

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

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

Held on Wednesday 3rd January 2018 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Angela Wiseman (Vice-Chairman)
Cllr Philip Day
Cllr Darren Loose
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Tim Ward

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Charlotte Hardy, Student Advisor
Cllr Jeremy Heron
Charmaine Bennett, Manager at The Place

OS/5732 APOLOGIES FOR ABSENCE

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

OS/5733 DECLARATIONS OF INTEREST

There were no declarations of interest.

OS/5734 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 6th December 2017, having been circulated, be approved and signed as a correct record.

OS/5735 THE PLACE

The Town Clerk was delighted to inform Members that Charmaine Bennett had been appointed to the position of Manager at The Place, following the recent recruitment campaign. Mrs Bennett introduced herself and gave some detail of her experience and said that she was looking forward to identifying what will attract people to The Place and getting the facility used more. Members welcomed Mrs Bennett and wished her success in her new role.

The Town Clerk reported that sadly one of the Youth Workers had given her notice. She continued running sessions up until Christmas, with a special event for young people on Friday 22nd December. The Place is therefore currently closed, but this offers the opportunity to resume activities in line with the aims of the Council. He looked forward to working with Charmaine to get the facility up and running.

He also reported that due to the staff changes, the expected budget outturn for staffing of The Place would be closer to the original budget, rather than the revised budget.

RESOLVED: That the Town Clerk's verbal report on The Place be received.

**OS/5736
EVENTS**

The Town Clerk presented a summary report on the financial outcome of 2017 Fireworks Display event, which showed total expenditure of £4,858.15, against total income of £9,811.48, resulting in a net surplus of £4,953.33. He noted that this was derived from actual figures invoiced to or by the Town Council and detailed in its accounts. All but £500, of the sponsorship had been received and the remaining amount would be forthcoming, on production of a duplicate invoice. Cllr Ring reported that there was additional money expected which would take the surplus over £5,000. The Events Team were again congratulated on the brilliant event, which had been very successful.

In respect of the Christmas event, Cllr Day reported that whilst he had previously expected a small loss, the latest figures indicated a profit of £187.61. He expressed his thanks to Rae Frederick, Nickie Jowett, Cllr Ring, the many people that had contributed and the wonderful business community who had been involved in making the event a success.

In respect of events for the forthcoming year, Cllr Day put forward proposals from Ringwood Events Team who wished to organise a street party for the royal wedding, a Fireworks Display and the Christmas Lights Switch-on.

He also requested that Members consider a further proposal in respect of additional speciality markets, to be held in the Gateway Square or the Market Place (subject to the agreement of the Market Charter holder) and that the Council invite interested parties to come forward with any proposals. A discussion followed and some Members highlighted the need to increase footfall into the High Street and any additional markets should be encouraged to be located in the Market Place. It was acknowledged that factors such as the size of the market, the cost of stalls and advertising, etc. would all play a part in determining the attractiveness of either location and there would need to be some negotiation with any potential organiser. There would also be difficulties in relocating a market once it had become established. It was agreed that any proposal would be considered by the Committee and determined on its own merits.

Members agreed to the proposals detailed below.

- RESOLVED:**
- 1) That the Committee resolves
 - i) to hold a street party in the Market Place on Saturday 19th May 2018, to celebrate the wedding of HRH Prince Henry of Wales to Ms. Megan Markle
 - ii) to request that Ringwood Events Team organise the event; and
 - iii) that a budget for the event be prepared for approval by the Policy and Finance Committee.
 - 2) That the Committee resolves to hold further events in 2018, including a Firework Display on or about 4th November 2018, at Carvers Recreation ground and a Christmas Market and Lights Switch-on, on the first Saturday in December, in the Market Place; and
 - 3) That the Council 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).

**OS/5737
PROJECT OVERSIGHT**

The Town Clerk reported that all projects for the current year had been resolved .

B1 – Play equipment replacement – to be reviewed later in the month.

B2 – War Memorial repairs - the Town Clerk was liaising with Rev Terry Roberts to produce a project outline with specific proposals to be brought to the Committee in February.

B3 – Intruder alarm monitoring – the Town Clerk was in discussion with the Grounds Foreman, but quotes for hardware and monitoring had been obtained. A detailed report would follow in February.

C1- Lighting at Carvers – the lighting had been installed. There had been an issue with one light however this, along with remaining snagging items, were being resolved.

RESOLVED: That the update in respect of current projects be received (*revised Annex A*).

ACTION C Wilkins

**OS/5738
COMMITTEE BUDGET 2018/19**

The Town Clerk reported in respect of Long Lane Sports Facility (A1), that NFDC had confirmed the feasibility study would be funded in its entirety from developers contributions. As this relates to land leased to the Council by NFDC (who leases it from the landowner), NFDC officers believe it to be prudent for the Council to contact the landowner, at this stage, in order to gauge their view on the proposals.

Members considered the priority of the remaining projects for inclusion in the final round of the budgetary process. The implications of delaying the replacement of the front deck mower was explained, along with the impact on the budget or earmarked reserves, if given a higher priority. It was thought that the replacement of equipment, generally, could be better planned and a request was made that all equipment be evaluated to determine its remaining life, so that this can be programmed into the budget process.

It was agreed that the cemetery improvements retain its position and that the Mansfield Road verge be given priority over the Carvers recreation improvements. A discussion followed in relation to the columbarium proposal, however the Town Clerk indicated that a decision did not need to be taken, at this stage, on whether to pursue this or not. The repairs and improvements to the walls and paths would be put forward for the 2018/19 budget and a decision on the columbarium could be made later in the year.

An updated version of the new projects planer is attached (*Annex B*).

RESOLVED: That the new project planner be updated to show the priority of projects as outlined above (*revised Annex B*)

ACTION C Wilkins

**OS/5739
GROUND SLITTER ATTACHMENT**

The Town Clerk referred to his report on the replacement of the ground slitter attachment (*Annex C*). Members were asked to consider whether to replace the attachment, whilst it has some residual value, or to purchase the two remaining sets of blades, production of which has been discontinued. This would extend the life of the slitter by 5 years, but would result in the equipment potentially becoming worthless.

A discussion followed and a proposal was made to retain the current slitter attachment, rather than purchase new equipment. Members agreed that the two sets of blades be purchased, to prolong the life of the current ground slitter. It was suggested that this be reviewed in approximately 2-3 years, when the final set of blades are fitted, in order to ascertain whether the blades can be custom made, in the future.

RESOLVED: That the two sets of slitter blades be purchased at a cost of £1,550.20 (plus VAT) and the cost be met from the relevant budget.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.10pm.

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

RECEIVED
31st January 2018

APPROVED
7th February 2018

TOWN MAYOR

COMMITTEE CHAIRMAN



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	None		£0	£?	Moderate	Unlikely	To be funded from earmarked reserves. Officers will review early in January.
B2	War Memorial repairs	Committee accepted officers' recommendation that tentative provision of £1,500 be transferred to earmarked reserve.		£0	£125	Moderate	Unlikely	Project outline in preparation and expected to be ready for consideration at meeting on 7 February 2018
B3	Intruder alarm monitoring	Quote for hardware installation received. Quotes for response service being obtained.		£0	£4,200	Moderate	Probable	This is being prioritized over other work. Non-recurrent cost is estimated at £4,200. Recurrent costs will be roughly £1,700pa
Projects with no budgetary implications								
C1	Lighting at Carvers	Installation work has completed and the system is working with one faulty unit.				Moderate	Probable	Snagging items are being addressed. To be funded from developer contributions held by NFDC



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	£10,000	£0	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	£20,000	£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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