

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

Held on Wednesday 6th March 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)
Cllr Angela Wiseman (Vice-Chairman)
Cllr Philip Day
Cllr Hilary Edge
Cllr Darren Loose
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Tim Ward

IN ATTENDANCE: Chris Wilkins, Town Clerk
Charmaine Bennett, Manager of Carvers Clubhouse
Nicola Vodden, Meetings Administrator

ABSENT: Imogen Lines-Clarke, Student Advisor
Alana Morris, Student Advisor

OS/5855 PUBLIC PARTICIPATION

Six members of the public were present.

A member of the public addressed the Committee in relation to the shrub beds at the front of the Gateway Building. She compared their current state to the picture on the Town Council's website and asked that the Council consider improving the area to make it more attractive. She recalled conditions relating to landscaping, which were put in place when the area was created and offered to help in achieving that again. Enquiries had been made of the Gardening Club (to grow plants) and the RHS community garden scheme (for funding). She also suggested the area could possibly be sponsored by a local company.

The Chairman thanked her for her comments which would be noted and considered further.

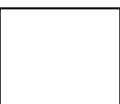
OS/5856 APOLOGIES FOR ABSENCE

There were none.

OS/5857 DECLARATIONS OF INTEREST

In relation to the Bickerley Green agenda item, Cllr Day indicated that a number of residents who live in the vicinity are close friends. This included some of the members of the public present at the meeting. Although this is not a disclosable pecuniary interest, he felt that Members should be aware. Cllr Ring indicated that the same applied to him.

OS/5858 MINUTES OF THE PREVIOUS MEETING



RESOLVED: That the minutes of the Meeting held on 6th February 2019, having been circulated, be approved and signed as a correct record.

**OS/5859
BICKERLEY GREEN**

The Town Clerk clarified that the report (*Annex A*) is concerned with land owned by the Council and registered as village green and specifically related to the track opposite Kings Arms Lane, which heads towards Riverside, then bears left where the track splits, leading to the Old Mill House flats. It may also apply to the track opposite Lynes Lane, although this would need to be checked.

He added that since the report had been written, representations had been received from residents of the Old Mill House flats to complain that the parking problems, around the area of Bickerley Green, cause them particular problems. They believe that the presence of vehicles on the other tracks, has resulted in vehicles diverting along the private track which leads to the flats. The residents alone bear the cost of repairing it and feel aggrieved that the track is being eroded by people who have no connection to the flats. Blocking access had been suggested by residents in the past, however difficulties were encountered as it is subject to private rights of way and all construction on the green is discouraged. It was thought that this would have also encouraged the use of the area as a car park.

Members acknowledged the increasing problem of parking in the area, as there was not enough space elsewhere for those who wished to park. This includes residents, some of whom had a number of vehicles, and users of the Castleman Trailway.

Parking on the Village Green is illegal and there has been an increased number of complaints from those living on the Bickerley. The 'no parking' signs are ineffective and vehicles are parking on double yellow lines. It was suggested that a request be made to NFDC that the area be patrolled more frequently.

Residents of Riverside addressed the Committee with their concerns regarding parking in the area. They confirmed they had rights of passage across the private track to The Old Mill House flats and for this reason, it could not be blocked off. They believed that people use the private track as it is the shortest route to Castleman Trailway and not due to the parked cars on the other tracks. It was their view that parking on the tracks should be allowed as the green is a facility for all people and it enables them to access the Castleman Trailway for fishing and dog walking, etc. The suggestion of residents utilising NFDC Blynkbonnie Car Park was not felt to be a suitable alternative.

The Town Clerk confirmed, in respect of the trailer, that the owner is not a resident of the Old Mill House flats and proposed that attempts be made to remove it, as it has been abandoned on Council land. He sought approval to put a notice on it and, if ignored, would seek to take matters further and get legal advice. This was agreed. Ultimately, the trailer could be seized and impounded and if not reclaimed, it could be sold.

In respect of parking on the tracks, although the Council is the land owner, it has no power to enforce and is not the prosecuting authority. It can refer issues to the prosecuting authority (NFDC) and advise those with a complaint to contact the prosecuting authority direct. There were concerns, however, that any action taken would displace the problem and not solve it. Members agreed that the measures outlined in paragraph 3.2 of the report should not be pursued and no further action be taken.



- RESOLVED:** 1) That, in relation to the trailer, officers proceed with the preparation and posting of a letter as described in the report and legal research, if this proves ineffective;
2) That further investigations regarding the installation of physical barriers to prevent parking on the tracks surrounding Bickerley Green not be pursued.

ACTION C Wilkins

**OS/5860
CARVERS CLUBHOUSE**

The Manager of Carvers Clubhouse presented her report (*Annex B*) to the Committee. It detailed bookings and activities, upcoming events, café opening hours, Young Carers Awareness Day and her attendance at the Ringwood Pyramid Group meeting. She gave an update in relation to marketing and promotion of Carvers Clubhouse and indicated that weekly activities would be published on the Town Council website. There was no anti-social behaviour to report.

She provided some feedback regarding the Pancake Day event, which was organised in conjunction with the Events Team. Her view was that it has the potential to be a lovely community event, but unfortunately on this occasion the weather conditions were not favourable and it is thought that put a number of people off. Those that did attend enjoyed the event.

Members reviewed future reporting requirements and, although they would be content for bi-monthly reports, there was reluctance to make this decision as any new Councillors, following the elections in May, may have a different view. It was agreed that reports be prepared for the Committee meeting in May, June and July and that the matter be reviewed at that point.

The Chairman thanked the Manager for her attendance at the meeting and her assistance with the Pancake Day event.

- RESOLVED:** 1) That the Managers report (*Annex A*) be received
2) That future reporting requirements for Carvers Clubhouse be reviewed in July.

ACTION C Wilkins / C Bennett

**OS/5861
EVENTS MANAGEMENT**

i) Update on Events

Fireworks Event 2019 - Cllr Day reported that the firework display company had suggested the Council sign up to a 3 year contract as this would save an increase in fees. As there was no urgency to make a decision, Members agreed to review this again after the elections, as new Councillors may have a different view. It was noted, that under financial regulations, if the threshold of £5,000 is exceeded, there is a requirement to obtain three quotes.

Christmas Light Switch On Event and Market 2019 - Cllr Day reported that a questionnaire had been distributed to businesses in the town requesting their views on a number of aspects relating to the Christmas Market. Sadly the response rate had been very low.



Taking into account responses received to the questionnaire, comments from business owners, church activities, access requirements for buses and other scheduled events, it was proposed that the Christmas event be held on Sunday 1st December with a start time of 12 noon. It is hoped that more bookings will be achieved than last year and the market will extend further along the High Street, towards Friday's Cross. Cllr Loose gave reasons as to why he believed a Saturday would be the preferred day for many people and commented on how poor the lighting was in the High Street, to the detriment of that section of the market.

It was noted that Ringwood Community Network's events calendar was in operation and future events organised by the Events Team would be included.

ii) Review of the financial outcome of events in 2018/19 to date (Annex C)

The Town Clerk presented the report which had been prepared by the RFO. He requested that the Committee confirm its intentions regarding the surplus generated from events as there was a difference in understanding. Members agreed that the principal purpose of the earmarked reserve was to act as a contingency fund (in the event of a loss being made), but that the cumulative surplus could also be used to enhance future events or support other community events. It was also suggested that the surplus could enable events to be not so reliant on sponsorship or supplement a reduced ticket price.

Historically, the Council's staffing and resource costs, from assisting event organisers were absorbed and not identified specifically, nor recharged. The report, which details related staff costs for 2018-19, provides transparency with regard to this, however, Members agreed that the costs should not be set against the gross surplus resulting from events.

RESOLVED: That the proposal from the Events Team that the Christmas event be held on Sunday 1st December 2019 be accepted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

- 1) That the directly attributable staff costs should not be set against event revenue;
- 2) That the gross surplus from events (disregarding staff costs) be transferred to the relevant earmarked reserve as a contingency fund and to subsidise future events; and
- 3) That any proposed use of the reserve, suggested by the Events Team, is to be considered by the Committee.

ACTION C Wilkins / C Bennett

**OS/5862
CEMETERY REGULATIONS**

Members considered the Town Clerk's report on suggested changes to the cemetery regulations (*Annex D*). He explained that graves of this nature had been allowed historically. A ban was imposed for ease of maintenance, however the regulations had not been applied consistently.

The report proposed a modest amendment to the regulations (para 26A), to allow the Town Clerk to have discretion in permitting ornaments, articles and kerbstones on grave spaces for persons under 12 years of age, in the designated area. Members agreed with the recommendation.

RESOLVED: That the suggested revision of the Cemetery Regulations be approved and the change be restricted to the designated area, with immediate effect.

ACTION C Wilkins

**OS/5863
PROJECTS**

A1 – Play equipment – This remained uncompleted. One of the slides broke and is yet to be fixed, despite having reported it in January. Final snagging and painting is yet to be addressed. The balance has not been paid and the contractors have been chased.

A2 – War Memorial repairs – The Town Clerk reported slow progress. The whole project depends on the grant from the War Memorials Trust and the tendering process must meet its exacting requirements. The project will need to be presented in a way to show it as a priority over other projects and will need to tie in with an event to attract suitable publicity.

A5 – Carvers Improvements – In relation to the proposed improvement to the rear gate of the play park, advice obtained from a tree surgeon indicated that any interference with the ground surface would impact on the trees and that safety concerns would be better addressed by discouraging use of the gate. In light of this, other improvements identified (surface under the picnic tables and table tennis tables) will now be considered.

C1 – Long Lane recreational facilities development feasibility study – Steady progress is being made. The Town Clerk is in liaison with Ringwood Football Club in order to prepare a specific project proposal, which will be referred to the working party, it is hoped by the end of April.

C2 – Bickerley drainage works – The Deputy Town Clerk is chasing Wessex Water to establish a timeframe for handover of the Bickerley and payment of compensation.

RESOLVED: That the update on projects be received (*Annex E*).

ACTION C Wilkins

**OS/5864
EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (the resolution required can only be achieved through private discussions and negotiations with another party)

**OS/5865
POULNER LAKES**

Members considered the Town Clerk's report on property management issues at Poulner Lakes (*Confidential Annex F*).

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That the recommendation in the Town Clerk's report be approved.



ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 9.04 pm.

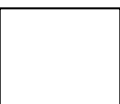
Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
27th March 2019

APPROVED
3rd April 2019

TOWN MAYOR

COMMITTEE CHAIRMAN



Bickerley Green

1. Introduction and reason why decision required

- 1.1 Officers have observed unauthorised parking on Bickerley Green. Some time last year, somebody cut back vegetation on the boundary with Old Mill House in order to clear a space to station a trailer on the land (see Figure 1 below). It is also increasingly common to see one or more cars parked on the track verge nearby (see Figures 2 and 3 below).
- 1.2 These activities are unlawful and causing both additional wear to the tracks and inconvenience to lawful users (since they impede access by the refuse trucks and other large vehicles). Member approval is sought for measures to protect the green from such encroachments.

2. Background information, options, impact assessment and risks

- 2.1 Bickerley Green belongs to and is managed by this Council. It is registered as a town or village green (a legal status similar to common land and designed to protect public access whilst also guarding against inappropriate development). Driving on to a green is an offence (except insofar as it is done in exercise of a lawful right of way). Parking on a green is always prohibited.
- 2.2 Although this council is not necessarily obliged to enforce the law, it is assumed that members will wish to protect the green. It is therefore proposed that a polite letter be prepared and left on or attached to the trailer, each parked car and any other offending vehicle or item explaining the law and asking the owner to remove them as soon as practicable and not return. If this fails to secure removal within a reasonable time (say 14 days) officers will research stronger enforcement measures (such as passing information to a prosecuting authority to initiate criminal proceedings against the owners or pursuing remedies under the Torts (Interference with Goods) Act 1977).
- 2.3 In practice, it is unlikely to be practicable or an efficient use of council resources to seek to enforce the law in the ways described in the longer term. A physical solution would be cheaper and more effective. How would members feel about authorising the moving of existing or installation of more “dragon’s teeth” along the edges of the tracks to prevent vehicles being manoeuvred into positions where they can be left? Should officers investigate the cost of such measures?

3. Issues for decision and any recommendations

- 3.1 ***Should officers proceed with the preparation and posting of the letters described above and legal research if these prove ineffective? (RECOMMENDATION: Authorise)***
- 3.2 ***Should officers investigate further the installation of dragon’s teeth or other suitable physical barriers to parking and submit a further report to this committee? (No recommendation)***

For further information, contact:

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

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Figure 1 - Trailer



Figure 2 - Two cars parked on track



Figure 3 - White van parked on track

RECREATION, LESIURE AND OPEN SPACES COMMITTEE
6th March 2019

Report from Manager, Carvers Clubhouse

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

1. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers (not including the hours that the café has been open). This includes estimated hours for March.

	April	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Fee paying (hours)	14	14	13	170	68	4	13	26	12	30	21	14
No charge (hours)	11	15	26	39	57	15	71.5	45	24	5	11	18
Cancelled (hours)	2				2	2	2	2	9	2	3	
TOTAL hours	25	29	39	209	125	19	84.5	71	36	35	31	30

Bookings and activities are a little low this month which is due it being half term (many of our external bookings are term time only). Sadly, our new regular class, Jiggy Wrighlers, which started in January has moved to Greyfriars. Although it started with high numbers, attendance dropped quickly which the owner put down to lack of parking on site. On the positive side, we had some lovely activities this month including Forest Forge who provided some creative activities during half term based on their production of Lily and the Albatross and who are running 3 taster sessions for their Tots classes. We had around 12 children attend the first taster session- normally they have 3-4 attend at Forest Forge so they were very pleased. And our Valentine's Day event was also extremely popular.

Future activity:

- National Citizens Service (NCS)- the NCS is a programme open to all 15-17 year olds and 500,000 have taken part since the scheme began. The Ringwood group was based at Carvers last year. I met with the local manager in February who reported that as last year was such a success they plan to return again in 2019. We talked at length about some of the issues which arose last year (many of which were not related to the site) and hope to improve on things for both RTC and NCS this summer.
- World Book Day- following my attendance of the Pyramid meeting (see below) we are hosting 2 events for World Book Day. The first is aimed at babies and young children and is a 'book swap' where children can come along with a book or two that they no longer read and take home new books to read and enjoy. We are also welcoming new parents and those with nothing to swap and have been thankful for almost 40 lovely books that have been donated to give us a start for the swappers.

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Following this, we will be providing freebies to any child coming dressed in their world book day costumes after school and we will have craft and activities themed to do on the day.

- Mothers Day- we are running a Mothers Day on Saturday 30th March aimed at Dads to bring their children to the centre to make a card and gift for Mothers Day (and giving Mum's a Saturday morning rest!)
- Church Group- I reported last month that a Church Group was interested in using the centre every Friday evening for a youth club. Sadly the snow earlier in the month prevented them from meeting but they are looking at new dates to meet. However, in the mean time they have been in touch about running a holiday stay and play group alongside the café for children and families.
- Parties- we had another successful party and have another 2 more booked.

2. Cafe

We opened 10-4 during half term and were very lucky with some fantastic weather and as such were busy all week. The outdoor toys purchased with funds from Ringwood Youth Club have proved to extremely popular as is the table tennis (when the weather is kind). We will start our summer opening hours after Easter which means that the centre will be open morning and afternoon Monday to Friday and Saturday mornings (either to hired groups or the café). We will begin recruitment for a second café supervisor this month to provide more adequate back up for our existing team.

3. Young Carers

On 31st January it was Young Carers Awareness Day. We marked the occasion by donating several toys that had been given to us from the Rotary Club of Ringwood to the young carers that use the centre once a month. A press release was circulated.

4. Ringwood Pyramid Group- Disadvantaged Groups

Charmaine attended the Ringwood Pyramid Group on Monday 4th February. This is a meeting chaired by Rev Matthew Trick in his capacity as governor of Ringwood Infant School with representatives from all schools in the local area to focus on disadvantaged groups. Charmaine talked about the Clubhouse and the activities we run which support children of varying ages in Ringwood and that we were happy to support any new initiatives or gaps which are identified. One area was around school readiness. We discussed running some focused sessions supported by the school for children and parents who need a little extra support during the summer holidays before starting primary school.

The main focus of the meeting was on the bridging the 'vocabulary gap' between pupils which many schools have now identified as one of the main factors in limiting learning. It has been found that some children hear 5 times as many words in their homes before they start school as their peers and that it is children from the lowest income homes who tend to hear and be able to speak the fewest words. The schools all have a focus on this but we identified that this is an area where Carvers can have a role as we have contact with children before they start preschool or school where they will already be playing catch up. Our first initiative is the World Book Day but we are in initial discussions with the library and health visiting team to grow this further.

5. Marketing and promotion

We continue to work hard to spread the word about the centre and our activities. We are working with the web team to publish a weekly calendar of activity as the more we put on the less useful Facebook becomes. We hope to have a new sign for Carvers Recreation Ground before the end of March and will take down the existing one which has out of date information and is in a poor position. There is a new lamppost banner outside the entrance to Carvers (which has been temporarily taken down to be repaired).

6. 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. Sadly, the weather was against us on the day. Everyone that did come seemed to enjoy themselves and we believe that it has the makings of a good, low key community event.

7. Reporting

Charmaine would be interested in hearing from the committee if monthly reports continue to be essential or if bi-monthly or quarterly reporting would be adequate now the direction of travel for the centre is more firmly established?

For further information, contact:

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

RECREATION, LEISURE AND OPEN SPACES COMMITTEE**6th MARCH 2019****EVENTS 2018/19****1. INTRODUCTION**

- 1.1** Members have requested a summary of the financial performance of Ringwood Town Council sponsored events in 2018/19.
- 1.2** This report sets out the latest figures for income and expenditure, by event. Income and expenditure has been classified under a number of headings so that the costs may be better understood.

2. Events 2018/19

- 2.1** This report covers the Royal Wedding street party, the Fireworks display and the Christmas lights switch on celebrations.
- 2.2** Office staff time is not routinely recorded and attributed to particular cost centres, however the grounds staff maintain records of the time they spend on various activities, including events and an events coordinator role was created with effect from August. A calculation of costs of staff time has been prepared for information.
- 2.3** Whilst the events concluded with the Christmas lights switch on, some of the related financial transactions have been recorded as late as February. It is therefore possible, although unlikely, that the following figures will change further.
- 2.4** Overall direct expenditure on the three events was £14,961 whilst income generated through sponsorship and sales of merchandise and tickets was £20,651 creating a gross surplus of £5,690.
- 2.5** Office staff costs, attributable to these particular events, was estimated at £2,581.69 to the end of January. This is slightly lower than earlier analysis suggested because of revisions relating to pension contributions. This also excludes any time spent by the events coordinator on other activities such as the Remembrance Service. The cost attributable to grounds staff is £483.60, based on the time recorded in their time sheets as attributable to these events. Staff costs are summarised in Appendix 2 (which for reasons of employee confidentiality is available to councillors only).

3. Summary of events income and expenditure

- 3.1** The following table provides a summary of income, expenditure and staff costs directly attributable to events.

Events Summary				
	Income	Exp	Staff	Net
Royal Wedding	-6,876.99	6,332.88	31.20	-512.91
Fireworks	-11,161.06	6,121.46	2,079.14	-2,960.46
Christmas Lights switch on	-2,613.41	2,506.66	954.95	848.20
Total	-20,651.46	14,961.00	3,065.29	-2,625.17

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- 3.3 Appendix 1 summarises the costs and income per event.
- 3.4 The net surplus on events for 2018/19, after staff costs are taken into account, is therefore £2,625.17. However, it is arguable that the Grounds staff costs are simply a redirection of costs which would have been incurred in any case and therefore need not be shown as a cost of holding the events.

4. FINANCIAL IMPLICATIONS

- 4.1 Events have generated a gross surplus of £5,690 in 2018/19. There is a net surplus, when taking the office staff costs into account, of £3,108.31. Grounds staff costs, should they be attributed to these events would reduce the surplus to £2,625.17.
- 4.2 The balance held in reserves in respect of the surplus generated in 2017/18 is £5,342.

5. RECOMMENDATIONS

Members are asked to consider:

- i) Whether any of the directly attributable staff costs should be set against event revenue,
- ii) Whether all of the resulting surplus should be transferred to earmarked reserves to offset future event costs or otherwise be used at the discretion of the events team.

For further information please contact:

Rory Fitzgerald Finance Manager or Chris.Wilkins, Town Clerk
E-mail: rory.fitzgerald@ringwood.gov.uk chris.wilkins@ringwood.gov.uk
Telephone: 01425 484723 or 01425 484720

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Royal Wedding	
Income:	
Sponsorship	-5,750.00
Sales	-1,126.99
Total Income	-6,876.99
Expenditure:	
Services	4,671.47
Licences	175.50
Supplies	422.91
Security	1,050.00
Other	13.00
Total Expenditure	6,332.88
Staff Costs	31.20
Net Expenditure	-512.91

Fireworks	
Income:	
Ticket Sales	-7,253.23
Sponsorship	-3,705.00
Other	-202.83
Total Income	-11,161.06
Expenditure:	
Fireworks	3,333.33
Services	1,348.00
Security	436.00
Tickets & Publicity	609.57
Merchandise	352.06
Other	42.50
Total Expenditure	6,121.46
Staff Costs	2,079.14
Net Expenditure	-2,960.46

Christmas Lights switch on	
Income:	
Sponsorship	-807.00
Market Stalls	-1,075.00
Sales	-731.41
Total Income	-2,613.41
Expenditure:	
Services	399.50
Licences	150.00
Supplies	1,044.16
Security	900.00
Other	13.00
Total Expenditure	2,506.66
Staff Costs	954.95
Net Expenditure	848.20

RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th March 2019

Cemetery Regulations

1. Introduction and reason why decision required

- 1.1 Officers recently became aware that the current Cemetery Regulations have not been rigorously enforced with regard to some grave spaces for persons under 12 years of age. Members' views are sought on how to respond to this situation.

2. Background information, options, impact assessment and risks

- 2.1 A small part of the Cemetery is laid out specially with grave spaces for persons under 12 years of age (the spaces being smaller than standard plots). Kerbstones and other items (which are prohibited under Cemetery Regulations and have been for many years) were recently installed upon one of the spaces in this area. It was noticed that the same has happened to several other grave spaces in this area (see Figure 1 below) – it is believed that all this happened over a period of some ten to fifteen years.
- 2.2 Officers could contact the rights-owner and require the recently installed items to be removed but are concerned that the owner is likely to object that no similar requirement was imposed in respect of the other graves. Officers could contact the rights-owners in respect of all the affected graves but those who installed the items many years ago are likely to object given the lapse of time. It is unclear why this situation was allowed to develop. However, it seems that the grounds maintenance staff who observed the works felt precluded from acting out of sensitivity to the feelings of the relatives of the deceased (who had suffered a particularly grievous bereavement) and the Town Clerk (at the relevant time) was either not informed or took the same view.
- 2.3 The situation can be regularized by making a small change to the Regulations allowing greater latitude in terms of permitting kerbstones and other memorials on young persons' graves than is allowed elsewhere. Officers recommend this course. Revised draft Regulations with the suggested change high-lighted are attached. The relaxation could apply to the specially designated area only or to young persons' graves anywhere. The latter would potentially defeat the object of the prohibition on kerbstones (because it would complicate maintenance) and is probably therefore best avoided. However, if that course is chosen it would be necessary for all staff to be ready to apply the current rules in all other areas of the Cemetery and for members to be prepared for the possible public reaction to this.
- 2.4 Members should consider whether it would be appropriate to undertake some form of public consultation before approving the change and/or whether a wider review of the Regulations is required.

3. Issues for decision and recommendations

- 3.1 Are members content to approve the suggested revision of the Cemetery Regulations in principle? (*Recommendation: Approve*)
- 3.2 If so, should the change;
- 3.2.1 be restricted to the designated area or be general? (*Recommendation: Restricted*)

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3.2.2 take effect immediately or be subject to a prior consultation exercise which officers should plan and implement? (*No recommendation*)

For further information, contact:

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



Figure 1 - "Baby Graves" area of Ringwood Cemetery



Ringwood Town Council

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

Tel: 01425 473883/484725

Email: town.council@ringwood.gov.uk

Website: www.ringwood.gov.uk

CEMETERY REGULATIONS

These Regulations became effective on **[Insert date]**

1. A certain part of the Cemetery is consecrated for burials according to the Rites of the Established Church, the remaining part being unconsecrated and any burial may take place therein provided such burial and the service (if any) attending is/be conducted with decorum.
2. Notice of every interment on a form to be provided by the Council must be given at least 2 working days previous to such interment taking place to the Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT between 09.00 and 16.30 hours on Mondays to Fridays inclusive. If interment is permitted in a vault or brick grave, then 3 clear days notice must be given. No notice can be received between 16.30 hours on a Friday and 09.00 hours on the following Monday.
3. **From the end of October to end of March**, the hours of interment will be between 09.00 and 1.30pm for graveside services, 09.00 and 2.30pm for a burial following a church service and 09.00 and 3pm for an ashes interment. **From the beginning of April to end of October** the hours of interment will be between 09.00 and 3.30pm for an interment of ashes and a burial following a church service and 09.00 and 3pm for a graveside service. No interment may take place on Saturdays, Sundays or Bank Holidays.
4. All fees and charges to be paid to the Ringwood Town Council when giving notice.
5.
 - a) Exclusive Rights of Burial will be granted on the original purchase for a period of five (5) years. If a burial takes place within that initial term the Council will, on interment, grant an Exclusive Right of Burial, for a further period of thirty (30) years.
 - b) If an interment has not taken place within the period of five (5) years of the initial grant of an Exclusive Right of Burial, the Town Council will undertake to extend the initial grant by five (5) years.
 - c) In the event that an interment has not taken place within the period covered by Regulation 5(b) above the Council may, at its sole discretion, approve further grants of Exclusive Rights of Burial to the original Beneficiary on such terms and conditions as it may prescribe.
 - d) Selection of the grave space in all cases both of general interment and on purchase is as determined by the Town Council.
 - e) All double depth graves for which the Exclusive Right of Burial has not been purchased at the time of the interment will be known as Common Graves and the

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Ringwood Town Council reserve the right to re-use these graves for future interments after a suitable period of time has elapsed.

- f) Parishioner means any person who is living in the town at the time of their death. For parishioners who move away from the town, non-parishioner fees shall apply **except** any person who moved away up to two years prior to their death. The Town Clerk and the Chairman of the Recreation, Leisure and Open Spaces Committee can exercise their discretion, in respect of the fees to be paid
 - g) The option to purchase the Exclusive Right of Burial of a Common Grave is open to relatives at any time subsequent to the interment and must be exercised before a further interment has taken place in the same grave.
6. The certificate of the Registrar of Deaths, or where an Inquest has been held, of the Coroner, must be handed to the Town Clerk, or his duly appointed representative, before or at the same time of interment.
 7. Grave spaces for persons above 12 years of age shall be at least 6'6" (2400mm) x 4' (1200mm) and for those under 12 years of age at least 5' (1500mm) x 4' (1200mm).
 8.
 - a) The consent in writing of the owner (or funeral director on their behalf) to an interment in a purchased grave or vault must be given to the Town Clerk on the notice of burial and such consent must contain the grave number.
 - b) No interment shall take place in a new single depth grave unless the Exclusive Right of Burial for that grave is purchased at the time of the interment.
 - c) If the Exclusive Right of Burial has not been purchased, single depth graves will not be permitted, except where in the opinion of the Council ground conditions are unsuitable for deeper graves.
 9. Where any part of the Cemetery is set aside for the construction of vaults all such vaults shall be built by:
 - i) good whole bricks or stone properly bonded and solidly put together with good mortar compounded of good lime and clean sand or other suitable material or with good cement mixed with the clean sand or;
 - ii) other good hard or suitable material properly and solidly put together; and
 - iii) shall be subject to such premium charge as may be settled from time to time by the Town Council outside the normal scale of fees.
 10. Materials of every description to be used in the construction of graves or vaults and all stones, tombs, tablets and monuments must be conveyed into the Cemetery on vehicles with wheels not likely to cause damage to paths and the turf.
 11. Whenever a burial has taken place, except in a private vault, the surface of the grave shall, as soon as practicable, be covered with soil and grass seed.
 12. No body shall be buried in a grave so that any part of the coffin is at a depth of less than 3' (900mm) below the level of the ground adjoining the grave.
 13. All damage caused to any boundary wall, fence, ground, paths, memorials or to any part of the Cemetery must forthwith be repaired to the satisfaction of the Town Clerk by the party causing the damage.
 14. No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in that grave by the means of a layer of earth not less than 6" (150mm) in thickness.
 15. Where any grave is re-opened for the purposes of making another interment therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.

16. Every person who in a Cemetery buries a body in a vault shall on the day of the interment after the deposit in the vault of the coffin containing the body cause the coffin to be wholly or permanently imbedded in and covered with a layer or layers of good cement and concrete not less in any part of 6" (150mm) in thickness or to be wholly and permanently enclosed in a separate cell or receptacle which will be constructed of slate or stone flagging not less than 2" (50mm) in thickness properly jointed in cement or good brickwork in cement in such a manner as to prevent as far as may be practicable the escape of any noxious gas from the interior of the cell or receptacle.
17. The owner of an Exclusive Right of Burial shall maintain the grave in good order and condition to the satisfaction of the Town Clerk.
18. No memorial shall be erected upon any grave unless the Exclusive Right of Burial has been granted and without the consent in writing of the Town Clerk.
19. Before a memorial is erected, the correct grave must be verified and agreed with the Town Clerk.
20. The person responsible for erecting, fixing, moving or transporting the memorial must provide all necessary tools, equipment and labour necessary for that purpose.
21. The person responsible for erecting the memorial must move all spare soil and clean up after the completion of the work to the reasonable satisfaction of the Town Clerk.
22. Suitable foundations must be provided in order to prevent memorials from sinking and must be constructed in accordance with the Code of Working Practice issued by NAMM. All memorials must conform to British Standard 8415 for the Installation of Memorials.
23. No memorial, other than a headstone not exceeding 900mm (36") in height, 900mm (36") wide and 300mm in depth shall be permitted to be erected in any part of the Cemetery. Any flower vase or other container is to be an integral part of the memorial. Glass vases are not permitted.
24. No plants with roots shall be planted on or adjacent to graves without Town Council permission.
25. No ornaments or articles are to be placed on or adjacent to graves without Town Council permission.
26. Kerbstones are not permitted. Old kerbstones may be removed for maintenance, no new kerbs are allowed to replace old ones.
- 26A. Regulations 23, 25 and 26 above shall apply differently to grave spaces for persons under 12 years of age [in any part of the Cemetery specifically laid out for such spaces]. Ornaments, articles and kerbstones that would be prohibited elsewhere may be permitted on these grave spaces only with the permission and at the discretion of the Town Clerk.
27. No fencing of any type is allowed on or around graves.
28. The maximum height of a memorial in the Garden of Rest is 101mm (4" sloping to 2"), the size for a single plot being 550mm (22") x 275mm (11") and a double plot being 550mm (22") x 550mm (22").
29. In all cases, design dimensions and inscriptions must be submitted to the Town Clerk for approval whose decision shall be final. Any contemplated work not provided for as above will be the subject of arrangement and fees with the Council.
30. No memorial is to be removed for any purpose without the previous consent of the Town Clerk. Once consent has been granted the Town Council must be notified before any memorial is removed or replaced.

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31. Artificial grass matting must be used in the case of all interments. No dogs will be allowed in any part of the Council's Cemetery unless on a leash. Cycling, riding of mopeds or motorcycles shall not be permitted within the Council's Cemetery other than in the Cemetery car park except funeral cars attending a funeral.
32. In all cases, whether the grave is hand dug or a mechanical digger is used, the Undertaker and any contractors appointed by him shall comply with all of the provisions contained within the latest Code of Practice issued by the Institute of Burial and Cremation Administration relating to grave digging. In particular, the Undertaker and any contractors shall be responsible for complying with all aspects of Health & Safety legislation relating to the digging, opening and backfilling of graves.
33. On completion of each funeral gravediggers are to remove all boards, wheelbarrows and equipment from the Cemetery.
34. A register of all burials will be kept in the Council office where at all times reasonable searches may be requested and certified extracts obtained from the Town Clerk upon payment of the appropriate fee.
35. The Council's Cemetery will be open to the public, free of any charge. As a result of an increase in the use of electric mobility scooters informal arrangements have been introduced to leave one bollard down each Thursday to allow access.
36. Visitors shall not interfere with the Council's employees in their duties nor employ them to plant graves or execute any private work whatsoever and employees are not authorised to receive any gratuity. Visitors will be required to keep to the paths and refrain from damaging shrubs, flowers and memorials and to behave in a decorous manner.
37. The Town Clerk's decision in respect of all matters of interpretation of these Regulations and all matters relating to the management of the Cemetery administered by the Ringwood Town Council shall be final.



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 meeting to review progress on this project has been arranged for 28 th February.
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	Improving access to the play area rear gate, improving the surface under the picnic tables and the table-tennis tables proposal are all being 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. Cllr Heron donated £900 district cllrs community fund.	£1,862 Budget & Donation	£1,862	£962	Moderate	Finished	This item will not be updated further.
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	The Clerk and representatives of RTFC are working up detailed proposals for the progression of this project which will be presented to the Working Party when ready.
C2	Bickerley drainage works	RTC staff have resumed routine grass-cutting.				Moderate	Probable	Officers continue to press for agreement on site handover back to RTC and the compensation payment to RTC.
C3	Christmas Lights – Replacement/re-procurement from 2019	The “outcome specification” (for inclusion in the tender) was agreed in outline at the February committee meeting				Significant	No	Officers are continuing to work on the procurement process.



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						