

Ringwood Town Council

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

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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

25th November 2021

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 1st December 2021** at 7.00pm and your attendance is requested.



Mr C Wilkins
Town Clerk

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 3rd November 2021

5. EVENTS MANAGEMENT

To receive an update on events

6. REVIEW OF GROUNDS TEAMS' WORK PROGRAMME

To review the Grounds Team's work programme

7. COMMITTEE BUDGET

- i) To review the scale of fees and charges (*Report A*)
- ii) To review budget bids for 2022/23

8. PROJECTS (current and proposed)

To consider the officers' report (*Report B*), receive any verbal updates and agree next steps where necessary

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

Notes

- 1 Save where indicated the proposed fee for 2022/23 onwards represents an increase of 3% on the current fee rounded to the nearest pound (in line with the current aspiration to limit the increase in the Band D charge for 2022/23 to the same percentage)
- 2 Historic data is given for information and comparison

ALLOTMENTS

SITE		2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposal for
									Residents
Southampton Road	Double Plot	£36.00	£40.00	£50.00	£50.00	£50.00	£55.00	£55.00	£57
Southampton Road	Single Plot	£23.00	£25.00	£25.00	£25.00	£30.00	£30.00	£30.00	£31
Southampton Road	Mini Plot	-	-	£15.00	£15.00	£20.00	£20.00	£20.00	£21
Hightown Road	Single Plot	£23.00	£25.00	£25.00	£25.00	£30.00	£30.00	£30.00	£31
Hightown Road	Mini Plot	£11.50	£15.00	£15.00	£15.00	£20.00	£20.00	£20.00	£21
Crow Arch Lane	Double Plot	-	-	-	-	-	-	£55.00	£57
Crow Arch Lane	Single Plot	-	-	-	-	-	-	£30.00	£31
Crow Arch Lane	Mini Plot	-	-	-	-	-	-	£20.00	£21
Upper Kingston	Double Plot	£42.00	£45.00	£60.00	£60.00	£60.00	£65.00	£65.00	£67
Upper Kingston	Single Plot	£26.00	£30.00	£30.00	£30.00	£40.00	£40.00	£40.00	£41

For all non-resident applicants, the charge is double that of residents.

SPORTS FACILITIES

CARVERS	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposal for 2022/23
Block Booking: per match – seniors	£67.00	£70.00	£70.00	£80.00	£80.00	£90.00	£90.00	£93
Block Booking: per match – Juniors	£33.50	£35.00	£35.00	£40.00	£40.00	£45.00	£45.00	£46
Casual Booking (plus VAT):								
– seniors at w/ends and full weekdays	£76.00	£80.00	£80.00	£85.00	£85.00	£90.00	£90.00	£93
– seniors weekday evenings	£70.00	£75.00	£75.00	£80.00	£80.00	£85.00	£85.00	£88
– juniors at w/ends and full weekdays	£47.00	£50.00	£50.00	£55.00	£55.00	£55.00	£55.00	£57
– juniors weekday evenings	£42.00	£45.00	£45.00	£50.00	£50.00	£50.00	£50.00	£51

LONG LANE (Football)	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposal for 2022/23
Block Booking: per match – seniors	£62.00	£65.00	£70.00	£80.00	£80.00	£85.00	£85.00	£88
Block Booking: per match – Juniors	£31.00	£35.00	£35.00	£40.00	£40.00	£45.00	£45.00	£46
per session – mini (2 pitches)	£71.00	£75.00	£80.00	£85.00	£85.00	£90.00	£90.00	£93
9v9 per match	-	£30.00	£35.00	£40.00	£40.00	£45.00	£45.00	£46
7 v 7 per match	-	£25.00	£30.00	£35.00	£35.00	£40.00	£40.00	£41
5 v 5 per match	-	£15.00	£20.00	£25.00	£25.00	£30.00	£30.00	£31
Casual Booking (plus VAT):							per match	
Casual Booking - seniors	£70.00	£75.00	£75.00	£80.00	£80.00	£85.00	£85.00	£88
Casual Booking - juniors	£31.00	£35.00	£35.00	£40.00	£40.00	£45.00	£45.00	£46

BICKERLEY - Proposed change of charging basis

	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	
Each overnight stay (plus cost of portable toilet)								
Deposit chargeable £100/£150/£500	£120.00	£150.00	£150.00	£155.00	£175.00	£180.00	£180.00	

OPEN SPACE HIRE

Bickerley or Carvers	Commercial/Large-scale booking (i.e. includes vehicles, equipment, etc. e.g. for fun-fairs, circuses and such like)	£500 per day plus £500 deposit
Bickerley or Carvers	Non-commercial/small-scale booking (sporting events, exercise classes etc)	FREE

CEMETERY

Note that, with the exception of the registration of transfer of exclusive rights and other miscellaneous charges listed below, fees for non-parishioners are quadrupled.

Interment Fees

	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	Proposal for 2022/23
Child up to age 7 *	No charge	No charge	No charge	No charge	No charge	£45.00	£45.00	£46
Child aged 7 to 17 years	No charge	No charge	No charge	No charge	No charge	£45.00	£45.00	£46

Flat stone (where no room on an existing memorial for added inscription) 12" x 18"	£70.00	£75.00	£75.00	£80.00	£80.00	£80.00	£80.00		£82
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Memorials in New Garden of Rest for Purchased Cremation Plots

	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22		2022/23
Each single plot has a plot number: Memorial size 22" x 11" x 4" sloping to 2" (550 x 275 x 101mm)	£70.00	£75.00	£75.00	£80.00	£80.00	£80.00	£80.00		£82
Each double plot has two consecutive plot numbers Memorial size 22" x 22" x 4" sloping to 2" (550 x 550 x 101mm) Concrete slab under ashes tablet 24"x24" or 24"x12"	£140.00	£150.00	£150.00	£160.00	£160.00	£160.00	£160.00		£165

Memorials in Old Garden of Rest (note size differs)

	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22		2022/23
Single plot size 24" x 12" x 4" sloping to 2"	-	£75.00	£75.00	£80.00	£80.00	£80.00	£80.00		£82
Double Plot Size 24" x "24" x 2"	-	-	£150.00	-	-	£160.00	£160.00		£165

Non parishioner fees are quadrupled

HOUSE, CARVERS RECREATION GROUND - No changes

	2013/14	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22		Proposal for 2022/23
Advance booking two weeks in advance									
Main Hall, per hour	-	£10.00	£12.50	£15.00	£15.00	£20.00	£20.00		£20
Small Meeting Room / Medical Room, per hour	-	£8.00	£10.00	£10.00	£10.00	£15.00	£15.00		£15
Games Equipment, per session	-	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00		£5
Tables & Chairs, per session	-	£5.00	£5.00	£5.00	£5.00	£5.00	£5.00		£5
Late booking less than 2 weeks in advance									
Main Hall, per hour	-	-	£15.00	£20.00	£20.00	£30.00	£30.00		£30
Small Meeting Room / Medical Room, per hour	-	-	£12.50	£15.00	£15.00	£20.00	£20.00		£20
Games Equipment, per session	-	-	£7.00	£10.00	£10.00	£10.00	£10.00		£10
Extra Tables/Chairs (up to 20 chairs), per session	-	-	£7.00	£10.00	£10.00	£10.00	£10.00		£10

N.B. Each room has existing chairs and tables for youth activities. The above prices are where additional tables and chairs are requested. All prices are subject to VAT

Cancellation

The booking fee is non-refundable if booking is cancelled less than 24 hours prior to the booking.

Block Booking Policy

Block booking may attract a discount on the above rates, subject to agreement with the manager of the Clubhouse.

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	Application for planning permission submitted. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Other procurement tender has closed.	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	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	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 carried out by volunteers on 9 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
PTE4	Climate Emergency	In progress	REAL WP recommend supporting free bus initiative currently being investigated. A bid for a further £1,000 has been put forward for consideration for inclusion in the 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Preparatory works on A31 commenced. Closure of westbound on-slip at Ringwood delayed until 04/01/2022, contraflow to be in place by end January 2022. Scheme due for completion by end 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 ongoing in Mansfield Road, due for completion by 06/12/2021. Some work still required on Bickerley - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	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	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

Policy & Finance Committee

PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Transition to the new site and hosting arrangements is imminent.	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	Work has been suspended for operational reasons. A review of the project is scheduled for December.	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	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	Technical advice on track maintenance options in line with members' recommendations is 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	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	Completed	Fresh gravel has been laid. No structural change is feasible at present.	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	Completed	The agreed works have all now been completed. A proposal by community groups to plant the new earth bunds is expected to be actioned this month.	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 has kindly produced some initial drawings which are being considered.	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	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	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	In progress	Draft heads of terms of new lease under discussion	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	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	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	The Carvers Working Party will meet on 30 November to consider service proposals from landscape designers	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
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Staffing Committee

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.		Town Clerk
S2	Finance Staffing review	Completed		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							
	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		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
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	Preliminary discussions with local community groups	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							