

OPEN SESSION: There were no members of the public present.

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

Held on Wednesday 3<sup>rd</sup> October 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Angela Wiseman (Vice-Chairman)  
Cllr Philip Day (*until 8:43pm*)  
Cllr Darren Loose  
Cllr Anne Murphy  
Cllr Tony Ring  
Cllr Tim Ward (*until 8:30pm*)

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Imogen Lines-Clarke, Student Advisor (*until 8:20pm*)  
Alana Morris, Student Advisor (*until 8:20pm*)  
Cllr Chris Treleaven (*until 8:30pm*)  
Cllr Jeremy Heron

ABSENT: Cllr Hilary Edge  
Cllr Gloria O'Reilly

*At the start of the meeting, the Chairman welcomed the new Student Advisors to their first meeting.*

### **O/S5809 APOLOGIES FOR ABSENCE**

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

### **OS/5810 DECLARATIONS OF INTEREST**

There were none.

### **OS/5811 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 6th September 2018, having been circulated, be approved and signed as a correct record.

### **OS/5812 CARVERS CLUBHOUSE**

Members received the Manager's monthly report (*Annex A*). They wished to congratulate her on the progress made at Carvers Clubhouse and highlighted the comments made by the Neighbourhood Policing Team at the Full Council meeting and in respect of the welcome

reduction in anti-social behaviour in the locality. They were also pleased that the Clubhouse is attracting a wider mix of people.

A draft financial report was tabled by the Town Clerk at the meeting. He commented that various adjustments were required to the actual figures, but invited comments on the format of the report. It was agreed that the report would be helpful in giving Members an overview of financial position. Although the breakdown separated out the café from other aspects, as this supported, for example, room hire, it was felt that the figures could not be considered in isolation. The breakdown would however enable Members to track progress.

The Town Clerk highlighted some difficulties in identifying people to run activities, with minimal support from the Council and suggested that there may be a need to be more proactive in this regard, in the future. A discussion followed regarding parking provision for users of Carvers Clubhouse, but it was decided that this not be pursued, as concerns included objections from residents, erosion of the recreation area and difficulties in policing it. A meeting of the Working Party was to be arranged, to prepare a plan for the next year and budget proposals to support it.

Cllr Loose asked that Members be informed of the plans for Carvers Clubhouse during the Fireworks event.

In respect of *Annex B*, The Town Clerk requested a steer in respect of the areas outlined.

2.2 It was agreed that the permeable concrete surface to connect the path to the skatepark not be pursued, however a quote should be obtained for a plastic version.

2.3 That this proposal not be pursued.

2.4 Members were in support of the proposed path from the gate to the play equipment and agreed that a gravel path (with some landscaping) was preferable, considering erosion and drainage was an issue in the area. They requested that the grounds team provide costings for this option.

- RESOLVED:**
- 1) That the Manager 's report be received;
  - 2) That financial information on Carvers Clubhouse be presented to this Committee quarterly;
  - 3) That the proposed improvements to Carvers Recreation Ground be progressed as outlined above;
  - 4) That a meeting of the Carvers Working Party be scheduled as soon as is practicable.

<b>ACTION C Wilkins / C Bennett</b>
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**OS/5813  
EVENTS MANAGEMENT**

Cllr Day was pleased to report that the Event Co-Ordinator role was working well and the Events Team were pleased to have her on board. She had lifted the burden on members, was enthusiastic and had offered some good ideas.

Firework Event – Sunday 4<sup>th</sup> November

A main sponsor has been secured and it is hoped that the event will make a profit, although this is weather dependant. A small number of parking spaces would be available for those with mobility issues.

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### Christmas Market and Light Switch-On – Sunday 2<sup>nd</sup> December

The date was confirmed for the Sunday this year. There had been some complaints that the Saturday event had had an impact on trade. This would give businesses the option to open on the Sunday also or to run a stall in the Market Place. Arrangements were being put in place for entertainment and Father Christmas to visit.

### Remembrance Service – 11<sup>th</sup> November

The Events Co-Ordinator was working closely with Reverend Roberts and arrangements are progressing. There are practicalities in respect of the marquee and seating in the Market Place was to be arranged and there is expected to be a request made to Policy and Finance Committee for further funding for the event.

Cllr Ring highlighted an issue with the electricity supply at Carvers, which may prove problematic should future events be held there. It was suggested that this was a matter for the Carvers Working Party, which would draw up a plan, going forward and take a strategic view of any improvements required. This will take into consideration the activities at Carvers Clubhouse, the play park, skate park and anything else to take place at Carvers recreation ground.

**RESOLVED:** That the update in respect of forthcoming events be received;

**OS/5814**

### **CHRISTMAS ILLUMINATIONS**

The Town Clerk presented his report (*Annex C*) indicated that the current contract for Christmas Illuminations expires at the end of this year and a new procurement exercise will be embarked upon. He explained the cost difference between purchasing and renting the lights, over the term of the contract, and who bears the maintenance and repair costs. He expected that the lights that were not owned by the Council would be removed at the end of the year and those that are would have little residual value.

Cllr Heron indicated that it would be more prudent to purchase the lights upfront and the Council was in a position to do this. He commented that the Parish Church had requested the trees to the front of the closed church yard be pruned and suggested that the removal of the lights and the pruning works be co-ordinated.

Members considered the proposals and were content to delegate the final design of the Christmas lights to the Town Clerk and other officers, save that the focus was on white lights, alternative building decorations from those on the right of image 4 and the removal of Santa and his reindeers from the Gateway building.

In respect of this year's lights, a modest Christmas tree would be installed under the sycamore in the Market Place, but it was hoped that the electric socket would be moved (and market place improvements completed) ready for Christmas 2019. It was expected that there would be a shortfall in the budget this year. This was under review and would be brought before the Policy and Finance Committee in November. It is hoped that this could be offset by the income generated from the event as a whole.

### **RECOMMENDED TO POLICY & FINANCE COMMITTEE:**

- 1) That the contract for the supply and servicing of the town's Christmas illuminations be re-tendered as soon as practicable for a three-year term commencing in 2019;

2) That power be delegated to the Town Clerk to manage the procurement process (including settling the design, specification and financing arrangements, composing the Invitation to Tender and overseeing the awarding of the contract).

**ACTION C Wilkins**

**OS/5815**

**GROUNDS MAINTENANCE WORK PROGRAMME**

Cllr Treleaven explained the background to the recommendation made by the Staffing Committee (*Annex D*). It was felt that there should be a forum for the exchange of information in respect of the grounds team's priorities and for Members to have the opportunity to review the works programme.

It was agreed that an annual agenda item would serve to inform Members of any issues and allow them the chance to indicate, for example, where they wished resources to be allocated from a strategic perspective, which projects should take priority and highlight whether there was a need to invest in more resources.

He suggested that information on the planned works for the year ahead be provided, so that Members can comment and that the Grounds Foreman be invited (rather than required) to attend the meeting when it was considered.

It was noted that as sites are developed, the Council is handed responsibility of maintaining paths and green space and this forum would allow the grounds foreman to comment on the pressures this adds to the workload.

*The Student Advisors left the meeting at 8:20pm.*

RESOLVED: 1) That, until further notice, the agenda for the meeting of this committee in November each year shall include an item enabling members to review the work programme of the Council's grounds maintenance staff and give directions about priorities for such work; and

2) The Grounds Foreman will be invited to attend the meetings of this committee at which that agenda item will be considered.

**ACTION C Wilkins / K Wentworth**

*Cllrs Ward and Treleaven left the meeting at 8:30pm.*

**OS/5816**

**LONG LANE SPORTS DEVELOPMENT AND FOOTBALL CLUB WORKING PARTY**

Members considered the notes of the Long Lane Sports Development and Football Club Working Party meeting on 10<sup>th</sup> September 2018.

Although a concern was raised in respect of a historic arrangement, there was support for the proposed Memorandum of Understanding. This would ensure a suitable level of Council involvement and that the project delivers for the people of Ringwood and not just the Football Club, as the main user of the facilities.

**RESOLVED:** 1) That the notes of the Long Lane Sports Development and Football Club Working Party meeting on 10<sup>th</sup> September 2018 be received and the recommendations therein be approved (*Annex E*);

2) That the Council seeks to negotiate with Ringwood Town Football Club a Memorandum of Understanding, with regard to the development of the sports facilities at Long Lane, to include (in addition to general provisions recommended by the Town Clerk):-

- a. Arrangements for a joint working party to oversee the project;
- b. Provision for contingency planning to take account of planning risks and constraints;
- c. A statement of the Council's position regarding concerns raised or likely to be raised by local residents and others;
- d. Provision concerning facilities for sports and recreational activities other than football;
- e. Scope for other suitable clubs or organisations to participate in the planning and implementation of the proposals; and
- f. Provision for the Council to be represented on the main board or equivalent senior decision – making or oversight body of whatever organisation eventually emerges as the manager of the enhanced facilities;

3) That the Long Lane Sports Development and Football Club Working Party remain in being to oversee the negotiation of that Memorandum.

<b>ACTION C Wilkins</b>
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**OS/5817  
PROJECTS**

A1 Play Equipment – The Town Clerk confirmed that the new equipment was on order and once the start date and duration of works is known, Members would be informed. This would link in with any activities at Carvers and The Manager of the Clubhouse would liaise with the Events Team.

A2 War Memorial Repairs – An application had been submitted for Listed Building consent, with a detailed specification of works, however following consultation with the Conservation Officer, two major changes would be made:-

- 1) The suggested changes to the names currently on the War Memorial, provided by a local historian, had not been supported by the War Memorials Trust (WMT), nor the Conservation Officer (CO), who were both of the view that no changes should be made and
- 2) The proposed replacement of the WW2 plaque, which had not worn well, was not supported by WMT or CO either, with the preference being to repair rather than replace. This was in order to conserve as much of the Listed structure as possible, although this would be more difficult, specialist work and increase the cost of the project.

It was envisaged that the War Memorials Trust would provide up to three-quarters of the grant funding for the repairs and it was hoped that the project could be achieved within the budget of £6,000, but the cost might rise to £7,500. In respect of timetable, this was dependant on processing of the grant award and the works were not expected to be completed before the Remembrance Day service.

A3 Cemetery Improvements – The compound had been built and the gates were to be installed. This was a great improvement.. The hedge plants had been ordered and will be

planted, but the green mesh screen would be left in place along the boundary until the plants were established.

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

**ACTION C Wilkins**

**OS/5818  
EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:** That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded because publicity would be prejudicial to the public interest by reason of the confidential nature (employment matter).

*Cllr Day left the meeting at 8:34pm.*

**OS/5819  
THE ROLE OF MANAGER OF CARVERS**

Members considered the Town Clerk’s report on the role of Manager at Carvers (*Confidential Annex G*) and agreed to make a recommendation to the Policy and Finance Committee.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That the Manager at Carvers Clubhouse role be extended beyond 14<sup>th</sup> January 2019; and converted to a permanent post.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8:45 pm.

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

RECEIVED  
31<sup>st</sup> October 2018

APPROVED  
7<sup>th</sup> November 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

3 October 2018

### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers September 2018.

#### 1. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers. *(For information, fees are waived for charities without access to funding for room hire and groups which do not require sole use of a room – those who are happy to use the main room whilst we are open for the café for example. All of these bookings have provided services for children and young people or those that support them).*

	April	May	June	July	August	September	October	November
Fee paying (hours)	14	14	13	170	68	4		
No charge (hours)	11	15	26	39	57	15		
Cancelled (hours)	2				2	2		
TOTAL hours	25	29	39	209	125	19		

September has been a challenging month for centre hire. Two of our regular groups have not returned due to their own internal issues and one regular paid class due to lack of numbers attending. The after school football group is not able to return until next summer as they have moved to an alternative site with flood lighting for winter, which is a shame as the site would lend itself so well to sporting activities.

We have several regular bookings in the pipeline including:

- The health visiting team are looking into the feasibility of running a weekly clinic from the centre on a Wednesday morning.
- 'Its Your Choice' will run an appointment based advice and information service on alternative Fridays
- A monthly community yoga class for free on a Saturday for families and young people
- A support group for young people (at a confidential time)
- A weekly Zumba class on a Tuesday

#### 2. Branding and marketing

We will continue to prioritise our marketing and promotion to get the message out about what we do, that we are available to hire for private use and to run services and activities for children and young people and to use the café.

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- The work to be undertaken in the Play Area will provide us with an opportunity to host a 'grand-re-opening' type event
- We plan to open all day over October Half Term and will run Halloween based craft activities and decorations
- We are in discussion with the police to look at running an event such as bike marking on a Saturday or half term
- We will be open on Bonfire Night and the team will be serving a specially designed menu
- We plan to have a presence at the Christmas Lights Switch on Event to raise awareness of what we do
- We are designing some leaflets/postcards to be used at events and handed out to the community
- Developing plans for an event leading up to Christmas and activities during December

I am seeking some volunteers to run a weekly parent group on a Monday morning, which otherwise is a quiet day in Ringwood.

We have an order in place for new signage for the Play Area which will start to build on our branding within the Recreation Ground.

### 3. Café

The Café has also been quiet during September. We have updated the menu for Autumn and will adapt our opening hours.

### 4. Red Box Project

The Red Box Project is a community project set up to tackle period poverty and provide period products to any young women who need them. There is a new project in Ringwood and we have agreed to keep a box of products at Carvers for anyone who requests it.

### 5. Anti-social behaviour

We continue to work closely with the police particularly the PSCO team through regular meetings to update on events/activities at Carvers.

For further information, contact:

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

Would a regular report to this committee be useful?

A

**POLICY AND FINANCE COMMITTEE - CARVERS CLUB HOUSE**

PERIOD APRIL 2018 - SEPTEMBER 2018

This grouping of items is new. Is it useful?

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Orig Bud £	Variance (revised) £	
<b>EXPENDITURE</b>						
Premises related expenditure						
P003 TA110	Reactive Maintenance	1,250	60		-1,190	1,250
P012 TA110	Vandalism Repairs & prevention	510	763		253	1,000
P100 TA110	Electricity	1,500	1,234		-266	1,500
P150 TA110	Water Charges	500	225		-275	500
P553 TA110	Health & Safety	0	327		327	500
P556 TA110	Business Rates	2,732	1,116		-1,616	2,732
	<b>Total Premises Related</b>	<b>6,492</b>	<b>3,725</b>		<b>-2,767</b>	<b>7,482</b>
Supplies & Services						
S040 TA110	Hired & Contracted (general supplies)	4,030	717		-3,313	2,780
S002 TA110	Equipment purchases	0	544		544	1,000
S006 TA110	Furniture	0	244		244	250
S041 TA110	Hired & Contracted - Grant Funded	0	0		0	0
S059 TA110	Telephone Line & Broadband	200	106		-94	200
E505 TA110	Training	500	32		-468	500
	<b>Total Supplies &amp; Services</b>	<b>4,730</b>	<b>1,643</b>		<b>-3,087</b>	<b>4,730</b>
Employee Costs						
E695 TA110	The Place Salary Allocation exc café	46,015	8,979		-37,036	37,515
	<b>TOTAL EXPENDITURE</b>	<b>57,237</b>	<b>14,347</b>		<b>-37,036</b>	<b>49,727</b>
<b>TRADING ACTIVITIES</b>						
R000 TA110	Room hire	0	-2,419		-2,419	-4,000
R008 TA110	Income - food sales	0	-3,024		-3,024	-4,500
S050 TA110	Food Purchases for re-sale	0	1,968		1,968	3,000
E695 TA110	Café & caretaking staff cost	0	4,176		4,176	8,500
	<b>Net Trading Expenditure</b>	<b>0</b>	<b>701</b>		<b>701</b>	<b>3,000</b>
<b>OTHER REVENUE INCOME</b>						
R040 TA110	Grant Income	0	-40		-40	0
	<b>Total Revenue Income</b>	<b>0</b>	<b>-40</b>		<b>-40</b>	<b>0</b>
	<b>NET EXPENDITURE BEFORE TRANSFERS TO PROVISIONS</b>	<b>57,237</b>	<b>15,008</b>		<b>-42,229</b>	<b>52,727</b>
<b>TRANSFERS TO PROVISIONS</b>						
M410 TA110	Contribution to building reserves	5,000	2,500		-2,500	5,000
	<b>NET EXPENDITURE AFTER TRANSFERS</b>	<b>62,237</b>	<b>17,508</b>		<b>-44,729</b>	<b>57,727</b>

Would narrative notes down here explaining significant items, variances or changes be helpful?

**RECREATION, LEISURE & OPEN SPACES COMMITTEE****3<sup>rd</sup> October 2018****Improvements at Carvers Recreation Ground****1. Introduction and reason why decision required**

- 1.1 This report presents an update on developments and seeks guidance from members on further options. It follows the decisions made by this committee at its June meeting (see minute ref. OS/5785).

**2. Background information, options, impact assessment and risks**

- 2.1 The total budget is £10,000. The approved new fencing for the play area has been ordered (at a cost of £4,300) and will be installed when the play equipment replacement/overhaul work is complete, hopefully before bonfire night. £5,700 therefore remains formally uncommitted at present.
- 2.2 Members approved in principle the extension of hard surfacing to connect the permeable access-way to the skate park but expressed a preference for a permeable, concrete surface. Officers have obtained a quote for this work; £3,115 plus VAT. That seems rather higher than was expected and members are invited to re-consider before additional quotes are obtained and an order placed.
- 2.3 Officers have also considered the possibility of improving the surface under and around the picnic tables. "Tiger mulch" (bonded shredded rubber) would be ideal being attractive, hard-wearing, safe and low-maintenance. However, the one quote obtained to date came in at £7,448 which seems prohibitively expensive.
- 2.4 A further option would be to re-shape the ground in the play area to create a level path route from the play equipment and seating to the gate on the path leading to the Clubhouse. This would improve visibility of the Clubhouse from the play area, facilitate easy access and address a ground erosion problem that is developing in the gateway (see photo). A quote of £1,524 plus VAT has been obtained. Our own staff could do it instead at an estimated cost (including staff time at normal charging rates) of £1,059.
- 2.5 The Manager is researching options and costs for improving the signage. Members are invited to contribute any other ideas or suggestions for possible improvements.

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

***What works to recommend or directions to give officers regarding possible improvements at Carvers.***

For further information, contact:

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

Charmaine Bennett, Manager of Carvers  
Direct Dial: 01425 484727  
Email: [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)





**RECREATION, LEISURE & OPEN SPACES COMMITTEE****3<sup>rd</sup> October 2018****Christmas Illuminations****1. Introduction and reason why decision required**

- 1.1 This is the final year of a five-year contract for the storage, maintenance, setting-up and taking-down of our Christmas Illuminations. This contract therefore needs to be re-tendered for Christmas 2019 and beyond.
- 1.2 We own most of the decorations but they are now so old that every year more of them either need repairing or pass beyond economic repair.

**2. Background information, options, impact assessment and risks**

- 2.1 The base cost of the current contract, which covers storage, testing, installation and removal of the decorations, is about £8,000 a year (assuming there is only one tree, which we buy separately at additional cost). Repairing the decorations and the catenary wires, brackets, etc. currently costs an extra £2,100 or so a year. The decorations appear in our Asset Register with a purchase date of 2005 and a book value (i.e. historic cost) of £8,607.
- 2.2 Councils normally enter into this kind of contract for multi-year terms because this offers better value for money than proceeding one year at a time. The Public Contracts Regulations 2015 will apply to a new contract if, as seems likely, the total cost for the multi-year term plus purchase or hire of new decorations exceeds £25,000. We will therefore need to prepare an Invitation to Tender (ITT) document and advertise it, including publication on the Contracts Finder website. The ITT must specify what we want, either in reasonably precise terms (with the outcome then depending largely on price), or in more general terms but specifying a budget (with the outcome then depending largely on design).
- 2.3 We can either rent or buy the new decorations. Renting has several advantages; the cost is spread evenly throughout the rental term, the decorations can be changed (refreshing the display) at known intervals and the other party bears any maintenance costs (rendering the costs more fully predictable). However, experience to date suggests that buying would be cheaper overall. (This follows for two reasons. First, we can fund the capital cost more cheaply than most other parties. Secondly, the decorations usually remain serviceable for more than the agreed rental period; with maintenance costs tending to grow to uneconomic levels only when they are significantly older).
- 2.4 Composing the required contract specification therefore involves both design and financing choices. Consulting the local business community about these choices is impracticable in the absence of a Chamber of Commerce. Similar difficulties stand in the way of consulting local residents. We must make some critical choices about future financing before we agree the budget and precept for 2019-20 at the January Council meeting.
- 2.5 A possible design is attached as Annex 1. If selected this would cost about £17,095 a year on a three-year rental deal (i.e. £51,285 over the three years) or £27,669 in 2019-20 and £10,214 in each of the next two years if we buy the decorations instead (i.e. £48,097 over the same period – plus any maintenance costs that arise).
- 2.6 The immediate issue for members is how to manage the procurement process (including determining the specification and other terms of the ITT). Members may leave this to officers. In that case, the design/decorations will be (broadly) of the kind shown in Annex 1, the decorations will probably be bought not rented, recommendations for the budget provisions will follow accordingly and officers will manage the process without troubling members further. If members would

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prefer a different outcome or simply wish to be more involved in the choice of design/decorations and/or financing arrangements then it will be necessary to establish a task and finish group to consider and advise upon the relevant choices and oversee the process through to awarding of the new contract.

### 3. Recommendations

Members are respectfully invited to consider the following recommendations (as always, members are free to propose and approve amendments or alternatives of their own devising but in this instance practical options are limited):

Note: The text in square brackets should be omitted if members are unable or unwilling to form the task and finish group and must therefore leave the matter to officers.

#### ***RECOMMENDED to Policy & Finance Committee:***

- 3.1 ***That the contract for the supply and servicing of the town's Christmas illuminations be re-tendered as soon as practicable for a three-year term commencing in 2019;***
- 3.2 ***That power be delegated to the Town Clerk to manage the procurement process (including settling the design, specification and financing arrangements, composing the Invitation to Tender and overseeing the awarding of the contract)[ in conjunction with the task and finish group described below***
- 3.3 ***That a Christmas Illuminations Task & Finish Group comprising Cllrs. (insert names of at least three councillors here) be formed for the purpose of advising and assisting the Town Clerk in all aspects of the procurement process.]***

For further information, contact:

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



*Presentation for*  
**Ringwood Town Council 2018**  
**Presentation A**

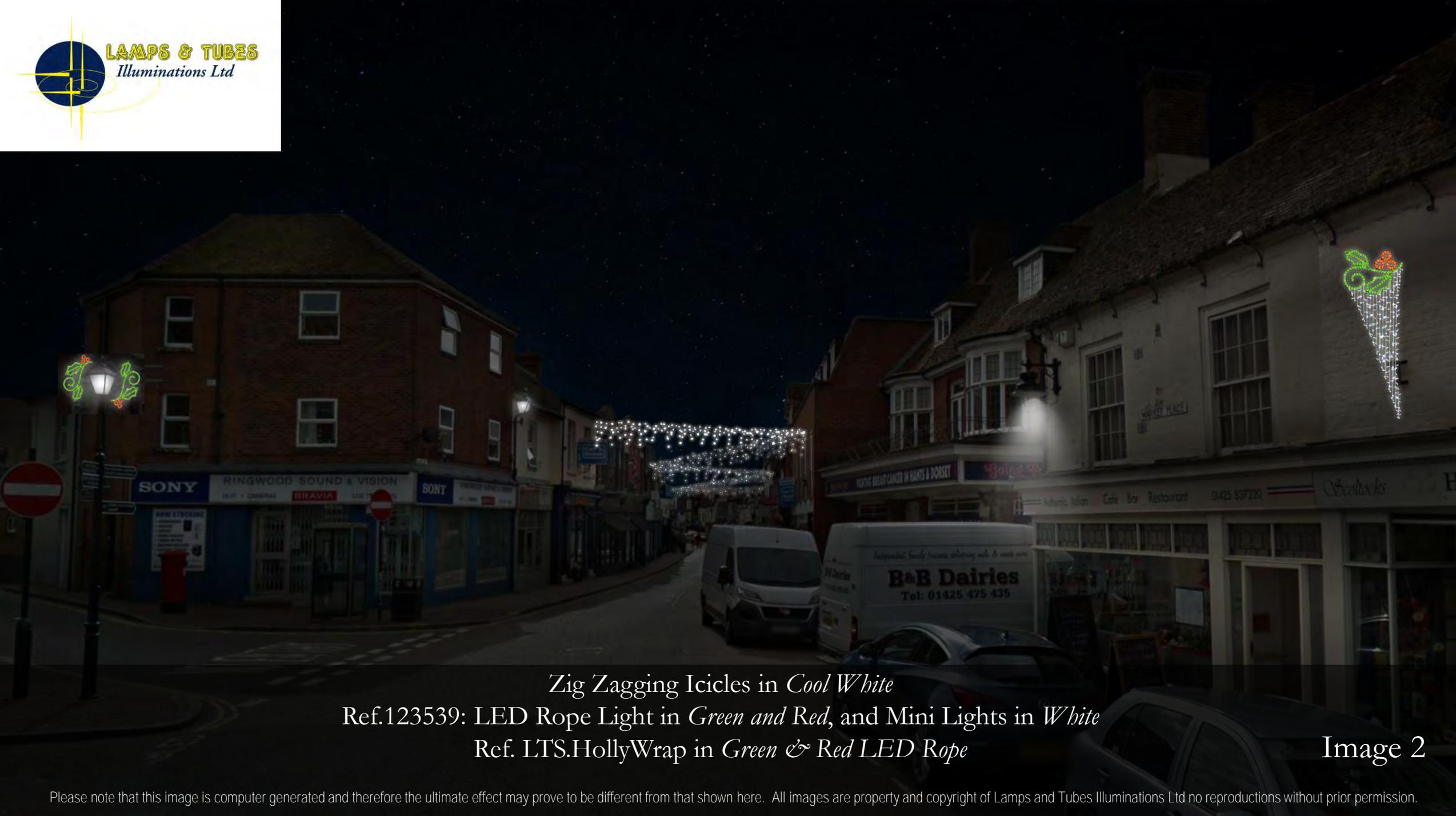
*Images 1-5*

*Unit 1 Springfield Road Industrial Estate  
Chesham  
Buckinghamshire  
HP5 1PW*

*Tel: 01494 783541  
Fax: 01494 773972  
Email: [sales @ lilluminations.co.uk](mailto:sales@lilluminations.co.uk)*



*Zig Zagging Icicles in Cool White*  
*Ref.LTSArchway Cross Street, Icicles and LED Rope Light in Cool White*



*Zig Zagging Icicles in Cool White*

Ref.123539: LED Rope Light in *Green and Red*, and Mini Lights in *White*

Ref. LTS.HollyWrap in *Green & Red LED Rope*

**Image 2**



Mistletoe Stars in *Cool White*  
Christmas Tree in *Blue LED Garland*



*Ref. LTS.HollyWrap in Green & Red LED Rope  
Ref.123539 in Red & Green LED Rope, with White Mini Lights  
Icicles in Cool White*



Mistletoe Stars in *Cool White*

Ref.122051 in *Cool White and Warm White LED Rope Light, Cool White Mini Lights, and Red & White Infill Matting*

Image 5

**RECREATION, LEISURE & OPEN SPACES COMMITTEE****3<sup>rd</sup> October 2018****Grounds maintenance work programme****1. Introduction and reason why decision required**

- 1.1 The Staffing Committee has recommended that this committee consider including as an annual standing item on the agenda for one of its meetings, the review of the work programme of the grounds maintenance department and requiring that the Grounds Foreman attend that meeting.

**2. Background information, options, impact assessment and risks**

- 2.1 Members of the Staffing Committee expressed a desire to involve the Grounds Foreman more fully in the planning of the work of the grounds maintenance team. They also felt that some members would be likely to welcome an opportunity to be more closely involved in that process and to hear directly from the Grounds Foreman about the impact of member decisions on priorities for this work and the level of resourcing such decisions require.
- 2.2 The Staffing Committee acknowledged that the issues raised fall within this committee's terms of reference and decisions about them are for this committee's members to take. An annual standing item on a meeting agenda is a possible way forward but others exist. It would be a relatively modest innovation that would not require too great a commitment of the Grounds Foreman's time. However, there is no point in doing even that without a clear purpose or aim in mind.
- 2.3 Attempts have been made in the past to devise a written programme of work for the grounds team and/or to adopt management plans for specific sites. These have not been conspicuously successful. Annual programmes of work risk being either so specific and prescriptive that they become unworkable in practice (as a result of staff sickness, unexpected or severe weather, vehicle or equipment breakdowns, etc.) or so vague as to be worthless. Site management plans written primarily with conservation or ecological concerns in mind can be difficult to implement and keep up to date given this council's lack of such technical expertise in-house and may bear little relation anyway to the everyday duties and capacities of the grounds team.
- 2.4 If members are content to leave the planning and execution of the grounds team's duties to the Grounds Foreman under the supervision of the Town Clerk, as now, then there may be no need to act on this suggestion at all. If, however, members feel that an important need is unmet at present (be it for members periodically to take stock and re-define priorities, or for members to hear directly from the Grounds Foreman about his work, or something else) then it would seem sensible to begin by trying to be as clear as possible about what that need is. Proceeding straight to consideration of a possible way of addressing it risks creating "a solution in search of a problem".

**3. Recommendations**

Members are respectfully invited to consider the following suggested decision (as always, members are free to propose and approve amendments or alternatives of their own devising):

**RESOLVED**

- 3.1 *That, until further notice, the agenda for the meeting of this committee in November each year shall include an item enabling members to review the***

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*work programme of the Council's grounds maintenance staff and give directions about priorities for such work; and*

- 3.2** *The Grounds Foreman will be required to attend the meetings of this committee at which that agenda item will be considered.*

For further information, contact:

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

## Long Lane Sports Development and Football Club Working Party

**Notes of meeting held on Monday 10<sup>th</sup> September 2018 at 6:15pm in the First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood. BH24 1AT**

Present: Cllr Andy Briers, Chairman    Chris Wilkins, Town Clerk  
Cllr Darren Loose  
Cllr Tony Ring  
Cllr Angela Wiseman

### **1. Apologies for absence**

There were none.

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

*It was noted that Cllr Briers is an allotment holder at Long Lane, Cllr Wiseman lives in Long Lane and Cllr Loose is involved with the football club, therefore, each have a non-pecuniary interest in the matters to be discussed.*

### **3. To agree notes of last meeting held on 12<sup>th</sup> July 2018**

The notes were agreed as a true record.

### **4. To receive a verbal report from the Town Clerk and consider relations with Ringwood Town Football Club**

The Town Clerk relayed concerns that had been expressed to him privately by a couple of councillors about the improvement proposals and the role of the football club. He explained that there appeared to be general agreement about the use of developer contributions and other Town Council resources to improve the facilities at Long Lane. Clearly this cannot be achieved without involving the football club. The concern therefore appears to be about ensuring that wider public interests are adequately protected throughout. The Town Clerk explained that, without expressing any view on the merits or reasonableness of these concerns he felt they had to be addressed in some way otherwise the Council risks putting significant time and effort into a project that is wasted if the project is vetoed by members at a later date.

The report was considered by members and the following views were expressed:

- i The football club is, reasonably enough, focussed on the needs of football and in that limited sense “has an agenda” that is not precisely the same as this Council’s but that does not make it an unsuitable partner in the planning and implementation of the development proposal;
- i There are significant uncertainties about the planning policy context and their implications for the proposals rendering it essential that full account is taken of these risks and constraints;
- i Local residents and others are likely to have concerns regarding the development (e.g. about possible light pollution from flood-lighting, noise from greater use of hired function/conference facilities, increased traffic and parking requirements, etc) and it should be made clear to the club that this Council is bound to have regard to these;
- i The Council is keen to promote sports and recreational activity other than football; not only should the proposals include provision for these but, if practicable, other clubs or associations should be enabled to participate in the planning and implementation;

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- i It may be desirable to seek agreement that the Council is represented on the main board or equivalent senior decision-making or oversight body of whatever organisation eventually emerges as the manager of the enhanced facilities;
- i This working party should oversee the negotiation of a Memorandum of Understanding between the Council and the football club and then be dissolved.

## **5. To consider whether and how to pursue the proposed development of facilities (Report A)**

In light of the discussion under the preceding agenda item the Working Party unanimously

### **RECOMMENDED:**

**5.1 That the Council seek to negotiate with Ringwood Town Football Club a Memorandum of Understanding with regard to the development of the sports facilities at Long Lane to include (in addition to general provisions recommended by the Town Clerk):**

- a. Arrangements for a joint working party to oversee the project;
- b. Provision for contingency planning to take account of planning risks and constraints;
- c. A statement of the Council's position regarding concerns raised or likely to be raised by local residents and others;
- d. Provision concerning facilities for sports and recreational activities other than football;
- e. Scope for other suitable clubs or organisations to participate in the planning and implementation of the proposals; and
- f. Provision for the Council to be represented on the main board or equivalent senior decision-making or oversight body of whatever organisation eventually emerges as the manager of the enhanced facilities.

**5.2 That this working party remain in being to oversee the negotiation of that Memorandum.**

<b>ACTION C Wilkins</b>
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## **6. Date of next meeting**

Monday 29<sup>th</sup> October 2018, 4pm in the First Floor Meeting Room at Ringwood Gateway.

**LONG LANE SPORTS DEVELOPMENT AND FOOTBALL CLUB WORKING PARTY**  
**10<sup>th</sup> September 2018**

LLWP-REPORT A

**Management and oversight of proposed development**

1. Introduction and reason why decision required

1.1 Now that the feasibility study has been concluded a recommendation is needed from this working party on how matters should be taken forward.

2. Background information, options, impact assessment and risks

2.1 Members should first consider whether the feasibility study forms a sound basis for realizing the Council's strategic aims. The policy document approved last year is therefore re-circulated with this report for reference. Any reservations on this point need to be resolved before proceeding further. Does the policy document need up-dating or amending to reflect present circumstances (including the contents of the feasibility study)? If so, in what respects?

2.2 If members agree that the facilities at Long Lane should be improved now, some degree of co-operation between the Council and the Football Club will be essential and the issue is only about the future basis of it. It could be wholly informal; that is, left to rest entirely on goodwill and trust with nothing put in writing. Given the relatively large sums of public money and large amount of Council officer time required, that seems unwise. Conversely, a legally-binding agreement would be difficult and expensive to establish (especially given the many uncertainties about the project at this early stage in it).

2.3 The middle way would be to seek to agree a written "memorandum of understanding". This could set out clearly each party's aims and expectations (especially their expectations of each other) in as much (or little) detail as is desired or found to be practicable. Although this document would not be legally binding, it would carry considerable moral force especially if the parties clearly express the degree of reliance they are placing upon it. Not being a legal document, it could be written in plain English and be kept clear and simple to understand. If members favour seeking such a document, they should be clear about it is important to include in it.

2.4 Such a Memorandum of Understanding could set out the arrangements for the joint working party previously discussed, potentially obviating the need for further deliberations by this working party (which could be then be dissolved, leaving the Recreation, Leisure & Open Spaces Committee to finalize the Memorandum of Understanding and establish the new joint working party).

3 Issues for decision and any recommendations

***Are members content to recommend to the Recreation, Leisure and Open Spaces Committee that matters proceed subject to the negotiation of a Memorandum of Understanding with Ringwood Town Football Club which provides, amongst other things, for the establishment of the new joint Working Party to oversee matter from now on?***

***[RECOMMENDATION, if YES:***

***1) That the Council seek to negotiate with Ringwood Town Football Club a Memorandum of Understanding with regard to the development of the sports facilities at Long Lane to include:***

***a. Arrangements for a joint working party to oversee the project;***

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***b. [List here every other important issue members wish to specify]***

LLWP-REPORT A

***2) That this working party [be dissolved forthwith][remain in being to oversee the negotiation of that Memorandum] (delete one alternative).***

***RECOMMENDATION, if NO:***

***(Specify here the action or actions which members recommend that officers or the committee should take.)***

For further information, contact:

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



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Play equipment replacement	Order placed. Awaiting confirmation of start date.	£44,000	£0	£44,000	Significant	Probable	We are hoping to complete the work before Bonfire Night.
A2	War Memorial repairs	Application for listed building consent for works and pre-application grant form submitted.		£125	Uncertain	Significant	Possible	Quotes being obtained from specialist masons. 75% grant funding anticipated.
A3	Cemetery improvements	Utilities compound and new hedge approved at committee on 4 <sup>th</sup> July.	£3,000	£0	£3,000	Moderate	Probable	Works have started.
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160	£0	£1,160	Moderate	Possible	Progress has been slow but planting not appropriate until autumn anyway.
A5	Carvers Rec improvements	See separate report to meeting on 3 <sup>rd</sup> October.	£10,000	£0	£10,000	Moderate	Probable	
A6	Front deck mower replacement	Delivery of new machine taken in April.	£20,000	£11,596	£11,596	Minimal	Definite	Amount spent includes trade in on old machine (£3,000). This item will not be updated further.
A7	WW1 Armistice – contribution to commemorative event	The Events Team is assisting with the planning of this event.	£1,000	£0	£1,000	Minimal	Definite	Transferred from P&F list
Projects with budgetary implications (not included in 2018-19 budget but added since)								
B1	Roller mower replacement	Approved at P& F in April. Delivery of new machine taken in April.		£4,750	£4,750	Minimal	Definite	Amount spent includes trade in on old machines (£750). This item will not be updated further.
B2	Bickerley tracks maintenance	Project suspended owing to insufficient support from residents		£0	£0	Moderate	N/A	Contractors' details passed to interested residents to consider own arrangements. This item will not be updated further.

Projects with no budgetary implications in 2018-19

C1	Long Lane recreation facilities development feasibility study	See recent meeting notes and recommendation to meeting on 3 <sup>rd</sup> October.				Significant	Probable	Has the potential to lead into a project with major implications for council resources; both money and member and officer time.
C2	Bickerley drainage works	Fence removed and site prepared for Funfair.				Moderate	Probable	Officers will monitor site condition but, barring further problems, this item will not be updated further.
C3	Christmas Lights – Replacement/re-procurement from 2019	See separate report to meeting on 3 <sup>rd</sup> October.				Significant	No	





Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non-recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)									
A1	Tennis at Carvers Rec	Member-led measures/arrangements to promote greater use of facilities	?	?	?	Significant	?	?	
A2	Grounds department workshop & store facilities	Relocate to new secure facility on a single site away from the cemetery. Further work needed to clarify options and costs.	£Variable	£Variable	None	Moderate	Significant	None	
A3	Tree Management Plan	Complete overhaul of tree management policies and arrangements to meet legal obligations and practical needs.	£?	None	None	Minimal	Significant	Significant	
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	None	£15,750	None	None	Moderate	None	
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Land adjoining Poulner Pits	?	£0	£?	£?				
B2	Riverside Walk	?	£0	£?	£0				
B3	Footpath extension at The Bickerley	?	£0	£?	£?				
B4	Brockey Sands	Volunteer-led environmental improvement?	£0	£?	£?				
B5	Land at Folly Farm	Develop leisure use	£?	£?	£?				
B6	War Memorial Gardens	Incorporate path and enhance boundary features	£0	£?	£?				
Projects with no budgetary implications									
	None								