

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

Held on Wednesday 6th September 2023 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chair)
Cllr Becci Windsor (Vice Chair)
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Rae Frederick
Cllr John Haywood
Cllr James Swyer

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

ABSENT: Cllr Peter Kelleher
Cllr Glenys Turner

OS/6272 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6273 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Kelleher and Turner.

OS/6274 DECLARATIONS OF INTEREST

There were none.

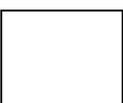
OS/6275 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 5th July 2023, having been circulated, be approved and signed as a correct record.

OS/6276 CARVERS WORKING PARTY

Cllr Frederick reported that another meeting of the Working Party had been held prior to this meeting. The consultation on the Carvers Masterplan was in progress and runs until 10th September. There had been good footfall and lots of comments received, which will be consolidated and reported back.

RESOLVED: That the notes of the Carvers Working Party meeting on 5th July 2023 (*Annex A*) be received.



OS/6277
EVENTS MANAGEMENT

Cllr Frederick reported that the Events Manager's contract had been changed and asked Members to consider the matter of event budgeting (notes para 5 and report). She explained that the surplus generated from the fireworks event contributed towards the Christmas Winter Wanderland Event but in the event of, for example, the fireworks event having to be cancelled, there was no reserve in place.

To assist with long term planning, the sub-committee considered a set of principles for the budgeting for events and put those forward to the Committee for approval.

1. That the aim is for Ringwood Grand Fireworks to generate a financial surplus.
2. That, in the first instance, the surplus is used to support Ringwood Winter Wanderland, if required.
3. That a 'cancellation' reserve of £5,000 is built up to cover losses made at an event should it have to be cancelled or similar.
4. Anything over £5,000, an annual recommendation is made by the sub-committee as to how this excess should be used, for example, put aside for a future one-off event or to support another event in the town.

Sponsorship packages are on offer with the aim of generating as much as possible for the fireworks and Christmas events. The Events sub-committee next meets on 13th September when the plans for Christmas will be finalised.

RESOLVED: 1) That the notes of the Events Management sub-committee meeting on 19th July 2023 (*Annex B*) be received; and
2) That the principles for the budgeting for events be approved, as detailed above, save for the level of the reserve.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That the Events Budgeting Reserve be created and the level of reserves to be built up to a level of £5,000, with use of any funds in excess of this amount to be considered annually following consideration of the Events sub-committee's recommendation.

ACTION C Wilkins

OS/6278
CHRISTMAS ILLUMINATIONS

Cllr Haywood presented the notes of two meetings of the working party held on 22nd June and 27th July (*Annex C*). A review had been conducted on previous light displays and suggestions on what and where the focus should be for future displays, as this would provide some guidance for those tendering.

Working party members considered there should be a "wow-factor" and a tree in the Market Place, although whether that was a real tree was left open, to see what other suggestions were offered. The layout would be traditional, Market Place and along the High Street up to Friday's Cross, along Southampton Road and finish at Mansfield Road. Additional lighting was discussed and Meeting House Lane is now to be included, to provide a link between the displays at the Gateway and Market Place. The Council would not provide lights beyond this, but businesses outside of this area would be more than welcome to join in the display and co-ordinate with the supplier.



The Town Clerk explained a slight change to the evaluation criteria to reduce competition driven by costs (30%), with the aim of increasing design and quality (70%) and that inflation has been built into costings over the term of the contract. He explained it is good practice for the Council to sign off any major contract, hence his report (*Annex D*) which includes a business case, setting out details of the project and sets and approximate budget, and the outcome specification which sets out the aim, scope and functional requirements of the contract.

RESOLVED: 1) That the notes of the Christmas Lights Procurement Working Party meetings on 22nd June 2023 and 27th July 2023 (*Annex C*) be received; and
2) That the procurement project business case for Christmas Illuminations be agreed and the outcome specification be approved (*Annex D*).

ACTION C Wilkins

**OS/6279
MEMORIAL LANTERN PROJECT AND RESERVE**

Members considered the Town Clerk’s report (*Annex E*). He explained the memorial lantern project was complete, with the lantern in place and the digital timer installed. The plaque to explain about the lantern had been created and was on one of the pillars outside the Gateway. The unspent balance from public subscriptions towards the project are held in an earmarked reserve and he suggested purchasing a bench for the memorial gardens might be an appropriate use of the reserve. However, if the bench was to match the remembrance-themed bench that was already there, the cost would be more than the reserve and the shortfall would be £375.

Members agreed to the proposal and that the shortfall be funded from reserves. Some contributions were offered by those councillors present to reduce the draw on reserves.

RESOLVED: 1) That the proposed installation of the bench be approved; and
2) That the funding shortfall be met from reserves, up to £375.

ACTION C Wilkins

**OS/6280
WORKS AT POULNER LAKES PUBLIC OPEN SPACE**

The Town Clerk explained some of the background to the works already carried out by HCC / NFDC contractor at Poulner Lakes Open Space, with the aim of improving drainage and preventing collection of surface water on the newly created circular path. Members were invited to consider the three options set out in his report (*Annex F*).

RESOLVED: 1) That HCC / NFDC be asked to implement option 2 to carry out the proposed pond re-shaping works as soon as practical to naturalise the site and monitor the performance over the Winter period the update on this request be noted; and
2) That any further remedial works to be agreed by RTC once the performance of the pond has been assessed.

ACTION C Wilkins

**OS/6281
BENCH SPONSORSHIP AT THE BICKERLEY**

Members considered the Town Clerk’s report (*Annex G*) and the offer to sponsor a new bench on the Bickerley. He asked Members to also consider the longer-term implications, as responsibility of the bench would fall to the Council, once installed, in terms of maintenance and replacement.

A motion was put to accept the offer and assess the need for a bin at a later date. An amendment to the motion was put, that the sponsor be asked to fund the provision of a bin also. The amendment was carried by majority vote.

- RESOLVED:** 1) That the offer of a bench be accepted on the terms as to style, colour and location suggested;
2) That the sponsor be asked to also fund a bin as part of the package; and
3) That, should the sponsor ask that a plaque be added to the bench, then this be approved in principle.

ACTION C Wilkins

**OS/6282
PROJECTS (current and proposed)**

The updated report had been circulated with the agenda (*Annex G*).

RLOS22 Bickerley Parking Problem

The Town Clerk explained the issue of illegal parking on the tracks across the Bickerley, which had been brought up several times in the last few years by a handful of residents. There had also been opposing views from other members of the public. The Council was divided on the matter. It is obliged to discourage parking but has no enforcement powers to clamp or fine offenders. The last time it was raised, there was a possible interest in moving the dragons’ teeth, which line the tracks, to make them narrower, allowing adequate room to drive on but not enough room to park as well. It was likely that this would not serve to solve the problem, but only displace it. A quote of £5,500 had been obtained for the works involved. Members considered the matter and agreed that this expense could not be justified and that the project should be removed from the projects list.

- RESOLVED:** 1) That the updated projects report be received; and
2) That RLOS22 project be removed from the list.

There being no further business, the Chairman closed the meeting at 8.05pm.

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

RECEIVED
27th September 2023

APPROVED
4th October 2023

TOWN MAYOR

COMMITTEE CHAIRMAN



Carvers Working Party

Notes of meeting held at Ringwood Gateway on Wednesday 5th July 2023 at 6pm

Present: Cllr Andy Briers
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk
Charmaine Bennett – Clubhouse Manager

Absent: Cllr Becci Windsor

1. ELECTION OF CHAIRMAN

Cllr Rae Frederick was the sole nominee and therefore elected unopposed to chair this working party until the first meeting after the next Annual Meeting of the Town Council. She took the chair for the remainder of the meeting.

2. APOLOGIES FOR ABSENCE

The Clerk reported that no apologies for absence had been received.

3. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

4. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 3rd March 2023 were approved for signature by the Chairman as a true and correct record.

5. CARVERS MASTERPLAN

The completed Masterplan prepared by Richard Connell (Report A) was received and the Clerk also made a presentation on the current proposal for a replacement grounds maintenance facility.

Members considered the design elements of both and made various comments on points of detail. It was agreed that no further changes to the Masterplan are needed at this stage and the document is a suitable basis for public consultation.

It was agreed that there should be a public display at Carvers Clubhouse during the schools summer holiday (and that this could also be taken round to other venues such as the schools in order to reach as wide an audience as possible). The main targets for the consultation should be the people who use Carvers most now and those who might be expected to use it in future.

A large format print of the Masterplan will be needed for use in these public displays. It will need to be supported by an explanation of the context of the Masterplan, the aims of the consultation and how people can respond.

ACTIONS:	<ol style="list-style-type: none">1. The Town Clerk will ask Richard Connell what he would charge to provide paper prints of the masterplan at A1.2. Cllrs M DeBoos and Frederick and the Clubhouse Manager will jointly compose a draft explanation for the consultation and circulate this to all other working party members for comment.
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3. Officers will arrange publicity for the consultation through Town Council channels and R&F News when the dates can be fixed.

6. NEXT AND SUBSEQUENT MEETINGS

The next meeting will be at 6pm on Wednesday 6th September 2023 at Ringwood Gateway.

There being no further business, the meeting closed at 6.55pm.

RECEIVED
5th April 2023

APPROVED

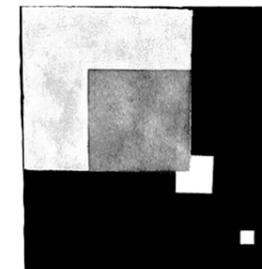
COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

DRAFT



A



NEW ENCLOSURE
LANDSCAPE CONSULTANTS

specialists in the creation of spaces
for people and nature

LANDSCAPE MASTERPLAN

Carvers Recreation Ground

for

Ringwood Town Council

Wednesday 28th June, 2023

Project reference: 361_Carvers Recreation Ground

Rev: First issue (23rd June, 2023)

A (28th June, 2023) Additions to masterplan package

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I N T R O D U C T I O N

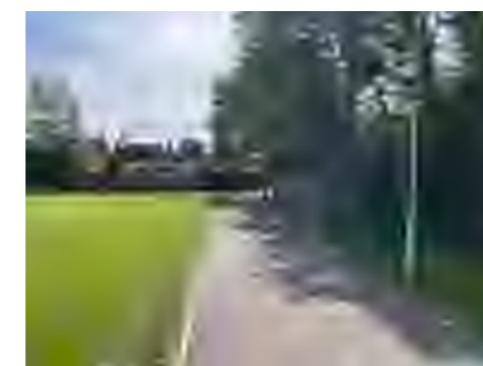
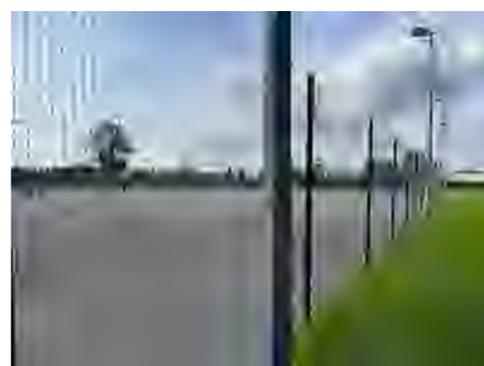
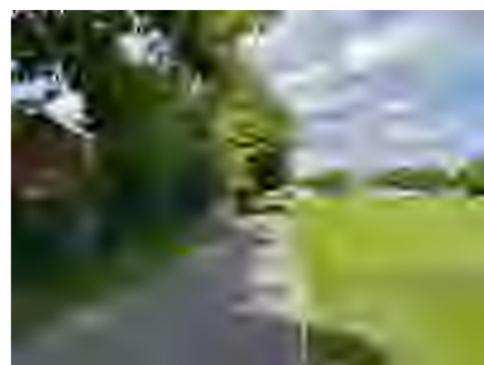
A masterplan is a dynamic and ever changing entity, nevertheless, this masterplan presented herein, can be considered final in that it draws to a close the culmination of a multi stage process that has included town councillor consultation meetings, site visits, and discussions around outline sketches. It is the intention to disseminate the work more widely for comment in due course. It is at this stage that it again becomes malleable as the masterplan responds to comments received and the stakeholders of Carvers Recreation Ground look ahead to realising the masterplan on the ground.

The overall purpose of the masterplan is to ensure the development of the recreation is coherent, attainable, and pertinent to the needs of the community which it serves. It aspires to provide a shared vision of the recreation ground.

The masterplan is presented in three parts:

- 1 - a high level appraisal of landscape context across regional, town, and site scales;
- 2 - the masterplan itself complete with concisely annotated guidance notes;
- 3 - and a break down of the main moves proposed for the recreation ground with accompanying precedent images and high level notes on considerations required for more detailed design work as and when required.

This work takes the meaning of landscape in its broadest sense. We are not just talking about formulating proposals for shaping landform and planting on the land. Rather, how we can compose a positive future vision for the recreation ground that considers the diverse human and natural influences that feature at the recreation ground, in Ringwood, and the wider surrounding landscape.



Regional

Ringwood’s wider landscape setting is influenced by the Avon Valley to the east and the New Forest to the west (fig 1). Each of these components are highly valued landscapes and should be used to inform decision making and the design of Carvers Recreation Ground. This is particularly relevant for any future, more detailed exploration of proposed works at the recreation ground, which will demand a clear demonstration that landscape context has been understood and is reflected in proposals for change at the recreation ground. Whether that be appropriately selected plant species to reflect the local native flora, to ensure the local regulatory context has been adhered to, or to secure funding for works implementation.



Figure 1: Regional Context: site (red star); River Avon (blue fill); green (New Forest NP); urban area (yellow)

Local

Carvers Recreation Ground’s proximity to Ringwood Town centre serves as a great opportunity to make the two more accessible to each other (fig 2). The potential of Carvers as a major destination in Ringwood can be made clearer through encouraging easier access and more attractive routes to journey there.

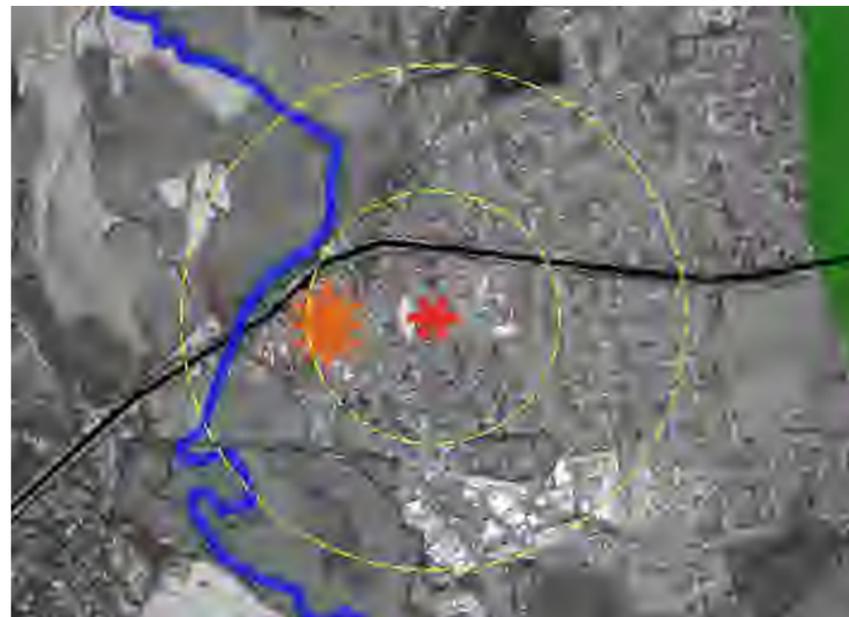


Figure 2: Local Context: site (red star); town centre (orange star); River Avon (blue fill); New Forest NP (green fill); 500m and 1km distances from Carvers (inner and outer dashed yellow line)

Site

There are a number of green spaces in close proximity to Carvers Recreation Ground. Many of which have more of a naturalistic quality. They are typically modest in size. The Avon Valley Path runs closely to the west of the site (fig 3). It is clear that any proposals for the recreation ground are informed by these neighbouring green spaces. Most notably, how they might be better connected in terms of the ecology of the area but also better connected for the people of Ringwood. By extension, it is important to assess the recreational offering of these other spaces to ensure that the proposals at Carvers are pertinent to the needs of the town. That they compliment the existing offering.

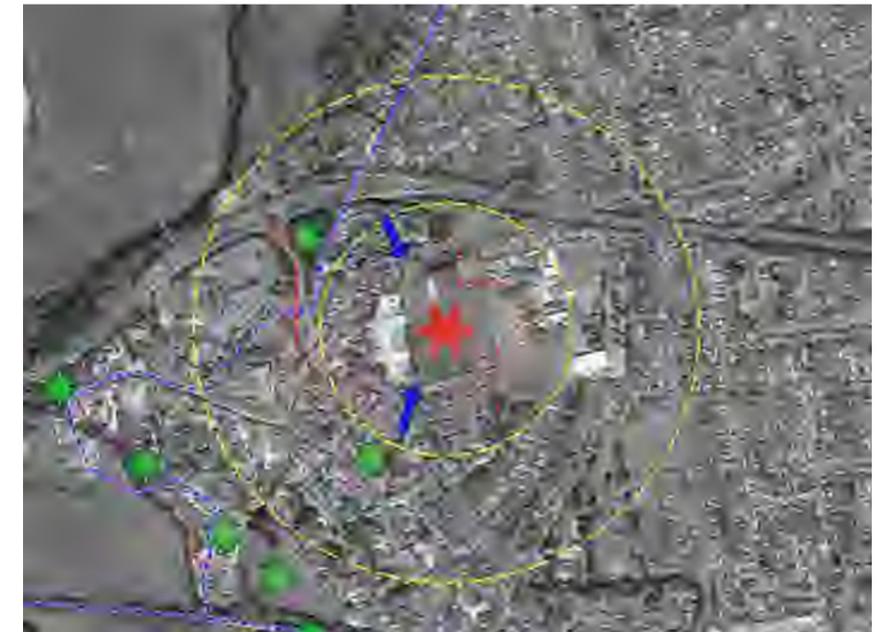


Figure 3: Site Context: site (red star); neighbouring public open spaces (green star); points of access (blue arrow); Avon Valley Path & other PRow (blue dashed line); barriers to entry/access - perceived and actual (red dashed line); 250m and 500m distances from Carvers (inner and outer dashed yellow line)

C H A R A C T E R A R E A S

- Ⓐ Clubhouse Reimagined
- Ⓑ Pavilion Link
- Ⓒ Space of Reflection
- Ⓓ Multi-use Games
- Ⓔ Open Glade Woodland
- Ⓕ Ecology Activity Trail
- Ⓖ Newly Presented Entrances
- Ⓗ Edge Avenue Path
- Ⓘ Open Recreation
- ⓵ Car Parking Resolved

Notes

Please refer to the preceding sections for further information regarding character areas. The masterplan on this page is for illustrative purposes, please refer to the end of the document for a scaled version.



C H A R A C T E R A R E A S

- (A) Clubhouse Reimagined
- (B) Pavilion Link
- (C) Space of Reflection
- (D) Multi-use Games
- (E) Open Glade Woodland
- (F) Ecology Activity Trail
- (G) Newly Presented Entrances
- (H) Edge Avenue Path
- (I) Open Recreation
- (J) Car Parking Resolved

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T O W A R D S M A T U R I T Y

As the scheme matures, notably with regard to the proposed new trees, the atmosphere of the recreation ground will evolve. The projection to the left shows in simple terms what the canopy cover might look like as the trees reach maturity (~25-50 years) and takes into consideration the growth habitat of the type of trees that will be specified.

Although not shown, it is reasonable to expect existing trees will grow larger and in some instances get to the end of their lives. In the instance of the latter it is suggested that in addition to the proposed new trees, additional successional tree planting is considered to ensure the tree stock remains vibrant and healthy.

Notes

The masterplan on this page is for illustrative purposes, please refer to the end of the document for a scaled version.



I M P L E M E N T A T I O N

There are some elements of the masterplan that will be relatively easy to implement. First and foremost, by altering the mowing regime the 'wildflower' areas can begin to be established. Depending on the desired outcome it may be that the areas in question are specially prepared and seeded. Much of the tree planting, particularly in areas away from elements of the masterplan that will follow at a later date can also be implemented early.

Further to these soft landscape items, there are other 'smaller' works such as the outdoor gym, storage container, green-roof cycle stores, and ecological trim-trail that will likely have less demanding funding requirements and as such it may also be possible to implement these relatively early.

Works such as the reframed entrances, 'overflow' parking, and games area will require more substantial funding to implement and in some instances, if not all, will require planning permissions to be obtained. As such it is likely that these will require a more generous programme.

Regarding implementation generally, further engagement will be required with New Enclosure to clarify the detail of the proposals. It is important to be attentive to the specific setting of each intervention. In particular with regard to root protection areas, vehicle access requirements, handling topography, and appropriate plant (and tree) species selection.



M A I N T E N A N C E & M A N A G E M E N T

Challenges presented by the prevailing economic and climatic context mean a sustainable approach to the maintenance and management of the recreation ground is required.

Such an approach need not be deleterious in nature and changing perceptions over the last decade, in particular, have made a lower input maintenance approach more widely accepted and in many instances more desirable to a more 'manicured' approach.

Further, generally speaking, a lower input maintenance regime encourages a more vibrant ecological diversity.

Some overarching principles include:

- A reduced / lower input maintenance regime i.e. less frequent mowing and hedgerow cutting
- Disposing of suitable maintenance arisings on site to reduce time and fund spent on disposing of arisings off site
- Ensure newly proposed soft landscape is chosen for its suitability for a changing climate e.g. drought tolerant trees thereby requiring less watering particularly, during the trees establishment



M A I N M O V E S

Provision of quality outdoor communal amenity space gives the people of Ringwood and its visitors liveable space that serves a range of needs. It also contributes to the urban network of green spaces that help this area respond to 21st Century challenges.

Consideration has been made to ensure the proposed landscape masterplan is safe and accessible which is evidenced by measures such as wide and level paths, and good natural surveillance. Bike storage (with suggested green roofs) encourages use of a sustainable and healthy mode of transport.

Opportunities for planting have been maximised and provide a blend of ecological, aesthetic, and climatic benefits. All planting is proposed to be native/naturalised and will be selected to ensure a range of ecological and aesthetic benefits are met. A range of growth habits, flowering times and types will be chosen to support a range of biodiversity and work within and elevate the site's existing ecological framework. In the pursuit of sustainability best practice, it is suggested that the soft and hard landscape proposals allow for a low intensity maintenance operation and use locally sourced materials and/or those with a low carbon footprint.

The masterplan provides a frame for Carvers Recreation Ground to mature from its valued existing base. The hard and soft landscape interventions throughout the masterplan work together to provide welcoming points of access and clear character areas that serve a range of purposes. From private individual reflection to larger social group gathering. Further to the human element, there is a clear ecological thread running throughout the landscape proposals. In many instances these human and natural threads have been bound together, such as with the 'Ecology Activity Trail'

The masterplan has been designed to ensure management and maintenance requirements support the creation and ongoing provision of an attractive recreation ground that has long term sustainability at its core.

A CLUBHOUSE REIMAGINED

Outline Moves

A reframing of the existing offering at the Clubhouse. A newly proposed landscape delineates space between the skate park and the primary users of the clubhouse. In the case of the latter, clear areas are made to cater for different needs. Playful water features within a sensory garden, open lawn, and statement parasol trees that frame an attractive outdoor space compliment the existing offering at the Clubhouse and maximise its potential as a destination in Ringwood for people to gather. A new entrance to the east of the playground further binds the proposals for this area together.

Further interventions include: attractive timber clad storage containers, additional bicycle parking with green roof, and climbing plants on the northern and southern elevations of the Clubhouse to soften its appearance.

Considerations

Consult with regular users of the Clubhouse to ensure it meets their respective needs.

Explore the opportunity to create a more direct access point into the playground. Particular care is to be taken regarding root protection areas.

Ensure good natural surveillance is retained to safeguard security.

Ensure playful water features require minimal maintenance input.

Ensure spaces are effectively sheltered from sun and wind by well positioned planting



B PAVILION LINK

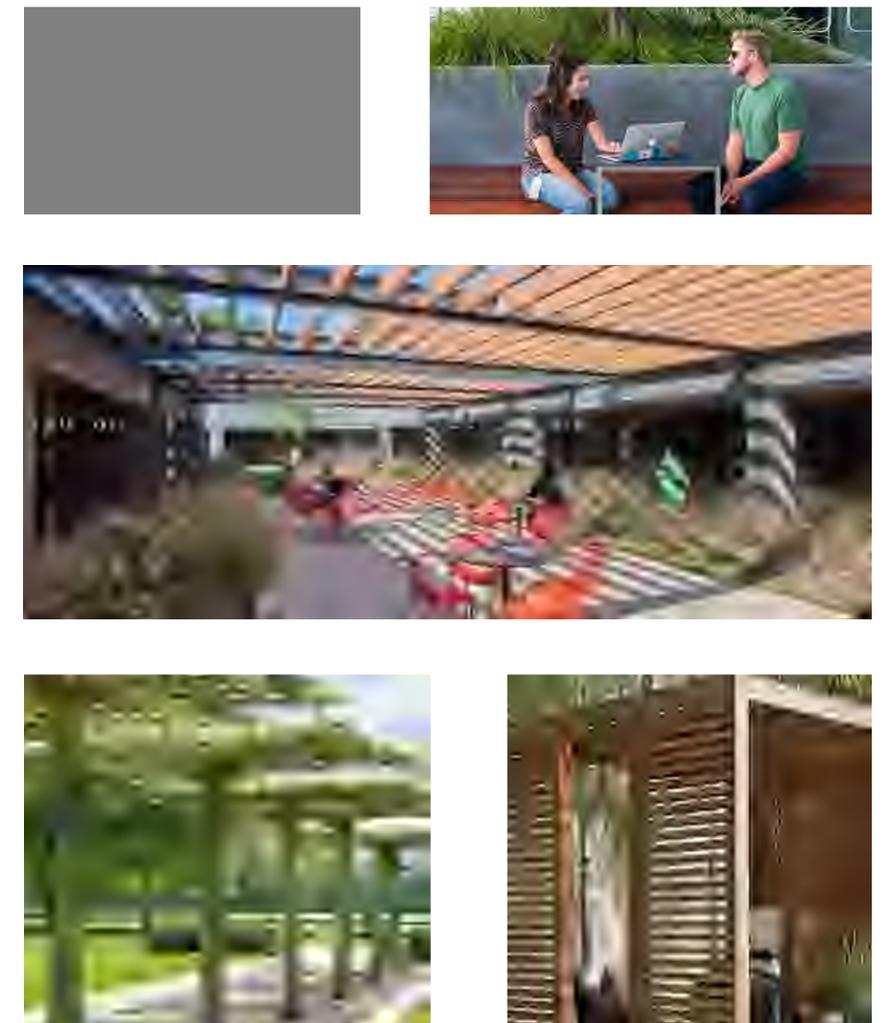
Outline Moves

A link is created between the Clubhouse and Pavilion. A simple path with recessed seating areas and specimen trees make an attractive space serving as a place to take in the views across the recreation ground in a more tranquil setting away from the active front face of the Clubhouse. Although not shown on the plan, it is possible that e.g. arbors or pergolas could be included to further elevate this area.

Considerations

Consider possible future uses for the pavilion.

Ensure arbor / pergola construction is robust and does not allow for misuse, for example, climbing.



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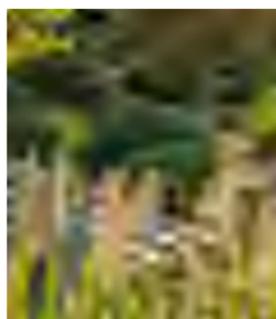
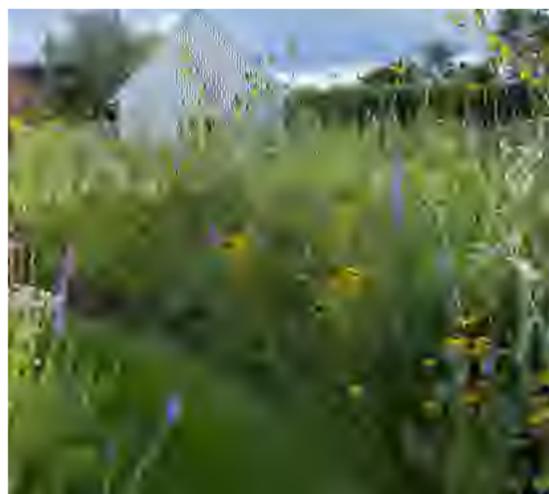
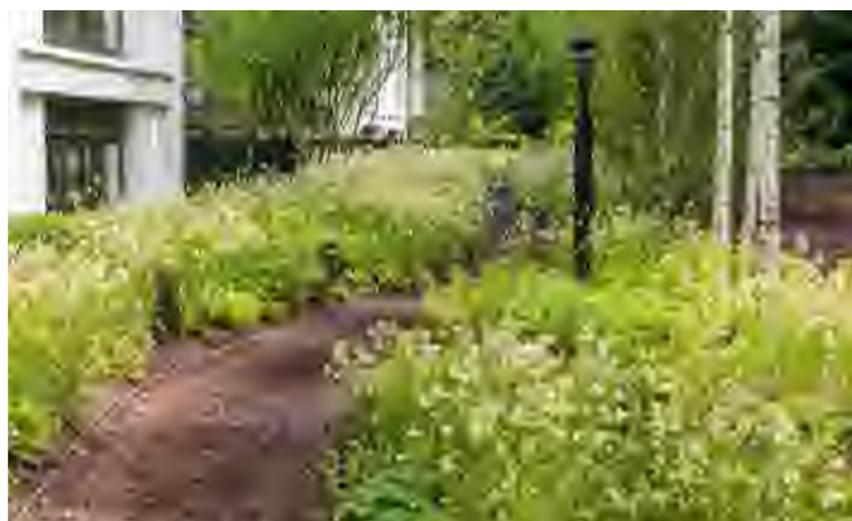
Outline Moves

A naturalistic, low maintenance space that makes good use of this peaceful space that is offset from the main body of the recreation ground. A simple treatment of mown paths and seasonal planting with benches lends itself to small group and individual reflection.

Considerations

Ensure the near by school and games area is sufficiently screened to retain as best as possible the tranquil nature of the space.

Ensure good natural surveillance into the space to safeguard users of the recreation ground.



© MULTI - USE GAMES

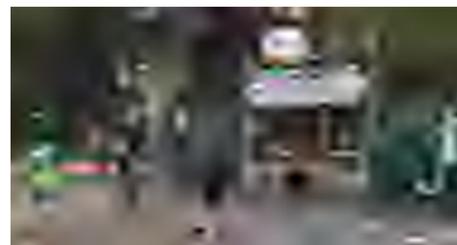
Outline Moves

An open, accessible games area that caters for a range of activity. A Multi-Use Games Area (MUGA) forms part of the space and provides opportunity for football. The other space is left largely open to allow for a range of play opportunities for example basketball and temporary classes and activity session run from the Clubhouse such as kids games sessions.

Considerations

Confirm a suitable level of enclosure to ensure games are well contained whilst also keeping the space open for good accessibility and a generally welcoming setting.

Explore the use of mixed colour surfacing to create an attractive, energising setting and to encourage a range of play opportunities.



© OPEN GLADE WOODLAND

Outline Moves

A bold programme of tree planting and wildflower in the south of the site brings a much needed naturalistic addition to the recreation ground. This caters for the ecology of the area as well as an interesting and exciting addition for park users to experience. It is proposed that arisings from grounds maintenance can be utilised in the creation of e.g. log piles and 'dead hedges'.

Considerations

Ensure density of tree planting is such that still allows an openness to the wooded area for both atmospheric effect and to retain good natural surveillance.

Integrate ecological interventions (log piles, etc.) as well as elements that serve the 'Ecological Activity Trail'.

Align planting such that the works yard is sufficiently screened whilst not jeopardising its smooth operation.



F ECOLOGY ACTIVITY TRAIL

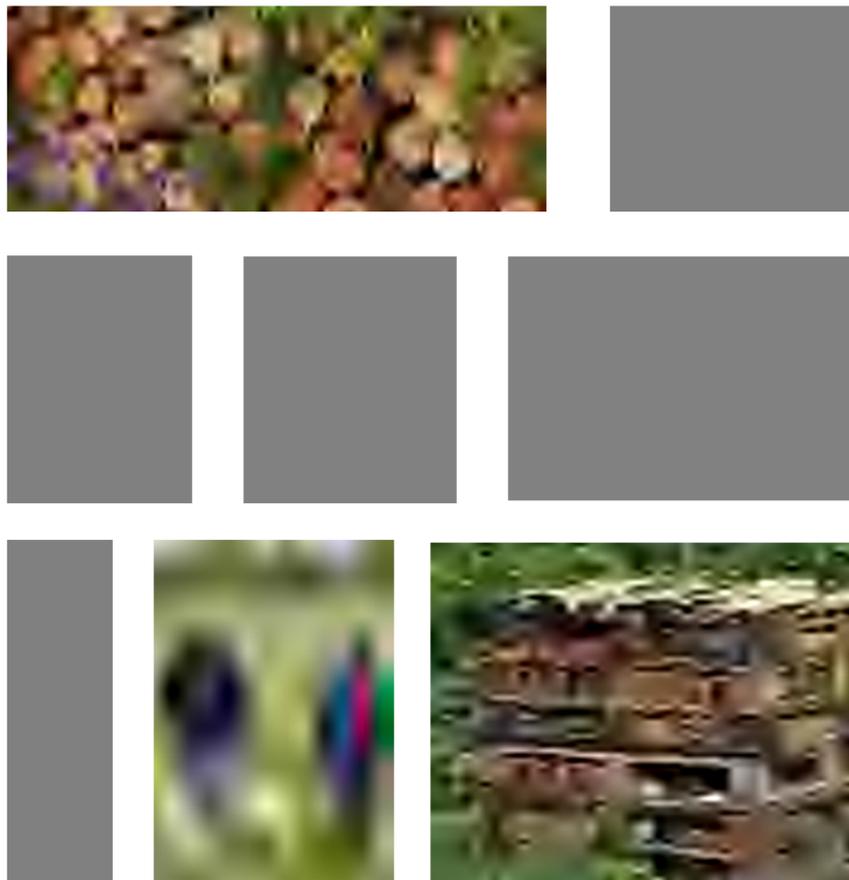
Outline Moves

Permeating around much of the perimeter of the recreation ground, the 'Ecology Activity Trail' is intended to serve a range of users. From dog walking, nature exploration, and dedicated fitness style exercise. Log piles, insect hotels, bird boxes as well as proposed tree planting, wildflower, and native hedgerows caters for ecology. Outdoor gym equipment and a child friendly trim trail affords opportunity for people to exercise and play. Mown paths and open glades afford an attractive path to walk and softens the otherwise open nature of the recreation ground.

Considerations

Ensure any built elements are robust, long lasting, and require minimal maintenance input.

Consider the promotion of this trail as a local activity for a range of users.



G NEWLY PRESENTED ENTRANCES

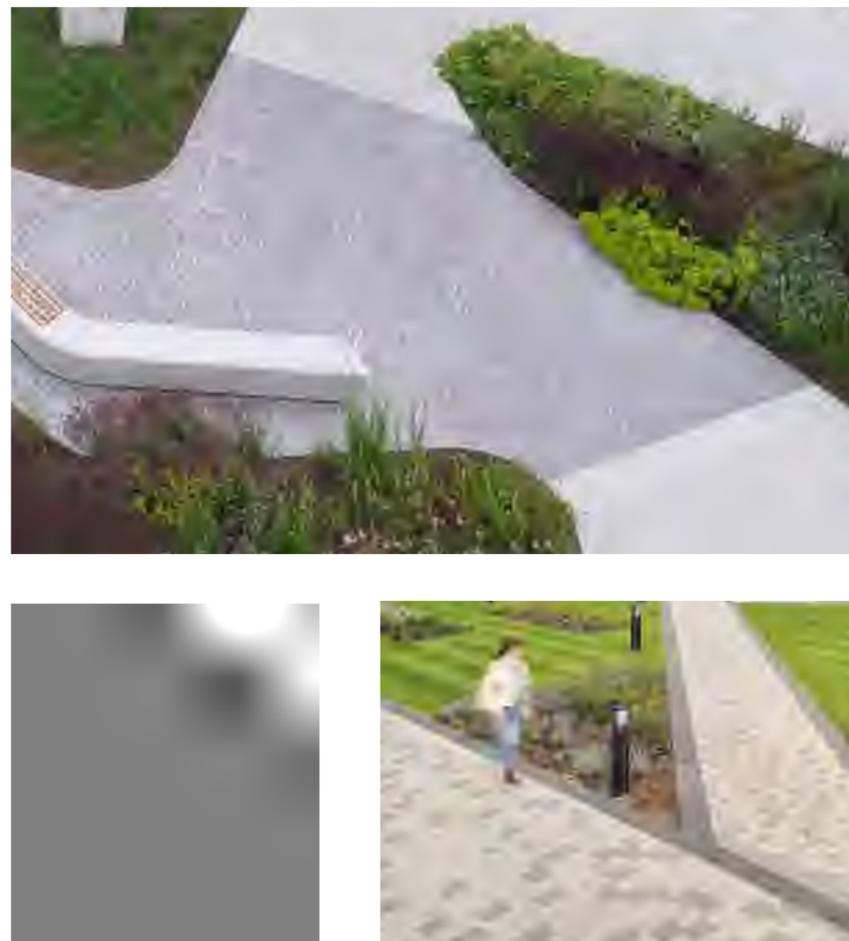
Outline Moves

The entrances into the park are reworked to give a clear sense of arrival. A new entrance is made to the east of the playground. For all entrances a shared landscape treatment is proposed to bind together the recreation ground and give a clear legibility to the access points into the recreation and movement around it. Priority is given to pedestrians, bicycles, and other non motorised traffic so a welcoming face to the recreation ground is promoted whilst still allowing for convenient access for vehicles when required.

Considerations

Ensure good accessibility for all types of recreation ground users.

Devise signage and hard landscape strategy at entrances to ensure consistency.



H EDGE AVENUE PATH

Outline Moves

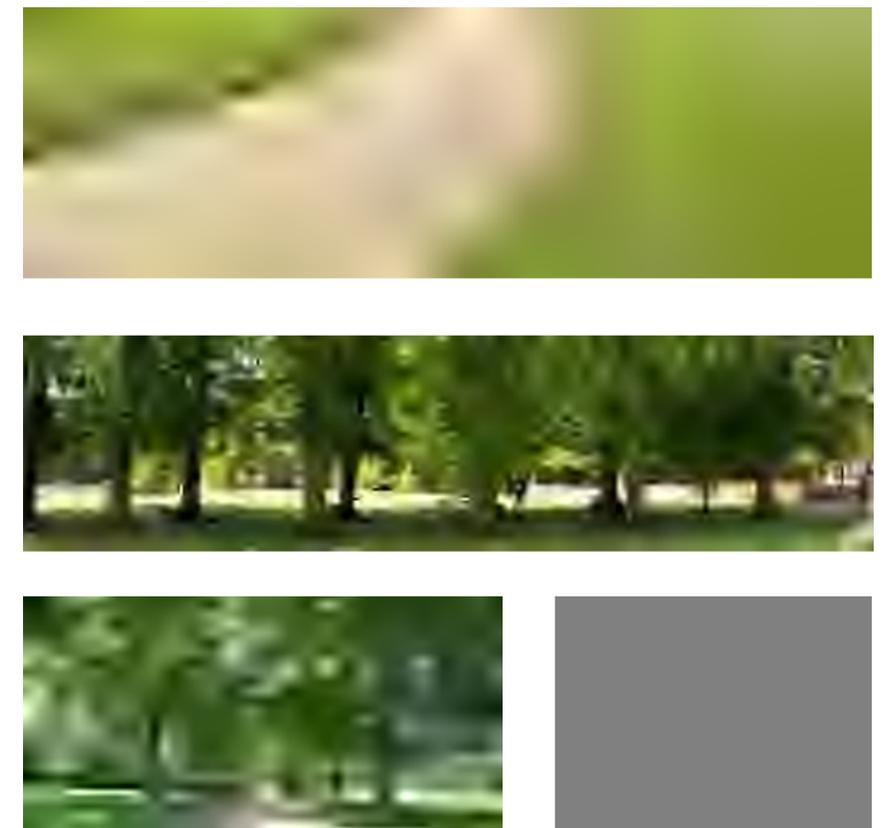
A simple treatment along the western edge of the recreation ground. Avenue trees, native hedgerow planting, and more seating provide an attractive thoroughfare through the park and serves to screen the industrial units on the boundary. It is suggested that this could be an arboretum-style feature with a mix of different species to add interest, provide a range of biodiversity benefits, and safeguard against climatic changes.

Considerations

Tree planting could be mixed specimen species to add an arboretum style quality.

Ensure tree spacing is sufficient to allow good long term growth and to not create a perceptible barrier to accessing the rest of the recreation ground.

Consider the resurfacing of the path and possibly present the threshold detail between path and grass more attractively.



① OPEN RECREATION

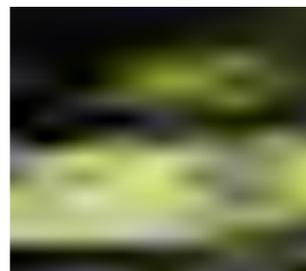
Outline Moves

A clear space for open recreation is retained. This is a central component to any recreation ground. Whilst a number of proposed interventions will reduce this area, it is only modest in scope and will make sure a generous open space is still provided.

Considerations

Propose a siting for football goals.

Ensure maintenance requirements are easy to undertake.



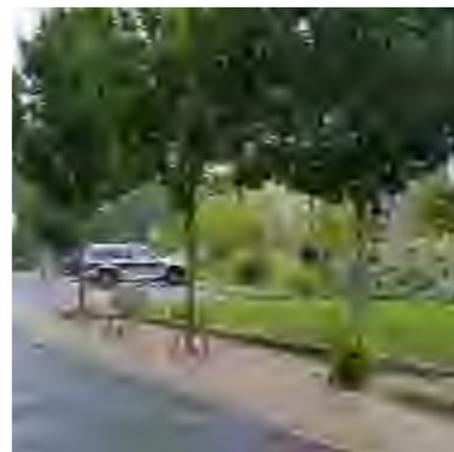
① CAR PARKING RESOLVED

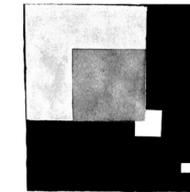
Outline Moves

A proposal for further parking is shown. There are a number of possible layout solutions. Regardless of the eventual layout it is the intention to ensure this area is well screen with earthworks and tree planting. The parking will avoid the use of hard surfacing and will engage the use of materials that engender a non-permanent feel. It is likely that this additional parking will only be accessible at certain times, for example, when particular events are on, or perhaps more generously, during daylight hours.

Considerations

Explore surfacing options, such as, honeycomb style geotextile with gravels and grass.





NEW ENCLOSURE
LANDSCAPE CONSULTANTS

specialists in the creation of spaces
for people and nature

- 

EXISTING TREES
Retain existing trees. Any removal or works subject to relevant permissions being obtained. Consider successional planting when existing trees approach / reach end of life.
- 

EXISTING HEDGE
Retain existing hedges. Undertake native infill planting to increase cover where required. Consider alternative maintenance regime to aid biodiversity e.g. less frequent cutting and creation of hibernaculum and/or log piles. Sowing a shade tolerant wildflower is a further option.
- 

EXISTING AMENITY GRASS
Manage existing amenity grass as per existing routine. Consider aeration, regrading, and reseedling in areas of poor grass cover.
- 

PROPOSED TREE
Species, specification of tree, implementation and maintenance methodology required prior to commencing. To be specified as native species.
- 

PROPOSED HEDGE
Native hedgerow. Further information regarding species mix, specification, implementation and maintenance methodology. Consider lower input maintenance regime e.g. some hedgerows managed as 'conservation' hedgerows that are traditionally laid and cut every 2-5 years.
- 

PROPOSED WILDFLOWER / MEADOW
Further information required regarding approach to implementation and ongoing management. To generally be subject to a less frequent mowing regime.
- 

EXISTING / PROPOSED 'MAIN' SURFACE
Existing typically tarmac. Proposed surface treatments could be e.g. spray and chip to existing and proposed tarmac areas, resin bound gravel, hoggin, or gravel. Materials to be locally sourced and/or low carbon.
- 

PROPOSED ENTRANCE PAVING
To compliment 'secondary' paving. To be used to clearly mark points of arrival. Top of the paving hierarchy.
- 

PROPOSED SECONDARY PAVING
To compliment 'entrance' paving. To be used to clearly mark spaces in close proximity to entrances and aid navigation/orientation within the site.
- 

PROPOSED GROUND STABILISATION
Ground stabilisation (geocell/geotextile) e.g. Golpla Ground Stabilisation infilled with gravel or grass. To be used in areas less frequented by vehicles such as the 'overflow' car park and works yard access track.
- 

PROPOSED ECOLOGICAL INTERVENTIONS
To provide habitat on site in addition to wildflower, trees, hedgerows. Crosses denote indicative placement of habitat (log) piles, dashed lines denote indicative 'deadhedge' locations. Appropriate arisings from maintenance to be used to 'top-up' these features.

LANDSCAPE MASTERPLAN
Carvers Recreation Ground
361_MP_01 DATE: 28/06/23 REV: A BY: RC / ND; CHK: RC



Events Management Sub-Committee

Notes of meeting held on Wednesday 19th July 2023 at 1230, on Teams

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

In attendance:
Chris Wilkins, Town Clerk (*for Agenda Item 4*)
Charmaine Bennett, Events Manager
Sam Bracher – Meeting Administrator

1. Apologies for Absence

Cllr James Swyer

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 21st June 2023

RESOLVED: That the minutes of the meeting held on 21st June 2023 having been circulated, be approved, and signed as a correct record.

4. Event Managers Employment Contract

The Town Clerk asked all were content for the Events Manager to stay on the call whilst discussing this item. There were no objections.

The Town Clerk gave an overview on the history of how the council have managed running Town Council events.

Historically a group of councillors ran Ringwood Town Council events informally with the support of the part time Events Supervisor role assisting with official jobs like signing contracts, placing orders and making payments. At this stage the contract for this role was for a minimum number of hours to offer flexibility whilst the council worked out how much time was needed to carry out event work. An hourly overtime rate applied for any additional work carried out.

As these councillors stepped away from the day to day running of events it was decided that an Events Management Sub-Committee should be established comprising of five councillors who supported the main Events Manager role.

The Town Clerk explained that as events have become larger and more time consuming to organise, the Events Manager role has changed dramatically with a lot more work required. The role peaks at different point of the year with many hours accumulated in the run up and on the days of the events. From a HR perspective, the current contract causes issues when trying to run payroll and allocate holiday entitlement etc. It is also difficult for the Finance Manager to work on projections and budgets when the wages for this role are not fixed.

Having sought advice from the council's HR advisors and looking at the hours accumulated in the role, The Town Clerk proposed to the group that this contract is changed to a fixed

hours contract with 12 hours a week being allocated to event management duties and an additional 18 hours a week to be allocated to the management of Carvers Clubhouse. Approval for any additional overtime hours would need to go direct to the Town Clerk.

Overtime hours would be paid at time and a half for Saturday working and double time for Sunday or Bank Holiday (either when the post-holder is required to work at those times or if the total hours worked in any one week exceed the full-time equivalent).

The Town Clerk informed the group that by being more realistic when setting out the hours in the contract, he does not anticipate this will make any major differences to the current budget and future projections.

The event sub-committee supported this proposal.

ACTIONS: 1. The Town Clerk to share this proposal to the Staffing Committee and advise members that the Event Sub-Committee group have approved this proposal.

5. Event Budgeting

The Event Manager asked the sub-committee to approve the report she submitted to the group. (*Report A*).

As the events become larger and more popular the council are in a position to build up reserves to cover any losses made from the events, should there be a need to cancel and have money to support other events and activities when required.

The suggested figure to aim for was £5000. It was agreed by the group that this could be done over a couple of years, starting in this financial year.

ACTIONS: 1. An agreed reserve figure of £5000 to be taken to the next Recreation, Leisure and Open Space Committee for approval.
2. Chair of Policy & Finance and Event Sub-Committee member, Cllr Deboos to clarify if this proposal needs to go through the Policy and Finance Committee.

6. Event Sponsorship

Cllr Frederick informed the group that main Fireworks Sponsor for last year, Churchill Retirement Living have confirmed they are not in the position to sponsor the event again this year.

Cllr Frederick shared the proposed 2023 sponsorship package options with the group and said that she would look to send this out with a covering letter imminently.

She suggested that one letter is sent giving sponsorship options for the two main events, Fireworks and Christmas and for the focus and look of the mail out to be the event branding over Town Council branding.

Suggestions from the group included adding a “Platinum Package” as well as a “Gold Package” option and rather than using the word “Sponsorship”, change this to “Partnership”.

<p>ACTIONS: 1. Cllr Deboos and Cllr Windsor to review the draft letter and sponsorship package options and come back to Cllr Frederick with any amendments/suggestions.</p>

7. Ringwood Grand Fireworks

Actions from last committee meeting were discussed. It was agreed that it is too early to go to try and recruit new volunteers to help at the events. To be picked up again in early September.

The Event Manager confirmed that she had a successful meeting with The Roundtable who confirmed they can source pallets and build the bonfire at the event and run the bar. They will confirm the Guy competition with local schools in September.

The Event Manager is linking with local food stall providers to ensure catering at the events is covered.

<p>ACTIONS: 1. The Event Manger to finalise and share the event plan and proposed ticket costings at the next meeting.</p>
--

8. Ringwood Winter Wanderland

Following the last committee meeting when a proposal for a Carousel was discussed, Cllr Frederick reported back that after further investigation unfortunately this is going to be too large to have on site.

Another potential option is a Helter Skelter. The charge to hire this is £2800 but RTC can take 100% revenue for what is made on the day. She informed the group that the cancellation policy is not good for this attraction and we risk losing all money if we have to cancel the event.

Cllr Deboos expressed her concern as chair of Policy and Finance as she thought the risk was too great, with the Terms & Conditions the company were offering, particularly as weather at this time of year can be temperamental.

Cllr Frederick suggested that an option would be to find additional sponsorship to cover the costs of the Helter Skelter so it was not coming out of council funds.

The previous fun fair on site was discussed by the group. It was agreed that it is not aesthetically pleasing alongside the stalls and community stands and the operator has been very unreliable at past events, however it is popular with our younger audience and creates an atmosphere with the sounds and lights.

Other options discussed for this area included steam engines and fairground organs, or an activity/adventure zone to include things like the activity cave (used at previous events), climbing wall, football challenges etc.

It was also suggested to approach Ringwood Round Table with regards to using some of the Pedal Cars from the Grand Prix, dressed up for Christmas in the town parades.

- ACTIONS:
1. Cllr Windsor to provide dimensions of the large marquees she has access to for consideration to use in the community stall area.
 2. The Event Manager to arrange a meeting with Nicola Vodden, Office Manager at Ringwood Town Council in Sept to discuss using the Gateway for the Santa's Grotto at the event and how to decorate the space.

No further business to discuss.

There being no further business, the meeting concluded at 14:00

The next Event Sub-Committee meeting – 13th September 2023 at 1230

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Events Managements Sub-Committee

19th July 2023

Budgeting for events

1. Introduction and reason for report

Budgeting for events and decisions for what happens with any surplus generated has conducted on somewhat of an ad hoc basis. A decision on the principles of budgeting for RTC events would help with long term planning.

2. Recommendation

It would assist the committee with long term planning (and getting sponsorship) if there was an agreed set of principles for the budgeting of events. The recommendation below is based on historical precedent but for various reasons, has not always been followed each year.

1. That we, as a committee, aim for Ringwood Grand Fireworks to generate a financial surplus.
2. That in the first instance, the surplus is used to support Ringwood Winter Wanderland if required.
3. We aim to build up a 'cancellation' reserve of £5000 to cover losses made at an event should we have to cancel or similar.
4. Anything over that we make an annual recommendation as a sub-committee of how we propose to use it- for example, to put aside for a future one-off event (as we did with the Jubilee or Coronation events) or support another event in the town (such as the skate jam in 2022)

Recommendation: That the above is discussed and agreed

For further information please contact:

Charmaine Bennett, Events Manager
Charmaine.bennett@ringwood.gov.uk

Christmas Lights Procurement Working Party

Notes of meeting held on Thursday 22nd June 2023 at 1.30pm via Microsoft Teams

Present: Cllr Mary DeBoos
Cllr Rae Frederick
Cllr John Haywood
Christopher Wilkins, Town Clerk
Charmaine Bennett, Events Manager

1. Election of Chair

Cllr John Haywood was elected unopposed and took the chair.

2. Apologies for Absence

None (all members present)

3. Declarations of interest

No interests were declared.

4. Review of Current Contract

Quality of display – There was general agreement that the quality of the current display is very high and fully delivers the “wow factor” the Council was seeking.

Extent of display – After the Town Clerk had explained the main technical constraints affecting where and decorations and illuminations can be installed and the inevitable trade-offs between cost, extent and quality, there was general agreement that the current extent is broadly correct but there needs to be more involvement with the business community – especially those who have publicly complained. Something needs to be visible from the A31 to draw visitors in.

Tree – There was general agreement that including a tree in the Market Place is either inherently desirable or unavoidable given public demand but it might conceivably take the form of an artificial tree or lighting effect rather than a dressed cut tree.

Duration – Options for some kind of display outside the normal period should be explored with the contractor but are outside the terms of reference.

Contractor performance – The combination of design excellence and total reliability to date in performance of critical tasks is a strong factor in favour of Gala Lights (though some delays in responding to requests for information and display maintenance were noted).

5. Re-procurement process

Given the confidence felt in Gala Lights and nervousness about any new supplier being an unknown quantity, members agreed that the possibility of negotiating a renewal of the contract with them and only undertaking a formal competitive re-tendering if this fails should be explored. The option of re-tendering if negotiations with Gala Lights fail to produce a satisfactory outcome should be kept open throughout. The Town Clerk should seek advice

on this and other procurement questions from the procurement team at New Forest District Council as before.

6. Any Other Business

In preparation for the next meeting all members should think about what principles (or parameters) should be included in any brief to Gala Lights or invitation to tender.

Approaches should be made to suitable businesses to provide power for display elements that cannot be powered in other ways.

Old signs relating to sponsorship of the lanterns (long since removed) need to be taken down.

7. Summary of Agreed Actions

Town Clerk – Contact NFDC for procurement process advice

Cllr DeBoos – Collect old signs

Cllr Frederick – Speak to businesses about display, power and the separate Christmas tree scheme

All - Think about what principles (or parameters) should be included in any brief to Gala Lights or invitation to tender.

8. Next Meeting

The next Working Party meeting (which is also likely to be a remote virtual one) will be organised by the Town Clerk once he has advice about the procurement process options available to the Council.

There being no further business, the meeting concluded at 2.28pm

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

Christmas Lights Procurement Working Party

Notes of meeting held on Thursday 27th July 2023 at 1.30pm via Microsoft Teams

Present: Cllr Mary DeBoos
Cllr Rae Frederick
Cllr John Haywood (Chair)
Christopher Wilkins, Town Clerk
Charmaine Bennett, Events Manager

1. Apologies for Absence

None (all members present)

2. Declarations of interest

No interests were declared.

3. Notes of previous meeting

The notes of the meeting held on 22nd June 2023 (having been circulated in draft form before the meeting) were taken as read and approved as a correct record of that meeting.

4. Re-procurement process and documents

- (a) *The business case* – The Town Clerk explained that a District Council officer provided the document used in their internal procurement process. The Town Clerk suggested this is useful to us only insofar as it prompts consideration of relevant issues. It was agreed that the re-procurement should proceed by way of open competitive tender as previously discussed, that the contract term should be 3 years plus an option for 2 more (as last time), that the need for a preparation period for a display over Christmas 2024 should be set out, that sustainability considerations be included where practicable and that the critical importance of readiness on time be emphasized. It was noted that this document (and the draft e-ITT to be considered next) will be subject to consideration and formal approval by the Recreation, Leisure & Open Spaces Committee, at its September meeting if possible.
- (b) *The electronic invitation to tender (e-ITT)* – The Town Clerk explained briefly how the procurement process will work and the importance of this document. The better we define our requirements and expectations, the more suitable we can hope and expect tenders from interested parties to be. The more care we take over the scoring criteria and weighting, the more likely the tender scoring outcome will be to achieve the desired result. After discussion members agreed:
- a. The design requirement should be as open as possible and not unduly prescriptive but state the following preferences
 - i. For a theme that matches Ringwood's special status as a market town on the edge of the New Forest National Park
 - ii. For warm colours over cold ones
 - iii. For impact that is visible from the A31 but focussed on the Market Place and
 - iv. For maximum visual impact on the crowd assembled in and around the Market Place at the switch-on event
- (Rationale: An aesthetic judgement based on local knowledge of what will best deliver the desired "wow factor" and wider objectives)

- b. The scope should specify Gateway Square, Meeting House Lane, Market Place, High Street, Fridays Cross and Southampton Road (as far as the junction with Mansfield Road) only as essential but include provision for possible expansion into additional areas so that individual businesses or business groups can fund this if desired
(Rationale: A judgement balancing the desire to maximize pull to the old town centre and impact against anticipated cost whilst providing some flexibility)
- c. Designs must include a tree (or tree-like feature) in Market Place that is at least 25' high (above ground)
(Rationale: A judgement of public expectations)
- d. The overall weighting of tender scoring should be cost 30% service quality criteria 70%.
(Rationale: Since a budget will be specified, tenders are unlikely to vary much in cost anyway and this will enable finer discrimination based on quality.)
- e. The same three service quality criteria as before should be used but with the following modifications:
 - i. Design Proposals (30%) – update background information and emphasize this is about aesthetics and impact
 - ii. Methodology and Operational Resources (25%) – clarify that this is about the practicalities of service provision, responsiveness during preparations and whilst the display is active and sustainability factors
 - iii. Experience and Track Record (15%) – emphasize importance of inspiring confidence in ability to deliver by reference to the number, type and scale and location of displays produced elsewhere
- f. Budget should be increased to £22,000 to reflect current costs and recent inflation and fixed for the first year only and allow for subsequent increases in line with CPI capped at 10%p.a.
(Rationale: Inflation and interest rates have changed so much since the last procurement that fixing an annual budget throughout again would, by transferring the inflation risk to tenderers, be likely to generate excessively cautious and disappointing tenders.)

ACTION: C Wilkins – Amend Business Case and e-ITT accordingly and arrange consideration at Recreation, Leisure & Open Spaces Committee in September.

5. Any Other Business

Approaches to businesses previously discussed should not now include those in Southampton Road north of the Mansfield Road junction.

There being no further business, the meeting concluded at 3.00pm

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th September 2023

Christmas Illuminations Contract

1. Introduction and reason for report

- 1.1 Further decisions are now needed about the procurement of town centre Christmas illuminations display services.

2. Background information and options

- 2.1 At its meeting in June the committee established a working party to consider and make recommendations for the procurement of Christmas display services once the current contract expires. That working party has met twice since and notes of those meetings will be presented at the September committee meeting.

- 2.2 The working party has overseen the preparation of a business case for procurement by open tender. That document appears below as Appendix 1 and members are invited to consider and, if thought fit, approve it. By way of clarification, the estimated total cost was calculated by starting with an annual budget of £22,000 in the first year and assuming 5% increases for inflation in each subsequent year. Final cost will be determined by the formula set out in the electronic invitation to tender (e-ITT).

- 2.3 The working party has also overseen the preparation of an e-ITT and other documents required by the tendering process. It is unnecessary for committee members to scrutinize these in full detail but some aspects are worthy of members' attention – especially the outcome specification. This reproduced below as Appendix 2 and defines what the council is expecting tenderers to deliver.

3. Issues for decision and any recommendations

Issues for decision:

- 3.1 Should the business case be approved; and if so**

- 3.2 Does the outcome specification correctly define the council's objectives and requirements?**

For further information, contact:

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

Charmaine Bennett, Events Manager
Direct Dial: 01425 501309
Email: charmaine.bennett@ringwood.gov.uk

Appendix 1

PROCUREMENT PROJECT BUSINESS CASE

Project Title	
Provision of Christmas Lighting Services for Ringwood Town Council	

Contract Administrator	Chris Wilkins – Ringwood Town Council (RTC)
Service Unit	RTC / Procurement Team
Service Manager	N/A
Project Team	Chris Wilkins & NFDC Procurement Team

Project Description & Goals	
<p>Provision of Christmas Lighting Services in Ringwood Town Centre for first switch-on at a public event in late November 2024. Service to include: supply of lights and associated features, installation, set-up and testing in time for the switch-on event; maintenance during the display period; and take down and removal after the display period.</p> <p>The project will require regular communication and co-operation with the Town Council’s office staff to ensure that all requisite infrastructure, licensing and power supply requirements are met in good time.</p> <p>Project goals include:</p> <ul style="list-style-type: none"> • A display that operates fully on public switch-on (this is a “no-miss” requirement) • A “wow-factor” impact on the crowd witnessing the switch-on • Generating increased footfall for local retailers in the old town centre • Improving energy-efficiency and sustainability in the sourcing, re-using and recycling of materials. 	
Proposed Contract Start Date	March 2024
Proposed Contract Length	3 Years (plus 2 more at our option)

Opportunities & Risks	
<p>The key risks of this project are:</p> <ul style="list-style-type: none"> • Cost over-runs (possible causes being inflation exceeding expectations or insufficient risk being transferred to the supplier); • Falling short of expectations by failing to achieve the desired impact (possible causes being setting the budget too low or transferring too much risk to the supplier); • Reputational damage (possible causes include delivery failures by the supplier or mis-judging design elements like the scope) 	

GDPR (General Data Protection Regulations)	
N/A	

DRC (Domestic Reverse Charge)	
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No, DRC does not apply

Procurement Process To Be Used		
<i>Discuss and agree this section with Procurement to select most appropriate procurement sourcing procedure.</i>		
Open tender		
Request for Quotation (eRFQ) < £50k	Invitation to Tender (eITT) >£50k	Above UK Threshold Tender (eITT) > FTS threshold)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Evaluation Criteria			
Cost Only	Cost Vs. Service Quality	Cost Weighting	Service Quality Weighting
Y/N <input type="checkbox"/>	Y/N <input checked="" type="checkbox"/>	30%	70%
Contract Terms and Conditions			
The Town Clerk will prepare Terms and Conditions for inclusion in the e-ITT.			

TUPE
N/A

Consultations

The project description and goals, the procurement process, the evaluation criteria and the outcome descriptions for inclusion in the e-ITT have been considered in detail by the Christmas Lights Procurement Working Party. This Business Case document and the draft e-ITT will be submitted to the Recreation, Leisure & Open Spaces Committee for approval. The budget will be subject to approval by the Policy & Finance Committee.

Mandatory approvals before Procurement can proceed:

Financials: Please meet with your Service Accountant to ensure budget availability			
*Estimated Project Costs over contract term	Finance Manager consulted	Cost Centre Code	Budget Codes
£121,564	Y/N	N/A	2400/2 & 2400/3
Additional comments			
Estimated Project Costs figure assumes option to extend is exercised and inflation is 5% per annum throughout.			

Approvals: Town Clerk’s signature required to proceed to Procurement

Recreation, Leisure & Open Spaces Committee approval given (insert date and minute ref.)

Policy & Finance Committee approval given (insert date and minute ref.)

Signature		Date	
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Appendix 2

Extract from electronic invitation to tender

Outcome Specification

1	Background, Context and Outcome Required
	<p>Following a highly-successful improvement to the town centre Christmas illuminations in Ringwood in 2019 the Town Council (RTC) is looking to refresh and further improve them in order to:</p> <ul style="list-style-type: none"> • Consolidate and build on the popularity of it's ceremonial switching-on of the lights and the related Christmas market and other activities and attractions (usually held over the last weekend in November or the first in December every year); and • Draw attention to the attractiveness of and the shops and other businesses in the town's traditional town centre, generate additional footfall for the town centre businesses. <p>The existing infrastructure supporting the illuminations is detailed in Appendix B1.</p> <p>The main car park used by shoppers and other visitors is at The Furlong. The display should naturally draw visitors from this to Market Place, High Street and Southampton Road.</p> <p>The previous five-year contract for installation of Christmas illuminations expires in March 2024.</p> <p>Outcome:</p> <p>The Council seeks a new Christmas illumination system for Gateway Square, Meeting House Lane (between Gateway Square and Market Place), Market Place, High Street, Friday's Cross and Southampton Road (between Friday's Cross and the junction with Mansfield Road). The display may include features in additional areas if desired and should be capable of being extended into additional areas in case additional funding should become available during the contract term.</p> <p>The illuminations should run from the last weekend in November until Twelfth Night during the lighting up hours. The electricity consumption of the system installed must be best in class. The whole system should use readily available and cost-effective components.</p> <p>The display should;</p> <ul style="list-style-type: none"> • Be designed to reflect the special status of Ringwood as a market town on the edge of the new Forest National Park • Attract attention from the A31 which passes close to the town centre and draw visitors towards the Market Place as the focus of its aesthetic and dramatic impact

- Include primarily warm rather than cold colours
- Include in Market Place a Christmas Tree (which may be a traditional decorated natural tree or some other tree-like feature, as desired) measuring not less than 25 feet in height above ground.
- Deliver a further incremental improvement in energy efficiency over past displays and, ideally, progressive improvements in consumption and operational performance over the life of the project
- Be provided under financial arrangements which spread the cost of capital investment and annual recurring costs over the lifetime of the contract
- Be a safe and compliant installation that meets / exceeds all other relevant mandatory safety, regulatory or industry standards

Contract Duration:

RTC wishes to enter into a three (3) year contract with optional extension period of two (2) years for the design, supply, installation, maintenance, removal and storage of the Christmas illuminations.

2 Scope

Geographical

The area covered by the present illuminations covers Ringwood Gateway and the adjacent Gateway Square, part of Southampton Road, High Street, Market Place and the adjacent churchyard. **See Appendix B1 and B1a.**

The Furlong Shopping Centre is under separate management which makes its own arrangements and therefore lies outside the scope of this project.

Future displays must include some provision for (but need not be limited to) the following areas:

Gateway Square

Meeting House Lane (between Gateway Square and Market Place)

Market Place (though not necessarily the lime trees in the adjacent churchyard as at present)

High Street

Friday's Cross

Southampton Road (between Friday's Cross and Mansfield Road)

.

Ownership models

RTC expects to rent the illuminations but is willing to consider outright purchase instead if this can be demonstrated to offer better value for money (once all expenses, including reasonable allowances for repair and maintenance costs, have been taken into account).

Term

RTC is willing to enter into a multi-year agreement which may include renting equipment but must include its installation, maintenance *in situ*, taking down, storage and testing. It expects the term of such agreement to be not less than three years and not more than five years.

Contract Price

RTC has set a budget of £22,000 for the first year of the contract and the same plus an allowance for inflation in line with increases in the Consumer Prices Index (capped at 10% per annum) in each subsequent year. Proposals should indicate clearly what payments will be required and when and should demonstrate how the proposed payment schedule will be accommodated within the agreed budget (either annually or over the lifetime of the contract).

Other

RTC expects the agreement to include the annual inspection, testing and routine maintenance of the existing infrastructure (and any proposed new infrastructure).

Designs which include an additional “tree” in Gateway Square may make use of the existing socket but RTC will consider designs which involve utilizing/decorating the flagpole instead and thus avoid the trouble and expense of dismantling it for the Christmas season and providing a real tree in the socket.

3 Functional Requirements

The Supplier will be required to submit a proposal comprising two elements:

- 3.1 (“the Design Element”) one proposal or more for future illuminations which meet the following design criteria:
 - 3.1.1 Prioritizes a particularly distinctive and impressive display in Market Place but makes some provision in at least the required locations listed in para. 2 above;
 - 3.1.2 Is suitable to be ceremonially switched-on at a public event centred upon Market Place.
- 3.2 (“the Service Element”) proposals for performance of the following ancillary services throughout the contract period:
 - 3.2.1 testing of the infrastructure every year before installing the display, to include a maintenance service and a provisional sum for the cost of such maintenance in the contract price;
 - 3.2.2 co-operation with RTC office staff to ensure that all necessary arrangements are made in good time to obtain licences, permits and power supplies required for the display (including response times and any other service standards)
 - 3.2.3 installation of the display each year in readiness for switching on during the last weekend in November (such readiness being a critical requirement);
 - 3.2.4 maintenance and servicing of the display whilst it is *in situ* to include details of response times and any other service standards in this respect that will be included in the contract price;
 - 3.2.5 disconnection of the display on or shortly before Twelfth Night and removal of the display as soon as reasonably practicable thereafter; and

3.2.6 storage of the display materials appropriately during the contract term including, in the case of materials belonging to RTC, inspecting these annually and advising RTC on repair or disposal of any items that have become unserviceable, and in the case of rented materials, annual inspection, servicing, repair and replacement in the contract price.

RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th September 2023

Memorial Lantern Project and Reserve

1. Introduction and reason for report

- 1.1 A decision is needed about the proper use of the funds remaining in the Memorial Lantern Project Reserve.

2. Background information and options

- 2.1 The Memorial Lantern installed at Ringwood Gateway above the main door and the explanatory plaque fitted nearby were funded by public subscriptions. The unspent balance of those subscriptions is held in an earmarked reserve and currently amounts to £1,161.
- 2.2 One possibility would be adding another bench in the War Memorial Garden. The available funds are more than sufficient to buy and install a bench of some description but a remembrance-themed bench to match the existing metal bench (see figure 1 below) would cost rather more than is in the reserve. To be precise, the total price for the bench (including ground anchors and delivery) would be £1,536 so there is a shortfall of £375. Lead time is currently about 6-8 weeks from order.

3. Issues for decision and any recommendations

Issue for decision:

Do members wish to propose installing the bench and funding the shortfall from reserves or some other use of the current reserve?

For further information, contact:

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



Figure 1 - Lest We Forget Bench Seat

RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th September 2023

Works at Poulner Lakes Public Open Space

1. Introduction and reason for report

- 1.1 Further decisions are needed about works associated with the recently-created circular path.

2. Background information and options

- 2.1 At a previous meeting the committee approved in principle the creation of a circular path (for use by pedestrians and cyclists) at Poulner Lakes Public Open Space. (This project was proposed and funded by New Forest District Council and managed by Hampshire County Council – with the aim of improving accessibility to and ease of use of the site so that local people will be more likely to use it and less inclined to add to visitor pressures on the New Forest National Park). The path was completed earlier this year.
- 2.2 Shortly after the path was opened for use, it became apparent that the surface wasn't draining in the manner intended. Officers were contacted and informed that "minor works" would be carried out to remedy this situation. It therefore came as something of a surprise when, in July, contractors visited the site and created a fenced enclosure containing a bunded retention pond – see photograph below and attached drawing (the works described are those marked on this as "existing").
- 2.3 Officers have met with colleagues from HCC and NFDC to protest at the scale of the works (which hardly seem "minor" and involved the removal of saplings that had been planted on site) and that surplus soil and other material had been left on site. The depth of water likely to accumulate in the pond and the duration of its accumulation are unknown at present. Clearly, an unfenced body of standing water in a public open space would be a safety hazard; hence the fence. However, no formal risk assessment has been carried out and officers are concerned that no RTC staff have experience of managing the relevant risks since there is no similar feature elsewhere on RTC land. Officers cannot say whether or for how long the fence will need to be maintained or what further measures might prove necessary.
- 2.4 A scheme to reduce the size and visual impact of the pond was devised and is shown on the attached drawing as "proposed". This proposal would still leave RTC responsible for the safe management of the pond.
- 2.5 The council is now being offered three choices:
- 2.5..1 Leave the pond in its current state and monitor the performance over the winter period to gauge capacity required. Any further remediation works to be agreed by RTC/NFDC once the performance of the pond has been assessed. Signage could be provided to inform visitors of the temporary nature of these exploratory works.
- 2.5..2 Carry out the proposed pond re-shaping works as soon as practical to naturalise the site and monitor the performance over the winter period (as above). Any further remediation works to be agreed by RTC/NFDC once the performance of the pond has been assessed.
- 2.5..3 Backfill the pond and re-instate the area. The french drains to remain in place and collected surface water allowed to naturally soakaway. At this stage it is not clear how effective this solution will be.

3. Issues for decision and any recommendations

Issues for decision:

3.1 Which of the three options immediately available should HCC/NFDC be asked to implement?

3.2 Should any further steps be taken by council officers?

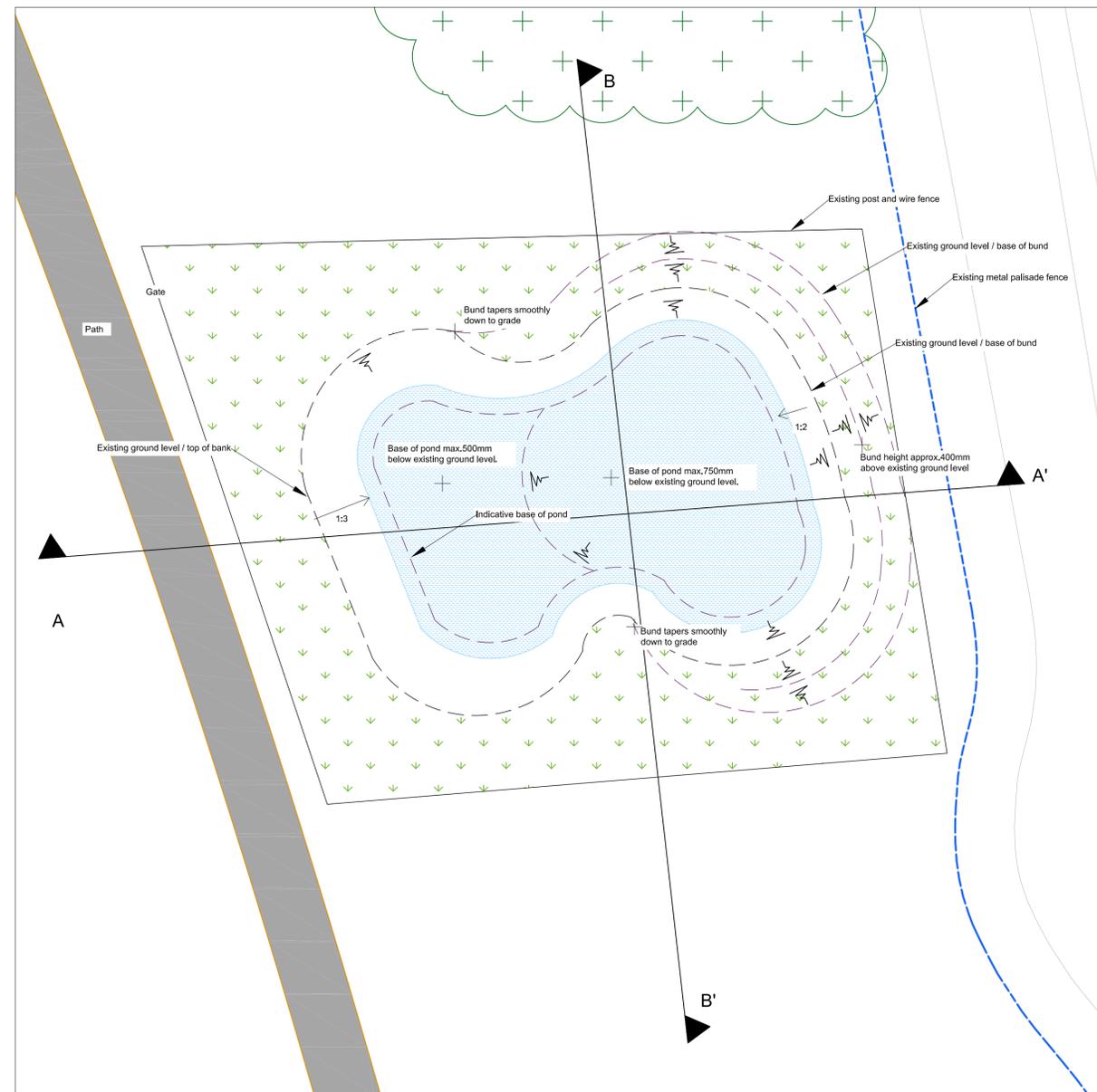
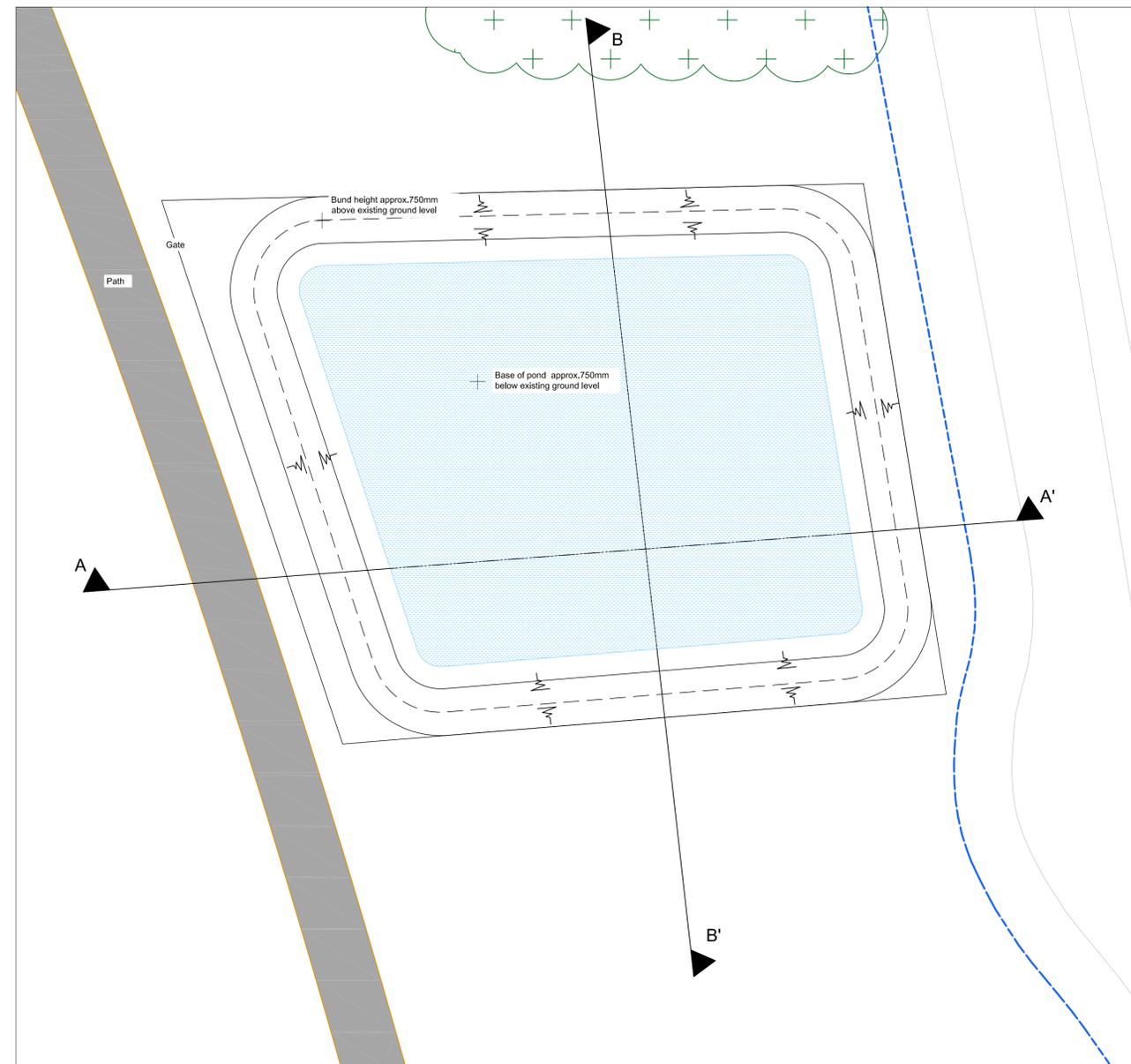
For further information, contact:

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

Jo Hurd, Deputy Town Clerk
Direct Dial: 01425 484721
Email: jo.hurd@ringwood.gov.uk



Figure 1 - Photo of new retention pond



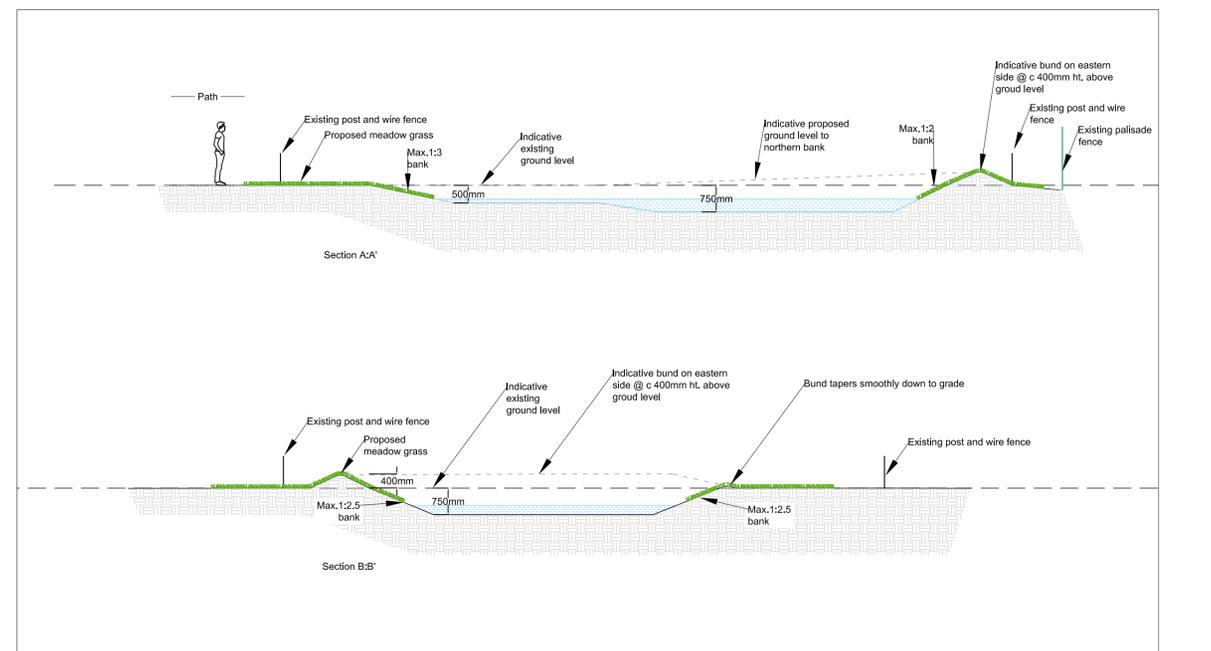
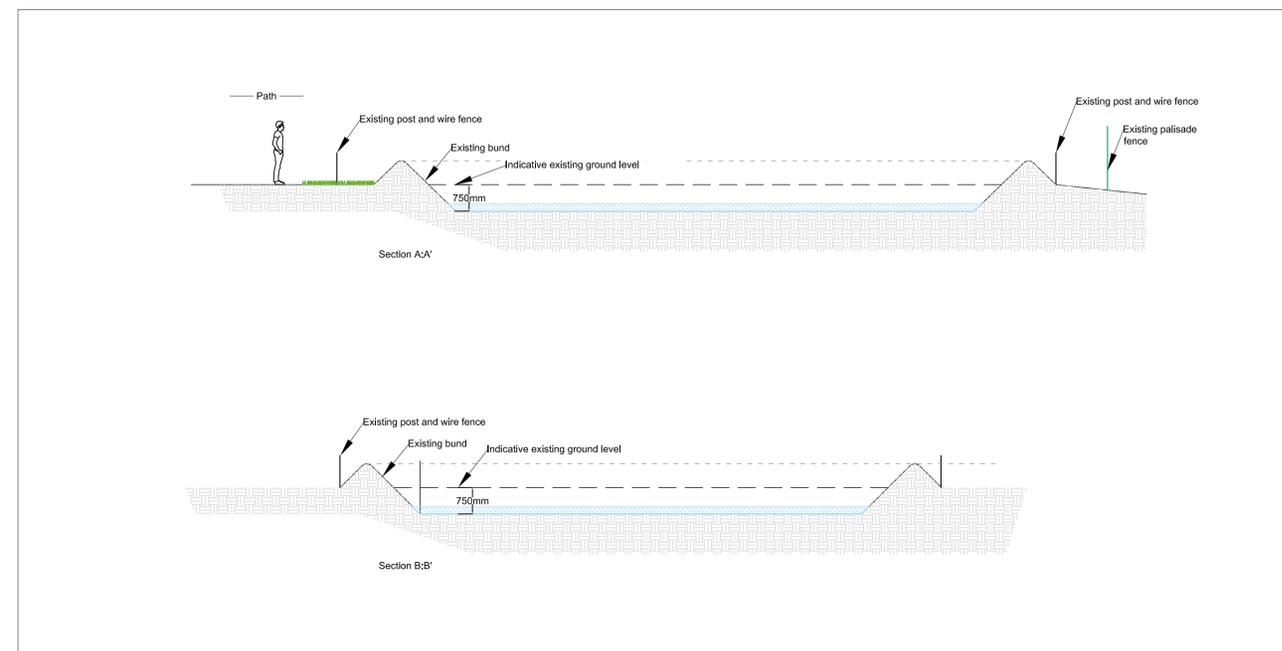
Key

 Bare soil surrounding the pond to be oversown with EM4 Meadow Mixture for Clay Soils by Emorsgate at 4g/m² or similar approved

Note: Water level shown for illustrative purposes only. Exact water level will vary according to weather (incl. rainfall), and porosity of the soil.

Indicative plan view: Existing

Indicative plan view: Proposed



Indicative sections: Existing

Indicative sections: Proposed

Rev.	Description	Date
-	-	-

Service
New Forest District Council - Environmental Design
Status
COMMENT
Location
Poulner Lakes, Ringwood

Drawing Title
REVISED DRAINAGE WORKS

Scale
1:100 @ A1

Drawn
KB

Date
AUG 2023

Checked
PR

Contract no.
R3/01

Drawing no.
R3/01

Revision
-



AgriProve Court
Lymington, SO43 7PA
Tel: 023 8028 5588
www.newforest.gov.uk

DO NOT SCALE FROM THIS DRAWING

RECREATION, LEISURE & OPEN SPACES COMMITTEE**6th September 2023****Bench Sponsorship Proposal at The Bickerley****1. Introduction and reason for report**

1.1 A response is needed to a request to sponsor a new bench at The Bickerley.

2. Background information and options

2.1 A local business (Knights Brown) has offered to pay for the purchase and installation of an additional bench at The Bickerley. There are currently two metal benches (matching in style and colour) one adjacent to the footpath that runs parallel to Bickerley Road (see Figure 1 for a photograph of an existing bench).

2.2 Officers propose that, if the offer is accepted, a bench similarly matching the two existing benches be placed directly opposite the red car shown in Figure 2. As with the other bench adjacent to the footpath, this would be installed facing into The Bickerley (i.e. users would sit with their backs to the houses on the opposite side of Bickerley Road). Note: Officers have tended recently to favour benches made of recycled plastic because of the greatly reduced maintenance requirement but feel that the aesthetic need to match existing benches is an over-riding consideration in this instance.

2.3 Although all the initial costs would be covered by the sponsor, the bench would become the property and responsibility of the Council once installed. Members should, therefore, proceed on the assumption that future maintenance and replacement costs will fall on the Council.

2.4 Both of the existing benches have waste bins nearby. Officers advise that it might be unwise to install a new bench without a bin nearby. The current bin replacement programme is in hand and there may be one surplus to other requirements that could be installed beside this new bench but officers cannot be sure of this yet. Alternatively, the sponsor could be asked to provide the bin as well.

2.5 Nothing has been said about any acknowledgement of the sponsorship but it seems likely that the sponsor will seek permission to fix a plaque to the bench recording the sponsorship.

3. Issues for decision and any recommendations**Issues for decision:**

Should the offer of the new bench be accepted on the terms as to style, colour and location suggested? If so, what should be done about a waste bin and plaque?

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 – One of two identical existing benches on The Bickerley



Figure 2 - Suggested location of a possible third bench

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 early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 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	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation in progress until 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining 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 Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail to be carried out in August and stream clearance by volunteers planned for 28/09/2023 - new volunteers welcome.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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. No other identified 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.	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.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	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.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected imminently.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete during August 2023.)	Official email accounts for all councillors in post following the recent election have been arranged and are being rolled-out now.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. A second application for pre-application advice is now being submitted.	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 establish planning prospects and likely cost by December 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	Completed in July 2023	A new lease was completed on 27th July.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only. The rental income was reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	Completed in July 2023	Charity Commission has confirmed removal of the charity from the register.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	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.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. The developer has prepared the site for handover, which is expected imminently.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. A public consultation is now under way.	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)	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 (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. A quote of £5,510 to relocate dragon's teeth to narrow the tracks has been obtained.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.
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

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
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.	
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
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	
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	
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
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	
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	

