

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Wednesday 7th April 2021 at 7.00pm

PRESENT: Cllr Andy 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 Tony Ring
Cllr Glenys Turner

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

ABSENT: Cllr Gloria O’Reilly

**OS/6050
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6051
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Gloria O’Reilly.

**OS/6052
DECLARATIONS OF INTEREST**

There were none.

**OS/6053
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 3rd March 2021 be approved and signed as a correct record.

**OS/6054
CARVERS CLUBHOUSE**

Members received a verbal report from the Manager of Carvers Clubhouse.



Carvers Clubhouse

Since 29th March, baby groups have been organised, the skatepark has re-opened and table tennis made available. The clubhouse is currently running as a take-away kiosk.

The Manager detailed the operational plan for the clubhouse for the next few months, which aligns with the governments' roadmap out of lockdown. From 12th April, community centres will be allowed to open. Three family fun days have been arranged by Connect4 (an organisation funded by the Department of Education which has links with Hampshire County Council) and free outdoor activities and lunch for young people and their families will be provided at the Clubhouse. Hirers of the clubhouse will return after the Easter holidays for children's groups. Adult exercise classes and the indoor café (subject to the rule of 6) can return from 17th May.

It is hoped that a programme of activities can be provided over the Summer and Connect4 will be involved in more family fun days and youth activities. There is some time in the interim to build the relationship with the school.

As the Clubhouse reopens there are opportunities to engage with the community about what people would like to see at Carvers, trialling activities over the Summer and gathering feedback. This ties in with the strategic work being undertaken by Carvers Working Party. The aim is to ask for feedback via the website and social media, test out equipment and activities and use that evidence to feed into a funding proposal for a more longer-term provision. For example, football goals have been purchased and they can be moved around the ground to find the most suitable location and use/misuse can be monitored. Other suggestions being considered included additional shelters and bringing more natural, tactile play to the recreation ground. Members asked that provision be considered for all ages, both boys and girls and a range of interests.

The KickStart post has been reopened and it is hoped that there would be some interest in this and Connect4 has provided funding for an assistant post in the café, but the Manager is waiting to see how this works out.

The Manager highlighted an issue with the tarmacked area at the front of the building, as it looks unsightly. The problem has built up since the building was opened and it now appeared dirty and stained with chewing gum. The major clean-up required was expected to involve an expensive one-off cost, with plans for smaller, more regular cleans/ maintenance in future. Two quotes had been obtained and a further one was awaited. Members agreed to the clean-up as suggested, recommending that the cost be funded from the buildings maintenance reserve and that attempts are also made to eliminate the problem with education.

Detached Youth Work Project

The Manager reported on progress made with the current project PF3 'Youth Outreach work', to provide youth workers for detached outreach work, with the aim of exploring needs and looking at what the Council could do to take that forward. The project had stalled due to the pandemic, but discussions with outside parties had now taken place. She gave reasons why the project should be supported and the preferred format, however explained that the current budget allocation was not adequate to fund the youth provision proposal.

The Town Clerk added that project had been agreed in principle and funding allocated, however as quotes had escalated beyond the original budget, it was for Members to determine whether the additional funding was to be requested or if the increase would warrant further evaluation of the projects' priority.



The Council's role in this area of work was questioned and there was some concern that it would be taking on a responsibility of a higher authority (HCC) and, rather, it should be lobbied to provide the service. However, others felt that if there was a need, it should be addressed and the Council should make some provision for youth work, as it would not be provided by HCC. Members requested a written report be prepared, outlining the proposal and costings and that this be considered by the Policy and Finance Committee.

RESOLVED: 1) That the verbal report on activities at Carvers Clubhouse be noted; and
2) That a written report be prepared in respect of the detached youth work project and referred to the Policy and Finance Committee on 21st April 2021 for consideration.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That the reasonable cost (up to £1,000) of cleaning the tarmac at Carvers Clubhouse be funded from the buildings maintenance reserve.

ACTION C Bennett / C Wilkins

**OS/6055
EVENTS MANAGEMENT**

The Events Team reported that there were no changes to the plans for the Fireworks and Christmas events, as agreed in principle by the Committee, at an earlier meeting.

In relation to the rededication of the War Memorial, Sunday 15th August 2021 (VJ Day) had been suggested as an appropriate date. The service at the War Memorial would be a sombre occasion, but would then be followed by a street party in the Market Place (government restrictions permitting). It is hoped to incorporate Armed Forces Day into this event in some way. The team would move forward with planning the event, but would not commit to any expenditure, at this stage.

RESOLVED: That the update regarding events be noted.

**OS/6056
OPEN SPACES**

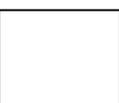
Members received the Town Clerk's report on Open Spaces and consider a recommendation from the Open Spaces Working Party (*Annex A*)

RESOLVED: 1) That the report on Open Spaces be noted;
2) That the proposed works at Castleman Way public open space recommended by the Open Spaces Working Party be approved; and
3) That the Open Spaces Working Party be dissolved as its' work is complete.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That additional funding for proposed works at Castleman Way public open space, of £1,300, be approved.

ACTION C Wilkins

**OS/6057
PROJECTS (current and proposed)**



The Town Clerk commented that the emerging projects, which were approved in the budget (2021/22) would be transferred to the current projects report and the updated version would be presented at the next meeting.

RESOLVED: That the update in respect of projects (*Annex B*) be noted.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.30pm.

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

RECEIVED
28th April 2021

APPROVED
12th May 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

--

RECREATION, LEISURE & OPEN SPACES COMMITTEE

7th April 2021

Open Spaces

1. Introduction and reason for report

- 1.1 On 1st July 2020 this committee established a working party to oversee the securing of the Council's public open spaces against unauthorised encampments and incursions (see minute ref. OS/5982). A recommended budget of £5,000 for protective measures was subsequently approved by the Policy & Finance Committee (see minute ref. F/5815).
- 1.2 This report details the measures taken and describes how the funds have been spent. It concludes with a recommendation from the Open Spaces Working Party for one further measure requiring an additional budget allocation.

2. Background information and options

- 2.1 Here is a list of protective measures taken to date and the relevant costs to this Council:

Hire of concrete blocks to secure Poulner Lakes temporarily	£1,056.00
Purchase and installation of two permanent drop-down bollards at Poulner Lakes	£326.00
Creation of earth bund at Poulner Lakes car park	£0.00
Installation of drop-down bollards at Carvers Recreation Ground	£0.00
Creation of earth bund at Kingfisher Way public open space	£2,432.40
Purchase and installation of drop-down bollards at Kingfisher Way POS	£252.00

- 2.2 Total funds spent or committed to date therefore come to £4,066.40 leaving £933.60 of the budget uncommitted. The Working Party also identified Castleman Way POS as potentially vulnerable and a high priority for protection. Creating an earth bund with a single drop-down bollard there would cost £2,204.00; £1,270.40 more than the remaining budget.
- 2.3 The Working Party acknowledged the scope for many other possible improvements but is not seeking further funding commitments to enable these to be made at this time.
- 2.4 The Home Office is currently consulting on additional police powers to deal with unauthorised encampments on private land. It may be prudent to review possible further measures once any change in the law has come into force and the practical impact it has had can be assessed.

3. Issues for decision and any recommendations

Members are invited to note this report and to decide:

- 3.1 Whether to approve the proposed works at Castleman Way POS recommended by the Open Spaces Working Party and therefore recommend to the Policy & Finance Committee that a further £1,300 be allocated for this purpose; and**
- 3.2 Whether to treat the work of the Open Spaces Working Party as complete and dissolve it.**

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

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning discussions initiated. VAT consultant engaged. Report given to members at RLOS meeting on 3rd March	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Council resolved to proceed at January meeting. Plan area designated by NFDC and NFNPA. Grant application successful. Next steps: review of Steering Group; creation of working groups; and preparation of draft Action Plan.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks due end March to treat Water Drop Wort	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	HE online Public Information Event to take place in March. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence 1 March 2021. Works to divert water main to commence May 2021.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Policy & Finance Committee						
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	In progress	Committee decided on 17 Feb 2021 to vire budget enabling use of outside parties to provide this service. Discussions with possible service providers proceeding	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	A site meeting to assess technical options for future track maintenance was held on 9th March and a specification on which to seek estimates is being prepared.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	





Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	In progress	The repair has been completed. An inspection and maintenance regime is being devised and a re-dedication ceremony is being planned for later in 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony to follow.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	In progress	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £933.60 remains uncommitted.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21 to be rolled into £10,000 budget for joint feasibility study with car park in 2021-22.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	In progress	Attachment is with contractor awaiting parts needed for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	Order placed for first 17 bins.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Agent given instructions following report to January meeting	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk	
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk	

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Progress / Status		Estimated cost	Funding sources
				Recent developments	Stage reached		
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Carvers WP agreed to incorporate in strategic development plan for Carvers	Options and costs have been investigated.		
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Included in budget agreed in January	Will move to current projects in April	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Officers are assessing possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm Facilities for school-age teenagers	Developing and improving this woodland site Researching demand and possible options	Cllrs Heron & Ring Cllrs Frederick & Turner	Carvers WP agreed to incorporate in strategic development plan for Carvers	Floated as possible future project Options being investigated		
Staffing Committee							
None							





Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Carvers WP agreed to incorporate in strategic development plan for Carvers	Options and costs have been investigated.		
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Included in budget agreed in January	Will move to current projects in April	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Officers are assessing possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm Facilities for school-age teenagers	Developing and improving this woodland site Researching demand and possible options	Cllrs Heron & Ring Cllrs Frederick & Turner	Carvers WP agreed to incorporate in strategic development plan for Carvers	Floated as possible future project Options being investigated		
Staffing Committee							
None							