

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

31st January 2019

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 6th February 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 2nd January 2019

5. ANNUAL REVIEW OF THE GROUNDS MAINTENANCE TEAM'S WORK PROGRAMME

To receive a report from the Grounds Foreman and review the grounds maintenance schedule (*Report A*)

6. TREE MANAGEMENT

To consider approving the Tree Policy and implementation of the Tree Risk Management Plan (*Report B*)

7. ALLOTMENTS

To receive a verbal report from the Town Clerk on proposed land transfer and its implications

8. CARVERS CLUBHOUSE

i) To receive the Manager's monthly report (*Report C*)

ii) To receive the notes from the Carvers Working Party meeting on 29th January 2019 (*Report D – to follow*)

9. EVENTS MANAGEMENT

To receive report on events and consider the Events Programme for 2019 (*Report E*)

10. CHRISTMAS ILLUMINATIONS

To consider the report and draft project brief (*Report F*)

10. PROJECTS

To receive an update on projects (*Report G*)

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 Hilary Edge
Cllr Darren Loose
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Tim Ward

Ex Officio Members

Cllr Tony Ring
Cllr Philip Day

Student Advisors

Imogen Lines-Clarke
Alana Morris

Copied by e-mail to other Members for information

6th February 2019

Annual Review of the Grounds Maintenance Team's Work Programme

1. Introduction

- 1.1 The committee resolved in October 2018 (see minute reference no. OS/5815) to review the work programme of the Grounds Maintenance Team (GMT) each year. Although initially planned for the November meeting, the Grounds Foreman is able to attend this meeting and the timing appears appropriate.

2. Background information, options, impact assessment and risks

- 2.1 The GMT does not organize its work according to a written programme nor does it work to standards formally set for it. The GMT members (and the Foreman in particular) are aware in general terms of what work needs doing where and when. Specific tasks are assigned and undertaken according to weather conditions and other constraints either from the general requirement or in response to specific instructions from the Town Clerk or reports of particular requirements. Work is undertaken to the highest standard that time and other constraints allow with standards being adjusted in response to comments received. The current approach is therefore based on practicality, pride in the job and common sense.
- 2.2 At least one attempt was made in the past to define the work programme and standards more formally (see attached). This document certainly gives a comprehensive (and largely accurate) overview of the areas covered by the GMT and the general nature of the work done there. However, the time estimates should be treated with caution and the growth and cut heights viewed as aspirational at best. It is not considered practical or desirable to try to prescribe the work of the GMT to that degree of detail given the unpredictability of the weather and other constraints and the flexibility required of them to cope with additional/unplanned work.
- 2.3 However, there is no reason why members should not give general directions about assigning raising or lowering the priority given to certain areas or types of work. The GMT will then seek to adjust their efforts accordingly.
- 2.4 This meeting will also give members an opportunity to question the Grounds Foreman about any aspect of the work of the GMT.

3. Recommendation

Members are respectfully invited to note this report and any further information given at the meeting by the Grounds Foreman and to agree any directions desired to be given to guide the work programme of the GMT.

For further information, contact:

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

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: BICKERLEY VILLAGE GREEN

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave (cut under trees and banks) GRASS ROADSIDE VERGE	26448	m2	6"	4"	3"	6 p.a.		8 hrs	Use topper for main area.
b. Cut and leave (*see note) OBSTACLES, STRIM AROUND	474	m2	8"	2"	1½ "	3 p.a.			Include all banks to be mowed with front deck 4 wheel drive up and down.
c. Generally TREES AND SHRUBS	370	NA	6"	2"	½"	3 p.a.		2 men 1 day	
d. Trim trees to edge of grassed area. Remove side branches below 6 ft	83	m	3ft	6ft	3ft	Annually by Feb			
e. Flail all ground scrub and brambles to edge of tree/shrub canopy	83	m	6ft	6"	2"	Annually by Feb 6 p.a.		½ hr	
f. Blow off footpath									
*Note – land owned by HCC work to be done only at request of and funded by HCC.									

LOCATION NUMBER: 1
PLAN NUMBER : 1

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: JUBILEE GARDENS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
Cut a leave	2,021	m2	2½"	1½"	1"	Weekly		1 hrs	Blow off footpaths
Strim edges	453	m	6"	2"	½"	1 p.a.		2 hrs	
GRASS BANK, SLOPE (with strimmer)	360	m2	12"	4"	1"	10 p.a.		¼ hr	
TREES AND SHRUBS									
d. Cut back to edge of grassed area (Jubilee Gardens side)	70	m	18ft	12ft	7ft	Annually In Autumn	Light trim in summer		In-house by hand
OBSTACLES, STRIM AROUND									
e. Generally	32	NA	4"	2"	½"	6 p.a.		½ hr	

LOCATION NUMBER: 2

PLAN NUMBER: 2

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: WAR MEMORIAL GARDENS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
Cut and leave	2,100	m2	2½"	1½"	1"	Weekly in growing season		1 hr	Blow off footpaths
Strim edges	137	m	4"	2"	½"	1 p.a.		½ hr	
Strim edges	194	m	4"	2"	½"	4 p.a.		½ hr	
Strim edges	22	m	4"	2"	½"	12 p.a.		½ hr	
HEDGES									
e. Cut back hedge adjoining highway to 1.90m high, two sides and top?	75	m	2.3m	1.9m	1.5m	1 p.a.		2 days 3 men Eaf	In-house by hand
f. Cut back hedge adjoining side/rear footpath to no greater than 1.50m high, two sides and top	105	m	2.3m	1.9m	1.5m	1 p.a. +	Light trim in summer		In-house by hand
OBSTACLES, STRIM AROUND									
g. Generally	7	NA	4"	2"	½"	12 p.a.		½ hr	
h. War memorial stone clean stone and surround							Annually end of Oct		

LOCATION NUMBER: 3

S:/Open Spaces/Grounds Maintenance Contract Amended – 2014.doc
Last amended: 01.02.2014

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OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: DR LITTLE GARDENS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave & blow off foot paths	3,360	m2	2½"	1½"	1	Weekly in growing season 8 p.a.		1 ½ hrs	In-house by hand
b. Strim edges	445	m	3"	2"	½"				
HEDGE									
c. Cut back to edge of grassed area	62	m	3ft	1ft	3"	1 p.a.		3 hrs 3 men	
OBSTACLES, STRIM AROUND									
d. Generally						8 p.a.			
TREES	66	m	4"	2"	½"			1 hr	
e. Prune lower branches as needed									
No strimming will be undertaken along wall if vagrants living there, suggest weed kill	53		6ft	10ft	5ft	Annually			In-house by hand

LOCATION NUMBER: 4
 PLAN NUMBER : 4

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: CARVERS SPORTS GROUND

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
Hard Tennis Courts - sweep courts						Monthly			
Renew white lining						Annually or when required			
Repaint surface green						To be agreed			
Inspect lights to ensure in working order						Monthly			
Check fencing						Weekly			
Check nets/posts etc.						Weekly			

LOCATION NUMBER: 5
 PLAN NUMBER : 5

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: **CARVERS SPORTS GROUND**

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Cricket Outfield	27,060	m2	4"	2"	1"	Weekly	During the summer	3 hrs	
Cricket Square	900	m2	15mm	10mm	1mm	Weekly	During the summer	1 hr	
	900	m2	18mm	15mm	10mm	Monthly	During the winter September	2 days 2 men	
Scarified						annually			
Spiked – 2 ways - 1 way						annually monthly	September Until Jan	3 hrs	
Top dressing & seeding						annually or patching	During the season	2 days 2 men	
Rolling						weekly	February - April		need to roll for 80 hours when wicket is dry
White lining - boundary						1-3 times weekly	Before matches from April	½ hr per wicket	
Watering						Daily if dry	During the season		
Weed & feed						Annually	Spring & autumn Oct,Nov, Dec	3 hrs	
Slitting (all carvers)						Annually		1 day	

Cricket wicket	500.28	m2	15mm	10mm	1mm	weekly	During the summer	2 hrs	cut, rake, cut & mark out
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LOCATION NUMBER:5

PLAN NUMBER: 5

**** All cricket measurements are recommended by I.O.G.**

(page 2 of 3)

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: CARVERS SPORTS GROUND

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
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GRASS									
Slitting all Carvers						monthly	In winter with our slitter	1 day	When and if required by school.
Rounders						weekly	April to July	1 hr	
3 pitches White line marking									
HEDGE									
Hand cut hedge adjoining Southampton Road to height of 1.7m high	92	m	2.3m	1.9m	1.5	twice per annum		In-house by hand	

LOCATION NUMBER: 5

PLAN NUMBER : 5

(page 3 of 3)

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: KINGFISHER OPEN SPACE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	4,042	m2	4"	3"	2 "	Weekly		1 hr	Always mow banks with front deck mower in 4 wheel drive up & down
b. Strim edges	274	m	6"	2"	½"	8 p.a.		¾ hr	
HEDGE									
Cut back to 1.50m high	46	m	2.5m	1.7m	1.5m	1 p.a.	Annually		In-house by hand In-house by hand
Cut back to 1.50m high on one side by hand (along footpath might trim in summer)	46	m	2.5m	1.7m	1.5m	2 p.a.	Annually		
OBSTACLES, STRIM AROUND									
Generally	7	NA	6"	2"	½"	8 p.a.		1 hr	

LOCATION NUMBER: 6

PLAN NUMBER : 6

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: NORTH POULNER PLAY AREA (KICK PARK)

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	8,835	m2	5"	3"	2"	Weekly		2 hrs	
b. Strim edges	463	m	6"	2"	1/2"	8 p.a.		3/4 hr	
HEDGE Cut back to 1.50m high, one side and top by machine	370	m	3m	2.7m	1.5m	Annually			In-house by hand
SHRUBS									
d. Prune well each year	15	NA	3m	2.7m	1.5m	Annually			In-house
Note:									
1. Hedge depth to be max of 15ft									
2. Max shrub diameter to be 8ft									

LOCATION NUMBER: 7

PLAN NUMBER: 7

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: ASH GROVE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
Cut and leave (enclosed play park cut with hand mower)	3,500	m2	4"	3"	1½"	Weekly		1 hr	
			2"	1½"	1"	Weekly		1 hr	
** See Note ** GRASS, DRAINAGE DITCH									
Cut and leave with strimmers Weed kill	790	m2	3ft	8"	2"		Twice annually	late spring late summer	Apply weed killer annually (Clive to confirm)
OBSTACLES, STRIM AROUND									
d. Generally	3	NA	6"	3"	1½"	8 p.a.	Thurs		
HEDGES									
Machine cut top and one side. Breadth of hedge to be cut to 1.5m width	195	m	2.5m	2m	1.5m	Annually			Contractor – by machine

LOCATION NUMBER: 8

PLAN NUMBER: 8

**** Note:- **** Drainage ditch now maintained by RTC. Grass to be strimmed as required. Nettles to be treated with weed killer as required.

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: FOREST EDGE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	3,675	m2	5"	3"	1½"	Weekly		1½ hrs	
b. Strim edges	657	m	6"	2"	1"	8 p.a. i.e. Monthly, March to Oct		½ hr	
OBSTACLES, STRIM AROUND									
c. Generally	4	NA	6"	2"	1"	8 p.a. monthly, March to Oct	Thurs	1 hr	
SHRUB/PLANTER BEDS									
d. Pruning	1,447	m2	2.5m	1.7m	1.5m	Annually in Autumn	Annually		In-house
HEDGES									
Maintain at depth of between 10ft and 15ft. Machine cut major lengths and hand finish	257	m	2.5m	1.7m	1.5m	Once per annum in Jan/Feb			In-house by hand and contractor by machine

LOCATION NUMBER: 9

PLAN NUMBER : 9

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: GREENWAYS, CHRISTCHURCH ROAD

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut at rear (mulching mower)		m2	4"	3"	1.5"	Weekly			Will end when sold
Cut at front (hand mower) and side		m2	3"	15mm	10mm	Weekly		1 hr	
SHRUBS									
c Prune front hedge and shrubs twice during summer to aid site line when driving out of office		m	2m	1.2m	1m	Jan & Aug each yr			In-house by hand
Prune back hedge		m	3m	2.4m	2m	October		2 hrs	In-house by hand
Weed front garden when mowing								½ hr	

LOCATION NUMBER: 10

PLAN NUMBER : 10

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: POULNER LAKES

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Mow path (one cut wide)	1,398	m	3½"	2½"	1½"	Monthly			
Mow in front of entrance gate (open mowing)	875	m2	3½"	2½"	1½"	Monthly		½ hr	
c. Mow by bench seat	1,554	m2	3½"	2½"	1½"	Monthly		½ hr	
OBSTACLES, STRIM AROUND									
d. Generally	6	NA	6"	3"	1"	8 p.a.		1 hr	
HEDGES/BRAMBLES									
** See Note **									
e. Pruning	204	m							Contractor by machine
Maintain at max spread width of 6m.						Annually			
Road to lake, grade with grader Fill pot holes with stones						Annually			

LOCATION NUMBER: 11

PLAN NUMBER: 11

**** Note:- **** Cut down to ground level once a year, 7ft each side of pathway.

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: NORTH POULNER ROAD OPEN SPACE

JOB DESCRIPTION	QTY	UNIT	MIN GROWTH HEIGHT	MAX GROWTH HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Machine cut grass	2,475	m2	5"	3"	1½"	Weekly		¾ hr	
b. Strim edges	200	m	6"	2"	1"	8 p.a. monthly, March to Oct		¾ hr 2 men	
HEDGES									
c. Cut (machine) Maintain at max spread of 0.5m from trunk.	178	m	2.5m	1.7m	1.5m	Annually			In-house by hand and contractor by machine

LOCATION NUMBER: 12

PLAN NUMBER: 12

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: CASTLEMAN WAY

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	6,634	m2	4"	2½"	1½"	Weekly in season		3 ½ hrs	Blow off footpaths
OBSTACLES									
b. Strim around trees	47	NA	6"	1"	½"	8 p.a. monthly, March to Oct	Thurs	2 ½ hrs	
Strim along pathways	953	m	8"	2"	½"			2 men	
HEDGE									
Trim top and front by hand maintain at maximum breadth of 4ft	661	m	10ft	8ft	5ft	Annually	Annually winter – light trim along pathway in summer		In-house by hand
d. Trim front with machine maintain at maximum breadth of 2.5ft	117	m	3m	2.5m	1.5m	Annually			Contractor by machine

LOCATION NUMBER: 13
 PLAN NUMBER : 13

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: DANNY CRACKNELL POCKET PARK

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut	600	m2	3½"	2½"	1½"	Weekly		1 hr	
OBSTACLES, STRIM AROUND									
b. Strim	7	NA	6"	3"	½"	Twice p.a.		¾ hr	
HEDGES									
Cut by hand both sides and top once a year	25.5	m	2.5m	1.7m	1m	Once annually In Jan/Feb			In-house by hand

LOCATION NUMBER: 14
 PLAN NUMBER : 14

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: UPPER KINGSTON ALLOTMENTS, LONG LANE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut front car park area	200	m2	6"	3"	2"	Monthly		¼ hr	
OBSTACLES, STRIM AROUND									
b. Strim along front hedge	92x3	m	6"	2"	1"	3 times a year		3 hrs	At front leave stinging nettles to deter visitors Only strim narrow path in middle, leave by fence on both sides
c. Strim along back of allotments	366x2	m	6"	2"	1"	3 times a year			
HEDGES									
d. Front hedge – cut top and both sides. Maintain at maximum breadth of 6ft.	92	m	3m	2m	1.5m	Annually Winter			Contractor by machine
e. Side and back hedge cut top and one side One side cut in house	272	m	3m	2	1.5m	Annually Winter			Contractor by machine In house by hand

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LOCATION NUMBER: 15

PLAN NUMBER: 15

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: SOUTHAMPTON ROAD – PARSONAGE BARN LANE SIDE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	4,092	m2	3½"	2½"	1½"	Weekly in Season		1 ½ hrs	Blow off footpaths
OBSTACLES, STRIM AROUND									
b. Strim grass bank (1.5 metre front base, 1.5 metre front top)	65	m	6"	3"	1"	Every 8 weeks		3 hrs	To be left for wild flowers
c. Strim around trees	6		6"	2"	½"	8 p.a. monthly, March to Oct			
HEDGES									
Cut adjoining shrubs and trees within highway land back to fence line			3ft	1ft	6"	Annually	Winter		In-house by hand
Cut hedge front and top. Maintain to maximum breadth of 8ft	28	m		2.5	1.8m	Once in Jan/Feb each year	Winter		In-house by hand

LOCATION NUMBER: 16
 PLAN NUMBER : 16

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: SOUTHAMPTON ROAD – TOWN SIDE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	4,413	m2	3½"	2½"	1½"	Weekly in Season	Tues/ Wed	1 ½ hrs	Blow off footpaths
OBSTACLES, STRIM AROUND									
Strim grass bank (1 m front base, 1.5m front top)	80 long	m	6"	3"	1"	Every 8 weeks		2 hrs	Strim only after wild flowers finished
c. Strim around trees	6		6"	3"	½"	8 p.a. monthly, March to Oct	Thurs	1 hr	

LOCATION NUMBER: 17
 PLAN NUMBER : 17

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: SOUTHAMPTON ROAD ALLOTMENTS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	185	m2	4"	2½"	1½"	Weekly	March to Oct	¾ hr	In-house by hand
HEDGES									
b. Cut hedge plus bramble ground	22	m	1m	6"	2"	Annually	Winter Light trim along path in summer		
c. Strim along edges of pathway						Monthly		1 hr	

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LOCATION NUMBER: 18

PLAN NUMBER: 18

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: HIGHTOWN ROAD ALLOTMENTS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut with mulcher	262.5	m2	3½"	2½"	1½"	Weekly March to Oct		½ hr	Stephen
HEDGES	105	m	3.5m	2.5m	2.0m	Annually			
b. Machine cut hedge – top and front						Annually Winter			Contractor by machine
Maintain at maximum breadth of 1 metre									
Strim along edges of pathway						Monthly		¾ hr	

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LOCATION NUMBER: 19
 PLAN NUMBER: 19

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: TOAD CORNER PLAY PARK

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave	1,458	m2	3½"	2½"	1½"	Weekly		1 ½ hr	Blow off footpaths
OBSTACLES, STRIM AROUND									
Strim around play area fence; and	57	m	4"	2"	½"	Every 4 weeks		1 hr	
(ii) around edge of park	162	m	6"	2"	1"				
(iii) around play equipment									
HEDGES									
c. Cut hedge	81	m	3m	2.5m	1.8m	Annually in Jan/ Feb	Winter		In-house by hand

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LOCATION NUMBER: 20
 PLAN NUMBER: 20

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: CEMETERY

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut hedge school side	43	m	15ft	8ft	5ft	Annually			school now put high fence up. Cut by hand.
b. Cut hedge – new extension Maintain at maximum breadth of 5ft									In-house by hand To strim around all head stones takes 110 man hours
c. Cut grass			2 ½	2	1 ½		March - April	3 days	

d. Weed kill around headstones & strim top of graves etc								2 days 2 men	
New extension - mow with hand machine mower								3 hrs	

LOCATION NUMBER: 21
PLAN NUMBER: 21

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: FORMER NAGS HEAD SITE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS (cut footpath from road & style when mowing)						Weekly, March to Oct	Tue/ Thurs	2 hrs	
a. Cut and leave	2160	m2	5"	3"	1½"	Twice p.a.	Thurs } } }	3hrs 2 men	
b. Strim whole site	328	m	6"	2"	½"				
OBSTACLES, STRIM AROUND									
c. Strim around trees	15	NA	6"	2"	½"	Twice p.a.	Thurs		
HEDGES									

d. Back high hedge depth of hedge 1.5m one side only	35	m	5ft	3ft	1ft	Annually			In-house by hand
e. Front by road cut front only back to fence	40	m	5ft	3ft	1ft	Annually	Winter		
f. Front hedge both sides and top depth 1m when cut	40	m	2.2m	1.7m	1m	Annually Light trim in summer around footpath			

LOCATION NUMBER: 22
 PLAN NUMBER : 22

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: RAISED FLOWERBED JUNCTION OF MEETING HOUSE LANE AND MANSFIELD ROAD

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQ-UENCY	WHEN	ESTIMATED TIME	NOTES
TREES AND SHRUBS									
a. Trim shrubs annually to maintain attractive appearance and provide as much cover within raised flowerbed		NA	2.0m	1.5m	1.0m	Annually by February	Winter		In-house by hand
GENERALLY									
b. Weed flowerbed to remove all ground cover weeds						Twice yearly	Spring &		

Water in summer						Twice weekly	Summer		
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LOCATION NUMBER: 23
PLAN NUMBER: 23

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: THE MOUNT (2.39 hectares)

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
GRASS									
a. Cut and leave with topper		NA	6"	4"	3"	4 times a year		2 days	
TREES AND SHRUBS									
b. Trim shrubs. Measurements shown to be from ground or central stem as appropriate.									First cut – Contractor by machine then in-

c. Flail all ground scrub and brambles to edge of site.						Annually in February			house by hand
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LOCATION NUMBER: 24
 PLAN NUMBER : 24

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: FRIDAYS CROSS

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Repaint seat	1	N/A	N/A	N/A	N/A	Bi-Annually	Spring		

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LOCATION NUMBER: 25

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: BERLIN WALL

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES

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LOCATION NUMBER: 26

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: DISUSED BURIAL SITE (CHURCH)

JOB DESCRIPTION	QTY	UNIT	MAX GROWT H HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
a. Cut grass throughout site			2	1 ½	1"	weekly		2 ½ hrs	Mow & leave Blow off footpaths

<p>b. Strimming around all headstones and tombs</p> <p>c. Weed kill around headstones and tombs</p> <p>d. Trees and shrubs</p> <p>Note: See attached Site Management Plan and Schedule.</p>			4	2	1/2	<p>every 6 weeks</p> <p>Twice annually</p>		<p>3 hrs 2men</p> <p>Clive should insert something in this line.</p>	
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LOCATION NUMBER: 27

PLAN NUMBER : 27

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: POULNER JUNIOR SCHOOL

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
a. Mow grass			3	2 1/2	2	Weekly		3 hrs	
b. Strim & front deck			2 1/2	2	4 1/2			3 hrs	

c. Weed kill car park area						2 p.a.		2 hrs	
d. Weed & feed grassed areas						2 p.a.	½ Term Oct	3 hrs	
							Easter hols	3 hrs	
e. Mark out rounders/javelin} f. Mark out rounders court }						10 p.a.		Initial mark out 8 hrs	
g. 300m x 8 lanes } 100m x 10 lanes } Athletics Track}						Weekly	Easter – Mid-July	2 men (recurring 2)	
h. Mark out football i. Mark out rugby						Weekly	Sept-Apr	2 hrs	
j. Prune hedges						1 p.a.		In house by hand - 1½hrs	
k. Slit playing field						6 p.a.	Oct- March		

LOCATION NUMBER: 28

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: POULNER INFANT SCHOOL

JOB DESCRIPTION	QTY	UNIT	MAX	MAX CUT	MIN CUT	LIKELY FREQUENCY	WHEN	ESTIMATED	NOTES
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			GROWTH HEIGHT	HEIGHT	HEIGHT			TIME	
a. Cut grass			3	2 ½	2	Weekly		1 hr	Use front deck
b. Strim grass edgings			2 ½	2	1 ½			2 hrs	
c. Slit grassed areas									
d. Mark out 50m 15 lane track								1 p.a.	3 hrs (initial)
e. recurring mark out								4 p.a.	¾ hrs (recurring)
f. weed and feed grassed areas							Easter/Oct ½ Term	2 p.a.	1 ½ hrs
g. Prune hedges						Twice annually			In house – by hand

LOCATION NUMBER: 29

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: RINGWOOD SCHOOL

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Cut main sports field						Weekly in summer		2 hrs	Agree days with school
Cut hockey pitch			To be agreed with school grounds man**					1 hr	-do-

LOCATION NUMBER: 30

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: LAND AT FOLLY FARM (ASHLEY)

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Inspection						Annually			Carry out annual visit to ensure compliance with lease.

LOCATION NUMBER: 31

PLAN NUMBER : 31

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: TOWN CENTRE ROUNDABOUT

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
grass cutting			2"	1 1/2"	1"	Weekly		1/2 hr	In-house by hand – trim back shrubs in winter (CW to complete)
Prune hedges/shrubs									
Flower beds									
(i) Plant out early June						1 p.a.			
(ii) Plant out late September						1 p.a.			
(iii) Edge gardens						Weekly			
(iv) Dig gardens over						Before planting			
(vi) Water beds						5x weekly until end of October, depending on weather			

LOCATION NUMBER: 32

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: 10 ACRE FIELD

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Grass cutting	10 acres		3	2 ½	2	Weekly	Mon/ Wed	10 ½ hrs	Contractor by machine
b. Weed & feed	10 acres					2 p.a.		1 day each field	
c. Slit						6 p.a.		3 days	
d. Spike						2 p.a.		1 week	
HEDGES									

LOCATION NUMBER: 33

PLAN NUMBER : 33

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: FLOWERBEDS IN COURTYARD

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Remove winter bedding plants, Dig over, put on compost, replant summer bedding plants						1 p.a.	June	2 hrs 1 man	Groundstaff
Remover summer bedding plants, dig over, put on compost, redundant winter bedding plants, trim al shrubs						1 p.a	October	3 hrs 1 man	Groundstaff
Weeding						Weekly	March – Nov		Caretaker
Watering						As required	May – Sept		Caretaker

LOCATION NUMBER : 34

PLAN NUMBER : 34

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: RINGWOOD GATEWAY – SEDUM ROOF

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Pull up weeds in May and late August						Twice p.a.		1 ½ 2 hours	This includes safe working on roofs and ladder. Years 1 to 4 sow sedum seeds in late Spring when ground warms Owing to poor planting when first sown.

LOCATION NUMBER : 35
 PLAN NUMBER : 35

OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: RINGWOOD GATEWAY SQUARE

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Area 1: Prune shrubs – Box Hedge/ Solomon Seal/ Ribes/ Berberis/ Fushcia						Annually		2 ½ hrs	
Area 2: To prune and clear waste of Box Hedge/Berberis/Solomon Seal/ Hostas						Autumn		7 hrs	
Area 3: To prune and clear waste – Box Hedge/Yew Hedge/Ribes/ Rhododendrons/Fushia						Annually	Autumn	4 ½ hrs	
Areas 1, 2 and 3 Weed, tidy up and clear debris						Monthly		1 hr	
Aeas 1, 2 and 3 Clearance of fallen leaves						Annually	Autumn	1 day 2 men	

LOCATION NUMBER : 36
PLAN NUMBER :

RINGWOOD GATEWAY SQUARE



OPEN SPACES GROUNDS MAINTENANCE

SITE NAME: SEATS BEHIND BUS SHELTERS RINGWOOD CAR PARK

JOB DESCRIPTION	QTY	UNIT	MAX GROWTH HEIGHT	MAX CUT HEIGHT	MIN CUT HEIGHT	LIKELY FREQUENCY	WHEN	ESTIMATED TIME	NOTES
Pressure wash seats							August		Needs to be done early morning – 7am

LOCATION NUMBER : 37

PLAN NUMBER

S:/Open Spaces/Grounds Maintenance Contract Amended – 2014.doc
 Last amended: 01.02.2014



**GROUNDS MAINTENANCE
FOR OPEN SPACES**

RINGWOOD TOWN COUNCIL

2014

6th February 2019

Tree Management

1. Introduction and reason why decision required

- 1.1 Further to the decisions made at the Committee meeting on 7th November (see minute ref. no. OS/5826) a draft Tree Policy has been prepared for consideration by members.

2. Background information, options, impact assessment and risks

- 2.1 The Tree Policy has important implications for several aspects of Council business. The first and most pressing is the arrangements for monitoring the condition of trees and managing safety. The Appendix describes how the Council proposes to meet its legal obligations. The report prepared for the November meeting may have given the impression that officers were proposing to commission an inventory of every tree on the Council's estate. This was never the intention. The proposal was and remains that a competent person be commissioned to assess every site within the estate listing only trees individually if they require attention or monitoring. This assessment would be guided by common sense; with priority being assigned to sites that pose greater risk (e.g. children's play areas and land beside busy roads) and trees also listed individually based on a common-sense assessment of risk.
- 2.2 Until the initial inspection/assessment round described above is commenced, it is impossible to calculate with any precision how long it will take or how much it will cost. However, the figures included to date in the budget-planning process (for survey and tree works) are judged by officers to be sufficient to enable a start to be made on the highest priority areas in April. Officers will monitor progress and regularly report to this committee how the work is progressing and on budget levels.
- 2.3 The Tree Policy also contains important provisions about what tree works the Council will undertake and those it will not (see section 5) and response times to enquiries (see section 7). These aspects of the policy are those most likely to affect residents and the public generally and therefore be of wider interest. Should the Council consult the public about these issues before finalizing the Policy? If objections or alternatives have been flushed-out, aired and either adopted or disposed of, members are likely to feel more confident in adopting and following the Policy. However, if members are confident that the Policy is fair and that funding alternatives would place an unreasonable burden on local householders, public consultation would seem not merely pointless but a sham that risks bringing the Council into disrepute.

3. Issues for decision and recommendations

- 3.1 Are members content to approve the Tree Policy (possibly with amendments) or should officers plan and implement a public consultation exercise about it before bringing it back to members for a decision? (*No recommendation*)
- 3.2 Are members content for officers to begin implementation of the Tree Risk Management Plan described in the Appendix to the draft Policy as soon as practicable? (*Recommendation: Authorise implementation immediately*)

B

For further information, contact:

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Ringwood Town Council

Tree Policy

Adopted: *[N/A – Draft]*

Contents

1. Introduction
2. RTC Trees – The Current Situation 2019
3. Key Issues Affecting RTC Trees
4. Trees and Risk
5. Tree Works Policy
6. Protection
7. Enquiries Relating to RTC Trees
8. Tree Works and the Environment
9. Council Procedure for Property Acquisition
and Sale of Council land
10. Consultation and Review
11. Appendix - Tree Risk Management Plan 2019

1. Introduction

Ringwood Town Council manages roughly 24 sites within the civil parish of Ringwood many of which support a diverse range of trees. The parish lies partly within the New Forest National Park, an area of international importance for biodiversity particularly associated with trees and woodland. Although all of the Council's sites lie outside the Park, its proximity is a factor in how the Council manages its green infrastructure.

There is a strong legacy of tree cover within the parish. The Council is responsible for many important trees in key locations which provide essential benefits to local people and visitors. The Council is mindful of the environmental, economic and social benefits of trees.

RTC has produced this tree policy to promote, enhance and protect trees growing on land owned and managed by the Town Council and to provide a framework for decision making. It reflects the importance of trees to the people who live and/or work in the town or visit it.

It will demonstrate that RTC proactively manages its trees in conjunction with best practice and relevant policy and will set out how, why and when trees will be managed and ensure that there is continuity of tree management going forward.

This policy specifically relates to the management of the Council's tree stock (including trees forming hedges) on land for which it is responsible and this function is administered by the **Town Clerk's Office** in consultation with the Council's **Tree Warden** (a town councillor appointed to the role by the councillors as a whole) under the oversight of the Council's **Recreation, Leisure & Open Spaces Committee**.

The Council is committed to collaborating with other relevant public authorities. In the present context this includes New Forest District Council, New Forest National Park Authority, Hampshire County Council, Forestry Commission and Highways England. It anticipates that the Town Clerk's Office will work especially closely with the NFDC Corporate Tree Team, NFNPA Tree Officers and Hampshire Highways.

RTC has had regard to the NFDC Corporate Tree Strategy and NFDC Tree Risk Management Strategy with a view to maintaining a degree of consistency between them and this Policy (having regard though to relevant differences of scope and other issues). The many benefits of trees are detailed at length in these documents and are not therefore repeated in this document but should be taken as a given.

2. RTC Trees: The Current Situation in 2019

RTC is responsible for a wide variety of trees growing on land that it either owns or occupies and manages under licence. RTC has no formal, tree-specific management system and no estimate or other record of the total number of trees for which it may be responsible. (This situation is not uncommon among those town and parish councils which, like RTC, have seen their activities and responsibilities expand greatly over the last 20-30 years but remain relatively small nonetheless – especially in comparison with District and County Councils).

RTC has arranged for its principal sites to be inspected by an independent professional expert in tree care and safety (in order to assess the tree risk and prioritize management actions) on a 4 to 5 yearly cycle (last done in 2014).

RTC has also arranged for members of its Grounds Maintenance Team to receive basic training in tree inspection to enable them to undertake informal monitoring of tree condition during their normal course of work. Some members of the GMT have been trained to use chain saws whilst standing on the ground.

Pruning, lopping and felling of trees on RTC land has been arranged in reaction to the periodic reports, issues observed by GMT members and issues raised by neighbours or members of the public. Suitably qualified tree surgeons have been contracted to undertake work beyond the capacity of the GMT.

RTC's current policy regarding tree management work is that it will only be carried out where the tree concerned is dead, dying or dangerous. Like all policies this is subject to the principle that fair consideration will always be given to requests or proposals for exceptional treatment in suitable cases.

3. Key Issues Affecting RTC Trees

Risk of Decline of Tree Cover

Decline can arise through many factors but the most common risks are:

- ∩ Sanctioned removal of inappropriate, damaged or dangerous trees and trees causing damage as part of the Council's ongoing management of the tree stock.
- ∩ Ongoing pressure to remove trees which cause a perceived nuisance (blocked light, leaf fall, etc.) and is sometimes exacerbated by the lack of an adequate policy.
- ∩ The unsanctioned removal or damage of trees with a failing of the Council to consistently provide a robust response.
- ∩ Low frequency of replanting and new planting owing to limited resources, and a focus on risk management to the detriment of a broader proactive management of the Council's trees.

Tree Management

- ∩ Pressure to remove trees due to concerns about safety, direct and indirect structural damage to property due to a lack of formal guidance on tree works, the level of risk associated with trees and a formal Council procedure to respond to such claims.
- ∩ Historic planting and lapsed maintenance of hedges (especially of fast-growing conifers) which then become overgrown, costly and difficult to manage in the long term.

Woodland Management

- ∩ Lack of proactive and strategic woodland management (including the formation of management plans) leading to a decline in condition of Council woodlands and a failure to maximize the potential of individual sites.
- ∩ A history of fly tipping in woodland sites.
- ∩ Invasive species such as *Rhododendron ponticum* suppressing more beneficial species in our woodland areas.
- ∩ Failure to access outside funding/resources for management projects including the use of volunteer or other groups.

Tree Health

- ¿ Over representation of individual tree species and age classes with potential increased susceptibility to pests and diseases and a changing climate due to a lack of diversity.
- ¿ Pests and diseases pose an increasing risk to the health of our trees and woodlands.
- ¿ Climate change may bring conditions which are not suitable for long term tree health for all species.
- ¿ A failure to follow best practice to minimize and mitigate the impact of development and infrastructure works including damage to trees and soils.
- ¿ Lawnmower and strimmer damage to tree roots and stems. Wounds to roots and stems can provide an entry point for decay fungi. The likelihood of the development of dysfunction or decay increases where wounding is regularly repeated over time. This is of increased significance for older trees which are less able to respond to injury.
- ¿ Car parking and mowing on verges and grass. Vehicles driving and parking on the soil can significantly damage soil structure via compaction which can reduce available water, air and nutrients for tree growth and lead to decline. Tree roots and stems can also be damaged where parking occurs next to trees with long term implications for tree health. These activities also reduce the viability of future planting schemes by damaging the soil and obstructing areas of green space.

The impact and relative importance of these risks and issues on RTC's tree stock is difficult to assess with the limited data currently available but all are likely to be present to a greater or lesser degree.

Conclusion

In light of the fore-going analysis, the most pressing needs are as follows:

- 3.1 *The need for a more comprehensive management policy that is clear, fair, proportionate and sustainable;*
- 3.2 *The need to improve the quality of data RTC holds about its trees to better inform its management of and decision-making about them; and*
- 3.3 *The need for a tree inspection regime that is more comprehensive, robust and proportionate to risk.*

This Policy addresses the first point and sets out the framework within which the others will be addressed.

In the longer term, RTC further aspires to:

- 3.4 work towards having an increasingly uneven aged profile of trees with a greater balance across age ranges, increasing the number of young, established trees and those trees with veteran features to ensure that there is a continuity of tree cover and habitat for the future;
- 3.5 understand better the tree species-mix, habitat quality and ecological context to inform future management policies that favour suitable native and non-native species in appropriate locations;
- 3.6 develop site-specific management plans to improve consistency and quality of routine maintenance and decision-making.

DRAFT

4. Trees and Risk

The very low risk of harm associated with trees can sometimes cause disproportionate public concern. Trees are dynamic living structures which are often of great size and which move and react to the wind. Furthermore tree failures and instances of fatalities associated with trees are often subject to a high degree of public attention further engendering a high perception of risk.

The HSE suggests that the risk from trees falls into its lowest category of risk; the Broadly Acceptable Region on the Tolerability of Risk Framework ('Reducing Risks, Protecting People' 2001). Despite this, tree owners have a duty of care under Common Law (the torts of negligence and nuisance), The Occupiers Liability Acts (1957 & 1984) and the Health and Safety at Work Act 1974, to take reasonable steps to prevent foreseeable harm to people or property.

This duty of care can be reasonably fulfilled by undertaking a regular assessment of trees which pose a significant risk due to their location and condition. Remedial works can then be carried out as required.

RTC will manage the low risk posed by its trees as part of its wider management of the tree stock and in line with current best practice. The specific approach is outlined in the separate Tree Risk Management Plan (attached Appendix).

5. Tree Works Policy

RTC will adopt a consistent and sustainable approach to tree work following the principles of best practice to meet its duty of care and maximize the benefits of trees under its ownership.

- 5.1 Remedial works will be undertaken where trees are likely to cause reasonably foreseeable damage to property or injury to people and where any alternative options are considered to be inappropriate.
- 5.2 In compliance with the Highways Act 1980 tree works will also take place to provide suitable clearances of roads and footpaths (typically a clearance of 5.2m of roads and 2.3m of footpaths) to prevent obstruction and to clear sightlines. In addition, where reasonably practicable and not disproportionately expensive, tree works will take place to improve or maintain visibility of road-signs.
- 5.3 Where tree branches restrict the reasonable use of gardens, branches will be lifted to provide a suitable clearance (typically of 3m).
- 5.4 Where trees are touching or nearly touching property with the potential to cause damage before the next inspection date they will be pruned back to achieve a suitable clearance (generally 2m).
- 5.5 During proactive surveys and reactive site visits RTC will consider the long term suitability of trees and where appropriate may remove trees which are not suited to long term retention (at the discretion of the Town Clerk in consultation with the Tree Warden and applying the principles of good tree management). This will involve a consideration of trees (in particular both age and species) in the context of the resilience and long term viability of the Council's tree stock in the local area and the amenity value they provide.
- 5.6 RTC recognizes the important contribution garden hedgerows make to wildlife, alongside other benefits such as screening. Hedges in predominantly ornamental locations, which haven't been managed historically, may be formalized where the condition of the hedge allows the GMT to undertake ongoing future maintenance without requiring a disproportionate allocation of resources. Where this is not feasible, hedges may be removed and replaced with more suitable species or as a last resort, alternatives such as fencing.

- 5.7 Trees will also be pruned or removed, where appropriate, to improve the growth of adjacent RTC trees which are considered more suitable for the long term, to restrict the spread of pests and disease, to allow the control of invasive species or to remove trees which are not suitable for long term retention.
- 5.8 Where tree roots are subject to sustained ongoing damage from lawnmowers or strimmers, the application of 100mm of woodchip mulch (typically in a minimum 1m circle around the stem but sufficient to protect exposed roots) will be considered. In some areas, allowing grass and undergrowth to grow longer around a tree can be a useful alternative, with additional benefits for wildlife and the tree (this also reduces the grass cutting requirement for the GMT). Where such projects are initiated, signs will be put in place on site to inform the general public of the scheme and its purpose.
- 5.9 Ivy (*Hedera helix*) is a native species which provides important habitat to a wide range of wildlife, especially as an important source of food and cover for birds. Ivy often grows on tree stems and branches and can restrict the full structural assessment of a tree. It is rarely a significant threat to healthy trees.

Ivy will be severed at the base of relevant trees where it restricts the full assessment of parts where a significant defect is suspected, or where ivy growth is so prolific it increases the sail area or affects the growth of the inner crown of a tree to an unacceptable level.

Once severed, ivy will be left in situ to die back. This will reduce the impact of any loss of cover/habitat to local biodiversity and will help prevent sun damage to newly exposed parts of the tree.

All works will be specific to each individual situation and will be dependent on the species and condition of the tree and other relevant factors.

RTC will not carry out works specifically to alleviate issues such as:

Overhanging Branches

There is no legal obligation for a tree owner to prevent trees growing over boundaries. The Council inspects its tree stock to ensure that branches that do grow over boundaries are not likely to cause reasonably foreseeable damage to structures or injury to people and where appropriate to provide a reasonable clearance of gardens, driveways, roads and paths.

Neighbours have rights under common law to prune overhanging growth back to their boundary (subject to consent from the Local Planning Authority for any trees under statutory protection, planning conditions or covenants) however they must not cross the boundary to undertake this work.

All arisings technically remain the property of the tree owner. Where such works take place to RTC trees any arisings should be disposed of appropriately and not be deposited over the boundary.

A neighbour who carries out work to an RTC tree which:

- ¿ leaves it in a condition requiring remedial works to make it safe; or:
- ¿ causes it damage or injury or to fail

is likely to be liable for any resulting damages and/or costs of work.

It is good practice to contact the Town Clerk's Office to discuss any proposed works. It is also advisable to check with the Local Planning Authority that trees are not protected prior to works taking place.

Blocked Light

There is no proven 'right to light' in law in relation to trees. Pruning trees can negatively affect their visual appearance and has implications for long term tree health and retention. Pruning often results in dense re-growth which can increase issues of shade within a short period of time and therefore doesn't provide a sustainable or cost effective method of controlling this issue.

In light of concerns relating to climate change and the benefits of trees in relation to the mitigation of climate change (i.e. helping to buffer extremes of temperature amongst other benefits); shade is likely to be of increasing importance to residents in the south of England.

‘Sap’ or Honeydew, Bird Lime and Other Issues Associated with Wildlife

Honeydew is a sticky liquid excreted by aphids feeding on trees which can be readily cleaned with warm soapy water.

Trees provide an excellent source of roosting, nesting and feeding sites for a wide range of wildlife including birds and this is largely to be encouraged. The Council will not consider pruning or removing trees to alleviate problems associated with ‘wildlife’.

Falling Leaves

Leaf fall is a naturally occurring event over which tree owners are not expected to have any reasonable control. This predominantly relates to deciduous trees and occurs over a relatively short period of time each year. Leaves can provide an excellent (and free) source of compost and can be easily collected and mulched with a lawn mower.

TV Reception

There is no legal right to television reception. Such issues will not be grounds for tree pruning or removal and may be best resolved by alternative engineering methods. Service providers should be consulted to discuss viable alternative solutions.

To Allow Increased Sunlight to Solar Panels

Solar panels should not be installed where existing trees will have a significant adverse impact. Where pre installation site surveys have been carried out competently such issues should not develop.

Because Trees are Deemed to be ‘too big’

Trees grow adaptively to support themselves in relation to their surroundings and the typical loads they can be expected to experience. Trying to contain trees to a specific size is only a suitable management regime for certain species in specific circumstances (i.e. pollarding).

This process is initiated **‘soon after (a) tree is established’** and **‘larger trees should not normally be treated in this way’** (BS3998: 2010 Treework – Recommendations). ‘Crown reduction’ can also be used to allow the retention of an important tree with structural defects, trees which cause an obstruction or trees which are likely to cause structural damage to property which would otherwise need to be removed. In all other situations, reducing the size of a trees crown is not considered appropriate.

Because Tree Roots have Entered Drains

Tree roots do not generally enter drains which are properly constructed and fit for purpose (i.e. designed for use around trees). Unfortunately many drainage pipes in the UK are not constructed to this standard. Roots are opportunistic and will grow in areas which meet their requirements for air and water. Condensation on the outer surface of pipework and disturbed ground where pipes have been laid can provide good growing conditions for root development, particularly when surrounding ground has been compacted.

Where roots have entered drains there are reliable engineering solutions (such as relining pipes) which allow tree retention and solve the drainage issue for the long term.

The Impact of Tree Works

Pruning trees creates wounds which are potentially damaging and may allow the ingress of disease or decay. Following pruning, trees generally re-establish their leaf coverage as quickly as possible which can often lead to the development of dense re-growth exacerbating issues such as blocked light and leaf fall. Pruning often initiates the development of latent buds which do not form strongly attached branches and necessitates ongoing future management.

Pruning can also damage the aesthetic appearance of trees and diminish their amenity contribution.

For these reasons the pruning of RTC trees will be kept to a minimum.

Where trees are removed the establishment of a replacement is not always straightforward. Issues such as vandalism, drought stress, transplant shock and aftercare requirements can restrict success rates. Also, it takes a long time for such trees to make a significant amenity contribution to an area.

Who Can Carry out Works

Where works are to take place to RTC trees, either the GMT or RTC's tree contractor will carry out the work by arrangement with the Town Clerk's Office.

It is not considered appropriate for neighbouring properties to pay for works to RTC trees or to use their own contractors to carry out works. However neighbours can carry out works to RTC trees where they overhang the boundary as per their rights under common law (subject to consent relating to any statutory designations).

Tree works carried out by the RTC tree contractor will follow the principles set out in the British Standard for Tree Work (BS 3998 2010 - Recommendations for Tree Work).

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6. Protection

RTC will adopt a robust approach to damage to its property. Where RTC trees are felled or damaged without prior consent the matter will be referred to the police. Civil action will be considered to recover compensation for the loss of the tree and/or any remedial works including replanting with a suitable replacement, and aftercare. Accepted tree valuation methods will be applied, where appropriate, to establish a monetary value of the tree/s. Officer time investigating damage may also be incorporated in any claim.

RTC will also consider the use of Tree Preservation Orders in conjunction with the Local Planning Authority to increase the legal protection afforded to specific trees or woodlands which are considered to be under threat.

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7. Enquiries Relating to NFDC Trees

Each year RTC receives many enquiries relating to trees.

Requests for works to trees will be considered in line with the Tree Works Policy set out above.

RTC will respond to enquiries from members of the public on a priority basis and the following system will be applied.

Priority	Classification	Response Time	Fix Time	Description
Red	Urgent/high	Asap – 1 week	Asap – 1 week	Specific concern about safety and posing an immediate risk (e.g. split branches/stems, fallen trees in high use areas).
Amber	Medium Risk	1 month	3 months	General concerns about safety, dead branches, ill-health, cavities and fungi. Trees causing actual damage to property. Trees obstructing access (e.g. low branches over paths and roads).
Green	Low Risk	3 months	1 year	Trees thought to be unsuitable for long term retention. Fear of possible damage. For trees described as 'too big', blocking light / causing shade, dropping leaves/fruits, overhanging property. Tree works are unlikely to be appropriate but RTC typically will visit the site to assess the situation.

Enquiries Relating to Private Trees

RTC staff and councillors will not give advice or involve themselves in questions relating to private trees, issues between neighbours, etc. (save insofar as RTC is consulted about proposed or intended tree works as part of the planning process).

Enquiries relating to trees owned by other public authorities, TPOs and Conservation Areas will be referred to the relevant authority.

Complaints

Complaints should be made in writing to the Council in line with the RTC Complaints Procedure.

Consultation on Tree Works

Generally, RTC will place notices on site giving a reasonable period of notice before planned tree works in the following circumstances:

- ¿ Where particularly large scale works are due to take place.
- ¿ Where trees are especially prominent or where the works may cause a significant disruption to a large number of people (including where they need to be aware to ensure they act in a safe manner near contractors/machinery including control of dogs/children).

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8. Tree Works and the Environment

Tree works may need to be carried out at a particular time of year to minimize the impact on the tree's health or to avoid issues such as the disturbance of wildlife. In particular, bats and nesting birds.

RTC tree works will meet criteria and best practice under relevant legislation and guidance including the Wildlife and Countryside Act 1981, Countryside Rights of Way Act 2000, Natural Environment and Rural Communities Act 2006 and the Conservation of Habitats and Species Regulations 2010 (as amended) (Habitat Regulations).

Prior to the commencement of works the wildlife/habitat potential of trees will be considered and appropriate checks will be made as necessary. Further advice and/or relevant licences will be sought when appropriate. In some cases work may need to be postponed to minimize impacts on protected species.

Wherever possible habitat features such as cavities, dead wood, water pockets, log piles and standing dead trees (among others) will be retained *in situ* as valuable niche habitats for wildlife. The presence of protected and other species will be a material consideration during the tree inspection process.

9. Council Procedures for Property Acquisition and Sale of Council Land

The Town Clerk's Office consider trees whenever properties are to be purchased or sold off. This may result in the addition of land with trees to the survey system or the referral of sites where trees may be at risk to the relevant authorities for consideration for statutory protection (Tree Preservation Orders).

Trees under the Council's ownership are not generally subject to statutory protection in the form of Tree Preservation Orders. This is because such trees are deemed to be under good management. When Council land is sold off there is a potential for tree damage or removal and the most important trees will be considered for protection.

10. Consultation and Review

This document has been produced after consultation with the following stakeholders:

- ¿ New Forest District Council
- ¿ New Forest National Park Authority
- ¿ Hampshire County Council

and the general public.

Review

The policy will be formally reviewed after 5 years to assess its impact, make necessary updates and ensure it is still fit for purpose.

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Appendix

Ringwood Town Council Tree Risk Management Plan 2019

1. General

This plan relates to those trees which grow on land which is owned or under the responsibility of RTC. It is not designed to cover trees within private ownership.

This plan is not intended to cover the risks associated with direct or indirect damage to property (i.e. damage via tree related subsidence or by the physical incremental growth of the tree interacting with property). It is however intended to cover the risks posed by the failure of trees, or parts of trees, with the potential to cause damage or injury.

RTC intends to provide an audit trail (of which this plan forms part) of action taken in response to the potential risks posed by trees and will demonstrate that the Council has met its responsibilities and duty of care as a tree owner in a systematic and reasonable manner.

RTC will manage its trees in such a way as to meet or exceed the minimum standards outlined by the accepted industry best practice documents. The Council will operate a prioritized system for managing the risk from trees whereby those trees which pose the greatest risk will be assessed and managed first.

The RTC Tree Risk Management Plan helps to fulfil the Council's objectives for strategic management of the environment and a commitment to managing public safety.

2. The Risk From Trees

Trees pose a very low risk to people and property. Approximately 6 people a year are killed in tree related incidents. In relation to the number of trees within falling distance of people or property this equates to a very low likelihood of harm occurring. The Health and Safety Executive (HSE) states that such a level of risk is broadly acceptable i.e. 1:10,000,000 risk of death. To put this low risk in context, there is a 1:16,000 risk of death associated with driving.

Despite this low risk, the law requires that the risks from trees are managed in a reasonably practicable manner.

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3. Inspection Scheme

RTC will develop a scheme to for the inspection and re-inspection of the trees for which it is responsible as soon as practicable. It will seek the guidance and support of a suitably qualified expert in tree care and safety in devising the details of the scheme but the following principles will be respected in any event

- 3.1 Trees will be prioritized for inspection and re-inspection according to the risk they pose;
- 3.2 Risk will be assessed according to the following features:
 - (a) Targets
'Persons' or property, or other things of value, which might be harmed by mechanical failure of the tree, or by objects falling from it. These could be static (e.g. a house) or mobile (e.g. a car or pedestrian).
 - (b) Frequency of Use/Occupancy
What is the likelihood of damage or injury occurring (how often or for how long is the 'target' within falling distance of the tree?).
- 3.3 Sites, parts of sites or individual trees will be assigned a class of priority (such as "High Occupancy" or "Low Occupancy") based on expert advice and that classification will then be used to determine:
 - ¿ The nature and frequency of subsequent expert re-inspection; and;
 - ¿ The nature and frequency of monitoring undertaken by GMT members between expert inspections.
- 3.4 The standard of inspection and monitoring will vary according to risk. Generally speaking, a simple visual check from the ground or even from a slowly passing vehicle (level 1) will be adequate. However, where particular safety concerns are identified (whether as a result of a level 1 check or otherwise) and cannot be confidently resolved by the level 1 check a more thorough inspection by a suitably qualified expert in tree care and safety (level 2) will be commissioned.
- 3.5 People will be given a higher priority than property within the system. People will often be found within property (such as cars and buildings) and these may afford them a certain degree of protection. However vehicles (and the people using them) are one of the most at risk groups, because of the high speeds involved. Trees may not actually fall onto vehicles to cause damage; vehicles often will hit trees which are lying across a highway.

- 3.6 The scheme will be consistent with the table of response and fix times contained in the section 7 of the RTC Tree Policy.
- 3.7 Review of the scheme (including the assessments of risk and assignments of priorities for re-inspection it contains) must be provided for and undertaken according to a suitable programme.

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RECREATION, LESIURE AND OPEN SPACES COMMITTEE

6th February 2019

Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers January 2019.

1. Bookings and Activities

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

	April	May	June	July	August	Sep	Oct	Nov	Dec	Jan
Fee paying (hours)	14	14	13	170	68	4	13	26	12	30
No charge (hours)	11	15	26	39	57	15	71.5	45	24	5
Cancelled (hours)	2				2	2	2	2	9	2
TOTAL hours	25	29	39	209	125	19	84.5	71	36	35

Another new group has started this month- Jiggy Wrigglers on a Friday from 9.30-12pm providing 2 music classes for under 5s and under 1s. Jiggy Wrigglers is a popular regional franchise. We are also finding an increase in the number of requests for birthday party bookings- we have 3 booked between now and the end of March. A regular Wednesday booking providing advice and support to LGBT+ teenagers in the town has now stopped due to a lack of take up and has found an alternative model of support.

Now that we have an operating model which seems to be working we are hoping to increase the range of activities that we run at the centre over the year. The table below shows the activities booked or planned over the next 2 months:

February		
18-22		Half Term
1	Friday	Church Group Evening Hire
2	Saturday	Birthday Party (during Café)
6	Wednesday	Young Carers youth club (Presentation of toys)
9	Saturday	Valentine's Day Craft Morning - TBC
14	Wednesday	Valentine's Day theme at Café
20	Friday	Forest Forge Lily and the Albatross Craft Activity
27	Weds	Tots Tester Sessions Forest Forge
1,8,15,22	Friday	Jiggy Wrigglers Music Classes x2
5,12,26	Tuesday	Twinkles Preschool Music Class
6,13	Wednesday	Zumba

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March

2	Saturday	Birthday Party Booking
2	Saturday	Free family yoga
2	Saturday	Community yoga breakfast
5	Tuesday	Shrove Tuesday Pancake Race
6	Wednesday	Young Carers
28	Thursday	Swap Shop - Kids Clothing
30	Saturday	Mothers Day Crafts
30	Saturday	Birthday Party Booking
1,8,15,22,29	Friday	Jiggy Wrigglers
18,25	Monday	Monday Morning Stay and Play
5,12,19,26	Tuesday	Twinkles
6,13	Wednesday	Tots Tester Sessions Forest Forge
6,13,20,27	Wednesday	Zumba

2. Cafe

We are continuing to open the café each afternoon. Some days on 'paper' look very quiet in regards to takings but have been very popular with young families using the centre to meet and play so it is good to see the centre being used and the staff help to facilitate bookings. During the school holidays after New Year on a particularly cold and wet day Chris House had around 40 teenagers visit the centre to escape the miserable weather throughout the afternoon.

3. Donation from Rotary Club

Carvers Clubhouse were one of a number of the lucky organisations to receive gifts and toys donated by the public at their Christmas Eve event. Many of the toys are already being played with at the Centre, others will help us to launch our 'Stay and Play' session which is planned for March. A few were not suitable for us but we will be giving to those who attend Young Carers Youth Club to mark National Young Carers Day.

4. Ringwood Pyramid Group- Disadvantaged Groups

Charmaine will be attending the Ringwood Pyramid Group on Monday 4th February. This is a meeting chaired by the Benefice with representatives from all schools to focus on disadvantaged groups. We will of course be open to supporting any suitable initiatives we can aimed at young people or their families.

5. Pancake Day

Charmaine has been working with members of the Events Team to put on a Pancake Day Race on Shrove Tuesday at Carvers Recreation Ground. As well as teams from local companies we hope to promote the race to children and young people in the town and will give us an opportunity to open our doors to a group who might normally come into the facility.

For further information, contact:

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

Carvers Working Party

Notes of meeting held on Tuesday 29th January 2019 at 2.00pm at Carvers Clubhouse

Present: Cllr Andy Briers – Chairman (AB)
 Cllr Jeremy Heron (JH)
 Cllr Gloria O'Reilly (GO)
 Cllr Angela Wiseman (AW)

In attendance: Cllr. Hilary Edge (HE)
 Chris Wilkins (CW)
 Charmaine Bennett (CB)

1. Apologies for absence

Cllr. Thierry.

2. Declaration of Interests

None.

3. Strategic Policy and Business Plan

CW briefly recapitulated the Report (A) circulated with the agenda adding a few words of explanation about the need to decide what to do long-term with the former public toilet on the side of the old pavilion (since the door needs replacing).

CB added that applying to Sport England for “match-funding” (which could be provided in part by grants from other bodies) is a viable way to secure new facilities but tends to require large infrequent projects not regular little ones. So, it's worth trying to identify multiple needs and rolling them up into one larger project.

JH – The Bowling Club's plans will clearly be a major factor so we need a detailed proposal from them incorporating evidence of feasibility, preferably within a month. All – Whilst it wouldn't be appropriate to rule any option out at this stage, parking provision (even just for disabled drivers) on Carvers is unlikely to be supported.

ACTION: Request Ringwood Bowling Club to provide the detailed proposal requested – CW

JH – Investing in development of the cricket facilities is not supportable whilst participation is low and neither increasing nor inclusive of young players.

AW – We should encourage greater use of sports facilities by people who are not club members or especially “sporty” or proficient. Doing something more with the tennis courts should be an important element of our plans.

ACTION: Ask the leisure centre for data on tennis court usage – CB

CW – Is the list on page 2 of the draft Business Plan correct (what can be omitted or added)?

ALL – Delete the reference to flood-lighting of the Skate Park and providing a grass running track. Add references to some kind of splash pool, fountain or other water

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feature and a wild play facility. Of all the items mentioned, an outdoor fitness trail/gym equipment, a MUGA and an area for wild play attracted most comment.

ALL – The need for an over-arching plan or strategy of some kind was accepted. In the first instance, officers should be tasked to prepare something in outline setting out realistic options and very rough costings.

ACTION: Prepare an outline scheme for multiple improvements with options and approximate costs - CW and CB

CW and CB reported discussions with the Benefice Office about the need for youth intervention work in the town and forthcoming attendance at the school pyramid meeting about disadvantaged families. The message from the churches, the Police and other local authorities is that there are needs for this that are not presently being met. Since this Council has no personnel qualified to supervise or evaluate youth work, they have discussed with Ferndown Town Council if its staff could undertake a six-month pilot programme of detached work designed to assess and identify both needs and measures that it would be feasible for this council to take to address them. This is possible and if approved would cost about £2,500 - £3,000 and run from the spring until the autumn. It could include some research on long-term funding sources for any follow-up measures proposed.

RECOMMENDATION: The Working Party agreed to recommend such a pilot project to the Recreation, Leisure & Open Spaces Committee.

CW reported that the CIL funding for the current improvements project has now been approved. Of the £10,000 budget, £4,300 has already been committed to the fencing, leaving £5,700 uncommitted. After viewing the site and discussing the needs members proposed that the priorities for this funding should be:

1. Eliminating the erosion on the ground by the play area gate by some re-profiling of the slope and bank (provided this causes no significant harm to tree roots) and laying suitable surfacing;
2. Improving the surface underneath the picnic tables and benches (possibly, by laying small concrete pads); and
3. Installing fixed outdoor table-tennis tables (if funds prove insufficient, these should be incorporated in the larger strategic plan instead).

ACTION: Prepare costed options or proposals for consideration by the Recreation, Leisure & Open Spaces Committee - CW

The meeting closed at 3.30pm.

RECREATION, LEISURE & OPEN SPACES COMMITTEE

E

6th February 2019

Events Programme for 2019

1. Introduction and reason why decision required

- 1.1 This is an opportunity for Committee members to review the list of planned and possible events that may be managed or supported on behalf of the Council and to give any necessary directions to Ringwood Events Team and officers.

2. Background information, options, impact assessment and risks

2.1 The list for consideration is:

2.1.1	Pancake Race	Shrove Tuesday (5 th March)
2.1.2	Charter Market re-launch	Wednesday 24 th April
2.1.3	Armed Forces Day	Saturday 29 th June
2.1.4	Fireworks Display	Sunday 3 rd November
2.1.5	Remembrance Parade	Sunday 10 th November
2.1.6	Christmas Lights/Fair	TBA

3. Issues for decision and recommendations

- 3.1 Are members content for Ringwood Events Team to proceed with planning for items 1, 4 and 6 (with the assistance of the Events Co-ordinator, once appointed)? (*Recommendation: Approval*)
- 3.2 Are members content for Ringwood Events Team to investigate options for item 3 and bring proposals to a future meeting? (*Recommendation: Approval*)
- 3.3 Are members contents for officers (including the Events Co-ordinator, once appointed) to manage or supply support for items 2 and 5 as necessary)? (*Recommendation: Approval*)

For further information, contact:

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

RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th February 2019

Christmas Illuminations

1. Introduction and reason why decision required

- 1.1 The process of re-tendering for the supply and maintenance of the town centre Christmas decorations will include indications to suppliers of what their tenders should include. This provides an opportunity for members to indicate what they want from the new illuminations.

2. Background information, options, impact assessment and risks

- 2.1 The tender pack will include an “outcome specification” a draft of which is attached to this report (based on a template kindly supplied by New Forest District Council). In order to encourage the widest possible participation, competition and innovation, it is important that we follow two important principles:
 - 2.1.1 we should describe the outcome we wish to achieve NOT how we expect suppliers to achieve it; and
 - 2.1.2 we should describe what we want but not anything more (i.e. avoid “over-specifying”).

Thus, for example, officers propose to specify the annual budget but not whether the new lights must be sold or rented to us because some potential suppliers only rent and never sell and, officers assume, what matters to members is achieving the best possible display within the allocated budget not the ownership model.

- 2.2 However, this approach still leaves a number of important issues for members to decide; mostly about the geographical scope of the display. Since the total cost is fixed (and not particularly large by industry standards) the larger the area covered, the less there is likely to be in any one place. So, which of the following MUST be included (and which can be left to the supplier’s discretion and possibly omitted from any scheme)?
 - 2.2.1 Market Place
 - 2.2.2 the churchyard trees
 - 2.2.3 High Street
 - 2.2.4 Friday’s Cross
 - 2.2.5 Southampton Road (as far as Mansfield Road)
 - 2.2.6 Ringwood Gateway
 - 2.2.7 Gateway Square
 - 2.2.8 Additional areas (e.g. Southampton Road as far as the next junction, part of Christchurch Road, other side-streets off High Street, etc.)
- 2.3 The other matters on which decisions are sought are:
 - 2.3.1 Are there any existing decorations which members do NOT wish to see used again even if they remain in working condition?
 - 2.3.2 Would an illuminated “tree” effect based on the flag-pole be an acceptable alternative to a natural tree in Gateway Square (assuming anything at all has to be provided there)?

3. Decisions needed

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Members are respectfully invited to provide officers with answers to the questions posed above.

For further information, contact:

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

1	Background and Context
<p>Ringwood Town Council (RTC) is looking to refresh and improve the town centre Christmas illuminations in Ringwood, Hampshire in order to enhance:</p> <ul style="list-style-type: none"> ∩ the central feature of it's ceremonial switching-on of the lights and the related Christmas market and other activities and attractions in the Market Place during December; and ∩ the attractiveness of the town's historic centre to shoppers and visitors and generate additional footfall for the town centre businesses. <p>RTC also wishes to enter into a multi-year contract for the installation, maintenance, removal and storage of the display materials.</p> <p>The existing infrastructure supporting the illuminations is detailed in Appendix A. In addition to this, RTC expects to install a new socket suitable for a natural Christmas tree up to 30 feet in height in the approximate position in Market Place shown in Appendix A before the 2019 Christmas season.</p> <p>RTC retains ownership of some existing materials which remain in good working order as detailed in Appendix B. The previous five-year contract for installation, etc. ran to March 2019.</p>	
2	Scope
<p>Geographical</p> <p>The area covered by the present illuminations covers Ringwood Gateway and the adjacent Gateway Square, part of Southampton Road, High Street, Market Place and the adjacent churchyard.</p> <p>The Furlong Shopping Centre is under separate management which makes its own arrangements and therefore lies outside the scope of this project.</p> <p>Future displays must include some provision for (but need not be limited to) the following areas:</p> <p>Market Place [and the row of lime trees in the adjacent churchyard] High Street [Friday's Cross] Southampton Road [Gateway Square] [Ringwood Gateway]</p> <p>Ownership models</p> <p>RTC expects to move away from owning and toward renting the illuminations but is willing to consider outright purchase instead if this can be demonstrated to offer better value for money (once all expenses, including reasonable allowances for</p>	

repair and maintenance costs, have been taken into account).

Term

RTC is willing to enter into a multi-year agreement which may include renting equipment but must include its installation, maintenance *in situ*, taking down, storage and testing. It expects the term of such agreement to be not less than three years and not more than five years.

Contract Price

RTC has set a budget of £17,000 a year. Proposals should indicate clearly what payments will be required and when and should demonstrate how the proposed payment schedule will be accommodated within the agreed budget (either annually or over the lifetime of the contract).

Other

RTC expects the agreement to include the annual inspection, testing and routine maintenance of the existing infrastructure (and any proposed new infrastructure).

Existing materials which remain in good working order may be utilized in future and therefore included in display designs and the contract for installation, etc. but RTC does not require this to be done and will consider proposals for the disposal of these where this would offer better value overall.

[Designs which include a “tree” in Gateway Square may make use of the existing socket but RTC will consider designs which involve utilizing/decorating the flagpole instead and thus avoid the trouble and expense of dismantling it for the Christmas season and providing a real tree in the socket.]

3 Functional Requirements

The Supplier will be required to submit a proposal comprising two elements:

3.1 (“the Design Element”) one proposal or more for future illuminations which meet the following design criteria:

[OPTION A

3.1.1 Prioritizes a particularly distinctive and impressive display in Market Place but makes some provision in at least High Street, Southampton Road and [*specify any other mandatory locations*];]

[OPTION B

3.1.1 Prioritizes the display in Market Place but includes displays matching or exceeding past displays in all the current locations;]

[OPTION C

3.1.1 Prioritizes the display in Market Place but includes a “trail” of elements extending to High Street, Friday’s Cross, Southampton Road and as much of the adjoining streets and areas containing shops and businesses as possible;]

3.1.2 Is suitable to be ceremonially switched-on at a public event centred

<p>upon Market Place.</p> <p>3.2 (“the Service Element”) proposals for performance of the following ancillary services throughout the contract period:</p> <p>3.2.1 testing of the infrastructure every year before installing the display, to include a maintenance service and a provisional sum for the cost of such maintenance in the contract price;</p> <p>3.2.2 installation of the display each year in readiness for switching on during the first weekend in December;</p> <p>3.2.3 maintenance and servicing of the display whilst it is <i>in situ</i> to include details of response times and any other service standards in this respect that will be included in the contract price;</p> <p>3.2.4 disconnection of the display on or shortly before Twelfth Night and removal of the display as soon as reasonably practicable thereafter; and</p> <p>3.2.5 storage of the display materials appropriately during the contract term including, in the case of materials belonging to RTC, inspecting these annually and advising RTC on repair or disposal of any items that have become unserviceable, and in the case of rented materials, annual inspection, servicing, repair and replacement in the contract price.</p>	
4	Quality Assurance Requirements
<p>All installations will be required to comply with PLG06 from ILG, where appropriate, and with all other relevant mandatory safety, regulatory or industry standards.</p>	
5	Performance Requirements
<p>RTC will look to monitor performance of the Service Element of the contract and to this end the Supplier should appoint an Account Manager or other person to act as a point of contact with RTC’s Contract Administrator and to attend Contract Review meetings possibly before but certainly after each annual installation. RTC will seek to agree a range of operational Key Performance Indicators (KPIs) with the successful bidder during the contract mobilisation stage to best deliver the outcome specification and to monitor these at the contract review meetings.</p>	
6	Implementation Programme
<p>The Supplier should include proposals for agreement of the display design and implementation of the Service Element of the contract with timings to demonstrate compliance with the constraint as to timing.</p>	

7	Constraints
<p>The Supplier should demonstrate that it's proposals (or, if more than one proposal is made, each of them) will</p> <p>7.1 be capable of implementation in time for the ceremonial switch-on event currently planned for the first weekend in December 2019; and</p> <p>7.2 cost no more than the annual budget of £17,000 over the lifetime of the contract.</p>	
8	Contact Details
<p>This tender is administered by the Town Clerk, Christopher Wilkins.</p> <p>Clarification Questions regarding this tender must be raised with him via email using chris.wilkins@ringwood.gov.uk.</p>	
9	Other Information

Internal use only – Please DELETE once Specification completed.

Best Practice Tips for Outcome Specification Writing

A good outcome based specification

- ¿ Describes WHAT, not HOW (no solutions)
- ¿ Can be interpreted in as few ways as possible
- ¿ Is widely-distributed
- ¿ Is agreed-upon as being THE spec by all parties involved
- ¿ Is concise
- ¿ Is consistent
- ¿ Is able to be updated regularly as requirements change
- ¿ Describes as much of the problem as is possible and practical
- ¿ Is testable
- ¿ Does NOT over-specify the requirement (be "fit for purpose")

- ¿ Does NOT contain features that directly or indirectly discriminate in favour of, or against, any supplier, product, process or source.
- ¿ Sets out the buyer's requirements
- ¿ Provides a shared understanding of each party's responsibilities
- ¿ Links to the evaluation criteria
- ¿ Forms the basis for future contract management
- ¿ Fit with T&C's
- ¿ Be clear, complete, concise, consistent and in plain English

Drafting checklist

- ¿ use simple language, avoid using jargon;
- ¿ define terms, symbols and acronyms;
- ¿ do not expect the specification to be read by experts; write it so that a layman will understand; use a logical structure;
- ¿ be as concise as possible, but keep the meaning clear;
- ¿ arrange the components of the requirement into a logical form matching the evaluation model (Cost, Service, Quality); a good way of doing this is to set out a skeleton structure with the main headings and then add in sub-headings as necessary;
- ¿ do not embed requirements in background information - suppliers may miss them - keep requirements in their own sections;
- ¿ plan and analyse your needs; list the most important elements of the requirement first and work through to the least important; and
- ¿ discuss the requirement with colleagues, other users and procurement staff. During this process you may also identify other topics you need to include.

Review Checklist - The specification should:

- ¿ state the requirement completely, clearly, concisely, logically and unambiguously;
- ¿ focus on outcomes not how they are to be met;
- ¿ contain enough information for potential suppliers to decide and cost the goods or services they will offer;
- ¿ permit offered goods or services to be evaluated against defined criteria by examination, trial, test or documentation;
- ¿ state the criteria for acceptance by examination, trial, test or documentation;
- ¿ contain only the essential features or characteristics of the requirement;
- ¿ provide equal opportunity for all potential suppliers to offer a product or service which satisfies the needs of the user and which may incorporate alternative technical solutions; and comply with any legal obligations e.g. under UK Public Procurement law and EU Public Procurement Directive.

Content guide for Outcome Specification Writing

1	Background and Context
<p>This section should briefly explain the requirement and the context of the procurement. Outline the application, purpose or function of the works, goods or services required. Set out the current position and any anticipated changes. In more complex specifications it may be necessary to detail service and environment conditions.</p> <p>Content could cover:</p> <ul style="list-style-type: none"> ∩ the objectives of the procurement; ∩ history relevant to the procurement - recent developments; ∩ description of the Councils activities in the area affected by the procurement for example: <ul style="list-style-type: none"> ∩ Council functions and processes ∩ organisation and staffing: roles and responsibilities ∩ Council stakeholders ∩ information flows ∩ current service support ∩ quantitative aspects of current operations ∩ Safeguarding obligations 	
2	Scope
<p>The scope is the extent and limitations of the requirement specified. The scope covers:</p> <ul style="list-style-type: none"> ∩ A statement outlining what goods, services or works the supplier is to supply, including preparation, install, commissioning, training or documentation. ∩ A summary of the key elements of the contract. (Note: a fuller description of each element should be included later in the Functional Requirements section herein) ∩ Anticipated demand for the period of the contract. Customers of the contract including volumes required (projections / estimates) ∩ The time period of the contract. ∩ Geographical area covered. ∩ Anything the supplier is NOT required to do or provide which might otherwise be considered normal (such as equipment or software which will be available to or must be used by the supplier) ∩ what is optional: extensions for which proposals will be considered; treatment of assets, and staff where TUPE transfers are anticipated 	

3	Functional Requirements
<p>This section defines the task or desired result usually by focusing on what is to be achieved, not by describing the way it is to be achieved. This challenges suppliers to use their skills and develop smart, creative solutions. There are some cases however where it may be appropriate to specify particular types of equipment, provide drawings or in the case of clothing or textiles, sealed patterns, but this should as far as possible be avoided. Specifying requirements in terms of outputs or functions gives potential suppliers the opportunity to propose innovative solutions (or simply be more creative in their proposals), and also means the responsibility for ensuring the solution meets the requirement rests with the supplier rather than the customer.</p> <p>Use a heading structure that subdivides the requirement into logical areas that map onto the evaluation model (Cost, Service and Quality).</p> <p>The Functional Requirement contains:</p> <ul style="list-style-type: none"> ¿ a description of the outputs (for services or works) or functionality and performance requirements (for goods) and; ¿ details of the performance measures, standards and benchmarks that will be monitored during the period of the contract. <p>Functional requirements are important because they become contractual commitments. They can vary significantly in scale and complexity from a small, once only task to a complex set of requirements to cover a major output.</p> <p>These guidelines can be applied to any procurement regardless of size;</p> <ul style="list-style-type: none"> ¿ Outputs ¿ Design and performance criteria ¿ Acceptance testing ¿ Technology, systems and management techniques (optional) ¿ Performance measures (link to break clause in Legal T&C's) ¿ Targets ¿ Management and administration of the contract (including who, how, delegations, reporting requirements and relationships, specific task responsibilities, etc.) ¿ Implications for personal data protection (GDPR) ¿ Safeguarding implications regarding protection of vulnerable people. ¿ Ordering, logistics of supply, invoicing and payment process 	

	<ul style="list-style-type: none"> ¿ Sale / use of assets, transfer of personnel (TUPE) ¿ Transition process to a replacement service provider ¿ Whole of life support (optional) ¿ Provide a shared understanding of each party's responsibilities ¿ Trade Ins ¿ The hand-over process / End of contract process <p>Link / refer to attachments e.g. drawings, plans, etc.</p>
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4	Quality Assurance Requirements
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	<p>Quality requirements should detail appropriate Quality Assurance (QA) checks to be undertaken by the supplier. This will significantly reduce the contract manager's need to test or inspect the works, goods or services provided, which will save time and money.</p> <p>You are more likely to get the works, goods or services provided at an appropriate standard if the quality requirements:</p> <ul style="list-style-type: none"> ¿ Are stated clearly ¿ Cite recognised product standards; and ¿ Nominate the appropriate quality assurance level (e.g. third party accreditations, ISO standards, kite marks, etc) <p>The specifying body (the Council) must:</p> <ul style="list-style-type: none"> ¿ assess conformity of the product to the specification; and ¿ assess the supplier's compliance to the quality assurance levels <p>QA levels and standards alone will not ensure the quality requirements. In some circumstances you may need to set additional testing procedures.</p>
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5	Performance Requirements
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	<p>Specifies the performance required of the solution by setting out details of inputs and outputs.</p> <p>Example performance measures are:</p> <ul style="list-style-type: none"> ¿ throughput - the volume of inputs that can be handled within a specified time; ¿ accuracy - the number of outputs that are error free (usually expressed as a percentage); ¿ availability - the time the solution is able to be used as a percentage of the time is supposed to be able to be used.
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<p>Some performance measures are easily defined by reference to existing operations, SLAs etc. Where this is not the case they need to be defined with users and can be informed by benchmarking information.</p>	
6	Implementation Programme
<p>The implementation timetable details the proposed schedule, including commencement date, key milestones, completion of deliverables and a final completion date. The schedule should refer to specific dates (for example, "work must start in the week beginning DD/MM/YY" or an elapsed period of time (for example, stage 1 must be completed within ten working days of the commencement date").</p>	
7	Constraints
<p>Include here any requirements that may constrain the supplier's solution. Examples include:</p> <ul style="list-style-type: none"> ¿ timing considerations (e.g. cannot start before, or must be complete by); ¿ needing to interwork with other suppliers; ¿ needing to interface with other organisations / IT systems. 	
8	Contact Details
<p>This section sets out any contact details to be available to tenderers during the Tender programme. The Council may decide to hold site meetings, presentations, etc.</p>	
9	Other Information
<p>As required, e.g. TUPE, Safeguarding, handover, mobilisations, etc.</p>	



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Play equipment replacement	All work completed except re-painting (timing is weather-dependent).	£44,000 Reserves	£40,978	£44,000	Significant	Probable	Funded £40K from earmarked reserve with balance from general reserve.
A2	War Memorial repairs	Pre-application grant form has been approved. Initial tender information obtained from three specialist masons.	£10,000 Grant and budget	£125	Uncertain	Significant	Unlikely	A decision on the grant is not now expected until April 2019 but planning assumes receipt of £7,500 grant leaving £2,500 to be met from 2019-20 annual budget.
A3	Cemetery improvements	Utilities compound completed and new hedge planted.	£3,000 Annual budget	£2,875	£2,875	Moderate	Finished	This item will not be updated further.
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160 Donation?	£0	£1,160	Moderate	Possible	
A5	Carvers Rec improvements	The new fence around the play area has been installed. Cllr. Edge has proposed adding two concrete table-tennis tables.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	The table-tennis tables proposal is being further investigated.
A6	Front deck mower replacement	Delivery of new machine taken in April.	£20,000	£11,596	£11,596	Minimal	Definite	Amount spent includes trade-in on old machine (£3,000). This item will not be updated further.
A7	WW1 Armistice – contribution to commemorative event	The Events Team assisted with the planning of this event.	£1,862 Budget & Donation	£1,862	£962	Moderate	Finished	Transferred from P&F list. Cllr Heron donated £900 district cllrs community fund.
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	Roller mower replacement	Approved at P&F in April. Delivery of new machine taken in April.		£4,750	£4,750	Minimal	Definite	Amount spent includes trade-in on old machines (£750). This item will not be updated



								further.
B2	Bickerley tracks maintenance	Project suspended owing to insufficient support from residents		£0	£0	Moderate	N/A	Contractors' details passed to interested residents to consider own arrangements. This item will not be updated further.
Projects with no budgetary implications in 2018-19								
C1	Long Lane recreation facilities development feasibility study	Discussions are continuing with Ringwood Town FC about how best to develop this project.				Significant	Probable	Further support from consultants is being sought subject to "seed-funding" being provided by Football Foundation.
C2	Bickerley drainage works	RTC staff have resumed routine grass-cutting.				Moderate	Probable	A site meeting is being arranged to discuss whether further reinstatement works are needed prior to final site handover back to RTC. The final compensation payment also remains to be agreed.
C3	Christmas Lights – Replacement/re-procurement from 2019	Re-procurement arrangements approved at October committee meeting.				Significant	No	The "outcome specification" (for inclusion in the tender) will be considered at the February committee meeting.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)							
A1	Grounds department workshop & store facilities	Feasibility study into consolidating workshop and storage facilities in new secure facility at Carvers Rec (inc. financial impacts of implementation)	Non-recurrent cost of about £3K from annual budget.	Minimal	Significant	None	2
A2	Tree Management Plan - Survey	To initiate a rolling programme of comprehensive tree safety inspections across the Council's estate	Additional non-recurrent cost of £2,000 and recurrent cost of £3,000 pa from annual budget – subject to further research	Minimal	Moderate	None	1
A3	Tree Management Plan – Tree works	To increase the budget initially for safety work only but for possible extension to additional work later	Additional recurrent cost of £5,000 pa from annual budget – subject to further research	Minimal	Moderate	None	1
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	Non recurrent cost of about £15K from annual budget.	None	Moderate	None	
Projects with budgetary implications (for possible inclusion as bids in later budgets)							
B1	Tennis at Carvers Rec	Revive existing and/or provide new facilities	Unresearched at this time				
B2	Land adjoining Poulner Pits	Access and environmental improvements	Unresearched at this time				
B3	Footpath extension at The Bickerley	Extend path – previously stalled by objection	Unresearched at this time				
B4	Brockey Sands	Environmental improvement – land ownership unknown	Unresearched at this time				
B5	Land at Folly Farm	Develop leisure use	Unresearched at this time				
Projects with no budgetary implications							
	None						