

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

Held on Wednesday 5<sup>th</sup> June 2024 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chair)  
Cllr Becci Windsor (Vice Chair) *(from 7:05pm and until 8pm)*  
Cllr Philip Day  
Cllr Gareth DeBoos  
Cllr Mary DeBoos  
Cllr Rae Frederick  
Cllr Peter Kelleher  
Cllr James Swyer  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Office Manager  
Kelvin Wentworth, Grounds Manager

ABSENT: Cllr Janet Georgiou  
Cllr John Haywood

## **OS/6362 PUBLIC PARTICIPATION**

There were three members of the public present.

A member of the public provided an update on fundraising for the skate ramp at the North Poulner Play Area. Funds have been raised for the original quote £11,830, as follows:- NFDC Community Grant approx. £6,000, National Round table grant £3,100, Ringwood Round Table £1,000, Ringwood Carnival £1,000, GoFundMe page £500 and Ringwood Rotary £250. Plans are being finalised with the aim of a completion date in the Summer.

The Committee offered its congratulations on the amazing fundraising effort. Cllr Frederick is involved with the project and making efforts to ensure the rules around the Council's play equipment policy and safety standards are complied with. It might be that the ramp ends up wider, which would make it safer (but also more fun to skate), but this would add to the cost, so further fund raising would be needed.

*At 7:05pm, Cllr Windsor joined the meeting.*

## **OS/6363 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Georgiou and Haywood.

## **OS/6364 DECLARATIONS OF INTEREST**

There were no declarations of interest.

*With the agreement of Members, agenda item 7 was brought forward.*

## **OS/6365 SKATE RAMP – NORTH POULNER PLAY AREA**



**RESOLVED:** That the update on the proposed installation of a skate ramp on the grass at North Poulner Play Area (*Annex A*) be noted.

*At 7:07pm, Cllr Frederick left the meeting briefly.*

**OS/6366**

**MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meetings held on 1<sup>st</sup> and 29<sup>th</sup> May 2024, having been circulated, be approved and signed as a correct record.

*With the agreement of Members, agenda item 9 was brought forward.*

**OS/6367**

**GROUNDS STAFFING**

Members considered the Town Clerk's report (*Annex B*). He asked for an indication on options to be explored further. The Grounds Manager answered questions on work arrangements, administration time and contracts to be fulfilled. He explained how the workload has changed over the years and additional areas now needing attention.

A discussion followed and comments included:-

- Work in Ringwood should be prioritised over contract work
- The right number of staff was needed to manage the workload
- There could be the potential to take on more contract work if there's an additional member of staff and this can contribute to the cost of the new post
- There was a need to understand the time taken on contract work and the impact of this
- Costing of contracts should include an uplift to ensure a clear profit is being made
- Succession planning is important
- Options of a part-time role within the team, admin position or an apprenticeship should also be considered
- That a specialist role could be considered which combines with an appropriate qualification.

Proposals were made on the issues for decision and agreed by Members.

**RESOLVED:** That Officers investigate and report further on measures 2.3.2 Contract work (expansion and termination) and 2.3.4 Recruitment of an additional team member.

<b>ACTION C Wilkins</b>
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**OS/6368**

**CARVERS WORKING PARTY**

Cllr Frederick reported that Members of the Working Party were researching funding options and when further information is available it will be presented for consideration.

**RESOLVED:** That the notes of the Carvers Working Party meeting on 1<sup>st</sup> May 2024 be received (*Annex C*).



**OS/6369  
EVENTS MANAGEMENT**

Cllr Frederick reported on the arrangements for the 80<sup>th</sup> anniversary of D-Day and she encouraged everyone to attend the main event at 9:15pm when a beacon will be lit in War Memorial Gardens.

In relation to the fireworks event, the sub-committee has been working on attendance numbers and how this would be managed in the event of an incident. Further information on this and ticketing will be reported at a future meeting.

**RESOLVED:** That the notes of the Events Management Sub-Committee on 15<sup>th</sup> May 2024 (*Annex D*) be received.

**OS/6370  
PLAY AREAS WORKING GROUP**

The Town Clerk explained the need for a Play Areas Working Group to consider necessary repairs and replacement equipment and make recommendations to the Committee.

**RESOLVED:** 1) That the creation of a Play Areas Working Group be approved; and  
2) The Cllrs M DeBoos, Frederick and Windsor be appointed to the Working Group.

<b>ACTION J Hurd</b>
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**OS/6371  
MEMORIALS POLICY**

The Committee considered the Town Clerk's report (*Annex E*).

**RESOLVED:** That the Memorials Management Policy be approved

<b>ACTION C Wilkins</b>
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**OS/6372  
TREE CARVING (CHERRY TREE STUMP IN WAR MEMORIAL GARDENS)**

Members considered Cllr G DeBoos' report (*Annex F*) and Ringwood Rotary Club's proposal for the tree stump in Memorial Gardens to be carved, as shown in the design, with a modest plaque attached.

**RESOLVED:** That the cherry tree stump proposal for War Memorial Gardens be approved.

<b>ACTION C Wilkins</b>
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**OS/6373  
POULNER LAKES WASTE LICENCE SURRENDER**

The Town Clerk outlined progress made to date (*Annex G*). He reported that the water sampling was completed and he hoped that that was the last of the testing required. The monitoring company will prepare a report, which will ask the Environment Agency to accept this site as low risk, with a view to surrender of the licence and removal of the associated annual fee.



**RESOLVED:** That the update on Poulner Lakes waste licence surrender be received.

**OS/6374  
PROJECTS (current and proposed)**

RLOS5 Cemetery development – The Town Clerk reported on the tender for the Columbarium project. The result was disappointing as only two tenders had been received. From specialist advice obtained, a budget had been set for £37,500 for construction of the Columbarium and all professional fees, however the lowest tender, for construction only, was for double the budget. It is unclear what funds will be needed to deliver the project. To get a better idea of this, the Town Clerk had been advised it may be possible to break down the project into elements; contacting the manufacturer for the cost of the columbarium and then looking at cost of the foundations and masonry works separately. It would also be possible to invite the companies in for a ‘value engineering’ discussion, to see if there are alternative options or specifications which could be considered. Once the cost is known, funding of the project and return on investment would need to be reassessed. It had been hoped the project would be completed this year, but this is now unlikely to be the case, and alternative options for the interment of ashes at the cemetery may have to be considered.

RLOS15 Poulner Lakes track – In answer to a question about the track, the Town Clerk explained NFDC has approved in principle a capital project for a footpath and cycle way from North Poulner Road to the lakes. NFDC would look to implement that part of the scheme on the basis that the Council will fund essential improvements to the vehicular access element. It will be far cheaper to approach it in this way, rather than for the Council to do this separately. It is hoped that a longer-term solution of a robust compacted track surface would be achievable. NFDC are working on a detailed design proposal and will meet with officers and Councillors on site to discuss this. It was expected the funding request would be considered in the Autumn, with a view to completing the scheme this year. Arrangements would be made for gravel to be added to the track in the interim.

*Cllr Windsor left the meeting at 8pm.*

**RESOLVED:** That the updated projects report (*Annex H*) be received.

There being no further business, the Chairman closed the meeting at 8:02pm.

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

RECEIVED  
26<sup>th</sup> June 2024

APPROVED  
3<sup>rd</sup> July 2024

TOWN MAYOR

COMMITTEE CHAIRMAN



## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5 June 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.

#### 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 a meeting of the Committee on 5 July 2023 (OS/6268 refers), Members received an update and it was noted that more time was required to look at different options and source funding.

- 2.3 Since then, the 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 half pipe, which will provide a better ramp for beginners, on the grass adjacent to the kick wall and the goal posts in North Poulner Play Area.

#### 3. Financial Implications

- 3.1 The cost of supply and installation of the new ramp is £15,940 + VAT. Two other quotations were obtained, both in excess of the quote from a local company. Fundraising is ongoing to make up the current deficit of £4,110. Advice is being sought from the Play Inspection Company to ensure the ramp meets British Safety standards, and to provide a cost for the required post-installation inspection (confirmed at £300). In future, the ramp will need to be inspected annually, at a cost of £75 (at current rates).

#### 4. Issues for decision

##### **It is recommended:**

- 4.1 That the update on the proposed installation of a skate ramp on the grass at North Poulner Play Area be noted.**

For further information, contact:

Jo Hurd, Deputy Town Clerk                      or                      Cllr Rae Frederick  
01425 484721 [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)                      07970 831881 [cldr.r.frederick@ringwood.gov.uk](mailto:cldr.r.frederick@ringwood.gov.uk)

## RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE

5<sup>th</sup> June 2024**Grounds Maintenance Staffing**1. Introduction and reason for report

- 1.1. Officers are concerned about the growing difficulties being experienced by the grounds maintenance team in keeping up with their work. Members have also requested an opportunity to consider options in this respect.

2. Background information and options

- 2.1. A personal statement by the Grounds Manager is set out below as Appendix 1 and describes his experience and the current difficulties. In summary, the team as presently constituted cannot do their day-to-day work (bin-emptying, grass-cutting, hedge-trimming, contract work, essential safety inspections, etc.) to a standard they consider acceptable whilst also undertaking essential maintenance work (to benches, bus shelters, notice-boards, paths and roads, buildings, etc.).
- 2.2. It seems unlikely that demands on the grounds team will reduce in future. On the contrary, it seems likely that the council will acquire additional sites or facilities over time and so add to their workload. Officers strongly recommend that adequate provision be made for the appropriate maintenance of existing facilities and any proposed additions before any further acquisitions or additions are made. Failure to do this risks Council performance falling short of the expectations of members, contract partners and public alike and generating complaints and even claims.
- 2.3. There are several ways in which the demands on the grounds team might, theoretically at least, be brought into closer alignment with the available resources:
  - 2.3.1. *Lower their work standards.* This could include measures like “re-wilding”, “No Mow May” and others that bring environmental benefits. But these can be controversial and are unlikely to have a large impact on their own. In practice, any significant effect would require more drastic measures likely to have a noticeably deleterious impact.
  - 2.3.2. *Terminate their contract work.* This could have a significant impact but would take time because the contracts have multi-year terms; we cannot end them on no or short notice. It would result in a loss of income (currently about £19,250 a year) and it would mean leaving our customers (Poulner Schools and Fordingbridge Town Council) having to make other arrangements.
  - 2.3.3. *Look for efficiency gains.* The Council has already invested in regular training, vehicles and equipment to enable the grounds staff to make the best possible use of their time. Managers continue to develop these efforts and are also focussed on staff health to minimize absences. Whilst there is always more that could be done in these respects, officers doubt that further efforts of this kind would have more than a modest impact.
  - 2.3.4. *Recruit an additional team member.* This would come at a significant cost (at least £32,000 a year when the basic salary and all the other payroll costs are taken into account) and likely take some time to achieve. In addition to increasing the team’s capacity, it could also help “future-proof” our current, aging workforce.

These measures could be combined to some extent. A further possibility would be to contract work out to a greater extent (at present this is only done for

specialist work like machine-cutting of hedges, tree surgery, vehicle servicing, etc. that the in-house team cannot do). This is not considered here for two reasons:

- Assessing the implications of such a radical change of policy would be a substantial task that is not worth doing unless members would seriously consider making it; and
- Although not wholly inconsistent with Real Living Wage Employer accreditation (as currently being sought) it would certainly complicate meeting its requirements in spirit as well as letter.

Naturally, though, this could be investigated further if members so direct.

2.4. Whilst, therefore, there is no instant solution to this problem, it would help officers to take steps to address it if members could indicate which of the options identified should be pursued further.

### 3. Issues for decision and any recommendations

#### **Issues for decision:**

- 3.1 Should officers investigate and report further on the measures identified in paragraph 2.3 above and, if so, which?**
- 3.2 If members would consider recruiting an additional member of staff, what recommendation do members wish to make to the Policy & Finance Committee about the funding of this role?**

For further information, contact:

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

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

## Appendix 1 – Ground Manager's Statement

Since I have been the Grounds Foreman and now the Grounds Manager the role has changed dramatically, from 75% outside 25% office when I was first appointed Grounds Foreman in 2014 to 90% office and 10% outside now.

Of course, this has had a big effect on the grounds team and the amount of work they try to keep up with.

The day-to-day work has for the most part been the hardest hit, we are always behind schedule, we try and keep up with the contract work which for the most part has been completed on time, as indeed it should be.

The maintenance work has also suffered, we are many months and in some cases years behind, it is a case I'm afraid of who shouts loudest.

A good example of this is the Bickerley Dragons teeth, we ordered the posts for this in September 2022, we started this project in October 2023 and used the last of these posts in February this year, we have still not finished and are awaiting more posts to arrive at the suppliers, we will not finish this job now until October / November as other works now take priority, such as Cricket preparation, contract work, mowing etc.

That is just one example of how far behind we are with some jobs.

Our busiest time of the year is early March to late August, this is when we really struggle as we have 101 jobs to do on any given day, April to Mid-July sees the main growing season starting, Cricket square to prepare ( this is time consuming) then cricket wicket preparations each week, school contract work, 2 x athletics tracks to measure and mark out from scratch, Fordingbridge recreation ground pitches to aerate, Ellingham & Ringwood Rugby Pitches to aerate, plus all the strimming and mowing of all RTC open spaces Cemetery and Carvers, football pitch line marking, urgent jobs and maintenance work to fit in, June football pitch renovations start, and the list goes on.

All the team take a pride in their work which stands to reason means pride in the town, they all love the maintenance side of the job, the workload means they get very little time to do this work and the time they do get is always limited and rushed.

I call the maintenance work, road repairs, grading, path repairs, carpark repairs, clubhouse maintenance repairs (those that we can do) carvers sheds, pavilion, cemetery toilets and shed repairs, revamping seats Notice boards etc, the list goes on, we do not have enough time to do these and the main work with essentially four men, the maintenance work gets pushed back until someone complains, in an ideal world we would have this work planed out for the year, this proves impossible with the work force we have.



## Carvers Working Party

### Notes of meeting held at Ringwood Gateway on Wednesday 1<sup>st</sup> May 2024 at 6pm

Present: Cllr Rae Frederick (Chair) – *from 6.05*  
Cllr Andy Briers  
Cllr Mary DeBoos  
Cllr Janet Georgiou  
Cllr Peter Kelleher  
Cllr Becci Windsor – *from 6.05*

In attendance: Charmaine Bennett  
Christopher Wilkins – Town Clerk

Absent:

#### 1. ELECTION OF CHAIR

In Cllr. Frederick's temporary absence, Cllr. M. DeBoos was the sole nominee to act as chair, was elected unopposed and took the chair.

#### 2. APOLOGIES FOR ABSENCE

Cllrs Frederick and Windsor have said they would be late.

#### 3. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

#### 4. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 6<sup>th</sup> March 2024 were approved for signature by the Chair as a true and correct record.

#### 5. OFFICERS' REPORTS

The Town Clerk reported that:

- (a) The drawings of the proposed new grounds maintenance building are being refined as far as practicable to meet possible objections and once this has been done an application for full (rather than outline) planning permission will be made;
- (b) A letter from New Forest District Council about the (disappointing) outcome of their invitation for bids has been received and circulated but, quite separately, we have been informed by email that improvements to the access at Poulner Lakes have been awarded funding under a separate process. Officers are working to clarify the scope of and options for this work and will involve members as soon as practicable.
- (c) The town centre CCTV camera at Carvers Rec has been repaired and is now fully operational again.
- (d) An order for the storage container has been discussed with the supplier.

The Clubhouse manager added that she had met the container supplier today to discuss access for their delivery vehicle and cladding options. Delivery should follow soon.

*Cllrs Frederick and Windsor joined the meeting during this item*

*Cllr Frederick took the chair.*

## 6. MASTERPLAN IMPLEMENTATION

Cllr. M. DeBoos reported that although there may be opportunities to bid for funding from Sport England and the National Lottery, owing to the constraints applying to these, the best immediate option is probably the Veolia scheme. This could be combined with an offer received from David Lloyd Club to RACE to provide volunteer help. The bid would need to demonstrate biodiversity and ecological benefits. For this reason, she suggested that the subject of the bid should be the MUGA and the planting adjacent to it and it should include provision or habitat surveys before and after to test those benefits.

The officers reported receipt of a request to use the sports pavilion for boxing training sessions (in conjunction with its continuing use for cricket).

### **RESOLVED:**

**That Cllrs. M. DeBoos and Frederick and the Clubhouse Manager have authority to prepare a bid to Veolia along the lines suggested for submission as soon as it is ready and authority has been obtained from the Policy & Finance Committee for the funding required to release the bid funds (if it is successful);**

**That the Town Clerk put the boxing training provider in touch with Ringwood Cricket Club to discuss practicalities**

### **RECOMMENDED TO THE POLICY & FINANCE COMMITTEE**

**That if the bid for funding from the Veolia scheme is successful, the 10% contribution required to release it (up to a maximum of £8,250) be met from the CIL reserve.**

## 7. NEXT MEETING

Wednesday 5<sup>th</sup> June 2024 at 6pm.

There being no further business, the meeting closed at 6.46pm.

RECEIVED  
5<sup>th</sup> June 2024

APPROVED  
5<sup>th</sup> June 2024

COMMITTEE CHAIR

WORKING PARTY CHAIR

## **Events Management Sub-Committee**

**Notes of meeting held on Wednesday 15<sup>th</sup> May 2024 at 1230, at Ringwood Gateway**

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

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

### **1. Apologies for Absence**

Cllr Becci Windsor

### **2. Declarations of interest**

No interests were declared.

### **3. Minutes of the previous meeting – 17<sup>th</sup> April 2024**

**RESOLVED:** That the minutes of the meeting held on 17<sup>th</sup> April 2024 having been circulated, be approved, and signed as a correct record.

### **4. D-Day 80<sup>th</sup> Anniversary**

Reverend Terry Roberts joined the meeting for this agenda item.

Event Plan circulated to the group and approved by all committee members present.

Reverend Terry Roberts went through the churches plans for the D-Day Anniversary on the 6<sup>th</sup> June which include a Wreath Laying ceremony at the Veterans Memorial in the Parish Churchyard at 10.30am and repeated at 12 noon at the War Memorial Ground. Terry confirmed he has ordered a D-Day Wreath on behalf of Ringwood Town Council for the Mayor to lay on the day and also confirmed he would be attending the Beacon event in the evening.

The event manager confirmed that on the evening the official reading of the International Tribute will be read by the newly appointed Mayor and the Deputy Mayor will light the Beacon.

- |                        |  |
|------------------------|--|
| <p><b>ACTIONS:</b></p> | <ol style="list-style-type: none"> <li>1. CB to include wreath laying details on the D-Day event webpage, to promote if the evening event is too late for people to attend.</li> <li>2. CB to send over wording to Terry for the Beacon of Light event to be featured in the programmes for the daytime wreath laying ceremonies.</li> <li>3. CB to liaise with grounds team to ensure the steel soldiers are on display at the war memorial ground in the lead up to the event.</li> <li>4. Cllr Frederick to liaise with Ringwood Veterans Hub to see if they have collection tins that can be used at donation points around town.</li> </ol> |
|------------------------|--|

5. CB to ensure Beacon posters are displayed when the D-Day Discovery bus comes to Carvers Recreation ground on Saturday 1<sup>st</sup> June.
6. Cllr Swyer to drop off RTC fire extinguishers that are located at the parish church from the last Beacon event and RTC to arrange these to be serviced before the event.

## **5. Fireworks**

The event manager went through her calculations on how many people we could safely accommodate at Carvers Recreation Ground on Fireworks night. This was based on an evacuation formula based on a five-minute-high risk evacuation situation. The recommended capacity amount should be based on this formula and include all working staff and stall holders. The amount leaving after the first display should also be taken into consideration.

The decision still needs to be made on if a physical ticket is issued to every person when purchasing or if part of the ticket sales will move to online. The counting out of people leaving after the first display also needs more consideration.

It was agreed that all research and options for online ticketing should be submitted before the July events sub-committee meeting. Things to consider include looking at barcodes and scanning option for the tickets sold online, ensuring that these options work for an outdoor event and explore if we can create a small-scale dummy event the week before to ensure the processes work and everyone is confident in their roles.

**ACTIONS:** 1. CB to create a document comparing online ticketing option which she will present to Cllr Day for his consideration.

## **6. Family Fun Day**

The event manager ran through the activities she had booked in for the Family Fun Day on Wednesday 24<sup>th</sup> July and advised she was looking to book in a couple of food stalls to meet demand and compliment the offering at Carvers Clubhouse.

**ACTIONS:**

1. CB to get back to the contact at Chuffley Light Railway to see if we can pay them £500 to come and then they charge a reduced ticket price of £1 pp to ride the train.
2. CB to chase up on live music/young talent sent over by Cllr DeBoos.
3. Cllr Frederick to ask councillors at the next committee meeting to help on the day with jobs like setting up the site, manning the RTC Information Stand and obtaining feedback from visitors on what they enjoyed as they leave the event

## **7. AOB**

No further business to discuss.

There being no further business, the meeting concluded at 13:45

The next Event Sub-Committee meeting – Wednesday 19<sup>th</sup> June at 12:30, 1<sup>st</sup> Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5<sup>th</sup> June 2024

### Memorials Management Policy

1. Introduction and reason for report

- 1.1. Considering training and advice received, officers have reviewed the Council's procedures for managing the safety of memorials, introduced some changes and now seek members' approval for a new policy.

2. Background information and options

- 2.1. The Council is legally responsible for the safety of persons visiting or working in the Cemetery off Hightown Road. Some memorials on graves present a potential safety risk. This risk needs to be assessed regularly and steps taken to reduce it to as low as is reasonably practicable. The draft policy attached as Appendix 1 describes how this will be done from now on.
- 2.2. The software used to manage the Cemetery has been expanded to include the inspection and safety management function in respect of memorials. A tablet device has been bought to enable findings to be recorded and saved quickly, easily and without need of paper records (in accordance with officers' wider aspiration to move from paper to digital record-keeping).
- 2.3. This function is likely to require periodic refresher training and the policy is likely to adapt as standards and best practice evolve over time.
- 2.4. The Policy applies at present to the Cemetery off Hightown Road only. However, the Council is also responsible for maintaining the closed burial ground within the churchyard of St Peter and St Paul's and this contains memorials which also pose potential hazards. If the Policy proposed is approved by members, officers will discuss managing this risk with the Parochial Church Council.

3. Issues for decision and any recommendations

**Members are respectfully invited to approve the Memorials Management Policy (Appendix 1).**

For further information, contact:

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



**RINGWOOD TOWN COUNCIL**

**MEMORIAL MANAGEMENT POLICY**

**FOR RINGWOOD CEMETERY**

**Memorial Safety Testing**

Historically there have been a number of accidents in cemeteries around the UK, some of which have resulted in fatalities, due to memorials being unsafe. The council have a responsibility to ensure the Cemetery is safe for both staff to work in and for the public to visit.

Any memorial purchased and erected on a grave space is owned by the registered grave owner and it is that person or persons who are ultimately responsible for its upkeep and maintenance.

**Memorial Fixing**

As per our regulations - suitable foundations must be provided to prevent memorials from sinking and must be constructed in accordance with the Code of Working Practice issued by NAMM. All memorials must conform to British Standard 8415 for the Installation of Memorials.

*Note that any refixing or repair work to memorials must be completed by a BRAMM registered memorial mason. Temporary work to make memorials safe and remove the risk of danger will be undertaken by trained grounds staff.*

**Memorial Inspections**

All memorials over 18" in height and any book-shaped memorials under this height will be inspected at least once during a rolling 5-year period to assess their safety. This will be done through both a visual assessment and a basic hand test to determine if there is movement in the memorial and to what extent.

The person undertaking the assessment will make the decision on the memorial's overall safety based on training they have received.

Once inspected each memorial will fall into one of three categories, detailed as follows:

**Category 1 (*high risk*)**– The memorial is unsafe and poses a risk. It needs immediate attention to make safe.

**Category 2 (*medium risk*)** – The memorial is safe but there are minor concerns, and it should be reassessed in 12 months' time to ensure it has not deteriorated further.

**Category 3 (*low risk*)** – The memorial is safe and should be re-inspected in 5 years as part of the next round of inspections.

Staff undertaking the inspections will record the details of every memorial using InspectEDGE software and as a minimum will record:

- Date of Inspection
- Name of Inspector
- Category of Memorial (1, 2 or 3)
- Details of any Actions Taken

### **Actions Post Inspection**

Should a memorial be identified as a category 1 and fail the inspection staff will need to take immediate action to make that memorial temporarily safe. These actions will be based on several factors and the best solution will be decided based on their assessment of the memorial and the surrounding area. These actions may include:

- Laying the memorial flat – Where a memorial can be laid down on, or within an existing kerb set so as not to cause a new trip hazard. A warning sign will be placed near to the memorial.
- Staked and Banded – The memorial will be fastened tight to a wooden post which will act as a temporary support. The banding will also hold a warning notice. The stake and band will be re-inspected every 12 months to ensure neither have deteriorated.
- Cordoned Off – It may be necessary to cordon off a particular memorial or an area of memorials with a warning sign attached.
- Removal – In extreme cases it may be necessary to remove a memorial from the grave and place into storage if none of the above options are suitable.

All of the above are regarded as 'temporary fixes' and should not be seen as a permanent solution to deal with an unsafe memorial. These methods are carried out to reduce or remove the risk of a memorial causing harm to someone.

Prior to taking any of the actions above, the memorial will be photographed, and details recorded of any existing damage or issues.

Very large memorials over 8' (2.5m) will be visually assessed and if any concerns are recorded, the memorial will be cordoned off. If it is safe to do so, cemetery staff



will carry out works to ensure the memorials are safe. Alternatively, arrangements will be made for a specialist contractor to undertake an inspection and provide options and costings.

### **Informing Grave Owners**

The council will try to contact the grave owner where any action has been taken due to a memorial failing a safety inspection. In our experience, if the grave owner is deceased or the last burial was over 50 years ago it is unlikely that any response will be received therefore no correspondence will be sent but a notice will be left on the grave space. Should grave owners fail to take any action within one year of the inspection date, the council reserves the right to make the memorial safe and attempt to cover the costs from the grave owner where possible.

For any memorials installed within six years that fails the inspection, we will contact the memorial mason directly to request repairs be made to ensure the memorial is fully compliant with BS8415.

*Note - 6 years is the standard legal period that must be covered by the installation. The stability guarantee of a memorial is the responsibility of the memorial mason who may provide a longer guarantee period.*

### **Grave Owner's Responsibilities**

The registered grave owner has a responsibility to ensure the memorial is made safe by being properly re-fixed to the current BS8415 standard. Works must be undertaken by a qualified and BRAMM (British Register of Accredited Memorial Masons) registered memorial mason. Do it yourself repairs by families will not be permitted.

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5 June 2024

### Tree Carving – War Memorial Gardens

#### 1. Introduction and reason for report

- 1.1 The Rotary Club of Ringwood would like to arrange for the carving of the cherry tree stump in the War Memorial Gardens, which is RTC owned land.

#### 2. Background information and proposal

- 2.1 Below are pictures of the stump and an impression of what it would look like generated by the proposed carver, Rob Beckinsale. Rotary would also like to put a modest plaque on the stump. The stump was left for habitat purposes, but has proved to have no value in this regard. It is likely that the stump will begin to rot within ten years or so and may need to be removed.



#### 3. Financial Implications

- 3.1 None for RTC.

#### 4. Issues for decision and any recommendations

##### **Issue for decision:**

**Whether to permit the cherry tree stump in the Memorial Ground to be carved with the design shown and a modest plaque attached. The carved stump will be retained for ten years, unless there is a public safety issue.**

For further information, contact:

Cllr Gareth DeBoos  
Phone: 07904195605  
Email: [cldr.g.deboos@ringwood.gov.uk](mailto:cldr.g.deboos@ringwood.gov.uk)

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5<sup>th</sup> June 2024

### Waste Licence Surrender

#### 1. Introduction and reason for report

- 1.1. Additional information is now available about the proposed application to surrender the waste permit applying to the Poulner Lakes public open space site.

#### 2. Background information and options

- 2.1. When this Council acquired the public open space at Poulner Lakes (in 1994) it acquired by succession a waste permit. This permit will continue to attract an annual fee unless and until Environment Agency accepts its surrender. The Council has previously agreed in principle to seek such a surrender but the process is complex and expensive. Progress has been made and this report describes the current situation.
- 2.2. After initial research and discussions with Environment Agency staff, it became apparent that the surrender application would require technical knowledge and the acquisition and presentation of data about pollution risks. Members agreed to engage an environmental testing consultancy to assist officers with this work. Some old boreholes have since been identified and used to obtain samples for testing. The results were not entirely clear so further monitoring was undertaken over the winter (at minimal cost). It is now proposed to obtain water samples from the fishing lakes. Assuming these show no elevated levels of pollutants (and there is no other evidence of such pollution to suggest that they will) it should then be possible to proceed with the surrender application.
- 2.3. Members were provided an estimated range of possible costs at the meeting on 5<sup>th</sup> July 2023. Minute ref. OS/6270 reads:

*“The Town Clerk had previously indicated a cost of between £8,000-£10,000, and now the consultant had provided a detailed proposal and costings, he wished to update Members.*

*Stage 1 – involves inspection of the bore holes, water testing and engagement with the Environment Agency to ascertain next steps at a cost of £2,015*

*Stage 2 – is dependant upon what the results are and the feedback from the Environment Agency, potentially further monitoring will be required, so costs could range from £0 - £5,095*

*Stage 3 – preparation of the surrender report at a cost of £2,500*

*The Environment Agency fee will depend on the level of risk £2,640 - £7,922*

*Total cost could range between £5,800 and £17,500*

*There is a commitment to Stage 1 and this is underway. Before taking Stage 2, and with the benefit of the Environment Agency’s view, total costs for the application can be revised.”*

In effect Stage 1 has been completed within budget. The current estimate of stage 2 costs has been refined to £1,395 and stage 3 to £1,940. The EA fee is currently subject to review but expected to remain close to the previous lower estimate of £2,640. The best estimate of total costs therefore now stands at £7,990.

- 2.4. Further updates will be given in due course.

#### 3. Issues for decision and any recommendations

**Members are invited to note this report.**

For further information, contact:

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

## 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 (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. Building of the new pavilion has paused pending utility works by statutory undertakers. The new building is expected to be ready for occupation in Summer 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).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Referendum will take place on 04/07/2024, on the same day as the General Election. If the majority of residents vote "yes", the Plan must be adopted (made) by NFDC and NFNPA by 29/08/2024.	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.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. 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.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contributon from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks to be carried out in May, annual flail in August and stream clearance by volunteers in September.	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 09/07/2024.	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.	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. Results and availability of funding will be discussed with HCC.	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.
<b>Policy &amp; Finance Committee</b>						
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)	Urgent repairs have been completed. Vacant possession has been recovered. The agents have been asked to advise on re-letting options.	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 and is expected to be submitted soon.	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 and the construction contract is now out for tender.	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 summer. 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. The expected surrender requirements and process will be explained at the RLOS meeting on 5th June.	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. Discussions about the design and proposed works are expected to continue through the Summer.	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 likely costs and wider implications of installing this are being investigated.	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
RLOS24	Poulner Lakes Circular Path	Completed May 2024.	The performance of the reduced and landscaped drainage retention pond has been monitored through the winter. It appears both necessary and effective. This project is therefore now complete.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only

### Staffing Committee

None

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Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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**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			
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**Recreation, Leisure & Open Spaces Committee**

None	(Current projects expected to absorb available resources for several years)						
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**Staffing Committee**

None							
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## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	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				
<b>Policy &amp; Finance Committee</b>				
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	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
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.
<b>Staffing Committee</b>				
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	

