

Ringwood Town Council

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

Tel: 01425 473883

www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

1st February 2018

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 7th February 2018** at 7.00pm* or at the conclusion of the public participation session and your attendance is requested.

Mr C Wilkins
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 3rd January 2018

4. RISK OF DELAYS TO REINSTATEMENT OF THE BICKERLEY

To note the Town Clerk's report (*Report A*)

5. THE PLACE

To receive verbal reports from Officers on recent developments

6. EVENTS

To receive verbal reports from Officers and Councillors

7. WAR MEMORIAL REFURBISHMENT

To consider the project outline prepared by the Town Clerk (*Report B*)

8. INTRUDER ALARM MONITORING

To consider the Town Clerk's report in respect of intruder alarm monitoring (*Report C*)

9. FEES AND CHARGES 2018/19

To consider the RFO's report regarding the review of fees and charges for 2018/19 (*Report D*)

10. PLAY AREAS

To consider the Deputy Town Clerk's report (*Report E*)

11. PROJECT OVERSIGHT

To review the progress of current projects, and note any changes to new projects planner following approval of the 2018/19 budget by Council on 31 January 2018 (*Report F*)

12. REMEMBRANCE AND MARKING THE CENTENARY OF THE ARMISTICE

To consider proposals for how the Town Council will mark this important anniversary

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Angela Wiseman (Vice Chairman)
Cllr Darren Loose
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Tony Ring
VACANCY
Cllr Tim Ward

Ex Officio Members

Cllr Tim Ward
Cllr Philip Day

Student Advisors

Jade Eaton
Charlotte Hardy
Isaac Skirton

Copied by e-mail to other Members for information

Risk of delays to reinstatement of the Bickerley

1. Introduction and reason for report

- 1.1 The reinstatement of the Bickerley following drainage works is proceeding more slowly than expected and members need to be aware of the risks of further delay and its potential consequences.

2. Background information, options, impact assessment and risks

- 2.1 Members will already be aware of the drainage improvement works carried out by Wessex Water on the Bickerley and that the ground has not been reinstated and public access restored when planned. The ground continues to remain susceptible to ponding of surface water and this has prevented removal of the temporary fencing. Even ground free of surface water remains soft. Wessex Water has confirmed in recent discussions that it will commission further works in the hope of rectifying these problems but this cannot be done until weather and other circumstances permit. It is therefore uncertain at present when further remedial work will be done, whether it will cure the problem and when the ground will be firm enough to bear public access (especially vehicular access for public events such as the funfair).
- 2.2 Officers consider that the surface of the common may not be dry and firm enough to support the activities formerly carried on there until the ground has had sufficient time to settle and re-compact. This process could take another two years. Certainly, there is now a serious risk that the Bickerley will not be available for any public events this year. It would be prudent to make contingency plans accordingly.
- 2.3 As with previous years, Carvers Recreation Ground is the most suitable alternative venue for the relevant events. The temporary trackway used to protect its surface last year was only partially effective and (officers understand) very expensive indeed for Wessex Water who paid for it. Officers consider that it would be simpler and more cost effective to plan for a certain amount of damage and the remedying of it. However, such a course might lead to significant damage if conditions are extremely unfavourable (possibly even rendering it impracticable to host more than one event in quick succession there).
- 2.4 Officers propose to:
 - 2.4.1 continue to monitor the situation and report significant developments to members;
 - 2.4.2 continue to press Wessex Water to proceed with remediation at the Bickerley at the earliest date possible; and
 - 2.4.3 instruct an agent or surveyor to represent the Council in further discussions about remedial works and negotiations about compensation with Wessex Water provided Wessex Water bears the fees (as it indicated it would when it served the statutory notice of the scheme in July 2015).
- 2.5 Notwithstanding item 2.4.3 above and that compensation for the full costs consequential on the continued delay (to include lost revenue from events cancelled or relocated at a loss and the costs of further remediation works at Carvers) will be sought, it would be prudent to mitigate costs arising from the likely delay since, at this stage, officers cannot guarantee that Wessex Water will ultimately bear these in full and plan events accordingly.

3. Issues for decision and any recommendations

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There is no issue for decision at this time. RECOMMENDATION: To note this report.

For further information, contact:

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

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



Ringwood Town Council

Project Outline: War Memorial Refurbishment

1. Introduction and background

The need for repairs and minor alterations to the war memorial was identified by early 2016. Two estimates from stonemasons were obtained that year but these included no precise details of the works required. The local branch of the Royal British Legion Club is willing to advise upon the project and assist in procuring funding for it.

2. Objectives

Main: To complete essential refurbishments, corrections and additions to the memorial in readiness for Remembrance Day 2018.

Secondary: To acquire an accurate survey and updated record of the state and condition of the memorial.

3. Probable Timeline

Stage	Description	Target end date
Project preparation	Project design (inc. research and commissioning of measured survey)	Completed
Project start	Member approval of Project Outline & phase 1	07 Feb. 2018
Phase 1	Commission visual survey of defects and prepare specification of works	31 March 2018
Phase 2	Tendering exercise, funding and consent applications and contract award	30 June 2018
Phase 3	Completion of works and reinstatement of site	30 Sept. 2018

4. Management

This will be a Town Council project (since the memorial stands on land owned by the council and in order to ensure full recovery of VAT on expenditure). It should, therefore, be overseen by the Recreation, Leisure & Open Spaces Committee and managed by the Town Clerk (subject to committee approval of phases 2 & 3). Volunteers will undertake the necessary research. Sheerin Bettle Architecture will prepare the specification and obtain prices.

5. Costs and budget

The measured survey cost £125. The previous quotes were not based on any survey or specification so the figures obtained give no reliable guide to the likely cost. The council has set £1,500 aside for the project. It is hoped that a grant will cover three-quarters of the cost of the works and crowd-funding will cover the rest leaving the council to bear only the survey cost already incurred. More detailed and reliable figures will be available when approval is sought for phases 2 and 3.

Intruder alarm monitoring and key-holding service

1. Introduction and reason for report

- 1.1 This committee recommended at its December meeting that steps be taken to upgrade the intruder alarm systems at the three sites where they are presently installed including the addition of alarm monitoring and key-holding services (see Minute ref OS/5729). Costs for the hardware installations required have already been provided. Quotations for the alarm monitoring and key-holding service have now been obtained.

2. Background information, options, impact assessment and risks

- 2.1 The quotations from three SIA-accredited suppliers operating locally have been obtained as follows:

Supplier	Annual Charge	Call-out charge	Additional hours on site
"A"	£600	£30 (first hour)	£23
"B"	£600	£30 (first 30 mins)	£25
"C"	£399	£15 (first hour)	£12.50

Supplier names have been with-held for commercial reasons; councillors may apply to the Town Clerk to be told them if desired.

- 2.2 Officers propose to proceed with the hardware installation and initiation of the alarm monitoring and key-holding service with supplier "C" as soon as practicable unless there is any objection from members.

3. Issues for decision and any recommendations

There is no issue for decision at this time. RECOMMENDATION: To note this report.

For further information, contact:

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

RECREATION, LEISURE AND OPEN SPACES COMMITTEE
7th FEBRUARY 2018

FEES & CHARGES 2017/2018

1. INTRODUCTION

- 1.1 Members are required to consider proposals to adjust the discretionary fees and charges applied for the use of sports facilities, cemeteries and allotments.
- 1.2 The proposals are set out in Appendix A

2. FEES & CHARGES 2018/19 – MAIN CONSIDERATIONS

- 2.1 In preparing the budget for 2018/19, a default assumption of 2% inflation was applied. This generated an increase in planned income from fees & charges of £1,747.
- 2.2 However, it is impractical and may well be counterproductive to apply a 2% increase to each individual service charge. Some of the services provided by the Town Council have seen a reduction in activity and any increase might well accelerate this reduction. Other services are more robust and some have seen little or no increase for a number of years.
- 2.3 Sports and playing fields have seen a decline, most noticeably in tennis and ad hoc pitch hire. Club block booking remain healthy but such arrangements are not covered by these fees and charges, although they are informed by them. Pitch hire fees were last increased in 2015 and it is proposed, therefore, to increase block booking charges by 12.5% to £80.00 per match for senior players and a similar percentage increase for juniors. Members should note that the annual fee for the lease to the Football Club of grounds at Long Lane is due for renewal in August 2018. The cost of hire for the Bickerly (and Carvers) will increase by 3.2% to £155 per day/overnight hiring.
- 2.4 Consolidation of allotment pricing took place last year. Currently there are a handful of vacant plots and no waiting list and so it is proposed that fees remain at the current level for 2018/19.
- 2.5 Cemeteries charges were increased significantly in 2013. Income has been variable but it is unclear whether the price is a significant factor. However, it is proposed that, given the substantial increases five years ago, only very minor changes be introduced for 2018/19.
- 2.6 Room hire at the Place is significantly lower than comparable venue hire at, for example, the Gateway. It is proposed, therefore to increase the price of hiring the main hall from £12.50 per hour to £15.00 per hour (2%) but give discounts for block booking subject to agreement with the manager. By comparison, the Forest Suite is £30.00 per hour.

3. FINANCIAL IMPLICATIONS

- 3.1 It is unlikely that the proposed increases will, in isolation, deliver the planned income growth. However, the rent review at Long Lane will narrow the gap considerably and there is no reason that income targets should not be met.

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4. RECOMMENDATIONS

It is recommended that, subject to amendments made at this meeting:

- i) the proposed fees & charges in Appendix A be approved,

For further information please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tel: 01425 484723		Tel: 01425 484720

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

FEES AND CHARGES FOR 2017/18 WITH PROPOSALS FOR 2018/19

ALLOTMENTS

SITE		2017/18 Residents	2017/18 Existing Non Residents	Proposal for 2018/19 Residents	Proposal for 2018/19 Existing Non Residents
Southampton Road	Double Plot	£50.00	£100.00	£ 50.00	£ 100.00
Southampton Road	Single Plot	£25.00	£50.00	£ 25.00	£ 50.00
Southampton Road	Mini Plot	£15.00	£30.00	£ 15.00	£ 30.00
Hightown Road	Single Plot	£25.00	£50.00	£ 25.00	£ 50.00
Hightown Road	Mini Plot	£15.00	£30.00	£ 15.00	£ 30.00
Upper Kingston	Double Plot	£60.00	£120.00	£ 60.00	£ 120.00
Upper Kingston	Single Plot	£30.00	£60.00	£ 30.00	£ 60.00

For all non-resident applicants, the charge is double that of residents.

SPORTS FACILITIES - CARVERS

2017/18 Cricket	Proposal for 2018/19
Block Booking: £70.00 per match – seniors £35.00 per match – juniors	£ 80.00 £ 40.00
Casual Booking (plus VAT): £80 – seniors at w/ends and full weekdays £75 – seniors weekday evenings £50 – juniors at w/ends and full weekdays £45 – juniors weekday evenings	£ 85.00 £ 80.00 £ 55.00 £ 50.00

LONG LANE

2017/18 Football	Proposal for 2018/19
Block Booking:	
£70 per match - seniors	£ 80.00
£35 per match - juniors	£ 40.00
£80 per session – mini (2 pitches)	£ 85.00
£35 9v9 per match	£ 40.00
£30 7 v 7 per match	£ 35.00
£20 5 v 5 per match	£ 25.00
Casual Booking (plus VAT):	
£75 per match - seniors	£ 80.00
£35 per match - juniors	£ 40.00

BICKERLEY

Each overnight stay (plus cost of portable toilet) Deposit chargeable £100/£150/£500	2017/18	Proposal for 2018/19
	£150	£155

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CEMETERY

Interment Fees

	2017/18	Proposed 2018/19
Child up to age 7	No charge	No charge
Child aged 7 to 16 years *	No charge	No charge
Person over 16 years *	£280	£280
Burial of Ashes	£140	£140
Scattering of Ashes	£60	£60

∩ Excludes grave digging

Purchase of Exclusive Rights of Burial for 5 years

	2017/18	Proposed 2018/19
Infant's grave 4' deep	£200	£200
Earth Grave 8' deep	£450	£450
Construction of Walled Grave or Vault in Old Section only	Cost to be borne by applicant	Cost to be borne by Applicant

Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery

	2017/18	Proposed 2018/19
Infant's Grave 4' Deep	£35	£40
Earth Grave	£75	£80

Purchase of Exclusive Right of Burial for 30 years at time of Interment

	2017/18	Proposed 2018/19
Infant's Grave 4' deep	£200	£200
Earth Grave 8' deep	£450	£450
Construction of Walled Grave or Vault in Old Section only 8' deep	Cost to be borne by applicant	Cost to be borne by Applicant

Purchase of Exclusive Right of Burial of Ashes for 5 years

	2017/18	Proposed 2018/19
Each single plot has a plot number	£125	£125
Each double plot has two consecutive single plot numbers	£250	£250

Renewal of Reserving Exclusive Right of Burial of Ashes for 5 years

	2017/18	Proposed 2018/19
Single Ashes Plot	£30	£30
Double Ashes Plot	£55	£55

Purchase of Exclusive Right of Burial of Ashes for 30 years at time of Interment

	2017/18	Proposed 2018/19
Each single plot has a plot number	£125	£125
Each double plot has two consecutive single plot numbers	£250	£250

NOTE: Non parishioner fees are quadrupled

APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

		2017/18	Proposed 2018/19
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	Unconsecrated £135	£140
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where subsequent work is required to monuments, payable with memorial fees		Consecrated £400	£400
Vase with name inscribed/Baby headstone		£65	£65
Each inscription after the first		£65	£65
Headstone for new ashes plots Row T and child up to 16 years 1'8"w x 1'9"h x 10"d		£65	£65
Photo plaque on headstone		No charge	No charge
Flat stone (where no room on an existing memorial for added inscription	12" x 18"	£75	£80

Memorials in New Garden of Rest for Purchased Cremation Plots

		2017/18	Proposed 2018/19
Each single plot has a plot number	Memorial size 22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£75	£80
Each double plot has two consecutive plot numbers	22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm	£150	£160

Memorials in Old Garden of Rest (note size differs)

		2017/18	Proposed 2018/19
Single plot size	Memorial size 24" x 12" x 4" <i>sloping to 2"</i>	£75	£80

	2017/18	Proposed 2018/19
Cemetery and Memorial Search Fees	First 15 minutes free of charge, thereafter £40	£40

	2017/18	Proposed 2018/19
Faculty for Exhumation in Consecrated Ground	£250	£250

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THE PLACE, CARVERS RECREATION GROUND

Advance booking two weeks in advance	2017/18	2018/19
Main Hall	£12.50 per hour	£15.00 per hour
Small Meeting Room / Medical Room	£10 per hour	£10.00 per Hour
Games Equipment	£5 per session	£5.00 per session
Tables & Chairs	£5 per session	£5.00 per session

Late booking less than 2 weeks in advance

Main Hall	£15 per hour	£20.00 per hour
Small Meeting Room / Medical Room	£12.50 per hour	£15.00 per hour
Games Equipment	£7 per session	£10.00 per session
Extra Tables/Chairs (up to 20 chairs)	£7 per session	£10.00 per session

N.B. Each room has existing chairs and tables for youth activities. The above prices are where additional tables and chairs are requested.

All prices are subject to VAT

Cancellation

The booking fee is non-refundable if booking is cancelled less than 24 hours prior to the booking.

Block Booking Policy

Block booking may attract a discount on the above rates, subject to agreement with the manager of the Place.

**REPORT TO RECREATION, LEISURE & OPEN SPACES COMMITTEE
7 FEBRUARY 2018**

CHILDREN'S PLAYGROUNDS

1. The Council is responsible for three children's playgrounds in the town at Carvers Recreation Ground, North Poulner Road (Toad Corner), and Ash Grove. The majority of the play equipment in Carvers was installed in 2000, Toad Corner was new in 2005 and Ash Grove in 2012.
2. Inevitably, due to its age, there are some pieces of equipment that could do with being replaced, although it should be noted that the playgrounds are regularly inspected and all equipment remains safe to use.
3. The Council holds a budget Provision for replacement play equipment and, notwithstanding any unforeseen expenditure, the balance of this Provision at the end of the current financial year will be £38,151. A further £6,900 will be transferred to the Provision in 2018/19, taking the total to £45,051.
4. Officers have identified some equipment they believe should be replaced, based on the level of ongoing maintenance required, and on feedback received from members of the public. However, in order to assess and prioritise works, and to determine what is achievable within the limited budget, it is suggested that a number of playground companies are invited to evaluate the current equipment and provide a recommended programme for replacement.
5. It is **RECOMMENDED** that Members consider allocating a fixed budget of, say, £40,000 and that up to six playground companies be invited to submit recommendations for replacement equipment.

For further information, please contact:
Mrs Jo Hurd
Deputy Town Clerk
Tel: 01425 484721
Email: jo.hurd@ringwood.gov.uk



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)								
A1	Training	Committee accepted officers' recommendation that this additional budget be vired to health & safety support	£1,810	£0	£0	Significant	Unlikely	The non-recurrent training approved at last budget setting has not been undertaken and can now best be addressed in other ways; especially through fund-raising training at a more appropriate level and external health & safety support.
A2	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)								
B1	Play equipment replacement	None		£0	£?	Moderate	Unlikely	To be funded from earmarked reserves. Report submitted by Deputy Town Clerk for consideration by committee on 7 th Feb.
B2	War Memorial repairs	Committee accepted officers' recommendation that tentative provision of £1,500 be transferred to earmarked reserve.		£125	£125	Moderate	Unlikely	Project outline prepared for consideration at meeting on 7 February 2018
B3	Intruder alarm monitoring	Quote for hardware installation received. Quotes for response service being obtained.		£0	£4,200	Moderate	Probable	This is being prioritized over other work. Non-recurrent cost is estimated at £4,200. Report on recurrent costs prepared for consideration on 7 th Feb.
Projects with no budgetary implications								
C1	Lighting at Carvers	Installation work has completed and the system is working with one				Moderate	Probable	Substantial completion has been certified and the bulk of the contract price paid from

		faulty unit.						developer contributions held by NFDC. Snagging items are covered by a small retention.	
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Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2018-19 budget)									
A1	Long Lane Sports Fields	Feasibility study into improvements to football and other sports facilities (s.106 funding?)	£0	£0	£5,250	Significant	Significant	Significant	N/A
A2	Cemetery improvements	Repairs and improvements to walls and paths (postpone columbarium?)	£0	£3,000	£0	Minimal	Significant	None	1
A3	Carvers Rec improvements	Installation of fitness trail (postpone running track and creation of car park?)	£0	£0	£10,000	Minimal	Moderate	None	3
A4	Mansfield Rd verge	Plant & maintain beech hedge along BT premises	£0	£1,160	£?	Minimal	Moderate	Moderate	2
A5	Grounds Equipment Purchase	Replacement of 7yo front deck mower	£0	£20,000	£0	None	Moderate	None	4
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				
B7	Land at Folly Farm	Develop leisure use	£?	£?	£?				
B8	War Memorial Gardens	Incorporate path and enhance boundary features	£0	£?	£?				
Projects with no budgetary implications									



	None									
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