

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.

NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.

Held on Wednesday 2nd June 2021 at 7.00pm

PRESENT: Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Cllr Jeremy Heron
Cllr Derek Scott

ABSENT: Cllr Andy Briers (Chairman)
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O’Reilly
Cllr Tony Ring

Cllr Loose chaired the meeting in the absence of Cllr Briers.

**OS/6072
PUBLIC PARTICIPATION**

One member of the public was present and interested in item number 6. Farmers Market Licence.

**OS/6073
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Briers, Haywood, Kelleher, O’Reilly and Ring.

**OS/6074
DECLARATIONS OF INTEREST**

There were none.

**OS/6075
MINUTES OF THE PREVIOUS MEETING**



The Committee members present agreed:-

That the minutes of the meeting held on 12th May 2021, having been circulated, be approved and signed as a correct record.

**OS/6076
EVENTS MANAGEMENT**

Cllr Day reported that plans for VJ day had had to be rearranged around the works in the Market Place and works scheduled for the Bickerley. It was now planned to have the rededication of the War Memorial ceremony at 12 noon and Rev Roberts and the British Legion were leading on these arrangements.

The service would be followed by 'Party in the Park' at Carvers and plans were progressing. There is more space at Carvers than on the Bickerley and if 'Track and Trace' is required for all attendees, this would be more achievable at Carvers. He indicated that should covid testing be required, the event would not take place.

Suppliers were being sourced and entertainment provisionally booked, but on the understanding that no cancellation fees would be payable. The Council's financial exposure, at this stage, was minimal. Consideration may be given to a small admission fee.

**OS/6077
FARMERS MARKETS LICENCE**

Members considered the Town Clerk's report (*Report A*). The temporary licence which was negotiated with Hampshire Farmers Market for events in the Gateway Square is due to expire at the end of July and a request has been made to extend the current licence, to a longer-term arrangement.

The organisers have received a lot of good feedback about the market, which was awarded 'Farmers Market of the Year' by the Farm Retail Association and feel the market is better placed at Gateway Square.

In respect of the request for the fee reduction requested, Members were conscious of exercising fairness in respect of all bookings of the Gateway Square and decided that the fees should apply without reduction.

The Committee Members present agreed to recommend to officers their collective preference as follows:

That the licence for Hampshire Farmers Market be granted, terminable on 3 months' notice by either party.

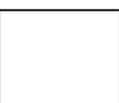
ACTION C Wilkins

**OS/6078
CEMETERY GATEWAY REPAIR**

Members considered the Town Clerk's updated report on repairs to the cemetery gateway (*Annex B*).

The Committee members present agreed to recommend to officers their collective preference as follows:

Page 2 of 3
Chairman's initials



- 1) That works to retarmac the entrance to the cemetery and refurbishment of the gateway be approved; and
- 2) That a recommendation be made to Policy and Finance Committee that the cost, estimated at £4,926, be funded from the Cemetery Reserve.

ACTION C Wilkins

OS/6079

SOUTHAMPTON ROAD ALLOTMENT SITE

Members considered the Town Clerk's report (*Annex C*) in relation to the dilapidated and overgrown fence by the entrance to the site.

The Committee Members present agreed to recommend to officers their collective preference as follows:

- 1) That the fence should be replaced with a new fence and hedging and RACE group be invited to assist with the hedge planting; and
- 2) That a recommendation be made to Policy and Finance Committee that the cost be funded from the Infrastructure Reserve.

ACTION C Wilkins

OS/6071

PROJECTS (current and proposed)

The Committee members present noted the update in respect of projects (*Annex D*).

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7.31pm.

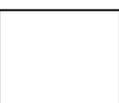
Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
30th June 2021

APPROVED
7th July 2021

TOWN MAYOR

COMMITTEE CHAIRMAN



RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd June 2021

Licensing Fairs in Gateway Square

1. Introduction and reason for report

- 1.1 The Council has been asked to allow farmers' markets in Gateway Square and a decision is needed on whether to allow this and, if so, on what terms.

2. Background information and options

- 2.1 In January Hampshire Farmers' Markets (HFM) contacted the Council to explain that their licence to hold a monthly farmers' market in The Furlong Shopping Centre had been temporarily suspended (whilst many shops there were unable to open owing to pandemic restrictions). They asked if they could use Gateway Square instead for events planned for the last Saturday in February and each subsequent month until The Furlong became available to them again.
- 2.2 Exercising delegated powers to respond to the pandemic, officers negotiated a temporary licence which will expire at the end of July. HFM reports that the traders have been so pleased with the events thus far that they would like to extend the current licence into a longer-term arrangement (which officers feel exceeds the remit of their delegated powers).
- 2.3 The only other fairs currently licensed are the Antiques & Decorative Arts Fairs. The licensee of these pays a fee for each event calculated at the rate of £10 per stall. In the interests of fairness, therefore, this was proposed to HFM, which has stated in response:

"HFM is a not-for-profit organisation and as such our producers pay a fee to attend each market. We provide the canopies for the producers to trade under, which is part of our branding and when we won the National Farmers Market of The Year 2021 by the Farm Retail Association, one of the comments made was of the uniformity of the market and how it looked. We also provide a Market Manager who is in attendance all the time and takes responsibility for the Market. We currently pay £235 to get the umbrellas to site, put up and taken down, Ringwood being the furthest away and £120 for the Market Manager for the day. There is, therefore, very little left after admin expenses to pay out any more fees. We do feel that we add to the success of Ringwood as a shopping destination with our buy Local, Seasonal and Fresh." and

*"In the light of [the above] and the costs we have, perhaps the Council could look at the charge of £10 and perhaps reduce slightly?
I know you will have to discuss with your fellow councillors, but hopefully they will agree that an award-winning Farmers Market does add to the offerings for the people of Ringwood and their visitors."*

- 2.4 Without disagreeing with any HFM has said, one might observe that much the same could doubtless be said for the Antiques & Decorative Arts Fairs. So, it would be hard to justify reducing the fee charged to the one without also reducing it for the other as well (to say nothing of any other applications that may be received in future). Moreover, there is little scope to reduce the charge without risking the cost of the staff time required exceeding the income – with the result that the Council (and, therefore local council taxpayers) would be indirectly subsidising these events (and in a manner that lacks transparency). Whether that is justified in the circumstances, is a matter that members (rather than officers) should judge.

A

2.5 It is interesting to note, in passing, that Hampshire Farmers Markets specifically considered re-locating to Market Place instead but rejected the idea.

3. Issues for decision and any recommendations

3.1 Should licence be granted for farmers' markets?

3.2 If so, for how long and on what terms?

For further information, contact:

Christopher Wilkins, Town Clerk

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Email: chris.wilkins@ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd June 2021

Cemetery gateway repair - UPDATE

1. Introduction and reason for report

- 1.1 Repairs are needed to the paved surface at the entrance to the cemetery and to the gates.

2. Background information and options

- 2.1 Figure 1 below shows the condition of the tarmac surface at the entrance to the cemetery. This is heavily worn and de-laminated in parts. The regular use of the cemetery car park by parents collecting children from the nearby schools and use of the entrance as a turning space by general traffic has probably contributed significantly to this wear.

- 2.2 The gate pillars have been struck by passing vehicles several times in recent years. A recent heavy collision resulted in the right-hand pillar having to be completely re-built (at the expense of an insurance claim). The metal gates are so heavy that their outer edges rest on wheels designed to run along metal tracks set into the surface. (See Figure 2 and Figure 3 below.) As a result of the accidents, the re-build and general wear to the tracks, the gates no longer operate smoothly. One gate is now binding so badly that trying to force it fully closed would exert undue pressure on the re-built pillar.

- 2.3 Officers have therefore investigated repair options and costs and recommend the following remedial works:

- Dig out approximately 36m² of old tarmac (including the metal gate tracks) and remove from site, lay type one stone and compact and lay one 60mm layer of base tarmac and one 40mm of topcoat (cost c. £4,000);
- Remove existing wheels from gates, fit spring-loaded ground-running replacements (see Figure 4) and re-paint to match (cost c.£450).

At the request of members estimates have been obtained for a revised specification of works providing for the metal gate tracks to be re-secured in place and for the existing gate wheels to be retained and overhauled. The total revised cost is estimated at £4,926 (the previous equivalents came to £4,274, so the difference is £652).

- 2.4 There is no listing or other special protection in force and no consents are needed for the works. However, the gateway is clearly a heritage asset that makes an important contribution to the street-scene and amenity of the cemetery. Preserving the character of the entrance is therefore highly important. The works could be re-specified to provide for the re-laying of the metal tracks and the restoration/renewal of the existing wheels. This would, however, add significantly to the cost and that has to be weighed against the heritage value of these details.

- 2.5 Since there is no provision for funding these works in the budget for the current year, even if they are approved in principle, a further decision is needed about funding arrangements. Members could decide to treat the matter (in due course) as a bid for potential inclusion/funding in the budget for 2022/23. Alternatively, if it is felt that the matter warrants more urgent action, the committee could recommend to the Policy & Finance Committee that the works be funded immediately by transfer from the Cemetery Reserve (current balance £18,000).

3. Issues for decision and any recommendations

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- 3.1 Should the works proposed (or some variation of them) be undertaken?
- 3.2 If so, should the required funding be sought by way of a bid for inclusion in the 2022-23 budget or from the Cemetery Reserve?

For further information, contact:

Christopher Wilkins, Town Clerk
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Kelvin Wentworth, Grounds Foreman
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Email: kelvin.wentworth@ringwood.gov.uk



Figure 1 - Tarmac surface at entrance



Figure 2 - Gates and wheel tracks



Figure 3- Gate supporting wheel (existing)



Figure 4 - Gate supporting wheel (proposed)

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd June 2021

Southampton Road allotments site

1. Introduction and reason for report

- 1.1 The Council has been asked (by one of the site tenants) to replace a dilapidated and overgrown fence by the entrance to this allotments site.

2. Background information and options

- 2.1 The fence separating the allotments site from the entrance roadway is in a very dilapidated state (see Figure 1). Although the fence and the gate stand on council-owned land, the entrance roadway itself is not within our registered title. Ownership of this roadway is unknown. The council is not legally obliged to repair the fence but, clearly, nobody else is going to do it. In its current condition it is detracting from the appearance of the site which has, in many other respects improved significantly in recent times. It is very likely that the other tenants would welcome the improvement of this boundary feature.
- 2.2 To replace the old fence “like-for-like” (i.e. by re-using the existing concrete fence posts and inserting new wooden rails and close boarding) would cost about £900 plus VAT. Re-using the existing posts but adding chain-link fencing instead would reduce the cost to about £650 plus VAT. In either case, the grounds maintenance staff would have to clear area first. Our staff could also plant hedging at an additional cost of about £175. This would need cutting back every year and watering in its first and second years.
- 2.3 Since there is no provision for funding these works in the budget for the current year, even if they are approved in principle, a further decision is needed about funding arrangements. Members could decide to treat the matter (in due course) as a bid for potential inclusion/funding in the budget for 2022/23. Alternatively, if it is felt that the matter warrants more urgent action, the committee could recommend to the Policy & Finance Committee that the works be funded immediately by transfer from the Infrastructure Reserve (uncommitted balance currently £18,243).

3. Issues for decision and any recommendations

- 3.1 **Should the fence be replaced and, if so, with what?**
- 3.2 **Should a recommendation be made to the Policy & Finance Committee for the cost of this work to be funded from the infrastructure reserve?**

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
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Kelvin Wentworth, Grounds Foreman
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Email: kelvin.wentworth@ringwood.gov.uk

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Figure 1 – Dilapidated and overgrown fence at entrance to allotments site

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	Pre-application planning advice received. VAT consultant's initial advice on business arrangements received. Discussions on the detail of business and legal arrangements commenced. Surveys required for planning application ordered. AGP tenders received.	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	Action Plan agreed by Steering Group. Working groups established (Housing; Environment; Design & Heritage; Town Centre). Grant application submitted for next round of funding.	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 completed on 1 April. Annual stream clearance to be carried out by volunteers in September.	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	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street ongoing to end July 2021. Works to divert water main to commence May 2021. Works on A31 to commence October 2021 and due for completion by November 2022.	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
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work to begin in May with temporary traffic lights in Mansfield Road until August. Route across Bickerley has been confirmed and will be open cut. Work on the trench on the 2 large fields will be delayed until after Carnival. There will be a site compound at the southern end of Bickerley for 6 months (from June), and one in Pocket Park for 2 months (June/July).	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	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	The basic structure and layout of the new site has been agreed and created. Work on filling in the content (both new and by transfer from the existing site) is continuing.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
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 Detached Outreach work	In progress	A third party provider has been appointed and is recruiting the workers needed.	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. A specification has been prepared and estimates based on this are being obtained.	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, with a provisional date of 15th August 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	Fresh gravel has been laid.	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	The agreed works have all now been completed and arrangements are in hand to plant the new earth bunds.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
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.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Contact has been re-established with the firm previously consulted about building a columbarium	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
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	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	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	Officers presented a report at the meeting on 21st April.	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	Arrangements with Men's Shed are proceeding and the materials have been bought	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	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	A working party led by Cllr Frederick is developing a visualization for approval by the Carvers Working Party as a basis for public consultation	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

Staffing Committee

S1	HR support contract renewal	On hold	Discussions initiated.		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	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	Shelved as a TC 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							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		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	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
Staffing Committee							
None							