

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

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www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES

Dear Member

23rd February 2017

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 1st March 2017** at 7.00pm* or at the conclusion of the public participation session and your attendance is requested.

Mr T Simpson
Town Clerk

PUBLIC PARTICIPATION:

*If required, the meeting will be preceded by a public participation period of up to 10 minutes at 7.00pm. Members of the public are also entitled to speak, during the meeting, on agenda items.

RECORDING (AUDIO AND/OR VIDEO) OF COUNCIL MEETINGS AND USE OF SOCIAL MEDIA

During this meeting the public are allowed to record the Committee and officers from the front of the public seating area only, providing it does not disrupt the meeting. Any items in the Exempt Part of an agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until that member of the public has finished speaking. The use of social media is permitted, but all members of the public are requested to switch their mobile devices to silent for the duration of the meeting.

MOBILE PHONES

Members and the public are reminded that the use of mobile phones (other than on silent) is prohibited at Town Council and Committee meetings.

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 4th January 2017

4. CARNIVAL 2017

To consider approving the use of Carvers for Carnival from 11th to 18th September 2017. In determining the application, Members will need to take account of the possible damage to the surface of Carvers, if Wessex Water do not provide tracking to protect the site. Discussions are ongoing with Wessex Water to continue providing protective measures until The Bickerley becomes available.

- 5. HUMAN SUNDIAL AND MARKET PLACE**
To consider appointing a Working Party to investigate repairs to the Human Sundial and other improvements to the Market Place (*Report A*)
- 6. FAMILY FUN DAY**
To consider the arrangements for the use of Carvers on Family Fun Day (*Report B*)
- 7. THE PLACE**
To receive the Youth Co-Ordinator's monthly report (*Report C*)
- 8. CIRCUS 2017**
To consider the use of Carvers for a circus (*Report D*)
- 9. BOLLARDS AT LONG LANE**
To consider the Town Clerk's report regarding provision of bollards on Long Lane (*Report E*)
- 10. CENTENARY OF END OF FIRST WORLD WAR**
To consider the Town Clerk's report in respect of supporting a suitable celebration for the centenary of the end of the First World War (*Report F*)
- 11. EVENTS**
To consider the Town Clerk's report in respect of the organisation of events in the town. Since writing the report, it has become known that no representative from Ringwood Events Committee can attend the meeting and, therefore, Members are only asked to consider the report in respect of Armed Forces Day (*Report G*)
- 12. CLEANING AT THE PLACE**
To consider the Deputy Town Clerk's report in respect of cleaning at The Place (*Report H*)
- 13. LONG LANE SPORTS DEVELOPMENT & FOOTBALL CLUB WORKING PARTY**
To consider the Town Clerk's report in respect of the revival of the working party, to investigate proposals for the use of Developers Contributions (*Report I*)
- 14. HIGHTOWN ROAD ALLOTMENTS**
To consider the Town Clerk's report in respect of allotments at Hightown Road (*Report J*)
- 15. LAND ADJACENT TO 8, LAKESIDE**
To consider supporting the disposal of land adjacent to 8, Lakeside, Ringwood (*Report K*)
- 16. EXCLUSION OF THE PRESS AND PUBLIC**
To consider exclusion of public and press for the following items:
- 17. LIGHTING AT THE PLACE**
To consider the Town Clerk's report in respect of lighting to The Place (*Confidential Report L*)

If you would like further information on any of the agenda items, please contact Terry Simpson, Town Clerk on (01425) 484720 or email terry.simpson@ringwood.gov.uk

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Angela Wiseman (Vice Chairman)
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Jacqui Terry

Ex Officio Members

Cllr Tim Ward
Cllr Philip Day

Student Advisors

Oscar Poules
Jack Cheshire

Copied by e-mail to other Members for information

RECREATION, LEISURE AND OPEN SPACES COMMITTEE - 1st MARCH 2017**HUMAN SUNDIAL AND THE MARKET PLACE**

1 The Town Council undertook the restoration of the Jubilee Lamp in the Market Place several years ago at a total cost of £17,000. It was known at the time that additional works to strengthen the supporting stays for the individual lamps would be required

2 It was intended that following on from the restoration of the Lamp the Working Party overseeing the project would investigate and make recommendations for the improvement of the area generally and in particular deal with the renovation of the Human Sundial and the cobblestones forming the surface of the Market Place. It is believed that the Market Place is part of the highway and is subject to parking restrictions. The County and District Councils would therefore need to be consulted on, and approve, any proposals. Similarly there will be a need to involve the owner of the Charter Market in any developments.

3 Members should also be aware that a Time Capsule is located under the Market Place.

4 It was expected that the additional works to the Lamps and the Town Safe in the wall of the Churchyard would be dealt with at the same time as works to the Market Place. It is now understood that the Church is investigating restoration of the Town Safe.

5 In the event no work has been carried out to take this project forward. The lack of progress has been noted by the Ringwood Society and a copy of a report prepared by Dick Sheerin, who was involved when the Human Sundial was installed as part of the Millennium Celebrations, is attached as Appendix A.

6 The condition of the Human Sundial and indeed the surface of the Market Place has been known to your officers for some years. It was for that reason that it was intended that the Working Party appointed to take forward proposals for the Jubilee Lamp would then investigate the issues referred to above and in Dick Sheerin's report.

7 Dick Sheerin has been invited to attend the Committee meeting to explain the issues identified in his report and to answer any questions raised by members.

8 Currently there is no provision in any budget for professional fees to investigate proposals or funding to carry out any works.

9 Officers have not identified any reasons why the Council would not wish to investigate and if possible implement the necessary works to repair the Human Sundial and improve the appearance of the Market Place generally.

10 If members wish to take this project forward it is suggested that the former Jubilee Lamp Working Party should be re-established as a Market Place Improvement Working Party, to include student advisors and possibly representatives of other organisations. It should be noted at this stage that previously the Council's Lead Officer for the project was its Technical Officer which post has now been removed from the establishment. The Working Party's brief would be to produce proposals for consideration by the Council as part of the budget for 2018/19.

A

- 11 It is **recommended** that
- i consideration be given to appointing a Working Party to investigate repairs to the Human Sundial and other environmental improvements to the Market Place; and
 - ii the Working Party comprise members of the Council together with Student Advisors and representatives of such other organisations as the Committee consider will be able to contribute to fulfilling the previous recommendation.

For further information please contact

Terry Simpson
Town Clerk
01425 473883
E-mail: terry.simpson@ringwood.gov.uk

Report on paving in Ringwood Market Place prepared by R A Sheerin RIBA.

Human Sundial and Time Capsule

For some time now the Human Sundial that was installed in the Market Place as part of the Millennium Events has been showing signs of deterioration due to a number of factors.

As I was the designer and involved in its installation I have a special interest in this feature and so I have investigated the options of having the feature repaired. In this respect I have contacted the contractors who were involved in the original work and provided details that can be used to establish what is involved and the cost of having the area refurbished.

Before any works take place I consider that there needs to be some form of investigation to establish why the feature has not lasted and to consider ways that any future work would avoid this happening again. This was not a cheap feature that has not achieved its expected time span. The materials used were considered carefully and expected to last for many years longer than they have.

The principal factor that has caused the most damage is the parking of large vehicles on this area and the market stalls. This combined with the positioning of market stalls especially those with metal legs held down with concrete blocks or other weights. These legs exert a considerable load onto a small area and when placed on the edge of one of the stone details can cause cracks and chips or cause movement to the bed of the stonework. Once the stone is damaged, frost and further damage is caused to the stone especially if the edges are exposed.

I have consulted Hoare Banks Stonemasons regarding the cost for replacing the stone and to relay the area back to as it was originally. I have also asked a specialist block paving contractor to assess the work and to give advice as to how best to protect the feature with revised detailing.

Whilst this work is reasonable clear in its scope there are other issues to consider.

1. The Market Place is used for variety of events in addition to the market itself. Any work needs to take this into consideration. Can the use be confined to exclude traffic over the area of the human sundial? Can casual parking be discouraged? I understand that this area is covered by a 'No Parking' order.
2. There are areas of damage on the central triangle especially in the North West sector around the large tree caused by tree roots. This area needs relaying and the redundant metal tree grid should be removed. If the sundial is relayed this area could be repaired as part of the works.
3. Regardless of the repair, the detail of the feature should be such as to visually discourage traffic over this area except for its use. It has been suggested that stone sets be used similar to other areas around the sundial.

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Appendix A

Provisional costs for the works have been sought. All works will need to include any necessary preparation work, site set up and removal of any waste. Any warranties for the work will by agreement be subject to conditions as to what controls on traffic movement and use of the area will be implemented.

Before final costs are obtained there will be a number of issues to address. These are:-

1. What additional works will be carried out in addition to the replacement of the sundial, particularly to the area under the tree where the paving has lifted by root action. There is also a redundant tree grid from an earlier tree that was removed.
2. There may be additional costs if it will be necessary to control the work to allow for Market activity and this will be needed to be discussed and agreed for any arrangements with Edward Morant
3. Also the time for the work will need to be organised so the work will avoid any town events.

The replacement of the stone provided originally by Hoare Banks was 50mm deep and the new stone thicker should be 70mm and with chamfered edges. All details of lettering to be as existing but with no visual enhancement. Supporting beds will be enhanced. The Time Capsule will be retained and the cap stone repaired.

I understand that parking control is still in place and parking tickets issued. It is assumed that before any work is done that additional controls such as bollards and signs are replaced to provide protection for the sundial in the future.

I have also asked a specialist paving contractor White & Sons to inspect and to give advice on repairs. White & Sons have looked at an enhanced scheme. This has been based on not only relaying the new stone but also carrying out additional repairs and adding details of granite sets to deter traffic over the area of the sundial. They have suggested making an allowance for providing enhanced beds for laying the blocks and stone and for granite sets in a detail around the sundial and inner details.

This report sets out proposals in the form of a discussion document but without the provisional costing. Before final cost can be determined it will be necessary to prepare a more detailed specification for the works and to agree a timeframe. I can provide budget costing if required.

I should be pleased to assist in the arrangement of the work and to be included in providing any documentation for the renovation works and if a fuller report is needed I can help with this and give any guidance that you require.

Please let me know if you require any further documents or drawings.

R. A Sheerin

16/02/2017

RECREATION, LEISURE AND OPEN SPACES COMMITTEE - 1st MARCH 2017**FAMILY FUN DAY**

1 Members will be aware that Churches Together are organising a Family Fun Day at Carvers Recreation Ground on Saturday 10th June 2017. Full details of the event were included with a grant application that was considered by Policy and Finance Committee on 15th February 2017. That meeting approved a grant of £2,000 towards the event.

2 In order to move the event forward and make best use of the facilities at Carvers, the organisers have raised the issues outlined at paragraph three below. These are brought to Committee in view of the effect the use of Carvers for the Fun Day will have on other regular users of the recreation ground and also to establish some principles for future events.

- 3
- i It will be necessary to set up the event on Friday 16th June.
 - ii Will the organisers be permitted to use the cricket pavilion for serving food (burgers etc)?
 - iii Will the organisers be permitted to have a self-contained unit for animals in the same manner as allowed when The Bickerley was used for the event?
 - iv Will the Council loan the pop up tents for the event?
 - v Can The Place be used as a base for young people? The Youth Co-ordinator is in discussion with the organisers to facilitate partnership use of The Place and the toilets during the Fun Day events.
 - vi If required can the organisers have the use of the Council's generators and also to use the power supply on the lamp post on the corner of Carvers Lane;
 - vii Does the Council wish its logo to be used on advertising for the event.

4 As a result of using Carvers for the Fun Day it will not be possible to allow cricket on Saturday 10th June and also possibly Sunday 11th June. This will mean a small loss of income to the Council.

5 In previous years when the Bickerley has not been available the Council has not made a charge for the use of Carvers.

5 If the Committee is minded to approve all or any of the requests it is suggested that the Organisers be required to indemnify the Council from any liability from use of the facilities and also undertake to repair any damage to Carvers or any of the equipment loaned for the event.

6 The Committee is invited to consider whether the requests made for the use of the Councils facilities and equipment for the Fun Day and determine whether any charge should be made for their use and the use of Carvers for the event.

For further information please contact

Terry Simpson
Town Clerk
01425 473883
E-mail: terry.simpson@ringwood.gov.uk

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

THE PLACE AND ASSOCIATED YOUTH WORK.

YOUTH CO-ORDINATOR'S REPORT

I would like to set out what I believe should be the aim of the provision of The Place in the community of Ringwood.

The Place should aim to be the hub for young people between the ages of 13 and 19 years old where they can access services or signposting to relevant services for their particular need and where they can, relax, build relationships, be sure of a consistent positive response from adults who will guide them through the transition to adulthood and independence . There is ongoing informal education in the form of lifeskills, boundary setting, positive regard for others and always a second, third, fourth or more chances to start again when mistakes are made. The Place should be an environment where respect is given to young people first and staff work to gain the respect and trust of young people. The Place should also offer support to young people aged from 11 and up to 25 years old where additional needs are identified which may be cognitive reasoning skills or vulnerability due to life circumstances at the discretion of staff. We will always offer a warm welcome back to young people who have moved on when they wish to touch base and give us an update on their lives.

Valuing of each other and the facility will be embedded into the framework of The Place and the only rule that will be displayed and needed will be the following – **We welcome and will work with anyone unless they are a danger to themselves or others.**

We have always had a strictly no smoking policy in the building or on it's thresholds, this includes electronic vaping equipment as young people can use mind altering illegal substances in these and there is not enough knowledge about the dangers of their use and therefore as a duty of care we do not allow there use. It would be good to have the backing of councillors for this policy.

The Building and equipment

The building has been given some hard use over the last few months by the way that it looks.

1. Outside at the front there is more damage to two of the lights and I am led to believe that there is a problem replacing the covers. I wonder if the intact covers from lights at the rear of the building could be swapped over so that at least the cosmetic look of the building is improved until the replacement covers can be obtained?

C

2. The path lighting to The Place is still not operational and in the winter months this is essential for staff safety and also enabling young people to feel safe attending the centre.
3. It would be helpful to have reliable CCTV to monitor the skate park particularly with a view of the path leading to The Place where it goes between the skate park and the play area as it is a particularly difficult area for natural surveillance.
4. The back wall of the main space has damage to the paintwork and the paint has always clashed with the colour of the upholstery on the main chairs. Could we paint the wall in a dark grey to match other upholstery cost of 2.5 litres of paint approx.. £50. This wall would also benefit from a large drywipe board to use for messages and updates – food on sale or for projecting onto. Approx.. £300
5. The two toasting grills one of which we have had for 12 years need replacing. Approx. £140
6. The Pool table is in a bad state of repair but until the young people have begun again to use it with some care it may be possible to glue the tears. New cue tips are needed and chucks approx.. £10
7. The table tennis table needs replacement balls 150 for £8.
8. The docking station for music has had its speakers damaged beyond repair but for the time being I may have some replacement speakers we can use.
9. There is a comprehensive PA system suitable for bands which was purchased for The Place. I feel that this will only get adequate use if we are able to link with groups within the community who may wish to practice at The Place. This will be on my agenda with the Head Teacher at Ringwood school.

Staff

Maddi Stretton has returned to the staff team and we have two new members of staff starting work at the beginning of March. The new staff will need to complete their safeguarding training, emergency aid and food hygiene.

My safeguarding level three training is due for renewal which I should be able to complete with Dorset county Council. I am also due to renew my food hygiene and should attend a refresher for my 3 day nominated person emergency aid.

Maddi and I are attending a sexual health update conference on the 23rd March.

There is a need for all staff to attend substance misuse training annually as the use of former legal highs and synthetic substances are constantly changing.

We are hoping to have one student from Moorlands college on a placement with us starting ASAP. In the Autumn we hope that we will have four students. This is a very positive experience for our staff and hopefully the students. Our staff learn in the

wash-up part of sessions as they learn theory of youth work through the discussions I have with the students about their learning on that day. Reflective practice therefore becomes a routine part of the work.

As part of all the staff's self awareness I will expect time to be taken to complete the following brief form at the start and end of a session. This is for the individuals use only unless they wish to share it but will help in the understanding of how what we bring to a session may impact on the young people. (appendix 1)

Once a month we need the time to meet as a staff team to reflect on how things are going and to plan for the month ahead. As part of staff development there also needs to be time for staff to have one to one supervision once every six weeks. At our monthly staff meetings we need to have the information available about whether we have any funds for resources to support our informal education. As part of this it would be useful to become a member of the local scrapstore.

Staff need to work closely as a team and therefore we need clear structures for sessions.

15 mins before opening for young people

- i Complete first part of reflective practice form.
- i Check all rooms and areas.
- i Unlock fridge.
- i Turn on water.
- i Wash hands.
- i Food prep.
- i Put out equipment.
- i Set up cash box
- i Check stock
- i Discuss relevant issues which may impact on the session.

All food sales to finish 15 minutes before young people leave the building.

Classical music played for the last 5 minutes of the session.

15minute close down for staff.

- i Close and lock doors
- i Turn off all appliances
- i Check all rooms and areas particularly windows and toilets.
- i Clean and wash-up as necessary
- i Do inventory of stock
- i Sweep and mop floor
- i Have reflection of session and complete self evaluation form.

Plan for dangerous and challenging behaviour

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1. Work together as a team. All staff support the decision taken no matter who made the decision within the team. The decision will be discussed when things are under control and away from young people.
2. It is essential to remember that the safety of staff, young people and lastly the building are the bottom line.
3. Discretely as possible check the building and lock doors to contain young people in one area. Close the kitchen shutter. Turn off media.
4. Support the message to ask young people to leave. When young people are outside decide weather and time of year permitting, whether to stay and talk to young people outside or to leave so they disperse and regroup at next session. Decide whether to call the police.

Safeguarding

Any member of staff when talking to a young person who gets the feeling that the young person may be about to disclose that they are at risk of harm or abuse from another **MUST** pass on their concerns to their line manager. It is also important to tell the young person that if they disclose then you are obliged by law to pass on to children's services that information. **Do not** engage in conversation about the situation as it is vital not to ask leading questions.

Young People

Having witnessed young people's behaviour over the last few weeks via CCTV I do not envisage it being an easy ride for the staff team when we take over. There has been a distinct lack of boundaries and these need re-establishing. We need the support of councillors in the decisions we make as a staff team and this may be having to close some sessions early as our maxim has always been 'you abuse it, you lose it.' Having seen various sessions on CCTV it is clear that there have not been large numbers of young people in The Place so I am optimistic that things will settle given a little time.

Progress on future work

During the last month I have met with various people to start to plan for the future.

Chris Newman from the church and I met to discuss the use of the place by the church on a Thursday. We also discussed whether with volunteers from the church we may be able to offer a breakfast club on one day at the weekends and also that this may be a valuable service for young people during the school holidays when young people who qualify for free school meals do not get that provision putting tremendous strain on vulnerable families. I had the idea that we could charge a flat rate for coming to the 'club' which would then include food and a drink for that fee.

Mandy Robbins from TUFF turn up for fun is very keen to work together with us to provide activities for younger young people. She also has contacts with someone who works with the community in showing how you can eat well for less. This may be a good link with the idea of a breakfast club. Mandy would also be able to work on providing activities during the school holidays.

Hazel Blake PCSO – I met with Hazel who had not had any contact with The Place for a number of months. She is keen to meet once a month formally with the staff

and also to pop in regularly to re-inforce our joint messages to young people about community responsibility.

Ringwood School – I worked a morning with the 6th form on their health fair and took the opportunity to talk to a number of students about their potential use of The Place. They were very sure that lunch time café provision would not work for them as there was too little time during their lunch break. This was re-emphasised by the head teacher to The Clerk and Deputy Clerk in their meeting last week. I plan to meet with the head and key staff to see how we can work together on projects and plans.

Health Managers – I had a meeting planned with the Matron and sexual health nurse manager on the 9th February and they did not attend the meeting. I have followed this up with phone messages and emails to no avail yet. I will be following this up as it is a key service for young people which needs to be based at The place.

CAMHS – The contact and person who used the Place early in the summer sadly has moved on. I therefore contacted the main number for CAMHS in Hampshire and was advised to send an email which would be cascaded to staff about potential use of the Place. This I did but have not heard anything by reply. I will follow up with further enquiries.

Young Carers – I have a meeting with Marie Shotbolt from young carers at the end of February. This will be to set up sessions for young people who are particularly vulnerable due to their responsibilities for caring for a parent or family member.

I also need to make contact with the group who cater for young people on the autistic spectrum. Maddi also has contacts with the Sheiling school who may wish to use The Place for their students to have experiences out in the community.

Last year we supported Spanish students on an exchange programme. Their hosts wished to make a regular booking for their students to have activity days all together. This would probably be quarterly.

To make use of the café space in the youth centre it would be good to establish a community café which could use the Place daily between 10:00am and 2:00pm if we could enable a handful of students who are on alternative timetables, from the school to help with this they may be able to add it to their CV's and it would also promote inter generational cohesion. I believe that such an enterprise should be promoting healthy choice foods and that we could ask the local supermarkets to support this with donations of perishable surplus to sales food.

Core work – I believe that we need to be promoting personal, social and health education through our generic sessions with young people. This needs a budget to provide resources from outside staff to physical resources for our own staff to use. Stacey Miller provides training for staff and also does workshops and courses of work with young people. Last summer she was prepared to do a series of workshops with young people which we would evaluate with them and then use the evidence gained to support bids for funding via grants. Stacey is an experienced professional who would help us with this. I promoted her work to Ringwood school last summer who now regularly use her for her expertise.

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I see my core work to be in doing work within the school to raise awareness of The Place and build relationships with the school senior management team to work together for the benefit of young people in school and at The Place.

Maddi and I have spent time over the last few weeks tidying and planning. I have put together two hypothetical potential timetables for The Place both of which could work. The second however puts our working sessions as Tuesday, Wednesday, Friday and possibly Saturday morning. Our experience showed that opening at 3:30pm was not using staff time most efficiently. The Place was often very quiet until 4:30 approx. Therefore if we opened a little later and saved some hours we would potentially have the flexibility to open for a short time on a Saturday which would then give us evidence of whether that time is needed? Also if we opened on Tuesday instead of Monday it would give provision right through from Tuesday to Saturday. These ideas are not set in stone as it will be necessary to find out when our new staff have availability. (see appendices 2 & 3)

Promotion of The Place – At the moment the Place has a blank face – there is no clue from the outside or inside as to what the building is for and what it's purpose is. I have a meeting with a shopfitter to give me a quote for displays for the two small room windows . He is going to quote for estate agent style tensioned wire displays with L.E.D surrounds . Placing these in the two small rooms they will not be vulnerable to tampering and the health room can promote it's services and the groupwork room can promote general information about the place.

Family Fun Day 10th June – we plan to open the place for the family fun day but wish to target young people by offering creative experiences for them . Potentially six activities that young people can have a go at for example extreme knitting, throwing a pot, making your own bath bomb etc... this will have a backdrop of information about The Place.

Carnival – If we can attract alternative sustainable craft stalls we can charge them to be in The Place (the attraction of being dry and warm may work) and then have safe lifestyle messages around too – i.e have a go with beer goggles, check your carbon monoxide levels

I hope that this report has given you an idea of the work which I have done and plan to do with partners.

Reflective practice form

Name

Date.....

On arrival before the session

Time

1. When I think about how my day has been so far I feel... ..

2. I think the session is going to be

3. I would like to achieve these things during the session.....

After the session

Time

4. When I think about how the session was I feel... ..

5. I now feel my day has been.....

6. I achieved the following during the session.....

C



Reflective practice form

Name

Date.....

Appendix 2

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning						Breakfast group	
	school	school	school	school	school		
Afternoon	Maddi (Juniors)		Jo (Health Clinic)	Church			
	Jenny (Juniors)	Young Carers	Jenny (Health Clinic)	Church	Girls group		
Evening	Maddi	Young Carers	Simon	Church	Jo		
	Jenny		Jenny	Church	Simon		

- i Maddi x 2
- i Jo x 2
- i Simon x 2
- i Need 10 sessions to cover work which means I have to work 4 = 12 hours which means I regain 3 x hours
- i To cut costs of cover for staff holiday time it may be worth considering closing for 2 weeks out of the 6 in the summer holidays and modifying opening in the rest of the time?
- i If each member of staff has 5 x weeks holiday then that is 30 sessions to cover with the part time staff and to cover my leave will be an additional 20 sessions equating to 50 sessions . If each member of staff is off sick two weeks out of the year this adds another 20 sessions. This all equates to 210 youth work hours, 312 hours is a 6 x hour contract for a year.



Week 1 (Week 2 Simon + Jo swap)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00							
10:00							
11:00							
12:00							
4:00		Maddi + Simon	Jenny + Jo				
5:00		Maddi + Simon	Jenny + Jo	Church			
6:00		Maddi + Simon	Jenny + Jo	Church			
7:00		Maddi + Simon	Jenny + Jo	Church			
8:00		Maddi + Simon	Jenny + Jo	Church	Phil + Jenny + Simon + Jo		
9:00		Maddi + Simon	Jenny + Jo		Phil + Jenny + Simon + Jo		
10:00					Phil + Jenny + Simon + Jo		
11:00							
Total Hours		4.5 for young people	4.5 for young people		Jo & Simon 1.5 hours each		

- i Maddi use extra time to do write-up and prepare for opening
- i Monday and Wednesday open at 4:30 for young people



RECREATION, LEISURE & OPEN SPACES COMMITTEE

CIRCUS GINNETT

1. The Town Council have received a request from Circus Ginnett to visit Ringwood in August as part of their tour this year. Normally Officers would approve the application to use the Bickerley under their delegated powers.
2. Unfortunately this year as Members will know the Village Green is still out of action and the only location available is Carvers. Officers are concerned about the ground conditions and knock on effects if approval is given to use Carvers.
3. As a result of using Carvers for the Circus it will not be possible to allow cricket which will have an adverse effect on the Club. The Cricket Club is a regular user of Carvers and withdrawing their use of the pitches will act as a disincentive for continuation of a local sports club. Other events have also been moved to Carvers and this has resulted in less days being available for cricket. The Council will also suffer a small loss in cricket income fees but this should be offset or charged to the Circus.
4. Last year Wessex Water agreed to pay compensation to the Council for loss of income but despite making approaches to it this year it is not known at present if they are prepared to provide compensation for the inability to use the Bickerley for the Circus or other events.
5. It is **recommended** that unless Wessex Water is prepared to compensate the Council by covering lost income at Carvers and also meeting the cost of preventative measures to mitigate damage to Carvers and to meeting all costs of reinstatement the application for use of Carvers for the Circus be refused.

For further information, contact:

Terry Simpson
Town Clerk
01425 473883
town.council@ringwood.gov.uk

RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1st MARCH 2017

PROVISION OF BOLLARDS ON LONG LANE

1 Councillors have drawn officers' attention to the indiscriminate parking on the grass verges forming the visibility splays on the corner of Long Lane and Moortown Lane. Wooden bollards were originally installed on the verge adjoining the Council's sports field which had the effect of stopping parking on that verge. Over time these were replaced as they broke or rotted. These were recently all replaced with concrete bollards which the Council already had in store. The concrete bollards have proved to be very effective.

2 The verge on the opposite side of Long Lane, the western side, also started to be used for parking. In an effort to deter such use because it interfered with the visibility of drivers exiting Long Lane onto Moortown Lane, temporary orange plastic fencing to was installed. That deterred parking but has become dilapidated and now been removed.

3 Since the verge is part of the highway, the Highways Manager - West has been consulted on the possibility of installing concrete bollards on the western visibility splay at Long Lane. He has agreed to the proposal although he will need to determine the location of services before reaching a final decision as to the precise positioning of each bollard. He has also indicated that the County Council may be able to provide some assistance towards the project in the new financial year. Discussions are ongoing with him to move this proposal forward subject to it being approved by this Committee.

4 A total of twenty bollards, of a design provided by the County Council, will be needed at a unit cost of £12.25 each plus £6.06 if it is determined that reflective bands are required on each bollard. The total cost of the bollards will be between £245 and £366. The installation of the bollards can be undertaken by the ground staff. But as they are exceedingly heavy and the Council does not have its own lifting and deep hole digging equipment it is estimated that labour costs will be in the order of £275.

5 The Town Council has no legal responsibility for the visibility splay grass verge or for restricting parking in that area. Nonetheless the Committee may consider that as the Town Council leases the sports field directly opposite it is likely that the users of that field are causing the problem and the Town Council should take a wider view in the interests of road safety.

6 There is no specific provision in the budget for the installation of these bollards. If the scheme is approved expenditure will need to be met from savings. In these circumstances, and subject to the Committee approving the proposals, it is suggested that the scheme should be identified as one to proceed when compensating savings are made within the Committee's overall budget.

7 It is **recommended** that subject to the Committee approving the scheme and the satisfactory conclusion of discussions with the Highways Manager that the proposals proceed when savings have been identified in the 2017/18 approved budget for grounds maintenance.

For further information please contact

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RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1st MARCH 2017
END OF FIRST WORLD WAR CENTENARY

The year 2018 will be the centenary of the end of the First World War.

During discussions with Councillor Thierry the Revd Terry Roberts has suggested that it would be appropriate to mark the occasion with an event within the Town. In that connection he has approached the Town Council to ascertain whether it would be possible for the Town Council to facilitate the appointment of a Working Party to discuss the 100th anniversary and plan a suitable celebration.

The proposal would see the establishment of the Working Party comprising councillors, the British Legion and others with Sir Desmond Swaine as its Patron. Although facilitating the Working Party it is understood that the Town Council would not be expected to be the lead organiser or provide direct administrative support for the event.

Amongst the activities it is hoped to achieve with Remembrance Sunday being the 11th November 2018 would be the attendance of a military detachment from the Regiment that has the Freedom of New Forest, the addition of names to the existing War Memorial and consideration of an Armed Forces event this year.

Subject to the point in the following paragraph it is not thought that there will be significant costs associated with any event although it is hoped that the Town Council would meet the cost of printing, estimated at £150, for the Remembrance Day service.

As part of its support for the event it is understood that it is hoped that the Town would appoint members to the Working Party and contribute towards event costs.

It is **recommended** that

- i the proposed centenary celebration of the end of World War 1 be supported;
- ii Policy and Finance Committee be requested to approve underwriting the cost of service sheets for the Remembrance Day service from its grants budget;
- iii if invited to do so the Council appoints representatives to a Working Party established to organise the Celebrations; and
- iv the organisers be advised that if further reasonable requests for support are received for the event these would be considered in a sympathetic manner.

For further information please contact

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RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1ST MARCH 2017

ARRANGEMENTS FOR ORGANISATION OF EVENTS IN RINGWOOD

1. INTRODUCTION

As members are aware the Town Council has traditionally facilitated and supported events organised in the town by way of grant aid, free or reduced use costs of open spaces and buildings and also a limited amount of staff time which mostly has seen ground staff assist with the movement of stalls, etc.

In the more recent past office based staff have also undertaken a considerable amount of work in association with a relatively newly formed Ringwood Events Committee.

Ringwood Events Committee was formed as a vehicle to organise various events in the town. Whilst the Town Clerk served on the Committee, and was indeed its Chairman, he did so in a private capacity.

In 2016 the following events were held under the auspices of Ringwood Events Committee:-

- 25th June – Armed Forces day
- 4th November – Bonfire Night with fireworks and fair
- 3rd December – Christmas Lights Switch On

Between 2014 and June 2016 the following events were organised by Ringwood Town Council:-

- 6th December 2014 – Christmas Lights Switch On
- 6th December 2014 – Christmas Window Display Competition
- 27th June 2015 – Armed Forces Day
- 5th December 2016 – Christmas Lights Switch On
- 5th December 2016 – Christmas Window Display Competition
- 12th June 2016 – HM The Queen's 90th birthday street party. Organised with Churches Together in Ringwood. It incorporated an Italian Market outside the Gateway building, arranged by Ringwood Town Council. Ringwood Events Committee donated £300 towards this event.

In addition other residents organised the Fanfare for Spring, Carnival and the Pedal Car Grand Prix.

2. CURRENT SITUATION

Rae Frederick and Nicky Jowett, the remaining members of the Ringwood Events Committee, are in the process of reorganising the Committee and have met with your Chairman and Vice Chairman and the Chairman and Vice Chairman of Policy and Finance Committee. It is likely the Committee will be renamed as part of its reorganisation but for the purposes of this report it will continue to be referred to with its former title.

Whilst neither was responsible for the financial side of Ringwood Events Committee they do hold some financial records and have indicated that they would be prepared to

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share these with the Chairman of Policy and Finance Committee. This would allow the Council to have a better understanding of income achieved at the events and also the amounts contributed by sponsors.

However they were aware that a substantial donation had been made to Fanfare for Spring and Christmas trees were provided for local schools.

3. PROPOSALS FOR THE FUTURE

In reforming an Events Committee the two ladies indicated that they would wish to continue organising a series of events in the town such as the Bonfire Night fireworks and the Christmas Lights Switch On. In the case of the latter it should be noted that the Town Council funds the lights and it is the event surrounding the switch on that was undertaken by Ringwood Events Committee in 2016. Obviously the street party event held in 2016 is not relevant this year, although it should be noted that the Town Council organised the Italian Market outside the Gateway as part of this event.

Ringwood Events Committee would not wish to organise the Armed Forces day celebration in 2017. In this connection it was suggested that whilst the first such event, held on the Bickerley in 2015 and organised by Ringwood Town Council, was a success this was not so successful when the Ringwood Events Committee held it at Carvers Recreation Ground in 2016.

Events organised by Ringwood Events Committee were on an entirely voluntary basis except for any support provided from within the Town Council's office. The Events Committee believe that if they are to take the initiative forward it would be necessary to pay themselves an income but continue to make donations to charitable organisations in the town.

As part of their programme the Events Committee would seek use of the Gateway Square for various types of markets, including continental markets, previously organised by Ringwood Town Council and held in the Market Place (one Italian Market and one French Market) on one weekend each month. This would have an effect on the Town Council's income as fees received in the past were paid direct to the Council.

The Council already has arrangements with a private operator for an Antiques and Decorative Arts Fair once a month held in the Gateway Square from March to December.

Whilst reasonable use of the Gateway Square for Markets and Fairs provides a centre of activity in the area, care has to be taken to ensure that such use does not interfere with weddings held in the Forest Suite. In the past there has been conflict and too frequent use of the Square will have an impact on the use of the Forest Suite as a quality wedding venue.

4. FINANCIAL IMPLICATIONS

Unless the Town Council wishes to provide seed corn funding or make staffing resources available there will be no cost to the Council except that there might be the loss of opportunity income from use of the Gateway Square if no charge is made for its use.

5. CONCLUSIONS

An Events Committee will provide the opportunity for a continuous stream of events throughout the year at little or no cost to the Council. However many of the events may well be centred on the Gateway Square and care will need to be taken to ensure that the events do not conflict with weddings held at the Gateway or are contrary to members expectations for availability of that area as a general walk through area to Town.

Rae Frederick and Nicky Jowett have been invited to attend the meeting to explain their proposal more fully to members and also respond to any questions that members may wish to raise.

6. RECOMMENDATIONS

6.1 It is **recommended** that:-

- i having considered the information in this report and any further information by the Events Committee that the Committee determines on behalf of the Council the request for use of the Gateway Square for events; OR
- ii makes a recommendation to Council in relation to the requests outlined in this report;
- iii. consideration be given as to the level of fees, if any, to be charged for use of the Gateway Square; and
- iv. the Council be advised on whether consideration should be given to holding a celebration on Armed Forces Day in 2017.

For further information, contact:

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**REPORT TO RECREATION, LEISURE & OPEN SPACES COMMITTEE
1 MARCH 2017**

CLEANING AT THE PLACE

1. INTRODUCTION

- 1.1 Current arrangements for cleaning at The Place need to be reviewed following the resignation of a member of staff who held the position of Cleaner. In addition, the weekly cleaning of the hard floor and monthly cleaning of the windows (internal and external) is contracted out, as these tasks require specialist equipment.
- 1.2 This presents an opportunity to bring all the cleaning back in-house, reducing the need to oversee external contracts. It is possible that existing staff could take on the cleaning, which would ensure that the building is looked after with pride.
- 1.3 Although the staffing cost would increase (this post was previously paid at minimum wage for a young person), the Council could invest in the specialist equipment required in order to save costs in the longer term.
- 1.4 Cllr Ring, who has vast experience of cleaning contracts, has visited The Place to review requirements. He recommends that, with the right equipment to clean the floor, a Cleaner working 4 hours per week would be sufficient. He has agreed to investigate the type and cost of equipment required, and it is hoped this information will be available at the meeting. It may be necessary to maintain a contract for a monthly clean of the external windows, and this will be investigated further.

2. RECOMMENDATION

- 2.1 It is RECOMMENDED that
 - 1) If savings or alternative sources of funding can be identified, officers be authorised to purchase the necessary cleaning equipment; and
 - 2) That a Cleaner be employed for 4 hours a week, the cost of which can be met from existing budgets.

For further information, please contact:
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RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1st MARCH 2017
LAND AT LONG LANE – SECTION 106 CONTRIBUTIONS

- 1** The Town Council now owns or leases significant areas of land at Long Lane most of which is used for sports purposes together the site of the allotments.
- 2** As part of the development of sports facilities the Council purchased the freehold of land from Mr Guy from its own financial resources and intended to use funds from Developers Contributions to carry out the development proposals. At that time a small Working Party was established comprising three councillors. Currently membership of the Working party comprises Councillors M Thierry and Mrs A Wiseman with one vacancy.
- 3** Although the District's proposals to meet the Governments requirement for allocation of land for more housing has identified this area as a potential site for residential development it is suggested that it is likely it will be many years before this land will be used for this purpose.
- 4** There is currently a shortfall in sports pitch provision within the town and it is suggested that it would be inappropriate to leave the latest area of land purchased unused simply to await development in future if that indeed proceeds in line with the District's proposals.
- 5** There are also significant Developers Contributions funds allocated for sports development in the town. There is a risk that if these are not used within a reasonable period for the purposes for which they were collected then these funds would be lost to the town.
- 6** It is **recommended** that
 - i the vacancy on the Long Lane Working Party be filled; and
 - ii the Working Party investigate proposals for use of Developers Contributions and report back to the Committee with proposals for its consideration.

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RECREATION, LEISURE & OPEN SPACES COMMITTEE

ALLOTMENTS

1. The Council owns three sites that are used for the provision of allotments. Over a period of years the Council has managed the allotments to ensure that these meet the needs of Ringwood residents.
2. At one stage applicants could be on the waiting list for many years whilst some of the allotments were underused and were in a poor state. In order to make better use of the allotment sites and provide plots that were more manageable for a greater number of residents, we reduced the size of the larger allotments as they became vacant. Currently a single plot measures 18.5m x 6m and a mini plot measures 5m x 5m. We still have a number of historical double plots, which are twice the length of a single plot. This allowed a greater number of residents to have access to allotments and ensured that large areas of some allotments ceased to be left uncultivated.
3. In addition and taking account of the social benefits of allotments the Council introduced 'mini plots' at the Hightown Road site. These were aimed at the elderly, pensioners and persons living alone who did not need a full allotment and indeed could not have managed any of the other allotments provided by the Council.
4. At the end of 2016 the Town Council had a number of allotments at the Upper Kingston site available to re-let. To date, the majority of these allotment plots have now been re-let and there are only two single plots available for re-letting. The Hightown Road and Southampton Road allotment sites do not have any plots available at the moment to let.
5. The waiting list has gone down. Those applicants still on the list are looking for specific sites and sizes of allotments (i.e. mini plot at Hightown Road), which are not available at the moment.
6. The situation is manageable as the waiting list is relatively low. However this needs to be kept under review so that the Council can respond to future demand which it is believed will be for the provision of more mini plots.
7. It is **recommended** that if there is a continuing demand for mini plots at Hightown Road consideration be given to dividing a further single size allotment, when one becomes vacant, into four mini plots.

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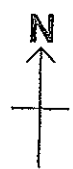
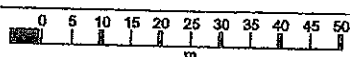
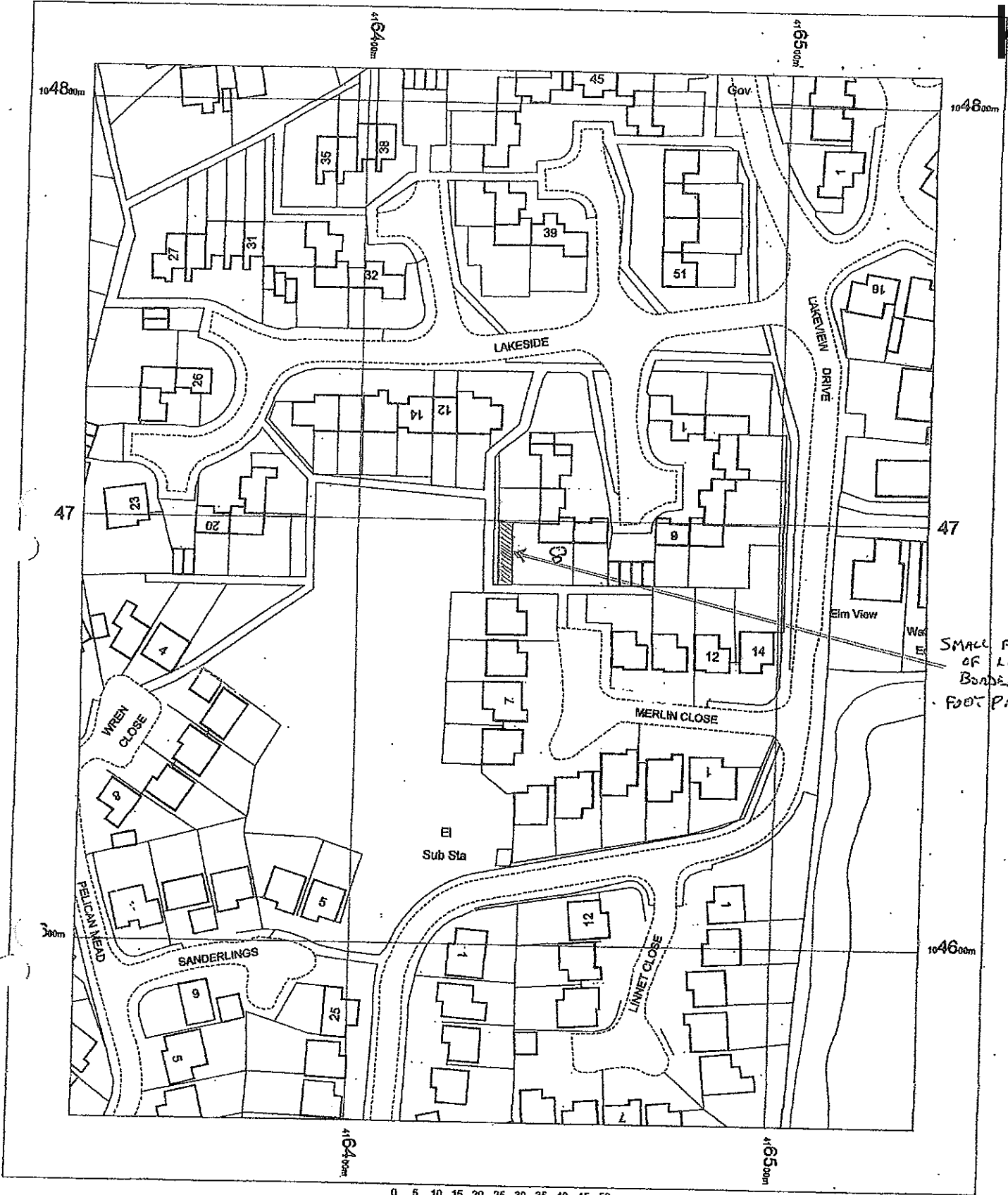
RECREATION, LEISURE AND OPEN SPACES COMMITTEE – 1st MARCH 2017
LAND AT FOREST EDGE OPEN SPACE

- 1 The Town Council holds the Open Space at Forest Edge, off Crow Lane from the District Council on a 99 year lease from 21st April 1992. The lease requires the Town Council to maintain the open space to a suitable standard for public use.
- 2 The owners of no 8 Lakeside have enquired whether they would be permitted to purchase a small part of that open space located between their boundary fence and a footpath that borders the open space. The area of land is shown hatched on the attached plan and has a width of approximately three metres. It comprises a footpath verge rather than contributing to the overall benefit of the open space.
- 3 The applicants would want to incorporate the land into their garden to bring their boundary fence in line with those of their neighbours. The additional land would allow an extension to be built to provide separate bedrooms for their two children.
- 4 As the land is owned by the District Council it will be that authority that would have to approve any sale. The District Council has now requested the Town Council's views on the proposal as any agreement would require an amendment to the Lease.
- 5 Whilst forming part of the open space this small area contributes to it only in terms of visual amenity as the presence of the footpath effectively reduces its benefit as physically useable open space. It is not believed that disposal would interfere with the actual use of the area.
- 6 If the area is to be sold then as it is open space the District Council will need to advertise that possibility and invite representations to the disposal. In order to incorporate the land into the garden it is also likely that planning consent would be required.
- 7 The Committee is invited to consider the request and if it is prepared to accede to disposal it should be conditional upon:
 - i the full value of the land to be disposed of being achieved
 - ii the applicants meeting all and any costs of the Town Council that may be incurred in obtaining consent to the disposal, its change of use and achieving the sale of the land.

It is **recommended** that consideration be given to the request and the District Council advised as to whether the Town Council would support disposal of the land.

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OS Mastermap
 28 April 2012, ID: CM-00146170
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