

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

SUMMONS

Dear Member

18th June 2020

You are hereby summoned to attend a meeting of the Town Council to be held on 24th June 2020 at 7.00pm.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. The meeting will start in Zoom at 6.45pm. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm. In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk. Members of the press or public who would like to participate or simply observe the meeting will need to tell us in advance by contacting Chris Wilkins, Town Clerk by no later than 12noon on Tuesday 23rd June 2020 and will then receive an email explaining how you to participate or observe.

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. To receive Apologies for Absence

3. To receive Declarations of Interest

4. To approve as a correct record the Minutes of the Meetings held on 27th May and 17th June 2020

5. To receive Minutes of Committees and approve recommendations contained therein:

Recreation, Leisure & Open Spaces	DATE :- 3 rd June 2020
Planning, Town & Environment	DATE:- 5 th June 2020
Policy & Finance	DATE:- 17 th June 2020

6. SPORTS DEVELOPMENT PROJECT AT LONG LANE

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

7. To receive such communications as the Town Mayor may desire to lay before the

Council(Councillors are reminded that no decision taking may take place as a result of this item)

8. To Receive Reports from Ringwood Town Councillors and Student Advisors (Councillors are reminded that no decision taking may take place as a result of this item)
9. To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place as a result of this item)
10. Forthcoming Meetings – to note the following dates:

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 1 st July 2020
Planning, Town & Environment	10.00am	Friday 3 rd July 2020
Policy & Finance	7.00pm	Wednesday 15 th July 2020
Full Council	7.00pm	Wednesday 29 th July 2020

Council Members:

Chairman: Cllr Tony Ring, Town Mayor
Vice-Chairman: Cllr Philip Day, Deputy Mayor
Cllr Andy Briers
Cllr Gareth DeBoos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Darren Loose
Cllr Gloria O'Reilly
Cllr Steve Rippon-Swaine
Cllr Glenys Turner

Student Advisors:

Ruth Port
Rhys Phillips

TOWN COUNCIL**24th June 2020****Sports development project at Long Lane****1. Introduction and reason for report**

- 1.1 At the meeting on 26th February this year the Council approved in principle an ambitious scheme for development of the facilities at the Council's sports ground off Long lane in partnership with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust (see Minute Ref. C/6428). Arrangements need to be agreed for the oversight and governance of this project.

2. Background information and options

- 2.1 The proposed development project will be large relative to this Council's resources. It will require a significant amount of officer time and resourcing from public (but not necessarily Town Council) funds. Most importantly, it will require the effective dedication of land owned by this Council (a public asset of significant value) for a very long time. Accordingly, it is essential that the project is managed in a way that ensures transparency and democratic accountability along with robust oversight and governance.
- 2.2 However, this is not a purely Town Council project. There are at least three other key stakeholders (the Club, the Trust and New Forest District Council). They are entitled to expect reasonable and prompt co-operation and decision-making from this Council and confidentiality when it is necessary. The governance arrangements therefore need to balance several considerations which tend to pull in slightly different directions.
- 2.3 It has been proposed that a project steering group be formed with representatives from all the key stakeholders. The suggestion is that this would be chaired by the Town Clerk and include one town councillor (with others free to attend any meetings as desired). Draft Terms of Reference for this are attached. This proposal and the Terms of Reference need Council approval.
- 2.4 To date, this project has been considered within the remit of the Long Lane Sports Development and Football Club Working Party. Although it would be possible for the Working Party to select one of its members to join the steering group and then oversee matters this is not considered practicable. The Working Party has no delegated powers. It reports to the Recreation, Leisure & Open Spaces Committee, which also has no delegated powers. So, the decision-making process would have to be: Steering Group recommends to Working Party, which recommends to RLOS, which recommends to the full Council, which decides.
- 2.5 There needs to be a better mechanism for swifter decision-making whilst retaining adequate oversight. Moreover, the scale of the project justifies bespoke arrangements rather than a continuation of the current ones that were established well before the current project was devised. Such bespoke arrangements could take the form of delegation of a general power to make decisions regarding the project to the Town Clerk in consultation with the councillor appointed to be its representative to the steering group subject to the following specific reservation of powers which could only be exercised by the Council or the Policy & Finance Committee:
- 2.5.1 The power to agree heads of terms for any lease or other disposal of an interest in land owned or managed by the Council;
- 2.5.2 The power to approve or enter into any document effecting the creation or disposal of an interest in land owned or managed by the Council;

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- 2.5.3 The power to participate in the establishment or incorporation of any entity intended to act as a special purpose or joint venture vehicle for the project;
 - 2.5.4 The power to request the commitment of developer contributions to the project;
 - 2.5.5 The power to approve the expenditure of Town Council funds on the project (other than funds properly applicable to it in accordance with the Council's budget and financial controls from time to time in force).
- 2.6 If such arrangements are approved, the Working Party would become redundant and ought then to be abolished. However, as an additional safeguard, the councillor appointed to membership of the steering group could be directed to report project developments at each meeting of the Council (with a standing item being added to the agenda accordingly).

3. Issues for decision and any recommendations

- 3.1 Whether to approve the establishment of the proposed steering group and the draft Terms of Reference.**
- 3.2 Which councillor to appoint as the Council's representative on the steering group (and whether to appoint a deputy or alternate).**
- 3.3 Whether to approve the delegation of powers (with the reservations) set out in para. 2.5 above.**
- 3.4 Whether to abolish the Long Lane Sports Development and Football Club Working Party.**
- 3.5 Whether to provide for the reporting to the Council as proposed in para. 2.6 above.**

For further information, contact:

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

Vision

The steering group shall be known as the 'Ringwood Football Development Group' (FDG).

The groups aim shall be to provide quality, safe and accessible football opportunities for people of all ages across the community. The project is based within Ringwood, under the jurisdiction of Ringwood Town Council, falling under The New Forest District Council. The group recognise the input and needs of all partners involved to gain mutual benefits for the development of football in the local area, and in accordance with the grant aims and conditions of the funder(s).

The objectives of the project are as follows:

- To deliver the project in accordance with the project aims and conditions of the grant from The Football Foundation (amongst other funders), for the duration of the terms
- To provide a strategic overview of football development/project
- To support the development of football opportunities for the local community, either in a playing, officiating or coaching capacity
- To recognise and respect the needs and objectives of members of the football development group
- To provide opportunities to increase participation, involvement in football without discrimination
- To support the monitoring and evaluation of the Facility/Football Development Plan (FDP)
- To promote communication and share good practice between key partners and stakeholders

Representation

There will be a minimum of four meetings per year. The steering group is made up of representatives from partners, including:

- AFC Bournemouth Community Sports Trust
- Ringwood Town FC
- Ringwood Town Council
- New Forest District Council

There will be one representative from the above partners present at all meetings (where possible). From the Clubs this will be in the form of the Chair person or delegated member (with decision making capabilities). From the supporting organisations, the representative will be involved in the football development project. If the main contact cannot attend the meeting, a second committee person or representative can be nominated to attend.

In addition to the organisations outlined above, representatives from Hampshire County FA and The Football Foundation will be invited to attend meetings.

Where appropriate, the group may co-opt additional members to the group from specialist areas of development as and when deemed necessary.

Roles

These meetings will include the following roles:

Chairperson - Chris Wilkins (Town Clerk – Ringwood Town Council)

Who shall conduct the meetings in an efficient manner and ensure that the terms of reference are adhered to at all times.

Vice Chairperson – Phil King (Chair – Ringwood Town FC)

Act on behalf of the Chair in their absence.

Secretary - Andrew Battison (Senior Manager – AFC Bournemouth Community Sports Trust)

Ensure that accurate meeting notes are recorded, communicate effectively with members all meeting dates and additional correspondence.

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Sub Groups

Specific areas of football development work may be devolved to sub groups of interested members as and when the group decides. Meetings of sub groups shall take place as and when appropriate. This will allow for:

- Deeper discussion amongst interested parties
- Non-professional development officers to have an input into the group
- The achievement of stated aims/targets in relation to the Football Development Plan
- Provide Feedback to Ringwood Football Development Group (FDG)
- Provide strategic overview/project assessment

Approval of Terms of Reference

Approved:

Seconded:

Adopted (insert date):