

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

29th August 2024

A meeting of the above Committee will be held on **Wednesday 4th September 2024** at 7.00pm in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meetings held on 3 rd July 2024	1 minute
5. MEMORIAL APPROVAL APPLICATION To consider the Town Clerk's report and determine the memorial approval application (<i>Report A</i>)	15 minutes
6. POULNER LAKES ACCESS IMPROVEMENT To receive a presentation from NFDC officers and consider the Town Clerk's report (<i>Report B</i>)	30 minutes
7. SKATE RAMP PROPOSAL - NORTH POULNER PLAY AREA To consider the Deputy Town Clerk's report and the issues for consideration therein (<i>Report C</i>)	15 minutes
8. EVENTS MANAGEMENT To receive the notes of the events management sub-committee meeting on 17 th July 2024 (<i>Report D</i>)	5 minutes

9. CARVERS WORKING PARTY

To receive the notes of the Carvers working party meeting on 3rd July 2024 (*Report E*)

10. MILLENIUM CLOCK REPAIR

To consider the Town Clerk's report and issues for decision therein (*Report F*)

11. GROUNDS SHEDS RE-DESIGN

To receive a verbal report from the Town Clerk

12. PROJECTS (current and proposed)

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

Time estimate

5 minutes

5 minutes

5 minutes

5 minutes

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 (Chair)
Cllr Becci Windsor (Vice Chair)
Cllr Philip Day (ex-officio)
Cllr Gareth Deboos
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Rae Frederick (ex-officio)
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager

Copied by e-mail to other Members for information

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th September 2024

Memorial Approval Application

1. Introduction and reason for report

- 1.1. The Council office has received an application for approval of a proposed memorial which officers have indicated cannot be granted by them because it does not comply with the current Cemetery Regulations. The applicant has asked that members grant permission regardless or review the Regulations so that the memorial can be allowed.

2. Background information and options

- 2.1 The current Cemetery Regulations are published on the Council's website at www.ringwood.gov.uk/cemetery. The only issue raised by the current application is the prohibition on new kerbstones contained in regulation 4.7. The application has been submitted by a memorial mason who has explained that the applicant is from "*a traveller family [...] very sensitive to the idea of anybody walking over the grave hence why the family have asked if you could make special dispensation on this occasion*". The stonemason has further stated that the grave "*is in an older part of the cemetery i.e. not the lawn section that is covered predominantly with traditional memorials in fact the plot directly to the left is an all polished black granite traditional memorial from which we have replicated the sizes. [...] The memorial purposed (sic) will be a fully carved angel draped over a cushion heart a beautiful memorial fitting for such a young lady which we feel will enhance this area of the cemetery.*"
- 2.2 The response to the request must comply with this Council's general duty under the Equality Act 2010. That duty (also known as the Public Sector Equality Duty) can briefly be summarised as the duty to have due regard to the need to eliminate conduct prohibited by the act, advance equality of opportunity and foster good relations in relation to activities such as revising policy or providing a public service. More needs to be said about this.
- 2.1. The act prohibits unlawful discrimination, harassment or victimisation and other behaviours, including failure to make reasonable adjustments. There are 9 "protected characteristics" to which the duty relates and for present purposes, two of these may be relevant – race and religion. To ensure and demonstrate compliance with the duty officers have undertaken an assessment of the impact of regulation 4.7 on persons who share the relevant characteristic and those who do not. The result is not entirely clear-cut (since the precise ethnic status and religious affiliation of the applicants is not entirely clear and officers are also uncertain if the sensitivity described is ethnic or religious in character). However, the likelihood of impact is judged to be sufficiently high that it would be more prudent to assume that it exists than that it does not. The severity of the impact is also difficult to quantify but, again, it would be prudent to assume that the sensitivity is significant rather than merely trivial. It would be possible, in principle, to undertake a more thorough equality impact assessment (including consultation with relevant groups, for example), if this was felt to be appropriate.
- 2.2. The duty does not dictate a particular outcome. The level of "due regard" considered sufficient in any particular context depends on the facts. The duty must be applied in a proportionate way depending on the circumstances of the case and the seriousness of the potential equality impacts on those with protected characteristics. Authorities are warned against adopting overly bureaucratic or burdensome approaches to the duty or "gold-plating" their compliance with it at the unjustified expense of the taxpayer. Members can and must decide how much weight to attach to the various factors bearing on the

decision now to be made. The committee's decision will be potentially unlawful if it entails actions prohibited by the act

- 2.3. If members conclude that the current policy/regulation 4.7 is unlawful then clearly it must be revoked or at least changed. However, this does not follow merely from its having an unequal impact. If members judge that it has the latter effect then the duty requires members to consider further if it can be adapted or changed to eliminate the bias or (if members judge that there is no other proportionate way to achieve the relevant policy or objective) specify the justification for retaining the current regulation with caution. Having reached this point members need to be aware of the policy and objective behind the regulation and the possible mitigations available.
- 2.4. For many years, kerbstones were allowed on grave spaces and many fine examples will be found around the older parts of the cemetery. However, the current prohibition was brought in some years ago (officers cannot easily determine precisely when this happened but believe it was about 30 years ago). It has been common in recent years for local burial authorities to provide "lawned cemeteries" in which memorials are restricted to headstones and vases located at one end of each grave leaving most of the surface as grass, clear of obstructions. This ensures a pleasing uniform appearance and eases maintenance at a significant saving to the public purse (see Figure 1 below for a photographic illustration of this layout). These aims remain as valid now as they were when the policy was first adopted.
- 2.5. Turning to the options now available, these are:
 - 2.5.1. Revoke the regulation and allow kerbstones on all graves. This would clearly amount to a complete abandonment of the policy and its objectives. Over time, it would have a significant impact on the appearance of the cemetery and the time required to maintain it. Members may reasonably judge this to be a disproportionate response involving unjustified expense.
 - 2.5.2. Alter the regulation so that it applies to a designated part or parts of the cemetery only. This approach has been adopted by some other local burial authorities. It can work effectively in larger cemeteries and in communities where demand for different forms of interment and memorialisation is fairly settled and ascertainable. Officers judge that the size of the cemetery and the arrangement of existing areas of consecrated and unconsecrated ground are such that it would be impracticable in the present case.
 - 2.5.3. Retain the regulation as it stands but allow kerbstones by special "dispensation" on a case-by-case basis (with decisions being made either by members or officers). This approach risks creating such uncertainty and vagueness that the possibility of bias or discrimination (albeit unintentional) arising would be unacceptable unless reasonable criteria for granting dispensations were to be specified in advance (which may be very difficult and restrict the desired flexibility).
 - 2.5.4. Retain a modified version of the regulation incorporating a limited and specific qualification. Officers suggest that they could be given discretion to allow kerbstones but only if they reasonably judge that in the particular circumstances of each case kerbstones would make no significant difference to the overall appearance of the cemetery or the complexity of maintenance (e.g. on a grave situated between two graves on which there are kerbstones already). This latter approach could result in relevant memorial applications requiring additional time and effort from officers to deal with. Members should consider whether that adjustment to the current policy would be a reasonable adjustment in light of the equality impact identified above. Figure 2 and Figure 3

below show the grave which is the subject of the present application and the wider area around it. If members were to approve this approach, officers would be minded to exercise the new discretion to allow kerbstones on this space. However, members should be under no illusions; applications which would benefit from this exception are likely to be quite rare and it is entirely foreseeable that more people would be disappointed by the application of this amended rule than pleased by it.

- 2.5.5. Retain the regulation with no modification whatever. Members would need to be satisfied that all the alternatives considered above would be disproportionate or involve excessive and unreasonable adjustments as justification for this course.
- 2.5.6. Defer a decision pending the outcome of a more thorough equality impact assessment.

3. Issues for decision and any recommendations

Which of the options described in paragraph 2.5 above should be adopted?

RECOMMENDATION: Based on the limited equality impact assessment conducted to date, their understanding of current policy and the reasons underlying it, and their assessment of adjustments that would be reasonable, officers recommend option 2.5.4 and that the delegated authority described therein be given to the Town Clerk with immediate effect.

For further information, contact:

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

Kelvin Wentworth, Grounds Manager
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk



Figure 1 - Lawned area of cemetery with no kerb-sets



Figure 2 - Close view of grave UNH005



Figure 3 - Wider view of area around grave UNH005

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th September 2024

Poulner Lakes Access Improvement

1. Introduction and reason for report

- 1.1. Members will recall discussing outline proposals for improvement of the access to Poulner Lakes at the committee meeting on 2nd March 2022 (minute ref. OS/6146). Officers at New Forest District Council have now worked up a more detailed proposal and decisions are needed about proceeding with this.

2. Background information and options

- 2.1 Funding is available to provide improved pedestrian and cycling access to Poulner Lakes and to enhance the entrance off North Poulner Road. A Project Brief and draft Drawing are attached as annexes 1 and 2 and an officer from NFDC will attend the meeting to present these proposals and seek members' reactions.
- 2.2 The funding in question cannot be used to improve the vehicular access to the site. However, implementation of the scheme would present a unique opportunity for this Council to improve this as well at reduced cost. The options and implications of this will also, therefore, be explored at the meeting.
- 2.3 The detailed work undertaken by NFDC officers has revealed significant discrepancies between the fences separating the site from the adjoining fishing lake and the Land Registry title plans. These will be explained further at the meeting. It would be necessary to secure the neighbour's agreement to correct these discrepancies before work could proceed so members will be invited to recommend that officers be authorised to open negotiations with the neighbour about this.

3. Issues for decision and any recommendations

- 3.1 Whether to approve in principle the access improvement scheme proposed by NFDC.**
- 3.2 What recommendations (if any) to make regarding possible improvement of the vehicular access to the site.**
- 3.3 Whether to recommend that officers be authorised to open negotiations with the neighbour for rectification of the boundary.**

For further information, contact:

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



Poulner Lakes

Proposed improvements to access, signage, amenity, and biodiversity

Project outline

Version 1

To be read in conjunction with plan Ri5_01 DRAFT

28th August 2024



Contents

1. Introduction	3
2. Previous works	3
3. Proposals	4
4. Car parking	9
5. Planting	9
6. Signage and wayfinding	10
7. Project Delivery	11
8. Landownership	11
9. Maintenance	13



1. Introduction

New Forest District Council (NFDC) are required by Natural England to deliver a programme of recreational mitigation works across the district to relieve pressure on the ecologically sensitive areas of the New Forest National Park caused by increasing visitor numbers associated with planned residential developments, and in particular, increased dog walking. By enhancing local green spaces and recreational amenities, it is anticipated that some recreation can be encouraged to take place closer to home and outside the National Park. This will also reduce carbon dioxide emissions by reducing car journeys.

An initial list of 'Green Way' projects are included within the NFDC *Mitigation for Recreational Impacts on New Forest European Sites, Supplementary Planning Document (SPD)* in 2014. Poulner Lakes was identified as an area that could benefit from improvements.



(Above) Location plan.

2. Previous works

Works to improve the circular footpath and resolve drainage issues within the public open space have previously been undertaken and successfully completed in 2023.



(Above) Resurfaced footpath

3. Proposals

NFDC are seeking permission from Ringwood Town Council (RTC) to further improve access by upgrading the pedestrian route from North Poulner Road to the public open space.

The existing pedestrian route involves walking across the small grass area adjacent to North Poulner Road and then proceeding along the vehicular track. The existing track is potholed, subject to waterlogging, and does not provide a safe, fully accessible or inviting route for pedestrians.

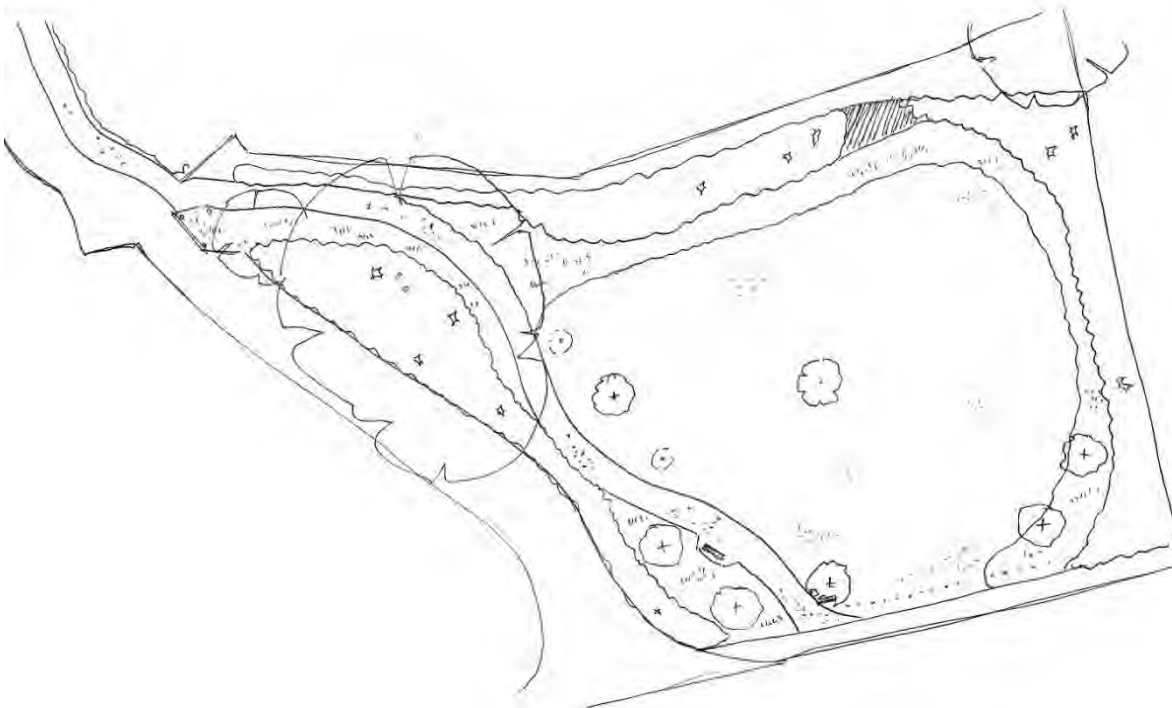


(Above) Unmade path across public open space north of North Poulner Road



(Above) View north along existing shared access track

To create a safer and more welcoming route it is proposed to create a hoggin path across the public open space which will connect with a segregated footpath running alongside the roadway. The roadway will be reduced in width to a single carriageway to calm traffic, but still accommodate emergency vehicles, and passing spaces will be provided. The footpath will be separated from the roadway by a 125mm / 5" high kerb. The existing height restrictor will also need to be moved slightly to accommodate the footpath.

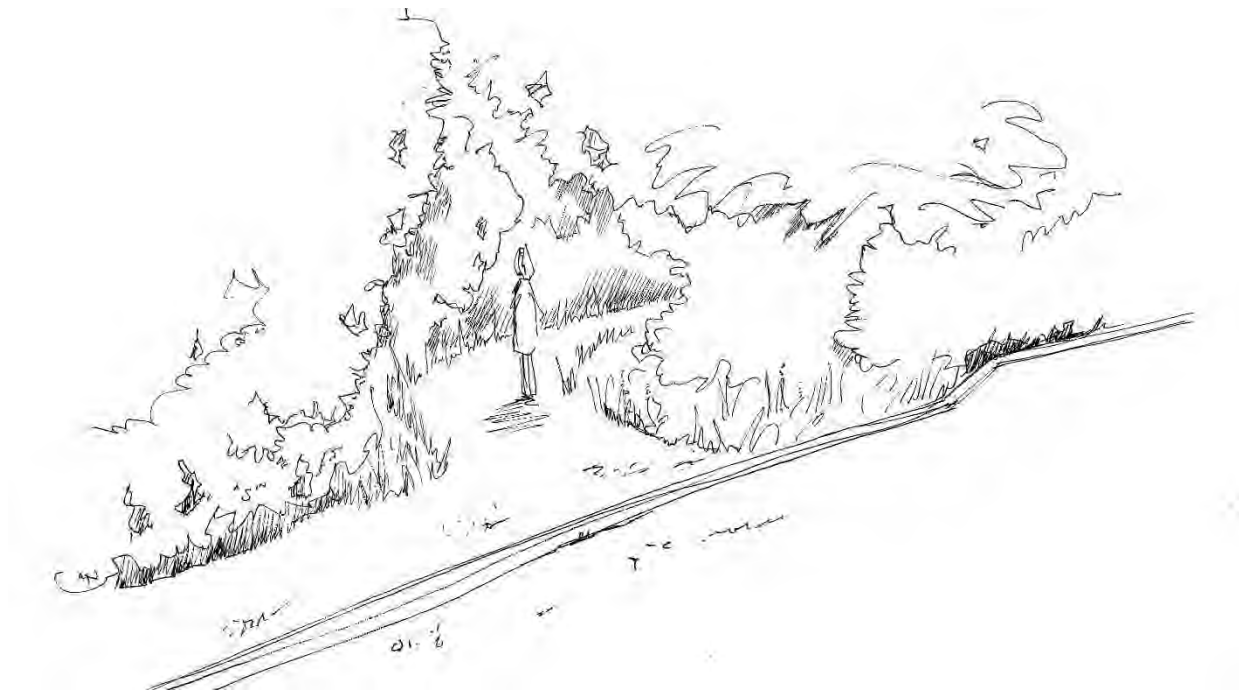


(Above) Sketch plan of public open space north of North Poulner Road showing new hoggin path and proposed tree and meadow planting.

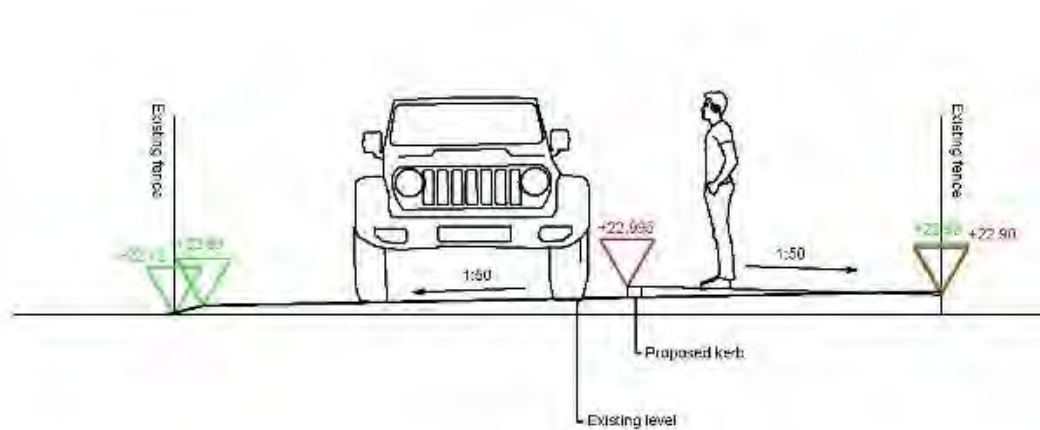


(Above) Sketch looking north from North Poulner Road show proposed 'pocket park' with trees, meadow, seating, path and interpretation board.

Where the hoggin path meets the exiting roadway the road layout will be altered slightly to give better visibility to pedestrians where the road narrows.

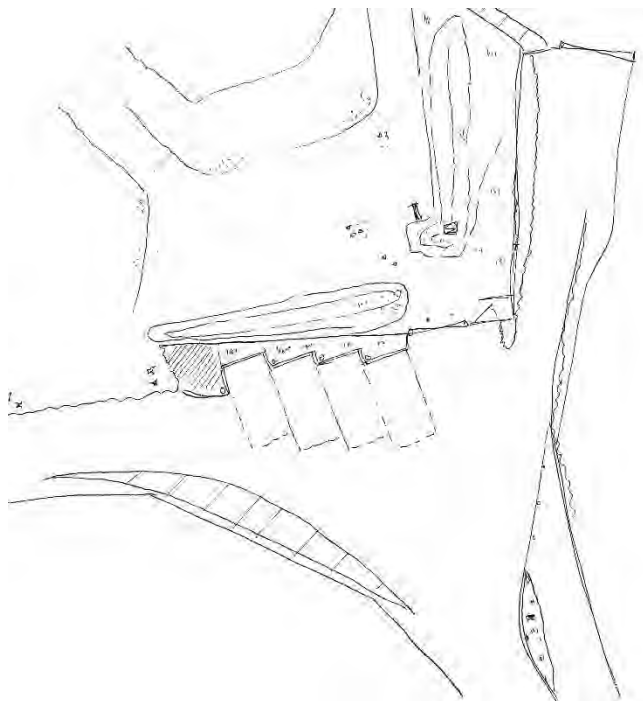


(Above) Sketch showing transition between path through pocket park and proposed roadside path.

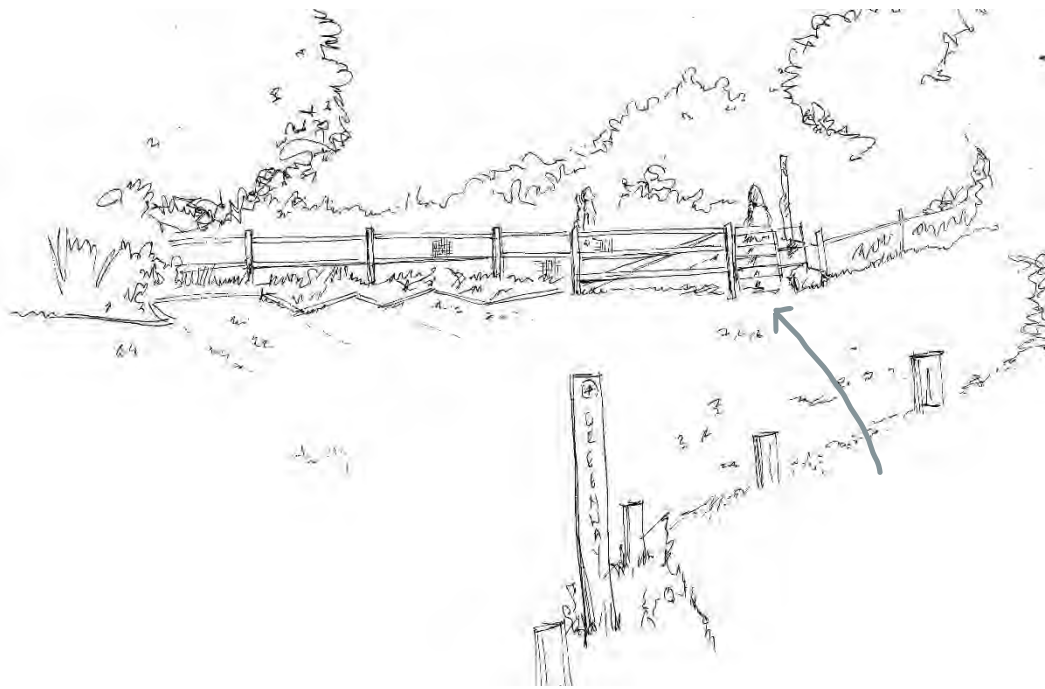


(Above) Typical cross-section of new roadway with carriageway falling at 1:50 to west and footpath falling at 1:50 to east. Road and footpath separated by a concrete kerb.

Some additional interventions are proposed at the northern end of the track to create a safe and more obvious entrance to the public open space. Parking bays will be defined using kerbs and a new, more visible pedestrian entrance will be provided. Improved signage will welcome and direct visitors.



(Above) Proposed northern end of roadway to control parking and create a more direct, legible route from new footpath to gate.



(Above) Sketch of proposed parking area showing defined bays, new pedestrian gate and wayfinding posts.

It is proposed that some localised filling of pot holes with stone will be undertaken as part of these works to improve the road access.



(Above) Existing pot holes at southern end of the track.



(Above) Example of hoggin path and typical concrete kerb

4. Car parking

Currently the access track is often used for informal parking in preference to the three allocated parking areas and the on-site angling club facilities. When the road is reduced in width to a single track with passing places there will be no room for roadside car parking. In order to control this it is proposed that RTC obtain agreement from RDAA that their members will not park on the road, in passing places or on the footpath.



(Above) On road parking

5. Planting

Additional tree planting is proposed at the southern open space to enhance biodiversity, shade and provide a sense of separation from the road.

Species will include oak and whitebeam along the roadside, both species offer biodiversity benefits.



(Above left and centre) Sorbus aria 'Majestica' (whitebeam) showing flowers and autumn foliage and (right) Quercus robur (oak).

6. Signage and wayfinding

To encourage and welcome visitors to the site signage will be provided. This will take the form of 2 no. interpretation boards (one at the southern and one at the northern end of the new footpath) which will include a map of the local area and footpaths, emergency information, guidelines for behaviour, and some facts about the area.

Timber posts will provide directional information at key points along the route and a feature monolith/totem will mark the entrance to the main public open space in the north.



(Above) Example interpretation board and roundel



(Above) Example wayfinding post and monolith/totem

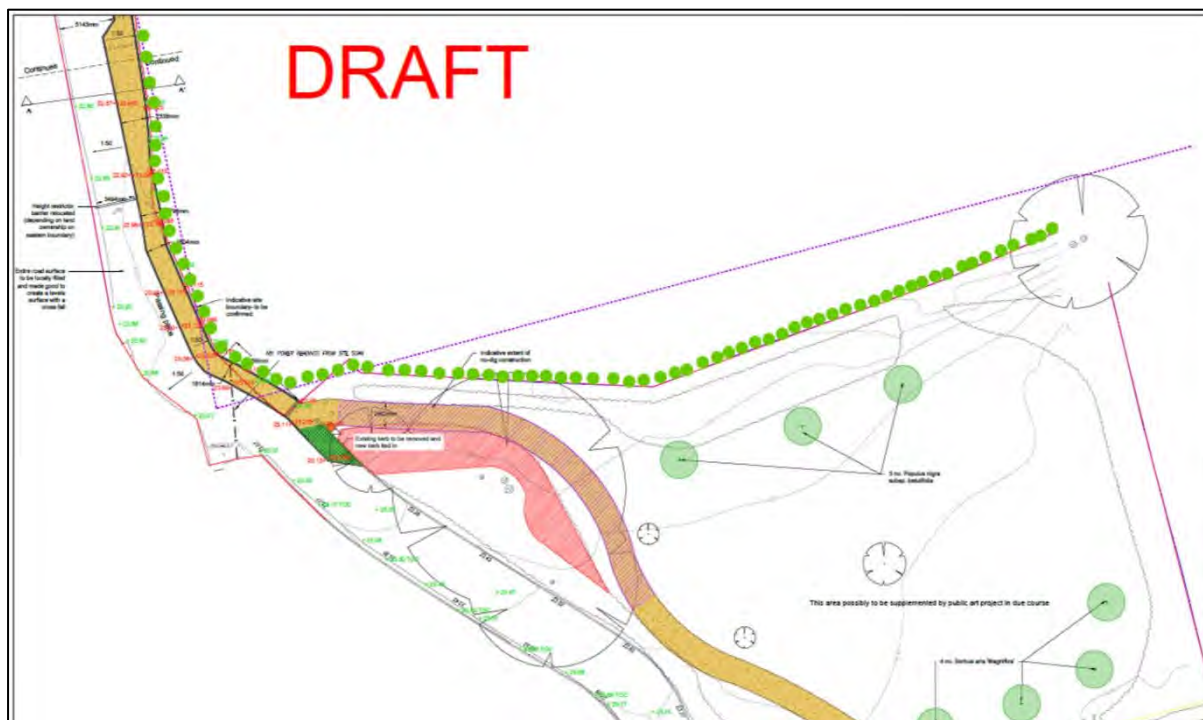
7. Project Delivery

It is proposed that this project is procured by NFDC through the HCC Landscape and External Works Framework. Subject to the timely resolution of landownership issues by RTC as set out in Section 8, it is anticipated the works will be tendered/awarded in Q4 – 2024 and the construction works started in Q1-2025. At this stage, the contract period is estimated to be around 13 weeks.

8. Landownership

The implementation of this project is subject to RTC and RDAA satisfactorily agreeing/resolving land transfer issues where the proposed road/footpath layout does not align with the landownership boundary and/or existing physical site boundary.

At present, the landownership boundary (as defined by the purple dashed line) does not fully align with the road layout and/or the RDAA physical site boundary as shown on the extract plan below.



R&DAA landownership/physical site boundary (proposed)

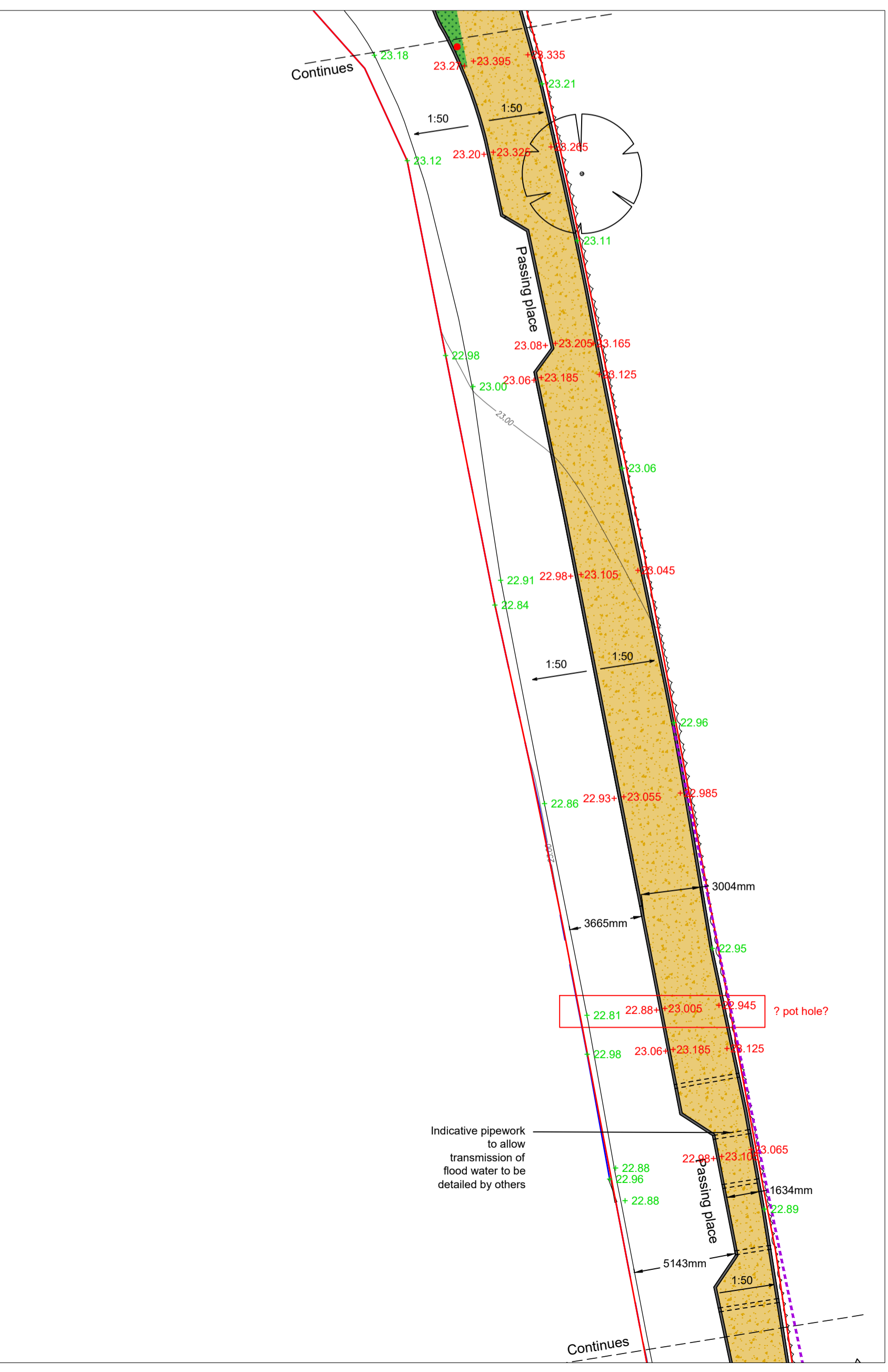
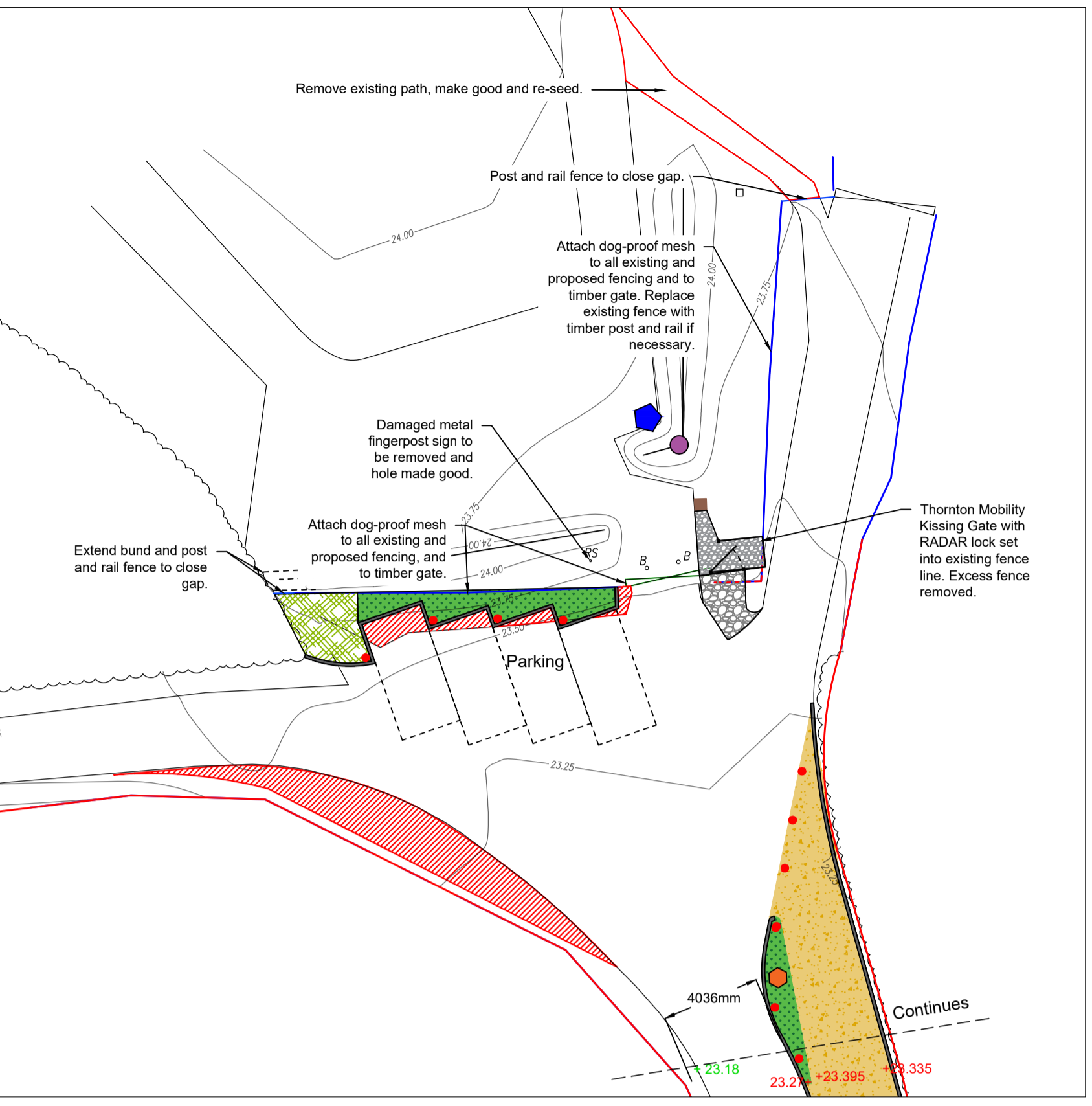
Subject to agreement by all parties this will result in the following landownership/land transfer changes:

1. R&DAA physical site boundary is moved eastward (to ensure minimum 1.8m wide footpath), resulting in a transfer of land to R&DAA.
2. R&DAA physical site boundary is partially re-aligned along the southern boundary of the site, resulting in a transfer of the "triangular area" of land to RTC.
3. R&DAA physical site boundary is partially retained along the southern boundary of the site, resulting in a transfer of land to R&DAA.

All land transfer negotiations between RTC and R&DAA shall be led by RTC and be satisfactorily completed prior to contract award of the project.

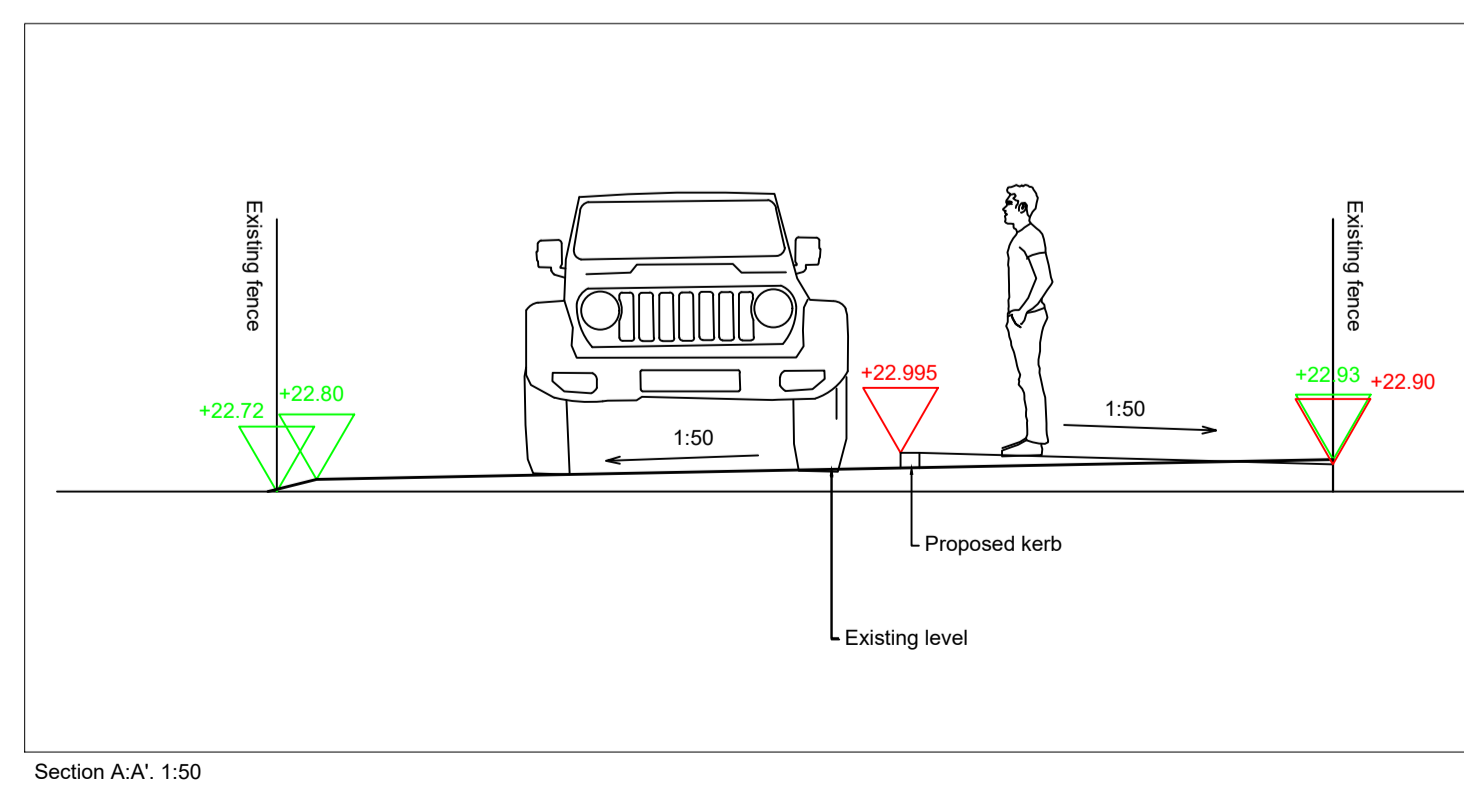
9. Maintenance

Upon completion of the works the ongoing maintenance will need to be undertaken by RTC in perpetuity (for a period of at least 30 years) as set out in a no-charge Memorandum of Understanding (MoU) between NFDC and RTC.



DRAFT

Tree planting			
Quantity	Species	Common Name	Specification
2 No.	Quercus robur	English oak	14-16cm girth @ 4.5m Ht. RB or CG. Clear stem to 2m.
4 No.	Sorbus aria 'Magnifica'	Whitebeam	10-14 cm girth @ 3-4m Ht. CG. Clear stem to 2m.



KEY

- Existing trees to be safeguarded and retained in accordance with BS 5837 (2012)
- Existing retained amenity grass Made good
- Existing retained shrubs Made good
- Indicative sitelence boundary to be determined on site with reference to fence line
- Indicative ownership boundary to be determined by reference to property deeds
- Existing vegetation and landform to be cut back and surfaced to provide additional road/parking space
- Proposed hoggin path with PCC RB kerb (125mm upstand)
- Proposed hoggin path with no dig construction within RPA

- Proposed pedestrian surfacing To match existing retained
- Proposed vehicular surfacing To match existing retained material
- Proposed Tree Planting Proposed hedge/boundary planting
- Proposed species-rich grassland Emorsgate EM4 for Clay Soils
- Proposed mixed native shrub To plug gap and improve connectivity
- Proposed species-rich grassland Emorsgate EH1 Hedgerow Mixture
- Naturalised built planting Planted within wildflower meadow
- Proposed bench Timber with arms. Positioned to allow space for wheelchair or buggy

- Proposed combined bin Timber
- Proposed monolith Timber mounted on existing bund
- Proposed waymarker Timber
- Proposed Interpretation board
- Proposed bollard to prevent parking Timber with reflectors
- Existing retained levels

NOTES:
Layout to be finalised once land ownership/boundaries and/or transfers have been resolved
Drainage and highway engineering to be detailed by others

Rev.	Description	Date	Reviewed

Service
New Forest District Council -
Recreational Mitigation

Status
Information

Location
Poulner Lakes, Ringwood
Drawing Title

Layout and section
Scale
Date
as shown @ A1 Aug 2024

Drawn	Checked	Reviewed	Approved
KB	JC	RP	PR

Contract no. Drawing no. Revision
R15 - 01 00

DO NOT SCALE FROM THIS DRAWING

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4 September 2024

Skate Ramp Proposal – North Poulner Play Area

1. Introduction and reason for report

- 1.1 To provide an update on the proposed installation of a skate ramp at North Poulner Play Area; approve installation; and consider how to fund the shortfall.

2. Background information and proposal

- 2.1 On 1 March 2023 (OS/6232 and OS/6236 refer), a young resident addressed the Committee about his proposal for a skate ramp feature to be installed at North Poulner Play Area. At that same meeting, it was resolved that the installation of a quarter-pipe ramp be approved in principle.

- 2.2 At meetings of the Committee on 5 July 2023 (OS/6268 refers) and 5 June 2024 (OS/6365), Members received updates and it was noted that more time was required to look at different options and source funding.

- 2.3 Ringwood and District Round Table have been working with the young resident and between them have raised an amazing £11,830. The breakdown of this is as follows:

NFDC Community Grant (secured by Round Table)	£5,915
Ringwood Round Table	£1,000
Round Table Trust Grant	£3,140
Funds raised by young resident (via Go Fund Me)	£ 525
Ringwood Carnival	£1,000
Ringwood Rotary Club	£ 250

- 2.4 It is now proposed to install a steel half pipe, which will provide a better ramp for beginners, on the grass adjacent to the kick wall and the goal post in North Poulner Play Area (*see attached indicative image and location map*). Construction and installation of the ramp will comply with British Standards for Skateparks.

3. Financial Implications

- 3.1 The cost of supply and installation of the new ramp is £15,990 + VAT. Two other quotations were obtained, both in excess of the quote from a local company. The current deficit between funds raised and the cost of the ramp is £4,160, although further fundraising efforts are underway.
- 3.2 A post-installation inspection by an independent inspector will be required, at a cost of £300. The ramp will then need to be inspected annually, at a cost of £75 (at current rates).
- 3.3 There are limited options to fund the deficit. Any recommendation would need to be considered by Policy & Finance Committee.
- 3.4 The play equipment reserve is currently £15,616. However, it is possible that existing play area repairs and replacement equipment being considered by the Play Area Working Group could cost in the region of £13,500, so it is not recommended that this fund be used for the skate ramp.

- 3.5 The current amount of unallocated CIL funds held by the Council is about £9,000. Funds held by NFDC to be transferred in October 2024 currently stand at about £14,000. There are likely to be numerous calls on these funds in the near future as a result of the ongoing open spaces management review (for example), so caution should be exercised in their allocation.
- 3.6 The General Reserve might also be considered, or a bid could be included in the 2025/26 budget (although this would result in an increase to the Precept).
- 3.7 The post-installation inspection could be funded from the play area revenue budget.

4. Issues for decision

It is recommended:

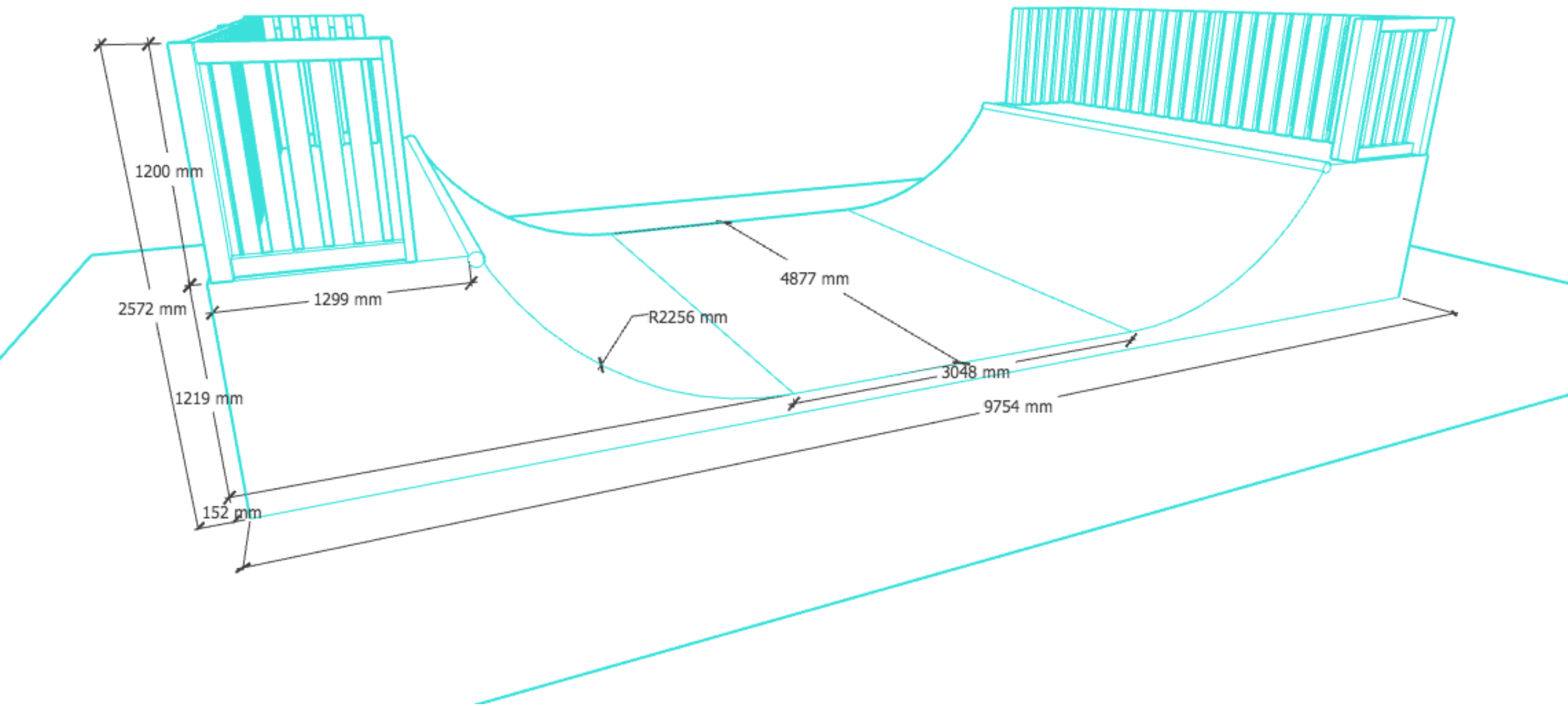
- 4.1 **That the proposed installation of a skate ramp, as detailed, on the grass at North Poulner Play Area be approved.**
- 4.2 **That consideration be given to how to fund the current deficit of £4,160 plus the cost of the post-installation inspection at £300, and a recommendation be made to Policy & Finance Committee.**

For further information, contact:

Jo Hurd, Deputy Town Clerk or Cllr Rae Frederick
01425 484721 jo.hurd@ringwood.gov.uk 07970 831881 cllr.r.frederick@ringwood.gov.uk

Indicative drawing of proposed skate ramp for North Poulner Play Area

C



C



Kick Wall

X
Indicative location
of skate ramp

Goal Post

North Poulner Play Area

59

57

67

69

130

19

13

35

Events Management Sub-Committee

Notes of meeting held on Wednesday 17th July 2024 at 1230, at Ringwood Meeting House

Present: Cllr Rae Frederick (Chair)
Cllr John Haywood
Cllr Mary DeBoos

In attendance:
Charmaine Bennett, Events Manager
Sam Bracher, Office Administrator

1. Apologies for Absence

Cllr Becci Windsor
Cllr James Swyer

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 15th May 2024

RESOLVED: That the minutes of the meeting held on 15th May 2024 having been circulated, be approved, and signed as a correct record.

4. Family Fun Festival

Volunteers are required to be on site from approx. 9am. Main roles are to click in numbers attending, gain feedback as people leave and to provide cover on the Ringwood Town Council stand.

<p>ACTIONS:</p> <ol style="list-style-type: none">1. CB to look at if there are any spare funds to commission a promotional film of the event.2. CB to invite Ringwood New Forest District Councillors to attend the event with the possibility for a photo opportunity.3. Cllr Frederick to look at the display boards to be used on the Ringwood Town Council stand detailing information on The Ringwood Neighbourhood Plan and Carvers Master Plan, along with ensuring there is stock of Poole Town Trail leaflets and The Barn Programme on the stand.

5. Fireworks

The sub-committee have been actively considering options for online ticketing for the 2024 fireworks event. So far it has been resolved that:

- A change in ticketing (specifically from buying face to face to online) should result in the event organisers having better control over numbers on site during the event.

- Numbers of tickets sold to be based on safe evacuation speeds through available exit space (rather than the maximum we can fit on site) but that we can sell an overall higher number as we have such a large movement of people between displays.
- That any new system needs to be easy for us to manage before AND on the night.
- That if we move to an online system, for the first year, we need to hold back some of the ticket allocation to sell on the night.

The event manager has approached three providers to see what they offer. All are able to provide the following services for our event:

- ✓ Allow us to pass any fees to the ticket purchaser (which we think people are fairly used to by now)
- ✓ Manage any mass refunds
- ✓ Allow us to sell direct through RTC website
- ✓ Allow us to brand as our own (inc sponsorship logos)
- ✓ Charge a transaction fee as well as payment processing
- ✓ Won't charge a fee on free tickets
- ✓ Allow us to have early bird ticket pricing
- ✓ Have a simple scanning tool, either a free to download app or even just using the camera on a phone
- ✓ Offer real time information on the night so we can see how many people are on site

The event manager presented options for income projections based on discounted rates offered for super early bird, early bird and a standard fee. The numbers were based on selling 7500 tickets although this number is still TBC. We agreed an assumption that 20% of tickets will be free for pre-schoolers, people with disabilities and their carers but they will still need to register for a ticket.

After analysing all the information, it was agreed to go back to Ticket Tailor for some fine-tuning questions as they appear to be able to offer all the functions we require along with best value for money when passing on transaction fees to the purchaser.

The committee agreed to book the band "Swing Unlimited" for the stage act at the end of the evening.

- | | |
|----------|---|
| ACTIONS: | <ol style="list-style-type: none"> 1. CB to liaise further with Ticket Tailor finalising our requirements and arrange a dummy event to test the systems. 2. CB to look at options for hiring in either paid for Stewards or rugby club members (in exchange for donation to the club) for crowd control roles as the new online ticketing system will require more staff manning the entrance/exit gate. 3. Cllr Frederick to follow up on Hog Roast options and continue to approach businesses on sponsorship opportunities. |
|----------|---|

6. Winter Wonderland

It was agreed by committee members that for 2024 we will be running the popular Winter Wonderland Window display competition alongside a family Ringwood Reindeer Ramble Walk where during the festive period families can locate the runaway reindeers in the shop windows around the town with a chance of winning a prize.

Local shops and businesses will be encouraged to take part in the festive fun.

A craft session will be organised at Carvers Clubhouse over October Half Term, so local children can create the Reindeers to feature in the shop windows.

- ACTIONS:
1. Cllr Frederick to approach The Barn for a family ticket and Framptons for a family meal voucher as prizes for our Reindeer Ramble comp.
 2. SB to approach Liberties Owl and Reptile Centre for a family ticket.
 3. Cllr Deboos to approach Lunds Art Store for a voucher prize.

7. AOB

No further business to discuss.

There being no further business, the meeting concluded at 13:40

The next Event Sub-Committee meeting – Wednesday 18th September at 12:30, 1st Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Carvers Working Party

Notes of meeting held at Ringwood Gateway on Wednesday 3rd July 2024 at 6pm

Present:

Cllr Andy Briers
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Becci Windsor

In attendance: Charmaine Bennett
Christopher Wilkins – Town Clerk

Absent: Cllr Rae Frederick
Cllr Peter Kelleher

1. ELECTION OF CHAIR

In Cllr Frederick's absence, Cllr. M. DeBoos was elected to chair the meeting.

Cllr. Frederick was the sole nominee to act as chair of the working group until its first meeting after the next annual meeting of the Council and was elected unopposed.

2. APOLOGIES FOR ABSENCE

Cllr Frederick had tendered apologies for absence.

[Note: After the meeting it was discovered that Cllr. Kelleher had also tendered his apologies for absence but too late for this to be reported to the meeting.]

3. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

4. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 1st May 2024 were approved for signature by the Chair as a true and correct record.

5. OFFICERS' REPORTS

Members received the following verbal updates from officers:

- (i) the Town Clerk reported that the planning application for grounds maintenance facility is still being prepared, that he responded to an invitation from New Forest District Council to comment upon proposed works to a dwelling adjoining Carvers by indicating that it would not affect the amenity of the site and that he has approved the permanent removal of a litter bin that has been vandalised for the fourth time in the last year; and
- (ii) the Clubhouse Manager reported that the storage container has been installed and brought into use and will, in due course, be treated with anti-graffiti and anti-climb paint.

Members asked if a notice could be posted at the site of the removed bin explaining the reason for its removal.

6. MASTERPLAN IMPLEMENTATION

The Clubhouse manager reported that the grant application to Veolia Environmental Trust has been lodged and initial feedback received. She outlined the main points

where it appears the application would benefit from some improvement. Members considered these and discussed suitable actions.

Other possible sources of funding for different elements of the Masterplan were considered briefly and it was agreed to review these more thoroughly at the next meeting, by which time we should know the outcome of the Veolia grant application.

RESOLVED: The Clubhouse Manager will review the application wording to present better the evidence of community support for the MUGA and to clarify the extent of usage by Ringwood School. Cllr Windsor will pursue her contacts with local sports clubs and trainers to solicit letters in support further evidencing community support and inclusion (especially disability inclusion). Cllr M DeBoos to consider other contacts who might offer letters of support.

7. NEXT MEETING

Wednesday 4th September 2024 at 6pm.

There being no further business, the meeting closed at 6.41pm.

RECEIVED
4th September 2024

APPROVED
4th September 2024

COMMITTEE CHAIR

WORKING PARTY CHAIR

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th September 2024

Millennium Clock

1. Introduction and reason for report

- 1.1. For a couple of years now the Millennium Clock has not been displaying the correct time. Members of Ringwood Society have proposed that this defect be fixed and decisions are needed on whether to repair it now and about a policy for future repairs.

2. Background information and options

- 2.1 A public clock was installed in The Furlong Car Park to mark the Millennium. This was a joint initiative by Ringwood Society and this Council but this Council assumed sole ownership and responsibility for it. It has malfunctioned on several occasions since then and repairs have proved quite expensive (because they involve both specialist contractors and working at height). Officers have sought advice about establishing a prudent maintenance regime and been told that regular pro-active servicing is unnecessary and that reactive repairs would suffice and be more cost-effective.
- 2.2 At the time of composing this report, both sides of the clock are working but the north face is about 16 minutes slow and the south about 11 minutes slow. The quoted cost for a site visit was £680 plus VAT (with the cost of any parts needed for the repair being extra).
- 2.3 Officers judged that the clock's function is largely commemorative and decorative rather than functional (since most people nowadays carry a watch or mobile phone) and that the expense of repair outweighed the likely benefit. Opinions on this may differ and members are invited to consider whether to instruct officers to commission an immediate repair (either provided it can be achieved within an agreed budget or regardless of cost) and to give guidance on the circumstances in which future repairs should be ordered.

3. Issues for decision and any recommendations

- 3.1 Should officers be instructed to commission an immediate repair of the Millennium Clock and, if so, should this be subject to a limit as to cost?**
- 3.2 In what circumstances (if any) should officers arrange repairs of the Millennium Clock in future, without reference to members?**

For further information, contact:

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



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 (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. Utility works by statutory undertakers have been completed and work on the pavilion has resumed. The new building is expected to be ready for occupation in September 2024.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFPA and is now part of the NFDC Development Plan and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail to be carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Next meeting of Working Group scheduled for 03/09/2024.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC).
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Numerous activities taking place. Update report on agenda.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked through with intention of bringing report with recommendations to cttee in October.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. HCC working on design.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. Details about possible alternatives to re-letting are being obtained and will be reported to committee before any further repairs are commissioned or re-letting agreed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.



PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
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Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft but members will be invited to consider further design changes at the meeting on 4th September.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support. Their reports on the recent water sampling are clear and they are preparing a surrender report.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	Completed May 2024	The Masterplan prepared by landscape designer New Enclosure, after being consulted upon and revised, was formally adopted on 1st May 2024. It will now serve as a vision to guide future planning and developments but since it will remain a living document subject to potential updating, this item will remain open until further notice.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC is developing a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The design concept and proposed works are expected to be ready for consideration at the meeting on 4th September.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The safety standards are being researched in order to finalize the cost and identify any funding shortfall.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	About to commence	The Council appointed members to a new task and finish group at the meeting on 31st July. A list of sites with relevant information has been compiled. Inaugural meeting	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only

Staffing Committee

None

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							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways 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		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
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							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.

RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22