

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

Held on Wednesday 7th June 2023 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chairman)
Cllr Becci Windsor (Vice Chairman)
Cllr Janet Georgiou
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager
Cllr Philip Day
Cllr Michael Thierry

ABSENT: Cllr Gareth DeBoos
Cllr Mary DeBoos

**OS/6252
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6253
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs G DeBoos and M DeBoos.

**OS/6254
DECLARATIONS OF INTEREST**

There were none.

**OS/6255
MINUTES OF THE PREVIOUS MEETINGS**

RESOLVED: That the minutes of the meetings held on 3rd May and 17th May 2023, having been circulated, be approved and signed as a correct record.

**OS/6256
COMMITTEE VICE CHAIRMAN**

Two nominations were put forward for the position of Vice Chair, Cllr Swyer and Cllr Windsor. Members voted and the vote was split. The Chairman had the casting vote and Cllr Windsor was appointed.

RESOLVED: That Cllr Windsor be appointed as Vice Chairman to the Committee.

ACTION C Wilkins

OS/6257



EVENTS MANAGEMENT

Cllr Frederick reported the 'Gathering on the Green' event for the coronation was a huge success and a splendid event for the town.

Members were appointed to the Events Management Sub-Committee on the night of the annual Council meeting and will meet in the next couple of weeks. The sub-committee will have monthly online meetings and additional face-to-face meetings as required. Although these are not public meetings, other Councillors are welcome to attend.

The next events are the fireworks event on Sunday 5th November and Winter Wanderland on Sunday 26th November. As there are only three weeks between these events, the planning will be done in tandem.

RESOLVED: That the update on events be noted.

OS/6258

CHRISTMAS ILLUMINATIONS CONTRACT

Members considered the Town Clerk's report (*Annex A*) and issues for decision therein. This relates to the tendering and procurement process for the Christmas illuminations from 2024. He provided further explanation of what would be required of Councillors and how the process worked on the last occasion. It is a lengthy process, that is quite technical and has various stages, but there is advice available from specialists at NFDC who will assist, as needed.

RESOLVED: 1) That the establishment of a (temporary) working party to advise the Council and its committees on future arrangements for the town centre Christmas illuminations be approved;
2) That the draft terms of reference and delegated powers be approved; and
3) That Cllrs M DeBoos, Frederick and Haywood be appointed to the Working Party, along with the Town Clerk and Events Manager.

ACTION C Wilkins

OS/6259

PROJECTS (current and proposed)

RLOS19 Carvers Strategic Development

The Carvers Working Party meeting had been cancelled as the landscape architect was still working on a few details of the strategic masterplan. The Town Clerk was sure it would be available in the new week or two and would circulate it as soon as it was available. At the next scheduled meeting on 5th July the plan will be discussed and there will be discussions on how the public consultation should work.

RESOLVED: That the update in relation to projects (*Annex E*) be noted.

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
28th June 2023

APPROVED
7th June 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

Page 2 of 2
Chairman's initials



RECREATION, LEISURE & OPEN SPACES COMMITTEE

7th June 2023

Christmas Illuminations Contract

1. Introduction and reason for report

- 1.1 The town centre Christmas illuminations are arranged by this Council under a contract which expires after the next display. Decisions are needed on what to do thereafter.

2. Background information and options

- 2.1 The current contract was awarded to Gala Lights in 2019 after a competitive tendering process in accordance with the Public Contracts Regulations. It provided for the installation, hire, maintenance and removal of the display (plus some additional elements) for an initial three-year term that was extended for a further two years, at a fixed price.
- 2.2 There were several other interested parties in 2019 and the Council office regularly receives enquiries from other companies interested in bidding for the contract. The Council is obliged to seek good value in such contracts and if the total contract value exceeds £25,000 (as this one did) then there has to be a fair competitive process complying with the Public Contracts Regulations.
- 2.3 This kind of contract is not as straightforward to tender as some. We cannot necessarily say exactly what we want; rather, we want bidders to show imagination, innovation and creativity to deliver a “wow factor”. Neither can we specify an exact budget – until we “test the market” we won’t know what it would be sensible to spend on the display.
- 2.4 Officers therefore recommend that the committee appoints a working party to review possible approaches to the re-tendering, to recommend a suitable process and then to oversee its implementation once approved. This would include all aspects of the display (extent, design, duration, etc.) and the contract and procurement process (contract term, price, type of tender, etc.). Final decisions on these matters will rest with this committee and the Policy & Finance Committee. If this recommendation is accepted, officers further recommend that:
- the Town Clerk and the Events Manager should be appointed as members (since the display is closely connected with the Ringwood Winter Wonderland event which the Council organizes) and
 - there be three councillors appointed to membership.

3. Issues for decision and any recommendations

Issues for decision:

- 3.1 Whether to approve the establishment of a (temporary) working party to advise the Council and its committees on future arrangements for the town centre Christmas illuminations; and if so**
- 3.2 Whether to approve the draft terms of reference and delegated powers attached and**
- 3.3 Which councillors to appoint to membership of it.**

For further information, contact:

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

Charmaine Bennett, Events Manager
Direct Dial: 01425 501309
Email: charmaine.bennett@ringwood.gov.uk

RINGWOOD TOWN COUNCIL**CHRISTMAS ILLUMINATIONS CONTRACT WORKING PARTY****TERMS OF REFERENCE**

1. The primary functions of the Christmas Illuminations Working Party shall be:
 - a. To advise the Town Council and its relevant committees on:-
 - i) All aspects of the town centre Christmas illuminations (including but not limited to their type, design, extent and duration); and
 - ii) All aspects of the process for procuring the Christmas illuminations (to include but not limited to the contract type, term, price and other provisions and the type of tender or other suitably fair and competitive procurement process);
 - and
 - b. To oversee the implementation of whatever procurement process is adopted and the performance of the contract in its initial year of operation.
2. The voting members of this Working Party shall be the Town Clerk, the Events Manager and such councillors as shall be appointed to voting membership of it by the Recreation, Leisure & Open Spaces Committee. The quorum for meetings of the working party shall be three voting members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient.
2. To agree the award of contracts on behalf of the Council which relate to Christmas illuminations (provided the full cost of these does not exceed agreed budgets).

Approved:

Current Projects Update

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
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The application for the PWLB loan has been approved. The artificial turf pitch has been completed and handed over. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. A Pre-Start Meeting was held on 24th May. Start of works is scheduled for 5th June and finish for 12th February 2024.	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).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation completed - responses have been reviewed by NP Steering Group and recommended amendments will be brought to this Committee in July.	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. Repair of original time capsule cover stone has failed and has been removed for repair. 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 undertaken 05/05/2023, annual flail to be carried out in August and stream clearance 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
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	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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	Complete	Scheme complete and road re-opened on 19 November.	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. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	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 surfacing	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.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	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)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	Official email accounts for all councillors in post following the recent election have been arranged and officers are planning a roll-out imminently.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
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 April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. 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 April 2023.)	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. Officers proceeding with contract procurement.	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.)	Renewal terms have been agreed in outline. Negotiations over the details are ongoing and decisions from members will be sought when needed.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). 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 (aiming to complete by August 2023)	Charity Commission has been informed of the Club's dissolution.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process are being investigated and discussed with Environment Agency and New Forest District Council.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. The developer is preparing the site for handover around the end of May.	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	All registers have been scanned. A digital map is now live. A cost estimate for completing data entry from registers has now been received in time and will be considered for inclusion in 2023-24 budget in due course.	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)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered over the coming weeks and a public consultation is being planned for early summer.	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 also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	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. The decorative sign cost £1,244.

B

Staffing Committee

None

Proposed/Emerging Projects Update

B

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 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

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

	None	(Current projects expected to absorb available resources for several years)					
--	------	---	--	--	--	--	--

Staffing Committee

	None						
--	------	--	--	--	--	--	--

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
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
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
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	

B