

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

26th September 2019

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 2nd October 2019** at 7.00pm and your attendance is requested.

Mr C Wilkins
Town Clerk

AGENDA

- 1. PUBLIC PARTICIPATION**
There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting
- 2. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF THE PREVIOUS MEETING**
To approve as a correct record the minutes of the meetings held on 4th September 2019
- 5. CARVERS CLUBHOUSE**
To receive the Manager's monthly report (*Report A*)
- 6. EVENTS MANAGEMENT**
To receive a report and consider possible recommendations from Ringwood Events Team
- 7. CEMETERY REGULATIONS**
To consider the Town Clerk's proposed amendments to cemetery regulations (*Report B*)
- 8. PROJECTS**
To receive an update on projects (*Report C*)

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email chris.wilkins@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Tony Ring
Cllr Glenys Turner

Student Advisors

Alana Morris

Copied by e-mail to other Members for information

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

2nd October 2019

Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers a period from July to end September 2019 and will be supported by a verbal report at the meeting.

1. Overview

Overall, it was a very successful summer for the centre. Most days the play area, the skate park and the Clubhouse were very busy and full use was made of our table tennis, indoor and outdoor games and toys, sports equipment and parasols. Takings for the café were 63% higher than the same period last year and some weeks were as much as 88% higher. The café provision underpins many of the other activities that we run and what was pleasing was the mixed use within the centre- groups of teenagers alongside families co-existing quite contentedly with only a few issues throughout the period. The partnership with Ringwood Town FC worked well, as did the Kings Church and the free school meals.

There were of course a number of challenges with being so unexpectedly busy which will need to be reviewed for 2019 – staffing and how to manage anti-social behaviour being two key ones.

2. Research into Youth Provision

Sarah Clift has continued her research into gaps in youth provision across Ringwood during the summer, speaking to professionals and partner organisations as well as young people and their families. She is planning to conclude the research by the beginning of October and complete her report by the end of that month. This will help us steer our service provision for older children and teenagers. She is happy for us to share some of her initial findings which include:

- i Most young people she spoke to do not want structured activities such as a youth club
- i A youth club model would only work for younger children (around years 5/6-7 and very focused)
- i A model of detached youth work may work to engage and support some of the more disengaged young people.

3. Room hire

The table summarising the usage of the Centre is in Appendix 1 and a list of organisations that use the centre and services provided have been added to the end of the report as Appendix 2

External hire hours are normally very low during the school holidays as many are run as term time only. However, August actually picked up from the previous month and we are now seeing an increase in enquiries coming through about hiring the facilities. These are mainly through word of mouth which is pleasing because people see the value of the space but we need a much better way to promote this aspect of the centre (see section 6).

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We have two new weekly hirers who have started in September- Music Bugs and Rebel Fitness and also have more hirers in the pipeline. We have begun very early discussions with a tennis coach who has expressed an interest in reviving tennis on a Saturday morning at Carvers.

4. Activities and services

We trialled a number of new activities during the summer, most of which worked well. Ringwood Town FC provided 2 coaches for Friday afternoon football on the recreation ground. The sessions were aimed at 8-12 year olds and were £3 for 3 hours. They were generally popular and is a model worth repeating in 2020 but perhaps may need to be tweaked if the sessions are to be considered as a diversionary activity.

The Kings Church, Ringwood, ran some extremely popular 'Stay and Play' sessions for families every Thursday which became our busiest day of the week. The sessions and activities were all completely free and supported by a group of volunteers. The Mayor has written to them to thank them for their time.

The First Aid workshop for skate park users was not as successful as we might have liked and would need to be rethought if repeated in 2020.

Through our attendance at the "Meeting the needs of disadvantaged pupils" sub-committee of the *Ringwood Heads and Governors Forum* we supported two schemes over the summer. We provided just over 100 meals to children in Ringwood Infant School, Ringwood Junior School and Ringwood School who would normally be eligible for free school meals to combat summer hunger. The children and young people were able to select food from our regular menu, it is an easy to administer scheme and all the children without exception were a pleasure to serve.

We also ran 3 sessions for children who were due to start Reception in September 2019. We were very grateful to Greyfriars Preschool for giving their time for free. Almost 50 children attended the sessions. This was a pilot to support some of the concerns that schools face over the vocabulary gap noted in previous reports. We will start to plan these sessions in the spring term next year to ensure they meet these needs further.

We also provided the Red Box service throughout the summer which had a notable amount of use.

We are now looking ahead to October half term and are pleased to welcome back the Kings Church, Ringwood. We also have a Halloween disco for under 6s and will be running craft activities all week.

5. Cafe

As seen above, the café during holiday periods continues to grow in popularity. It was open 7 days a week from 10-5 (with a flexible closing period for poor weather) during the holidays.

The café continues to be a challenging area to manage and to accurately quantify in terms of benefits. It underpins much of what we offer and is generally seen as a key reason why many hirers use the centre. From a staffing perspective it can be very challenging. There were days during summer when we took almost no money at all (due to poor weather) so

barely financially justifying being open or having any staff there followed by our busiest trading day when we probably could have justified 3 staff. Opening between 4-5pm on paper would appear to make poor business sense as we take very little money during that period but it is when we tend to get groups of teenagers come in and use the space to hang out with friends.

The staff were also subject to some anti-social behaviour and indeed worse. This needs careful planning for 2020 to prevent this from reoccurring as has a serious impact on safety and staff morale.

From October, we will now reduce our hours and target marketing the café during school hours to parents/carers of young children (these are our primary users during that time). We are also promoting the centre through home educator groups. We will continue to open during the weekends.

6. Marketing and promotion

Charmaine has been working with web designers to develop a new site for Carvers Clubhouse. A first draft has been produced which looks bright and clean and will now start to develop content. It is hoped that this will drive far more room hire - at the moment all of our bookings are through word of mouth and a handful of external 'rooms for hire' websites.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse
Direct dial: 01425 484727
Email: Charmaine.bennett@ringwood.gov.uk

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Appendix 1: Activities and services hosted at Carvers

**New activities*

Café: youth and family friendly café with a range of toys and indoor/outdoor games (weather permitting), serving all day breakfast, lunch, ice cream and snacks.

***Make and play:** café aimed more specifically at meeting needs of young children and carers during term time school hours. Craft activities and more toys out. From October

Young Carers Youth Club: organised by Community First New Forest, a monthly youth club aimed specifically for young carers.

Red Box Service: community-based, not-for-profit initiative, which aims to support young people throughout their periods by providing red boxes filled with free period products to local schools and centres.

Book Swap: a free service for pre-schoolers to swap unused books

Breakout Youth: charitable organisation operating in Hants and Isle of Wight, offers a fortnightly youth group for LGBTQ+ young people

Free lunches: during summer holidays for young people who would normally receive free school meals. Provision may be extended to the infant school.

Twinkles Preschool Music Class: term time weekly singing and dance class for babies, non-walkers and Pre-school children.

***Music Bugs:** term time weekly singing classes for pre-school children

Free fitness class for mums and children- outdoor session with plenty of toys to keep the little ones occupied. The instructor is on hand to help push prams, hold babies and coach the attendees through the workout.

Family yoga: monthly yoga class for families with children from 3.5 years old

Ready, Steady Mums: a free, weekly friendly buggy walk group aimed at mums, dads and carers.

It's Your Choice: fortnightly Support Centre offering Information, Advice and Guidance to young people aged 11-25.

***Rebel Fitness:** Weekly exercise class, Monday evenings

Events: as well as supporting events in Carvers (such as fireworks night) we also run our own events for example pancake day race and the Easter Egg hunt

Craft Activities: we run special craft sessions, for example Mother's Day, Halloween

Private hires: we are available to hire and are gaining popularity with birthday parties etc

Appendix 2: Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers.

	Apr 18	May	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr 19	May	June	July	Aug	Sept
Fee paying (hours)	14	14	13	170	68	4	13	26	12	30	21	13	5	12	10	3	11	18
No charge (hours)	11	15	26	39	57	15	71.5	45	24	5	11	19	8	13	27	31	40	11
Cancelled (hours)	2				2	2	2	2	9	2	3	6	10	4	4	7		0
Café	60	24	73	154	154	108	124	120	82	100	104	112	120	108	160	205	185	167
TOTAL hours (with café)	25 (85)	29 (53)	39 (112)	209 (363)	125 (279)	19 (227)	84.5 (208.5)	71 (191)	36 (118)	35 (135)	32 (136)	32 (144)	13 (133)	25 (133)	37 (197)	40 (245)	51 (236)	29 (196)



Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT
 Tel: 01425 473883/484725
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 Website: www.ringwood.gov.uk

CEMETERY REGULATIONS

These Regulations became effective on [date]

1. A certain part of the Cemetery is consecrated for burials according to the Rites of the Established Church, the remaining part being unconsecrated and any burial may take place therein provided such burial and the service (if any) attending is/be conducted with decorum.
2. Notice of every interment on a form to be provided by the Council must be given at least 2 working days previous to such interment taking place to the Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT between 09.00 and 16.30 hours on Mondays to Fridays inclusive. If interment is permitted in a vault or brick grave, then 3 clear days notice must be given. No notice can be received between 16.30 hours on a Friday and 09.00 hours on the following Monday.
3. **From the end of October to end of March**, the hours of interment will be between 09.00 and 1.30pm for graveside services, 09.00 and 2.30pm for a burial following a church service and 09.00 and 3pm for an ashes interment. **From the beginning of April to end of October** the hours of interment will be between 09.00 and 3.30pm for an interment of ashes and a burial following a church service and 09.00 and 3pm for a graveside service. No interment may take place on Saturdays, Sundays or Bank Holidays.
4. All fees and charges to be paid to the Ringwood Town Council when giving notice.
5.
 - a) Exclusive Rights of Burial will be granted on the original purchase for a period of ~~five~~thirty (30) years. ~~If a burial takes place within that initial term the Council will, on interment, grant an Exclusive Right of Burial, for a further period of thirty (30) years.~~
 - b) ~~If an interment has not taken place within the period of five (5) years of~~ After the initial grant of an Exclusive Right of Burial, the Town Council will undertake to extend the initial grant by five (5) years (i) for whatever period is required to make the total period granted up to 30 years free of charge at any time and/or (ii) for periods of ten (10) years at a time during the final three (3) years of the term granted for the fee prevailing at that time.
 - c) ~~In the event that an interment has not taken place within the period covered by Regulation 5(b) above the Council may, at its sole discretion, approve further grants of Exclusive Rights of Burial to the original Beneficiary on such terms and conditions as it may prescribe.~~
 - d) Selection of the grave space in all cases both of general interment and on purchase is as determined by the Town Council.

e) All double depth graves for which the Exclusive Right of Burial has not been purchased at the time of the interment will be known as Common Graves and the Ringwood Town Council reserve the right to re-use these graves for future interments after a suitable period of time has elapsed.

f) The Council reserves the right to charge fees at different rates depending on whether the applicant or other relevant person is a parishioner or not. ~~Parishioner.~~
For this purpose:

i. ~~means any person who is or was ordinarily resident in the civil parish of Ringwood at the date of the application, or when they died, or at any time up to two years prior to their death shall be regarded as a parishioner.~~

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ii. the rate applicable to parishioners shall be applied:

1. where any application is made by more than one person, if any one of those persons is a parishioner;

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2. where an application concerns an interment, if either the applicant is or the person whose remains are to be interred was a parishioner;

3. where an application relates to approval of a memorial, if either the applicant is or any of the persons named on the memorial was a parishioner;

4. on an application to purchase Exclusive Right of Burial if either the applicant is or (if there is to be an immediate interment) the deceased was a parishioner; and

5. on an application to register the transfer of an Exclusive Right of Burial only if the applicant is a parishioner living in the town at the time of their death. For parishioners who move away from the town, non-parishioner fees shall apply except any person who moved away up to two years prior to their death.

f)iii. ~~The Town Clerk and the Chairman of the Recreation, Leisure and Open Spaces Committee can exercise their discretion to treat any person as a parishioner;~~ in respect of the fees to be paid in any circumstances where they judge this to be fair and consistent with the Council's scheme of fees and charges.

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g) The option to purchase the Exclusive Right of Burial of a Common Grave is open to relatives at any time subsequent to the interment and must be exercised before a further interment has taken place in the same grave.

6. The certificate of the Registrar of Deaths, or where an Inquest has been held, of the Coroner, must be handed to the Town Clerk, or his duly appointed representative, before or at the same time of interment.
7. Grave spaces for persons above 12 years of age shall be at least 6'6" (2400mm) x 4' (1200mm) and for those under 12 years of age at least 5' (1500mm) x 4' (1200mm).
8.
 - a) The consent in writing of the owner (or funeral director on their behalf) to an interment in a purchased grave or vault must be given to the Town Clerk on the notice of burial and such consent must contain the grave number.
 - b) No interment shall take place in a new single depth grave unless the Exclusive Right of Burial for that grave is purchased at the time of the interment.
 - c) If the Exclusive Right of Burial has not been purchased, single depth graves will not be permitted, except where in the opinion of the Council ground conditions are unsuitable for deeper graves.
9. Where any part of the Cemetery is set aside for the construction of vaults all such vaults shall be built by:

- i) good whole bricks or stone properly bonded and solidly put together with good mortar compounded of good lime and clean sand or other suitable material or with good cement mixed with the clean sand or;
 - ii) other good hard or suitable material properly and solidly put together; and
 - iii) shall be subject to such premium charge as may be settled from time to time by the Town Council outside the normal scale of fees.
10. Materials of every description to be used in the construction of graves or vaults and all stones, tombs, tablets and monuments must be conveyed into the Cemetery on vehicles with wheels not likely to cause damage to paths and the turf.
11. Whenever a burial has taken place, except in a private vault, the surface of the grave shall, as soon as practicable, be covered with soil and grass seed.
12. No body shall be buried in a grave so that any part of the coffin is at a depth of less than 3' (900mm) below the level of the ground adjoining the grave.
13. All damage caused to any boundary wall, fence, ground, paths, memorials or to any part of the Cemetery must forthwith be repaired to the satisfaction of the Town Clerk by the party causing the damage.
14. No body shall be buried in a grave unless the coffin is effectually separated from any other coffin already in that grave by the means of a layer of earth not less than 6" (150mm) in thickness.
15. Where any grave is re-opened for the purposes of making another interment therein, no person shall disturb any human remains interred therein or remove therefrom any soil which is offensive.
16. Every person who in a Cemetery buries a body in a vault shall on the day of the interment after the deposit in the vault of the coffin containing the body cause the coffin to be wholly or permanently imbedded in and covered with a layer or layers of good cement and concrete not less in any part of 6" (150mm) in thickness or to be wholly and permanently enclosed in a separate cell or receptacle which will be constructed of slate or stone flagging not less than 2" (50mm) in thickness properly jointed in cement or good brickwork in cement in such a manner as to prevent as far as may be practicable the escape of any noxious gas from the interior of the cell or receptacle.
17. The owner of an Exclusive Right of Burial shall maintain the grave in good order and condition to the satisfaction of the Town Clerk.
18. No memorial shall be erected upon any grave unless the Exclusive Right of Burial has been granted and without the consent in writing of the Town Clerk.
19. Before a memorial is erected, the correct grave must be verified and agreed with the Town Clerk.
20. The person responsible for erecting, fixing, moving or transporting the memorial must provide all necessary tools, equipment and labour necessary for that purpose.
21. The person responsible for erecting the memorial must move all spare soil and clean up after the completion of the work to the reasonable satisfaction of the Town Clerk.
22. Suitable foundations must be provided in order to prevent memorials from sinking and must be constructed in accordance with the Code of Working Practice issued by NAMM. All memorials must conform to British Standard 8415 for the Installation of Memorials.
23. No memorial, other than a headstone not exceeding 900mm (36") in height, 900mm (36") wide and 300mm in depth shall be permitted to be erected in any part of the

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Cemetery. Any flower vase or other container is to be an integral part of the memorial. Glass vases are not permitted.

24. No plants with roots shall be planted on or adjacent to graves without Town Council permission.
25. No ornaments or articles are to be placed on or adjacent to graves without Town Council permission.
26. Kerbstones are not permitted. Old kerbstones may be removed for maintenance, no new kerbs are allowed to replace old ones.
- 26A. Regulations 23, 25 and 26 above shall apply to [those] grave spaces for persons under 12 years of age [in any part of the Cemetery specifically laid out for such spaces] with the variation that ornaments, articles and kerbstones that would be prohibited elsewhere may be permitted with the permission and at the discretion of the Town Clerk.
27. No fencing of any type is allowed on or around graves.
28. The maximum height of a memorial in the Garden of Rest is 101mm (4" sloping to 2"), the size for a single plot being 550mm (22") x 275mm (11") and a double plot being 550mm (22") x 550mm (22").
29. In all cases, design dimensions and inscriptions must be submitted to the Town Clerk for approval whose decision shall be final. Any contemplated work not provided for as above will be the subject of arrangement and fees with the Council.
30. No memorial is to be removed for any purpose without the previous consent of the Town Clerk. Once consent has been granted the Town Council must be notified before any memorial is removed or replaced.
31. Artificial grass matting must be used in the case of all interments. No dogs will be allowed in any part of the Council's Cemetery unless on a leash. Cycling, riding of mopeds or motorcycles shall not be permitted within the Council's Cemetery other than in the Cemetery car park except funeral cars attending a funeral.
32. In all cases, whether the grave is hand dug or a mechanical digger is used, the Undertaker and any contractors appointed by him shall comply with all of the provisions contained within the latest Code of Practice issued by the Institute of Burial and Cremation Administration relating to grave digging. In particular, the Undertaker and any contractors shall be responsible for complying with all aspects of Health & Safety legislation relating to the digging, opening and backfilling of graves.
33. On completion of each funeral gravediggers are to remove all boards, wheelbarrows and equipment from the Cemetery.
34. A register of all burials will be kept in the Council office where at all times reasonable searches may be requested and certified extracts obtained from the Town Clerk upon payment of the appropriate fee.
35. The Council's Cemetery will be open to the public, free of any charge. As a result of an increase in the use of electric mobility scooters informal arrangements have been introduced to leave one bollard down each Thursday to allow access.
36. Visitors shall not interfere with the Council's employees in their duties nor employ them to plant graves or execute any private work whatsoever and employees are not authorised to receive any gratuity. Visitors will be required to keep to the paths and refrain from damaging shrubs, flowers and memorials and to behave in a decorous manner.
37. The Town Clerk's decision in respect of all matters of interpretation of these Regulations and all matters relating to the management of the Cemetery administered by the Ringwood Town Council shall be final.

| Cemetery Regulations - Draft - 2019

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Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	Play equipment replacement	Painting and snagging issues have been resolved. The final stage payment has been released.	£44,000 Reserves	£44,000	£44,000	Minimal	Finished	Funded £40K from earmarked reserve with balance from general reserve. This item will not be updated further.
A2	War Memorial repairs	Architect is pressing War Memorials Trust for comment on works revised specification prior to re-tendering.	£10,000 Grant and budget	£125	Uncertain	Significant	Very unlikely	Carried forward from 2018-19. Pre-application grant form has been approved by WMT. Changes to the specification necessitate re-tendering.
A3	Mansfield Road verge	Support from Rotary has been confirmed. Details now being worked out.	£1,160 Donation?	£0	£1,160	Minimal	Possible	Carried forward from 2018-19.
A4	Carvers Rec improvements	Re-surfacing under picnic tables scheduled for the autumn.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Detailed proposals for fixed table-tennis tables and an outdoor gym are being worked up by officers for consideration by the Working Party.
A5	Grounds department workshop & store facilities	This committee agreed on 4 th September to focus the feasibility study on options at Carvers.	£3,000 Budget	£0	£3,000	Moderate	Possible (study only)	Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A6	Tree Management Plan - Survey	SLA entered into with NFDC. Updated advice received on progress and impact of Ash die-back. The first site reports now received.	£5,416	£0	£5,416	Minimal	No	An initial three-year programme to create a database to inform a rolling tree safety inspection regime across the Council's estate
A7	Tree Management Plan – Tree works	Tree works confined to urgent cases only pending outcome of survey work.	£8,060	£0	£8,060	Moderate	N/A	Implementation of the new policy on prioritised tree safety work
A8	Christmas Lights – Replacement/re-	Officers working with contractor to implement agreed scheme.	£17,000 Budget	£0	£17,000	Moderate	Essential	



	procurement							
Projects with budgetary implications (not included in 2019-20 budget but added since)								
Projects with no budgetary implications in 2019-20								
C1	Long Lane recreation facilities development feasibility study	Advice from NFDC and Hants FA officers on project development received.				Significant	Probable	The Clerk and representatives of RTFC continue work to devise a sustainable scheme.
C2	Bickerley drainage works	None.				Moderate	Probable	Officers are working to secure the promised management plan and conclude the compensation claim.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
Projects with budgetary implications (for possible inclusion as bids in 2020-21 budget)							
Projects with budgetary implications (for possible inclusion as bids in later budgets)							
B1	Tennis at Carvers Rec	Revive existing and/or provide new facilities. May be considered by Working Party as part of wider development review.	Unresearched at this time				
B2	Land adjoining Poulner Pits	Access and environmental improvements. Delayed pending lease negotiations.	Unresearched at this time				
B3	Footpath extension at The Bickerley	Extend path – previously stalled by objection	Unresearched at this time				
B4	Brockey Sands	Environmental improvement – land ownership unknown	Unresearched at this time				
B5	Land at Folly Farm	Develop leisure use	Unresearched at this time				
Projects with no budgetary implications							
	None						

