

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

25th February 2021

A meeting of the above Committee will be held on **Wednesday 3rd March 2021** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk.

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/83329006803?pwd=SmNBdm9HRUdDRk9ETUZEMjZwRWoydz09>

Meeting ID: 833 2900 6803 Passcode: 169445

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meetings held on 3rd February 2021

5. CARVERS CLUBHOUSE

To receive the notes of the Carver's Working Party meeting on 10th February 2021
(Report A)

6. EVENTS MANAGEMENT

To receive a report and consider possible recommendations from Ringwood Events ` Team

7. PROPOSED CYCLING EVENT

To consider a report on the proposed cycling event and the recommendation therein (*Report B*)

8. WILDFLOWER PLANTING POLICY

To consider the draft Wildflower Planting Policy (*Report C*)

9. PROJECTS (current and proposed)

To consider the officers' report (*Report D*), receive any verbal updates and agree next steps where necessary

10. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

11. FOOTBALL DEVELOPMENT PROJECT

To receive confidential reports from the Council's representatives on the project steering group and to give such guidance to them as members see fit

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

Student Advisors

Copied by e-mail to other Members for information

Carvers Working Party

Notes of meeting held on Wednesday 10th February 2021 at 7.00pm

Present: Cllr Andy Briers (Chair)
Cllr Hilary Edge
Cllr Rae Frederick
Cllr. John Haywood
Cllr Jeremy Heron
Cllr. Glenys Turner

In attendance: Christopher Wilkins – Town Clerk
Charmaine Bennett – Clubhouse Manager
Cllr. Philip Day
Cllr. Gareth DeBoos
Cllr Gloria O'Reilly
Cllr. Tony Ring
Ben Salisbury

Absent: Cllr Peter Kelleher

1. APOLOGIES FOR ABSENCE

Cllr. Kelleher had tendered apologies for absence and these were accepted.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 11th November 2020 were approved for signature by the Chairman as a true and correct record.

4. SERVICES REVIEW

The Clubhouse Manager reported that since the previous meeting in November

- Only two hirers had booked the Clubhouse in November and December
- All bookings have had to be suspended during the lockdown and the only activities currently allowed are meetings of the two support groups
- The café was opened in November and December. Bookable arts and crafts events were popular. An experiment in later afternoon opening was unsuccessful and won't be repeated before a review later in the Spring.
- She has been working hard to maintain the Clubhouse's profile on social media to sustain public awareness
- We have registered under the Kickstart Scheme and completed all the required form-filling – we can now only wait for the Job Centre to refer suitable applicants
- She remains hopeful of being able to host some summer activities later in the year
- She would like to focus on addressing young people's mental health when the facilities can be made available and briefly described a project available from a local agency that could be run in partnership with Ringwood School for Year 8 and 9 students
- Officers will be proposing a budget virement to enable the funding for detached youth work to be used to fund work by outside organisations rather than in-house staff.

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5. DEVELOPMENT VISION AND PROJECTS

Cllrs. Frederick and DeBoos explained that it would help to have a have a strategic vision and plan for enhancing the facilities at Carvers when it comes to applying for grant-funding. Cllr. Frederick presented a proposal (see attached) which had been prepared with support from Ben Salisbury.

There was general support for the proposal in principle but the importance of consulting potential users and local residents in general before committing to specific measures was emphasised. It was agreed that a 'visualisation' of the kinds of enhancements that might be possible would be an essential starting point for public consultations.

The detailed information about play equipment obtained by Cllr Edge was noted and Cllr Edge was thanked for her work in this respect.

ACTIONS:

- 5.1 Cllr. Frederick will lead a small group to include Ben Salisbury and anyone else wishing to be involved, to develop the visualisation;**
- 5.2 The visualisation is to be shared among all working party members as it evolves but is not to be published or shared outside the Council pending further discussion and agreement;**
- 5.3 Chris Wilkins will share with Cllr Frederick the play equipment details, images and cost data obtained by Cllr Edge for incorporation in the visualisation where practicable;**
- 5.4 When the development of the visualisation has reached a suitable stage, Chris Wilkins will consult members about an interim meeting or other means of progressing its adoption and use.**

6. FUTURE MEMBERSHIP AND PROCEEDINGS

Cllr Ring applied to join the Working Party.

RESOLVED:

- 6.1 That Cllr. Ring be admitted to membership of the Working Party;**

7. UPCOMING MEETINGS

Details of upcoming meetings of the Working Party were noted as follows:

Wednesday 12th May 2021 at 7pm

Wednesday 8th September 2021 at 7pm

There being no further business, the meeting closed at 7.53pm.

RECEIVED
3rd March 2021

APPROVED

COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

Vision: Carvers is a place where people linger and enjoy the recreation opportunities it provides

The situation today

Carvers provides outdoor recreation for young children, plus teenagers who utilise the skate park. The remainder of the field is primarily used to exercise dogs. There is a Clubhouse a Pavilion building and sheds used by RTC staff. Many people use Carvers as a cut through, but only a small proportion stop and use the facilities.

Where we want to be in the future

Carvers provides recreation facilities for all age ranges. People find Carvers an inviting and interesting area to visit and spend time.

How can we get there?

1. Increase the range and variety of recreation activities
 - Invest in additional equipment
 - Work with local clubs and instructors to have a timetable of outdoor classes (note may involve adding a covered area for say yoga classes or perhaps refurbishing the cricket pavilion)
2. Make Carvers and the Clubhouse a more inviting space
 - Increase the number of seating areas
 - Provide shade and natural interest (and could include events e.g. bug hunts)
 - Host exhibitions and craft workshops in the clubhouse
3. Improve the awareness of what Carvers offers
 - Signage
 - Publicity including social media
4. Improve the access to the area

RECREATION, LEISURE & OPEN SPACES COMMITTEE

3 March 2021

Proposed Cycling Event – 15 & 16 May 2021

1. Introduction and reason for report

- 1.1 The Council has been notified by New Forest District Council of a proposed cycling event, to take place over the weekend of 15 and 16 May 2021. The authority is undertaking a public event consultation, with the deadline for representations being 18 March 2021.
- 1.2 Full details of the event are attached at Appendix 1, and details of the long route can be viewed here: <https://ridewithgps.com/routes/34466089>.
- 1.3 Cllr Day has asked that the proposed event be considered by Committee.
- 1.4 The Government's "Route Map" published on 22 February can be viewed here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/963491/COVID-19_Response_-_Spring_2021.pdf
- 1.5 On the face of it, this event, scheduled as it is for 15 and 16 May (before the earliest date for a move to "Stage 3" which is 17 May) is unlikely to be compliant with the "Route Map" and were it to proceed, local residents may well be concerned at the impact it may have, given that it will undoubtedly attract large numbers of participants from far and wide, many of whom are likely to gather in crowds both before, during and after the event.
- 1.6 However, decisions regarding whether to issue a "Direction" to prevent the event from taking place under the relevant Covid-19 regulations rests with the County Council.

2. Issue for decision

- 2.1 To consider whether to respond to the consultation.

3. Recommendation (suggested by Cllr Day)

- 3.1 That the Town Council respond to the consultation expressing concern about this event on the grounds of the public health of local residents, urging NFDC to engage with HCC and the organisers as to whether the event can properly and safely take place in accordance with Government Guidelines and Regulations and, if NFDC and HCC are not satisfied that the event can lawfully and safely take place, to make use of their powers to prevent the event from proceeding.

For further information, contact:

Cllr Philip Day
Direct Dial: 078 558 27798
Email: philipringwood@outlook.com

Chris Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk



Ringwood Town Council

Wildflower Planting Policy

Adopted on: 3rd March 2020

1. Introduction

Requests to plant native wildflowers on land owned or managed by Ringwood Town Council (RTC) are occasionally made to Councillors and Council Officers. This Policy seeks to give clear guidance regarding the circumstances where such requests may be granted.

2. RTC Owned Open Spaces

- 2.1 In accord with the Open Spaces Act (1906) Section 10, RTC shall “hold and administer the open space or burial ground in trust to allow, and with a view to, the enjoyment thereof by the public as an open space within the meaning of this Act and under proper control and regulation and for no other purpose: and maintain and keep the open space or burial ground in a good and decent state.” In addition, there may be covenants or other legal obstacles that restrict changes of a particular open space.
 - 2.2 Enjoyment by the public may take many forms, such as picnicking, dog walking, areas for children to play or simply admiring the beauty of that area. The Council needs to take into account the expectations of all parishioners, so a balance of well-maintained grass, formal playgrounds, wildflower areas, etc. is required.
 - 2.3 Requests by a person or organisation that a particular area is set aside for native wildflowers will include a site plan and timings that will be
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considered by the Recreation, Leisure & Open Spaces Committee if deemed necessary by Council Officers.

- 2.4 This policy is not intended to restrict the ability of RTC to plant wildflowers on its land at its own discretion and expense or to oblige it to do so.

3. The Planting Scheme

- 3.1 RTC reserves the right to require a plan for any proposed planting scheme, where the person or organisation wishing to carry out the work may be required to:
- Carry out and provide on request appropriate risk assessments for the activities proposed;
 - Prepare the ground and plant in a manner that is not detrimental to the soil or the surrounding area;
 - Assess the area and propose the planting of species that are in keeping with the soil and aspect;
 - Manage the planted area for a time period agreed with Council officers, which will likely be 5 or more years, in order for the planting to realise self-regeneration and be clear of undesirable plants. Particularly in the initial years, additional planting may be required to enhance the scheme and as maintenance;
 - Ensure Council grounds staff are able to mow or otherwise work on the area if required. To assist, grounds staff will need to know what plants have been sown so they can take into account the particular flower types and their reproductive cycle.
- 3.2 For avoidance of doubt, the person or organisation requesting the planting scheme will be responsible for any and all costs incurred in carrying out and maintaining the scheme for the agreed time period.
- 3.3 A planting scheme is more likely to be approved if it has fulfilled the requirements of Section 3.1 and also made a case that the area is suitable for and would benefit from wildflower planting. Factors like visual amenity, increased biodiversity and position of the site will be taken into account, thus fulfilling RTC's obligations laid out in Section 2.1.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning discussions initiated. VAT consultant engaged. Presentation prepared for RLOS meeting on 3rd March	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
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Council resolved to proceed at January meeting. Plan area designated by NFDC and NFNPA. Grant application successful. Next steps: review of Steering Group; creation of working groups; and preparation of draft Action Plan.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	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	Spraying of stream banks due end March to treat Water Drop Wort	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 online Public Information Event to take place in March. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence 1 March 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
Policy & Finance Committee						
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	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	On hold during pandemic restrictions	Committee decided on 17 Feb 2021 to vire budget enabling use of outside parties to provide this service	To provide 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	

Recreation, Leisure & Open Spaces Committee



RLOS1	War Memorial repair	In progress	Completion report emailed to War Memorials Trust. Grant award has been confirmed but reduced from £4,240 to £3,820 to reflect breach of offer conditions.	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
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	Nothing yet committed or agreed
RLOS3	Public open spaces security	In progress	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	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. £933.60 remains uncommitted.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met 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 to be rolled into £10,000 budget for joint feasibility study with car park in 2021-22.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	In progress	Agreed to treat as an informal joint venture between the Council and the tenants' association.	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 awaiting parts needed for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	Order placed for first 17 bins.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	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 given instructions following report to January meeting	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	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Report will presented to committee in February.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk	
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk	



Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	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		
	Dewey's Lane wall	Repair of historic wall		Committee agreed in February that options for the repair of the wall should be investigated further.	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	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 postponed	£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	Rseaarching demand and possible options	Cllrs Frederick & Turner		Floated as possible future project		
Staffing Committee							
None							

