

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

Held on Wednesday 5<sup>th</sup> October 2022 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Darren Loose  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Charmaine Bennett, Manager of Carvers Clubhouse  
Nicola Vodden, Office Manager

ABSENT: Cllr Hilary Edge  
Cllr Gloria O'Reilly

## **OS/6192 PUBLIC PARTICIPATION**

Eight members of the public were present and interested in agenda items.

Representatives from Ringwood Cricket Club addressed the Committee thanking the Council for recognising them as stakeholders in the decision on agenda item 7. The Town Clerk had sent the club his report and invited attendance at the meeting.

The club understands the concerns with rising costs and decreased income relating to cricket bookings and the need to protect public funds. A request was made to defer the matter to allow the club sufficient time and opportunity to properly investigate and consider all options. There had not been time for the club to call a meeting and prepare a formal response.

They conveyed the significance of this decision to the club, which was considered an established part of Ringwood's heritage, and wanted to work with the Council to come up with a solution. Questions were answered in relation to club membership, length of cricket season and frequency of matches. Debate continued when the item was considered later in the agenda.

## **OS/6193 APOLOGIES FOR ABSENCE**

The Town Clerk reported that no apologies for absence had been received.

## **OS/6194 DECLARATIONS OF INTEREST**

There were none.

## **OS/6195 MINUTES OF THE PREVIOUS MEETING**



**RESOLVED:** That the minutes of the meeting held on 7<sup>th</sup> September 2022, having been circulated, be approved and signed as a correct record.

**OS/6196  
CARVERS CLUBHOUSE**

The Clubhouse Manager’s report (*Annex A*) had been circulated with the agenda and provided details of the Summer activities organised, in addition to information on staffing, room hire and the recent redecoration. Members offered congratulations to the Manager and the team at the Clubhouse for all of their efforts.

**RESOLVED:** That the Manager’s report (*Annex A*) be received.

**ACTION C Bennett**

*With agreement of members, and for the benefit of members of the public present, items 7 and 8 were brought forward.*

**OS/6197  
CRICKET AT CARVERS RECREATION GROUND**

*Although it was not a declarable pecuniary interest, Cllr Day made the Committee aware that he was a personal acquaintance of a number of players for Lord Toad’s Cricket Club, who also played occasional cricket matches at Carvers.*

Members considered the Town Clerk’s report (*Annex B*) which asked that the future provision of a cricket pitch at Carvers Recreation Ground be considered. Information had been provided on the maintenance costs and income generated for the 2022 season.

**RESOLVED:** That consideration of the cricket pitch provision at Carvers Recreation Ground be deferred to the next meeting.

**ACTION C Wilkins**

**OS/6198  
AGREEMENT TO MAINTAIN PROPOSED CHURCHYARD FENCE**

Members considered the Town Clerk’s report (*Annex C*). The Deputy Church Warden from the Parish Church was present to answer questions.

The Town Clerk re-iterated his concerns with the suggestion that the Council maintain the proposed fence to be erected by National Highways (NH). The fence is expected to be in close proximity to the A31 and the Council (which has responsibility for maintaining the churchyard) would have to employ a specialist highways team to deal with maintenance. With the uncertainty about costs and financial risk, the Town Clerk recommended that the Council not assume liability.

Acoustic barriers had been requested in 2018 and NH have backtracked on their promise, now stating that this would not be required and something similar to a garden fence would be suitable. The Parochial Church Council for the Church of St Peter & St Paul (PCC) stands by the view that an acoustic barrier is essential. There is already a problem with disturbance to church services and the Churches’ concern is, that with heavier and faster traffic, this will become more of an issue and result in the church not being able to function.

The Church is a Grade 2\* listed building and the PCC have involved Heritage England and the Church of England in efforts to protect the Listed Building and preserve the functioning church.

No detailed specification for the fence had been provided by National Highways, nor its location. A faculty has been obtained from the diocese for exploratory works and any further application may be expedited to ensure NH complete the works before the end on the project. The ownership of the wall is unknown and complicates the matter. Until it is known what is proposed and where it's to be erected, likely maintenance costs cannot be evaluated, and it was agreed a decision could not be made at this stage.

Cllr Heron expressed his views on promises made by NH's and how it had failed Ringwood. Opportunities identified to enhance or for the benefit of the town have not been delivered.

It was agreed the matter be deferred and considered by the Council on 26<sup>th</sup> October, by which time further meetings with HCC and NH will have taken place and more information should be available.

The Church representatives were commended for their resilience.

**RESOLVED:** That the decision whether to assume responsibility for maintaining the proposed churchyard fence be deferred to the Council meeting on 26<sup>th</sup> October when further information should be available.

**ACTION C Wilkins**

**OS/6199  
EVENTS MANAGEMENT**

Cllr Frederick presented the notes of the Events Management sub-committee meeting on 27<sup>th</sup> September 2022. She reported all plans were on track for the Firework event on 6<sup>th</sup> November and the Christmas Market and Lights Switch-on on 27<sup>th</sup> November. The sub-committee was commended for the work done in organising the events.

It was noted that services for Remembrance are scheduled from 5<sup>th</sup> November (War graves – Ringwood Cemetery 10.45am), 11<sup>th</sup> November (War Memorial 10:45am) and 13<sup>th</sup> November (Remembrance Service 10:40am at the Parish Church, followed by parade to the War Memorial). With regard to the service on 11<sup>th</sup> November, Councillors were encouraged to let Rev Roberts know of their attendance / non-attendance to enable the correct number of seats to be reserved in the Church.

**RESOLVED:** That the notes of the meeting of the Events Management Sub-Committee on 27<sup>th</sup> September 2022 (*Annex D*) be received.

**ACTION C Bennett**

**OS/6200  
FEES CHARGED FOR CEMETERY SERVICES**

Members considered the Town Clerk's report (*Annex E*). He outlined the proposals therein and requested that, separate to inflation, other factors be taken into consideration when reviewing cemetery fees.

**RESOLVED:** That in addition to and separately from the issue of inflation-related increases:-



- 1) The balance of fees charged be adjusted for the different types of service and scarcity value, staff time and financial risk are assessed in adjusting that balance;
- 2) The balance between fees charged relating to consecrated and unconsecrated ground is adjusted and this distinction is reflected more accurately in relation to financial risk; and
- 3) The discount to Ringwood residents remains, but guidance be provided to specify more precisely what factors should be considered (and their relative weight) to assist the Town Clerk and Chairman in exercising their discretion to apply the parishioners' rate.

**ACTION C Wilkins / R Fitzgerald**

**OS/6201**

**PROJECTS (current and proposed)**

Members considered the updated project report which had been circulated with the agenda (*Annex F*). The Town Clerk gave further update as follows:-

RLOS4 – Grounds department sheds replacement – The Town Clerk was talking with the land agents for Platinum Jubilee Business Park to investigate leasing a unit as an alternative option to replacement. He was not sure if this would be suitable though and the rent may be prohibitive, but wants to show planners that other possible solutions have been exhausted.

RLOS17 – New allotment site – The developers' solicitors had been told the land registry application was next in line to be processed. The transfer deed is ready for sealing and will be brought forward for sealing when the paperwork is finalised.

RLOS22 – Bickerley – The decorative sign will be installed when the grounds teams' workload permits. This reinforces the message that parking is not permitted.

**RESOLVED:** That the update in respect of projects be noted.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8.23pm.

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

RECEIVED  
26<sup>th</sup> October 2022

APPROVED  
2<sup>nd</sup> November 2022

TOWN MAYOR

COMMITTEE CHAIRMAN



## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

5<sup>th</sup> October 2022

### Report from Manager, Carvers Clubhouse

#### 1. School summer holidays

Councillors will be aware that summer at the Clubhouse is the most important period of time in the year, as the favourable weather means we can make the most of the open space, reach lots of young people and families and attract new people into the centre. Our 'Summer in the Park' programme ran through the school holidays and overall, was a great success. We received a lot of positive feedback, saw a lot of new faces and many people returned every week. Some activities, such as the mad4animals session at the start was so popular we couldn't squeeze another person in the centre!

The programme had activities for ages ranging from toddlers to teenagers. The fact that everything was free this was very much appreciated but obviously has an impact on our income. However, our takings on activity days were normally at least 100% higher than on days when we had nothing specific planned.

Café takings were up 10% on last year. This would have been higher had it not been for the heat wave when we saw a drastic reduction in numbers coming into the park at all and all but lost a week's worth of income.

We were able to offer the tennis courts to the public without a need to book or pay. This worked extremely well. They were available 7 days a week but secured overnight. The school kindly allowed us to use their courts and left three set up for tennis and others for ball sports such as basketball. The Clubhouse purchased some equipment so people could sign out what they wanted to borrow. The school have said that we could continue to use the courts over the weekends and other holidays if we wished.

This year was the first year we provided activities off site. The 'Carvers Kayak Club' was aimed at young people (teenagers) who identified as disadvantaged in some way- this included financial, bereavement, neuro-diversity and family breakdown. We used a minibus from Greyfriars to transport participants to the lake and we could have filled the spaces twice over. All respondents have reported that the sessions were fun and built the confidence of those participating. The group are looking for opportunities to run sessions such as bush crafts and mountain biking over the winter and if councillors know of any funding for youth groups, we would be grateful to hear!

We again found that last week of the summer boredom began to creep in and some of the teenagers who had been no trouble at all started to cause some minor issues. This was confounded by the delay in the start of term.

We were also delighted to be able to offer free lunches to those who receive free school meals at Ringwood School. We provided 103 lunches over the summer to 17 students. Some only came in once or twice and others came in almost daily including during the heat wave when there was no-one else up here. They also took part in some of the activities and sports which was really pleasing to see. I have reported to the school that almost without exception the students were friendly and polite and we very much enjoyed the opportunity to get to know many of them over the summer.

Again, not everything went to plan! A new member of staff was found to be unreliable, typically when I was on leave, and as said above, the heat wave was a challenge as of course there is no shade or water on Carvers to offer any respite to the high temperatures.

Some images from the summer have been included at the end of this report for information.

## 2. Room hire/private use

We have sadly lost two regular hirers who have been using the facilities for a long while, in one case for over 4 years. She has found her numbers have dwindled and is moving to a venue with parking. The other found that her numbers never recovered post-COVID and can't afford to run the sessions anymore.

Hampshire Healthy Families will be coming weekly during our opening hours to run free workshops for parents/babies and toddlers. We have a new user, Babigloo who offer free music making sessions for babies aged 0 to 12 months. These sessions were filled within 24 hours, but another new hirer who was proposing well known music and dance sessions for toddlers didn't get any takers at all. This is perhaps an indication of families being concerned about spending money and this will affect our hirers.

There are some other possibilities for room use coming up including a sexual health hub and cooking classes in the evening but it's unlikely that this will replace the lost hire income.

## 3. Staffing

We are pleased to have supported work experience placements recently. 4 students completed 12 hours of volunteering for their Bronze Duke of Edinburgh Award, attending for 1 hour per week after school or at the weekend. All students were punctual, ready to get involved and applied themselves to all the tasks given to them with enthusiasm. We also provided 3-days work experience for a year 10 student from Ringwood School, and the school is positive about providing future placements. This volunteer is going to start a paid position this week as Café Assistant.

## 4. Redecoration and essential maintenance

We took advantage of staff requests for annual leave and closed for a week to allow some essential maintenance and for the main hall to be redecorated. The walls are now a light green and lots of people have commented that it looks brighter and warmer.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse  
Direct dial: 01425 501309  
Email: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)



**RECREATION, LEISURE & OPEN SPACES COMMITTEE****5<sup>th</sup> October 2022****Cricket at Carvers Recreation Ground****1. Introduction and reason for report**

- 1.1 The costs of maintaining the 'square' and other cricket facilities at Carvers Recreation Ground now exceed income from pitch bookings by such a wide margin that officers feel members ought to consider whether it should continue.

**2. Background information and options**

- 2.1 An analysis and comparison of the maintenance costs and booking fee income is attached as Appendix 1. A breakdown of the tasks undertaken by the grounds staff produced by the Grounds Manager is attached as Appendix 2. Note: Office staff time managing bookings and invoicing is not separately recorded and therefore not included. It is quite small. Costs associated with the pavilion (e.g. insurance, health & safety checks, etc.) are also excluded; although the only current use (besides Council use) is for cricket, the costs will continue whatever members decide and the building could be turned to other uses).
- 2.2 Usage of the cricket pitch had been declining before the pandemic. Since the interruption, play has resumed but at an even lower level than before. In addition to the bookings recorded in Appendix 1, there were two others this year but both were cancelled in time to claim a refund so no income arose from them.
- 2.3 The grounds staff have many other calls on their time and often struggle to get their other work done in a timely fashion, especially at the busiest times of year. The time currently devoted to maintaining the cricket pitch is quite significant and it would make a noticeable difference to their work elsewhere if they were relieved of the need to do it.
- 2.4 Ringwood Cricket Club has been sent a copy of this report so that:
- their members can attend the meeting to make representations; and
  - if members decide to terminate provision of the cricket pitch at the end of the current season, they will have sufficient notice to make alternative arrangements in readiness for the start of next season.

**3. Issues for decision and any recommendations****Issue for decision:**

- 3.1 Whether to terminate the provision of a cricket pitch at Carvers Recreation Ground at the end of the current playing season and direct the Grounds Manager to re-deploy the grounds staff thereafter?**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Kelvin Wentworth, Grounds Manager  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)



## Carvers Recreation Ground - Cricket maintenance costs and income 2022

Maintenance costs

Item	Rate	Number	Cost	Total
Grounds staff time (hours)	£18.45	141		£2,601.45
Tractor & mower (hours)	£15.84	8		£126.72
Tractor & roller (hours)	£10.87	40		£434.80
Tractor & aerator (hours)	£7.75	3		£23.25
Pedestrian mower (hours)	£4.27	32		£136.64
Scarifier (hours)	£1.20	12		£14.40
Line marker (hours)	£0.43	7		£3.01
Line-marking paint (litres)	£1.85	40		£74.00
Grass seed (bags)	£124.44	1		£124.44
Kaloam (bags)	£9.50	150		£1,425.00
Equipment servicing			£270.00	£270.00
<b>TOTAL</b>				<b><u>£5,233.71</u></b>

Income

Ringwood Cricket Club (bookings)	£111.60	9		£1,004.40
<b>TOTAL</b>				<b><u>£1,004.40</u></b>

## Cricket Review 2021/2022.

Hours spent on Cricket 141 @ £18.45 per hour.

Breakdown of hours.

Cleaning Pavilion ready for Cricket 12 hours for the season.

Machine Maintenance 13 hours for season.

2 men 1 day renovating square 14 hours.

Watering square 7 hours for the season, this was not on time sheets as it was done when someone was at Carvers litter picking, lets not forget water charges.

Charges for machines to be added on to final total.

Tractor and mower 8 hours @£15.84 per hour.

Tractor and roller 40 hours @ £10.87 per hour.

Tractor and Aerator 3 hours @£7.75 per hour.

Pedestrian mower 32 hours @£4.27 per hour.

Ryan Scarifier 12 hours @ £1.20 per hour.

Line marker and paint 7 hours @ £00.43 per hour.

Paint 40 litres for season @ £ 1.85 per litre.

Grass seed 1 bag per season @£124.44 per bag.

Kaloam 150 bags per season @£9.50 per bag.

Dennis pedestrian mower cylinder needs professional sharpening once a year at a cost of £120 ish, plus a full service which is due this year, Paul has been part servicing for the last 2 years but it will need a professional service this year, £150 ish.

## Agreement to maintain proposed churchyard fence

### 1. Introduction and reason for report

- 1.1 National Highways (NH) is proposing to install a new timber fence on the boundary between the churchyard and the A31 (as currently being widened), subject to this Council agreeing to assume responsibility for maintaining it once installed. A decision is needed from members as to whether this responsibility should be assumed.

### 2. Background information and options

- 2.1 From an early stage in the planning of the current works to the A31, the Parochial Church Council for the Church of St Peter & St Paul (PCC) had pressed NH to include in their works an acoustic barrier to mitigate an increase in traffic noise expected to arise as a result of the works. NH now considers that an acoustic barrier is unnecessary and proposes instead a fence to the following specification:

***Close Board Panelled Fence at 2.0m High Overall***

***H16 overlapping vertical close board 6ft x 6ft panels with a 200mm x 50mm thick timber gravel board screwed to 3.0m long x 150mm x 100mm timber posts concreted in to a 1000mm x 300mm diameter foundation.***

This view is not accepted by the PCC.

- 2.2 This Council does not own the churchyard but has been responsible for maintaining it ever since the making of an Order-in-Council formally closing the churchyard to new burials many years ago. It is apprehended on general legal principles that this obligation extends only to the churchyard as constituted at that time and not to any additions or changes made since, unless the Council specifically agreed to maintain these as well. On this assumption, the Council is responsible for maintaining the retaining boundary wall between the churchyard and the Market Place (because this existed when the churchyard closed) but not the retaining boundary wall between the churchyard and the A31 (because this is a later addition). No legal advice on this point has been obtained and the view stated may not be correct. Whether it is right or wrong, however, it would clearly be desirable for there to be clarity about responsibility for maintaining the proposed fence.
- 2.3 NH has requested early confirmation so that the fence can be installed in timely fashion as part of the current works. If a decision about it is delayed, there is a risk that installation of a fence or barrier at the expense of NH will be delayed or cancelled altogether. Nevertheless, officers have serious concerns about the issue. First, by agreeing to maintain a fence, the Council would risk undermining the PCC's position that the need is for an acoustic barrier not a fence. Secondly, although maintaining timber fences is the sort of thing this Council does already, this fence will be very close to a running lane of a major highway. Properly inspecting (let alone treating or repairing) the fence is likely to require working on the highway. We have no experience of arranging such work by our staff and contractors. It would probably require special arrangements with NH and the engagement of contractors approved by NH. Officers cannot give any firm estimate of likely costs.
- 2.4 NH and the PCC have both been sent a copy of this report so they can attend the meeting to make representations if desired.

3. Issues for decision and any recommendations

**Issue for decision:**

**Whether the Council should agree to assume responsibility for maintaining the proposed addition to the churchyard**

- **Whatever form it takes; or**
- **Only if an acoustic barrier to a specification agreed with the PCC is provided by NH; or**
- **Not at all.**

**RECOMMENDATION:** In view of the uncertain costs and the financial risks they carry, officers recommend that the Council should not assume the liability at all but if members feel that the PCC must be supported then officers recommend that agreement is conditional on the specification being agreed with the PCC.

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
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## Events Management Sub-Committee

### Notes of meeting held on Tuesday 27<sup>th</sup> September 2022 at 3pm on Zoom

Present: Cllr Rae Frederick (Chair)  
Cllr Jeremy Heron  
Cllr Philip Day  
Jonathan Gibson – The Rotary Club of Ringwood

In attendance:  
Charmaine Bennett, Events Manager  
Sam Bracher – Meeting Administrator

#### **1. Apologies for Absence**

Cllr Andy Briers

#### **2. Declarations of interest**

No interests were declared.

#### **3. Minutes of the previous meeting – 27<sup>th</sup> July 2022**

**RESOLVED:** That the minutes of the meeting held on 27<sup>th</sup> July 2022 having been circulated, be approved, and signed as a correct record.

#### **4. Ringwood Grand Fireworks**

The event manager confirmed that the event plan had been submitted (see action 1 below).

There was a discussion regarding first aid cover at the event. The event manager has received two quotes which are higher than last year due to the fact that if “Purple Guide” guidance is followed the size of event suggests the need for an ambulance to be on site. It was agreed that as the budget allowed for an ambulance on site, we should ensure this was included.

A discussion took place with regards to staffing at the event. The event manager confirmed that she has allocated zones over the site for members of the sub-committee to manage and has worked out how many marshals/stewards are needed for each area.

Jonathan from The Rotary Club confirmed they have 12 volunteers available between 15:00 – 17:30 and another 12 people from 17:30 – 20:00. The event manager confirmed they are short by around 16 people. Suggestions to approach Ringwood Roundtable and The 41 Club to see if they have any members that could help. The event manager confirmed that members of the carnival committee have offered to help with the clear up after the event. Another suggestion was to see if any of the Explorer Scout Groups in the area, could assist with the setup of the event.

Cllr Frederick confirmed to the group that she had spoken to the fair ground operator for the event. She had confirmed with him the area that had been allocated for his rides and food stalls and has requested a site visit with him to do a walk through of the site. She has also requested a definitive list of rides that are coming to the event in advance.

Cllr Frederick gave us an update on sponsorship for the event and confirmed that Churchill Retirement Living have been confirmed as a title sponsor. This allows for their logo to go on the ticket design. It was agreed that only sponsors who contribute £1000 or over can have their logo on the tickets.

Cllr Frederick told the group that the next step was to approach other larger companies within Ringwood with regards to sponsorship including Ringwood Brewery.

Jonathan from The Rotary Club asked the group what the plan was for entrance/exit lanes and signage on site. He stated that the signs need to be large and visible from around 20 metres away. The event manager went through the plans for the layout on the gate and said she would take these comments into consideration.

It was also agreed that the event manager would go through the event details with Jonathan at a later date, so he can be available to brief Rotary marshals and volunteers on the day, in case the event manager is unavailable to do this.

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| <p>ACTIONS:</p> <ol style="list-style-type: none"><li>1. All sub-committee member to review event plan and come back to the event manager with any amendments by the end of the week so she can re-submit if required.</li><li>2. Cllr Heron to speak with Ringwood &amp; Fordingbridge Skip Hire to see if there is a more effective solution to rubbish removal and collection at the event. The Event Manager to provide details of last year's costings.</li><li>3. Cllr Frederick to approach The Roundtable and The 41 Club to see if they have volunteers to help at the event.</li><li>4. The event manager to appoint a member of Ringwood Town Council to take the lead responsibility for the glasses at the event.</li><li>5. Cllr Frederick to liaise with fairground operator to go through further requirements and to arrange a site visit with them, the event manager and members of the sub-committee.</li><li>6. Cllr Frederick to approach companies with regards to sponsorship of the event.</li><li>7. The event manager to review set up of entrance/exit gates to ensure all health and safety issues are considered and liaise further with the group if required</li><li>8. The event manager to check there is no limit on how much we take on our card machines before we get charged and will also order further card readers so there are three at Southampton Road entrance and two at Carvers entrance.</li></ol> |
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The event manager gave an update on the grotto and said it was unlikely that we are able to use the old Osprey shop in The Furlong as a location. The backup option is to use the Courtyard and the Gateway. Cllr Fredrick confirmed that Cllr Loose has also said the area at the back of Framtons could be used for the grotto.

It was agreed to book in the Reindeer at a cost of £500. This price has gone up from last year but discounted from the original quote given for 2022.

A discussion took place on the staffing and stewarding at the event with the site divided into zones to be managed by sub-committee. Approx 16. Stewards needed for the day, not including grotto and RTC staff, then up to 28 stewards for the evening. It was confirmed there is an amount in the budget to pay for stewards and marshals if needed.

Discussion on integrating the Love Ukraine charity into the event and the event manager is in discussions with what will work best.

Looking into plans to include the miniature railway, that was due to appear at the Jubilee event, at the Friday's Cross/Southampton Road area. It was agreed that this, combined with some display steam engines would work well in this area. The event manager confirmed that the Steamship Circus are also submitting some prices to come to the event with some animation/entertainment that could possibly be integrated into the Southampton Road area.

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| <p><b>ACTIONS:</b></p> | <ol style="list-style-type: none"> <li>1. A member of the group to approach Mr Morant for permission to run the Christmas market as a courtesy.</li> <li>2. Cllr Heron and Cllr Day to liaise with project managers for the A31 roadworks at a meeting on 13<sup>th</sup> Oct, to see if there is an update on when work will be completed so it can tie in with marketing and video activities.</li> <li>3. The event manager to look at the area at the back of Framtons as a possible location for Santa's Grotto and the Reindeer and consider parade route options from here. The sub-committee to meet at Framtons on Tuesday 4<sup>th</sup> October at 18:30 to discuss further.</li> <li>4. Cllr Frederick to approach Sainsburys for the donation of chocolate to be used as part of the santa gifts.</li> </ol> |
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## **6. Remembrance Day Parade**

The event manager has submitted both the event plan and road closure which have both been accepted.

It was confirmed that Ben from Carnival is happy to arrange an unofficial road closure of Mansfield Road during the silence and asked if we would like him to organise a Maroon for the event, so this needs to be considered and approved by the sub-committee.

## **7. Any other Business**

No further business to discuss.

There being no further business, the meeting concluded at 16:25

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The next Event Sub-Committee meeting is scheduled for Tuesday 25<sup>th</sup> October at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN



## Fees charged for Cemetery services

### 1. Introduction and reason for report

- 1.1 The current fee structure is causing difficulties and officers wish to explore with members the possible scope for adjusting the fees (other than merely for inflation) before they prepare for the usual annual review due later this year.

### 2. Background information and options

- 2.1 The current table of fees is attached at Appendix 1.
- 2.2 The first issue is the balance between the different kinds of service provided. From dealings with funeral directors and memorial masons (both local and those based further afield) who deal with many local burial authorities, officers have concluded that our fees for the sale of exclusive rights are relatively low. In any cemetery space is limited and therefore a scarce resource. Fees for exclusive rights over that space should therefore reasonably reflect that scarcity factor. Conversely, at least some of the fees charged for approving memorials seem rather high. Like interment fees, these need to reflect the cost of the time and attention required from Council staff and the financial risk to which the service exposes the Council. In the case of the memorial fees this could be done more fairly.
- 2.3 The second area of difficulty is the distinction between consecrated ground and unconsecrated ground. This only applies in the determination of memorial approval fees and, seemingly, the only factor relevant to this distinction is financial risk. The Council is legally responsible for the safety of all memorials and might need to intervene if the rights owner failed to rectify a safety problem. In the case of consecrated ground only it would need to apply to the diocese for a faculty before carrying out any works and there would be an additional cost to this. So, drawing some distinction is certainly justifiable. However, such intervention by the Council is rarely needed in practice and the increased risk is probably over-priced at present.
- 2.4 The final difficulty derives from the difference in fees charged to parishioners and non-parishioners. This problem is most acute when amplified by the other issues described above. Thus, the fee for approving an application by a non-parishioner for a headstone on a grave in consecrated ground is currently £1,648. That can be more than the cost of the headstone itself and bears no relation to the work involved by Council staff or the financial risk. It is not uncommon for local burial authorities to apply a 50% discount to parishioners. Our discount of 75% is unusually large. The Council has sought to mitigate this issue in “hard” cases by providing discretion to the Town Clerk and the Chair of the Recreation, Leisure & Open Spaces Committee to apply the parishioner’s discount in worthy cases. Because this discount makes so much difference to the resulting cost, applications for the exercise of the discretion are becoming increasingly frequent (there are usually now several every year). They are difficult to decide consistently and fairly with so little guidance on what really matters (is it how long the relevant person lived in the parish, how long ago they moved away or why they moved away and what relative weight should be attached to each?).

### 3. Issues for decision and any recommendations

**Issues for decision: In addition to and separately from the issue of inflation-related increases, are members willing to consider**

- 3.1 adjusting the balance of the fees charged for the different types of service and, if so, is it accepted that scarcity value, staff time and financial risk are the right factors to assess in adjusting that balance?**
- 3.2 adjusting the balance between fees charged relating to consecrated and unconsecrated ground and, if so, is it accepted that financial risk is the only factor relevant to that distinction?**
- 3.3 adjusting the scale of the discount allowed to parishioners and, if not, to specify more precisely what factors should be considered when exercising the discretion to apply the parishioner's rate and the relative weight to be attached to each?**

For further information, contact:

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Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)



## RINGWOOD TOWN COUNCIL

### CEMETERY FEES 2022/23

These fees apply to applications received on or after 1<sup>st</sup> April 2022 and are payable on submission of application (save those reclaimable from the Children's Funeral Fund for England which will not be charged to the applicant).

<b>Interment Fees</b>	<b>Parishioner</b>	<b>Non-Parishioner</b>
Young child (under 7 years of age)*	£46	£184
Child (between 7 & 17 years of age)	£46	£184
Person aged 18 and over	£288	£1152
Burial of Ashes*	£144	£576
Scattering or Pouring of Ashes*	£62	£248

\* Includes grave digging by Council staff

#### **Purchase of Exclusive Rights of Burial in space for coffin burial for 30 years**

Child's grave (under 12 years)	£206	£824
Earth grave age 12 and over	£463	£1852
Construction of Walled Grave or Vault (in Old Section only)	All costs to be borne by Applicant but no additional charge by Council	

#### **Purchase of Exclusive Right of Burial of Ashes plot for 30 years**

Single plot (with one plot number)	£129	£516
Double plot (with two consecutive plot numbers)	£257	£1028

#### **Renewal of Grant of Exclusive Right of Burial for further 10 years**

Plot of any kind <sup>1</sup> - charge per plot	£31	£124
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#### **Registration of Transfer of Exclusive Right of Burial**

Voluntary assignments	£75	£75
Involuntary transfers (usually after death of last registered rights owner)	FREE	

#### **Miscellaneous**

Making a search of Cemetery or Memorial records	First 15 minutes free of charge, thereafter £41 per hour required
Faculty for Exhumation in Consecrated Ground	As charged by Diocese

<sup>1</sup> If application is made to renew a grant made (or previously renewed) for a total term of less than 30 years, it will be extended to the date on which it would have expired if originally granted for a term of 30 years, without fee.

### APPLICATION FOR A MEMORIAL APPROVAL (PURCHASED GRAVES ONLY)

		Parishioner	Non-Parishioner
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	<b>Unconsecrated</b> £144	£576
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees		<b>Consecrated</b> £412	£1648
Vase with name inscribed		£67	£268
Each inscription after the first		£67	£268
Photo plaque on headstone		No charge	No charge
Flat stone (where no room on an existing memorial for added inscription)	12" x 18"	£82	£328

#### Memorials in New Garden of Rest for Purchased Cremation Plots

Each single plot has a plot number	22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£82	£328
Each double plot has two consecutive plot numbers CONCRETE SLAB UNDER ASHES TABLET 24" X 24" OR 24" X 12"	22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm	£165	£660

#### Memorials in Old Garden of Rest (note size differs)

Single plot size	Memorial size 24" x 12" x 2"	£82	£328
Double plot size	24" x 24" x 2"	£165	£660

## Current Projects Update

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Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (phase 1 works scheduled for completion in 2023)	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Work on the artificial turf pitch has started.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
<b>Planning Town &amp; Environment Committee</b>						
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 CL and contributon of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out in August and stream clearance scheduled for 29th 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	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Site visit held with NFDC & HCC on 10/08/2022 and Workshop to take place on 17th October to consider desires and opportunities in more detail.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and 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)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	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
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage. Additional funds required to progress.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacaing	Hampshire CC	Developers contributions
	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**

PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of all control measures needed will be assessed and factored into the next budget round.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete on 1st October)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	The Council's IT support provider has advised on options. The committee agreed further steps in September.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.

**Recreation, Leisure & Open Spaces Committee**

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	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	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease were considered at the committee meeting on 21st September and guidance given to the Council's representatives for the conduct of further negotiations.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress	Winding-up process and requirements are being researched.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed by Christmas.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).

RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and is starting work.	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	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has been purchased and will be installed after Carnival.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.



**Staffing Committee**

S3	Re-grading of staff posts	In progress (Commenced May 2022).	The external consultant has consulted relevant staff and officers have discussed her provisional findings with the committee. A further committee meeting is being arranged to consider the final report.	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways 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
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						



## Closed Projects Report

No.	Name	Description	Outcome	Notes
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### Full Council

#### Planning, Town & Environment Committee

Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	

#### Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary

#### Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	

#### Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	