

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

Held on Wednesday 6th October 2021 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Gareth Deboos
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher (*from 7:10pm*)
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

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

ABSENT: Cllr Philip Day
Cllr Hilary Edge
Cllr Darren Loose

OS/6098 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6099 APOLOGIES FOR ABSENCE

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

OS/6099 DECLARATIONS OF INTEREST

There were none.

OS/6100 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 1st September 2021, having been circulated, be approved and signed as a correct record.

OS/6101 CARVERS CLUBHOUSE

Members commented on the Manager's report and the number of activities provided over the Summer. They thanked the Manager for her report and the fantastic work being done at the Clubhouse.

RESOLVED: That Carvers Clubhouse Manager's report (*Annex B*) be received.



ACTION C Bennett

**OS/6102
EVENTS MANAGEMENT**

Events for this year (Fireworks, Remembrance and Christmas) will go ahead as planned. Thanks were extended to volunteers from Ringwood Carnival, Ringwood Mens Shed, Rotary Club of Ringwood and Ringwood & Verwood Round Table and to the Councillors who will manage this effort at the events.

In answer to a question about pricing strategy for the fireworks event, although prices had not been publicised yet, they would not be more than 50p higher than the last event. The event is not organised for profit. It was noted, however, that whilst the firework display provider had honoured an agreement this year, it was expected that costs would rise steeply next year. There was also some anticipation of possible costs associated with the Queens' Jubilee next year and initial thoughts had been given to building a reserve for this.

RESOLVED: That the update in respect of events be noted.

ACTION C Bennett

**OS/6103
COLUMBARIUM PROJECT**

The Town Clerk reminded members of the decision made at the September meeting to delegate the financial modelling and scheme design for the columbarium to officers.

Having analysed the last few years, cemetery income receipts were small and fluctuated, but generally there were around 45 interments per year, with more coffin burials (around 27) than cremated remains (around 16). Planning for the columbarium has been based on 16 interments per year.

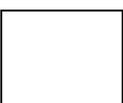
(As an anomaly to this in 2016, there was an unusually high number of interments (60), but there seems to be no discernible reason for this. However, as the annual budget is based on previous the years' performance, this has distorted the budget and set the expected income at a higher level. This has been re-worked to a more modest projection.)

A garden of rest would result in the loss of space equivalent to 56 coffin burials (2 years' worth) and a gain of 720 ashes plots (45 years). There would be some costs involved to provide some structure and the space would be used less intensively, to prevent it appearing cramped and unattractive.

A columbarium would provide 225 niches (14 years). There would be no loss of burial space, but the Council would incur the build costs. This option would leave space for 2000 burials (70 years) when taking into consideration the allotment site.

Cllr Kelleher joined the meeting at 7:10pm.

The Town Clerk also noted the trend away from coffin burials and the grant of planning permission for a crematorium at New Milton and the potential impact it may have on demand at Ringwood cemetery.



Financial modelling is incredibly difficult and quite crude, given the small numbers involved and the fees charged. Non-parishioner fees are quadruple, so a small difference in the number of interments could impact on the income significantly.

The Council's general approach to funding capital projects is to spread the costs across expected lifetime and budget for this accordingly, either in a particular years' budget or by way of yearly contributions to an earmarked reserve. Applying this to the columbarium, it would make sense to obtain a Public Works Loan Board loan for the maximum term. Over 50 years and with fixed payments, the cost would be £1,300 per year.

The Town Clerk outlined current income streams and asked members to consider whether future income streams should replicate current income levels or if measures should be taken to also cover the loan repayments for the columbarium. An increase of the current fees by 25% would be required to offset the loan costs. Any costs not covered would fall to the precept. However, fees could be applied differently in future and some new revenue streams could be introduced.

Members agreed to support the columbarium project and indicated that initially financial modelling should aim to replicate the current income level. This decision can be reconsidered at a later stage. The next phase will include the type of scheme, time frames and fee structure.

RESOLVED: That the update on the Columbarium project be noted and the next phase proceed as agreed.

ACTION C Wilkins / R Fitzgerald

**OS/6104
PLANTERS IN SOUTHAMPTON ROAD**

The Town Clerk asked Members views on a proposal to seek commercial sponsorship for re-planting of the four planters in Southampton Road. Currently they are low maintenance and attract litter. An approach has been made by one or more local businesses asking to sponsor a planter. The associated cost has been calculated.

Members were in favour of the proposal, however would prefer that all four were sponsored and that there was a maximum size for any signage.

RESOLVED: That the proposal to seek commercial sponsorship for the four planters be agreed.

ACTION C Wilkins

**OS/6105
CIL UPDATE**

The Town Clerk explained this report had already been put before Policy and Finance Committee and Planning, Town and Environment Committee (*Annex B*). It is an opportunity for each Committee to note the current balance of Community Infrastructure Levy (CIL) receipts and to consider putting forward projects which may qualify for funding.

RESOLVED: That the current balance of CIL funding be noted.

**OS/6106
PROJECTS (current and proposed)**



Carvers Strategic Development – Cllr Frederick reported that she had been struggling to find a landscape architect to provide quotes, however was hopeful that she would have two to put forward.

RESOLVED: That the update in respect of projects be noted (*Annex C*).

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7.55 pm.

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

RECEIVED
27th October 2021

APPROVED
3rd November 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

6th October 2021

Report from Manager, Carvers Clubhouse

1. Summer of Play activity programme

Councillors may recall that our 2021 summer holiday programme was inspired by a national campaign to give children the time, space, and freedom to play as COVID restrictions were eased. It ran throughout 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. We received comments such as “you just don’t get spaces like this anymore where the community can come together” and “I love coming here as I can still afford it even just before payday” and (from two 8-year-old boys) “that place is wicked, it even has toys in their garden” (the garden being the recreation ground!). Most activities were outside except for ‘Cooking with Gail’ which was popular, and we could have run more of those sessions.

We learned a lot as well- when we relaxed any pre-booking requirements, more people turned up on the day (which is useful learning but can present a bit of a logistical challenge). Offering activities for free but with suggested donations meant that older children joined in who were in the park without parents, but we still had income to contribute towards costs. The circus skills day was one of those events which worked well using that model. ‘Krazy Kev’ was exceptionally busy and would have been even better earlier in the summer as it brought in new families who had not come up to the centre before and returned afterwards. Staffing is an issue- the café was so busy that the staff could barely leave the kitchen which meant that any activities could only be scheduled during the Manager’s working hours. It is a real shame that we didn’t have any success recruiting for our Kickstart post as that would have given us more flexibility and potential to develop the programme further.

We found that the last two weeks 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. Perhaps we need to plan something aimed at that age group in the last fortnight in August. Equipment such as the football goals were used all summer. On some days, we created mini-sandpits and young children and babies loved that.

Overall, this was a model that worked well and can be built on in 2022.

2. Café

The café was open 6 days a week and very busy popular during the holidays. It remains the ‘hook’ to get people into the centre and accessing the activities. Our takings increased by around 30% over the same period in 2019. With many thanks to the staff who worked extremely hard throughout and continued to provide a cheerful and personal service.

We are now operating our term time hours and open Wednesday to Sunday. We are currently closing at 5pm weekdays and Saturdays but will review this over the winter period when the nights close in.

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3. Anti-social behaviour and vandalism

During the first part of the summer, we experienced a little less anti-social behaviour than in previous years, particularly that which is aimed at the centre and the staff team. Removing the gates behind the centre seems to be working in terms of taking away a 'private hiding space' away from police patrols and so on. In the latter part of the summer, as noted above, we did experience more issues. One family complained because a group of teenagers had been swearing loudly in front of two young children and were very rude to the father. The football goal was vandalised one evening but luckily the parts were located on the other side of the park and the grounds team fixed immediately. There were other incidents too but the situation does seem to have calmed down now that the schools have started back.

4. Room hire/private use

I am pleased to report that Young Carers are returning for their monthly youth club on Wednesday 3rd November. We will continue the previous arrangement where we provide the room for free and Community First New Forest cover the centre staffing (one member of staff who provides a popular 'tuck shop' for the young people). A new hirer, 'Tamich Combat' started last week and is providing kids and adults Muay Thai, kickboxing and fun circuit classes on a Tuesday and Thursday. With all previous hirers now returning after the summer break our hire/external use programme looks as follows:

Monday – Rebel Fit 6-7pm

Tuesday – Twinkles Pre School Music Class 9.45-10.45am, Detached Youth Work Project 5.30-7.30pm, Tamich Combat 6-7pm and 7-8pm

Wednesday – Home-schooled Meet up 12-3pm, Its Your Choice Information and Advice Service 3pm-5pm, Young Carers Youth Club 4-6pm first Weds of the month, Sally Adams Dance works 8-9pm

Thursday - Tamich Combat 6-7pm and 7-8pm

Friday - Detached Youth Work Project 5.30-7.30pm

5. Detached Youth Work

Our detached youth work project started in mid-August. The two youth workers start and finish their shifts at the Clubhouse for the purpose of having a safe base and somewhere warm to complete their paperwork. They have the option of bringing in 1 or 2 young people if distressed or need 1-2-1 support. Groups of young people have asked to come in and use the centre in the evening. This is useful to know that there is potentially demand for the centre to be open later but at the moment we have agreed to hold off as we know from previous experience that we would want to manage this carefully.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse

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Email: Charmaine.bennett@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 22nd SEPTEMBER 2021

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2021, the Town Council held a balance of £45,634.90. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2021/22

- 2.1 During 2021/22, additional CIL receipts of £4,172.11 have been received to the end of August. The balance of CIL receipts therefore currently stands at £49,807.01.
- 2.2 No CIL receipts have been applied so far in the current year, however provision was made in the 2021/22 budget to use £8,000 of CIL receipts to fund development of a Columbarium. This project has not yet started.
- 2.3 There also remain outstanding commitments to complete work on projects which began in earlier years. These include the Human Sundial for which there remains an outstanding commitment of £5,403 and improvements at Carvers Grounds for which £440 of the approved budget of £10,000 remains outstanding.
- 2.4 A further receipt of funds is anticipated during the second half of the year but there is no indication yet of the amount that might be expected.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £49,807 of which £5,843 is committed towards the completion of existing projects and a further £8,000 has been earmarked for the Columbarium project. There remains an uncommitted balance of £35,964.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

Rory Fitzgerald, Finance Manager or Chris Wilkins, Town Clerk

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Chris.wilkins@ringwood.gov.uk



Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Application for planning permission submitted. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Other procurement 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
Planning Town & Environment Committee						
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	Complete	Work to refurbish human sundial and install surrounding benches now complete. "Ribbon cutting" event 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 CLIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
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	Work in Bickerley Gardens complete, work ongoing in Mansfield Road. Pipe laying across Bickerley complete - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Replacement Tree - Market Place	In progress	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 initial content of the new site is now almost complete. Staff training has been arranged in readiness for transfer to the new hosting arrangements.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.



PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk
PF3	Youth Detached Outreach work	In progress	The appointed third party provider has recruited the workers needed and they have started work. A review of the work is scheduled for December.	To provide youth workers for detached outreach work	Carvers Manager
PF4	Review of governance documents	In progress	Revisions to Financial Regulations considered by committee and due for consideration by the full Council on 29th September.	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	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	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	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	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	

Staffing Committee

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.	Town Clerk
S2	Finance Staffing review	Completed	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk



Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Preliminary discussions with local community groups	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
Staffing Committee							
None							