

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

25th June 2020

A meeting of the above Committee will be held on **Wednesday 1st July 2020** at 7.00 pm and your attendance is requested.



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 30th June 2020 and they will then receive an email explaining how 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. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meetings held on 3rd June 2020

5. EVENTS 2020

- a) To receive the notes of Ringwood Events Team meeting on 8th June 2020
(*Report A*)
- b) To discuss whether to renew and re-locate the tree socket in Market Place and its power supply
- c) To consider the report on the Open-Air cinema event at Carvers Recreation Ground (*Report B*)

6. DEVELOPMENT OF RINGWOOD CEMETERY

To consider the Town Clerk's report and consider the issues raised therein (*Report C*)

7. PROTECTING OPEN SPACES FROM UNAUTHORISED ENCAMPMENTS

To consider the Town Clerk's report (*Report D*)

8. PROJECTS

To receive an update on projects (*Report E*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

Student Advisors

Rhys Phillips
Ruth Port

Copied by e-mail to other Members for information

NOTES OF EVENTS TEAM MEETING HELD BY “ZOOM” ON 8th JUNE 2020**In Attendance**

Cllr Philip Day – Chair
Charmaine Bennett – Events Co-ordinator
Cllr Andy Briers
Cllr Hilary Edge
Cllr John Haywood
Cllr Jeremy Heron
Cllr Gloria O’Reilly
Cllr Tony Ring

Matters discussed etc.**VJ Day**

It was decided that the Team would not attempt to arrange any event (such as a street party) but would support and assist any initiative by the Legion/churches etc. or by local people. (It was noted that the Ringwood TV Video of VE Day celebrations had garnered over 12,000 views and had been widely appreciated and well received).

Fireworks

It was agreed that it was too early to make a final decision but that a further meeting be convened (now arranged for 1st September by Zoom) to consider the position. Noted that Security, Hog Roast and Funfair were prepared to attend at short notice. Aurora were prepared to “roll-over” the deposit, even if RTC cancelled.

Christmas Lights and Market

It was agreed that preparations for a market should continue as originally planned and that there was no reason to cancel – Charmaine to action. It was agreed that arrangements for Santa’s Grotto and a parade/organised light switch on be the subject of discussion at the next meeting (now 1st September 2020). (Note that Rotary have apparently already decided to cancel the Christmas Eve Carol service).

Christmas Tree (and socket).

There was some confusion as to the position regarding funding for the re-location of the socket – this to be investigated further (but the view held was that it should be re-located). The Team also thought it would be more appropriate to ask the supplier of the lights to provide (and dress) a Christmas tree in the Market Place rather than have the Team try and source its own – budgets etc need to be looked at.

Fanfare for Spring

Roger Bettle, Rotary and others involved in organising this bi-annual event have suggested that the Events Team (and therefore RTC) take over the event. This is not a cheap event and requires a lot of organisation. It was agreed that further enquiries be made (Tony Ring) to find out exactly what assistance the Team and RTC was being asked to provide but the overall feeling was that this should not be an event to be organised in 2021 at least by the Team.

Proposed Open Air Cinema Event on Carvers in support of the campaign to “Save the Regal”.

The Team’s view was that this was an event to be supported but that the organisers be left to make all practical and financial arrangements at their own risk.

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Agreed that Charmaine would prepare a brief report to the next Open Spaces committee to seek approval for the event on the basis suggested by the organisers (i.e. no fee for use of Carvers but the clubhouse be open to provide food etc (and lavatory facilities) but retain all profits.

Other matters

It was noted that Carnival has also been cancelled and that there was a shared concern amongst those involved in events in the Town were concerned about sponsorship moving forward. It was agreed that the Team should try and arrange a video conference with all interested parties to discuss and agree a way forward for events in 2021.

A question was asked but not answered about Pedal Car GP – if this does happen in Ringwood in 2021, what happens to New Milton which is trying to get going again?

Philip Day
15th June 2020

RECREATION, LEISURE & OPEN SPACES COMMITTEE

1st July 2020

Open Cinema Event at Carvers Recreation Ground

1. Introduction and reason for report

- 1.1 A request has been received from Ringwood Community Investment Ltd (RCI Ltd) to hold an Outdoor Cinema Event on Carvers Recreation Ground over 2 days on Saturday 21st and Sunday 22nd June 2021.
- 1.2 Ringwood Town Council have been asked to provide the following:
 - 1.2.1 Permission for use of the cricket field on the aforementioned dates on the understanding that certain areas are covered or barred off for protection.
 - 1.2.2 Permission and the booking of Carvers Clubhouse to be used solely for the event including two meeting rooms inside the clubhouse for event management on the day.
 - 1.2.3 No payment for the rental of the Clubhouse, meeting rooms, power supply, toilets or other related services. This is on the understanding that all proceeds from sales from the Carvers Clubhouse food and drink sales are to be retained by Carvers Clubhouse and Ringwood Town Council.
 - 1.2.4 Premises licence granted for the event including permission for film presentation to the public on the site.
- 1.3 This Committee is asked to consider these proposals for approval by members.

2. Background information and options

- 2.1 A detailed event plan has been produced by RCI Ltd for an Outdoor Cinema event on Carvers Recreation Ground. The event has a strong community ethos and aims to raise the profile of the campaign to bring the Ringwood Regal back to community use. It will be free for the local community to attend; costs will be covered by sponsorship. It is hoped that this might become part of the annual event calendar for the town.
- 2.2 RCI Ltd will provide Technical & Event Equipment; Crowd Control & Safety Barriers; Event Management, Security, First Aid & Welfare; Marketing, Publicity, Drone & Documentary Filming; Film Content & Copyright Licensing; Event Insurance, Waste Management, H&S Documentation & Project Management and a small amount of food vendors and market stalls.
- 2.3 Around 3000 people would be expected to attend over the course of the weekend. This equates to 500 people per film with 3 film showings a day.
- 2.4 For the event to take place, RCI Ltd have requested that Ringwood Town Council provide the following:
- 2.5 *Permission for use of the cricket field.*
As the event is on the weekend the only other use would be for a cricket match. Fixtures come out in January so we would be able to provide plenty of notice to the Cricket Clubs that the date was unavailable.
- 2.6 It is my understanding that RCI Ltd are requesting the use of the grounds for free. Our terms and conditions indicate that a payment would normally be expected but they do not state a figure for an event of this size or nature. We have supported community events in this way in the past (Family Fun Day, as an example).

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2.7 We would normally require hirers for a large-scale event (which we define as over 120 people in attendance or longer than half a day) to pay a deposit of either £100, £150 or £500 to cover the Council should the event not go ahead or damage be caused to the grounds. It should be noted that the event plan states that litter will be picked and removed from the grounds after each day of the event and no vehicles will be driven onto the grass areas.

2.8 *Permission and the booking of Carvers Clubhouse to be used solely for the event.*

The Café would usually be open on a Saturday and Sunday. There are occasional weekend meeting room bookings, but nothing booked at this time. The Clubhouse has been used in a very similar way during the annual bonfire and fireworks display (managed by Ringwood Events Team/Ringwood Town Council). In that case we have developed a special menu to suit the event and it is seen as an opportunity to open our doors to a wider section of the community to raise our profile.

2.9 *No payment for the rental of the clubhouse, meeting rooms, power supply, toilets or other related services will be charged to RCI LTD, on the understanding that all proceeds from sales from the Carvers Clubhouse food and drink sales are to be retained by Carvers Clubhouse and Ringwood Town Council.*

Based on our hourly rate fees and charges for 2020/21, our charges for hiring the main hall and meeting rooms for the hours requested by RCI Ltd would be £700, although I would expect to recommend a discount on that rate as a block community booking.

2.10 It is not practical at this stage to produce a fully costed staffing rota or event menu. Roughly double the café staffing hours would be needed over the weekend. It would also require the Manager to be on site for the hours that the centre is required by the event organisers (approx. 25 hours), also acting as the third member of café staff needed in peak periods.

2.11 Based on the experience of Bonfire Night, with around 5000 people in attendance over a much shorter period, it is unlikely that we would generate a surplus. We may of course be more creative and look to hire in equipment to sell a wider range of products, but this also increases our financial risk in case the event is cancelled/low attendance due to poor weather etc.

2.12 However, members may consider the benefits of being open at such a high-profile local event as negating any financial gain or small loss.

2.13 The other requests such as power supply (which I understand to be the 3-phase socket) are perfectly feasible (although it would be difficult to quantify any cost attached especially given our issues with energy consumption at the centre.)

2.14 An option would be to offer sole use of the Clubhouse for the Event Organisers without the Café being open. This would reduce financial risk but loses an opportunity to raise the profile of the Centre.

2.15 A Premises Licence was granted on the 16th October 2019 (not time limited) for Carvers Recreation Ground and includes the exhibition of a film which may take place in the open air and therefore it is understood that this event would be covered under this licence.

3. Issues for decision and any recommendations

3.1 **Whether to approve the use of Carvers Recreation Ground for an Outdoor Cinema Event on 21/22 June 2021.**

3.2 **Whether any charges or deposit should be levied, or special conditions be placed on the use of the Recreation Ground.**

3.3 Whether to approve no fees being charged for the sole use of Carvers Clubhouse with the risk being an operating loss (but good publicity and community support).

For further information, contact:

Charmaine Bennett, Carvers Clubhouse Manager

Direct Dial: 01425 501309

Email: charmaine.bennett@ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

1st July 2020

Development of Ringwood Cemetery

1. Introduction and reason for report

- 1.1 Space in areas currently designated for both coffin burials and the interment of cremated remains is running low. The Council needs to plan ahead to ensure future demands will be met.

2. Background information and options

- 2.1 Each interment may be of an adult-sized coffin or of a child's coffin or of a casket containing cremated remains. It may be required in consecrated or unconsecrated ground. It may require provision of a new grave space or the re-opening of one used already. The consecration of additional ground has to be arranged with the Diocese of Winchester and involve meeting appropriate requirements. Grave spaces for Muslim burials have to be specially aligned.
- 2.2 Calculating the rate at which space is being used is complicated by the several factors mentioned. Nevertheless, the Council has a qualified duty to provide for all types of interment without knowing the precise proportions in which they will be needed. Officers estimate that at current rates of usage, we have about two years before additional space for at least one type of interment will be needed. Whilst it would probably be advisable to compile more detailed statistics on usage before committing to significant expense in developing the cemetery, these will always be subject to wide margins of error.
- 2.3 There are two broad approaches which could be taken. An incremental approach would involve members considering and approving proposals for designating additional space from a menu of options presented by officers. The more radical alternative would be to commission outside specialists to prepare "design-and-build" options for members to consider.
- 2.4 Taking the incremental approach would require substantial work from officers. The capacity for this kind of work is limited and may require that other work or projects be delayed. The Council does not employ a technical officer so some of the relevant skills are basic or lacking altogether. However, it would likely reduce the initial outlay. Commissioning outside specialists would in itself require a procurement exercise at the outset and contract supervision by officers. In addition to greater assurance that the relevant knowledge and skills were being brought to the work, however, it may also generate options not otherwise likely to appear.
- 2.5 If the incremental approach is preferred, officers would need an early indication from members of the kind of provision for cremated remains that is desired in future. The more obvious options are:
 - 2.5.1 A simple arrangement of lawn plots for interment (Advantages: very quick, easy and cheap to arrange. Disadvantages: uniformity of plot size and alignment is hard to enforce, resulting in unsightly and unfair irregularities, difficult to provide uniform access and visibility of memorials without using space inefficiently);
 - 2.5.2 Built garden of remembrance for interment (Advantages: Uniformity of plot size and alignment assured by in-ground structure, more efficient use of space. Disadvantages: Much more complex to plan and expensive to build.
 - 2.5.3 Wall of other form of Columbarium – an above-ground facility for temporary holding rather than interment (Advantages: Highly efficient use

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of space and capacity to generate greater revenue. Disadvantages: Most complex to plan, greatest initial outlay).

2.6 The existing Gardens of Remembrance combine some of the features of the first two options. Although reasonably tidy they are uneven and likely to grow more so over time. Similar provision could be made in future but there is an opportunity to consider alternatives and, arguably, produce something better.

3. Issues for decision and any recommendations

3.1 Whether to commission outside specialists to advise or rely on the Council's officers to advise upon and manage further development of the cemetery.

3.2 What type of provision to make in future in respect of cremated remains.

For further information, contact:

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

Kelvin Wentworth, Grounds Foreman
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk

Protecting open spaces from unauthorised encampments

1. Introduction and reason for report

- 1.1 Recent events in Poulner have high-lighted the risk of unauthorised encampments becoming established on public open spaces for which the Town Council is responsible. Consideration needs to be given to possible measures to protect these spaces against this risk.

2. Background information and options

- 2.1 Unauthorised encampments tend to cause alarm and nuisance to people living nearby. In addition, they also tend to result in damage to the grass surfaces and vegetation, any 'street furniture' and infrastructure present and to litter. Evicting unauthorised encampments requires a significant input of officer time and has the potential to cost the Council several thousand pounds in legal fees on each occasion. Members are also respectfully reminded of the Council's general duty to consider the effect of its decisions and policies on crime and disorder.
- 2.2 It is therefore prudent to consider measures to protect the spaces from these incursions; such as ditches or bunds, fences, dragon's teeth, gates and barriers, stone blocks, etc. However, such measures are not without their own costs and drawbacks. They can be expensive to install, detract from the amenity which the spaces are there to provide and complicate maintenance. Councillors will recall previous problems encountered when 'street furniture' of these kinds is strimmed around, treated with weed-killer or neglected. It also needs to be borne in mind that some of these measures may have only a modest deterrent effect; they can be overcome quite quickly and easily with sufficient determination and disregard for the law against causing criminal damage.
- 2.3 In response to recent events, temporary measures were taken to protect the public open space beside North Poulner Road by installing a row of dragon's teeth and Poulner Lakes by blocking the five-bar gateway with concrete blocks. These measures alone are expected to cost about £1,000.
- 2.4 The questions that arise therefore are:
- 2.4.1 Which public spaces under the ownership or management of this Council ought to be considered for protective measures?
- 2.4.2 What measures (if any) would be appropriate for each of these (taking account of the risk, the cost, the protective effect and the other effects on amenity and maintenance at each)?
- 2.4.3 How these issues should be addressed.

Public interest in this subject is very high and it would therefore seem desirable for councillors to be closely involved and to engage with the communities affected (rather than just leave it to officers).

- 2.5 Members should also bear in mind that the exceptional power to incur expenditure delegated to the Town Clerk by the Council's Travellers' Policy extends only to the costs of arranging an eviction. It does not extend to the cost of measures designed to deter or prevent encampments arising in the first place. The capacity of officers to take measures under existing delegated powers and approved budgets is therefore very limited. Depending on the approach favoured by members, therefore, it may also be necessary to provide additional delegated powers and/or amend the Budget and/or adjust the Reserves Policy. Recommendations regarding these matters would require ratification by the Policy & Finance Committee or the full Council.

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3. Issues for decision and any recommendations

The Committee is invited to note this report and consider what action (if any) it wishes to take or recommend in response to it.

For further information, contact:

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



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	War Memorial repairs	Procurement decision made. Grant award received. Contractor has agreed provisional start date of 24 th August.	c.£8,500 Grant, budget & ?	£125	c. £8,500	Moderate	Probable	Carried forward from 2018-19. Grant awarded by War Memorials Trust leaves funding gap.
A2	Carvers Rec improvements	Semi-permanent table-tennis table ordered.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Officers will arrange installation and further investigate options for the adult outdoor gym when coronavirus restrictions allow.
A3	Grounds department workshop & store facilities	Tendering for the feasibility study suspended pending further clarification of the requirement.	£3,000 Budget	£0	£3,000	Moderate	Probable (study only)	Carried forward from 2019-20. Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A4	Christmas Lights – Replacement/re-procurement	Contract review meeting held on 3 rd March.	£17,000 Budget	£0	£17,000	Moderate	Definite	Carried forward from 2019-20. This item will not be updated further.
A5	Pocket Park Boardwalk	Work has commenced and is expected to finish shortly.	£15,585 Earmarked reserves	£13,335	£15,585	Moderate	Definite	Carried forward from 2019-20. The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations.
A6	Poulner Lakes Access Road refurbishment	NFDC officer met on site to discuss options and seek advice	£2,000 Budget	£0	£2,000	Moderate	Possible	Technical advice and possible costs estimate awaited from NFDC



A7	Waste bin replacement programme		£2,000 Budget	£0	£2,000	Moderate	Probable (Yr 1 of 3)	Three-year programme starting in 2020-21. Start delayed by coronavirus outbreak
A8	Aerator refurbishment		£5,000 Provisions	£0	£5,000	Minimal	Probable	Start delayed by coronavirus outbreak
A9	Ash Grove fence replacement		£6,000 Provisions	£0	£6,000	Moderate	Probable	Start delayed by coronavirus outbreak
Projects with budgetary implications (not included in 2020-21 budget but added since)								
Projects with no budgetary implications in 2020-21								
C1	Long Lane recreation facilities development feasibility study	Council agreed to formation of project steering group with key partners on 24 th June				Significant	Unlikely	Since the Council also approved bespoke reporting arrangements for this major project it will be removed from this report in future.
C2	Bickerley drainage works	Further ground works by Wessex Water's contractor are scheduled for April. Work continues on concluding the compensation claim in the meanwhile.				Moderate	Unlikely	Officers are working to secure the promised management plan and conclude the compensation claim.