

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

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

Held on Wednesday 1<sup>st</sup> September 2021 at 7.00pm

**PRESENT:** Cllr Andy Briers (Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

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

**ABSENT:** Cllr Hilary Edge  
Cllr Darren Loose

### **OS/6091 PUBLIC PARTICIPATION**

There were no members of the public present.

### **OS/6092 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs Edge and Loose.

### **OS/6093 DECLARATIONS OF INTEREST**

Cllrs Deboos, Frederick and Haywood indicated that they were directors of Ringwood Coronavirus Assistance and had submitted the report at agenda item 6.

### **OS/6094 MINUTES OF THE PREVIOUS MEETING**

**The Committee members present agreed:-**



That the minutes of the meeting held on 7<sup>th</sup> July 2021, having been circulated, be approved and signed as a correct record.

**OS/6095  
EVENTS MANAGEMENT**

The Town Mayor reported that a position has arisen with Ringwood Events Team (RET), whereby Cllrs Day, Briers, Heron and Ring no longer wish to pursue activities as part of the team. He wished to record his thanks to everyone involved in the work undertaken to organise events in the town, which have been worthwhile and had an impact on the community.

The Council has an interest in continuing the good work started by the team and some councillors had indicated their willingness to assist on future occasions.

The Town Clerk explained that technically events management had been delegated to RET and the co-ordinator was employed to liaise with and support the team. However, in view of the urgent need to make alternative arrangements, he recommended to the Committee that responsibility for managing events be delegated to officers for the rest of 2021.

It was proposed the Events Co-ordinator would be supported by the Town Clerk and other officers and liaise with councillors who are willing to help. Close liaison with outside organisations and volunteers would continue to ensure events go ahead as usual. He advised this should be a temporary arrangement and reviewed in the new year, with the possibility of different arrangements, a new team or something more formal, such as a sub-committee.

Members expressed their confidence in the Event Co-ordinator's capabilities, but were concerned about her workload, combining responsibilities at Carvers Clubhouse and the amount of work needed behind the scenes to organise events. The Events Co-Ordinator commented that she thought the workload would be manageable. There is a formula that has worked for previous events and some pieces are in place already, including the good relationships with other organisations in the town.

Cllr Day commented that the team has to work together and if one member does their own thing, it becomes impossible. In the circumstances he felt he had no option but to stand down as chairman.

Cllr Ring put forward the Town Clerk's proposal and this was agreed. Cllr Day abstained from voting.

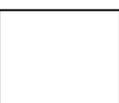
**The Committee Members present agreed to recommend to officers their collective preference as follows:**

That, as a temporary measure, responsibility for events management is delegated to officers, specifically the Events Co-Ordinator (with support from the Town Clerk, other officers and councillors). This arrangement is to be reviewed in the new year.

<b>ACTION C Wilkins / C Bennett</b>
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**OS/6096  
MEMORIAL TREE**

Members considered a proposal by Ringwood Coronavirus Assistance for a memorial tree at Carvers Recreation Ground (*Annex A*).



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

- 1) That the proposal for a memorial tree be supported and RCA consider two sites for the tree; the War Memorial Garden (1<sup>st</sup> ) and the south-west quadrant of Carvers Recreation Ground (2<sup>nd</sup>);
- 2) That detailed planning is to continue for both sites and the suggested sugar maple is agreed, subject to expert advice as to whether it would be suitable in those locations or an alternative variety should be recommended;
- 3) That a detailed proposal be brought back before the Committee when prepared.

**ACTION Cllr Haywood**

**OS/6097  
PROJECTS (current and proposed)**

There were no further updates to the report presented.

The Town Clerk indicated that work had started on next years' budget and the Finance Manager would be meeting with all budget holders. Proposed changes to the budget will need to be built in, this includes any new projects put forward for inclusion. Proposals need to be brought forward in October and worked up for agreement in November.

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

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 7.54 pm.

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

RECEIVED  
29<sup>th</sup> September 2021

APPROVED  
6<sup>th</sup> October 2021

TOWN MAYOR

COMMITTEE CHAIRMAN





## Ringwood Coronavirus Assistance

23 Seymour Road, Ringwood, BH24 1SG  
assistance@ringwood-coronavirus.org.uk

# A

# Proposal for a COVID memorial tree at Carvers Recreation Ground

*Prepared for Ringwood Town Council*

Ringwood Coronavirus Assistance (RCA) would like to plant a COVID memorial tree to provide a quiet spot where the residents of Ringwood can remember those who were affected by the pandemic and also to celebrate the coming together of our town to support those people who were affected.

We would like to arrange for the planting of a Canadian Sugar Maple (*Acer Saccherum*), to be surrounded by a circular metal bench with a brass plaque containing a few words about Ringwood's experience of the pandemic. We will source a relatively mature specimen, the bench and the plaque.

Sugar maples are deciduous and can grow large so will suit a lone specimen. They produce yellow flowers in spring, green foliage throughout the summer which turns through yellow to orange/red before falling in the autumn, with "helicopter" seeds also produced. While not native, they are quite widely planted in the UK as ornamental trees.



We would prefer this to be located in the south-western portion of the Carvers recreation ground, to allow passers by on the footpath to linger in the vicinity of the tree. We are happy that the town council specifies the precise location consistent with its overall plan for the

recreation ground and would accept another location if the council decides that this is not appropriate.



We are seeking agreement in principle from the council so that we can proceed further with the project, with a view to planting taking place next year. After planting and initial establishment, we would hope to hold a short dedication event, subject to the prevailing COVID regulations.

## Funding

The outline cost is for the whole project is £2,850, broken down as follows:-

Bench	£2,500
Plaque	£50
Tree	£300

RCA currently has £800 of funding secured from its own resources and is seeking additional funding. We also believe that there is a significant opportunity to negotiate the price of the bench down.

RCA respectfully requests of Ringwood Town Council:-

1. Would the Town Council be prepared to support the project in principle to allow detailed planning to take place?
2. Is the council content with the choice of tree and site? Would the council like to suggest alternatives?

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
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 being planned.	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
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Steering Group met to consider risks associated with NFDC Local Plan Part 2 review; changes in national policy; and resourcing the project. Agreed to continue to prepare NP, with 4 Team leads project managing for the time being. Grant of £5,000 awarded to cover consultants' fees, as per the Project Plan.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	In progress	Work to refurbish human sundial and install surrounding benches now complete. HCC awaiting materials to complete area around Oriental Plane tree. Electricity box to be repainted by Mens Shed. "Ribbon cutting" event to be held on 18th September.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance to be carried out by volunteers 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
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street completed. Works to divert water main ongoing. Works on A31 to commence October 2021 and due for completion by November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Currently on schedule to advance from Bickerley Gardens to Mansfield Road at end of September. Pipe laying across Bickerley almost complete - land to be fully restored by SWW. Directional drilling to lay pipe under River Avon and Bickerley Millstream ongoing. 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	HCC confirmed stump will be ground out by the end of the year and a fastigate English Oak will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded



**Policy & Finance Committee**

PF1	Website renewal	In progress	The basic structure and layout of the new site has been agreed and created. Work on filling in the content (both new and by transfer from the existing site) is continuing. Committee decided on 17 Feb 2021 not to seek renewal	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		Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Detached Outreach work	In progress	A third party provider has been appointed and is recruiting the workers needed.	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	In progress	Revisions to Financial Regulations prepared for consideration by committee.	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	Report on track maintenance options considered at meeting on 7th July. Officers working to implement members' recommendations.	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 and a proposal by community groups to plant the new earth bunds has been accepted.	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	CLr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Action to follow up the decisions made by committee on 7th July is being planned.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	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	Preparations for a public consultation are being led by Cllr. Frederick.	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	Discussions initiated.		Town Clerk
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

# B

## 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>							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
<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>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							