

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

Held on Wednesday 3rd June 2020 at 7.00pm

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 by pre-registering.

PRESENT: Cllr Andy Briers (Chairman)
Cllr Darren Loose (Vice-Chairman)
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, Manager of Carvers Clubhouse
Cllr Jeremy Heron

ABSENT: Cllr Hilary Edge

**OS/5967
PUBLIC PARTICIPATION**

There were two members of the public present and interested in items on the agenda.

A representative from Ringwood Action for Climate Emergency (RACE) provided further details in respect of the proposed application for a ‘Trees for the Future’ grant from Veolia Environmental Trust (agenda item 9). Stage one of the application process had been completed. Stage two requires that there is a Contributing Third Party and she requested the Council take on this role. The funding would be used to purchase trees, provide notice boards (to spot nature) and enable planting of seeds, bulbs and flower mats at The Mount open space and Poulner Lakes, with the aim of encouraging use of the sites. She had agreed areas of planting and discussed preferred species with the head groundsman. Members discussed the proposal later in the meeting.

**OS/5968
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Edge.

**OS/5969
DECLARATIONS OF INTEREST**

Although they were not disclosable pecuniary interests:-



- Cllr Deboos indicated that he was a member of RACE and the person making the Veolia funding application was a family member
- Cllr Frederick indicated that she was a member of RACE
- Cllr Ring indicated that he was an ex-officio member of RACE
- Cllr Turner and Cllr Briers indicated that they were both allotment holders at the Upper Kingston site.

OS/5970

MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 4th March 2020, having been circulated, be approved and signed as a correct record.

OS/5971

ALLOTMENT RULES CHANGE TO PROHIBIT BONFIRES TEMPORARILY

The Town Clerk indicated that the item had arisen following a number of complaints about bonfires at Hightown Road allotment site. In order to address this, the usual signs relating to bonfires on allotments, had been updated asking for extra consideration of neighbours, at this time, as people in surrounding properties were spending more time at home and in their gardens, due to the Covid-19 lockdown, or could be suffering respiratory symptoms due to the virus. Some signs were removed and a further report of a bonfire had been received. A letter was sent to an individual allotment holder, but this was ineffective.

The way the Allotment Rules are currently framed, the Council is unable to take any enforcement action. The Town Clerk requested an amendment to the Rules, as indicated in his report (*Annex A*), to temporarily prohibit bonfires at Hightown Road and Southampton Road allotment sites. It was considered only necessary at these sites, due to the proximity of neighbouring residential properties. In the event of a breach of the rules, the Town Clerk would have discretion in terms of enforcement and an allotment holder would be at risk of being served with a Notice to Quit the allotment tenancy.

The member of the public present explained his experience of bonfires at Upper Kingston allotment site and suggested education was the issue.

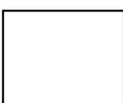
A discussion followed as to whether this issue related to the current Covid-19 situation or if this was a changing public view on the acceptability of bonfires generally, due to, for example, environmental considerations, air quality, fire risk during dry spells and the impact on those with respiratory problems.

Cllr Day proposed that the additional clause be added to the Allotment Rules as per the Town Clerk's report, save that the end date be amended to 30th September 2020. This was seconded by Cllr Ring.

An amendment to the proposal, was made by Cllr Frederick, to change the additional clause from a temporary ban to a permanent ban, between the period from 1st May to 30th September. This was seconded by Cllr Kelleher.

A vote was cast on the amendment to the proposal first, as required by Standing Orders, and the amendment was carried.

RESOLVED: That the Council's Allotment Rules be amended by adding Clause 11 (as amended) :- Notwithstanding any other provision in these Rules, no bonfire shall be lit on the Council's allotment sites at Hightown Road and Southampton



Road, during the period each year starting on (and including) 1st May and ending on (and including) 30th September.

ACTION C Wilkins

OS/5972

PROPOSED ENVIRONMENTAL ENHANCEMENT AT CARVERS RECREATION GROUND

Members considered the Deputy Town Clerk's report (*Annex B*). Work on the proposed enhancement was scheduled to commence at the end of July. The Council would be responsible for maintenance in the future, however it had been designed to be low maintenance, so this was not viewed as onerous.

RESOLVED: That the proposed environmental enhancement at Carvers Recreation Ground be supported.

ACTION J Hurd / C Wilkins

OS/5973

EVENTS 2020

Members considered the Town Clerk's report (*Annex C*). Cllr Ring provided further details in relation to his discussions with the provider. The recommendations were agreed.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That officers (acting on advice from Ringwood Events Team) have authority:-

- 1) To give notice cancelling the firework display contract or to agree to a cancellation proposed by the other party; and (in the event of such cancellation)
- 2) To enter into a replacement contract in respect of an event in 2021 and agree that the deposit already paid to the other party may be retained by it and stand as the deposit under such replacement contract.

ACTION C Wilkins

OS/5974

REAL WORKING PARTY

It was noted that the agenda item on tree planting related to the recommendation within the notes of the meeting (*OS/5975 refers*).

RESOLVED: 1) That the notes of the REAL Working Party meeting on 13th March 2020 (*Annex D*) be received; and
2) That the recommendation 'to express support for the larger scale tree plantings on RTC land, as described in Annexe A to the notes, subject to the generation and subsequent approval of more detailed planting plans for each site' therein, be agreed.

ACTION C Wilkins



**OS/5975
TREE PLANTING**

Members considered the Town Clerk's report (*Annex E*). A condition of the grant is that there is a Contributing Third Party who pays 10% of the grant amount, which will be approximately £1,050. There is no specific budget allocated to support this application, however it was suggested that the funds set aside by the Council, to support the work of the REAL Working Party, may be considered and used for this purpose.

RESOLVED: That the proposed planting of 2,100 trees at Poulner Lakes and The Mount, subject to no issues being identified by CAT scanning, be supported.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That this Council act as the Contributing Third Party to RACE's 'Trees for the Future' grant application to Veolia Environmental Trust and contribute 10% of the grant amount, which is approximately £1,050.

ACTION C Wilkins

**OS/5976
CARVERS CLUBHOUSE FINANCES GRANT SUPPORT APPLICATION**

The Manager at Carvers Clubhouse answered questions in relation to costs and losses, arising from the closure of the clubhouse due to Covid-19. She explained the practicalities involved and adaptations required to make the clubhouse a safe environment for staff and users, when it does open.

She also indicated there were a lot of changes to implement should the clubhouse be aiming to open in the Summer, but also that some additional needs had been identified amongst young people, as a direct result of the current situation, and who would benefit from some support and interventions.

Members fully supported the Manager in her endeavours to get the facility up and running.

RESOLVED: That the Town Clerk's report (*Annex F*) be noted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That officers be authorised to apply for a grant from the Small Business Grants Fund to cover the losses sustained at the Clubhouse as a result of the Covid-19 outbreak.

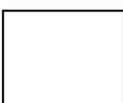
ACTION C Wilkins

Cllr Loose left the meeting at 8:27pm.

**OS/5977
PROJECTS**

The project report included ongoing projects from 2019/20 and successful project bids for 20/21.

A5 - Pocket Park Boardwalk – Works are due to start 15th June, with a time estimate of 2-3 weeks.



RESOLVED: That the update in respect of project (*Annex G*) be received.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.30pm.

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

RECEIVED
24th June 2020

APPROVED
1st July 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

3rd June 2020

Allotment Rules change to prohibit bonfires temporarily

1. Introduction and reason for report

- 1.1 The Council has recently received several complaints of nuisance caused by bonfires on allotments. Attempts to manage the problem in accordance with the current Allotment Rules have been unsuccessful. Officers therefore invite members to prohibit bonfires completely - temporarily and on allotments sites close to residential areas only.

2. Background information and options

- 2.1 Council officers have received several complaints from residents living close to the allotments at Hightown Road of nuisance arising from bonfires lit on this site. Officers prepared fresh notices politely asking tenants to show consideration by not lighting bonfires unless absolutely necessary and preventing any that are lit from causing a nuisance. Unfortunately, several of these were removed and further complaints have been received notwithstanding a letter sent to one tenant in particular.
- 2.2 The current Allotment Rules allow bonfires subject to conditions but contain a general prohibition on causing a nuisance (see attached, clause 5, sub-clauses (o) and (b)). These provisions allow a measure of judgement and appreciation which makes them difficult to enforce in practice. Proving that a bonfire caused a "nuisance" (in the legal sense of that word) or that an allotment tenant who had lit one had not shown "consideration" for other persons or the weather, would be difficult in all but the most extreme circumstances.
- 2.3 Owing to the restrictions imposed in response to the current coronavirus outbreak, many local people are making greater use of their gardens and are therefore more sensitive to anything which detracts from their enjoyment. Since Covid-19 affects the respiratory system, anyone affected by it is also likely to be more susceptible than normal to any other phenomena which affect breathing. For these reasons, many allotment management authorities have imposed additional restrictions or outright bans on bonfires.
- 2.4 Officers consider that a complete ban on bonfires is necessary and both proportionate and reasonable; provided it is limited to the Council's sites at Hightown Road and Southampton Road (which immediately adjoin residential areas) and for the likely duration of the coronavirus emergency.
- 2.5 Such a ban would require a change to the Allotment Rules by inserting an additional clause as follows:
- "11. Notwithstanding any other provision in these Rules, no bonfire shall be lit on the Council's allotment sites at Hightown Road and Southampton Road during the period starting on (and including) Friday 5th June 2020 and ending on (and including) Friday 24th April 2021."

3. Issues for decision and any recommendations

3.1 Whether to amend the Council's Allotment Rules by inserting the additional clause 11 set out above.

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

Proposed Environmental Enhancement at Carvers Recreation Ground

1. Introduction and reason for report

- 1.1 The officer appointed by Hampshire County Council to design the shared use path across Carvers for cyclists and pedestrians is proposing to include an environmental enhancement beside the path. A decision is required on whether or not this is supported.

2. Background information

- 2.1 Members will recall that developers' contributions have been allocated to create a new shared use path across Carvers for cyclists and pedestrians, to link Mansfield Road and Southampton Road.
- 2.2 Hampshire County Council has appointed a Project Engineer to bring this scheme forward and it is hoped that work will commence mid-June.
- 2.3 As part of the scheme, the Project Engineer is proposing an area of sustainable planting/landscaping adjacent to the existing bench near to the Carvers Lane end of the path. This would be an area of a few square meters of land, to the west of the path and would replace an area of cut grass, which has a low environmental value (*see attached for proposed location and section*). Materials used would include sand and crushed ceramics, which have been proven to be an excellent habitat provider for solitary bees and all kind of invertebrates, and a planting medium for wild flowers. Bee posts would also be provided. Details on these can be found online here: <https://greenandbluebuild.co.uk/product/bee-post/>
- 2.4 The use of alternative materials to provide habitats for invertebrates is being promoted by John Little of Grass Roof Company, and further information can be found on their website: <https://www.grassroofcompany.co.uk/>.
- 2.5 Further information is awaited on the ongoing maintenance required should Members support this scheme. It is hoped this will be available at the meeting.

3. Issues for decision and any recommendations

3.1 Whether or not to support the proposed environmental enhancement.

For further information, contact:

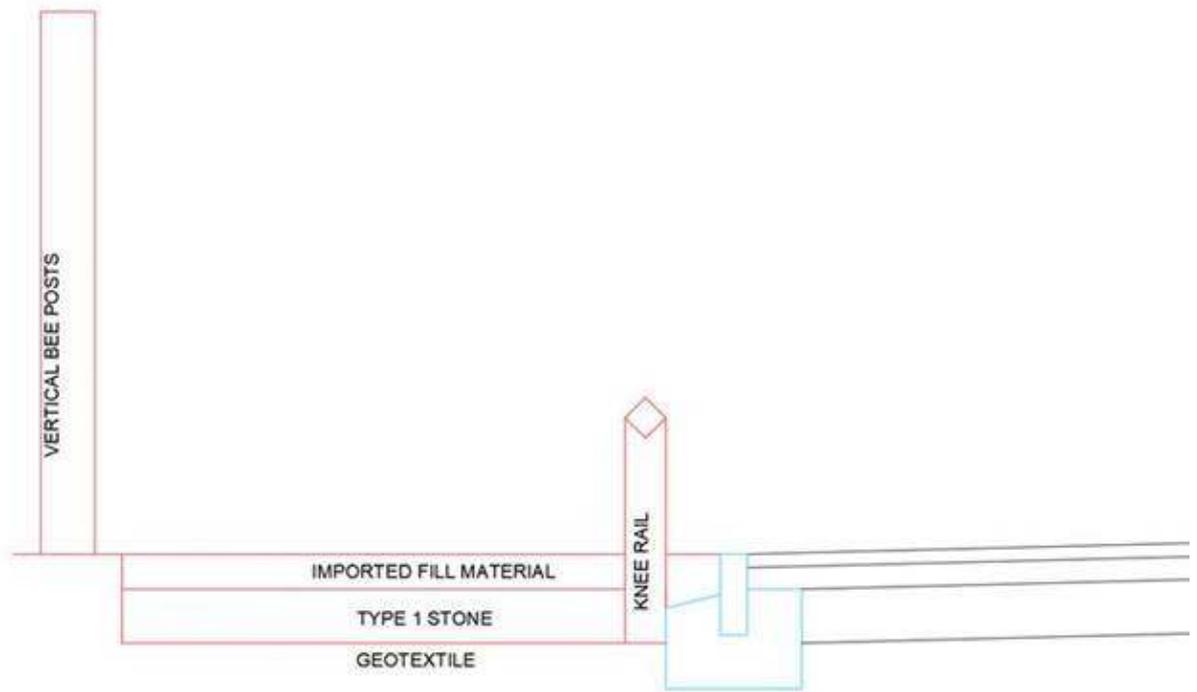
Jo Hurd, Deputy Town Clerk
Direct Dial: 01425 484721
Email: jo.hurd@ringwood.gov.uk

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Proposed location



Proposed section



3rd June 2020

Events in 2020

1. Introduction and reason for report

1.1 The Events Team members are reviewing the proposed Fireworks and Christmas Lights/Markets events. Although it is too early to decide whether these can take place either at all or on some different basis from 2019, the Team and officers would welcome guidance or a decision from members about the deposit paid to the fireworks display contractor.

2. Background information and options

2.1 The Council's only financial commitment to date is the deposit paid to the fireworks company to book them for the proposed 2020 event (amounting to £666.67). If it becomes necessary to cancel the event, a question arises as to the fate of this deposit.

2.2 The contract provides that if we were to cancel, the company may (but is not compelled to) make a refund less any reasonable expenses that have been incurred.

2.3 The value of the contract for 2020 is £4,000 plus VAT and procurement rules therefore apply. In this case, the previous recommendation was that the present supplier should be re-appointed for 2020 because they had experience of the site and approaches to other possible suppliers had demonstrated that they were likely to be more expensive for the provision of comparable displays. The Events Team would like the option of being able to agree that in the event of cancellation (and provided the supplier also agrees), the deposit be "rolled over" to an event in 2021. If no such agreement is reached, there is a risk that all or part of the deposit paid will be lost.

3. Issues for decision and any recommendations

3.1 Whether to recommend to the Policy & Finance Committee that officers (acting on advice from Ringwood Events Team) should have authority

3.1.1 To give notice cancelling the firework display contract or to agree to a cancellation proposed by the other party; and (in the event of such cancellation)

3.1.2 To enter into a replacement contract in respect of an event in 2021 and agree that the deposit already paid to the other party may be retained by it and stand as the deposit under such replacement contract.

For further information, contact:

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

Ringwood Environmental Action Leadership (REAL) Working Party

Notes of meeting held on Friday 13th March 2020 at 4.00pm in the First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood BH24 1AT

Present: Colin Andrews (CA)
Lindsay Andrews (LA)
Jackie Burgess (JB)
Cllr Gareth Deboos (GD) (Chair)
Elena Fernandez-Lee (EF)
Cllr Rae Frederick (RF)
Cllr Gloria O'Reilly (GO)
Ruth Port (RP)
Cllr Tony Ring (TR)
Heather Whatmore (HW)

In attendance: -

Absent: Toby Dedrick (TD)
Milinda Harding (MH)
Jamie Hibbitt (JH)
Hailey Higgins (HH)
Chantelle Monck (CM)
Leon Thompson (LT)
Cllr Glenys Turner (GT)
Christopher Wilkins (CW)

1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Toby Dendrick, Milinda Harding, Jamie Hibbitt, Hailey Higgins, Leon Thompson, Cllr Glenys Turner and Chris Wilkins, and were accepted. Heather Whatmore was welcomed as the RACE replacement touchpoint for the Trees group.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

Notes of the meeting held on 13th February 2020 were accepted.

4. FEEDBACK FROM TOWN COUNCIL COMMITTEES

GD reported the following outcomes from meeting of Town Council committee:

4.1 Planning, Town & Environment Committee – 6th March 2020

- The notes of the meeting of this WP on 13th February 2020 were received.

5. WORKSTREAM UPDATES AND PROPOSALS

5.1 Plastic-free Ringwood

- RF reported that costs for a Tetra Pak recycling facility (provided and serviced by recycling company ACE UK Ltd) were being pursued by CW

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with the preferred siting being on the south side of Sainsbury's. The manager of Sainsbury's is supportive, and the site has good access for heavy goods vehicles. A report on progress will be presented at the next WP meeting;

ACTION: GD/RF/CW

- LA said that the Plastic Free Ringwood group were continuing to visit shops and businesses encouraging sign up and she stated that the reverse vending machine in Sainsbury's is on hold pending a decision by national Gov. On 25th April, there will be a showing of the film "2040", including supper, at Greyfriars; and
- The installation of the water refill station at Gateway was welcomed by all.

5.2 Trees for the Future

- TR mentioned how well organised and attended the recent plantings at Poulner Lakes were, including many youngsters and that he was shortly giving a talk on tree planting at Burgate School;
- GD reported that HW and Bob Taylor have been surveying urban sites for planting trees and wildflowers in the Ringwood built up areas. Of note here are three potential planting sites on RTC land, which were described further in a document she provided to attendees (Annexe A). It was noted that at the previous WP, EF had asked about the possibility of planting some of the Ringwood School Woodland Trust pack on the Carvers side of the boundary fence and that this request could be included as part of the detailed plans for Carvers. RF pointed out that any planting plans for Carvers should be informed by the current strategic review that is being carried out by the Carvers Working Party;
- CA suggested that Church land being looked after by RTC offered more planting opportunities, including, for example, the area bordering the A31 at St Peter and St Paul;
- GD also noted that some sites had been identified on NFDC land. For example, prior to this meeting, Cllr Day had suggested that the edges of the NFDC carpark bordering the Furlong would be a good site for some hedging and general beautification. It was agreed that GD would approach NFDC councillors on RTC for their views. TR said he would make enquiries with NFDC;

ACTION: TR

- GD also suggested that the RACE Trees group with Transition Ringwood identify about half a dozen sites on the main roads approaching Ringwood that would benefit from appropriate planting. A document of their suggestions could then be presented at the next WP meeting. TR said that at the next meeting on the A31 improvement project, he will raise the possibility of planting on the main A31 roundabout (owned by Highways England); and
- EF said that Ringwood School had received some particulate diffuser measuring equipment from NFDC and would be monitoring the area opposite the school on Parsonage Barn Lane.

The Recreation, Leisure & Open Spaces Committee was **RECOMMENDED:**

- (a) To express support for the larger scale tree plantings on RTC land as described in Annexe A, subject to the generation and subsequent approval of more detailed planting plans for each site.

ACTION: GD/RF

5.3 Town Council Tree Policy

- GT reported by email prior to this meeting that there were no further developments on the Tree Policy from last meeting;
- TR said that at a meeting yesterday discussing the NFDC Tree Policy, there was a desire to formalise the '2 for 1' replacement policy and would circulate notes.

ACTION: TR

5.4 Transition Ringwood

- Nothing to report.

5.5 Make, Do and Mend

- JB said there had still been no progress on leasing premises, due to the windows needing to be replaced. However, a very successful clothes swap event had taken place in the Meeting House (and another is planned for June) and a Sewing Bee event on 29th Feb had also proven popular, so more were planned, including one on 28th March at the Trinity Centre, which will include bike/scooter maintenance help ('Get your bike ready for Spring') and security marking by the Ringwood Police. TR said these sorts of events should definitely be advertised on the RTC website. JB also said that there will be a Sewing Bee event in April including a pilot of the 'Repair Café' in the morning;
- Funding of £1000 had also been secured from Hampshire County Council that will help to support this venture adding to the £1000 secured from the National Lottery.

5.6 Doing Our Bit

- GD reported that tenants in Greenways are happy with an 'Energy Audit' and a date is being arranged for this to happen;
- GO said that her business has been returning junk mail to sender and that this had resulted in a large decrease in waste. LA said she would consider posting this type of action on the RACE FB page.

5.7 Eco-Fair

- RF said she hoped that the event on Saturday 16th May will go ahead, given the spread of Covid19; and
- GD said Wessex Water and also NFNPA had been invited to participate.

5.8 Flood Emergency Plan

- GD said work is continuing on the plan, albeit rather slowly.

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6. ANY OTHER BUSINESS

- 6.1 EF described possible funding from the GrowWild project of £500 for a project where Ringwood School pupils would repaint the A31 pedestrian underpass. More detail on the scheme can be found here:

<https://www.growwilduk.com/visit-volunteer/youth-projects/are-you-aged-14-25-and-buzzing-project-ideas>

TR said he was sure that RTC would support this proposal, but the matter was not within its gift, as the tunnel is owned by Highways England (HE). Getting to talk with the correct contact at HE about such matters was not facile. As the offer ends at the end of March, EF said she would apply for funding and, if it was secured, work with RTC to get HE on board. TR said he would talk to his contacts at HE;

- 6.2 GD proposed that RF is made Deputy Chair of this WP, which was agreed, and that in his possible absence at the next meeting in April, RF would chair; and
- 6.3 GD proposed that, given likely issues related to Covid19, that the next meeting is carried out virtually in accord with a handout presented at this meeting (Annexe B). This was agreed unanimously, subject to RTC regulations. GD/RF to check with CW.

ACTION: GD/RF

7. UPCOMING MEETINGS

Tuesday 14th April at 4pm (subject to item 6.3)

Wednesday 13th May 2020 at 4pm

Friday 12th June 2020 at 4pm

There being no further business, the meeting closed at 4.43pm.

Potential planting sites to achieve 5000 new trees on RTC land

Poulner Lakes

Two mass plantings have put down around 850 tree saplings in areas that help create wildlife corridors and screen walkers from the otter fence at the western side of the site.

Over the summer, members of RACE intend to survey the area regularly and to record and catalogue the fauna and flora, including areas to the east of the site where rare orchids and butterflies have been seen. Sapling planting will avoid any of these areas.

A Woodland Trust pack of 420 saplings ordered by RTC is due to arrive in November and will help to screen more of the otter fence on the western boundary.

Further RACE saplings could be planted as a hedge along the eastern boundary fence near McGrath Lake, which is not believed to be near any sensitive sites and has the capacity for 800 to 1000 hedging saplings.

The Mount

There are a number of areas on the Mount that would benefit from hedging and wildflower planting along with some 'statement trees' for both visual amenity and biodiversity. For example, fences facing south to southwest could take wildflowers and 'wild' fruit trees, such as damson or wild cherry, as a hedge or mixed border. There is likely scope for 500 to 1000 trees here.

Carvers

The fences and walls around Carvers are far from attractive, especially where graffiti has been applied such as along the west boundary. Screening these areas with hedging could help reduce the local Banksies efforts as well as help with biodiversity. There is scope for 1000 to 1500 saplings to be planted here.

Others

Other smaller areas have been identified as potential sites for much more modest planting, such as the play area at Ash Grove.

Tree-planting

1. Introduction and reason for report

- 1.1 It was previously agreed in February 2020 that up to 5,000 trees could be planted on Council-owned land, subject to suitable sites being identified (Minute ref. OS/5951).
- 1.2 Sites for a total of 2,100 trees on Council-owned land were approved, with 1,260 trees to be planted at Poulner Lakes and 840 as a screening hedge along the edge of the A31, either side of the Southampton road flyover.
- 1.3 This proposal to the Recreation, Leisure and Open Spaces Committee outlines proposals for another 2,100 trees (saplings and hedging) on two Council-owned sites; Poulner Lakes and the Mount.
- 1.4 The charity Ringwood Action for Climate Emergency (RACE) would like to apply for a 'Trees for the Future' grant from Veolia Environmental Trust for these plantings. A condition of the grant is that there is a Contributing Third Party paying 10% of the grant amount (approximately £1,050). Stage 1 of the application process has been successfully navigated by RACE. The Stage 2 application needs to be submitted by the 9th July, including the identity of the Contributing Third Party.

2. Background information and options

- 2.1 Tree planting at Poulner Lakes earlier this year attracted much attention and local support, with many family groups planting saplings. The local MP, Sir Desmond Swaine, also attended with a few of his saplings. These trees will connect wooded areas to provide a wildlife corridor and provide limited screening of the rather industrial looking fence on the east edge of the lakes. It is proposed that a further 1,250 trees be planted (mostly as hedging) at Poulner lakes to hide additional areas of fencing and complete other wildlife corridors as shown in Appendix A;
- 2.2 The Mount is an area used by many local people for leisure and recreation, but certain areas are less than attractive, particularly some of the boundary areas with adjacent housing. Planting extra trees with associated wildflowers in these areas would enhance visual amenity and attract wildlife. As shown in Appendix B, 850 saplings would in-fill and widen the hedge to the north of the area and allow 3 further areas of planting of small copses. Note that identified areas for planting would be surveyed first using CAT scanning;
- 2.3 The application for the Veolia Grant would include the erection of noticeboards at both Poulner Lakes and the Mount detailing fauna and flora in the area.

3. Issues for decision and any recommendations

- 3.1 **Whether to support the planting of 2,100 trees at Poulner Lakes and the Mount, subject to no issues being identified by CAT scanning.**
- 3.2 **Whether to support a recommendation to Policy and Finance Committee that this Council act as the Contributing Third Party.**

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

Appendix A



Planting to infill existing tree line by the fence, a range of bio-diverse native trees and bulbs
Approx 50m long by 5m wide – total of 1200 trees

Planting to infill along existing tree line, bio-diverse native trees and bulbs – total of 50 trees including 5 larger, more established ones

Erection of a lecturn type noticeboard explaining the nature to be seen in the area



Appendix B



Planting to infill existing tree line by the fence, a range of bio-diverse native trees and bulbs
Approx 100m long total of 830 trees (double planting)

Wildflower planting - using mixture of meadow mat and bulbs

3 plantings of 6-7 more established trees (20 in total) to complete wildlife corridors

Erection of a lecturn type noticeboard explaining the nature to be seen in the area



Carvers Clubhouse finances

1. Introduction and reason for report

- 1.1 The Covid-19 outbreak has forced the café to close and hirers to cancel room bookings. Officers wish to present data on the financial consequences and seek members' views on whether an application should be made for a grant from the Small Business Grant Fund.

2. Background information and options

- 2.1 On the expenditure side, the Finance Manager advises:

- The premises related costs for Carvers Clubhouse, which are largely fixed, were around £7,800 in 2019/20. The budget for 2020/21 was increased to £8,284. Note, this includes electricity which presumably will reduce.
- There are also supplies and services costs of £5,600 in 2019/20 (budget 20/21 is £4,829). These are generally variable costs and should reduce whilst the building is closed, but note that it includes provision for equipment purchase which would be "all or nothing" (e.g. if the building is open for 50% of the year, the manager will struggle to buy half a new vacuum cleaner.)

The position with trading activities is more nuanced. On this he reports that the gross profit on café sales in 19/20 was £3,700, with sales of £11,507 and purchases of £7,806. We assume a 40% gross profit, so for 20/21, we budgeted purchases of £4,000 and sales of £5,600. However, we also approved additional staff costs with a budget expectation that this will grow that profit by £1,000, so gross profit for the year was expected to be £2,610 (with an expectation that this target will be exceeded!). I don't know yet how much stock will have gone to waste, which will add to costs and it should be noted that café activity is not even throughout the year - income targets will be very hard to meet particularly as the most profitable times are holidays including bank holidays.

The budget was predicated on assumed income averaging £475 a month (£220 café and £255 room hire). That income has fallen to zero during the "lockdown". Accordingly, it is judged that the lockdown has already cost this Council over £900 in lost income and this figure will rise by about £475 for every further month that the lockdown continues. If nothing else is done, that overall cost will fall on the general reserve; reducing it by a maximum of roughly £5,600 for the current financial year over and above that planned in the budget.

- 2.2 Central government has initiated several business support schemes which are administered locally; by New Forest District Council in the Ringwood area. Of these, this Council probably meets the eligibility criteria and could therefore apply for a grant from the Small Business Grant Fund. Awards from this are up to £10,000. (Officers understand that precepting authorities, like this Council, are not eligible for a Retail, Hospitality and Leisure Grant.)
- 2.3 Quite separately, the Leader and the Finance, Investment and Corporate Services Portfolio Holder (none other than our own Cllr. Heron) of New Forest District Council have written explaining that the District Council stands ready to assist with discretionary funding town or parish councils in "financial distress" as a result of Covid-19 and their response to it.
- 2.4 By no reasonable criteria could the potential unexpected call on our general reserve described above be considered financial distress and officers have

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therefore no immediate plans to seek the discretionary funding available. However, the Small Business Grant Fund is a different matter requiring judgements and a policy decision appropriate for members to make. We appear to be eligible for a grant, they are intended, broadly, to compensate for the kind of loss sustained in respect of the Clubhouse, and they are fully funded by central government but should this Council apply?

3. Issues for decision and any recommendations

3.1 The committee is invited to note this report.

3.2 Members are asked whether to recommend to the Policy & Finance Committee that officers be authorised to apply for a grant from the Small Business Grants Fund to cover the losses sustained at the Clubhouse as a result of the Covid-19 outbreak.

For further information, contact:

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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.	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. Timing of work dependant on contractor and coronavirus restrictions.
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)
	Tree Management Plan	Both the surveying of the Council's trees, to build a database and identify safety hazards, and the commissioning of essential works revealed by the surveys are now a rolling programme of indefinite duration and therefore part of the routine operations of the Council. As such they are not projects and will be dropped from this report.						
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 is expected to commence once coronavirus restrictions allow and the contractor is available.	£15,585 Earmarked reserves	£11,085	£15,585	Moderate	Possible	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	Ground-sharing proposal from AFC Bournemouth Community Sports Trust approved in principle for further discussion				Significant	Unlikely	A steering group of representatives from key stakeholders (including RTC) is expected to be formed shortly
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.