

OPEN SESSION: There were no members of the public present.

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

Held on Wednesday 7th December 2005 at 7.00 pm

PRESENT: Cllr N W Light (Chairman)
Cllr N J Chard
Cllr Mrs B A Charlton
Cllr D Cole
Cllr D E Cracknell
Cllr M F J Daly
Cllr L C Ford

IN ATTENDANCE: Mr T R Simpson, Town Clerk
Mrs L A Wickens, P A to the Town Clerk

**OS/4701
ABSENCE**

An apology for absence was received from Cllr Mrs N Wood.

**OS/4702
DECLARATIONS OF INTEREST**

Cllrs D Cole and M Daly declared personal but non-prejudicial interest in Agenda item 5 as residents of the area in question and took no part in the discussion on this matter.

Cllr M Daly declared a personal interest in Agenda item 7(a) as he is Chairman of Ringwood Cricket Club and took no part in the discussion on this item.

**OS/4703
MINUTES OF PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 2nd November 2005, having been circulated, be approved and signed as a correct record.

**OS/4704
SUMMER PLANTING 2006**

The Clerk advised members that the sum of £2,000 had been allocated in the draft budget for new railings/barrier baskets and floor planters to boost the floral displays around the town. Cllr Mrs Sullivan said that at present, there were eleven planters in one small area and she felt that the High Street and Southampton Road were areas where additional planters would be welcome. Cllr Mrs Charlton felt that the Market Place was another area deserving floral enhancement.

RESOLVED: that a provision of £2,000 for additional railings/barrier baskets and floor planters to boost the floral displays around the town be included in the Committee's Budget for 2006/07.

**OS/4704
THE BICKERLEY AND POCKET PARK**

The Clerk reported that completion of the purchase of the additional piece of land on The Bickerley was imminent.

The Chairman of the Committee had met with Dr Rue Ekins of English Nature regarding the Council's intentions for the area. Dr Ekins had advised that grants from English Heritage would be available for some of the work. It was intended that the additional land would be flailed and then maintained as a quiet, tranquil area, with trees and shrubs. However, no work would be commenced on the scheme for The Bickerley and Pocket Park before Summer 2006 so as not to disturb the nesting habitats of the birds in the area.

RESOLVED: that the Clerk's report be noted.

**OS/4705
CEMETERY**

The Clerk advised members that there were 110 burial plots and 216 cremation plots still available for use in the Cemetery. In 2004, 40 burial plots and 34 cremation plots had been used and so far in 2005 there had been 20 burials and 25 cremations. He felt that the time was fast approaching when a complete review of use of the cemetery should be undertaken and the reversion of part of the allotment site (non-statutory) to cemetery use, considered. Provision needed to be made in the budget for such a review.

RESOLVED: that provision be made in the 2006/07 Budget to enable a complete review of cemetery use to be undertaken, together with consideration of the recovery of the non-statutory allotment use to cemetery allocation.

**OS/4706
FEES AND CHARGES FOR 2006/07**

Members reviewed the council's current fees and charges, as follows:

(a) Allotments

The Town Clerk recommended an increase of approximately 3% for all allotment plots. He reminded members that the Committee had resolved to bring the fees for the Upper Kingston allotment plots into line with those for the other sites over a three-year period. This was the final year of the phasing programme.

RESOLVED: that the fees for allotments for 2006/07 be approved as shown in Annex 'A' to these minutes.

(b) Sports Facilities

The Town Clerk recommended a general increase of approximately 3% for all block bookings with a slightly higher percentage increase being charged for casual bookings. Members agreed to accept the new fees en bloc.

RESOLVED: that the fees for sports facilities for 2006/07, Casual and Blocked Booked, be approved as shown in Annex 'A' to these minutes.

(c) Cemetery Fees – Interment and Memorial

The Clerk recommended a general increase of approximately 3% for interment and memorial fees. Members agreed to accept the new fees en bloc.

RESOLVED: that the cemetery fees for interments and memorials for 2006/07 be approved as shown in Annex 'A' to these minutes.

(d) The Bickerley

The Clerk recommended a general increase of approximately 3% for the hire of The Bickerley Village Green, from £50 for each overnight stay to £55, plus the cost of provision of a portable toilet.

RESOLVED: that the cost of each overnight stay on The Bickerley Village Green for 2006/07 be £55, plus the cost of provision of a portable toilet. (See Annex 'A' to these minutes).

OS/4707 CARVERS

The Town Clerk reminded members that the temporary Health Centre would move from Carvers in May 2006 and the Planning Consent required that the land be returned to its original state. The area adjacent to the main gate had traditionally been used by sports clubs for car parking and members had always intended to reinstate that use.

The Clerk asked members to consider whether this area should simply be returned to grass or whether it would be preferable to reinforce the subsoil with, for example, grasscrete, so that the surface would be more hardwearing. This may require a variation in the Planning Consent.

Members felt that the area housing the temporary health centre should be returned to a playing area, but that the possibility of reinforcing the small area previously utilized by users of Carvers sports facilities for car parking should be investigated.

RESOLVED: that the Town Clerk investigate with the District Council, the possibility of having a reinforced surface with a grass finish on the small area of Carvers used by sports clubs for car parking prior to the temporary housing of the health centre on the site.

Cllr Mrs Charlton left the meeting at 8.25 pm.

OS/4708 BUDGET 2006/10

(1) Members considered Reports in respect of progress on new expenditure items included in the Budget for 2005/06,

(2) Budget Proposals for 2006/07 and

(3) The Revised Budget 2005/06 and Original Budget 2006/07 Schedules for the Recreation, Leisure & Open Spaces Committee.

Following detailed consideration of the Reports and Schedules, it was:

(1) RESOLVED; that the Expenditure Report in respect of the Budget Provision for 2005/06 (Annex 'B') be noted.

(2)

(a) RECOMMENDED TO POLICY & FINANCE COMMITTEE that the Committee's prioritised Budget Proposals for 2006/07 (Annex 'C') be approved, and

(b) that the revised Budget 2005/06 and Original Budget 2006/07 for the Recreation, Leisure & Open Spaces Committee be approved. (Annex 'D').

OS/4709

URGENT BUSINESS

Cemetery

The Clerk informed members that he wished to request a site inspection by the Confederation of Burial Authorities to ensure that all Health & Safety requirements were being met.

RESOLVED: that the Clerk's request to ask a member of the Confederation of Burial Authorities to visit Ringwood Cemetery be approved.

There being no further business, the chairman closed the meeting at 8.47 p.m.

RECREATION, LEISURE AND OPEN SPACES COMMITTEE
7th DECEMBER 2005

REVIEW OF FEES AND CHARGES

ALLOTMENTS

SITE		EXISTING 2005-2006	PROPOSED 2006-2007
Southampton Road	Full Plot	£27	£28
	Half Plot	£17	£18
Hightown Road	Full Plot	£27	£28
	Half Plot	£17	£18
Upper Kingston	Full Plot	£25	£27
	Half Plot	£16	£18

Note: The Council decided that the fees for Upper Kingston allotments should be brought in line with those for other sites over a three year period. This is the final year of the phasing programme.

SPORTS FACILITIES – SUGGESTED FEES FOR 2006/2007:

Existing	Proposed
Cricket	
Block Booking: £54 per match – seniors £27 per match – juniors	£56 £28
Casual Booking (plus VAT): £58 – seniors at w/ends and full weekdays £54 – seniors weekday evenings £33 – juniors at w/ends and full weekdays £30 – juniors weekday evenings	£65 £60 £40 £35
Rugby	
Block Booking: £45 per match – seniors £22 per match – juniors	£50 £25
Casual Booking (plus VAT): £49 per match – seniors £29 per match – juniors	£55 £35
Football	
Block Booking	
£42 per match - seniors	£50
£24 per match - juniors	£25
£50 per session – mini – use of 5 pitches instead of 6	£60
Casual Booking (plus VAT)	
£49 per match – seniors	£60
£29 per match – juniors	£35

BICKERLEY

Each overnight stay £50 and cost of portable toilet	£55
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CEMETERY FEES

1A	Interment	Dimension	Current Price	Suggested Price
1	Child not over 16 years *	2.44m/8' deep	No charge	No charge
2	Person over 16 years *	2.44m/8' deep	£92	£95
3	Burial of Ashes	0.60m/2' deep	£51	£53
4	Scattering of Ashes	N/A	£21	£22

● Excluding grave digging

1B	Purchase of Exclusive Right of Burial for 30 yrs In Grave Space in Cemetery	Dimensions	Current Price	Suggested Price
		1	Earth Grave	2.44m/8' deep
2	Infant's grave	1.22m/4' deep	£77	£79
3	Construction of Walled Grave or Vault in Old Section only	2.44m/8' deep	Cost to be borne by Applicant	

1C	Purchase of Exclusive Right of Burial of Ashes for 30 yrs in the New Garden of Rest. *Each single plot has a plot number. **Each double plot has two consecutive single plot numbers	Price Per Single Plot	Price per Double Plot
		Current price £46	Current price £92
		Suggested Price £48	Suggested Price £95

NOTE: FEES ARE DOUBLED FOR NON-PARISHIONERS

1D	Cemetery and Memorial Search Fees	First 15 minutes free of charge, thereafter £30 per hour.

2A	Memorials in Cemetery – for Purchased Graves Only See approved designs attached.	Maximum Overall dimensions L x W x H	Current Price	Suggested Price
1	Flat Stone	Size of plot	£51	£53
2	Headstone with base	900x300x900mm 3ft x 1ft x 3ft		
3	Memorial in form of Book, etc.	600mm high 2' high		
4	Lawn-type headstone or other memorial			
5	Name plaque on grave	-		
6	Vase with name inscribed		£23	£24
7	Each inscription after the first	-	£23	£24
8	Photo plaque on headstone	-	No Charge	No charge

2B	Memorials in New Garden of Rest for Purchased Cremation Plots See approved designs attached * Each single plot has a plot number. **Each double plot has two consecutive plot numbers	Single plot size: 22in x 11in x 4in 550 x 275 x 101mm	Current price Single plot	Current price Double plot
		Double plot size: 22in x 22in x 4 in 550 x 550 x 101mm	£27 Suggested price	£52 Suggested price
2C	Memorials in Old Garden of Rest note size differs:	Single Plot size: 24" x 12" x 4"	£28	£54
2D	Memorials for Unpurchased Graves or Plots	Temporary Marker or Vase	£18	

NOTE 1: FEES ARE DOUBLED FOR NON-PARISHIONERS

NOTE 2. KERBSTONES ARE NOT PERMITTED

EXPENDITURE REPORT

ITEM	REASON	BUDGET	COMMENTS
1. Poulner Lakes	Subject to satisfactory conclusion of discussions with RDAA, some additional maintenance works will be required on both the picnic area and the land being taken on licence from the Anglers.	£ 1,000	Additional work carried out by Council's own staff and by contractors to improve the area generally.
2. Acquisition of finishing Rotary mower with roller and mulching facility for use on playing pitches	The existing John Deere mower has been subject to high maintenance costs and to keep these to a minimum a trailed gang mower has been used instead. Greater productivity will be achieved with the new rotary mower.	£ 3,000	Acquired
3. Replacement Kubota verge mower	These machines are much more heavy duty than the existing ride-on mowers operated by the Council. In addition the rotary deck is out front of the mower and provides better access to certain areas maintained by the Council. It is intended to part exchange the John Deere to enable the Council to acquire a second hand Kubota verge mower. The budget provision is	£ 1,000	The budget provision was a balancing figure to enable a second-hand Kubota verge mower to be acquired. None of the second-hand machines inspected and available to date would provide value for money. Officers will make an oral report on further investigations at the meeting.

ITEM	REASON	BUDGET	COMMENTS
	<p>a balancing cost to enable a suitable trade-in to be achieved. The servicing costs of John Deere are higher than the Kubota and the change proposed should also reduce revenue expenditure.</p>		
4. Repaint bridge and railings at Jubilee Gardens	<p>The existing bridge and the railings were last repainted a number of years ago. Although the Town Council only has an Informal arrangement with the County Council for maintenance of Jubilee Gardens, they are an important open space in the town and the work is required in order to maintain the appearance of this area.</p>	<p>Costings not available, but any expenditure to be approved by Cmttee when costs known & met from Reserves.</p>	<p>This work has not yet been undertaken but will be retained in the programme with a view to the repainting being undertaken by the Council's own staff.</p>
5. Install stone block paving from the Memorial at the Memorial Gardens to the new fence	<p>The new opening in the fence has had the desired effect of reducing damage to the fencing around the Memorial Gardens. However, the access is very well-used not only by school children, but by casual visitors to the Gardens. Over time the grass will be seriously eroded and it is suggested that consideration should be given to extending the block paving path from the Memorial through to the new gateway.</p>	<p>£2,000</p>	<p>Tenders invited.</p>
6. Repairs to the Memorial	<p>Generally the Memorial Cross and its surrounds are in good condition. However, the bottom step, which appears to be constructed in</p>	<p>£5,000</p>	<p>Tenders invited.</p>

ITEM	REASON	BUDGET	COMMENTS
	concrete, is showing signs of wear and provision needs to be made for remedial works. Stonemasons have been asked to advise on the extent of work required.		
7. Refurbishment of Carvers pavilion	This scheme was included in the current year's programme and due to be funded from rental received from the use of Carvers Recreation Ground by the temporary Health Centre. The lease for use of the site has now been agreed and arrangements are now being made for the work to commence in the current year with completion in the following year. The budget provision relates to expenditure to be incurred in 2005/6.	£25,000	Architects appointed and scheme design awaited.
8. Mobile CCTV	The Council has received a number of complaints about anti-social behaviour on Carvers. There is perhaps not enough justification for permanent cameras to be installed at this stage. However, it is understood the District Council is intending to acquire mobile cameras and these can be made available at a charge for short periods for sites where there are problems. It is suggested that consideration should be given to bidding for use of the mobile cameras at Carvers during 2005/6.	£2,000	District Council did not proceed with the acquisition of a mobile camera. This will show as a saving.

ITEM	REASON	BUDGET	COMMENTS
9. Painting street furniture/public seating Seats generally, replacement bins	There is a small provision in the budget currently for maintenance of street furniture. A sum of £400 was approved for inclusion this year and it is suggested that this should be continued in future years at this slightly higher level.	£ 500	Work being undertaken by the Council's own staff.
10. Additional flower planting in lamp post planters	The Council owns a large number of lamp post planters. It is proposed to install a small number for next year in order to improve the appearance of the town centre.	£ 500	Achieved.
11. Tree works	A risk assessment is being undertaken of all of the Council's open space and recreation areas, including the Cemetery and closed Churchyard. Initial visits to some sites have suggested that a programme of work will be required and provision will need to be made over several years. A budget provision is proposed for the first stage of any works next year.	£ 5,000	Tenders to be invited shortly for the first phase of work on trees on the Council's land.
12. Long Lane recreation area	This 10 acre field is now being transferred to the Town Council and work is required to bring it up to standard for use by Sports Clubs. There will be a need to undertake	£ 2,000	Owing to a reappraisal of ground conditions, the whole of the site has been redeveloped using developers' contributions

ITEM	REASON	BUDGET	COMMENTS
	certain ground work operations such as the application of top dressing, some levelling and treatment of weeds before it can be used.		and other works particularly to the hedges and re-enforcing the entrance gates have been met from the general grounds maintenance budget.
13. The Mount open Space	Provision of £500 was made for the use of a contractor with specialist equipment to visit this site once to undertake work in the current year. Provision needs to be made to enable two such visits each year.	£ 1,000	Additional maintenance undertaken.
14. Review of pay structure for groundstaff	When revised job descriptions were prepared for office and groundstaff last year, an undertaking was given that the groundstaff's remuneration would be reassessed in the light of changes in operational arrangements and an overall reduction in staffing numbers. A contingency provision is needed to fund the outcome of any review.	Any costs to be funded from reserves	Implemented.
15. Air Compressor/ Small Tools	Cleaning machinery – particularly to maintain air flow through radiator	£500	Small tools acquired.
16. Memorial Safety	Continuing provision for essential repairs to memorials. Suggest underspend which is expected to be £1,500 from current year to be carry forward with top up to £2,000 into Memorial reserve fund.	£500	Only minimal costs have needed to be incurred during the current year.

Proposed additional items for consideration:

ITEM	REASON	ESTIMATED COST	PRIORITY
1. Enlarge Skate Park at Carvers	The Council has always indicated that once the temporary Health Centre is removed it will consider providing additional equipment at and enlarging the Skate Park at Carvers. The proposal is for these works to be carried out next year after the Medical Centre has been removed.	£ 5,000	A Finance from play equip provision which inc. prev. donations for skate park extension therefore nil effect on revenue budget
2. Tree works	This is a continuation of implementation of recommendations from the arboriculturists. After next year the major works should have been completed and in subsequent years a much smaller budget provision will be required. This is reflected on the four-year programme.	£ 5,000	A Finance from revenue budget
3. Sports field development Long Lane	In the period leading up to full implementation of the Council's sport and recreation strategy, it will be necessary to incur expenditure relating to land acquisition and obtaining planning approvals. Provision needs to be made over each year to cover the administration costs, solicitor's fees, valuation and planning fees and any costs associated with grant applications. Wherever possible, the expenditure will be treated as capital. It is intended to seek the District Council's approval for the use of developers' contributions for these costs and also appropriate grant applications will be submitted wherever possible. The four-year programme shows a continuation of costs over the full period of the programme but this will be reviewed each year.	£10,000	A Capital expenditure. Finance from developers' contributions therefore nil effect on revenue budget
4. Upper Kingston allotments	These are statutory allotments but when the layout for the new sports	£ 5,000	2008/09 capital expenditure.

ITEM	REASON	ESTIMATED COST	PRIORITY
	<p>facility at Long Lane is developed, it is highly likely that these allotments will need to be relocated to enable the best layout of the recreation facilities to be achieved. There will be costs associated with the move and at this stage it is proposed that a provisional sum be included in the budget for 2008/09. This provision relates only to the cost of preparing the ground and relocating the allotments holders. It does not include the cost of acquiring any land.</p>		<p>A Finance from revenue budget 2008/09</p>
<p>5. Hightown Road allotments/ Cemetery extension</p>	<p>The allotments are located on land earmarked for an extension to the Cemetery. It is now anticipated that there is much less than five years space left in the existing Cemetery and consideration now needs to be given to works to extend the Cemetery. This will require the termination of the allotment holders' non-statutory tenancies. In addition one of the properties in Hightown Road has its septic tank located within the allotment site. Provision is therefore needed in next year's budget to meet the cost of investigations into the most appropriate layout for the extension, taking account of current rate of usage and the constraints imposed by the location of the septic tank. A further provision will need to be made in future years to enable any scheme to be implemented.</p>	<p>£ 1,000</p>	<p>A Finance from revenue budget</p>
<p>6. The Bickerley/ Pocket Park</p>	<p>Work is proceeding on a development scheme for the land at the western end of the Bickerley, including Pocket Park. Once that work is complete it would be beneficial to extend the linkage along the Bickerley to provide a riverside walk. It is suggested that provision should be made over the next four years to enable discussions to be undertaken with landowners and implement a scheme. The estimated cost is shown for 2006/07.</p>	<p>£ 1,000</p>	<p>C Finance from revenue budget</p>

ITEM	REASON	ESTIMATED COST	PRIORITY
7. Conversion of Carvers to Town Park	During next year, the 10-acre field at Long Lane will be ready for use. This will give the opportunity for youth football to be moved and for the first steps to be taken for the conversion of Carvers to a Town Park by the provision of pathways, a small car park facility and some additional fencing. It is hoped that seats and trees may well be donated as part of the scheme. The proposal is for work to be spread over a four-year period and the provision in the estimated cost column relates to the next financial year only.	£ 2,500	C Capital expenditure. Finance from revenue budget
8. Tennis courts at Carvers	When the hard tennis courts were originally constructed the surfaces were painted green. This has worn away and the whole surface needs repainting and the court markings re-marked.	£ 1,000	A Finance from revenue budget
9. Flowerbeds	Gradual improvements have been made to the flower displays over the past few years. An additional provision, initially for next year only, should further enhance the appearance of the town during the summer and through the winter months.	£2,000	A Finance from revenue budget
10. New plant holders	It is suggested that additional plant holders should be provided in Southampton Road, Fridays Cross and perhaps in the Market Square. The precise location will need to be determined over the coming months but it is suggested that provision be made to acquire the necessary equipment with a report being made at a later meeting on their exact location.	£ 2,000	A Finance from revenue budget
11. Replace swings at Ash Grove Play area	The play area at Ash Grove has been in place for many years. When it was originally constructed, there were many young children in the area. The age range has changed and it is not proposed to undertake	£ 500	A Finance from revenue budget

ITEM	REASON	ESTIMATED COST	PRIORITY
	<p>a full scheme for replacement of all of the equipment but instead simply make safe the existing equipment. A small provision is proposed for next year and for 2008/09. The figure shown under estimated cost relates to next year.</p>		
12.	Replacement Tractor	<p>£19,000 - £1000 trade in</p>	<p>A Capital expenditure. £9000 to be financed from provisions, £1000 trade-in, £9000 to be financed from revenue budget</p>
13.	Mixer drum for white lining powder	£ 400	<p>A Finance from revenue budget</p>
14.	White line sprayer	£ 500	<p>A Finance from revenue budget</p>
15.	Aerator	£4,500	<p>A Finance from revenue budget</p>

ITEM	REASON	ESTIMATED COST	PRIORITY
16. Strimmer	This equipment is used for strimming around burial kerbstones and headstones and also along the edge of grassed areas. They have in the past had heavy use but there has been no programme to acquire replacement equipment. The proposal is for the existing strimmers to be replaced on a phased basis over a number of years as a small tools replacement item.	£ 500	A Finance from revenue budget
17. Self propelled walk behind rotary mower	New Health & Safety legislation is reducing the number of hours that staff may use strimmers. That equipment has been used where it is not possible to cut grass with ride-on machinery. Alternative means of dealing with that grass are now required and it is proposed to purchase a small walk behind rotary mower to reduce the reliance on the use of strimmers.	£ 500	A Finance from revenue budget
18. Ringwood Junior School pavilion and rugby pitches	This item relates to the Town Council's agreement to allocate £184,000 from the developers' contribution fund to this scheme being promoted by Ringwood Junior School. The expenditure will be spread over a number of years but this estimated cost column simply shows the total figure.	£184,000	A Capital expenditure. Finance from developers' contributions therefore nil effect on revenue budget
19. Bickerley/Pocket Park	Redevelopment and enhancement of Pocket Park and area being acquired from Mr & Mrs Hiscock.	£ 35,000	A Capital expenditure. Finance from developers' contributions therefore nil effect on revenue budget
20. Ringwood Bowls Club	Annual contribution to remedial works to bowling green. £1,500 per year for 3 years.	£ 1,500	A Capital expenditure. Finance from revenue budget
21. Dr Little Gardens	External wall requires renovation.	£ 2,000	B Finance from Revenue budget

ITEM	REASON	ESTIMATED COST	PRIORITY
22. The Bickerley	Part of the Bickerley opposite Kings Arms Lane is frequently flooded. It is proposed to carry out drainage improvements.	£ 2,000	A Capital expenditure. Finance from revenue budget
23. 'Pop-up' 10' x 10' shelter at Cemetery	It has been suggested that a portable canvass shelter should be available for mourners at burials during inclement weather.	£ 800	Delete