

Ringwood Town Council

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

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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

1st October 2020

A meeting of the above Committee will be held on **Wednesday 7th October 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/82965651880?pwd=UmUyeGVQcHRML3ZzVUU5SVlycjBOUT09>

Meeting ID: 829 6565 1880

Passcode: 117180

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meetings held on 2nd September 2020

5. CARVERS CLUBHOUSE

To receive the Clubhouse Manager's quarterly report (*Report A*)

6. EVENTS MANAGEMENT

To receive a report from Ringwood Events Team and consider whether preparation for the Christmas Market should continue or be suspended

7. ADVANCING NEW PROJECTS

To consider the Town Clerk's report and the issues for decision therein (*Report B*)

8. CURRENT PROJECTS UPDATE

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

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

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

7th October 2020

Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse. My last written report was in January 2020.

1. Overview

It has, unsurprisingly, been a very challenging and changeable period for the Clubhouse and our provision of services. At the beginning of the year, we were reflecting on the report on youth provision in the town and looking to extend what we are offering at the Centre to incorporate tennis, later opening hours and a summer programme of activity. We had 10 regular hirers providing services to young children and teenagers. We closed due to COVID from late March until late July. Apart from the Manager we have had a 100% turnover of staff. To date, we have one hirer who has returned.

2. COVID

We have continued to monitor, risk assess and communicate safe ways of working and operating to staff and visitors to the centre. One of our challenges is that as a community centre, café and office (the Manager is now fully located here) we fall under multiple categories for government COVID guidelines. The staff (see below) have responded admirably, making positive contributions about how we can provide a safe, welcoming service for visitors. We have had to make several adaptations to make it 'COVID-secure' and will need to add to this over the coming weeks.

3. Room hire

One hirer (Twinkles Preschool Music Class) has returned to the Clubhouse to resume their service. Two others have sadly ceased to operate as businesses. One or two others are looking at returning in the next few weeks.

One of the issues with returning has been finances- in order to return safely, numbers attending sessions will have to be capped. Most of the non-charity groups running services from the Centre operate on very tight margins. I have worked with them to temporarily reduce room hire charges in order to get them back up and running. All hirers are required to follow our new COVID special room hire conditions.

4. It's Your Choice partnership

It's Your Choice provide information, advice and guidance (IAG) to young people in the New Forest area. They have been running advice sessions at the Clubhouse for the past 18 months every other week, but it has not always been entirely successful due to a lack of consistent presence in the town.

They have now appointed a youth advisor to work in Ringwood and be based at least once a week from the Clubhouse. We are developing a statement of partnership between ourselves and It's Your Choice to:

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- provide a facility that It's Your Choice can work from offering IAG and other services to young people
- share information between the two organisations
- explore gaps in provision in Ringwood and find ways of increasing participation from young people who would benefit from support
- to promote emotional and physical; well-being in young people and
- promote each other's work.

I am meeting the new member of staff in October and hope that they will be ready to start operating in November.

5. Activities and services

October half term is normally one of our busiest (and messiest weeks). The last two years we have provided Halloween themed craft activities which have proved to be extremely popular. We don't want to risk being overwhelmed by high numbers so will not be running anything specific indoors but plan to have an outdoor Halloween trail running in the recreation ground.

6. Café

Chris House left the Café team in August due to personal issues. He has been with us since April 2018 and we thank him for his contribution. He will be missed by many of our regular customers. We welcome 2 new members of staff- Sue Rogers is the new Café Manager and Gail Adams is the Deputy. Both have a wealth of catering experience and have worked in school settings and have set about adapting the menu to suit our current circumstances. The café is now open 4 days a week – Wednesday to Saturday. We previously managed with one member of staff during the week but this is now not possible as one member of staff is needed to ensure social distancing guidelines are met.

We are no longer able to have toys out for young children to enjoy. Instead, we can provide colouring in and children can ask for specific toys to be used. All items are quarantined between use.

7. Building Management

An on-going issue has been the monthly electricity bills which are extremely high for a new building. We had engaged someone to conduct an EPC assessment to get as clear an idea as possible of the energy usage of the property and if there is any unaccounted energy usage which may point to possible waste from appliances not working optimally or a problem with the meter. As it happens, the lockdown may have helped clarify the nature of the problem. Previously, the electricity bills seemed high throughout the year but higher in winter. Last winter they were high as usual but then dropped dramatically in the spring and have stayed low right through the summer. The heating was used last winter but turned off in the spring when the building was empty. Unlike the previous summer, however, we have not used the cooling this summer because our COVID risk assessment identified the need for fresh air in the building and so doors and windows have been opened instead. It therefore seems pretty clear that the culprit is the heating and cooling system (and not, for example, a meter fault, somebody stealing electricity or some other defective appliance).

Therefore, we are now looking to identify the reason that the heating and cooling system is so expensive to run and can anything be done about it.

8. Cleaning

Steven (groundsman), who had cleaned at the Clubhouse for several years resigned in July for personal reasons. We have since appointed two cleaners who have gone on to find additional work and left very quickly. Consistent and good quality cleaning is currently such a high priority in our own risk assessment, so we are looking at bringing in an agency to tide us over for a few months.

9. Kickstart programme

The Staffing Committee approved a new position of 'Centre Assistant' to be created for 6-month placements for a young person aged between 18-25 through the newly launched government *Kickstart Scheme*. This person would learn a variety of skills including customer service, food preparation and handling, hygiene, cleaning, money handling and the responsibilities of being a key holder. We will partner with Its Your Choice who will work with the young person to develop their skills on CV writing and interview skills. They would be line managed initially by the Café Manager with oversight by the Manager of the Centre.

The Kickstart Scheme will provide funding to employers for young people who are currently on Universal Credit and at risk of long-term unemployment. Funding will cover for each job placement:

- i. 100% of the relevant National Minimum Wage for 25 hours a week
- ii. the associated employer National Insurance contributions
- iii. employer minimum automatic enrolment contributions

As applications must be for a minimum of 30 placements, we are only eligible to apply through a representative acting on behalf of a group of employers. The Hampshire Chamber of Commerce have taken on this role. We have registered our interest with them and hope to hear more shortly.

10. New table tennis facility



Although ordered at the start of the summer, our new semi-permanent table tennis table was finally installed in September. It has been placed on one of the concrete bases outside the Clubhouse (the picnic benches have been moved closer to the front doors) to give the table prominence and a good playing surface. We have purchased some new bats for people to borrow (they are cleaned or quarantined between use) and have some sets for sale as well.

For further information, contact:

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

RECREATION, LEISURE & OPEN SPACES COMMITTEE

7th October 2020

New Projects Planning

1. Introduction and reason for report

- 1.1 The Council's process for developing new projects does not appear to be either clear and well-understood or effective. From time to time possible schemes are floated and discussed at meetings but few are developed to the point where they can be evaluated, prioritized and implemented. The Council has no agreed programme of projects awaiting funding or other resources. This report invites members to consider ways the process might be improved.

2. Background information and options

- 2.1 The Council's procedures for monitoring current projects seems to be working reasonably well but the same is not true for new projects. Members often seem uncertain how to raise or propose new schemes (whether of their own devising or suggested to them by members of the public). If ideas make it on to the current form of New Projects Planner, they often just languish there, making no progress. When the annual budget or the possible use of CIL receipts are debated, bids for funding can be made but there are often few (if any) proposals that have been adequately prepared for the detailed scrutiny that the allocation of public money requires.
- 2.2 The ideal process would see proposals cycle through an iterative process of discussion, development and evaluation – avoiding effort being spent on ideas that are impracticable or unsupported and focussing it on those that add value to the community. Although it can be frustrating to work on schemes only to see them stall at a late stage for want of funding (or some other resource), there can be benefits in having a range of such “shovel-ready” projects – new grant opportunities or other funding possibilities and unforeseen offers of help or other changes of circumstance can arise at any time.
- 2.3 Members of this committee are therefore invited to consider possible new approaches which could then be extended to the other committees too (if they agree, of course).
- 2.4 We need to build a “pipeline” of emerging projects that enables members to introduce new items and develop, monitor the progress of and prioritize the items already in it.
- 2.5 As a first step, future meetings could include a standing agenda item to (i) discuss ideas or proposals for entirely new possible projects and (ii) report progress on emerging projects and agree further actions. This would provide a regular opportunity for members to advance new ideas and obviate the need to do so in other ways (that can result in confusion and working at cross-purposes). It would also provide clarity about which ideas are developing their potential (and which have stalled), what still needs to be done and who will do it.
- 2.6 The agenda item suggested would need to be supported by a suitable report. In place of the current format something like Appendix 1 to this report is suggested. The committee would decide whether to admit new ideas. Over time these would progress from left to right (or not as the case may be). At any stage the committee could decide to kill off any item (because it wasn't making progress or for any other reason deemed sufficient. Once an item reached the right hand side it would be ready for funding and on receiving it would become a current project and managed/overseen as such. Appendix 2 uses this form to capture ideas previously suggested by members.

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2.7 The critical point, however, is that the foregoing comes down to just talk and paper, which are probably necessary but not sufficient to ensure that the process achieves anything. Between meetings, work will need to be done to develop the proposals. Depending on circumstances, this might be done by officers, individual councillors, informal working parties or outside parties (volunteers) liaising with officers or councillors. Although there can be flexibility about the identity of the “who”, the process is likely to be no improvement on the present one if this is left vague or unspecified. For this reason, it might be desirable only to admit projects which a named councillor is willing to champion and lead.

3. Issues for decision and any recommendations

3.1 Do members support the principle of over-hauling the process by which this Committee manages and oversees new and emerging projects within its remit?

3.2 If so, do members wish to adopt the measures suggested or propose alternatives?

For further information, contact:

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



Item No.	Name	Progress 				Notes
		Floated Outline proposal or idea raised at a Committee meeting	Scoped Cllr appointed to lead. Initial assessment of scope, resource needs and feasibility completed	Assessed Fully worked up proposal prepared for Committee discussion	Bid ready Approved and assigned priority for inclusion in budget bid	
1	International Airport					Awaiting volunteer to lead
2	Energy Supply Company					Will be listed for full consideration at next month's meeting.
3	Multi-Storey Car Park					Awaiting identification of suitable site.
4	Mayor's Statue					Bid agreed for next year's budget.



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1	Carvers Tennis Courts					Revive or put to alternative use (e.g. MUGA, basket-ball court). Awaiting volunteer to lead
2	Poulner Lakes					Improve access road and facilities. Awaiting advice from NFDC.
3	Bickerley Road footpath					Extend off-road footpath. Shelved?
4	Brockey Sands					Environmental improvements. Awaiting volunteer to lead

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5	Land at Folly Farm					Environmental improvements. Awaiting volunteer to lead
6	Carvers water feature					e.g. splash pool, fountain
7	More play equipment at Toad Corner					
8	Carvers car park					
9	Facilities for school-age teenagers					



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	War Memorial repairs	Work has started and is largely complete.	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 has been installed. A complete review of this item is recommended.	£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

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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
A10	Bickerley roads improvements	Preliminary advice on options has been sought from NFDC	Unknown	£0	?	Significant	Unlikely	Progress delayed through want of officer time
Projects with budgetary implications (not included in 2020-21 budget but added since)								
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.