

OPEN SESSION: There was 1 member of the public present to observe the meeting.

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

Held on Wednesday 7th March 2018 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Philip Day
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Tim Ward

IN ATTENDANCE: Chris Wilkins, Town Clerk
Charmaine Bennett, Manager of The Place
Nicola Vodden, Meetings Administrator
Charlotte Hardy, Student Advisor
Isaac Skirton, Student Advisor

OS/5752 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Loose and Jade Eaton, Student Advisor.

OS/5753 DECLARATIONS OF INTEREST

Cllr Briers declared a non-pecuniary interest in agenda item 6. as he is an allotment holder.

Cllr Day declared a non-pecuniary interest as he is a Trustee of The Place.

OS/5754 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 7th February 2018, having been circulated, be approved and signed as a correct record.

OS/5755 THE PLACE

Cllr Day declared a non-pecuniary interest as he is a Trustee of The Place.

The Manager of The Place addressed the Committee. She indicated that the Working Party meeting on 15th February had been very useful, as it had given her a clear focus from members of the delivery of The Place, as a place where all young people of Ringwood can go to enjoy.

She added that she was working on a business plan which covers The Place, Carvers and other facilities, with five areas of delivery and gave details of progress made in respect of :-

- 1) a youth café - a space for young people after school
- 2) a community café – open lunch times and Saturday mornings, possibly
- 3) hiring the space – taking bookings
- 4) Carvers/Park/The Place - raising awareness of facilities, increasing footfall
- 5) Own services - identifying gaps in provision and developing to fill the gaps

It was hoped that someone would be recruited to run the café and that it would be open, as much as possible, over the Easter break, with a limited menu and concessionary rates for under 18 year olds. This will provide an opportunity for people to find out more about The Place and what it has to offer.

It was suggested that a Student Advisor be invited to be a member of The Place Working Party and it was agreed to add to the agenda of the next Working Party meeting.

Members commented on the Manager's achievements so far and appreciated her efforts in progressing matters, indicating that the information provided sounded very positive.

RESOLVED: 1) That the verbal update from the Manager of The Place be noted; and
2) That the notes of The Place Working Party held on 15th February 2018 (*Annex A*) be received and the recommendations therein be approved.

ACTION C Bennett/C Wilkins

OS/5756

EVENTS MANAGEMENT

Cllr Day reported that the next meeting of the Events Team would be on Thursday 8th March and invited any interested parties to attend. The planning of the event on 19th May 2018 to celebrate the royal wedding was beyond the concept stage and, now that the timings for the day had been announced, detailed plans could be formulated. Options for a large screen and quotes for tables and chairs were being obtained. A further update would be given at the next meeting.

RESOLVED: That Cllr Day's verbal update in relation to the event on 19th May 2018 be received.

OS/5757

ALLOTMENT RULES

Cllr Briers declared a non-pecuniary interest in agenda item 6. as he is an allotment holder. The Town Clerk advised that this did not prevent him remaining in the chair whilst the matter was discussed, nor voting.

Members considered the Town Clerks' report and the suggested new Allotment Rules (*Annex B*). The Town Clerk explained that this was a technical matter, with a limited number of proposed changes to the current rules.

Highlighting the change relating to the use of asbestos, it was agreed that there be additional wording at 5g, to state ' any building, fence or structure'. The Town Clerk confirmed that asbestos checks had been conducted at all sites, save for 92, Southampton Road, which would be checked in the near future.

The other changes sought to establish the practice in relation to the beginning and end of each letting and the refunding of rent.

RESOLVED: That the new Allotment Rules, with the agreed additional wording, at para.5g, be approved.

ACTION C Wilkins

OS/5758
GROUND'S TEAM ACTIVITY

The Town Clerk referred Members to the information provided in *Annex C*, which reflects the grounds team's activity for each quarter of the year. He confirmed that the information is collected routinely and asked if regular reporting of this data would be useful, and, if so, how frequently it should be provided.

Members agreed that whilst this information was of interest and useful to have occasionally, the administration of the ground teams' time was a matter for Officers and they were content to see the charts annually.

RESOLVED: That the grounds team's activity reports be presented to Members annually.

ACTION C Wilkins

OS/5759
SPECIALITY FAIRS AND STREET MARKETS

The Town Clerk referred to a decision, made at an earlier meeting, to 'invite interested parties to make proposals for speciality monthly markets, in the Gateway Square and/or the Market Place (in addition to the existing Antiques Market)'. Members wished to increase activity and footfall to the Market Place and encourage any additional markets to be located there.

Referring Members to his report (*Annex D*), the Town Clerk explained that, in relation to holding markets in the Market Place, there were legal and regulatory considerations. Road closures for a market would not be permitted under the Town Police Clauses Act and statutory procedure would have to be followed for any regular markets proposed, in order for the street to be designated as 'licensed'.

In relation to parking restrictions, a Traffic Regulation Order is currently in place for the Wednesday market. Should a speciality market be sited in the Market Place, a variation of the order would be required. Members were asked to consider whether the costs and implications of changing the TRO, applying to the Market Place, should be investigated.

Cllr Ward commented that the Market Place location could be problematic as there would be a reduction in car parking spaces and an impact on weddings in the Parish Church. In relation to Gateway Square, he queried whether additional markets would be detrimental, with the impact on Registration Services, charity events, for example, Fanfare for Spring and the Visitor Information Centre. The Furlong held events also (including a Farmers' Market) and he was concerned that the Council would be accused of being complicit in moving the Market Place into The Furlong.

The Town Clerk clarified that the paper had arisen due to concerns in implementing the decision of the Committee on 3rd January 2018 and a decision was now sought as to whether the Committee was content for interested parties to make proposals, limited to the Gateway Square. Should Members wish to re-open the decision on principle, before the 6 month rule had expired, a case would have to be made.

It was agreed to accept the recommendation, with the Council's long term aim being to locate markets in the Market Place. If the markets are successful and grow, the cost and work involved may be warranted.

RESOLVED: 1) That the implications of changing the Traffic Regulation Order, applying to the Market Place, not be investigated at this stage; and

2) That invitations to parties interested in organising speciality fairs be restricted to Gateway Square, for the time being.

ACTION C Wilkins

**OS/5760
PROJECTS**

Members considered the updated reports in relation to current and future projects (*Annex E*).

B1 Play equipment – The Town Clerk and Deputy Town Clerk were working on the invitation to tender and would be advertising the contract in the next few weeks.

B2 – An update regarding the detailed specification of works was awaited from Sheerin Bettle, who were also consulting with the Conservation Officer and local experts, regarding the changes to lettering. Advice is expected on the stones to be lifted, re-laid and inscriptions that need to be brought up to date. A light clean was preferable to avoid further damage.

B3 – Upgrade to intruder alarm – This was progressing.

C1 – Lighting at Carvers – The defective light would be replaced and the final sign off was expected.

RESOLVED: That the update in relation to current projects be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7.48pm.

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

RECEIVED
28th March 2018

APPROVED
4th April 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

The Place Working Party

Notes of meeting held on Thursday 15th February 2018 at 2.00pm at The Place

Present: Cllr Andy Briers – Chairman (AB)
 Cllr Jeremy Heron (JH)
 Cllr Gloria O'Reilly GO)
 Cllr Angela Wiseman (AW)

In attendance: Chris Wilkins (CW)
 Charmaine Bennett (CB)

1. Apologies for absence

Not applicable; Cllr. Loose having resigned the since the last meeting, all remaining members were present.

A volunteer to fill the resulting vacancy should be sought at the next meeting of the full Council.

ACTION C Wilkins

2. Declaration of Interests

None.

3. Developing a strategy and business plan for The Place

CB briefly described the SWOT analysis at the heart of the discussion paper circulated before the meeting and explained that the immediate need is to be clear about the primary purpose of The Place; what is the desired “core offer”?

JH – It was always intended to be primarily for young people and designed for use by a broad spectrum of young users not just a limited sub-group.

CB and CW reported clear evidence that The Place is already associated in the public mind with youth and issues like illegal drug use.

All members – Both the youth work and café developed in ways that were not intended. The original purpose was never properly implemented or adequately promoted.

GO – Members were never supplied with adequate financial information.

JH – Financial information is relevant but maximising financial return should not be over-stressed – that isn't the primary purpose.

CW – He and CB judge that achieving the primary purpose stated will require planning and preparation (possible re-branding, re-signing, organisation of a re-launch and other events, etc.) and feel that taking the time to do these properly is more important than opening the building to activities which could “crowd out” or otherwise prejudice the primary purpose.

All members – Absolutely agree. A young people's café must be the first requirement that everything else fits around. Some physical changes to the counter and other features may be required to accommodate this effectively. It must retain its youth focus and not, for example, seek to attract more lucrative customers at the expense of young people. This probably rules out a franchise model – the original vision of a café run by sixth formers under appropriate supervision should be explored.

CW – How do members feel about broadening CB's role to include management of the skate park and play area at Carvers so these can be used more effectively to promote

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The Place and about allocating funds from the budget to things like re-branding, re-signing, promotional events, etc.

JH – CB should have a free hand in these respects and continue her efforts to recruit hirers whose use is compatible with and subsidiary to the main purpose.

CB – What about the current/recent users and the youth work service delivered before Christmas? Is that to be continued in some form? From The Place? If so, how is this to be done without prejudicing the main purpose?

All members – It must not be allowed to prejudice the main purpose.

JH – Enquiry should be made of HCC what youth work they offer locally and how this council might support this.

AB – If HCC are unwilling to fund youth work in the town why should this council? Our focus should be on the universal offer. Relevant budgets/resources should be split in the ratio 80:20 between the universal offer and more specialist interventions or support. It ought to be possible to split/share the facilities at The Place albeit at separate times.

CW and CB said the need to overcome existing negative perceptions of The Place and successfully re-launch it to the new user group may limit options for promoting these additional services/uses.

CB has had discussions with Step-by-Step and It's Your Choice about the kinds of youth work they might be able to provide locally on a contract basis. Of the two, It's Your Choice seem more suited to providing the flexible support linked to but not overwhelming the universal offer that members have said is wanted.

GO – Whatever is done there must be better procedures in future for monitoring and reporting their delivery and effectiveness. CW – Agreed; we need to plan these in detail at a later meeting once we have established what we are actually intending to provide.

Officers should now prepare more detailed proposals for the future delivery of services from and use of The Place including staffing arrangements, use of the available budget and timescales for consideration at a further meeting of this Working Party in about one month's time.

ACTION C Bennett and C Wilkins

4. Ringwood Youth Club (CIO)

CW reported that winding up the CIO (as suggested at the previous meeting) would require formal resolutions of separate meetings of both the trustees and the members. Arranging these would not be straightforward since the minutes of trustees meetings to date (i) do not indicate that a procedure for the recruitment and admission of members has ever been agreed and (ii) make inconsistent references to the persons recruited since the CIO was registered (variously describing them as both "trustees" and "members"). CW also described the provisions in the CIO's governing document for compulsory retirement of trustees and for their appointment by the members. CW explained that because of these complications no steps have been taken to wind up the CIO for the present. Instead, an annual return was completed and filed with the Charity Commission as required by law.

CW sought members views on whether, in light of these complications, a future role for the CIO might be found after all and, if not, how other bodies like the school and Churches Together might be involved with The Place.

JH – It would be advantageous to secure business rate relief but this might be secured on a discretionary basis without having to formally delegate management of the building to the CIO or other body registered as a charity.

AW – Since the Council is providing the funding and is accountable to the public for its use it would be inappropriate and intolerable for the management of the building/service to be delegated to a body from which councillors could be marginalized or excluded altogether. The CIO is therefore unsuitable as a management vehicle and needlessly complicated and expensive to run as a purely consultative body.

AB – The Council should seek ways of involving Ringwood School and Churches Together but not anyone else.

GO – Agrees with AB but would not want them to be invited to join this Working Party.

JH – We should seek to establish an informal “Users Forum” once this Council has clearly set out and agreed the “core offer” from The Place.

The meeting closed at 3.15pm.

Ringwood Town Council

The Place Working Party

Discussion Paper – Item 3

The purpose of this paper is to provide a framework to develop a business plan for The Place. It is based around a simple SWOT analysis and addresses some of the fundamental questions that we need to consider for the future success of the facility.

As picked up under ‘weaknesses’ the most fundamental question we need to address is – who is this facility for? Is it primarily for ALL young people in Ringwood or is it a place for young people facing particular difficulties/challenges who need a higher level of intervention and support? Is it for both- and is that possible? Only once we have addressed this issue can we decide what services we run from the facility.

		Actions/questions arising to progress the development of a business plan
Strengths	<p>New building in good condition</p> <p>Good position in park near playground and skate park</p> <p>Good kitchen facilities & equipment ideal for café or hire or training</p> <p>Some good space for hiring and internal layout means you can hire out some rooms whilst not opening whole building</p> <p>Attendance as student advisors at council- shows commitment of RTC towards provision for young people</p>	<p>Can we make more of the facilities that we do have? Skate park competitions for example to increase footfall. Encourage park users (dog walkers, parents/guardians & children using playground) into The Place for toilets, café etc.</p> <p>We might want to look at training opportunities for young people/social enterprise model.</p> <p>This will need to be a key component of any income generation strategy.</p>
Weaknesses	<p>Known as a building for use by small minority of young people</p>	<p>This goes to the heart of the future of The Place- who is the facility for? Young people, yes but who in particular? Can we continue to support those who attended previous youth work sessions as well as</p>

	<p>No identity/marketing/bad name Lack of signage on building and from road & in park means don't know what The Place is or when it is open</p> <p>Disconnect between management/strategy of The Place and of Carvers/ Park facilities are not as good as others in the town (if we want to attract parent/children to café)</p> <p>Lack of parking means difficult for those using or hiring building</p> <p>Having café open means private hire of main room during opening hours difficult</p> <p>Staffing- business model needs to be backed up by appropriate staffing</p>	<p>encouraging the wider youth community to attend? If we don't hold youth work drop-in sessions there, where else would we hold them in the Town, and what budget do we have to pay for this?</p> <p>If we want to broaden the use of the building then we will need to develop a marketing strategy which may (if the results of the student voice survey support this) include a total rebrand/renaming of the facility. Ideally we require much clearer signage on the building and something from the road as well. This will require resources in year one.</p> <p>If we want to build on the strength of the building which is its position then do we need to see the strategic development of The Place in line with that of Carvers? For example can we expect a Café to generate an income if we don't develop the facilities at Carvers or maximise their use?</p> <p>Is there any longer term plans to introduce some parking at Carvers or do we rule this out? Without some provision we may always be limited in our expectations for the facility.</p> <p>Something to consider when thinking through opening hours of café.</p> <p>Something to consider when developing business plan. May require more flexible staffing than the Manager/lead youth worker model. Who will provide Café? If we want to hire out the building at weekends do we perhaps look for caretaker to open/close (recouping costs within hire charges)?</p>
Opportunities	To have external groups/organisations to run sessions for youth	Organisations have expressed an interest in working in Ringwood. The benefits of this are that these are specialist organisations with the skills and expertise throughout the organisation to provide this type of service. The downside is the cost attached to this. Do we run these sessions at The Place or elsewhere in town?

	<p>For us to run clubs & generate some income (based on activity)</p> <p>With some focused marketing awareness usage could rise quickly</p> <p>Partnership with school</p> <p>Position close to school- school children walk past morning/lunch (for now) and after school</p>	<p>For example, holiday clubs. Parents may pay £20 per day, 20 children - £400 income per day (but of course you need staff etc.). There are also the risks attached to this and time involved in preparing, delivering and recruiting staff etc. Other model would be to look for people to run this for us- less likely to generate an income but less resource intensive/risky. Big gap in Ringwood for parent/toddler/baby groups in holidays and afternoons (but may clash with after school usage).</p> <p>Facebook, twitter, Instagram, The Hoop, website...all easy 'wins' once we have a message to communicate</p> <p>Have an open door to promote the services through the school at the moment.</p>
Threats	<p>Years 10 & 11 will be stopped from leaving school over coming years so reliance on that group for lunch trade restricted.</p> <p>Drug use problem (either actual or perceived)</p> <p>Cost of running building means long term sustainability challenging</p> <p>Previous mis-starts means community might not engage with any new initiatives</p> <p>Catering businesses are very unlikely to generate an income from the café throughout the year</p>	<p>If we were able to attract a good number of young people from the school each day for lunch we could do a good trade- package lunch bag or hot option (chips etc).</p> <p>If we are aiming at universal usage then we need to be seen to have a zero tolerance attitude to drug taking/dealing on Carvers (not just at The Place). Can we get support from the Police to do this?</p> <p>Need to build in income generation strategy at the start. As Town Council restricted on grants we can attract.</p>

Charmaine Bennett- Manager, The Place

8/2/18

Allotment Rules

1. Introduction and reason why decision required

- 1.1 The Council recently incurred expense in arranging removal of materials suspected of containing asbestos which previous tenants had used when building sheds on a couple of plots. To reduce the risk of repetition, an addition to the Allotment Rules is needed. The opportunity is also being taken to clarify the entitlement to refund of rents paid and to simplify and tidy the standard letting Agreement form.

2. Background information, options, impact assessment and risks

- 2.1 Drafts of the suggested new Allotment Rules (with changes high-lighted) and Agreement form are being circulated with this note.

3. Issues for decision and any recommendations

Whether to approve the suggested new Allotment Rules (RECOMMENDATION: Approval).

For further information, contact:

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



RINGWOOD TOWN COUNCIL

THE ALLOTMENT ACTS, 1908 to 1950 RULES AS TO ALLOTMENT GARDENS

Made by the Ringwood Town Council with respect to allotment gardens for the Town.

INTERPRETATION OF TERMS

1. Throughout these Rules the expression “the Council” means the Ringwood Town Council and includes any Committee of the Council or any officers appointed by the Council to undertake duties under the Allotments Acts, 1908 to 1950.

DEFINITION OF THE PERSONS ELIGIBLE TO BE TENANTS OF THE ALLOTMENT GARDENS

2. (a) Allotments are provided for any resident, over the age of 18, who lives within the Ringwood parish boundary, subject to availability. A chronological waiting list will be kept and allotments will only be let to residents, over the age of 18, of neighbouring parishes if there are no suitable residents within the Ringwood Town Council boundaries on the list. Whilst there is a waiting list, a tenant may not be allocated more than only one full allotment plot.

(b) For the purposes of this clause, the Council, acting through its Town Clerk, may determine that a resident shall not be deemed to be a “suitable resident” if he/she has previously held an allotment, the tenancy of which was terminated as a result of non-payment of the rental or a failure to comply with any of the General Conditions set out in Clause 4 of these Rules.

AGREEMENTS FOR LETTING ALLOTMENT GARDENS

3. An agreement to let an allotment garden to an applicant may be signed by the Town Clerk or Deputy Town Clerk on behalf of the Council.

NEW TENANCIES

4. All new tenants from 30th September 2015 will be required to pay a deposit of £24, this will be refundable if either the tenant leaves/or the Council terminates their tenancy and the allotment is left in a clean and tidy condition.

GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED

5. The tenant of an allotment garden shall comply with the following conditions:-
 - a) The tenant shall keep the allotment garden clean and in a good state of cultivation and fertility and in good condition.
 - b) The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden, or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.

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- c) The tenant shall not take any dog in his charge onto the allotment site except on a lead and under control.
- d) The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.
- e) The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay.
- f) The tenant shall keep every hedge that forms part of the allotment garden properly cut and trimmed, keep all ditches properly cleansed, and maintain and keep in repair any other fences and any gates on the allotment garden.
- g) The tenant shall not, without the written consent of the Council erect any building on the allotment garden, provided that consent shall not be refused under this sub-paragraph to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or for the storage of gardening implements. Consent under this Clause will not normally be given for any building, or buildings, that in total exceed 6' x8' (2m x 2.4m) in size. **Under no circumstances is asbestos, or any form of asbestos, to be used on any building on the allotment garden.**
- h) The tenant shall not, without the written consent of the Council, keep any tree exceeding 2m in height on the allotment.
- i) The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the allotment gardens.
- j) The tenant shall, as regards the allotment garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.
- k) The tenant shall observe and perform any special condition which the Council considers necessary to preserve the allotment garden from deterioration, and of which notice to applicants for the allotment garden is given in accordance with these Rules.
- l) Watering: standpipes are provided for obtaining water for the Allotment Garden. **Under no circumstances may tenants connect sprinklers or automatic water systems to the water supply.** Use of open containers such as baths to collect water are prohibited, however covered water butts are permitted.
- m) The tenant shall not use the allotment garden for the purpose of any trade or business.
- n) The tenant shall be permitted to compost garden waste on the plot providing:
 - (i) the total area of any compost heaps shall not exceed 9 square metres (3m x 3m);
 - (ii) no household waste shall be brought onto the plot; and
 - (iii) the compost shall be properly managed to avoid infestation by vermin.

- o) Bonfires are permitted on allotments. However consideration shall be given to neighbouring properties and allotment holders and to weather conditions. No bonfires or incinerators shall be left unattended and must be completely out before they are left.
- p) The use of carpet as ground cover is prohibited on allotments.

PAYMENT OF RENT

- 6. The rent of an allotment garden shall, unless otherwise agreed in writing, be paid yearly on the 29th September in each year.

POWER TO INSPECT ALLOTMENT GARDENS

- 7. Any member or officer of the Council shall be entitled at any time when directed by the Council to enter and inspect an allotment garden.

TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN

- 8. The tenancy of an allotment garden shall, unless otherwise agreed in writing, terminate on the 29th September each year.

It may also be terminated by the Council by re-entry after one month's notice:-

- a) If the rent is in arrear for not less than 40 days, or
- b) If the tenant is not duly observing the Rules affecting the allotment garden, or any other term or condition of his tenancy, or if the tenant becomes bankrupt or compounds with his creditors.
- c) Any tenant wishing to terminate their tenancy after payment of their annual allotment fee shall receive a percentage of their rent in a refund, based on the date the tenancy is terminated. This is to cover administration fees.

The tenancy may also be terminated by the Council or tenant by twelve months' notice in writing expiring on 29th September in any year.

If any items are left on the allotment after eviction the Council has the right to dispose of those items as they so wish.

EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES

- 9. These Rules shall not apply to any land let to an association, or to any allotment garden which the Council, under special circumstances, to be recorded in their minutes, may exempt from these rules, but shall apply, except as aforesaid, to an allotment garden though held under a tenancy made before these Rules come into operation, but not so as to affect any right to compensation for an improvement executed before these Rules come into operation.

SERVICE OF NOTICES

- 10. Any notice may be served on a tenant either personally or by leaving it at his last known place of abode, or by registered letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment garden.

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Allotment Rules 2015



Ringwood Town Council

FORM OF AGREEMENT FOR LETTING OF ALLOTMENTS

Agreement made this day of 2018 between the Ringwood Town Council (hereinafter called “the Council”) of the one part, and **(Name)** of **(Address)** (hereinafter called “the Tenants”) of the other part, whereby the Council agrees to let, and the Tenants agree to hire as yearly tenants from the 30th day of September the allotment garden numbered **(No.)** in the register of allotment gardens provided by the Council at the yearly rent of **(Amount)** payable yearly in advance and at a proportionate rent for any part of a year over which the tenancy may extend.

The tenancy is subject to the Allotment Garden Rules made from time to time by the Council, and to the Allotments Act 1908 to 1950.

Any special conditions affecting the allotment garden would be endorsed on this Agreement.

SCHEDULE:

Signed: _____
 Town Clerk

Witness: _____

Signed: _____

Witness: _____

Grounds Team Activity

1. Introduction and reason why decision required

- 1.1 In response to requests from individual councillors, officers have been considering how data from time-sheets completed by the Council's grounds staff can be presented to members. The primary aim is to improve the information made available to members so that decisions about the use of grounds department resources are informed by and aligned with members' priorities. This report is intended to present some ideas and seek member views about them.

2. Background information, options, impact assessment and risks

- 2.1 All members of the grounds team complete worksheets, which detail how and where they spend their working time. This data is then entered into a spreadsheet by office staff and the Finance Manager has used this to generate the charts appearing below. When at full-strength the grounds team comprises five full-time personnel, giving a theoretical maximum of 9,620 working hours a year. That total is, of course, subject to leave entitlements, absence through sickness, vacancies, etc.

- 2.2 Charts 1.1 to 1.6 display working hours broken down by eight broad categories of work-type.

- 2.2.1 The underlying data is recorded using 30 or more categories, which have been grouped together to simplify and improve the readability of the charts.

Are there any additional or different categories that you would prefer us to use?

- 2.2.2 These show activity in each quarter of 2017-18 (Q4, therefore, being incomplete) in terms of working hours only and for the year to date expressed in terms of working hours and as percentages of the whole.

Are there additional or different formats that you would prefer?

- 2.3 Charts 2.1 to 2.4 display breakdowns between productive activity and other uses of grounds team working time (again by quarter and for year to date). These therefore provide a measure of grounds team productivity.

Is this useful? How, if at all, could it be improved?

3. Issues for decision and any recommendations

No decision as such is sought; merely responses from members to guide future reporting. Those responses can be given verbally at the meeting or to officers in any of the other usual ways.

For further information, contact:

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

Rory Fitzgerald, Finance Manager
Direct Dial: 01425 484723
Email: rory.fitzgerald@ringwood.gov.uk

Chart 1.1 – Grounds team working hours by category 2017-18 Q1

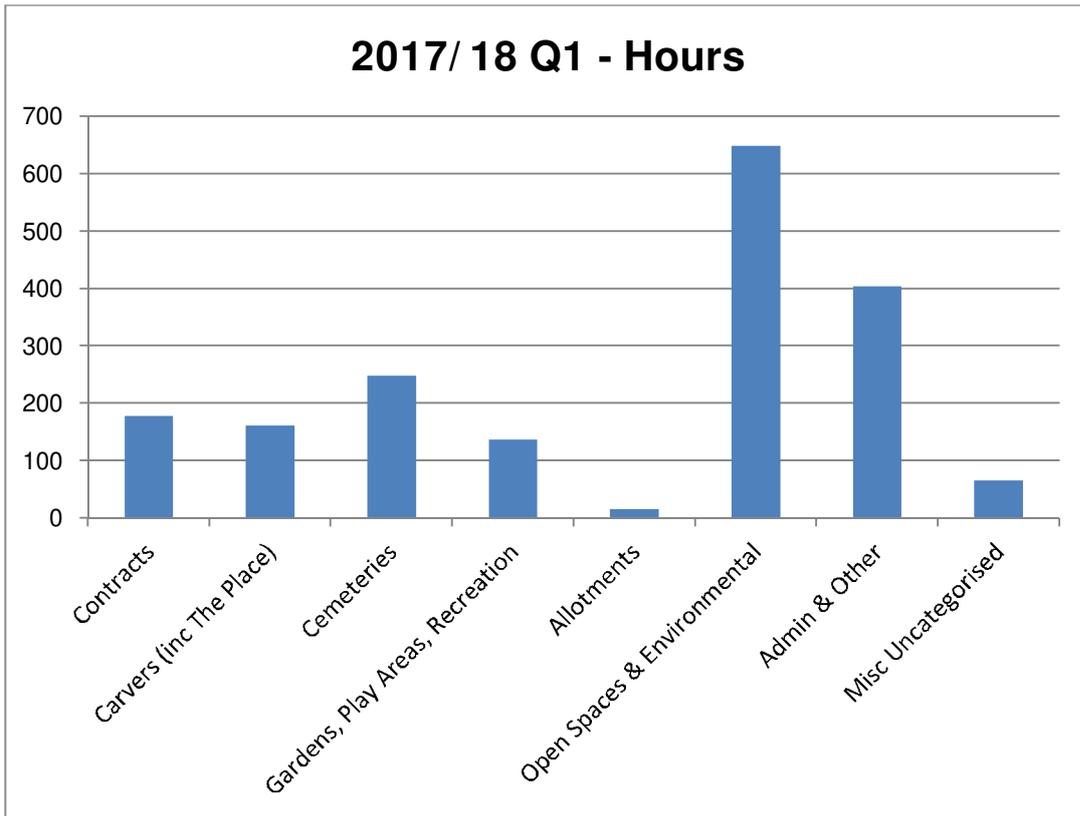
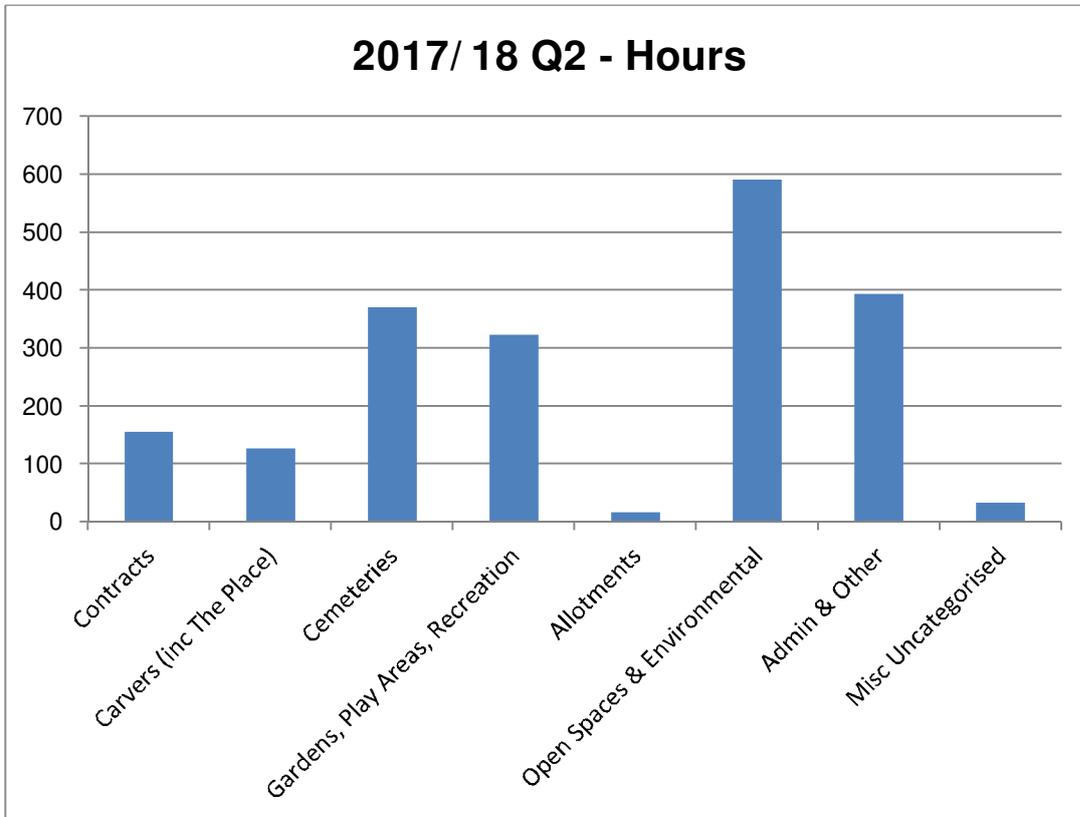


Chart 1.2 – Grounds team working hours by category 2017-18 Q2



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Chart 1.3 – Grounds team working hours by category 2017-18 Q3

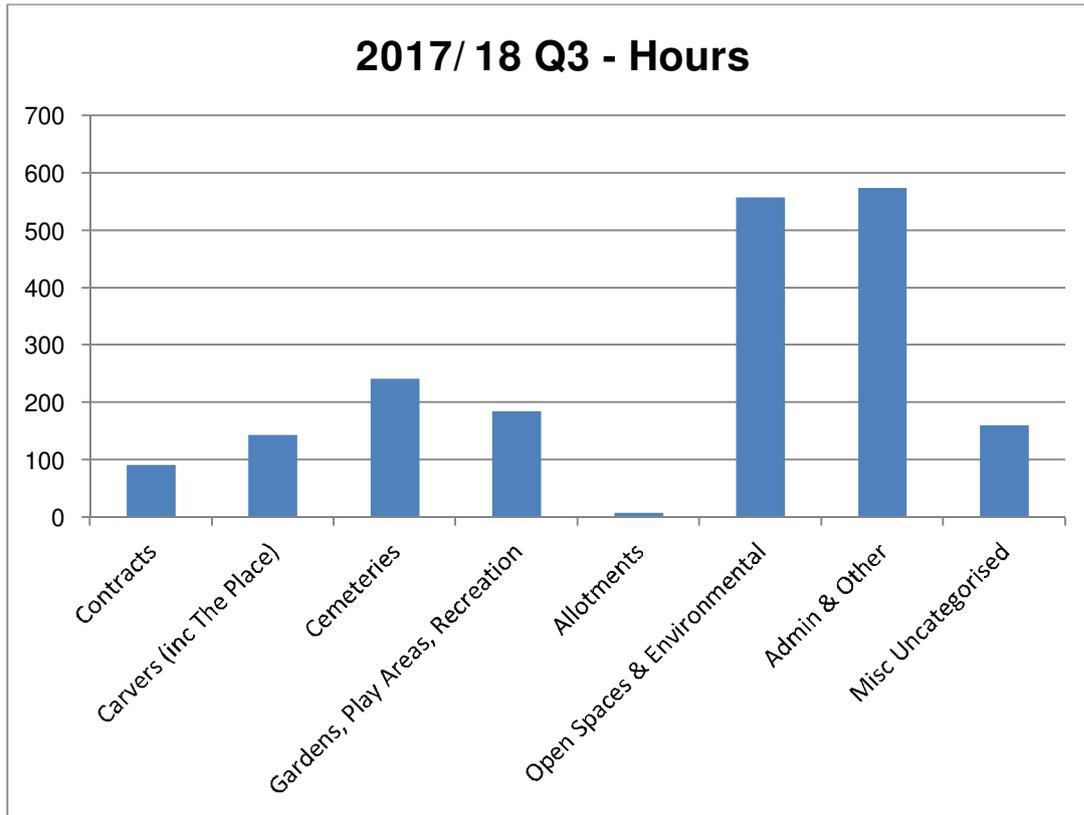


Chart 1.4 – Grounds team working hours by category 2017-18 Q4 (to date)

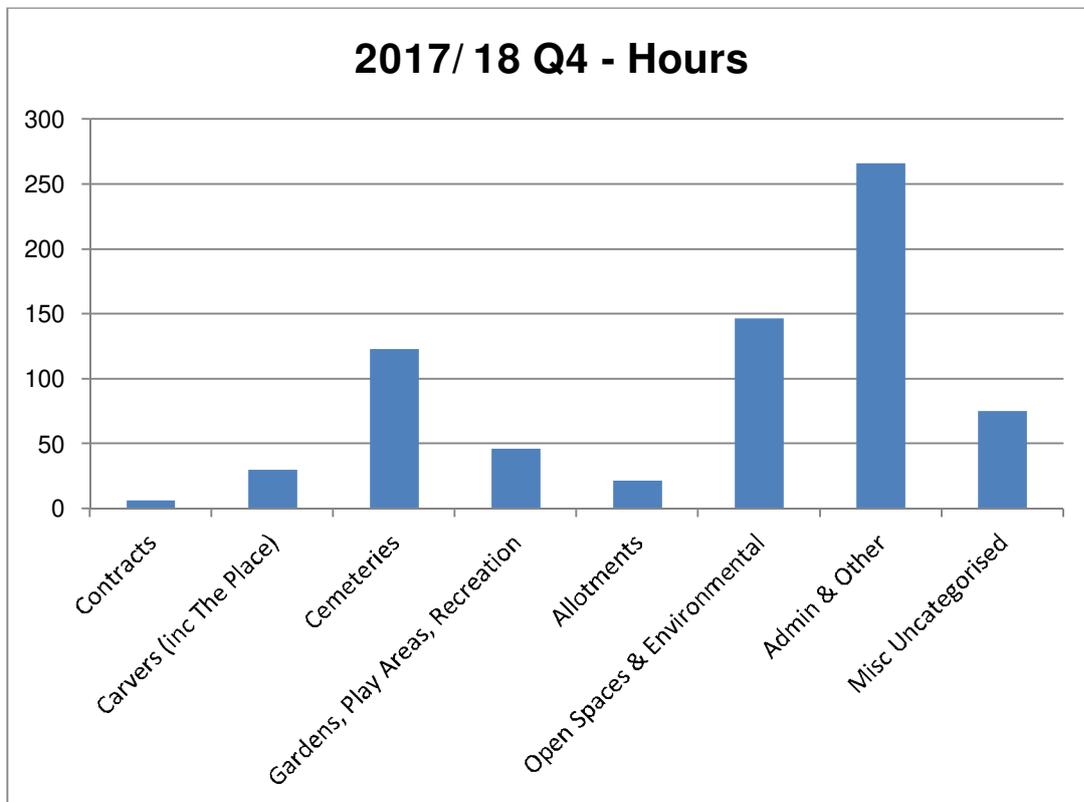


Chart 1.5 – Grounds team working hours by category 2017-18 (to date)

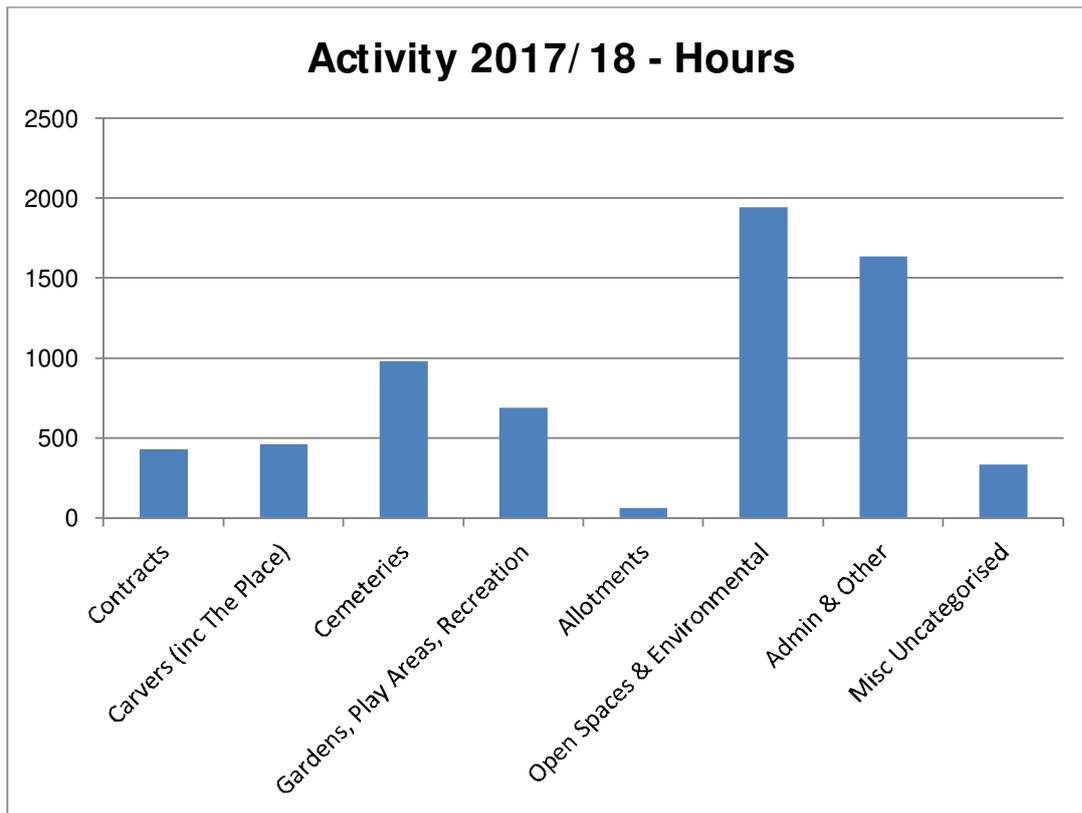
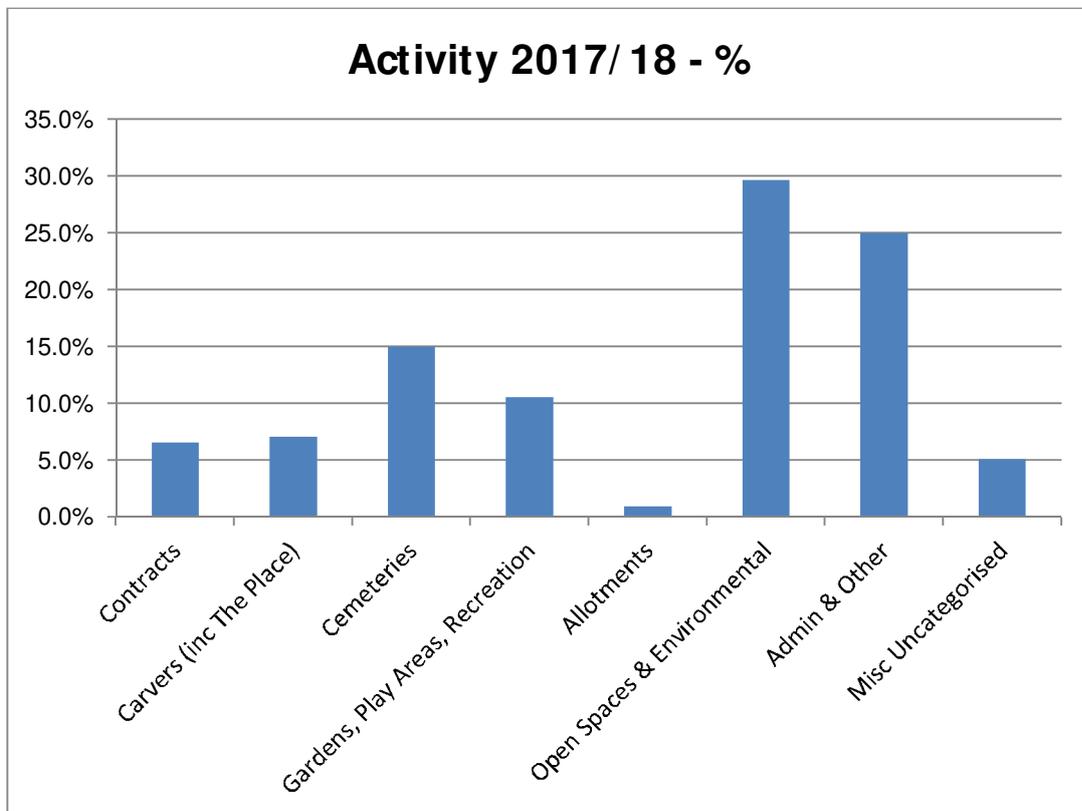


Chart 1.6 – Grounds team activity by category – percentage of whole 2017-18 (to date)



C

Chart 2.1 – Grounds team productivity in hours and percentage of whole - 2017-18 Q1

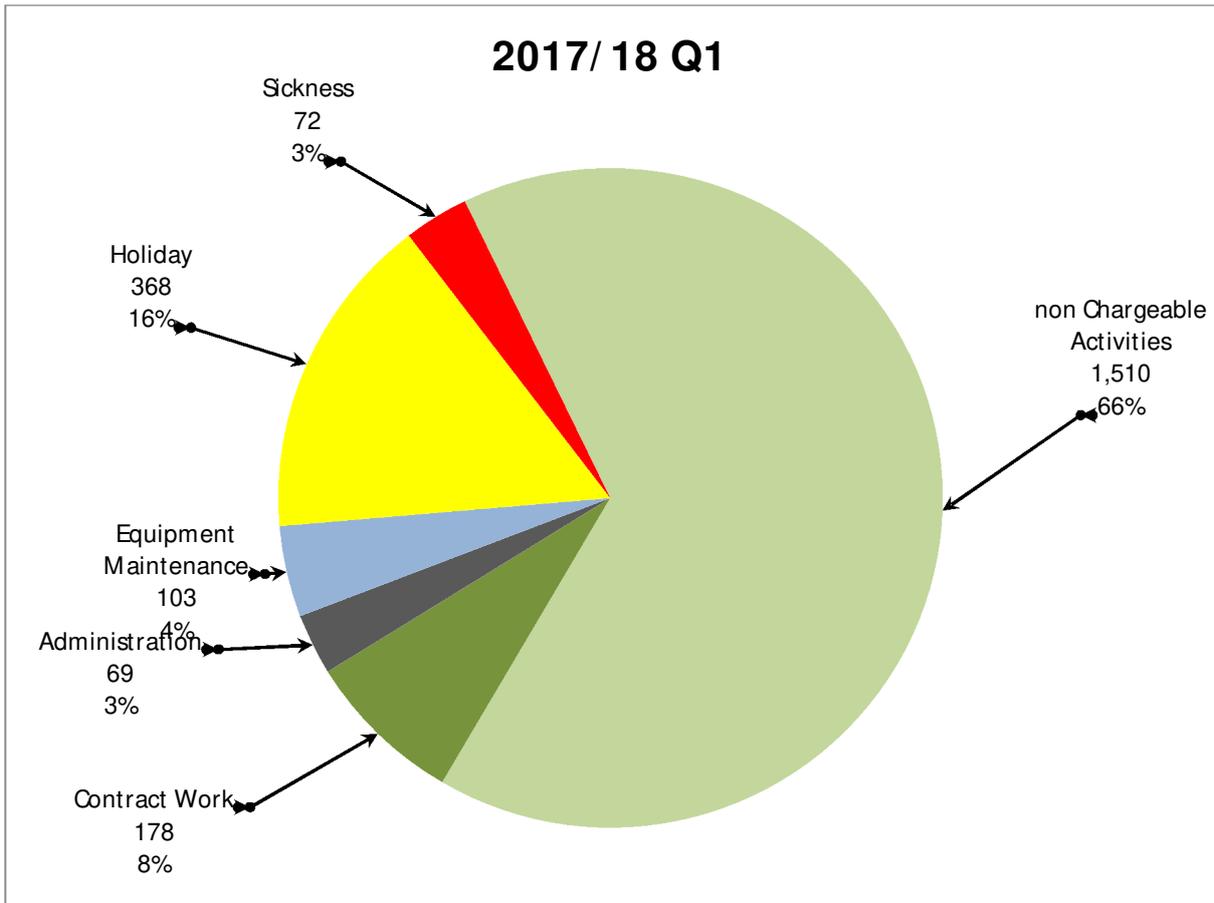


Chart 2.2 – Grounds team productivity in hours and percentage of whole - 2017-18 Q2

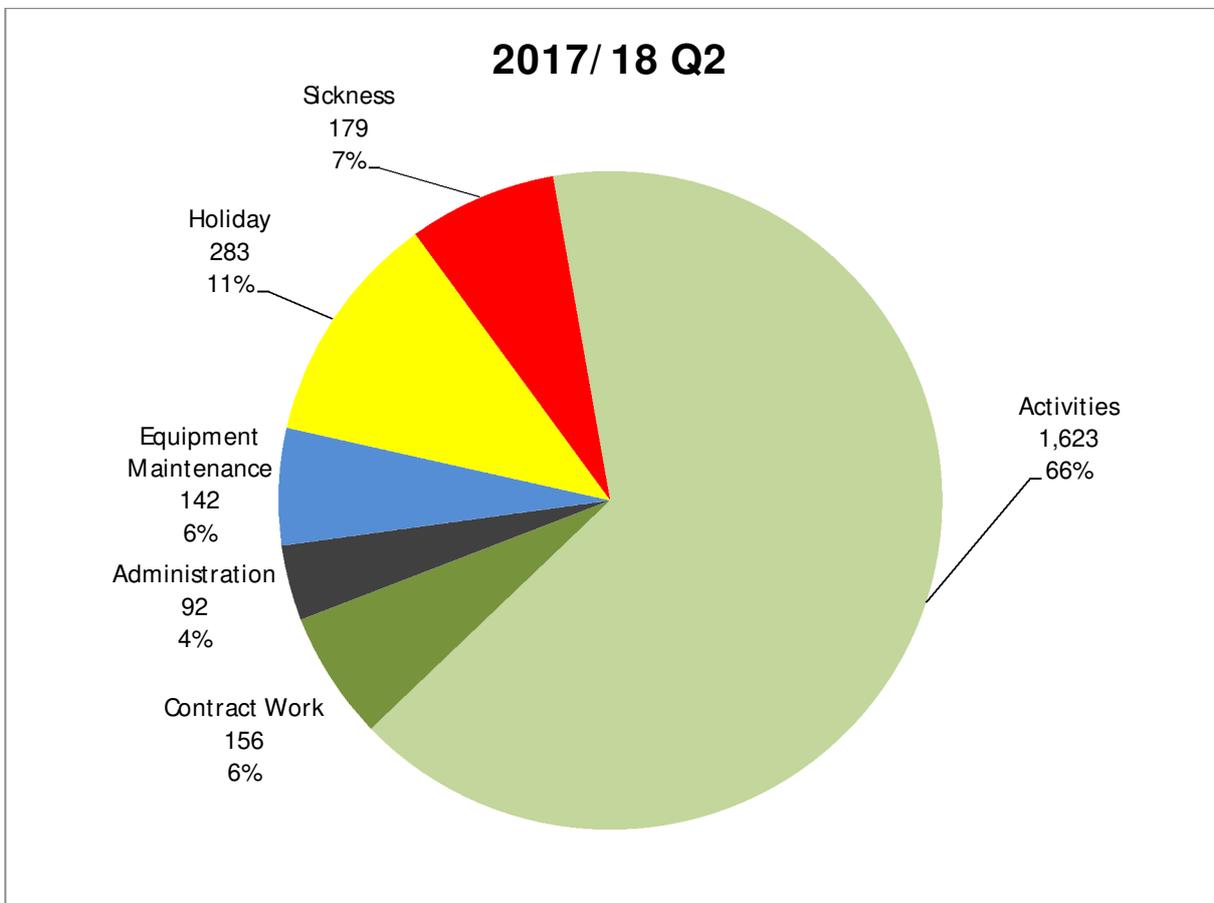


Chart 2.3 – Grounds team productivity in hours and percentage of whole - 2017-18 Q3

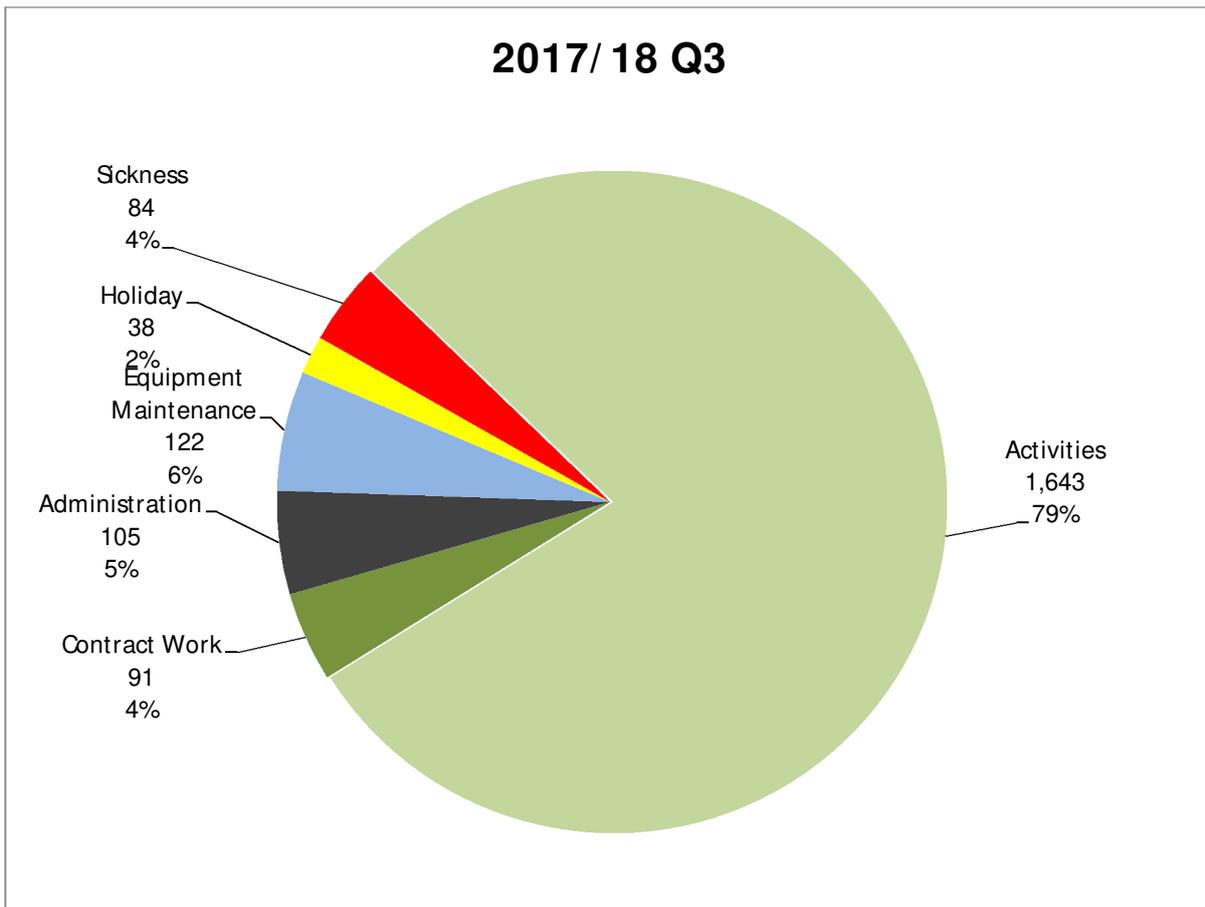
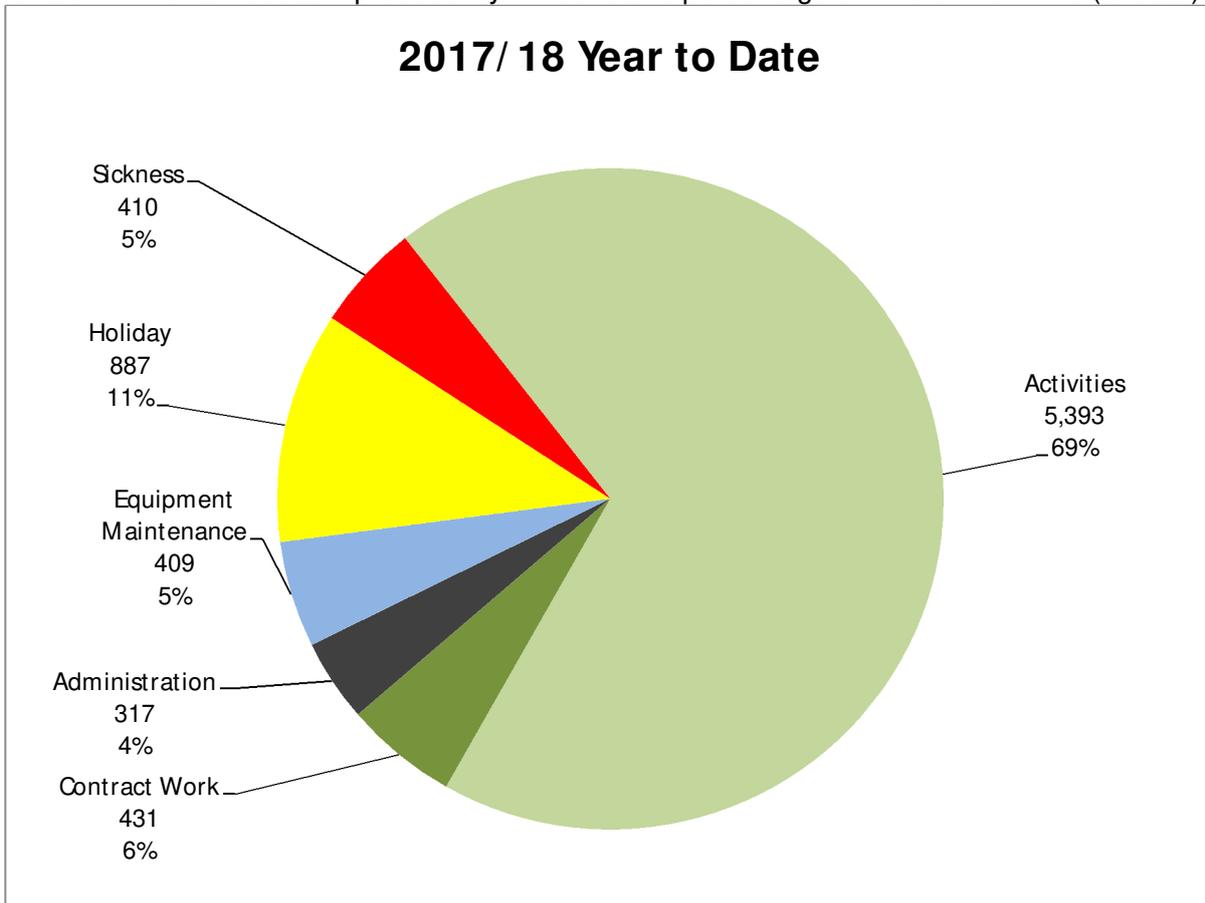


Chart 2.4 – Grounds team productivity in hours and percentage of whole - 2017-18 (to date)



Speciality fairs and street markets

1. Introduction and reason why decision required

- 1.1 The Council has agreed to “invite interested parties to make proposals to it for speciality monthly markets, in the Gateway Square and/or the Market Place (in addition to the existing Antiques & Craft Market, on the second Saturday of each month)” (see minute ref. OS/5736). The holding of such events on public highways involves complications upon which guidance from members is required.

2. Background information, options, impact assessment and risks

- 2.1 There is no difficulty about licensing events of this kind in Gateway Square since it is not a public highway and the District Council, which owns it, is amenable to this being done.
- 2.2 Using Market Place (or any other public street) would be quite a different matter. The following information has been obtained from the District Council:
 - 2.2.1 Road closures under the Town Police Clauses Act (the standard legal mechanism used for events like the Remembrance Parade or the Christmas Lights Switch-on) are only permitted for “processions, rejoicings and illuminations” and not for markets or fairs (save where these are merely ancillary or incidental to a procession, rejoicing or illumination).
 - 2.2.2 The current restriction on parking on a Wednesday derives from the relevant Traffic Regulation Order – extending this to restrict parking on other occasions would require a change to the TRO. Since this would involve public advertisement, a consultation exercise and associated legal processes, it tends to be slow and expensive.
 - 2.2.3 Holding regular street markets on a public highway requires that the relevant highway first be designated as a “licensed street”; also involving a statutory procedure and likely to require a new TRO also.
 - 2.2.4 Using the pavements alone (so as not to affect traffic and/or parking on the carriageway) would require approval from the District Council. Making an application for this would be simpler and cheaper than a new TRO but unlikely to succeed unless the pavements are so wide and unobstructed that the stalls would not be an impediment to pedestrians. This is rarely the case in or around the Market Place.
- 2.3 In light of these considerations, extending any kind of fair or market (other than the current charter market) into the Market Place faces considerable legal and regulatory hurdles quite apart from the commercial implications of current and likely foot-fall. Unless members are willing to contemplate the investment of time and money required to obtain a new TRO, it would be unrealistic to expect any potential partner to look beyond Gateway Square as a venue.

3. Issues for decision and any recommendations

Whether the full costs and implications of changing the Traffic Regulation Order applying to Market Place should be investigated or whether invitations to interested parties should be restricted to Gateway Square for the time being (RECOMMENDATION: If members wish to see further fairs in 2018 these should be restricted to Gateway Square).

For further information, contact:

D

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Email: chris.wilkins@ringwood.gov.uk



Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2017-18 budget)								
A1	Training	Committee accepted officers' recommendation that this additional budget be vired to health & safety support	£1,810	£0	£0	Significant	Unlikely	The non-recurrent training approved at last budget setting has not been undertaken and can now best be addressed in other ways; especially through fund-raising training at a more appropriate level and external health & safety support.
A2	Installation of improved CCTV @ Ringwood Cemetery	Project completed	£1,000	£990	990	Moderate	Finished	The improvements are installed and working.
Projects with budgetary implications (not included in 2017-18 budget but added since)								
B1	Play equipment replacement	Deputy Town Clerks' report approved on 7 th Feb.		£0	£40,000	Moderate	Unlikely	To be funded from earmarked reserves. Because project budget exceeds £25,000, extended procurement rules apply.
B2	War Memorial repairs	£1,500 earmarked reserve established. Project Outline approved on 7 th Feb.		£125	£125	Moderate	Unlikely	Detailed specification being prepared ahead of procurement exercise.
B3	Intruder alarm monitoring	Contractors chosen.		£0	£4,200	Moderate	Probable	Installation being arranged with contractors. This is being prioritized over other work.
Projects with no budgetary implications								
C1	Lighting at Carvers	Installation work has completed and the system is working with one faulty unit.				Moderate	Probable	Substantial completion has been certified and the bulk of the contract price paid from developer contributions held by NFDC. Snagging items are covered by a small retention.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)									
A1	Long Lane Sports Fields	Feasibility study into improvements to football and other sports facilities (s.106 funding?)	£0	£0	£5,250	Significant	Significant	Significant	N/A
A2	Cemetery improvements	Repairs and improvements to walls and paths (postpone columbarium?)	£0	£3,000	£0	Minimal	Significant	None	1
A3	Carvers Rec improvements	Installation of fitness trail (postpone running track and creation of car park?)	£0	£0	£10,000	Minimal	Moderate	None	3
A4	Mansfield Rd verge	Plant & maintain beech hedge along BT premises	£0	£1,160	£?	Minimal	Moderate	Moderate	2
A5	Grounds Equipment Purchase	Replacement of 7yo front deck mower	£0	£14,500	£0	None	Moderate	None	4
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Land adjoining Poulner Pits		£0	£?	£?				
B2	Tennis at Carvers Rec	Improvements	£0	£?	£?				
B3	Riverside Walk		£0	£?	£0				
B4	Footpath extension at The Bickerley		£0	£?	£?				
B5	Brockey Sands	Volunteer-led environmental improvement?	£0	£?	£?				
B6	Green Sheds at Carvers	Replace facility	£?	£?	£0				
B7	Land at Folly Farm	Develop leisure use	£?	£?	£?				
B8	War Memorial Gardens	Incorporate path and enhance boundary features	£0	£?	£?				
Projects with no budgetary implications									



	None								
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