

**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 7<sup>th</sup> October 2020 at 7.00pm

- PRESENT:
- Cllr Andy Briers (Chairman)
  - Cllr Darren Loose (Vice Chairman) *(from 7.02pm)*
  - Cllr Philip Day
  - Cllr Gareth Deboos
  - Cllr Hilary Edge
  - Cllr Rae Frederick *(until 8:30pm)*
  - Cllr John Haywood
  - Cllr Peter Kelleher
  - Cllr Gloria O’Reilly
  - Cllr Tony Ring
  - Cllr Glenys Turner

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

ABSENT:

**OS/5996  
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/5997  
APOLOGIES FOR ABSENCE**

All Members were present.

**OS/5998  
DECLARATIONS OF INTEREST**

There were none.

**OS/5999  
MINUTES OF THE PREVIOUS MEETING**

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

**OS/6000  
CARVERS CLUBHOUSE**

*(Cllr Loose joined the meeting during discussion of this item.)*



The Clubhouse Manager presented her quarterly report (*Annex A*), which outlines the challenges faced by the Clubhouse given the impact of the coronavirus pandemic. The approach has been to prioritise the safety of the facility for staff and visitors, whilst balancing that with provision of a service that benefits the public.

The Clubhouse falls under many headings when considering government guidance, so it has taken a while to work out how to manage and operate safely. The Clubhouse is now open Wednesday – Saturday 11:30 to 4:30 and Sunday 10 to 2pm.

The Clubhouse Manger has been working with hirers who are returning to the centre and offering support, where possible, so that a service is provided. Margins can be small and reduced numbers make that even more of a challenge for sole traders.

She reported on the difficulties with staff turnover over the last few months and that the Staffing Committee had agreed to involvement in the governments Kick Start Scheme.

Members thanked the Clubhouse Manager for her report and for dealing with incredibly difficult things in challenging times.

**RESOLVED:** That the Clubhouse Manager’s quarterly report (*Annex A*) be received.

**ACTION C Bennett**

**OS/6001  
EVENTS MANAGEMENT**

The notes of Ringwood Events Team’s meeting on 6<sup>th</sup> October were presented to the Committee (*Annex B*).

Remembrance Service:- Plans were in hand for a much reduced service than normal, but people would have the opportunity to view a live stream or catch up on recordings via social media.

Christmas Market:- RET had considered the circumstances surrounding the Christmas Market event and with a heavy heart recommended to the Committee that it be cancelled this year.

Cllr Day requested a recorded vote on the recommendation:-  
In favour:- Cllrs Frederick, Deboos, O’Reilly, Turner, Haywood, Kelleher and Loose (7)  
Against:- Cllrs Day and Edge (2)  
Abstain:- Cllrs Ring and Briers (2)

The motion was carried. Members wished stall holders to be informed before the decision is more widely publicised and to be invited to roll-over their application to next year’s event.

It is hoped that Ringwood’s Winter Wonderland will ensure there isn’t a feeling that ‘Christmas 2020 is cancelled’ and this will inspire people to get involved, create a sense of community even when it cannot come together, promote local businesses and shopping local.

**RESOLVED:** 1) That the update on events (*Annex B*) be received; and  
2) That the Christmas Market 2020 event be cancelled.

**ACTION C Bennett**

**OS/6002  
ADVANCING NEW PROJECTS**

The Town Clerk presented his report (*Annex C*) and outlined the reasons for suggesting an overhaul of the present system for recording and developing proposals for new projects. The aim would be to provide a clearer process enabling Members to ‘champion’ an idea, develop it, bring it forward for consideration and provide a fully worked through proposal, which could be taken forward swiftly if and when the required resources became available. This approach would provide the Council with a small reserve of projects, waiting in the pipeline, for funding to be available.

He detailed the revised tracker report and indicated, with the examples, how this would work in practice. Members felt this structured approach was helpful, although would like to see all projects included, regardless of which Committee was responsible for it, and questioned circumstances where it might be more appropriate for an established Working Party to lead on a project. They agreed that the improved process proposed be adopted.

Cllr Deboos reported speaking to a resident about the Council’s policy on mowing open spaces and allowing areas to grow wild and asked if developing a written policy on this subject could be included on this form. It was suggested that this be considered by the REAL Working Party instead, at least in the first instance.

Members considered the items listed on the emerging projects progress tracker. Items 1, 6 and 8 are to be aggregated and led by the Carvers Working Party. A meeting would be arranged and Members were welcome to be involved. Any recommendations arising from the Working Party would be referred to the Committee. It was decided that item 3 be removed from the tracker.

Item 2 would be led by Cllr Heron, Item 4 by Cllr Day, Item 5 by Cllrs Heron and Ring, Item 7 by Cllr Edge. Item 9 would be combined with the provision of basketball hoop(s) and led by Cllrs Frederick and Turner. The Town Clerk invited Members to develop proposals and include practicalities, costings, timescales, etc. so that the projects are ready to be brought forward as budget bids.

*Cllr Frederick left the meeting at 8:30pm.*

It was noted that items which are included on the machinery replacement schedule would automatically be added to the project tracker at the appropriate time.

**RESOLVED:** 1) That the project process, by which the Committee manages and overseas new and emerging projects within its remit, be overhauled; and  
2) That the emerging projects progress tracker be adopted.

<b>ACTION C Wilkins</b>
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**OS/6003  
CURRENT PROJECTS UPDATE**

A1 – War Memorial repairs -The Town Clerk reported that all work on site was completed, save for marking of some of the metal elements. Stains had not been removed completely, but were greatly reduced, the stonework has been made good and the missing names and dates had been repaired. He commented that it now looks like a War Memorial that is cherished.

**RESOLVED:** That the update in respect of projects (*Annex D*) be received.



**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8.45pm.

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

RECEIVED  
28<sup>th</sup> October 2020

APPROVED  
4<sup>th</sup> November 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

7<sup>th</sup> October 2020

### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse. My last written report was in January 2020.

#### 1. Overview

It has, unsurprisingly, been a very challenging and changeable period for the Clubhouse and our provision of services. At the beginning of the year, we were reflecting on the report on youth provision in the town and looking to extend what we are offering at the Centre to incorporate tennis, later opening hours and a summer programme of activity. We had 10 regular hirers providing services to young children and teenagers. We closed due to COVID from late March until late July. Apart from the Manager we have had a 100% turnover of staff. To date, we have one hirer who has returned.

#### 2. COVID

We have continued to monitor, risk assess and communicate safe ways of working and operating to staff and visitors to the centre. One of our challenges is that as a community centre, café and office (the Manager is now fully located here) we fall under multiple categories for government COVID guidelines. The staff (see below) have responded admirably, making positive contributions about how we can provide a safe, welcoming service for visitors. We have had to make several adaptations to make it 'COVID-secure' and will need to add to this over the coming weeks.

#### 3. Room hire

One hirer (Twinkles Preschool Music Class) has returned to the Clubhouse to resume their service. Two others have sadly ceased to operate as businesses. One or two others are looking at returning in the next few weeks.

One of the issues with returning has been finances- in order to return safely, numbers attending sessions will have to be capped. Most of the non-charity groups running services from the Centre operate on very tight margins. I have worked with them to temporarily reduce room hire charges in order to get them back up and running. All hirers are required to follow our new COVID special room hire conditions.

#### 4. It's Your Choice partnership

It's Your Choice provide information, advice and guidance (IAG) to young people in the New Forest area. They have been running advice sessions at the Clubhouse for the past 18 months every other week, but it has not always been entirely successful due to a lack of consistent presence in the town.

They have now appointed a youth advisor to work in Ringwood and be based at least once a week from the Clubhouse. We are developing a statement of partnership between ourselves and It's Your Choice to:

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- provide a facility that It's Your Choice can work from offering IAG and other services to young people
- share information between the two organisations
- explore gaps in provision in Ringwood and find ways of increasing participation from young people who would benefit from support
- to promote emotional and physical; well-being in young people and
- promote each other's work.

I am meeting the new member of staff in October and hope that they will be ready to start operating in November.

## 5. Activities and services

October half term is normally one of our busiest (and messiest weeks). The last two years we have provided Halloween themed craft activities which have proved to be extremely popular. We don't want to risk being overwhelmed by high numbers so will not be running anything specific indoors but plan to have an outdoor Halloween trail running in the recreation ground.

## 6. Café

Chris House left the Café team in August due to personal issues. He has been with us since April 2018 and we thank him for his contribution. He will be missed by many of our regular customers. We welcome 2 new members of staff- Sue Rogers is the new Café Manager and Gail Adams is the Deputy. Both have a wealth of catering experience and have worked in school settings and have set about adapting the menu to suit our current circumstances. The café is now open 4 days a week – Wednesday to Saturday. We previously managed with one member of staff during the week but this is now not possible as one member of staff is needed to ensure social distancing guidelines are met.

We are no longer able to have toys out for young children to enjoy. Instead, we can provide colouring in and children can ask for specific toys to be used. All items are quarantined between use.

## 7. Building Management

An on-going issue has been the monthly electricity bills which are extremely high for a new building. We had engaged someone to conduct an EPC assessment to get as clear an idea as possible of the energy usage of the property and if there is any unaccounted energy usage which may point to possible waste from appliances not working optimally or a problem with the meter. As it happens, the lockdown may have helped clarify the nature of the problem. Previously, the electricity bills seemed high throughout the year but higher in winter. Last winter they were high as usual but then dropped dramatically in the spring and have stayed low right through the summer. The heating was used last winter but turned off in the spring when the building was empty. Unlike the previous summer, however, we have not used the cooling this summer because our COVID risk assessment identified the need for fresh air in the building and so doors and windows have been opened instead. It therefore seems pretty clear that the culprit is the heating and cooling system (and not, for example, a meter fault, somebody stealing electricity or some other defective appliance).

Therefore, we are now looking to identify the reason that the heating and cooling system is so expensive to run and can anything be done about it.

#### 8. Cleaning

Steven (groundsman), who had cleaned at the Clubhouse for several years resigned in July for personal reasons. We have since appointed two cleaners who have gone on to find additional work and left very quickly. Consistent and good quality cleaning is currently such a high priority in our own risk assessment, so we are looking at bringing in an agency to tide us over for a few months.

#### 9. Kickstart programme

The Staffing Committee approved a new position of 'Centre Assistant' to be created for 6-month placements for a young person aged between 18-25 through the newly launched government *Kickstart Scheme*. This person would learn a variety of skills including customer service, food preparation and handling, hygiene, cleaning, money handling and the responsibilities of being a key holder. We will partner with Its Your Choice who will work with the young person to develop their skills on CV writing and interview skills. They would be line managed initially by the Café Manager with oversight by the Manager of the Centre.

The Kickstart Scheme will provide funding to employers for young people who are currently on Universal Credit and at risk of long-term unemployment. Funding will cover for each job placement:

- i. 100% of the relevant National Minimum Wage for 25 hours a week
- ii. the associated employer National Insurance contributions
- iii. employer minimum automatic enrolment contributions

As applications must be for a minimum of 30 placements, we are only eligible to apply through a representative acting on behalf of a group of employers. The Hampshire Chamber of Commerce have taken on this role. We have registered our interest with them and hope to hear more shortly.

#### 10. New table tennis facility



Although ordered at the start of the summer, our new semi-permanent table tennis table was finally installed in September. It has been placed on one of the concrete bases outside the Clubhouse (the picnic benches have been moved closer to the front doors) to give the table prominence and a good playing surface. We have purchased some new bats for people to borrow (they are cleaned or quarantined between use) and have some sets for sale as well.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse  
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 Email: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)

## NOTES OF EVENTS TEAM MEETING HELD BY “ZOOM” ON 6<sup>TH</sup> OCTOBER 2020

### In Attendance

Cllr Philip Day – Chair  
Charmaine Bennett – Events Co-ordinator  
Cllr Andy Briers  
Cllr Jeremy Heron  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Hilary Edge  
Cllr John Haywood  
Geoff Ridgeway  
Rev Terry Roberts  
Cllr Michael Thierry

### Matters discussed etc.

#### Remembrance- 8<sup>th</sup> November 2020

Most actions for Remembrance Day service are in hand. In brief:

- A draft press release has been prepared and will be circulated to Tony and Philip following further information about the service from Terry. Charmaine to send to Cllr Thierry before Friday 9<sup>th</sup> Oct
- Road closure has been submitted to NFDC
- Some Rotarians have offered to steward the road closure. We have also made contact with the Men’s Shed. Philip to co-ordinate.
- Sgt Helen Mitchley has been informed of all plans

#### Christmas Market- 29<sup>th</sup> November 2020

The main purpose of the meeting was to consider whether preparation for the Christmas Market should continue or be suspended ahead of RLOC committee on Wednesday 8<sup>th</sup> Oct.

The supporting view to continue preparations (held in particular by Cllr Day) was that given the shops are open; our own Town weekly market is continuing; and that there are no legislative reasons why an outdoor market should be prevented, we should continue with plans to hold the market. The town and businesses would benefit from the market which will breath vital life into the town. We would be able to socially distance market stalls in Market Place and spread stalls across the town centre in the Gateway and Furlong, essentially making it a ‘covid-safe’ event.

However, the opposing view (shared by most of the events team) was that we run a reputational risk of continuing to organise an event when many others of the same kind had been cancelled. We may be singled out negatively for this reason. Because many other markets have been cancelled, we may become the sole large market in the area which could lead us to a level of popularity which would not be welcome this year and in these circumstances.

Most members of the Event Team would support a recommendation to RLOS that the event be cancelled and therefore this position would be put forward at the meeting.

A subsidiary issue of whether we would likely get a road closure or not was not discussed in any detail as most likely irrelevant.

It was noted that:

- Market stalls holders should be communicated with first before this issue is discussed publicly and in the press. This was agreed and we will put out a press release in mid-



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October. Charmaine to write to all stallholders to offer a refund and a discount on next year's event.

## **Ringwood Winter Wonderland**

The Events Team is key to ensure that there isn't a feeling that 'Christmas is cancelled' in Ringwood in 2020. Ringwood Winter Wonderland aims to:

- **Inspire** people, organisations and businesses to spread joy through winter displays
- **Create** a sense of community at a time when the community can't come together
- **Promote** local businesses and to encourage residents to shop local

Activities discussed include:

### 1) Promote wider participation in the Christmas Window Display Competition

We will write to all town centre shops in October to invite them to take part. Charmaine to finalise letter to shops and arrange with Tony for them to be distributed.

Charmaine to arrange for window stickers of the Ringwood Winter Wonderland logo for all shops that are taking part (or who wish to promote the Winter Wonderland). These are to be sent out with the letter.

We hope to purchase a double paged spread in the R&F times in early December where we will include images of all town centre shops taking part in the competition and hold a public vote with the winner announced in the late December issue.

Also discussed the idea of a walking trail/quiz in the shops for children to enjoy. First though we need an idea of how many shops will take part.

### 2) Communicate and promote the Winter Wonderland

We will have Winter Wonderland pages on Facebook, twitter, Instagram and town council website, and encourage people to tag their own efforts using the hashtag #ringwoodwinterwonderland to demonstrate the extent of community participation and inspire more people to take part.

We will have a piece to camera in November of one member of the events team talking about the Winter Wonderland and Father Christmas talking about what he will be doing in Ringwood in December. This includes the possibility of a tour of the town for children to see him (possibly on horse and cart) and Jay Cox filming Father Christmas/Mayor turning the lights on.

We will publish blogs and top tips to help people to decorate their premises on a budget and showcase our town centre lights to encourage people to visit the town and hopefully, as a result, shop locally.

Charmaine Bennett  
7 Oct 2020

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

7<sup>th</sup> October 2020

### New Projects Planning

#### 1. Introduction and reason for report

- 1.1 The Council's process for developing new projects does not appear to be either clear and well-understood or effective. From time to time possible schemes are floated and discussed at meetings but few are developed to the point where they can be evaluated, prioritized and implemented. The Council has no agreed programme of projects awaiting funding or other resources. This report invites members to consider ways the process might be improved.

#### 2. Background information and options

- 2.1 The Council's procedures for monitoring current projects seems to be working reasonably well but the same is not true for new projects. Members often seem uncertain how to raise or propose new schemes (whether of their own devising or suggested to them by members of the public). If ideas make it on to the current form of New Projects Planner, they often just languish there, making no progress. When the annual budget or the possible use of CIL receipts are debated, bids for funding can be made but there are often few (if any) proposals that have been adequately prepared for the detailed scrutiny that the allocation of public money requires.
- 2.2 The ideal process would see proposals cycle through an iterative process of discussion, development and evaluation – avoiding effort being spent on ideas that are impracticable or unsupported and focussing it on those that add value to the community. Although it can be frustrating to work on schemes only to see them stall at a late stage for want of funding (or some other resource), there can be benefits in having a range of such “shovel-ready” projects – new grant opportunities or other funding possibilities and unforeseen offers of help or other changes of circumstance can arise at any time.
- 2.3 Members of this committee are therefore invited to consider possible new approaches which could then be extended to the other committees too (if they agree, of course).
- 2.4 We need to build a “pipeline” of emerging projects that enables members to introduce new items and develop, monitor the progress of and prioritize the items already in it.
- 2.5 As a first step, future meetings could include a standing agenda item to (i) discuss ideas or proposals for entirely new possible projects and (ii) report progress on emerging projects and agree further actions. This would provide a regular opportunity for members to advance new ideas and obviate the need to do so in other ways (that can result in confusion and working at cross-purposes). It would also provide clarity about which ideas are developing their potential (and which have stalled), what still needs to be done and who will do it.
- 2.6 The agenda item suggested would need to be supported by a suitable report. In place of the current format something like Appendix 1 to this report is suggested. The committee would decide whether to admit new ideas. Over time these would progress from left to right (or not as the case may be). At any stage the committee could decide to kill off any item (because it wasn't making progress or for any other reason deemed sufficient. Once an item reached the right hand side it would be ready for funding and on receiving it would become a current project and managed/overseen as such. Appendix 2 uses this form to capture ideas previously suggested by members.

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2.7 The critical point, however, is that the foregoing comes down to just talk and paper, which are probably necessary but not sufficient to ensure that the process achieves anything. Between meetings, work will need to be done to develop the proposals. Depending on circumstances, this might be done by officers, individual councillors, informal working parties or outside parties (volunteers) liaising with officers or councillors. Although there can be flexibility about the identity of the “who”, the process is likely to be no improvement on the present one if this is left vague or unspecified. For this reason, it might be desirable only to admit projects which a named councillor is willing to champion and lead.

### 3. Issues for decision and any recommendations

**3.1 Do members support the principle of over-hauling the process by which this Committee manages and oversees new and emerging projects within its remit?**

**3.2 If so, do members wish to adopt the measures suggested or propose alternatives?**


For further information, contact:

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Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)



Item No.	Name	Progress				Notes
		Floated	Scoped	Assessed	Bid ready	
		Outline proposal or idea raised at a Committee meeting	Cllr appointed to lead. Initial assessment of scope, resource needs and feasibility completed	Fully worked up proposal prepared for Committee discussion	Approved and assigned priority for inclusion in budget bid	
<b>1</b>	<b>International Airport</b>					Awaiting volunteer to lead
<b>2</b>	<b>Energy Supply Company</b>					Will be listed for full consideration at next month's meeting.
<b>3</b>	<b>Multi-Storey Car Park</b>					Awaiting identification of suitable site.
<b>4</b>	<b>Mayor's Statue</b>					Bid agreed for next year's budget.



Item No.	Name	Progress 				Notes
		<b>Floated</b> Outline proposal or idea raised at a Committee meeting	<b>Scoped</b> Cllr appointed to lead. Initial assessment of scope, resource needs and feasibility completed	<b>Assessed</b> Fully worked up proposal prepared for Committee discussion	<b>Bid ready</b> Approved and assigned priority for inclusion in budget bid	
1	Carvers Tennis Courts					Revive or put to alternative use (e.g. MUGA, basket-ball court). Awaiting volunteer to lead
2	Poulner Lakes					Improve access road and facilities. Awaiting advice from NFDC.
3	Bickerley Road footpath					Extend off-road footpath. Shelved?
4	Brockey Sands					Environmental improvements. Awaiting volunteer to lead

5	Land at Folly Farm					Environmental improvements. Awaiting volunteer to lead
6	Carvers water feature					e.g. splash pool, fountain
7	More play equipment at Toad Corner					
8	Carvers car park					
9	Facilities for school-age teenagers					



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2019-20 budget)</b>								
A1	War Memorial repairs	Work has started and is largely complete.	c.£8,500 Grant, budget & ?	£125	c. £8,500	Moderate	Probable	Carried forward from 2018-19. Grant awarded by War Memorials Trust leaves funding gap.
A2	Carvers Rec improvements	Semi-permanent table-tennis table has been installed. A complete review of this item is recommended.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Officers will arrange installation and further investigate options for the adult outdoor gym when coronavirus restrictions allow.
A3	Grounds department workshop & store facilities	Tendering for the feasibility study suspended pending further clarification of the requirement.	£3,000 Budget	£0	£3,000	Moderate	Probable (study only)	Carried forward from 2019-20. Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A4	Christmas Lights – Replacement/re-procurement	Contract review meeting held on 3 <sup>rd</sup> March.	£17,000 Budget	£0	£17,000	Moderate	Definite	Carried forward from 2019-20. This item will not be updated further.
A5	Pocket Park Boardwalk	Work has finished and been paid for.	£15,585 Earmarked reserves	£15,585	£15,585	Moderate	Definite	Carried forward from 2019-20. The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations. This item will not be updated further.
A6	Poulner Lakes Access Road refurbishment	NFDC officer met on site to discuss options and seek advice	£2,000 Budget	£0	£2,000	Moderate	Possible	Technical advice and possible costs estimate awaited from NFDC

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	Waste bin replacement programme		£2,000 Budget	£0	£2,000	Moderate	Probable (Yr 1 of 3)	Three-year programme starting in 2020-21. Start delayed by coronavirus outbreak
A8	Aerator refurbishment		£5,000 Provisions	£0	£5,000	Minimal	Probable	Start delayed by coronavirus outbreak
A9	Ash Grove fence replacement		£6,000 Provisions	£0	£6,000	Moderate	Probable	Start delayed by coronavirus outbreak
A10	Bickerley roads improvements	Preliminary advice on options has been sought from NFDC	Unknown	£0	?	Significant	Unlikely	Progress delayed through want of officer time
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
<b>Projects with no budgetary implications in 2020-21</b>								
C1	Bickerley drainage works	Work continues on concluding the compensation claim.				Moderate	Unlikely	Officers are working to secure the promised management plan and conclude the compensation claim.