

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

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

Held on Wednesday 5th January 2022 at 7.00pm

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

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Charmaine Bennett, Events Co-ordinator & Carvers Clubhouse Manager
Cllr Jeremy Heron

ABSENT: Cllr Hilary Edge

**OS/6123
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6124
APOLOGIES FOR ABSENCE**

The Town Clerk reported that there were no apologies for absence.

**OS/6125
DECLARATIONS OF INTEREST**

There were no declarations of interest.

**OS/6126
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 1st December 2021, having been circulated, be approved and signed as a correct record.

OS/6127
CARVERS CLUBHOUSE

Members received the Manager's report which was circulated prior to the meeting (*Annex A*).

The Manager added that the centre had been closed over the Christmas period and was busy when it reopened. She highlighted the opportunity to attract people looking for local facilities and activities, given the impact on Ringwood residents of the A31 Improvement Scheme.

A vacancy had arisen in the café and recruitment would start in the next few weeks. There had been some antisocial behaviour and a television had been damaged and a decision was yet to be made whether to replace it or not.

One of the manager's priorities was to build a relationship with Avon Valley Primary Care Network Health & Wellbeing, as her contact was interested in running some health and wellbeing services for young people, which could be built on for some Spring and Summer activities, broadening its reach to the young people of the town. She would also follow up on an enquiry for boxing training.

Members were interested in the community resolution approach to compensate for antisocial behaviour, where young people were engaging in activities such as litter-picking at Carvers recreation ground. It was suggested that volunteering opportunities could be considered for young people to provide a positive experience to engage with.

RESOLVED: That Carvers Clubhouse Manager's report be received.

ACTION C Bennett

OS/6128
EVENTS PROGRAMME AND MANAGEMENT

The Town Clerk and the Events Co-Ordinator had discussed the need to review how Town Council events are managed and what events should be considered for 2022. He reflected on previous years and the hugely successful events organised, where the public response had been overwhelmingly positive. Football had exceeded expectations, large numbers of market traders had been attracted and budget expenditure had been offset by income receipts.

EVENTS MANAGEMENT

The Town Clerk suggested that events had increased to a scale where the Council had to raise its game with regard to events planning, risk management and it must have robust arrangements in place, which could withstand unexpected events.

He proposed a way forward that would involve both Councillors and volunteers, but at the same time raise the standard of the more formal aspects of governance and accountability. He would work with the Events Co-Ordinator to refine, clarify and separate those roles.

Some formal aspects of event management were thought not to be of interest to volunteers, for example, budget oversight, procurement of sponsorship and discussion of required documentation. The Town Clerk proposed a small working party of Councillors be formed for this purpose. If this was approved, terms of reference would be agreed and it would report to this Committee. The more interesting areas could operate in a more informal way with the Events Co-Ordinator taking the lead and dealing with those aspects on an individual basis. It was agreed that the sub-committee be formed and four councillors be appointed.



EVENT CO-ORDINATOR ROLE

The Town Clerk invited members to acknowledge that the Events Co-Ordinator role had expanded considerably, with the demise of Ringwood Events Team and proposed that the more fitting job title would be Events Manager. There was some concern with capacity given other responsibilities and commitments, but this was agreed in principle and on the basis that the new sub-committee would evaluate the job description, to ensure all aspects of the new role are captured.

PROGRAMME OF EVENTS FOR 2022

Members were invited to agree the whole programme of events for 2022. It was explained that there was scope for efficiencies if arrangements could be made for the year's events, rather than by way of a piecemeal 'event by event' basis. This would avoid duplication and potential conflict with other event organisers with regard to aspects such as sponsorship. It was suggested that it would be more appropriate to defer this decision until after the wash-up meeting for the Christmas event.

Events are getting bigger and this brings added risk for the Council. The proposals would give stability to the planning of events, enable events to be organised across the year, relieve the onus on individual people which would not necessarily be sustainable year on year and sit well with the recent decision to restructure the events budget under this Committee.

- RESOLVED:**
- 1) That the Event Co-Ordinator role be changed to Events Manager and the job description be evaluated;
 - 2) That a sub-committee be formed to assist the Events Manager in dealing with the formal aspects of events management and that Terms of Reference be prepared.
 - 3) That Cllrs Heron, Day, Frederick and Briers be appointed to the sub-committee.
 - 4) That the programme of events for 2022 be deferred until after the wash up meeting of the recent events.

ACTION C Wilkins

OS/6129

PROJECTS (current and proposed)

The Town Clerk reported that the projects reports had been overhauled and the new version would be presented at the next meeting, including more current matters and a separate page for closed projects.

Cllr Frederick indicated that she had met with a further two landscape architects and she would provide the clerk with details so that there could be consideration of the options available for progression of the Carvers Strategic Development project.

Cllr Day reported that the future 'Brockey Sands' project would be expensive and unlikely to deliver value for money. He would prepare a report for a future meeting recommending that it is removed from the list.

RESOLVED: That the update in respect of projects be noted (*Annex B*).

ACTION C Wilkins



**OS/6130
EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature

**OS/6131
CEMETERY MANAGEMENT ISSUE**

Members considered the Town Clerk's report (*Confidential Annex C*). He gave additional detail and outlined the issues for decision.

RESOLVED: That outside contractors authorised to dig graves in the Cemetery should bear the responsibility of compacting soil or removing it so as to avoid generating any surplus that the Council has to deal with and that officers should prepare an updated proposal for the assumption of all grave-digging responsibilities by the grounds team for members to consider (thus providing a potentially viable alternative to licensing independent contractors).

ACTION C Wilkins

**OS/6132
CHRISTMAS LIGHTS CONTRACT EXTENSION**

Members considered the Town Clerk's report (*Confidential Annex D*). He added that the quality of the display speaks for itself and feedback from the public had been very positive.

The Committee took the opportunity to also congratulate the many shop holders who decorated their windows and entered the competition.

A discussion followed in relation to extending the contract and agreed, in principle.

RESOLVED: That, in principle, the option to extend the existing Christmas Lights contract for 2 years should be extended, subject to mutually agreeable terms and conditions which the Town Mayor and Town Clerk were authorised to discuss and agree on the Council's behalf.

ACTION C Wilkins / R Fitzgerald
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There being no further business, the Chairman closed the meeting at 8.51pm.

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

RECEIVED
26th January 2022

APPROVED
2nd February 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

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Chairman's initials



RECREATION, LEISURE AND OPEN SPACES COMMITTEE

5th January 2022

Report from Manager, Carvers Clubhouse

1. Café

As is normal at this time of year, we have experienced a quiet period in the café. We have continued to have regular groups use the café such as a home-schooling group who are very grateful for a space to meet and teenagers at the weekend and after school. We are closing at dusk rather than our usual 5pm.

Daniel, who was one of our Café Assistants has resigned. The post will be advertised in the New Year.

2. Anti-social behaviour and vandalism

We have again experienced some vandalism at the centre. This includes 2 girls who jammed metal in the lock of the front door which prevented our hirers from accessing the building workers. We have been working with the police to instil Community Resolution Orders, which are a way to deal with low-level offences without recourse to formal criminal justice sanctions. This includes volunteering in the centre, litter picking and so on. These have been embraced very enthusiastically so far, so much so that some young people want to continue helping in the longer term. We will be reviewing our risk assessments to ensure that they are safely managed.

3. Room hire/private use

All remains steady with our room hire. Hampshire Healthy Families have been using the centre weekly to host free workshops for parents on topics ranging from toddler talk to family fitness. I reported in October that a new hirer was looking to provide martial arts type activities to young people. He has found that many are interested in taking part but do not have the funds to do so. We have plans to look at options in the New Year.

I have also had contact with Issac Patterson-Ramsey, who is the Avon Valley Primary Care Network Health & Wellbeing Coach, based at Ringwood Medical Centre. He is interested in running some health and wellbeing services for young people so we will meet in the New Year to discuss opportunities.

4. Detached Youth Work

Although not directly related to Carvers Clubhouse, it is a project managed by the Clubhouse Manager. We have received an initial report from Groundworks South with their findings from the Detached Youth Work project. The report is useful as the Youth Workers did manage to engage high numbers of young people during the project. It outlines how young people are feeling about facilities for them in the Town but we have asked for more information from them with options about how/whether this could be practically and safely delivered. Our intention is for this to be looked at in detail at the Carvers Working Party in Spring.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse
Direct dial: 01425 501309
Email: Charmaine.bennett@ringwood.gov.uk

Current Projects Update

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No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. The total project cost is now clearer and funding arrangements are being discussed and finalized between the parties.	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	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated. A bid for a further £1,000 has been put forward for consideration for inclusion in the 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Preparatory works on A31 commenced. Closure of westbound on-slip at Ringwood delayed until 04/01/2022, contraflow to be in place by end January 2022. Scheme due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work ongoing in Mansfield Road, due for completion by 06/12/2021. Some work still required on Bickerley - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded

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
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Policy & Finance Committee

PF1	Website renewal	In progress	Transition to the new site and hosting arrangements has completed. Site is being checked for errors and updated.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Detached Outreach work	In progress	Work has been suspended for operational reasons. A report on the work is being prepared.	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Technical advice on track maintenance options in line with members' recommendations is being obtained.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	Completed	Fresh gravel has been laid. No structural change is feasible at present.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	Completed	The agreed works have all now been completed.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are being considered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals are being sought.	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	

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Staffing Committee

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.		Town Clerk	
S2	Finance Staffing review	Completed		Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk	

Proposed/Emerging Projects Update

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No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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Full Council
None

Planning Town & Environment Committee

	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions

Policy & Finance Committee

	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
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Recreation, Leisure & Open Spaces Committee

	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Preliminary discussions with local community groups	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		

Staffing Committee

	None						
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