

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

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

Held on Wednesday 1st November 2017 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Angela Wiseman (Vice-Chairman)
Cllr Philip Day
Cllr Darren Loose
Cllr Anne Murphy
Cllr Gloria O'Reilly

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Jade Eaton, Student Advisor
Charlotte Hardy, Student Advisor
Isaac Skirton, Student Advisor
Cllr Jeremy Heron

O/S5716 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllr Ring and Cllr Ward.

OS/5717 DECLARATIONS OF INTEREST

There were none.

OS/5718 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 4th October 2017, having been circulated, be approved and signed as a correct record.

OS/5719 THE PLACE

The Town Clerk tabled a report (*Annex A*) on café opening times and youth work sessions that had taken place at The Place, during October. This data would be incorporated into more detailed future reports, which the new Facility Manager would prepare. He hoped that as Members become sufficiently assured with the direction, management and operation of The Place, that the need to report to Committee, in the future, would be by exception. Members agreed that it would be helpful to include the number of people using the café and attending youth sessions, along with some financial information.

Referring to the report, he highlighted the two youth sessions, which had to close early due to disruptive behaviour. The Youth Workers were concerned about the use of substances that have psychoactive effects and the behaviour being exhibited. Ringwood School has raised an issue with drug dealing at Carvers with the Police and the Town Clerk and Youth Co-Ordinator had met with the Police, in order to act on these concerns.

A meeting of The Place Working Party was being arranged, at which 1) further details on behaviour and substance abuse would be provided in order for Members to consider

appropriate action; 2) an update on employee related issues would be provided and 3) the role of the Trustees of The Place would be considered, as this was currently uncertain.

The Town Clerk confirmed that the Youth Co-Ordinator was currently working her notice period, which would expire in four weeks time and he would press ahead with recruitment of the Facility Manager and Lead Youth Worker positions.

Regarding the role of the Trustees, Cllr Heron commented that it was unclear how this role would operate within the new structure and the different view of how the facility should be run. It was pointed out that there had not been a Trustees meeting in a very long time and it would be helpful and courteous to provide some information, even if their position was not yet determined.

In respect of the maintenance problems identified, the flooding of the wet room had been referred back to the contractors as a defect and this would be resolved as a snagging issue and the Grounds Foreman was being consulted in regard to the best solution for the door handles.

RESOLVED: That the report on session times and the Town Clerk's verbal update on The Place be noted.

ACTION C Wilkins

OS/5720

CEMETERY MAINTENANCE AND MANAGEMENT

The Town Clerk was conscious of the views of members of the public in respect of the condition of the town's cemetery. He personally wished the cemetery to be somewhere that the town is proud of and intended to get the maintenance of it right. Presenting his report (*Annex B*), he requested that Members provide direction in respect of the standards expected, by indicating which of the options they wished to pursue. A detailed project proposal, including financial information, would be prepared on the basis of the preferred option, with a view to factoring this into the budgetary planning process for next year.

Members were in agreement that it was right to place importance on the quality of the cemetery and welcomed the Town Clerk's report. The general view was that resources had been diverted over the last few years and they wished to support the proposal to focus more on maintenance of the cemetery. It was agreed that Option C and the two-sided columbarium project be investigated further, but that in respect of the boundary with the rugby club, a hedge be planted rather than a wall or fence. It was also suggested that there should be a fenced off area for a skip to be located, to replace the bins that need regular emptying.

RESOLVED: That Option C be investigated further, with a detailed proposal being presented to the Committee at a future meeting.

ACTION C Wilkins

OS/5721

MARKETS

Members considered the Town Clerk's report on monthly speciality markets (*Annex C*) and the request to formalise a policy on the hire of Gateway Square. There followed a lengthy debate and discussions included:-

- confirmation that currently there is no separate provider wishing to hold a market in the Gateway Square. There had been some suggestion in the past that Ringwood Events Committee might be interested, but this was not now the case
- ownership and maintenance of Gateway Square – NFDC happy for RTC to keep any income generated
- restrictions on organising markets, Market rights and Manorial rights, licence fees
- the position of current Antiques Market which has been successful in bringing people into the town, Councillors were keen to see it continue
- reservations with making a long term commitment with any one market provider as circumstances may change
- not preventing occasional use for good causes, for example, poppy appeal, carnival, Fanfare for Spring
- advertising the opportunity to other market providers through the Council’s website
- fees charged for the use of Gateway Square and the need to review fees
- whether to review the previous resolution to have only 1 market a month, having been reluctant at that time to use the Gateway Square, due to impact on Hampshire registration services (there are 5 weddings booked on Saturdays in the next 6 months)
- desire to bring the Market Place into use, enquire into the possibility of the Antiques Market, now it is established, moving to the Market Place
- difficulties with markets in the Market Place, loss of parking, public highway, highways issues, access to bus depot, impact on high street traders

Rather than adopt a prescriptive policy, Members agreed on the key principles to be applied, as follows:

‘In principle, the Council is keen to attract visitors to the town by holding markets (that do not compete with the regular Wednesday market), with up to two Saturday markets being organised per month and is happy that the Gateway Square is used for this purpose, subject to Hampshire County Council raising no objection. The Council wishes to promote the use of the Market Place for markets, but not at the expense of the possibility of losing interest from other markets.’

Members agreed that the monthly Antiques Fair be allowed to continue for a further 12 months, until December 2018 and that this is reviewed in September. This is on the basis that should there be any opportunity for another market, that an alternative Saturday per month is available.

RESOLVED: That the above key principles are to be applied when considering requests to organise speciality markets in the town.

ACTION C Wilkins

OS/5722
PROJECT OVERSIGHT AND PLANNING

Members received updated versions of the project progress report and the new projects planner (*Annex D*).

The Town Clerk reported that there would be some training for office staff and once the probation period of a new grounds person was complete, some further training would be scheduled.

In relation to play equipment, he indicated that staff time was an issue and suggested that a different approach might be adopted, in that the Council determine the amount to be spent and play equipment providers be asked to assess and suggest replacement equipment, within the given budget.

In respect of the War Memorial repairs, the Town Clerk was liaising with Reverend Terry Roberts and Kevin Jones and the specification of works was near completion. The next stage was to investigate and apply for grants and arrange for the work, which needed to be completed in readiness for Armistice Day 2018.

The Town Clerk reported that in respect of the lighting at Carvers, the contractors were on-site and the project was due to be completed by the end of November.

Members wished for the following two items to be added to the new projects form:-

1) Land near to Folly Farm – to use this land for some purpose, for example, mountain biking. The Town Council owns the land, but it is within the parish of St Leonards and St Ives and the Town Clerk advised that its Council should be consulted on any plans for the land.

2) Hedge around the War Memorial gardens – removal of the hedge and incorporate the path into the gardens, so that it's better used and to enhance the area. This would be put forward as a project, but it would need to be determined whether it would fall to this Committee or Planning, Town and Environment Committee under its 'Town Centre Improvements' project.

RESOLVED: That the update in respect of projects be received and the additional two projects identified be added.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.24pm.

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

RECEIVED
29th November 2017

APPROVED
6th December 2017

TOWN MAYOR

COMMITTEE CHAIRMAN

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
2nd Cafe - 10:30 - 3:00pm	3rd Cafe - 10:30 - 3:00pm JC meeting with Ringwood school re. Food project. Desire to continue and develop the project. youth session 4:30 - 9:00pm	4th Cafe - 10:30 - 3:00pm youth session 4:30 - 9:00pm	5th Cafe - 10:30 - 3:00pm	6th Cafe - 10:30 - 3:00pm Youth session 8:00pm until 10:30pm. Very challengin g behaviour. Maybe substance driven. On roof. Closed early.	7th	8th
9th Cafe - 10:30 - 3:00pm	10th Cafe - 10:30 - 3:00pm youth session 4:30 - 9:00pm	11th Cafe - 10:30 - 3:00pm ASD support group 10 - 1:00pm youth session closed due to behaviour previous evening. Youth workers met to talk to young people about the decision and their behaviour.	12th Cafe - 10:30 - 3:00pm	13th Cafe - 10:30 - 3:00pm Youth session 8:00 until 10:30 . Very busy but good atmospher e.	14th	15th J.C support Churches at The Place 9:00pm - 12:00
16th Cafe - 10:30 -	17th Cafe - 10:30 -	18th Cafe - 10:30 -	19th Cafe - 10:30 -	20th Cafe - 10:30 -	21st	22nd

A

3:00pm	3:00pm youth session 4:30 - 9:00pm	3:00pm youth session 4:30 - 9:00pm	3:00pm	3:00pm Youth session cancelled due to behaviour on 18th. Staff met and talked to young people about issues. 6:30 - 7:30		
23rd Cafe - 12:00- 3:00pm Youth work staff supported the cafe from 12 until 3pm during half term.	24th Cafe - 10:30 - 3:00pm Youth work staff supported the cafe from 12 until 3pm during half term. Youth session 6:00 - 9:00	25th Cafe - 10:30 - 3:00pm Youth work staff supported the cafe from 12 until 3pm during half term. Youth session 6:00 - 9:00	26th Cafe - 10:30 - 3:00pm Youth work staff supported the cafe from 12 until 3pm during half term.	27th Cafe - 10:30 - 3:00pm Youth work staff supported the cafe from 12 until 3pm during half term. Youth session 8:00 until 10:30. Good session .	28th	29th
30th Cafe - 10:30 - 3:00pm	31st Cafe - 10:30 - 3:00pm youth youth session 4:30 - 9:00pm 4:30 - 9:00pm					

- There were 13 sessions of youth work planned for October . Two staff on duty apart from Wednesday 4th and Wednesday 18th when Madelaine Stretton was working from 7:30 until 9:00 offering confidential relationships and sexual health support to young people. These sessions have been well received by young people , particularly the girls.

- The above sessions equate to 102 hours of youth work delivered as face to face sessions. This does not include support work needed to enable this to happen eg. Paperwork, meetings with partner organisations.
- This month we have struggled with young people's substance use. Their behaviour when this impacts is extremely difficult to manage and when the staff, building or safety of young people are compromised we close. The last occasion I was not working and the young people prevented the staff from leaving the building and there were very personal verbal attacks made towards a member of staff. The staff rota was changed for the following week so that I worked with the member of staff affected. This session was fine.
- Youth work staff supported Tracy at the cafe in half term as she should **not** be working on her own.
- JC has been in liaison with the local health visitor and Bernardo's community health promotion worker to enable parent support sessions to happen at The Place. In particular breast feeding support.
- A booking has been taken for a children's party on the 12th November. The hirer was astounded at the cost and the fact that there would be no way of providing hot drinks to parents! The cost is she said double at least if that for comparable halls and they would include use of the kitchen.
- Yet another door handle has failed in The Place. Also through first time use of the shower it has come to light that there is a problem with the drainage of the 'wet room' with the building flooding into the health room and the hallway.
- 205 young people have signed in to The Place since the beginning of March 2017. We average 25 to 30 young people per session. The average age is approximately 15. Over time we see twice as many boys as girls. During a youth session we can take as much as £20 in food sales or as little as £3. There is no pattern.

Cemetery Maintenance and Management

1. Introduction and reason why report required

- 1.1 Several maintenance and management issues concerning the cemetery have arisen. Since some are linked, it is more sensible to consider them together than separately.
- 1.2 The issues are:
 - 1.2.1 The space for interment of cremated remains is nearly full;
 - 1.2.2 No decision has been taken on the columbarium proposal;
 - 1.2.3 A permanent replacement for the boundary hedge with the rugby ground is needed;
 - 1.2.4 The roadside boundary wall and the walls between sections of the cemetery are becoming dilapidated
 - 1.2.5 Some paths have been damaged by tree roots.
- 1.3 Some of these issues are more pressing than others but guidance from members on their preferred approach to them all is sought. This will enable a comprehensive and consistent plan for the future management and development of the cemetery to be prepared.

2. Background information, options, impact assessment and risks

- 2.1 In an effort to simplify the choices to be made three options are offered, members may of course, modify these as desired.
- 2.2 *Option A (lowest initial cost)*. Designate an additional area of ground for interment of cremated remains. No columbarium. Create a permanent but inexpensive hedge or fence along the rugby ground boundary. Carry out essential reactive repairs to walls and paths only.
- 2.3 *Option B (moderate initial cost)*. Build a single-sided columbarium on the rugby ground boundary (as exclusive future provision for cremated remains). Carry out pro-active re-build/repair of roadside boundary wall. Reactive (but restitutionary) repairs only to other walls and all paths.
- 2.4 *Option C (highest initial cost)*. Build double-sided columbarium as replacement for the existing internal wall running north-south (as exclusive future provision for cremated remains). Create a permanent high-quality wall or fence with the rugby ground. Carry out pro-active repairs to all other walls and all paths.
- 2.5 Option A would require the least investment of money and attention but carries no prospect of additional financial return, merely postpones certain issues and will lead to a noticeable decline in the appearance of the cemetery over time.
- 2.6 Option B would require significant capital investment and a significant investment of time and attention to deliver. However, it would generate significant financial returns over time and enhance the appearance of the cemetery.
- 2.7 Option C would require an even larger investment of capital but, given the potential for even greater financial return, may represent better value over the longer term. The effect on the appearance of the cemetery would be significantly greater also.
- 2.8 If members favour Option B or Option C (or a variant of one of them), a fuller analysis of the impacts, regulatory requirements and financial risks should be undertaken as part of the next stage of planning.

3. Issues for decision and any recommendations

B

3.1 ***Which option to choose to guide the future management and maintenance of the cemetery and how (if at all) to modify it.***

For further information, contact:

Chris Wilkins, Town Clerk
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Monthly speciality markets

1. Introduction and reason why report required

- 1.1 This committee resolved at its meeting on 4th January 2017 (minute ref. OS/5640) “that the Antiques and Decorative Arts Fairs be held in Gateway Square on the second Saturday of each month from March to December 2017, and that a full review be carried out in September 2017 prior to any bookings being taken for 2018.”
- 1.2 The review referred to has not yet taken place and is now required.

2. Background information, options, impact assessment and risks

- 2.1 The Antiques and Decorative Arts Fairs have been taking place as authorised. The provider is understood to be willing and keen that they continue.
- 2.2 It is understood that a separate provider is willing and keen to organize regular speciality markets in addition to or instead of the Antiques and Decorative Arts Fairs.
- 2.3 The council should adopt a clear policy to guide staff in arranging bookings and publicity for these events. Members are free to agree such a policy subject only to the following constraints:
 - ¿ Gateway Square does not belong to the Council and events held there are subject to the over-riding authority of New Forest District Council;
 - ¿ The market rights in Ringwood do not belong to the Council and any such events are subject to obtaining licence from the rights holder;
 - ¿ In making commercial arrangements with other parties like market providers, the council is obliged to treat all potential providers fairly; and
 - ¿ The usual requirement in respect of all decision-making to have regard to health and safety, crime and disorder and equalities legislation.

3. Issues for decision and any recommendations

3.1 *What policy to adopt with regard to booking speciality markets in Gateway Square after December 2017.*

For further information, contact:

Chris Wilkins, Town Clerk
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Item No.	Name	Recent developments	Resource use				Finish in 2017-18?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2017-18 budget)								
1	Training		£1,810	£195	£1,000	Significant	Unlikely	Training needs will be assessed at annual reviews and a realistic revenue budget determined
2	Installation of improved CCTV @ Ringwood Cemetery	Project completed	£1,000	£990	990	Moderate	Finished	The improvements are installed and working.
Projects with budgetary implications (not included in 2017-18 budget but added since)								
3	Play equipment replacement							To be funded from earmarked reserves
4	War Memorial repairs	Requirement under review for preparation of specification of works.		£0	£?	Moderate	Possible	To be funded from reserves (£1,500) and grants (balance) – latter yet to be secured.
Projects with no budgetary implications								
5	Lighting at Carvers	Contractor engaged. Works expected during late October and November.				Moderate	Probable	To be funded from developer contributions held by NFDC



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Priority (specify target completion date)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)									
A1	Market Place	Human Sun Dial repair, new benches, cycle stands and signage	£0	£?	£?	Significant	Significant	Significant	
A2	Long Lane Sports Fields	Improvements to football and other sports facilities	£?	£?	£?	Significant	Significant	Significant	
A3	Cemetery improvements	Repairs and improvements to walls and paths possibly including a columbarium	£0	£?	£0	Minimal	Significant	None	
A4	Carvers Rec improvements	Installation of fitness trail and running track Creation of car parking	£?	£?	£?	?	?	None	
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Land adjoining Poulner Pits		£0	£?	£?				
B2	Tennis at Carvers Rec	Improvements	£0	£?	£?				
B3	Riverside Walk		£0	£?	£0				
B4	Footpath extension at The Bickerley		£0	£?	£?				
B5	Brockey Sands	Volunteer-led environmental improvement?	£0	£?	£?				
B6	Green Sheds at Carvers	Replace facility	£?	£?	£0				
Projects with no budgetary implications									
	None								