

**MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE**

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Wednesday 6<sup>th</sup> January 2021 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Darren Loose (Vice Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Hilary Edge (*from 7.06pm*)  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O’Reilly  
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Cllr Jeremy Heron

ABSENT: Cllr Glenys Turner

**OS/6023  
PUBLIC PARTICIPATION**

There was one member of the public present who addressed Members in respect of the property management agenda item.

The fence in question is located directly behind her property and she explained that it is in a bad state of repair and serves little purpose. She was concerned about security as the fence backs onto The Mount and, being broken, it provides direct access to the garages in that area. She recalled that the fence had been replaced some time ago by the Council and hawthorn had been planted to deter it being used as a cut through. Replacement of the fence would be appreciated.

*Cllr Edge joined the meeting at 7.06pm.*

**OS/6024  
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Turner.

**OS/6025  
DECLARATIONS OF INTEREST**

There were none.



**OS/6026  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 2<sup>nd</sup> December 2020 be approved and signed as a correct record.

*With agreement of all Members, agenda item 6 was brought forward.*

**OS/6027  
PROPERTY MANAGEMENT MATTER**

Members considered the Town Clerk's report (*Annex A*) and the comments made during the public participation section of the meeting. They agreed the fence is dilapidated, unsightly and understood residents' concerns regarding security.

Ownership of the fence is not known and it would be difficult to establish who, if anyone, has responsibility for it. Members agreed that since it is located on the edge of Council land that it should bear the cost of a suitable replacement for the fence.

Members were concerned however about future maintenance of the fence and hedge and commented that the fact that the Council has agreed to repair the fence on this occasion, should not impose any legal obligation to do so in the future.

**RESOLVED:** That officers arrange to repair the fence at the Council's expense.

<b>ACTION C Wilkins</b>
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**OS/6028  
EVENTS MANAGEMENT**

Ringwood's 'Winter Wonderland' was a resounding success despite the difficulties faced this year and that plans for a Christmas event/market had to be cancelled. No negative comments were received and the Council had been congratulated on its Christmas Lights.

Thanks were conveyed to Father Christmas for turning on the town's Christmas lights and to Ringwood Events Team for organising his appearance and filming the occasion, which was shared on social media and viewed by many.

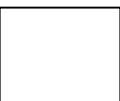
The 'Window Display Competition' this year had been extended to include community buildings and over 1000 votes had been cast. The results were announced at the drive-in carol concert and are as follows:-

Overall winner – Greyfriars  
Runner-up – FORIS

Best shop window display – Ringwood Fabrics  
Runner-up – Calm amongst the Chaos

Thanks were also extended to a number of local businesses who had generously provided sponsorship and, whilst the accounts were yet to be finalised, it was understood that no losses had been incurred.

No events are being planned for 2021 currently, however under normal circumstances the next event would not be until the fireworks display in November.



**RESOLVED:** That the update in respect of events be received;

**ACTION C Wilkins**

**OS/6029  
PROJECTS (current and proposed).**

The Town Clerk commented on the new style and format of the projects report (*Annex B*) and invited comments from Members. The report now combines all Committee projects in one document and shows which Committee has responsibility for which project, with the aim that discussion on a particular project will be limited to the relevant Committee’s meetings.

The report makes it easier for Members to see the complete picture, progress of projects and will help in assessing priority and the availability of resources (financial and staffing). He indicated that whilst project bids had been put forward for 21/22, those to be included would not move from the proposed list to the current projects list until the budget has been confirmed (at the end of the month).

In relation to the Bickerley tracks, the Town Clerk confirmed the recent laying of four loads of gravel to fill in the potholes and indicated, as no other materials could be used on the Green, this would only be a short-term solution and require ongoing maintenance. A few other points on the report were clarified.

Members referred to the condition of the track at Poulner Lakes and the Town Clerk explained that a longer-term solution was being investigated.

It was noted that a number of projects were on hold pending availability of officer time and the Town Clerk provided some information on current staff absences. Although some were short-term, there was a need to review overall staff capacity, so that the Staffing Committee could consider issues with resourcing in the longer term, and particularly in relation to delivery of the expanding list of projects.

Members thanked the Town Clerk and the Deputy Town Clerk for their work on the revised document, which they found very helpful.

**RESOLVED:** That the update in respect of projects be noted.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 7.41pm.

**Note: The text in the Action Boxes above does not form part of these minutes.**

RECEIVED  
27<sup>th</sup> January 2021

APPROVED  
3<sup>rd</sup> February 2021

TOWN MAYOR

COMMITTEE CHAIRMAN



6<sup>th</sup> January 2021

**Property management matter**

1. Introduction and reason for report

- 1.1 A local resident has asked this Council to replace a dilapidated fence adjoining the public open space at The Mount.

2. Background information and options

- 2.1 The photograph below shows the fence in question. The existing fence is beyond economic repair. It would be necessary for the grounds team to cut back the vegetation before a new fence could be installed.
- 2.2 For safety reasons, a simpler (and cheaper) post and rail or wire fence would be unsuitable. A new timber panel fence would be vulnerable and unlikely to last long in this location. The recommended replacement is therefore a 1.8m high green coated 'V mesh' fence similar to that recently installed at Carvers play area. A quote of £380 (exc. VAT) has been obtained from a local fencing contractor..
- 2.3 The Council's legal title is silent about the boundary; both in terms of ownership of this fence and responsibility for its maintenance. It appears to have been patched in the past but there is no evidence that, to date, this Council has accepted any responsibility for it. It is possible that parts of the fence, at least, date from the construction of the houses nearby and the transfer of the public open space to the Council.
- 2.4 Although, in theory, the fence may belong to someone else, it is impossible to prove this, let alone to compel that owner to repair it. It is also highly unlikely that anyone will challenge the Council if it chooses to repair it. The Council has the legal power to commission and pay for the work but is probably not obliged to do so. If the Council were to repair the fence, it is probable that it will be expected to maintain it indefinitely thereafter.

3. Issues for decision and any recommendations

**3.1 Should officers arrange to repair the fence at the Council's expense?**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Kelvin Wentworth, Grounds Foreman  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)

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*Figure 1 – Fence at rear of Frobisher Close*

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Report given to FC meeting on 16 December	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Steering Group recommendation to proceed to be considered by PT&E Cttee and Council in January 2021	To appoint consultants and undertake initial stages of preparation of a NP with a view to facilitating a decision by the Council on whether to proceed further with the project.	Deputy Clerk	£3,450 grant from Locality fully funded consultants for this phase; £3,000 held in General Reserve from unspent budget approved in 2018/19
PTE2	Human Sundial	In progress	HCC has confirmed works will be carried out early in the New Year	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Annual flail and clearance by volunteers complete	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	HE Public Information Event to take place in January. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence February 2021. Works to divert water main to commence May 2021.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
<b>Policy &amp; Finance Committee</b>						
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	
PF2	Greenways planning permission renewal	On hold - awaiting officer availability		Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	On hold during pandemic restrictions		Recruiting to youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Grounds Foreman is seeking advice on options and indicative costs	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>						

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RLOS1	War Memorial repair	In progress	Cllr Frederick took on application of SmartWater	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Awaiting confirmation of grant of £4,240 from War Memorials Trust and ideas for public appeal. Nothing yet committed or agreed
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	
RLOS3	Public open spaces security	In progress	Officers have assembled options and quotes and presented them to the Open Spaces Working Party for consideration of priorities.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £1,382 committed to date.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briars meeting grounds staff to define needs and the project scope and outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	On hold - awaiting officer availability		Special agreement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	In progress	Attachment is with contractor for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	On hold awaiting officer availability		Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	In progress	Purchase order placed with contractor. Work scheduled for January/February.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Agent asked to report status in January	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	

**Staffing Committee**

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk
S2	Finance Staffing review	In progress	Proposals put to Staffing Committee members	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

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## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Neighbourhood Plan	From the feasibility assessment to completion	Cllr Day	Feasibility, scope and implications report in preparation	Bid for inclusion in 2021-22 programme submitted	£21,500	£14,550 grant, £3,000 earmarked reserve
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Bid for inclusion in 2021-22 programme submitted	£1,000	
	Roundabout under A31	Planting and other environmental enhancements			Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Report considered at committee in November	Budget bid to undertake in 2021-22 approved	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk		Budget bid to undertake in 2021-22 approved	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Report on feasibility and outline costs presented on 2nd December	Budget bid to undertake in 2021-22 approved	£36,000	Unascertained
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Discussed at Carvers WP	Budget bid to undertake in 2021-22 approved	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Grounds foreman is seeking suggestions for possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
	Facilities for school-age teenagers	Rsearching demand and possible options	Cllrs Frederick & Turner		Floated as possible future project		
<b>Staffing Committee</b>							
	None						

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