

**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.

*NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.*

Held on Wednesday 2<sup>nd</sup> March 2022 at 7.00pm

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

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

**ABSENT:** Cllr Hilary Edge  
Cllr Glenys Turner

**OS/6141  
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6142  
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Turner.

**OS/6143  
DECLARATIONS OF INTEREST**

There were no declarations of interest.

**OS/6144  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 2<sup>nd</sup> February 2022, having been circulated, be approved and signed as a correct record.

**OS/6145  
EVENTS MANAGEMENT**



Cllr Frederick presented the notes of the Event Management Sub-Committee meeting on 1<sup>st</sup> March 2022 (*Annex A*). Members considered and approved the recommendation in relation to engagement of the fireworks contract for the 2022 event. It was suggested that it may prove beneficial to consider a longer contract.

- RESOLVED:** 1) That the notes of the meeting of the Events Management Sub-Committee on 1<sup>st</sup> March 2022 (*Annex A*) be received; and  
2) That the 2021 fireworks supplier be appointed for the 2022 event.

**ACTION C Bennett**

**OS/6146  
POULNER LAKES**

The Town Clerk reported that a meeting had taken place with NFDC officers in relation to a scheme being drawn up for better accessibility to and to promote the use of the public open space at Poulner Lakes. This scheme could provide an opportunity to solve a longstanding issue with potholes in the access road. Members were invited to comment on the scheme, so that the Town Clerk could provide feedback to NFDC.

**Proposed open space path**

Two proposals for a loop path across the open space, towards the bridge at Linford, were considered.

Option 1 would provide users with a surfaced circular path with a longer route (than option 2) and covers the whole of the area. This option would require negotiation with and agreement from private landowners.

Option 2 would provide a shorter route, by comparison, but still of ample length. The route would be towards the right side of the land and the left side could be left as a quieter area for dog walkers. It would appear less complicated to progress this option, as the route is on land wholly owned by the Council.

Members indicated a preference for the second option. It was suggested that any saving resulting from a shorter route should be put towards extending the improved access road. More specific details, for example, measures to prevent conflict between pedestrians and cyclists could be considered further once the scheme had been agreed in principle.

**Access road to Poulner Lakes**

Previously, groundwork contractors had been asked by the Council to quote simply for improvements to the track, but NFDC’s scheme now offers design options for the access road. To the south of the site, there would be a path through the public open space allowing pedestrians to access the site without using the road. Four options had been provided to deal with the next section of road, on the approach to the car park. Any proposed planting would require the creation of areas above ground level, as the ground is not a good growing medium.

Option 1 would be the least expensive option and provide a 6-metre wide, 2-way access for vehicles, which is separated by boulders from a 3-metre wide pedestrian/cycle pathway.

- Comments:-
- People may hit their cars on the boulders
  - 2-way traffic will flow better
  - Not most attractive option
  - Sensible option

Option 2 would be similar to Option 1, save that the separation of vehicles and other users



would be achieved by a single raised kerb edge.

Comments:- - None

Option 3 would be a single 4-metre track for vehicles and a 3-metre wide pedestrian/cycle pathway. The separation of users would be achieved with the installation of a row of raised kerb planting islands, to create physical barriers and, at relevant intervals, a break in the planters to provide passing points.

Comments:- - The passing spaces could be used for parking  
- Requires maintenance  
- Would slow traffic down

Option 4 would be similar to Option 3, save that the planters would be replaced with more formal kerbed passing points with planted verges in between. This would be the most expensive option.

Comments:- - The passing spaces could be used for parking  
- More attractive / but not as natural looking  
- Most expensive  
- Requires maintenance  
- Would slow traffic down

There was no clear consensus on a preferred option and Members felt it was difficult to judge at this early stage, without knowing more about costings for each option, available funding and the potential contribution required by the Council. Whichever option was agreed, some flexibility should be built in, so the measures can be enhanced if further funds become available in the future.

**RESOLVED:** That more information is provided on costs, funding and the Council's contribution before deciding on options, particularly Option 1 & Option 4.

<b>ACTION C Wilkins</b>
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**OS/6147**

**PROJECTS (current and proposed)**

The project report had been updated and circulated with the agenda papers (*Annex A*). The Town Clerk had nothing further to add.

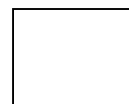
It had been suggested that the project report could be improved to provide a plan, which shows areas being progressed by the Council as a whole, and where resources are being directed.

The Town Clerk detailed areas where additional information on financing, timescales and priority could be provided. Generally, Members felt that the current report was a very useful document, of sufficient detail, and the overall picture was confirmed by the regular reviews and budget process. Where information is readily available, it should be included, but refining and updating this report should not become too onerous.

Members indicated their preference for officers to devote time to the Strategic Planning project which had stalled.

**RESOLVED:** 1) That the update in respect of projects be noted (*Annex A*); and  
2) That officers work on progressing the Strategic Planning project.

<b>ACTION C Wilkins</b>
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There being no further business, the Chairman closed the meeting at 20:08pm.

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

RECEIVED  
30<sup>th</sup> March 2022

APPROVED  
6<sup>th</sup> April 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. A scrutiny panel has been appointed to oversee further discussion of the funding arrangements.	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).
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	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 and annual stream clearance to be scheduled.	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
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated. Greening Campaign to be introduced. A further £1,000 has been included in the 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited on issues raised by councillors	Request by ClearChannel for RTC to licence the bus shelters in Meeting House Lane and the advertising on them	Town Clerk	No financial implications
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress. Contraflow in place from 26 January 2022. Due for completion by end November 2022.	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
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work on highway complete. Some work still required on Bickerley - land to be fully restored by SWW. Site compound remains in place at the southern end of Bickerley.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	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
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	In progress	RTC carried out clearance on behalf of HCC so that the path was accessible through the summer, prior to surfacing. Work scheduled for early Spring for completion by Easter, subject to approval by Highway engineers.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
<b>Policy &amp; Finance Committee</b>						
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	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 - 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
PF6	Health & Safety Management Support	In progress	Worknest appointed. Revised policy and manual approved. Awaiting initial audit visit.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk
PF7	Financial Procedures Manual	In progress	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager
PF8	Bickerley legal title	In progress	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk
PF9	Greenways office leases	In progress	A schedule of condition has been prepared and legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk

### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are being considered.	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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Officers are working with CDS to produce a detailed design for consideration by members.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed. The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been installed. The next batch will be ordered soon.	Three-year programme to replace worn-out litter and dog-waste bins	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	A final settlement has been agreed in principle and should be concluded this financial year.	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	
RLOS16	Town Safe	On hold awaiting officer availability		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. Decision to proceed agreed. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals have been received and will be considered shortly.	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	
RLOS20	Detached youth outreach work	In progress	Work trial has concluded. A report was being prepared for consideration by Carvers Working Party but has been delayed.	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Funded from agreed budget
RLOS21	Poulner Lakes track maintenance		Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign was approved in principle at the February committee meeting and further design work is now being arranged.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	

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**Staffing Committee**

No current projects

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## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	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
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Judged to be unviable. Written report to follow.	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							



## Closed Projects Report

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No.	Name	Description	Outcome	Notes
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### Full Council

### 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	

### 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)

### 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
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	
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

### 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