

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

26th August 2020

A meeting of the above Committee will be held on **Wednesday 2nd September 2020** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. The meeting will start in Zoom at 6.45pm. Councillors are encouraged to join in good time ready for a start of the meeting proper at 7.00pm In the event of difficulty joining please contact Chris Wilkins, Town Clerk on (01425) 484720 or by sending an email to chris.wilkins@ringwood.gov.uk.

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Chris Wilkins, Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/81886508076?pwd=MTIIRjM4N3ZyL0dzOW5zZ1daQ093QT09>

Meeting ID: 818 8650 8076 Passcode: 049505

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 amend (OS/5982) and approve as a correct record the minutes of the meetings held on 1st July 2020

5. EVENTS MANAGEMENT

To receive a report from Ringwood Events Team

6. COMMUNITY ALLOTMENT PROPOSAL

To consider the Town Clerk's report and proposal from Southampton Road Allotment Association (*Report A*)

7. OPEN SPACES WORKING PARTY

To consider the recommendations of the Open Spaces Working Party as set out in the summary annexed (*Report B*)

8. TREE PLANTING

To consider further proposals for tree-planting on Council land as described in report and appendix (*Report C*)

9. CURRENT PROJECTS UPDATE

To receive the Town Clerk's report (*Report D*)

10. NEW PROJECT PROPOSALS

To receive and consider proposals for possible new projects and bids for budget-funding where required

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 Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

Student Advisors

Copied by e-mail to other Members for information

Tree-planting – RTC land

1. Introduction and reason for the report

- 1.1 Of 5,000 trees agreed in principle, sites for a total of 4,200 trees have been approved for planting by RACE on RTC owned land;
- 1.2 This report proposes that the remaining 800 saplings are planted as hedging on the RTC land either side of the Southampton Road A31 flyover (subject to CAT scan) as shown in purple below. Apart from visual amenity, the hedging is expected to remove airborne particulates due to A31 traffic.



2. Background information

- 2.1 At the RL&OS Committee meeting on 3rd June 2020, support was given to the planting of 2,100 trees at Poulner Lakes and the Mount, subject to no issues being discovered by CAT scanning. It was hoped that RACE would secure funding from a Veolia grant application which was unsuccessful. RACE is now seeking alternative funding options;
- 2.2 A trial planting of some saplings along the boundary fence with Highways England land bordering the A31 on RTC land adjacent to Southampton Road has shown the soil to be suitable for saplings to thrive, such as field maple, rowan and wild cherry;
- 2.3 The area will require a CAT scan, as it is anticipated that there will be services underground which will need to be avoided, particularly on the eastern area;
- 2.4 The detailed planting would be planned and executed in consultation and agreement with the RTC Head Groundsman;
- 2.5 Care and maintenance of the saplings would be the responsibility of RACE for two years from planting;
- 2.6 Planting would be carried out by RACE volunteers under RACE public liability insurance and subject to an appropriate risk assessment, including Covid precautions;
- 2.7 Support for the project at this time will allow RACE to seek funding and grants from third parties.

3. Issues for decision and any recommendations

- 3.1 Whether to support the planting of up to 800 trees at the RTC Southampton Road sites adjacent to the A31 flyover

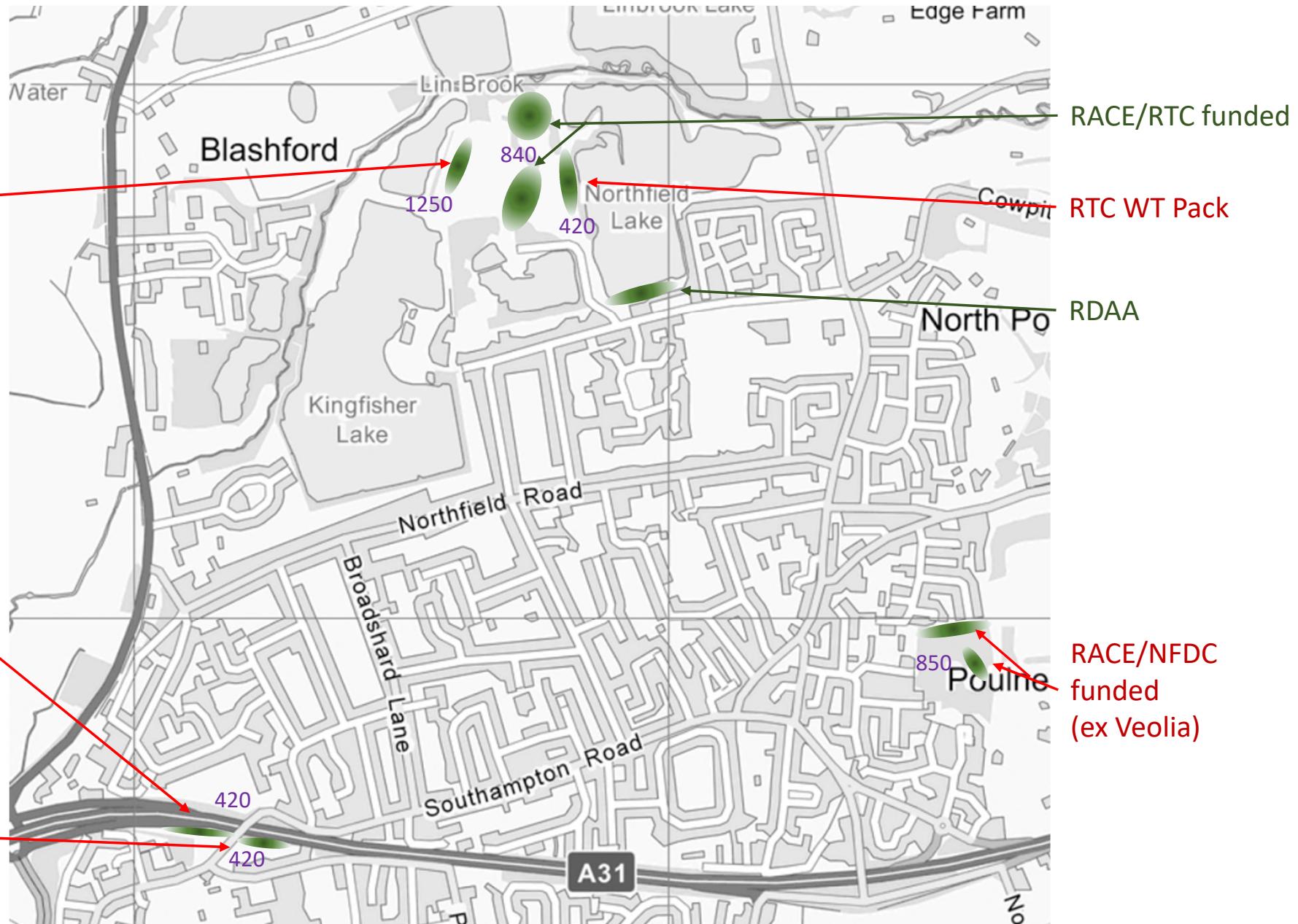
C

RTC Land Plantings:
Done & **Planned**

RACE/RTC?
funded
(ex Veolia)

Transition
Ringwood
WT Pack

RACE
WT Pack



Ringwood Open Spaces Working Party

Notes of meeting held on Wednesday 22nd July 2020 at 7pm via Zoom

Present: Cllr Hilary Edge
Cllr John Haywood
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Tony Ring
Cllr Glenys Turner
Adrian Clarida
Rebecca Windsor

In Attendance: Christopher Wilkins (Town Clerk)

Absent: None

1. Election of Chair

Cllr. John Haywood was elected Chairman of the Working Party

2. Apologies for absence

No apologies for absence were received.

3. Declarations of interest

No disclosable pecuniary interests were declared but Cllr Heron mentioned that the business which provided the recently-installed temporary security measures at Poulner Lakes is owned by a relative of his.

4. Terms of Reference

It was noted from the Minutes of the meeting of the Recreation, Leisure and Open Spaces Committee that this Working Party's remit was described as follows:
"to systematically review security at sites which were owned or managed by the Town Council, with a view to protecting the green spaces and making them less vulnerable to incursion".

5. Identification of sites requiring consideration

The Clerk reported that a list and plan of all sites had been circulated to all members (except Rebecca Windsor who had volunteered after this was done).

ACTION: Town Clerk to email list and plan to Rebecca Windsor

The Chairman invited the Clerk to run through the sites so each could be considered in turn. It was agreed that the following sites merited further consideration (the numbers refer to the entries in the Council's terrier and appear on the plan):

Poulner Lakes (11)
North Poulner Road Public Open Space (12)
Kingfisher Way Public Open Space (6)
North Poulner Play Area (7)
The Mount Public Open Space (24)
Carvers Recreation Ground (5)
The Bickerley Town or Village Green (1, 14 & 35)
Forest Edge Public Open Space (9)
Castleman Way Public Open Space (13)
Ten Acre Field and Bernie Guy's Field (33 & 37)

ACTION: All members to visit these sites if possible and consider before the next meeting what further measures (if any) may be practicable and desirable to improve the security at each.

Cllr. Edge asked if any of these sites are subject to agreements or restrictions which might affect what measures can be taken. The Clerk advised that this is likely to be the case but suggested that this be considered only once we are clearer about what measures are desired.

The following further observations about other sites were noted:

- a. Southampton Road verges (16 & 17) – appear reasonably secure but may merit further consideration if time allows;
- b. The open space at the junction of Cowpitts Lane and Gorley Road is vulnerable but, since it isn't owned or managed by the Council, is outside the remit of this Working Party. It is believed to belong to Hampshire Highways, to whom any concerns or proposals should be directed;
- c. The new allotments site off Crow Arch Lane will need protection but until ownership of it is transferred to this Council it also lies outside the remit of this Working Party.

6. Date of next Meeting

It was agreed that the next meeting would be on **Thursday 30th July 2020 at 7pm**

ACTION: Town Clerk to schedule meeting in Zoom and issue invitations to members

There being no further business, the meeting closed at 7.40pm.

Ringwood Open Spaces Working Party

Notes of meeting held on Thursday 30th July 2020 at 7pm via Zoom

Present: Cllr John Haywood – Chair
Cllr Hilary Edge – *from 7.30pm*
Cllr Jeremy Heron
Cllr Peter Kelleher
Cllr Tony Ring
Cllr Glenys Turner
Adrian Clarida – *until 8.30pm*

In Attendance: Christopher Wilkins (Town Clerk)
Kelvin Wentworth (Grounds Foreman)

Absent: Rebecca Windsor

1. Apologies for absence

Apologies for absence were received from Rebeca Windsor and accepted.

2. Declarations of interest

No disclosable pecuniary interests were declared.

3. Means of protection

Members considered the various types of physical measure that might be taken to discourage unauthorised encampments on Town Council sites and assessed their respective advantages and disadvantages:

Earth banks. Advantages: More visually appealing than most alternatives, especially if seeded with wild-flowers. Can be combined with ditches (which avoids site transfer issues). Low maintenance. Disadvantages: Can be eroded, especially if used in the wrong place. Time/cost to create.

Dragon's teeth. Advantages: Relatively cheap and quick to install. Can be combined with planting (but trip hazards must be avoided). Disadvantages: Can be unattractive, especially as they age. Relatively easy to circumvent. Need for strimming/spraying.

Gates, fences, barriers, etc. Advantages: Robustness. Disadvantages: Cost. Can be unattractive.

Planting. Advantages: Attractive. Health and environmental benefits. Disadvantages: Slow to take effect.

Restricting unauthorised access tends also to limit authorised access; complicating maintenance and potentially precluding use of the most efficient vehicles/equipment. Conversely, careful re-design of frequently used access points can make maintenance more efficient and some measures reduce the overall maintenance need.

4. Review of sites requiring consideration

Members considered in turn each of the sites identified at the previous meeting; reporting the findings of recent inspection visits, noting experience of previous incursions, assessing vulnerability and debating the most suitable protective measures. The results are summarized in Appendix 1.

5. Recommendations

Members agreed:

- 5.1 To adopt as recommendations, the measures marked in bold in Appendix 1 but (in view of likely budget and other resource constraints)
- 5.2 To consider priorities among these and advise the Clerk of their views on this; and
- 5.3 To meet again briefly to discuss and agree the priority of the recommendations.

ACTIONS:

1. Town Clerk to prepare a summary of the findings and recommended measures and include provision for prioritizing these;
2. Town Clerk and Grounds Foreman to assemble further information on likely costs;
3. Town Clerk to check for legal and regulatory constraints on implementation.

6. Date of next Meeting

Ideally, the next meeting would be on the 24th, 25th or 26th August, if practicable.

ACTION: Town Clerk to arrange poll, schedule meeting in Zoom and issue invitations to members

There being no further business, the meeting closed at 8.50pm.



2020-21 Project progress report - Recreation, Leisure & Open Spaces Committee

Updated: 25th August 2020

Item No.	Name	Recent developments	Resource use			Finish in 2020-21?	Notes	
			Finance		Staff time			
			Cost & source	Spent to date				
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	War Memorial repairs	Procurement decision made. Grant award received. Contractor has revised the provisional start date to 7 th September. Work expected to take two weeks.	c.£8,500 Grant, budget & ?	£125	c. £8,500	Moderate	Probable	Carried forward from 2018-19. Grant awarded by War Memorials Trust leaves funding gap.
A2	Carvers Rec improvements	Semi-permanent table-tennis table ordered.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Officers will arrange installation and further investigate options for the adult outdoor gym when coronavirus restrictions allow.
A3	Grounds department workshop & store facilities	Tendering for the feasibility study suspended pending further clarification of the requirement.	£3,000 Budget	£0	£3,000	Moderate	Probable (study only)	Carried forward from 2019-20. Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A4	Christmas Lights—Replacement/re-procurement	Contract review meeting held on 3 rd March.	£17,000 Budget	£0	£17,000	Moderate	Definite	Carried forward from 2019-20. This item will not be updated further.
A5	Pocket Park Boardwalk	Work has finished and been paid for.	£15,585 Earmarked reserves	£15,585	£15,585	Moderate	Definite	Carried forward from 2019-20. The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations. This item will not be updated further.
A6	Poulner Lakes Access Road refurbishment	NFDC officer met on site to discuss options and seek advice	£2,000 Budget	£0	£2,000	Moderate	Possible	Technical advice and possible costs estimate awaited from NFDC

D

A7	Waste bin replacement programme		£2,000 Budget	£0	£2,000	Moderate	Probable (Yr 1 of 3)	Three-year programme starting in 2020-21. Start delayed by coronavirus outbreak
A8	Aerator refurbishment		£5,000 Provisions	£0	£5,000	Minimal	Probable	Start delayed by coronavirus outbreak
A9	Ash Grove fence replacement		£6,000 Provisions	£0	£6,000	Moderate	Probable	Start delayed by coronavirus outbreak

Projects with budgetary implications (not included in 2020-21 budget but added since)

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Projects with no budgetary implications in 2020-21

C1	Bickerley drainage works	Work continues on concluding the compensation claim.				Moderate	Unlikely	Officers are working to secure the promised management plan and conclude the compensation claim.
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RECREATION, LEISURE & OPEN SPACES COMMITTEE**2nd September 2020****Proposed community space at Southampton Road allotments site****1. Introduction and reason for report**

- 1.1 An association of tenants of allotments at the Southampton Road site has recently been formed. It has asked if one of the allotment spaces (currently unlet) could be made available for communal use rather than re-let as an allotment.

2. Background information and options

- 2.1 The allotment space in question (plot number 23) has a chequered history. In recent years, it has been let to a succession of tenants but has frequently failed inspections and been surrendered. It is shaded by overhanging trees making it difficult to cultivate. The proximity of the A31 also makes it noisy and less attractive than other plots. It is currently in a neglected state and is over-grown with weeds. Although there is a waiting list, nobody on it has expressed a wish to take on a tenancy of this plot (though officers have delayed actively canvassing for a new tenant pending a member-decision on this item).
- 2.2 The proposal from the tenants' association is described in detail in the emailed text set out in the appendix to this report.
- 2.3 Once land has been appropriated for use as allotments it is generally desirable that it be made available for letting to individual tenants and not put to any other use. Allotments are also something of a legal minefield, their management being subject to complex powers, rules and restrictions. However, given the unusual circumstances pertaining to this plot and given that the alternative use proposed is collateral to and supportive of the use of the remainder of the site as allotments, it is worthy of consideration.

3. Issues for decision and any recommendations

- 3.1 **Do members support the proposal from the tenants' association in principle?**
- 3.2 **If so, members are recommended to authorise officers to check what is legally permissible and (subject to any legal or regulatory constraints) to negotiate an appropriate form of agreement between the Council and the association to enable the proposal to be implemented as soon as practicable.**

For further information, contact:

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

Kelvin Wentworth, Grounds Foreman
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk

A

Appendix to report on proposed community space at Southampton Road allotments site – Description of the proposal

"Our aim is to create a good friendly, helpful communal spirit where everyone can get to know each other, can help each other and exchange ideas and knowledge. Assisting keen younger gardeners of the future to enjoy the thrill and achievement of growing your own veg. Whilst understanding the pit falls that can come with it.

We have noticed that plot 23 has been a complete jungle for many years now. Everyone previous Tenant of P23 got so disheartened rapidly. Its not a great site with the trees shading the plot and taking away any nutrients that might be there. Growing vegetables of any quality on this plot was going to be more than difficult. So we thought that this was ideal for a communal plot where we could utilise this space better and help tidy up the site. The plot is away from the main entrance and not readily visible from the road because of the trees. Gardening and growing your own has become even more popular recently and we wish to nurture this.

What we hope to achieve. Our ideas for the plot are as follows:

1. Provide a communal table with seating area. This we hope will be on bark chippings to minimise the weeds.
2. Provide a number of small raised beds with the intention of letting children of plot holders claim and name one as their own little growing area. Also any spare ones can be used by members of the Association to plant up as they wish. We would like to encourage them to have a go at growing the more unusual plants trying something different maybe.
3. Construct a communal wooden hut for storage of tools etc used for the upkeep of the plot. We would also like to keep a basket or box for surplus packets of seeds to be kept for other members to use. On the hut we would also place a notice board, this would advertise upcoming local gardening events, plot holders items for sale or exchange and general allotment information.
4. Construct a polytunnel/Greenhouse where plot holders can put their excess or un-required plants for other members to use.
5. Construct a small wildlife pond.
6. Infill with small shrubs, flowers and unusual fruit trees that seem to be disappearing.
7. Tidy up the existing boundary fence with some small panels.
8. Construct bark chipping paths with wooden edgings as required.

This if permissible, will not happen overnight and will be done in stages by Association members throughout the year.

We would like a communal area where gardening knowledge and tips can be socially discussed and hopefully inspire new gardeners by being helped and encouraged. Older ex plot holders who have found that maintaining a larger plot has become too much for them can still be involved with the communal plot. They could still come down, meet up with friends and help maintain the plot i.e. by watering, pruning, weeding etc.on a small basis. Obviously they would not have a gate key but would have an association contact number if required.

Hope that you could approve our wishes as it is in our opinion going to help keep Southampton Road Allotments in good order and be beneficial to the Council in the long term by making use of a very awkward plot.

Association details and contact numbers can be supplied in due course."

B

Ringwood Open Spaces Working Party

Appendix 1 to Notes of meeting held on Thursday 30th July 2020

Summary of site-specific findings and recommendations

Site No. ¹	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
1	Bickerley Green	Town or Village Green	Y	Install 2 no. drop-down metal bollards behind gate by pumping station	M	
				Extend ditch (if permitted)	M	
				Renew/repair existing measures	M	
14	Danny Cracknell Pocket Park	Public park and nature reserve	Y	Install drop-down bollards and oak (or other hardwood) “gate-posts” at entrance (if permitted)	M	
				Replace dragon’s teeth with earth bank and ditch and wild-flower planting	M	
35	Bickerley Terrace	Town or Village Green	N	Renew/repair existing measures and supplement with planting	L	

¹ Numbering follows the Council's terrier. See also map on Council website www.ringwood.gov.uk

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Site No. ¹	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
5	Carvers	Recreation Ground	Y	Install drop-down bollard behind gate to Carvers Lane	H	
				Install 2 no. heavy-duty drop-down metal bollards (and consider removing gate) at Southampton Road entrance	H	
				Retain height barrier	H	Nil
6	Kingfisher Way POS	Public open space	Y	Create earth banks and ditches on all sides but with a gap (protected by drop-down bollards) for maintenance access and plant with wild-flowers	H	
7	North Poulner Play Area	Play and recreation space	N	-	-	-
9	Forest Edge POS	Public open space	Y	Install dragon's teeth on road side but with a gap (protected by drop-down bollards) for maintenance access	M	
11	Poulner Lakes	Public open space	Y	Create earth bank and ditch at edge of car parking area and plant with wild-flowers	H	
				Install 2 no. drop-down metal	H	

Site No. ¹	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
				bollards by 5-bar gate		
				Replace height barrier with a more robust version incorporating a boxed-in lock hasp	H	
12	North Poulner Road POS	Public open space	Y	Retain “temporary” dragon’s teeth	-	Nil
13	Castleman Way POS	Public open space	Y	Install dragon’s teeth on road side (inset to avoid utilities)	H	
16/17	Southampton Road verges	Public open spaces	N	-	-	-
24	The Mount	Public open space	Y	Retain earth bank at Frobisher Close entrance if permissible	-	Nil
				Install 3 no. dragon’s teeth at access off The Mount	M	
33	Ten-Acre Field	Sports fields	Y	Install 2 no. drop-down metal bollards behind the gate off Long Lane	M	
37	Bernie Guy’s Field	Sports fields	Y	Install 2 no. drop-down metal bollards behind the gate off Green Lane	M	