

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

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

Held on Wednesday 7<sup>th</sup> November 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

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

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Cllr Jeremy Heron

ABSENT: Alana Morris, Student Advisor  
Imogen Lines-Clarke, Student Advisor

### **OS/5820 PUBLIC PARTICIPATION**

There was none.

### **OS/5821 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Student Advisors, Alana Morris and Imogen Lines-Clarke.

### **OS/5822 DECLARATIONS OF INTEREST**

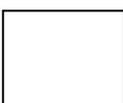
There were none.

### **OS/5823 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 3<sup>rd</sup> October 2018, having been circulated, be approved and signed as a correct record.

### **OS/5824 CARVERS CLUBHOUSE**

Members commented on the pleasing usage figures for Carvers Clubhouse for July and August and the turnaround achieved overall. The facility also supported the recent fireworks event, brilliantly.



**RESOLVED:** That the Manager's report in relation to Carvers Clubhouse (*Annex A*) be received.

**OS/5825  
EVENTS MANAGEMENT**

Cllr Day reported on events.

Fireworks - Thanks were extended to:- The Star ladies for making the guy, all of the sponsors for their generosity, particularly those who donated the pallets, all the stallholders (fairground, mulled wine stall, hog roast), acts from Sandy Balls, entertainment organised by Cllr Edge, all of the volunteers organised by Rotary, the three Rs (Big, Tall and Heron) who prepared the site and built the bonfire over two days, the Events Team for their efforts (Cllrs Ward, Ring, Briers, Heron, O'Reilly, Edge) with the help of the Events Co-Ordinator (who took on a lot of the work and did a great job liaising between the team and the office) and anyone else involved.

He reported higher attendance than last year, with approximately 4000 people attending, and an increase in gross income, of £12,500, compared to last year's £9,900. This is partly explained by the increase in ticket price, however expenditure was significantly higher this year, due to the cost of the second fireworks display and the hiring of the sound systems. It was expected that a decent profit had been made and final figures would be reported at a future meeting.

A big thank you was given to everyone involved for their input in making the event a success and to the people of Ringwood for their support and for coming out in their thousands, once again.

Remembrance Sunday - Plans are in place for the event on 11th November. The marquee will be set up in the Market Place, the Scouts are involved in setting up the chairs, the road closures are being advertised and Rotary are providing stewards. Cllr Day invited all Members to support the event and attend the service.

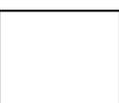
Christmas Market and Lights 'switch -on' - A significant number of stallholders had booked a pitch for the event and it was hoped that this would showcase the Market Place and High Street. Father Christmas will be found in his grotto. A modest fairground is planned, with entertainment throughout the day, culminating in a parade through town and the lights being switched on by Father Christmas and the Town Mayor.

This year the event is being held on a Sunday so as not impact on Saturday trade and will provide the opportunity of an extra days trading to those businesses interested in opening for the event or having a market stall. Free parking on 2<sup>nd</sup> December has been agreed by NFDC. Rotary will be providing stewards.

The Town Clerk indicated that he would be presenting a paper at the next meeting asking Members to consider whether to recommend that the temporary role of Events Co-Ordinator be made permanent.

**RESOLVED:** That the update in respect of events be received.

**OS/5826  
TREE MANAGEMENT**



Members considered the report from the Town Clerk on tree management and the proposals contained therein (*Annex B*).

Mr Barrell, a tree expert, addressed the Committee in relation to the implications of the High Court decision referred to in the report. He had concerns that, in light of the ruling, (which held a parish council liable for personal injuries caused by a tree which fell from land that it owned) the Council would go further in respect of a tree management strategy, than was required and incur unnecessary costs.

The main issue of the case was whether the tree should have been surveyed in 18-24months or 3-4year cycles. The ruling has serious implications for duty holders (like parish councils), however there is no resulting schedule of requirements and it remains open to interpretation. The Judge set a precedent by indicating that a certain trees should be surveyed every 18-24 months and that trees similar to the tree that failed should also be checked more frequently.

To suggest every tree should be surveyed more regularly would be an extreme view, resulting in double the workload and a massive burden. He was concerned that an assumption would be made that every tree needed to be inspected, checked and recorded and that was not the case.

He explained that it was important for the Council's reaction to be proportionate to the risk. A vast inventory was not necessary and there was no requirement in law. Frequency of surveys would depend on species, location, access and occupancy levels, with the purpose being to identify potentially dangerous trees before they do become a risk. Records would be kept to show date of inspection, who conducted it, on what date and, if relevant, any action taken in respect of high level areas and/or particular trees, so that they could be reproduced, if needed. This would also show that the Council had discharged its duty of care at an appropriate level.

Mr Barrell indicated that he is in the process of writing an information note on the management of trees and the requirements of duty holders. This provides a reasonable interpretation of the ruling and he suggested forwarding it to the Council, as an alternative view of the issues involved.

In relation to insurance, the Town Clerk confirmed that the Council is covered in respect of tree failures. He commented that when the insurance is next up for renewal that the RFO would be looking for a multi-year agreement and tenders would be invited. He expected that providers would require a review of the Council's profile in order to identify significant risks and anticipated that this would cover tree management also.

The Town Clerk indicated that this is a high priority issue, the current measures are not sufficient and that there will be budgetary implications. There is no database and the Council needs to know what trees require inspection. The intention is that all of the grounds staff will all be trained to inspect trees, spot obvious defects and refer those which require further assessment to an expert. With the possible introduction of the use of tablets and appropriate applications, it is hoped that this would not significantly add to their workload.

Members supported a planned approach rather than being reactive, but also caution in implementing procedures which were not then acted upon, if they became too onerous. It was agreed that a programme be introduced with a response proportionate to the risk.

Members agreed with recommendation 3.1, however, due to the uncertainty about costings at this stage, they wished to amend the wording of 3.2, so that they agreed in principle with the budget bid, but that the amount be entered as 'unknown' and considered by Members further.



Members thanked Mr Barrell for his attendance at the meeting and advice on the matter.

**RESOLVED:** 1) That the Town Clerk prepare a draft Tree Management Plan aligned with the Corporate Tree Strategy and Tree Risk Management Strategy of New Forest District Council, for consideration by this Committee;  
2) That the additional tree survey work and tree safety work shown in the new projects planner be included in the Committee bid, for inclusion in the 2019-20 budget, but the financial details to be subject to further consideration and review.

<b>ACTION</b> C Wilkins
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**OS/5827  
PROJECTS**

A1- Play equipment replacement - The Town Clerk reported that the 'heras' fencing had been delivered and works had started to remove the old equipment, with the installation of the new equipment to start, week commencing 12th November.

It was noted that some comments had been posted on social media in relation to the plans and the provision for less able children. This had been factored in, as far as was possible, within the limited scope and limited budget of this project, given that it was not a complete overhaul of the play area. It was felt that a further response was required to explain the circumstances to those concerned and that they be invited to make contact with the Town Clerk.

A5 - Carvers Rec improvements - £4,300 has been spent on the new fencing. The Town Clerk indicated that he believed that the £10,000 for improvements had been agreed, but the RFO understood that the cost of improvements would be met from CIL receipts. In order for Members to oversee and determine the spending of CIL receipts, the Policy and Finance Committee will, in future, be presented with a specific report. It will also be asked to determine if CIL money can be used for this item of expenditure and whether the remainder of the £10,000 is available to spend. (CIL receipts for this financial year currently amount to just under £7,000).

A3 - Cemetery improvements - A further sum will be added to the costs shown, for the hedging plants.

**RESOLVED:** That the update in respect of projects be noted (*Annex C*).

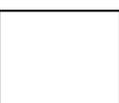
<b>ACTION</b> C Wilkins
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**OS/5828  
COMMITTEE BUDGET 2019/20**

Members considered future projects for possible inclusion in the budget bids for 2019/20.

Tennis at Carvers - It was agreed that this not be pursued next year, but that it remains on the project list for possible inclusion in future years, but more as a community facility rather than a tennis club.

Grounds department workshop & storage facilities - Members agreed this was a priority project, with location at a single facility being the aspiration, but there was no concept of cost, at this stage. It was acknowledged that this would be a major project for officers and there



would be a limit as to what could be achieved in the coming year, however Members were concerned that this would come forward as an unplanned item. It was agreed that the project be included in next year's budget for a feasibility study to be conducted to investigate replacement options and costs, along with funding options (including PWLB loan).

Pocket Park - This item is to proceed as a bid for next year's budget with all options and costs for its replacement to be investigated.

**RESOLVED:** That the Committee budget 2019/20 be discussed further at the next meeting.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8.35 pm.

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

RECEIVED  
28<sup>th</sup> November 2018

APPROVED  
5<sup>th</sup> December 2018

TOWN MAYOR

COMMITTEE CHAIRMAN



## RECREATION, LESIURE AND OPEN SPACES COMMITTEE

7 November 2018

### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers October 2018.

#### 1. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers.

	April	May	June	July	August	September	October	November
Fee paying (hours)	14	14	13	170	68	4	13	
No charge (hours)	11	15	26	39	57	15	71.5	
Cancelled (hours)	2				2	2	2	
TOTAL hours	25	29	39	209	125	19	84.5	

October has been a very good month at the Clubhouse. Two new hirers have started, each providing information, support and advice to teenagers. Our half term "Halloween Spooktacular" was very popular- we welcomed around 600 people through the centre and at least 200 children either painted a pumpkin, decorated a treat bag, made a witches door and much more. We had some great feedback on the day and on social media and there was a fantastic buzz throughout the week.

The New Forest West Neighbourhood Policing Team also attended during half term to do free bike and scooter marking. They said that they had a good two days, providing the marking and advice of security locks and that Carvers was busy both days with little ones as well as being busy on the skate park. One of the PSCO's also played a bit of football with some of the young lads. Overall, a great activity to continue our partnership working with the police.

November may be a little more challenging due to the weather and the closure of the play area (see below). The new free family yoga class has 18 booked for the first class on Saturday 3<sup>rd</sup> November and we hope that the Café will be busy during the Fireworks event on the 4<sup>th</sup> November. We also have a new preschool class called Titchy Fit starting in November. This is something that a lot of parents requested so we are hoping that it will be popular.

#### 2. Play area

Obviously with the Play Area being closed for up for 4 weeks we lose a lot of footfall in the park which comes just when we have built up some momentum with recent activities and events. To counter this, we have purchased some lovely outdoor play equipment aimed particularly at pre-schoolers who would use the play area during the day. We hope this

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means that people will still come to the park during these 4 weeks and we have the play equipment for ongoing use if popular.

### 3. Branding and marketing

We will continue to prioritise our marketing and promotion to get the message out about what we do, that we are available to hire for private use and to run services and activities for children and young people and to use the café.

- We have a new leaflet for the Café which we will leave in public spaces
- We have commissioned a new sign for the play area to arrive in time for the opening
- The work to be undertaken in the Play Area will provide us with an opportunity to host a 'grand-re-opening' type event as well as good stories about the new outdoor play equipment.
- We will be open on Bonfire Night and the team will be serving a specially designed menu
- We plan to have a presence at the Christmas Lights Switch on Event to raise awareness of what we do
- We are designing some postcards to be used at events and handed out to the community
- Two of our regular hirers- Twinkles and Titchy Fit will be hosting Christmas Parties
- We will run a few small Christmas events throughout December (but recognising that we are in a lot of competition with some lovely activities locally)

### 4. Café

The Café has been quieter during October term time. We have updated the menu for Autumn and will continue to adapt our opening hours. We have a new member of staff, Josh Toop, starting on 1 November as a Café Assistant. Louisa Giordano is no longer working in the centre.

### 5. Volunteers

We had our first Centre volunteer during Half Term help out with the Craft Activities. It was so busy at times that it would have been very difficult to have managed without the additional help. Her feedback was very positive and we will be using this in social media to encourage others to join us:

*"Last week I had the honour of volunteering at Carvers Café to support with the Halloween craft event. I am currently a stay at home mum and I got such pleasure from adding value to my local community. I felt that promoting the fantastic local service was really rewarding as so many people benefited from the venue and event. I will definitely be volunteering again and I can highly recommend volunteering to others. Also remember that volunteering looks great on your CV!"*

### 6. Anti-social behaviour

We did experience an afternoon of anti-social behaviour during Café opening times which has resulted in one young person being banned and some toys being damaged. The police haven been involved and we are told that the boy is willing to pay for the damage.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse  
Direct dial: 01425 484727  
Email: Charmaine.bennett@ringwood.gov.uk

**RECREATION, LEISURE & OPEN SPACES COMMITTEE**7<sup>th</sup> November 2018**Tree Management****1. Introduction and reason why decision required**

- 1.1 In light of legal changes, the Council needs to review its arrangements for managing its trees safely. A new policy might be advisable too.

**2. Background information, options, impact assessment and risks**

- 2.1 The Council has an informal policy of pruning or felling trees only if they are dead, diseased or dangerous. It has commissioned expert surveys of its trees every five years or so (the last is dated March 2014). The reports received list only trees requiring immediate attention (see Annex A for an example). It has ordered additional work in response to observations by staff and complaints or reports from others. The Council has no other list of the trees it is responsible for nor any record of their condition.
- 2.2 In November 2017, the High Court held a parish council liable in negligence for personal injuries caused by a large lime tree that fell from land it owned onto a bus. An expert had inspected the tree three years before the accident. The court decided that, given the threat posed by such a large tree so close to a road, the council should have inspected it once in every two years at least. The judge emphasized the need to schedule repeat inspections according to the risk posed by individual trees, condemning any “one size fits all” approach.
- 2.3 The Council’s current tree management policy has kept costs down but it clearly falls well short of the standard now expected by the courts. Moreover, recent events (incidents, one-off inspections, etc.) suggest that a significant backlog of works has accumulated. Even applying the current policy, there is a risk that officers will have to seek an increase in the budget of £3,000 for tree safety work this year. The budget of £408 for tree safety consultancy would suffice for a proper survey of only a tiny fraction of the Council’s estate. There is no budget for tree work required for reasons other than safety (such as aesthetics, ecology, good estate management or good neighbourliness). For example, the Council has in the past paid to pollard the lime trees in the churchyard and these need doing again now.
- 2.4 The Council cannot discharge its legal duty of care or manage recurrent and planned work effectively without a database of its trees. This needs to contain a description of each tree requiring inspection, details of any work needed and an assessment of the level of risk it poses. The last is needed to prioritize further inspections and planned work. (See Annex B for an example of the kind of thing needed). This cannot be achieved within current budgets but planning to commission the preparation of such a database in financial year 2019-20 would be practicable. Delaying this further would be imprudent. A rolling programme of re-inspecting parts of the estate in rotation from 2020-21 onwards (probably at 2- or 3-yearly intervals prioritized by risk) would be needed (but the annual cost of these would be correspondingly less than for the initial database). In addition, our grounds maintenance staff need to be trained to undertake basic tree safety inspections between professional surveys.
- 2.5 Inevitably, the inspections required to build the database will reveal the need for more urgent tree work than would have been required otherwise. An increased budget requirement for tree safety work is therefore inevitable. At this stage, it is impossible to predict this requirement accurately but officers are advised that councils with a similar risk profile to ours typically spend between £15,000 and £20,000 a year on urgent work for safety reasons only.

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- 2.6 The question of additional tree work not required for safety reasons remains. Because of the additional one-off survey costs proposed in 2019-20 and the unpredictable but potentially large cost of safety works in the same year it would seem wiser at this stage not to budget for even more expense but rather to review matters, say, six months into the year and see how things are going. At that time, the budget for tree safety work can be adjusted if appropriate and a separate budget allocated for additional works if desired.
- 2.7 Unwelcome as any increase in expenditure (especially recurrent expenditure) must be, this cannot prudently be avoided. Neglecting this work would carry significant risks to public safety, of litigation and of reputational damage. These proposals have therefore been tentatively added to the new projects planner for inclusion in the bidding process for the 2019-20 budget.
- 2.8 Adopting a formal written Tree Management Plan in place of the current informal policy would have the following advantages:
- 2.8.1 The survey and inspection regime approved by members could be properly recorded and the reasons for it explained;
  - 2.8.2 The council could set out clearly those works to trees it will undertake and those it won't with reasons;
  - 2.8.3 The Plan could align policy with that of the District Council, helping to explain and justify it.

The District Council's current Corporate Tree Strategy and Tree Risk Management Strategy can be viewed here  
<http://www.newforest.gov.uk/article/10175/NFDC-trees>

### 3. Recommendations

Members are respectfully invited to consider the following recommendations (as always, members are free to propose and approve amendments or alternatives of their own devising):

#### **RESOLVED**

- 3.1 That the Town Clerk prepare a draft Tree Management Plan aligned with the Corporate Tree Strategy and Tree Risk Management Strategy of New Forest District Council for consideration by this committee**
- 3.2 That the additional tree survey work and tree safety work shown in the new projects planner be included in the committee bid for inclusion in the 2019-20 budget.**

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT1, Cemetery and Hightown Road Allotments and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 12 March 2014

Weather/Visibility: Good

Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Cypress	Dying	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T2	Cypress	Dying	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T3	Holm oak	Leaning at an acute angle at the junction of Hightown Road and the school boundary	<ul style="list-style-type: none"> <li>Reduce the crown by 50%</li> </ul>	Normal

### Explanatory notes

1. **Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
2. **Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work -- Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
3. **Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
4. **Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.



## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT2, Orchard Mount and Southampton Road Allotments and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 12 March 2014

Weather/Visibility: Good

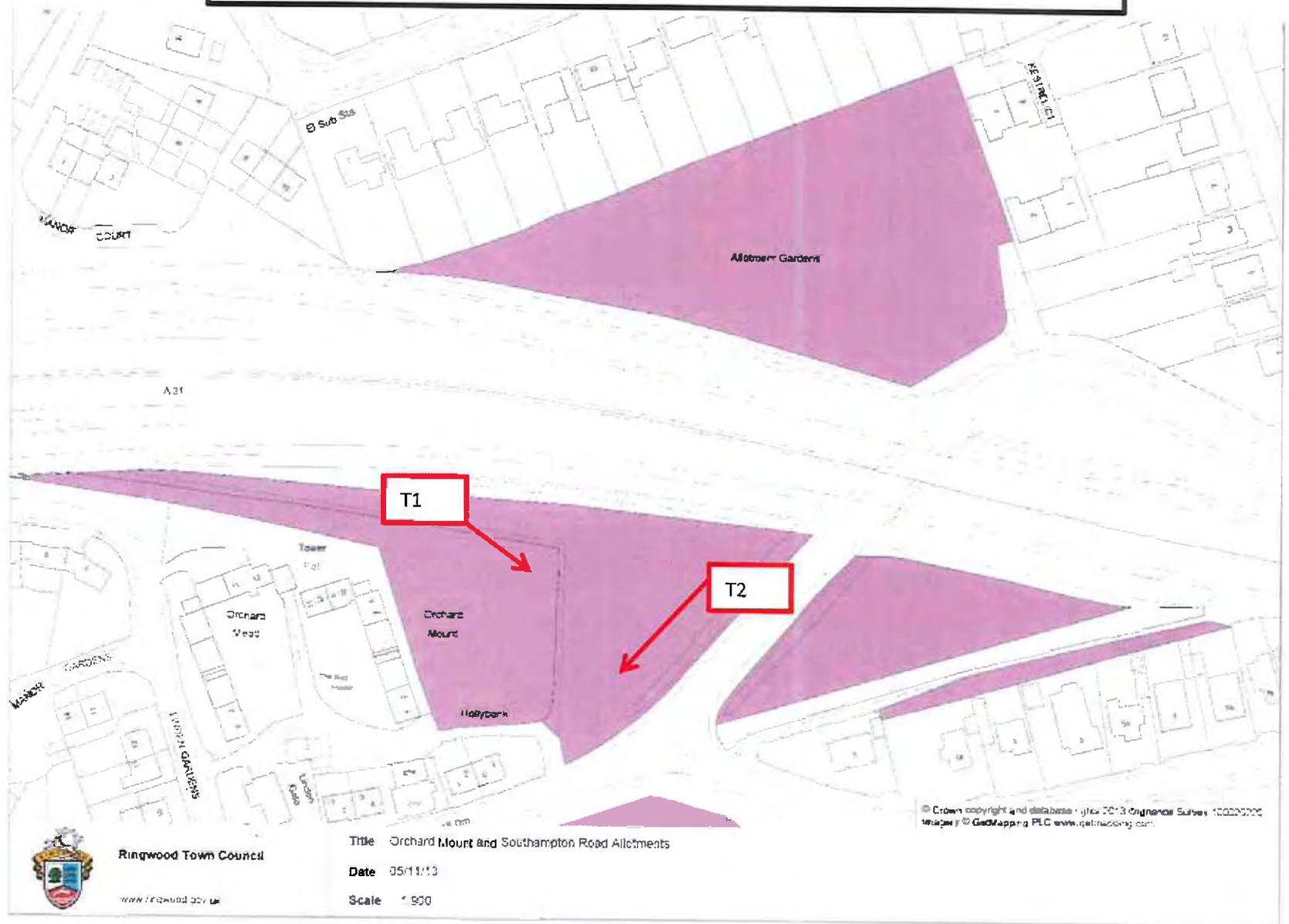
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Cherry	Dying	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T2	Blue cedar	Snapped branches in crown	<ul style="list-style-type: none"> <li>Remove snapped branches</li> </ul>	Normal

### Explanatory notes

1. **Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
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**8388-BT2 – Orchard Mount and Southampton Road Allotments**  
 Plan showing trees requiring intervention works



Ringwood Town Council  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Orchard Mount and Southampton Road Allotments  
 Date 05/11/13  
 Scale 1:500

© Crown copyright and database right 2013 Ordnance Survey 100020700  
 Mapbox © GeoMapping PLC www.ringwood.gov.uk

## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT3+4, Poulner Lakes and North Poulner Road – entrance to Poulner Lakes and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 12 March 2014

Weather/Visibility: Good

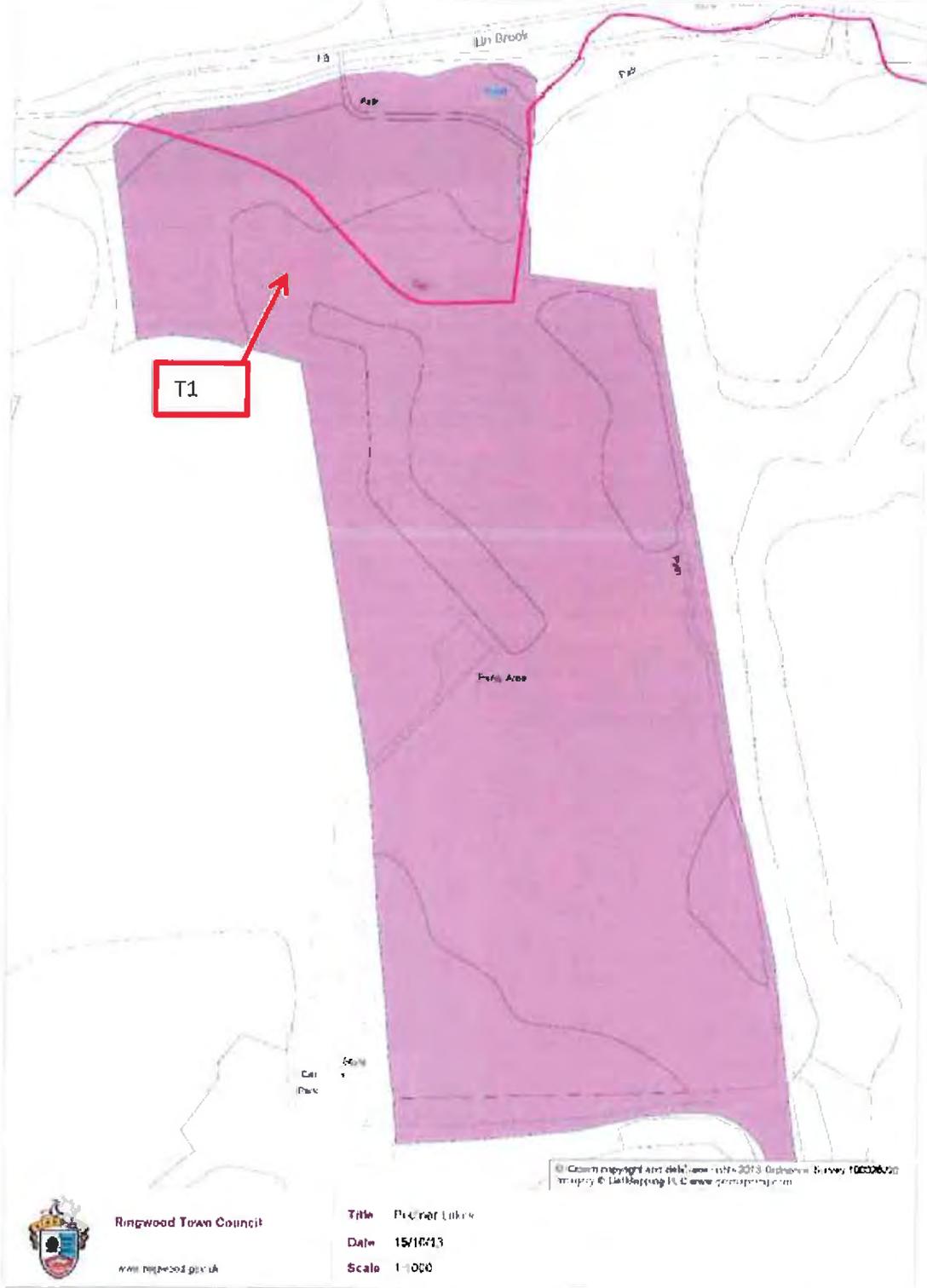
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Poplar	Leaning	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal

### Explanatory notes

1. **Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
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4. **Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

## 8388-BT3 – Poulner Lakes Plan showing trees requiring intervention works



T1

Tree numbers and positions

**8388-BT4 – North Poulner Road – entrance to Poulner Lakes**  
Plan showing trees requiring intervention works



## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT5, Jubilee Gardens and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 11 March 2014

Weather/Visibility: Good

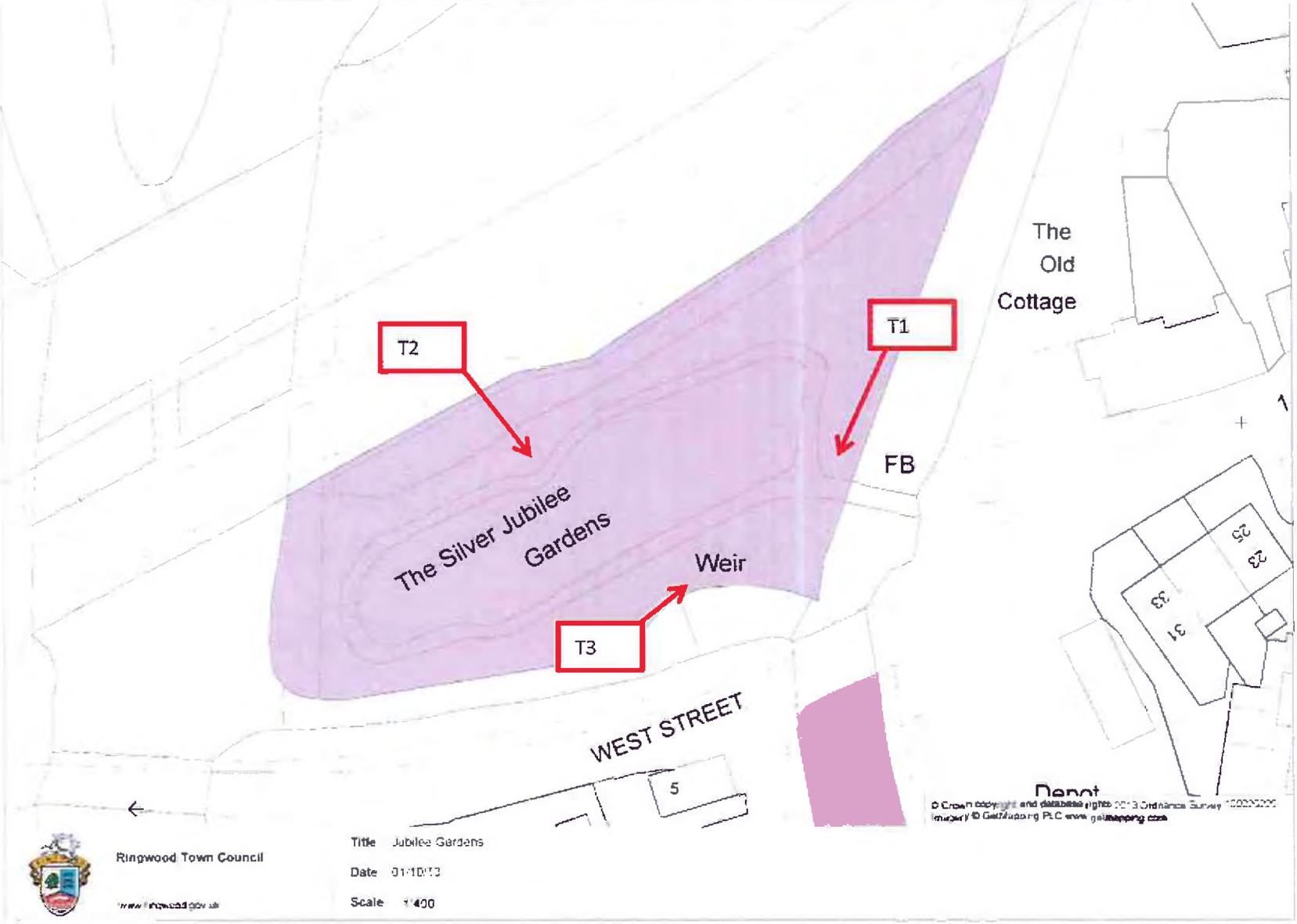
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Lime	Dying	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T2	Alder	Dying	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T3	Willow	Leaning over the river	<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal

### Explanatory notes

- Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
- Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
- Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
- Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

**8388-BT5 – Jubilee Gardens**  
Plan showing trees requiring intervention works



Ringwood Town Council  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Jubilee Gardens  
Date 01/10/13  
Scale 1:400

Navnt  
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## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BTG, Victoria Gardens and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 12 March 2014

Weather/Visibility: Good

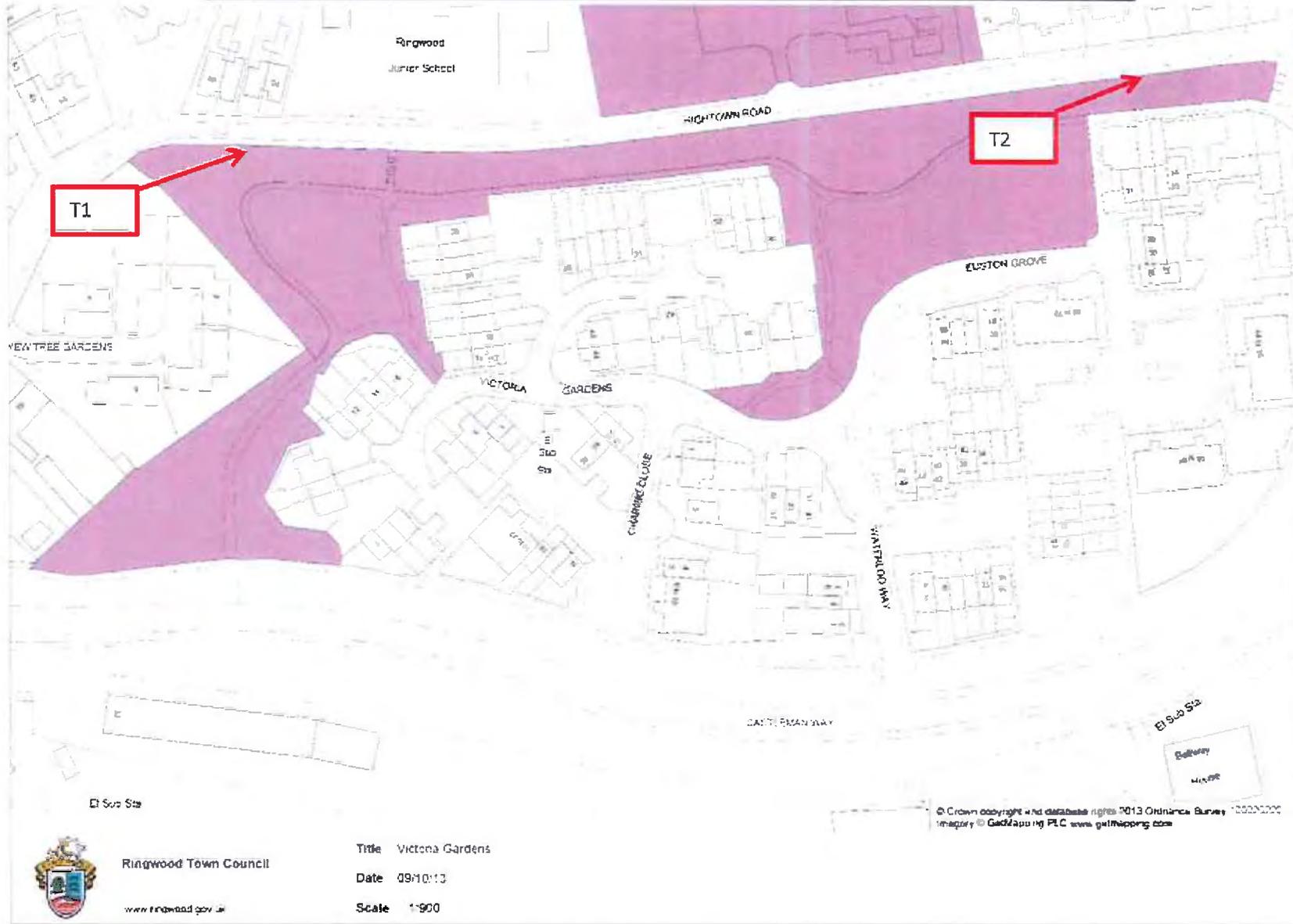
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Corsican pine		<ul style="list-style-type: none"> <li>Remove snapped branch</li> </ul>	Normal
T2	Corsican pine		<ul style="list-style-type: none"> <li>Reduce by 4m, branch overhanging road</li> </ul>	Normal

### Explanatory notes

- Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
- Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
- Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
- Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

**8388-BT6 – Victoria Gardens**  
Plan showing trees requiring intervention works



Ringwood Town Council  
www.ringwood.gov.uk

Title Victoria Gardens  
Date 09/10/13  
Scale 1:900

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## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT7, Kick Park and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 18 March 2014

Weather/Visibility: Good

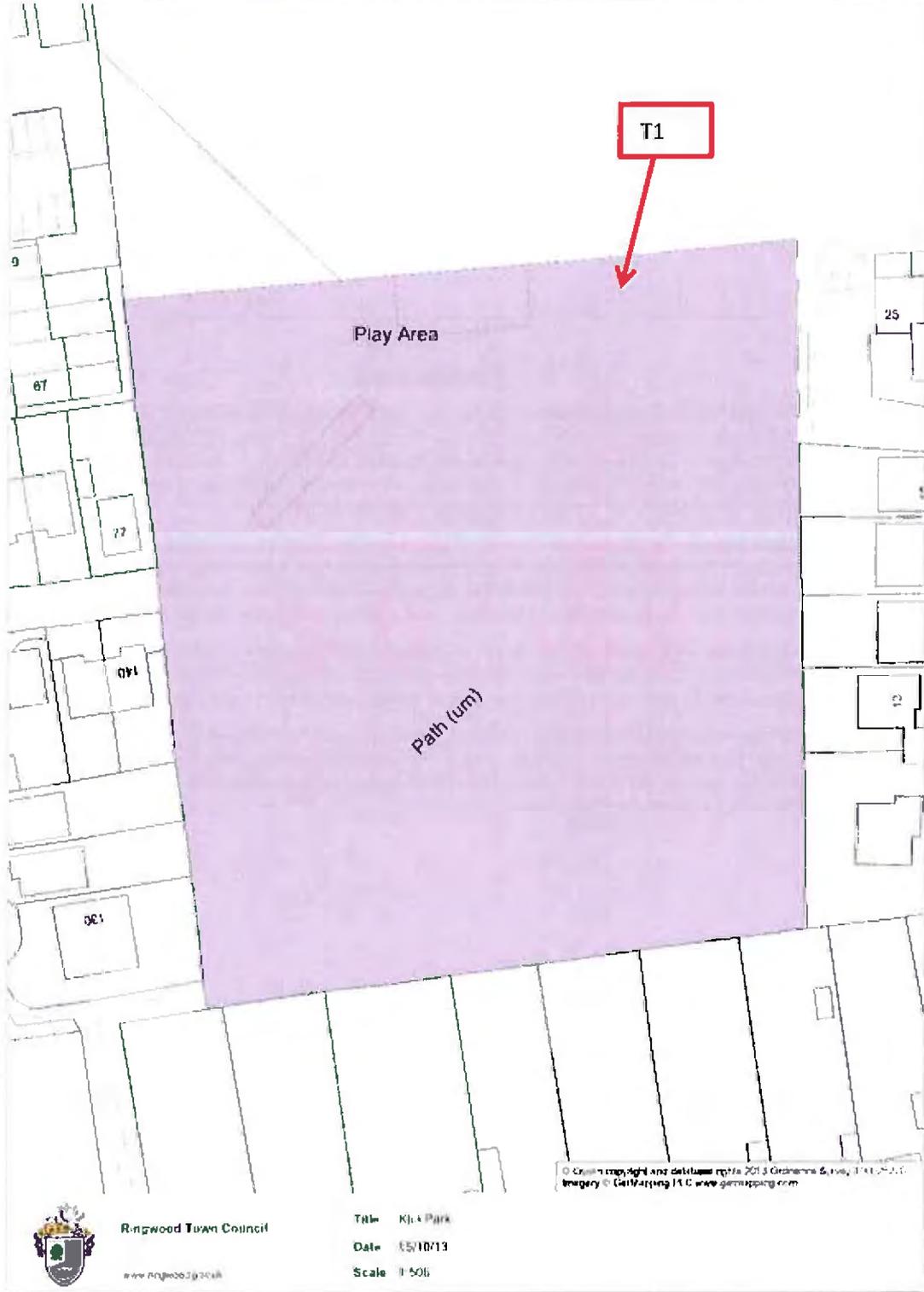
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Poplar		<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal

### Explanatory notes

1. **Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
2. **Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
3. **Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
4. **Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

**8388-BT7 – Kick Park**  
Plan showing trees requiring intervention works



**TX**

Tree numbers and positions

## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT8, Toad Corner and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 18 March 2014

Weather/Visibility: Good

Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Goat willow		<ul style="list-style-type: none"> <li>Fell</li> </ul>	Normal
T2	Oak		<ul style="list-style-type: none"> <li>Advise Hampshire County Council of decay at base</li> </ul>	Normal

### Explanatory notes

1. **Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
2. **Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
3. **Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
4. **Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

**8388-BT8 – Toad Corner**  
 Plan showing trees requiring intervention works



**TX**

Tree numbers and positions

## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT9, The Mount and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 18 March 2014

Weather/Visibility: Good

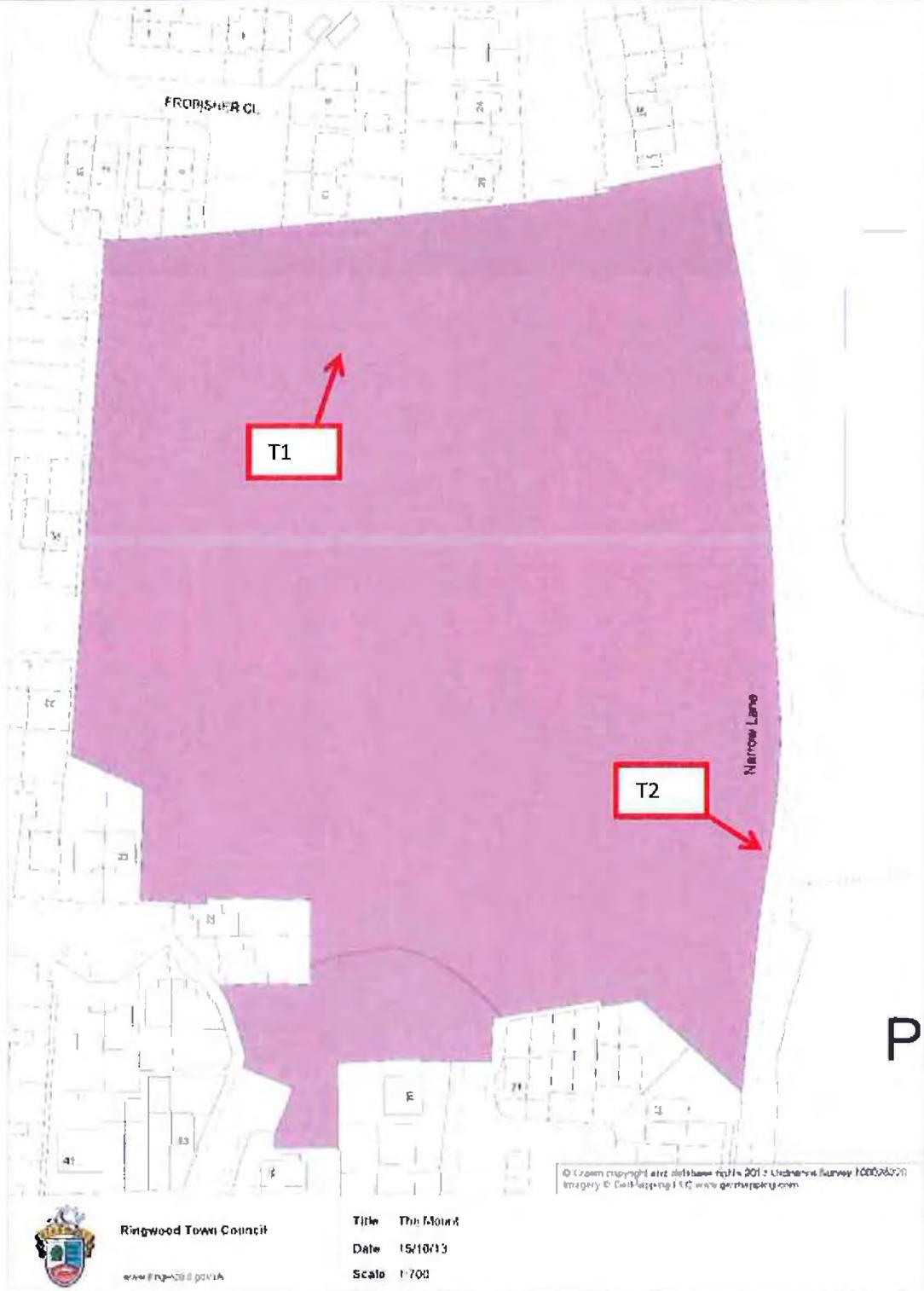
Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
T1	Oak		<ul style="list-style-type: none"> <li>Split – Fell (Dave Cashman phone call out from site to Clive who actioned work straight away)</li> </ul>	Normal

### Explanatory notes

- Priority:** Works noted as '*Urgent*' must be organised as a matter of urgency and carried out as soon as possible. Works noted as '*Normal*' should be scheduled in as soon as practical, taking proper account of possible habitat restrictions and normal logistical delays such as adverse weather and administrative workloads. '*Normal*' is intended to mean within three months of the inspection date as a standard default, with a possible extension up to six months at the most under exceptional circumstances, which would need to be justified in the event of criticism.
- Standard of tree works:** All tree works should be carried out to BS 3998 (2010) *Tree Work – Recommendations*, as modified by more recent research and/or the specific site circumstances. It is advisable to select a contractor from the local authority list and preferably one approved by the Arboricultural Association. Its Register of Contractors is available free from Ullenwood Court, Ullenwood, Cheltenham, Glos GL53 9QS; phone 01242 522152; website [www.trees.org.uk](http://www.trees.org.uk).
- Reporting during work operations:** Any features or conditions that may affect tree safety discovered by the contractor when carrying out the intervention works, should be reported to the supervising officer. Modification to the original specification may be required because of these reports. The contractor should be specifically instructed on this point.
- Reinspection:** Unless otherwise stated in the schedule above, these work recommendations are made on the basis that the subject trees will be reinspected within 3–5 years of the date of the last inspection. All the subject trees should be checked after extreme and severe storm events, and after any nearby disturbance that could adversely affect their stability, such as excavation or loss of shelter.

**8388-BT9 – The Mount**  
Plan showing trees requiring intervention works



**TX**

Tree numbers and positions

## Tree Schedule

This schedule is to be read in conjunction with plan 8388-BT10-21, Ash Grove, Dr Little Gardens, Carvers Recreation Ground, War Memorial Gardens, Pocket Park, Football Club Long Lane, Upper Kingston Allotments, 10 Acres Field, Parish Churchyard, Lakeside, Raymond Brown Nature Reserve and Bickerely and our report 8388-MainReport-DC, dated 26 March 2014.

Date of visit: 12 March 2014 (Parish Churchyard 11 March 2014 - Lakeside, Raymond Brown Nature Reserve and Bickerely 18 March 2014)

Weather/Visibility: Good

Inspected by: Dave Cashman

Tree No	Species	Comments	Work recommendations	Priority
			<ul style="list-style-type: none"><li>No work required</li></ul>	

**8388-BT10 – Ash Grove**  
No intervention works required



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Ringwood Town Council  
www.ringwood.gov.uk

Title Ash Grove  
Date 09/10/13  
Scale 1:500

**8388-BT11 – Dr Little Gardens**  
No intervention works required

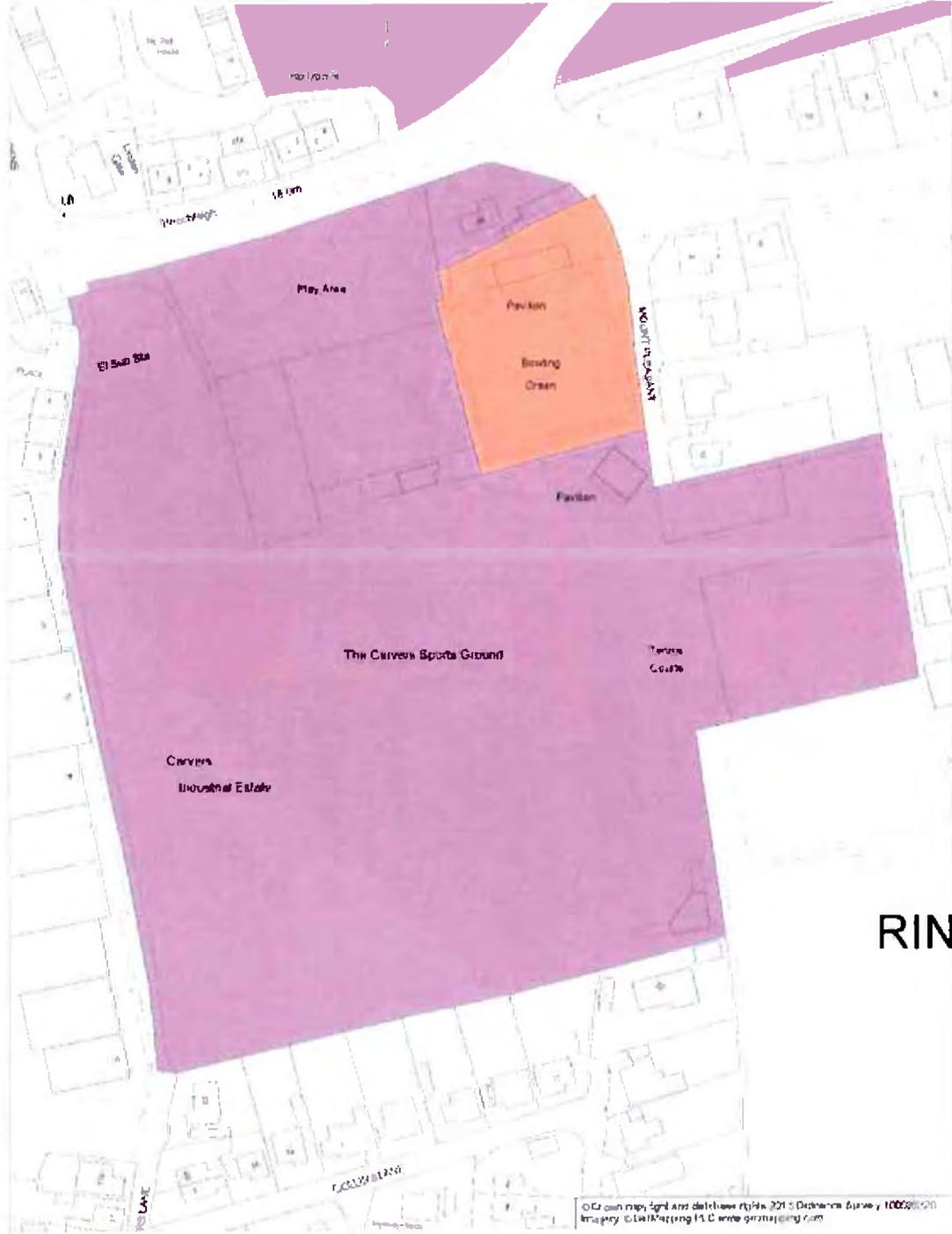


Ringwood Town Council

www.ringwood.gov.uk

Title Dr Little Gardens  
Date 05/11/13  
Scale 1:400

**8388-BT12 – Carvers Recreation Ground**  
 No intervention works required



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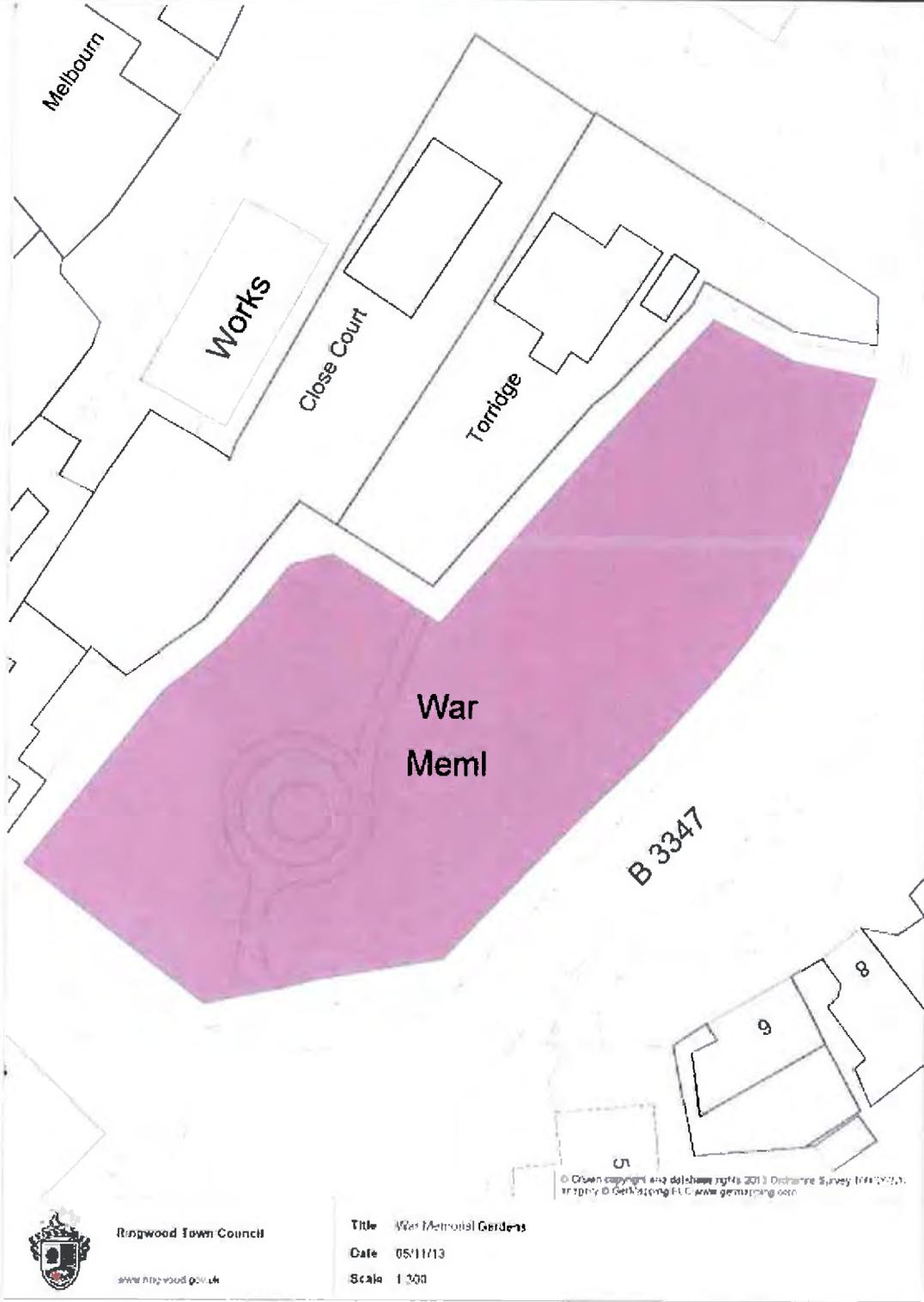
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**Retford Town Council**  
 www.retford.gov.uk

**Title** Carvers Recreation Ground  
**Date** 05/11/13  
**Scale** 1:500

**8388-BT13 – War Memorials Gardens**  
No intervention works required

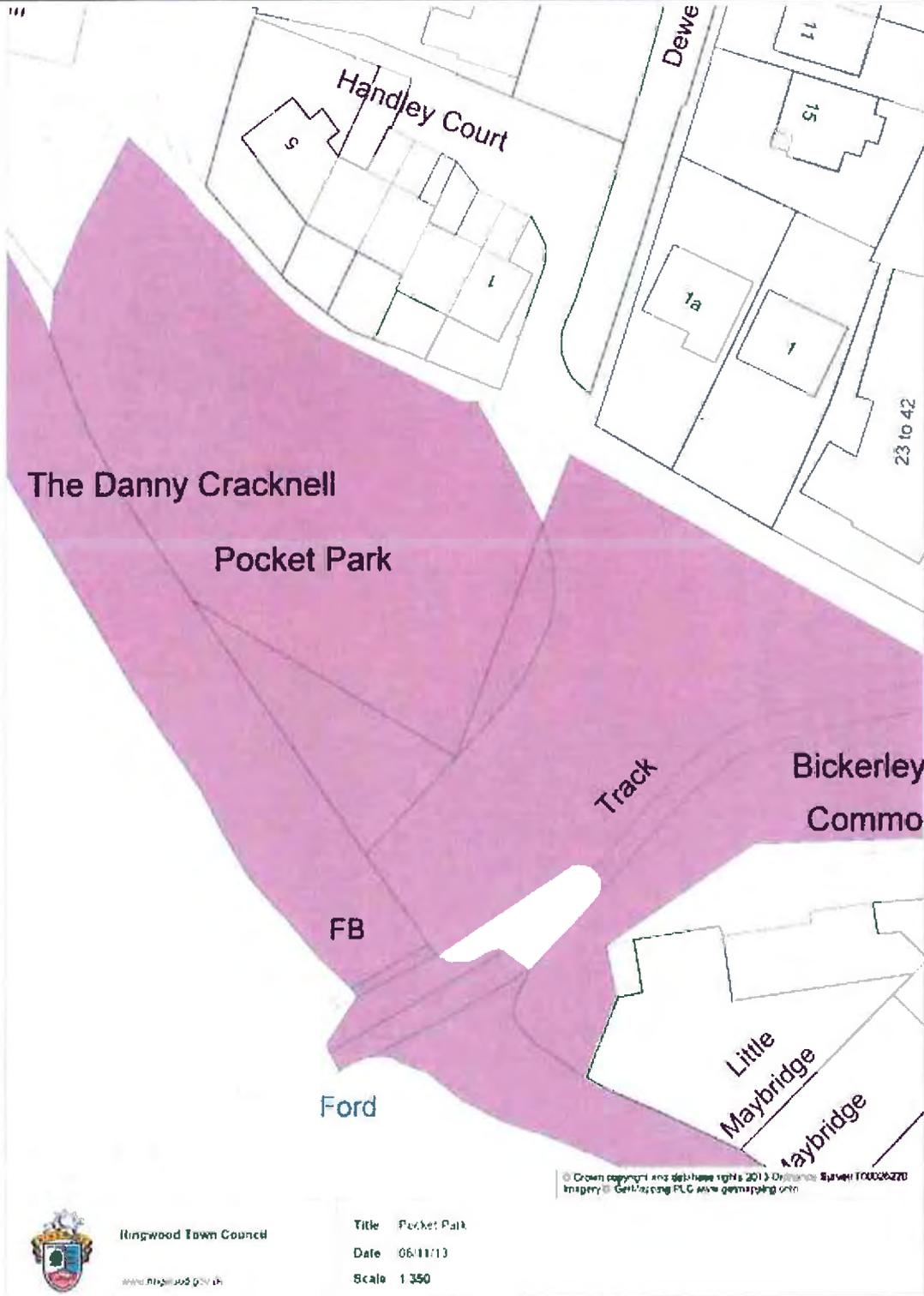


Ringwood Town Council  
www.ringwood.gov.uk

Title War Memorial Gardens  
Date 05/11/13  
Scale 1:500

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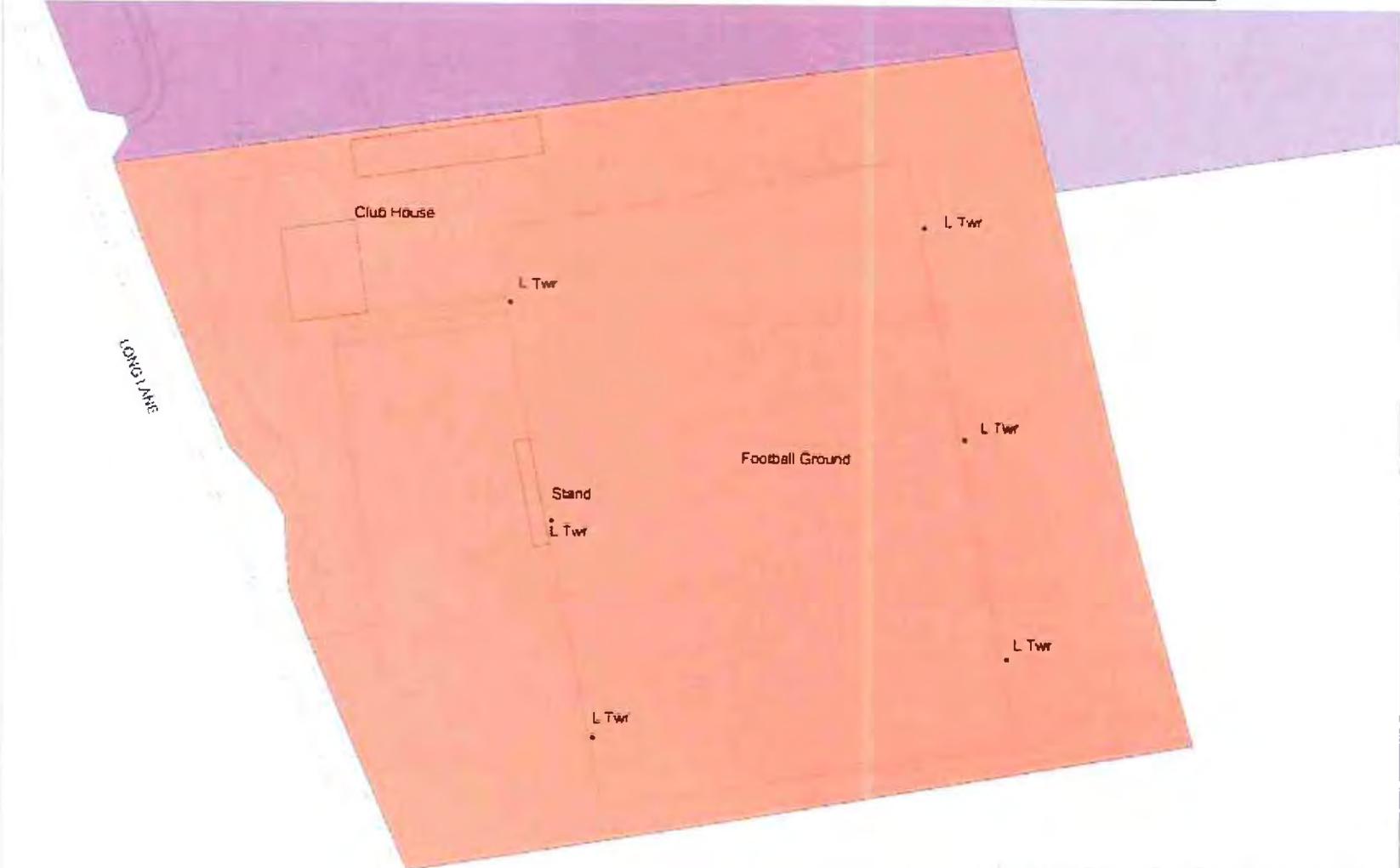
**8388-BT14 – Pocket Park**  
 No intervention works required



Ringwood Town Council  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Pocket Park  
 Date 06/11/13  
 Scale 1:350

**8388-BT15 – Football Club Long Lane**  
No intervention works required



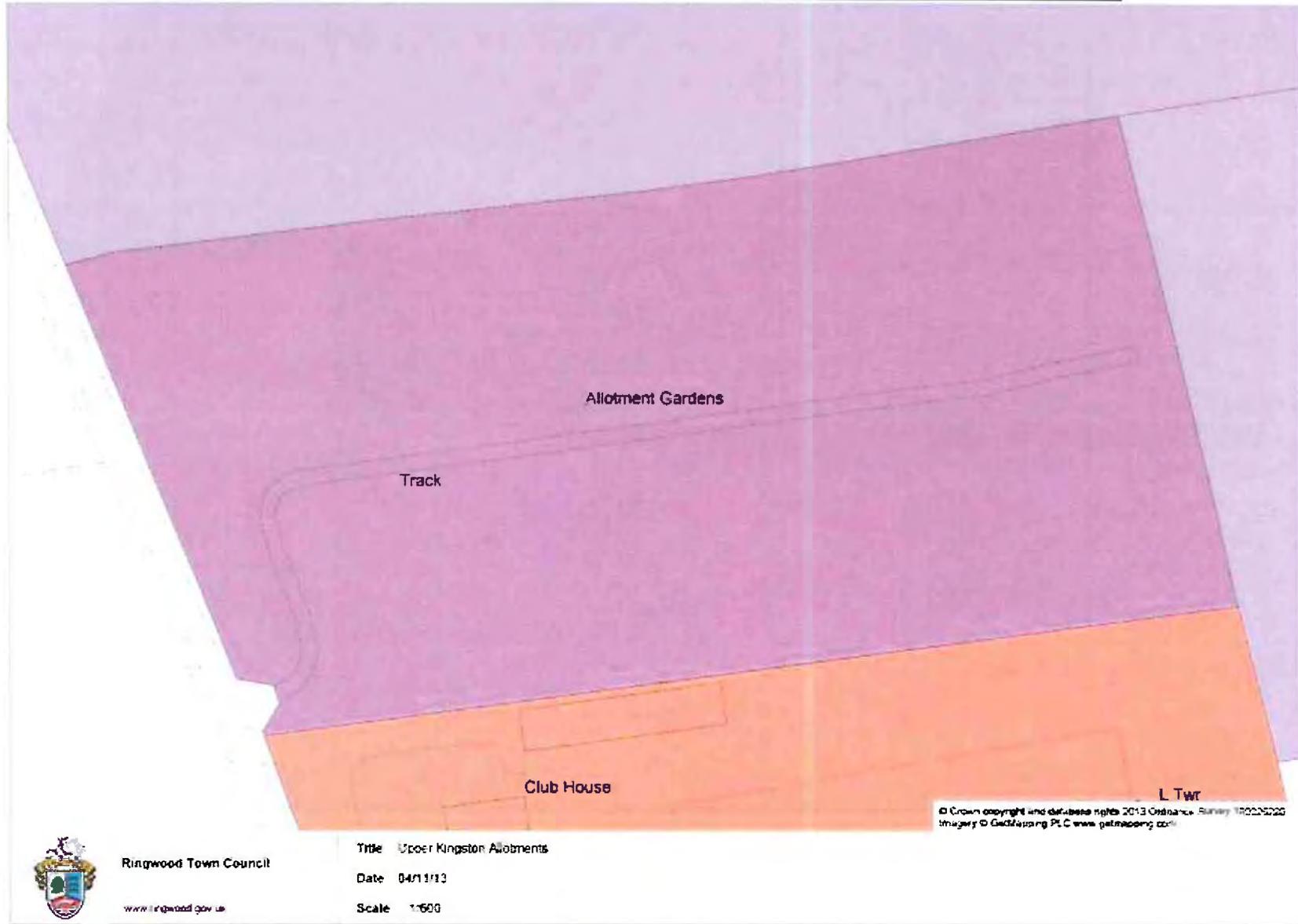
Ringwood Town Council  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Football Club, Long Lane  
Date 04/11/13  
Scale 1:700

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# 8388-BT16 – Upper Kingston Allotments

No intervention works required



Ringwood Town Council

[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Upper Kingston Allotments

Date 04/11/13

Scale 1:600

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**8388-BT17 – 10 Acres Field**  
No intervention works required



Ringwood Town Council  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

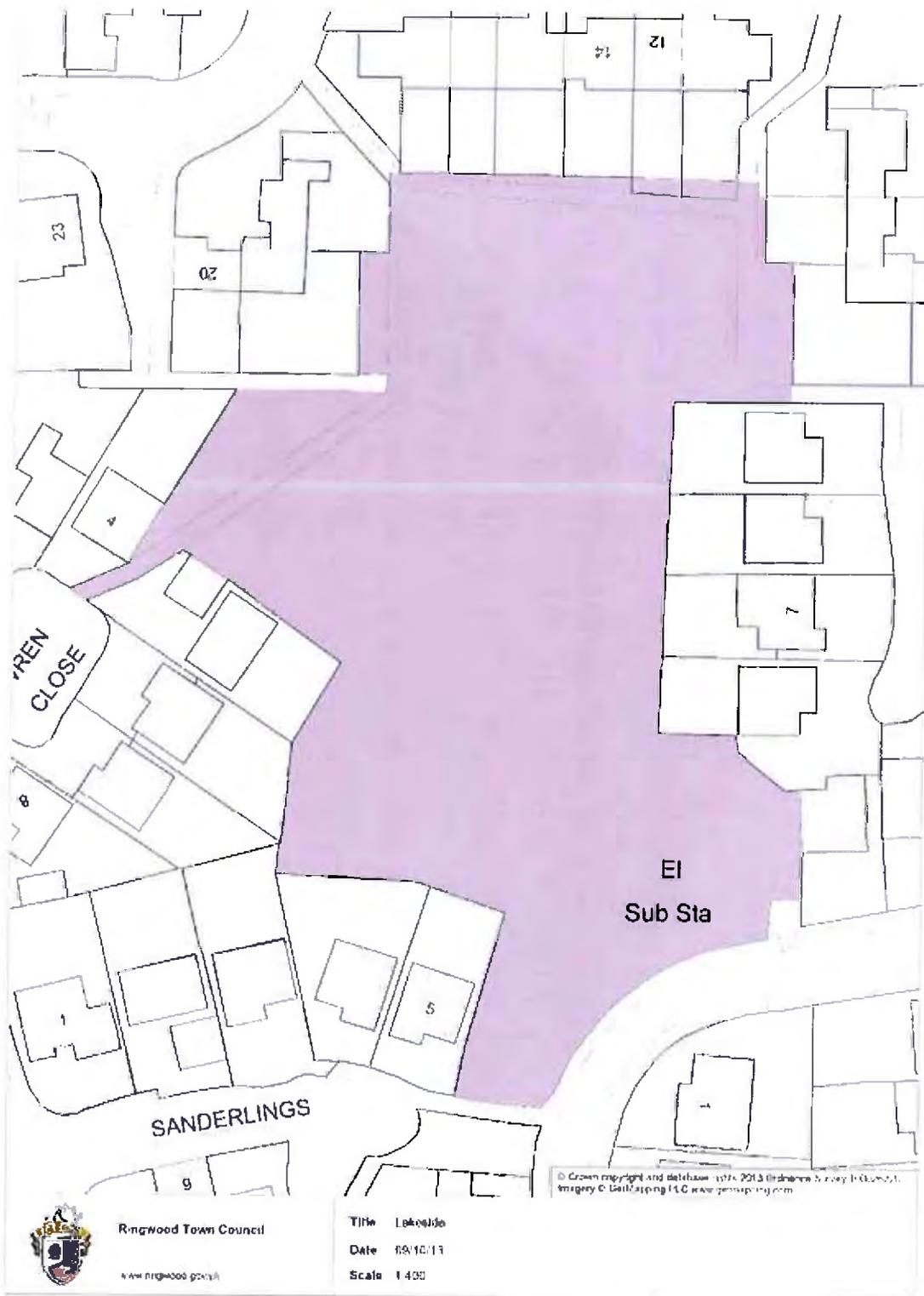
Title 10 acres field  
Date 05/11/13  
Scale 1:1,200

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Imagery © GeoMapping PLC www.geomapping.com

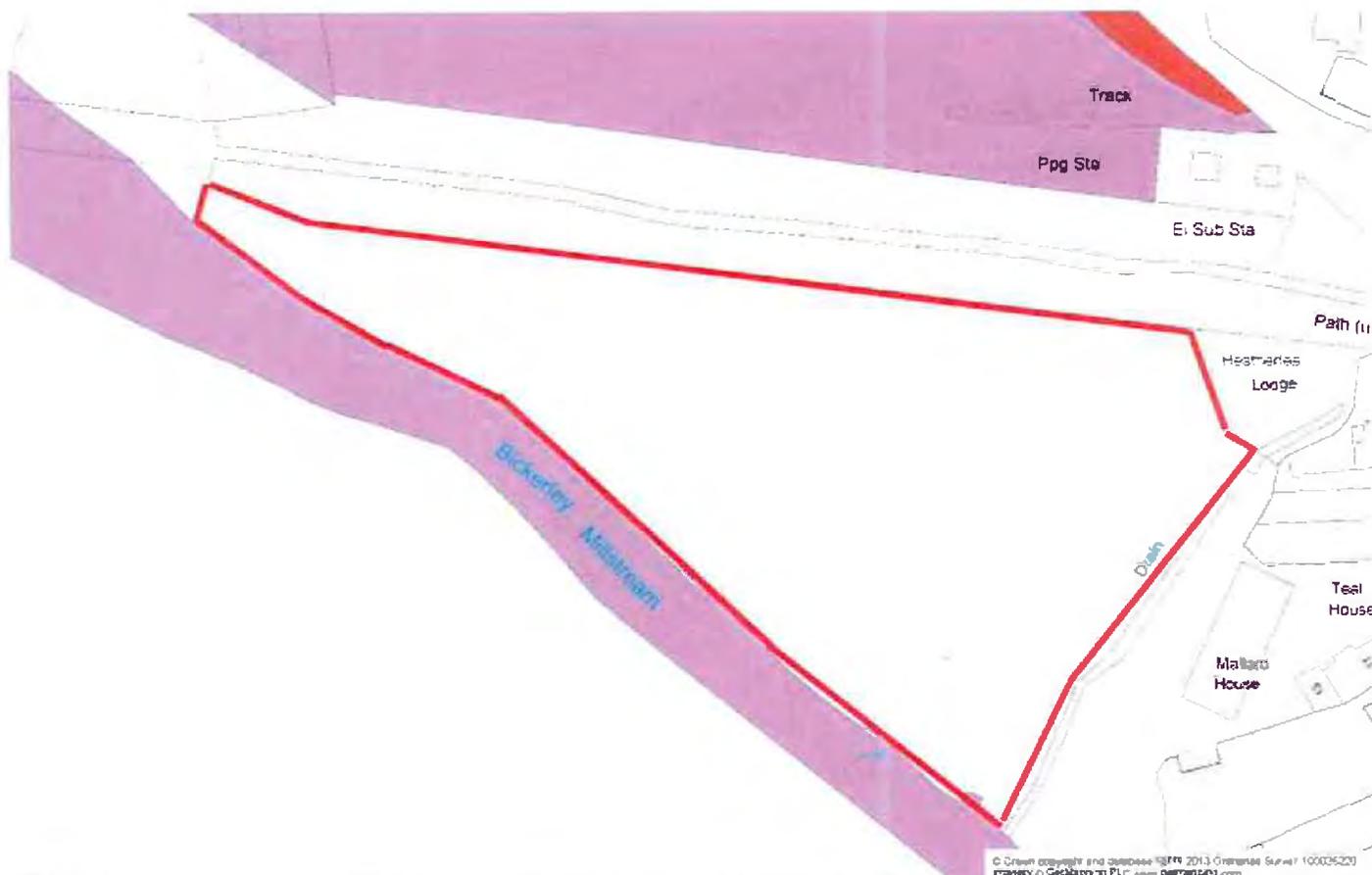
**8388-BT18 – Parish Churchyard**  
No intervention works required



**8388-BT19 – Lakeside**  
No intervention works required



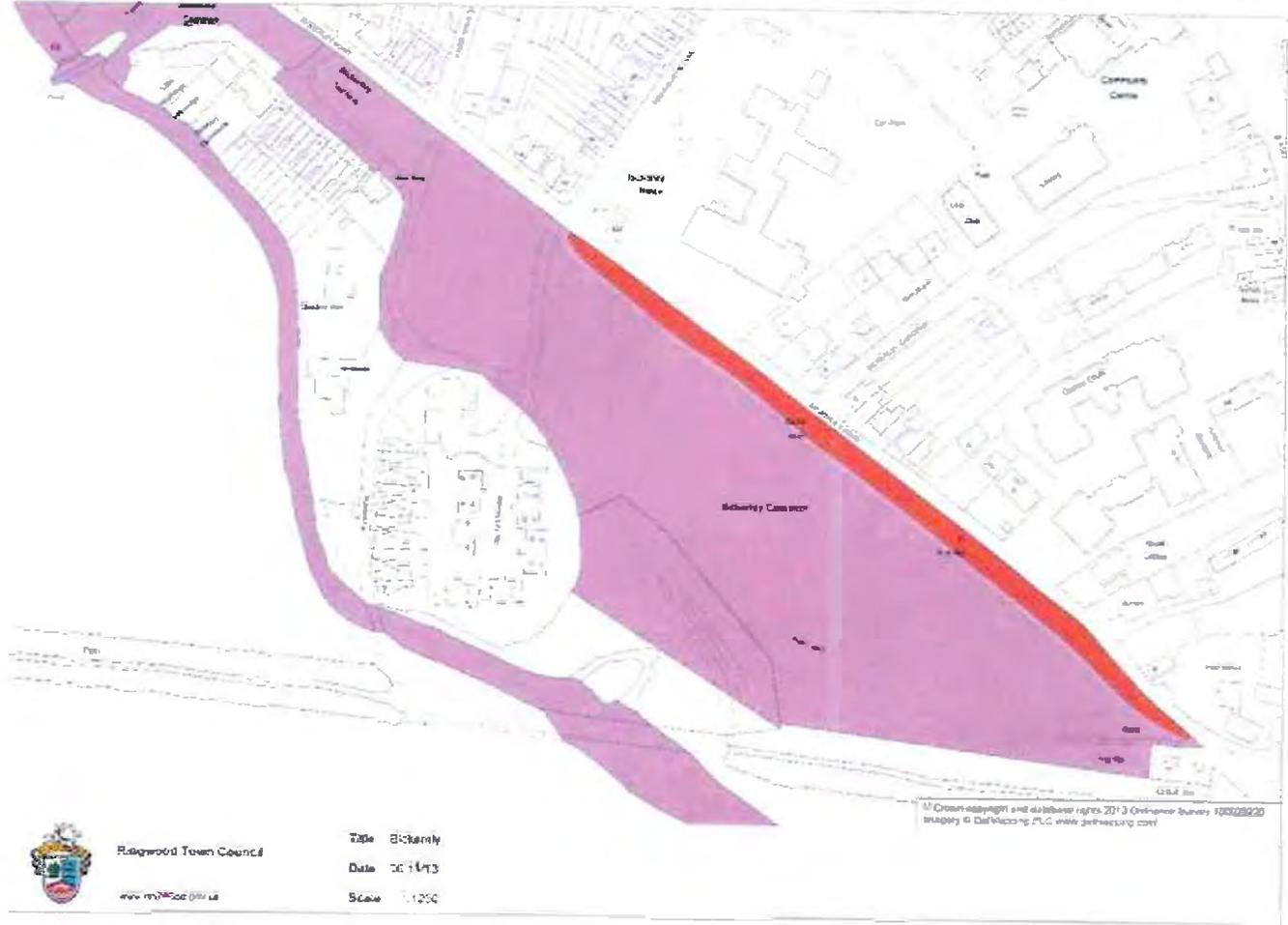
**8388-BT20 – Raymond Brown Nature Reserve**  
No intervention works required



Ringwood Town Council  
www.ringwood.gov.uk

Title Raymond Brown Nature Reserve  
Date 05/11/12  
Scale 1:500

**8388-BT21 – Bickerley**  
No intervention works required



Rugeley Town Council  
www.rugeley.gov.uk

Title Bickerley  
Date 06/11/13  
Scale 1:1250

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## Buttercross Car Park, Spilsby - Condition &amp; Recommendations

## Spilsby

## Buttercross Car Park, Spilsby

TreeNumber/Seq	Species (Common Name)	Height	Trunk	Age	Vigour	Conditions	Recommendations	Priority
Sgl/010200 1	Tilia x europaea (Common Lime)	5 - 9 metres	41-60cm	Mature	Normal	Branch - Weak Union .... - potential failure of branch at decayed pollard point. branches re max 10cm dia	Epicormic Removal	Priority Safety
Sgl/010204 7	Tilia x europaea (Common Lime)	5 - 9 metres	41-60cm	Mature	Normal	Other Management Observations.... - previoudly pollarded. soon ready for repeating	Epicormic Removal	Priority Safety
Sgl/010208 8	Tilia x europaea (Common Lime)	5 - 9 metres	41-60cm	Mature	Normal	Other Management Observations.... - previous pollaed but has not shown strong vigour. repeat when other trees are done	Epicormic Removal	Priority Safety
Sgl/010212 2	Sorbus intermedia (Swedish Whitebeam)	5 - 9 metres	26-40cm	Semi-Mature		Other Management Observations.... - previously struck by traffic on roadside. would benefit from siding up on north side.	None recorded..	No Action Required
Sgl/010216 3	Sorbus intermedia (Swedish Whitebeam)	5 - 9 metres	26-40cm	Semi-Mature		Other Management Observations....	None recorded..	No Action Required
Sgl/010220 4	Carpinus betulus 'Fastigiata' (Fastigate Hornbeam)	5 - 9 metres	26-40cm	Semi-Mature		Other Management Observations.... - starting to be struck by vehicles on north side	None recorded..	No Action Required
Sgl/010224 5	Carpinus betulus 'Fastigiata' (Fastigate Hornbeam)	5 - 9 metres	26-40cm	Semi-Mature		Other Management Observations....	Crown lift over access (4m agl)	Priority Safety
Sgl/010228 6	Carpinus betulus 'Fastigiata' (Fastigate Hornbeam)	10 - 14 metres	41-60cm	Semi-Mature	Normal	Other Management Observations....	Crown lift to 5.2m agl	Priority Safety
Sgl/010232 9	Alnus incana (Grey Alder)	Below 5 metre:	Below 25cm	Young	Normal	None recorded..	None recorded..	No Action Required
Sgl/010236 10	Tilia cordata 'Greenspire' (Fastigate Lime)	Below 5 metre:	Below 25cm	Young	Poor	None recorded..	None recorded..	No Action Required
Sgl/010240 11	Tilia cordata 'Greenspire' (Fastigate Lime)	Below 5 metre:	Below 25cm	Young	Poor	None recorded..	Crown lift over path (2.5m agl)	Priority Safety

Spilsby ...(contd)..

Buttercross Car Park, Spilsby ...(contd)..

TreeNumber/Seq	Species (Common Name)	Height	Trunk	Age	Vigour	Conditions	Recommendations	Priority
Sgl/010248 12	Alnus incana (Grey Alder)	Below 5 metre:	Below 25cm	Young	Normal	None recorded..	None recorded..	No Action Required
Sgl/010252 13	Alnus incana (Grey Alder)	Below 5 metre:	Below 25cm	Young	Normal	None recorded..	None recorded..	No Action Required

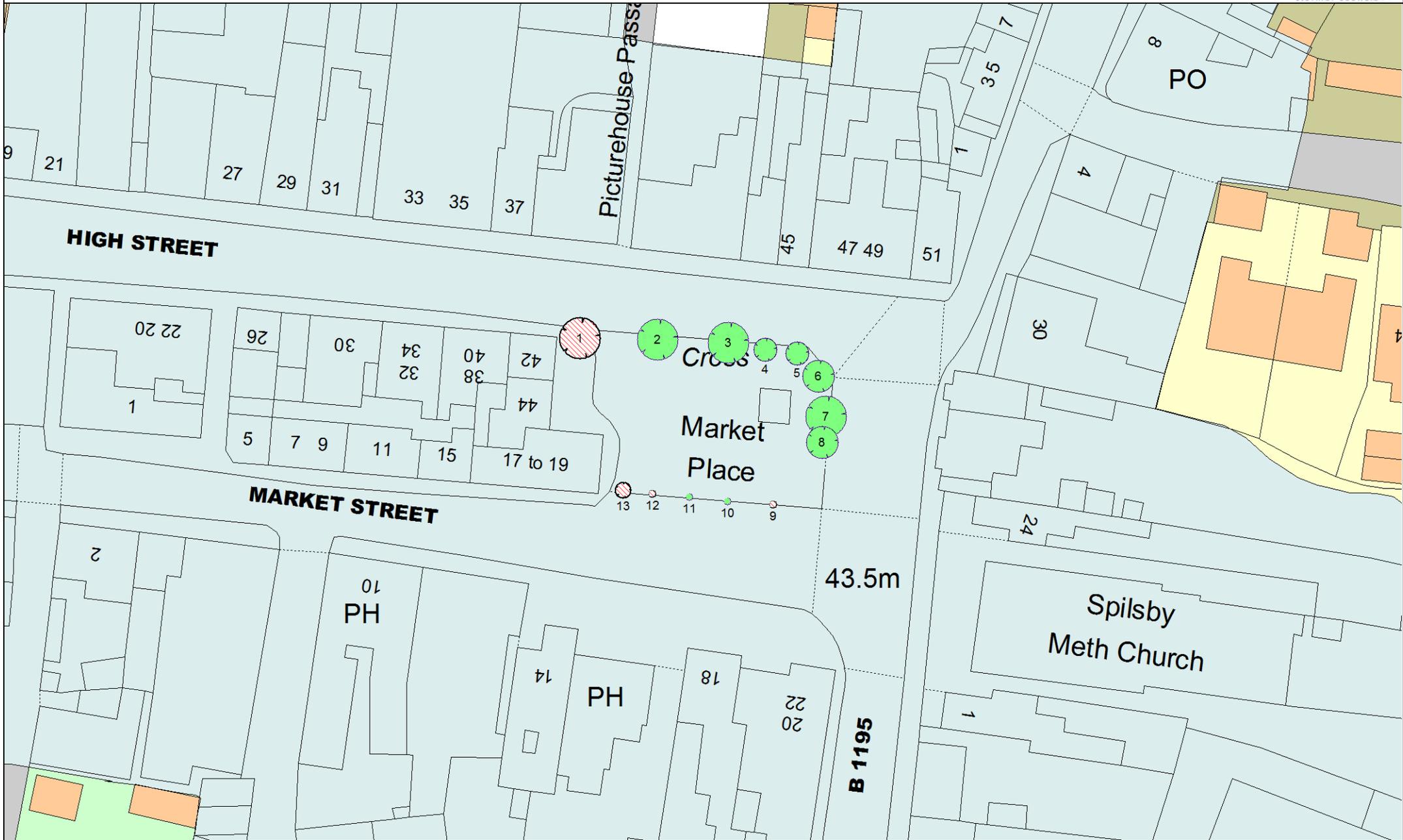
Sub-total: 13 trees

Total: 13 trees

Notes:-

 Overall total: 13 trees

Spilsby - Buttercross Car Park, Spilsby





Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Play equipment replacement	Removal of redundant equipment to start on 5 <sup>th</sup> Nov. Installation of the new items is scheduled for 13-27 Nov.	£44,000	£0	£44,000	Significant	Probable	
A2	War Memorial repairs	Listed building consent for works has been granted. The pre-application grant form has been approved.		£125	Uncertain	Significant	Unlikely	Choice of specialist mason to undertake works is expected soon. Once made the full application for grant funding can be completed and submitted. A decision on the grant is not now expected until April 2019.
A3	Cemetery improvements	Utilities compound completed and new hedge planted.	£3,000	£2,490	£3,000	Moderate	Probable	This item will not be updated further.
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160	£0	£1,160	Moderate	Possible	
A5	Carvers Rec improvements	The new fence around the play area has been installed.	£10,000	£4,300	£10,000	Moderate	Probable	Officers will pursue other projects but with low priority until adequate CIL funding is confirmed.
A6	Front deck mower replacement	Delivery of new machine taken in April.	£20,000	£11,596	£11,596	Minimal	Definite	Amount spent includes trade in on old machine (£3,000). This item will not be updated further.
A7	WW1 Armistice – contribution to commemorative event	The Events Team is assisting with the planning of this event.	£1,000	£0	£1,000	Minimal	Definite	Transferred from P&F list
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	Roller mower replacement	Approved at P&F in April. Delivery of new machine taken in April.		£4,750	£4,750	Minimal	Definite	Amount spent includes trade in on old machines (£750). This item will not be updated further.



B2	Bickerley tracks maintenance	Project suspended owing to insufficient support from residents		£0	£0	Moderate	N/A	Contractors' details passed to interested residents to consider own arrangements. This item will not be updated further.
Projects with no budgetary implications in 2018-19								
C1	Long Lane recreation facilities development feasibility study	Discussions are continuing with Ringwood Town FC about how best to develop this project.				Significant	Probable	Further support from consultants is likely to be needed and the possibility of seeking "seed-funding" from Football Foundation for this is being explored.
C2	Bickerley drainage works	RTC staff have resumed routine grass-cutting.				Moderate	Probable	A further site meeting has been arranged for January and Wessex Water's contractors will conduct further reinstatement works pending final site handover back to RTC.
C3	Christmas Lights – Replacement/re-procurement from 2019	Re-procurement arrangements approved at October committee meeting.				Significant	No	Officers have begun preparation of the invitation to tender document.



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 2019-20 budget)									
A1	Tennis at Carvers Rec	Member-led measures/arrangements to promote greater use of facilities	?	?	?	Significant	?	?	
A2	Grounds department workshop & store facilities	Relocate to new secure facility on a single site away from the cemetery. Further work needed to clarify options and costs.	£Variable	£Variable	None	Moderate	Significant	None	
A3a	Tree Management Plan - Survey	To initiate a rolling programme of comprehensive tree safety inspections across the Council's estate	£5,000 (Y1) £2,000 pa	None	None	Minimal	Moderate	None	
A3b	Tree Management Plan – Tree works	To increase the budget initially for safety work only but for possible extension to additional work later from £3K to £15K	£12,000	None	None	Minimal	Moderate	None	
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	None	£15,750	None	None	Moderate	None	
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Land adjoining Poulner Pits	?	£0	£?	£?				
B2	Riverside Walk	?	£0	£?	£0				
B3	Footpath extension at The Bickerley	?	£0	£?	£?				
B4	Brockey Sands	Volunteer-led environmental improvement?	£0	£?	£?				
B5	Land at Folly Farm	Develop leisure use	£?	£?	£?				
B6	War Memorial Gardens	Incorporate path and enhance boundary features	£0	£?	£?				



Projects with no budgetary implications

None									
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