biodiversity all form part of the overall plan for the park.
- Contractors need to consider the problems with the park being adjacent to the sea and the need for all the equipment to be galvanised.

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

Action Point – Town Clerk to send specification to all pre-approved contractors. Also to contact Cllr Edwards about improving surface water drainage.

2103/1313 To consider an update from each of the Task and Finish Groups

Mr Makeig-Jones reported that the maintenance men from Northam Town Council have been doing a splendid job on renovating the wall. Two trellises have been erected, more donations of plants have been received and it is hoped to complete further work shortly. An initial order for bare root trees has been placed and these items are being funded from the Torridge District Council grant (Cllr Laws)

Mrs Jones advised there has been an unknown donation of garden ornaments which will be placed around the park and she had also received a promise of shrubs.

Mrs Hutchins has been advised of some South West Water community grants which Mr MaKeig-Jones will investigate and apply for. This grant would need to be for a specific project i.e., the sensory garden.

If the Town Clerk is advised of the details, she will write thank-you letters for donations.

Cllr Laws spoke about boundaries, pathways and painting the wall and it was **resolved** to obtain quotes from contractors for the sloping access path to the park.

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

Action Point – Cllr Laws to prepare a specification and Town Clerk to obtain quotes.

Members were further advised that a section of the boundary wall, which is in private ownership could be considered for painting and it was **resolved** that Cllr Laws will explore the potential for moving this forward informally and if successful will notify the Town Clerk who will write formally to the property owners.

Action Point – Cllr Laws to do preparatory work and notify the Town Clerk

There was a further discussion on the creation of the wildflower meadow and the need for fencing and a gate around it. Also a price is required for creating the vegetable boxes using sleepers. This will be an agenda item with prices for the meeting on 6th April.

Action Point – Specification from Cllr Laws regarding the vegetable boxes, the fencing and the gate. Town Clerk will then seek prices.

Mrs Hutchins advised members that she had been investigating MUGAS, looking at five a side football, basketball, possibly a soft surface, position of basketball hoops and netball. There are a number of play specialists with considerable information regarding MUGAS. Approximate cost could be in the region of £45,000.

Cllr Mrs Hodson advised that there are some LTA webinars coming up shortly and she will circulate information to everyone. The LTA adviser will be able to attend the meeting on 27th April so this will be an agenda item. She has also started looking closely at grants that might be available and will work with FOTWHOP as there may be more options available to them, ideally match-funding is an important consideration.

Action Point – LTA adviser visit on the agenda.

2103/1314 To consider the response re dogs on leads *(circulated by email)*
 We have limited options but should ensure that dogs are kept out of sensory garden, the play area and the tennis courts. Discussion of signage was considered and this will be an agenda item for the next meeting.
Action Point – Agenda item – request for new gate and signage consideration.

2103/1315 To consider the consultation process
 It was agreed to defer this item to the next meeting and to consider extending this to look at marketing, including promotion of the “200” club. It was suggested that the Chairman of FOTWHOP engages with Mr Sawyer for advice.
Action Point – Item for next agenda.

2103/1316 To consider accessing the pavilion
 We hope to be able to visit the pavilion as soon as practical after 12th April if lockdown is eased and a timetable of visits will be arranged and circulated to include any Councillors interested in the Park.

2103/1317 To consider a fundraising events programme
 This item was covered by the Chair of FOTWHOP.

2103/1318 To consider a forward programme
 It is hoped that initial proposals can be discussed at the meeting on 6th April and an additional meeting proposed for 20th April for contractors to attend.

6 th April	27 th April	18 th May

The Chairman thanked everyone for attending and for their input and hardwork.

There being no further business the meeting finished at 8.00 pm

Signed

Dated.....