

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

Held on Wednesday 4th September 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (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

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

ABSENT: Cllr Daren Loose
Alana Morris, Student Advisor

**OS/5897
PUBLIC PARTICIPATION**

There were 4 members of the public present for items on the agenda.

**OS/5898
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Loose.

**OS/5899
DECLARATIONS OF INTEREST**

There were none at this stage.

**OS/5900
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the Meeting held on 3rd July 2019, having been circulated, be approved and signed as a correct record.

**OS/5901
CARVERS WORKING PARTY**

The Town Clerk presented the minutes of the Carvers Working Party (*Annex A*) meeting on 2nd July 2019. There were a number of recommendations which required consideration and approval by the Committee. Some of the issues are inextricably linked and there was some concern with regard to the Council's overarching strategy on recreational facilities, therefore,



representatives from Ringwood Bowls Club and Ringwood Town Football Club had been invited to speak at the meeting, to give a view on sports provision in the town and projects to improve facilities.

Representatives from Ringwood Bowls Club explained the need to develop the club and detailed its plans to expand the clubhouse, to provide better and accessible facilities. Following an earlier indication that the area east of the current clubhouse be considered for the project, three options (*Annex A*) were presented.

Members supported the better use of Carvers as a community experience and the expansion of Ringwood Bowls Club, in principle. Their overriding concerns were that any scheme did not encroach on the play area and should not involve major works to or removal of trees. Of the options presented, the L-shaped scheme was preferred, however it was suggested that the area south of the clubhouse may also be considered suitable.

The Chairman of Ringwood Town Football Club addressed the Committee to give an update on the Long Lane development project which aimed for a 3G all weather pitch, replacement of the clubhouse and facilities, improve the car parking to improve safety and increase capacity and provide better infrastructure for the 29 teams. The club is continuing to work with the Football Association, Football Foundation, NFDC and the Town Council. Most 3G facilities elsewhere in the UK have links to schools or other groups to make it viable and research was being undertaken to see how this could work for Ringwood. A credible business case was necessary to justify the capital investment and illustrate revenue streams and sustainability for a number of years. This is in the preparation stage and the club would report back on progress.

Further discussion followed on the appropriateness of relocating other sports facilities to Long Lane and the opportunity this would bring in sharing costs, the resulting loss of space for the football club should this happen, the impact of NFDC's emerging Local Plan on a section of land at Long Lane (proposed for an infant school, if necessary) and whether the Council could provide additional space for the club from reallocation of land at Long Lane for additional pitches.

RESOLVED: That the notes of the Carvers Working Party meeting on 2nd July 2019 be received and the following recommendations be approved:-

- 1) That no further consideration be given to the idea that an artificial grass pitch might be constructed within Carvers;
- 2) That ideas involving hard surfacing of areas within Carvers (including the conversion of the tennis courts currently managed by the School to Multi-Use Game Areas and a track to any replacement building for the grounds sheds) be deferred until members can fully assess the resultant loss of public green space;
- 3) That other sports clubs/facilities be encouraged to make use of or relocate to Long Lane;
- 4) That Scheme Two (*Annex A, Appendix 2, plan 321.SK1*) proposed by Ringwood Bowling Club be approved and that members be invited to inspect the site beforehand once it has been marked up to show the projected extent of the revised lease: and
- 5) That an appeal be issued to all town councillors, who are not already "trustees" or "members" of Ringwood Youth Club, to apply for membership of it as the first step in the process of winding the club up.

ACTION C Wilkins / C Bennett



**OS/5902
EVENTS MANAGEMENT**

Cllr Day reported that a premises licence application for Carvers was being prepared, in collaboration with the Town Clerk, similar to the licence currently in place for the Market Place. This would not include Carvers Clubhouse, there would be a restriction to 5 events per year and commercial events would not be permitted under this licence. It was suggested that 9:30pm would be an appropriate finishing time for any event and this would be reflected in the application.

Fireworks Event – Sunday 3rd November – Assistance was requested to secure First Aid provision and sponsorship for the event.

Christmas Lights Switch On event and Market – Sunday 1st December – Shops were being asked to support the event by opening and getting involved.

The Twinning Association are holding a music night with ‘Matt Black’ on Friday 13th September 2019 at 7:30pm, at the Meeting House and tickets are available from Cllrs Ring and Day. All Members were encouraged to support this event.

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

**OS/5903
RINGWOOD TRANSITION**

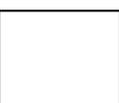
Although it was not a disclosable pecuniary interest, Cllr Day wished to make Members aware that the representative of Transition Ringwood, present at the meeting, was a personal friend.

The Committee received a presentation from Transition Ringwood, detailing the group’s proposal for a project on Town Council owned land, off North Poulner Road, opposite Kingfisher Way. The project would comprise of a community allotment and picnic area. Volunteers have come forward, donations have been made for materials required for the raised planters, etc. and there is support for the project on social media. Contact had been made with New Forest Transition, which acts as an umbrella company for other similar groups formed in the area, and Ringwood Transition will benefit from its governance, liability insurance, advice and guidance.

Members wished to support the proposal and thought it was a great idea, which would benefit the community. They were pleased to see that links had been made with New Forest Transition Group, as this would assist in any formal arrangement that may be necessary. This would be a big commitment and Members wanted assurance that the project had community support, committed volunteers and the group could draw on project management experience.

There were concerns with the legal position should any land be handed over to Transition Ringwood, policing of the open space, that the project could be the subject of vandalism and that neighbouring properties, to the site identified, had not been consulted on the proposal. Members advised that the group should start with a small project and it was suggested that a vacant allotment may be more appropriate.

Members gave their support for the project to proceed and requested that further details be worked through with the Town Clerk.



RESOLVED: That the proposal be supported, in principle, and that power be delegated to the Town Clerk to negotiate a start-up arrangement on an existing allotment site with Transition Ringwood and Transition New Forest.

ACTION C Wilkins

**OS/5904
CHRISTMAS ILLUMINATIONS**

The Town Clerk reported that following the procurement process for the Christmas illuminations, two tenders were shortlisted. Very impressive presentations were received by the selection panel and he was of the view that this year's illuminations would be amazing and a great improvement on previous years.

There will be a uniformity of lights and motifs through the town and previous gaps will be bridged, for example, with icicle lights on buildings at Fridays Cross (providing permission is obtained from property owners). There will also be an extension of the lights down West Street.

Cllr Ring detailed an opportunity to offer a 3D feature in the Gateway Square, with a grotto and an illuminated sleigh, where people can take 'selfies', for free or for a donation. Members supported the proposal and that the extra cost for this is met from the 'events' reserve, should any surplus from the event not be sufficient.

RESOLVED: That the Town Clerk's report on the Christmas Illuminations procurement process (*Annex C*) be noted.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE: That relevant earmarked reserves be drawn upon to meet the cost of additional Christmas illuminations if revenues from this year's event are insufficient for this purpose.

ACTION C Wilkins

**OS/5905
CEMETERY MANAGEMENT**

Members received the Town Clerk's report on sundry cemetery management issues (*Annex D*). He explained the current policies and procedures in respect of Grant of Exclusive Rights, registration of transfer of exclusive rights granted and fees and charges. Members were asked to consider the options for change set out in the report.

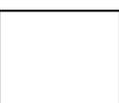
In respect of fees and charges a revised table had been prepared, which would deal with inconsistencies previously identified and the introduction of the Children's Funeral Fund for England.

RESOLVED: 1) That the term of Grant of Exclusive Rights be altered from 5 years to 30 years; and
2) That the Town Clerk prepare and submit revised draft Cemetery Regulations which better define when the "parishioner rate" of fees is to be applied, in accordance with the principles stated in para. 4.6.3 of his report.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

1) That a fixed charge for registration of transfer of exclusive rights, of £45, be introduced, with discretion to increase this for complex cases; and

Page 4 of 6
Chairman's initials



2) That a revised table of Cemetery Fees be presented to the Policy and Finance Committee, at its next meeting, for consideration.

ACTION C Wilkins / R Fitzgerald

**OS/5906
PROJECTS**

The Town Clerk referred Members to the project reports and advised that progress, since the last meeting, had been highlighted.

A2 – War Memorial repairs – It is proposed that a rededication be held to mark the 100th anniversary of the original dedication of the memorial (in 1921) and it is hoped that the repairs will be completed by 2021 to coincide with this.

A3 – Mansfield Road verge – Cllr Ring reported that Rotary Club would make the donation of plants needed.

C2 – Bickerley drainage works – The Town Clerk reported that, on advice, a compensation claim had been made Wessex Water, despite the Bickerley having not yet being handed back to the Council.

It was agreed that Standing Orders be suspended to allow the meeting to continue past 9.00pm.

The Town Clerk also advised Members in relation to the replacement of the boardwalk at Pocket Park, which appears on the infrastructure management plan. Proposed material samples had been obtained from the contractor and advice had been sought from NFDC officers. A flood defence consent is required from the Environment Agency for the works proposed and the relevant forms are being prepared. The matter will be brought before the Committee at its next meeting.

RESOLVED: That the update in respect of projects be received.

ACTION C Wilkins

**OS/5907
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 of the business to be transacted (in order to serve the purpose of ensuring that Members are fully briefed and aware of all material factors, it is necessary to include material which, if publicised, might put the Council at a significant disadvantage in future legal proceedings or commercial negotiations).

**OS/5908
GROUNDS MAINTENANCE FACILITIES**

The Town Clerk indicated that a tour of the Council's grounds maintenance facilities and areas covered had been organised for 27th September and he invited all Members to attend.



He presented his report (*Confidential Annex F*) and highlighted issues and recommendations therein. These were intended to set parameters for the feasibility study, at this time, rather than to obtain a decision in principle.

RESOLVED: That the feasibility study into grounds maintenance facilities proceed in line with the recommendations in the Town Clerk's report.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 9.25pm.

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

RECEIVED
25th September 2019

APPROVED
2nd October 2019

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th September 2019

Carvers Working Party Minutes

1. Introduction and reason why decision required

- 1.1 The Working Party has made a number of recommendations each of which requires to be noted or specifically approved (or rejected) by this Committee (see items 4 and 7 in the Minutes attached as Appendix 1). This report contains additional information to assist members in making decisions on these.
- 1.2 Item 4.1 arose from a suggestion that a third-generation artificial grass pitch might be constructed on Carvers. The Working Party's response is clear and needs no further comment. Item 4.2 should be borne in mind when considering the confidential item later in the agenda. The background to item 7 is explained in the report attached to the Minutes. The rest of this report is concerned with Items 4.3 and 4.4.

2. Strategy for the future management and development of sports facilities in Ringwood

- 2.1 Item 4.3 concerns the Council's over-arching strategy; the Working Party was unclear if it is/remains Council policy to encourage the concentration (and even re-location) of sports facilities at Long Lane.
- 2.2 The record on this question is not easily ascertained. No written policy on precisely this point has been found. The desire to improve sports facilities at Long Lane and create new ones there has been stated and recorded on several occasions, most notably as part of the business case for acquiring "Bernie Guy's field". That falls some way short of an unambiguous policy of focussing resources on developing sports facilities exclusively at Long Lane however. Future deliberations of the Carvers Working Party and the Long Lane Sports Development & Football Club Working Party would benefit from a clearer articulation of Council policy.
- 2.3 To assist members in deciding what general approach to take on this question, representatives of the current sports clubs most closely involved (Ringwood Bowling Club, Ringwood Cricket Club and Ringwood Town Football Club) have been invited to attend the meeting to offer their perspectives, explain their plans and answer questions.

3. New club-house proposal from Ringwood Bowling Club

- 3.1 The Bowling Club is seeking approval in principle for its plans (as per the drawings attached as Appendix 2) before it commits further resources to developing them in detail. At the request of the Working Party the physical extent of the land that would need to be added to the Club's lease has been marked on the ground so it is easier to judge what effect it would have on site. Members are urged to visit the site before the meeting to look at these marks.
- 3.2 If approval in principle is given, the Club will pursue discussions with planning officers and commission detailed drawings. It will also discuss minimum tenure requirements with potential funding bodies and discuss possible lease renewal terms with the Town Clerk. Although the Council will not be legally committed unless and until a new lease is entered into, it will, in effect, be politically committed to the proposal once approval in principle has been given.

For further information, contact:

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

Carvers Working Party

Notes of meeting held on Tuesday 2nd July 2019 at 7.00pm at the First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood BH24 1AT

Present: Cllr Andy Briers (AB)
Cllr Hilary Edge (HE)
Cllr Rae Frederick (RF)
Cllr Jeremy Heron (JH) *(from 7.06pm)*
Cllr Gloria O'Reilly (GO)

In attendance: Christopher Wilkins (CW)
Charmaine Bennett (CB)
Barry Vaughan (BV) and Roy Tutt (RT) of Ringwood Bowling Club

Absent: Cllr Peter Kelleher

1. ELECTION OF A CHAIRMAN

Cllr. Andy Briers was proposed by Cllr. O'Reilly and seconded by Cllr. Frederick. There were no other nominations.

RESOLVED: That Cllr Briers be elected as Chairman of the Carvers Working Party for the ensuing year.

2. APOLOGIES FOR ABSENCE

No apologies for absence were reported to the meeting.

[Note: After the meeting it emerged that Cllr Kelleher had tendered apologies by email to officers received after they had left for the day.]

3. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared but it was noted that several councillors present were trustees of Ringwood Youth Club (item 7 refers).

[Cllr. Heron joined the meeting during this item.]

4. DEVELOPMENT OF CARVERS RECREATION GROUND

CW summarized the various proposals that have been made or received for the use or development of facilities at Carvers by Ringwood Cricket Club, Ringwood Bowling Club, Ringwood School and Council officers (the last being pursuant to previous requests or proposals from this Working Party or the Recreation, Leisure and Open Spaces Committee).

BV explained that Ringwood Bowling Club is proposing to replace its club-house because it needs space for a second indoor bowling lane and needs to improve access for disabled persons. Since this cannot be done within the existing site (without losing too much parking space) and in view of previous comments from this Working Party, the Club has commissioned the drawings of two possible schemes annexed to these notes (either of which would require this Council to extend both the term and extent of the current site lease). The Club would prefer Scheme Two. It cannot proceed further without incurring significant cost and is therefore seeking agreement in

principle from the Council. In response to questions from councillors, BV said the Club is not adamantly opposed to a move to Long Lane but it's preference is to remain at Carvers, especially in light of the relationship it is developing with Ringwood School to enable pupils there (particularly those with disabilities) to play bowls.

CB explained the advice and details sought and collated by her in respect of the possible installation of fixed table-tennis tables and adult outdoor gym equipment. CB stressed that whether the kind of gym equipment installed and whether it is concentrated in a single place or set out as a "fitness trail" will depend on whether members wish to provide for users who are relatively fit and active already or those who are currently less active. The potential conflict between the recommendation that these facilities be sited between the Clubhouse and the play area and the schemes suggested by Ringwood Bowling Club (especially Scheme One) was noted.

Regard was had in the course of discussion to the following points:

- that leaf and litter fall from the trees nearby might adversely affect facilities located between the Clubhouse and the play area.
- that the Cricket Club and Bowling Club proposals are inconsistent with any wider plan to relocate sports facilities to the Long Lane site and it hardly seems appropriate for this Working Party to approve them unless and until the Committee has formally abandoned that plan.
- that the Long Lane site is fully used by Ringwood Town Football Club at present and is unlikely to be able to accommodate all the sports activities currently hosted there and at Carvers.
- that new facilities are urgently desired by local young people at Carvers and their provision ought not to be delayed by a lengthy strategic review.

Recommendation to Recreation, Leisure and Open Spaces Committee:

- 4.1 That no further consideration be given to the idea that an artificial grass pitch might be constructed within Carvers;**
- 4.2 That ideas involving hard surfacing of areas within Carvers (including the conversion of the tennis courts currently managed by the School to Multi-Use Game Areas and a track to any replacement building for the grounds sheds) be deferred until members can fully assess the resultant loss of public green space;**
- 4.3 That a decision be made as soon as possible either to confirm or abandon the plan to re-locate sports facilities to the Long Lane site; and**
- 4.4 Subject to the decision on 4.3 above, that consideration be given to approving Scheme Two proposed by Ringwood Bowling Club and that members be invited to inspect the site beforehand once it has been marked up to show the projected extent of the revised lease.**

- Action:**
- | | |
|----|---|
| CW | To notify Ringwood School of recommendation 4.1 above; |
| CW | To arrange the marking of Carvers to show the suggested lease extent revision in conjunction with BV; |
| CW | To invite interested parties (especially the Bowling Club and the Football Club to send representatives to the Committee meeting when these recommendations will be considered) |
| BV | To produce a topographical survey of the Scheme Two proposal at the same meeting if the Bowling Club is able and willing to do so. |

5. OVERSIGHT AND GOVERNANCE OF SPORTS AND LEISURE FACILITIES AND YOUTH WORK

CW referred to the difficulties being experienced by this Working Party in making decisions about Carvers in isolation and suggested that members might wish to consider inviting the Recreation Leisure & Open Spaces Committee to review the respective remits of this Working Party and the Long Lane Sports Development and Football Club Working Party to with a view to appointing a single body with a remit covering all this Council's sports facilities in the town. CW acknowledged that it would be challenging to do this whilst simultaneously making provision for oversight of the youth work in a manner that did not effectively divorce the Clubhouse from its context.

Members felt that the existing working parties could function as intended provided their respective members respected the need for available funding to be shared and not inappropriately monopolised. Given also that both working parties report to the same committee, it would be able to resolve any inconsistency in recommendations made by them

RESOLVED: That no change be proposed at this time.

6. DETACHED YOUTHWORX PROJECT

CB reported that attempts to recruit two self-employed youth workers to undertake outreach/detached youth work for a trial period under the supervision of a suitably qualified and experienced professional borrowed for the purpose from an outside organisation had been unsuccessful. However, an expression of interest in the opportunity had been received from an experienced youth worker. So, CW and CB had agreed to commission her to undertake research into existing provision for the needs of local young people, possible unmet needs and practical options for this Council to contribute toward meeting those needs.

She has met with Revd. Matthew Trick, Ringwood School (which offered to assist with a survey of pupils and parents), Ferndown Town Council and Sainsbury's. She hopes to meet with other interested parties including the Police and young people using the facilities at Carvers. It is intended that a report on her findings and suggestions will be presented to members in the autumn. She will be available in the Gateway for informal discussions about her work with councillors between 5.30pm and 7pm tomorrow.

7. RINGWOOD YOUTH CLUB

CW referred members to the report circulated with the Agenda (*Report A*)

Recommendation to Recreation, Leisure and Open Spaces Committee:

That an appeal be issued to all town councillors who are not already "trustees" or "members" of Ringwood Youth Club to apply for membership of it as the first step in the process of winding the club up.

There being no further business, the meeting closed at 8.50pm.

Ringwood Youth Club

1. Introduction and reason why report required

1.1 A decision is needed on the future of Ringwood Youth Club (RYC).

2. Background information, options, impact assessment and risks

2.1 RYC was formed as a Charitable Incorporated Organisation (CIO) and registered with Charity Commission (as registered charity number 1165539) early in 2015. It took over the bank account and role of an existing body. The Town Council helped with these processes and the first trustees included town councillors. The intention, apparently, was that RYC would assist with the funding of youth services and facilities at Carvers by fund-raising in ways that the Council could not – especially by receiving funding from the County Council for which the Town Council would be ineligible.

2.2 RYC applied for and received a grant of £5,000 in 2015 and all of this money has since been spent. Matters did not develop quite as expected. First, there seems to have been a lack of understanding of the need to recruit people to the separate roles of trustee and member and then arrange proper meetings of these people to manage RYC's affairs. Secondly, the expected funding from the County Council was soon withdrawn. RYC has never held a lease or any other legal interest in Carvers Clubhouse and now appears to have no clear function either.

2.3 Having been registered with Charity Commission, RYC is required to file accounts and other documents annually notwithstanding its lack of activity. The Town Clerk's job description includes a specific requirement to act as clerk to the trustees of RYC so this task has been performed but it would clearly be preferable to wind RYC up to escape the obligation to prepare, approve and file further pointless documents.

2.4 In order to wind RYC up:

i Applications for "membership" need to be received from at least 6 more people;

i The "trustees" then need to meet to approve those applications and call a general meeting of the "members";

i At their general meeting the "members" need to agree to wind the club up.

The simplest way of initiating this process would be to invite the Recreation, Leisure & Open Spaces Committee to issue an appeal to all councillors who are not already "trustees" or "members" to apply for membership.

2.5 Given the trouble and expense involved in setting RYC up as a CIO it does seem a bit of a waste and a shame simply to wind it up and if there existed a body of people willing to take it over and make some use of it, it might be possible to enable it to be "taken over" by them. However, there are no indications that any such people or such use exists.

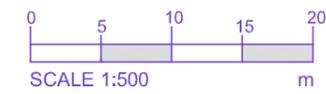
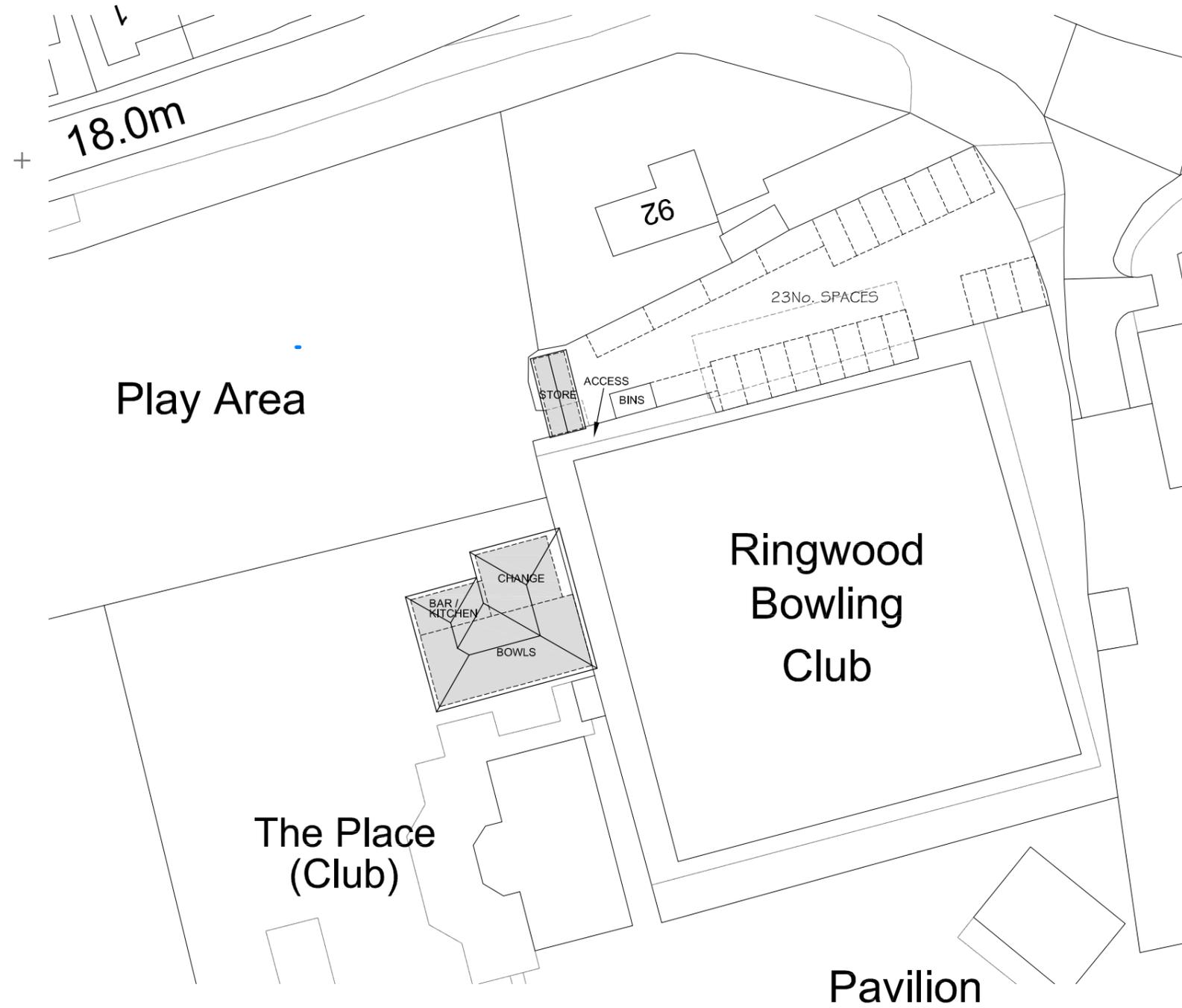
3. Issues for decision and any recommendations

Are members content to invite the Recreation, Leisure & Open Spaces Committee to issue an appeal to all town councillors who are not already “trustees” or “members” of Ringwood Youth Club to apply for membership of it as the first step in the process of winding the club up? (RECOMMENDATION: Make that invitation)

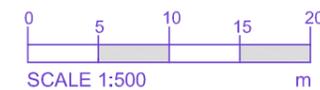
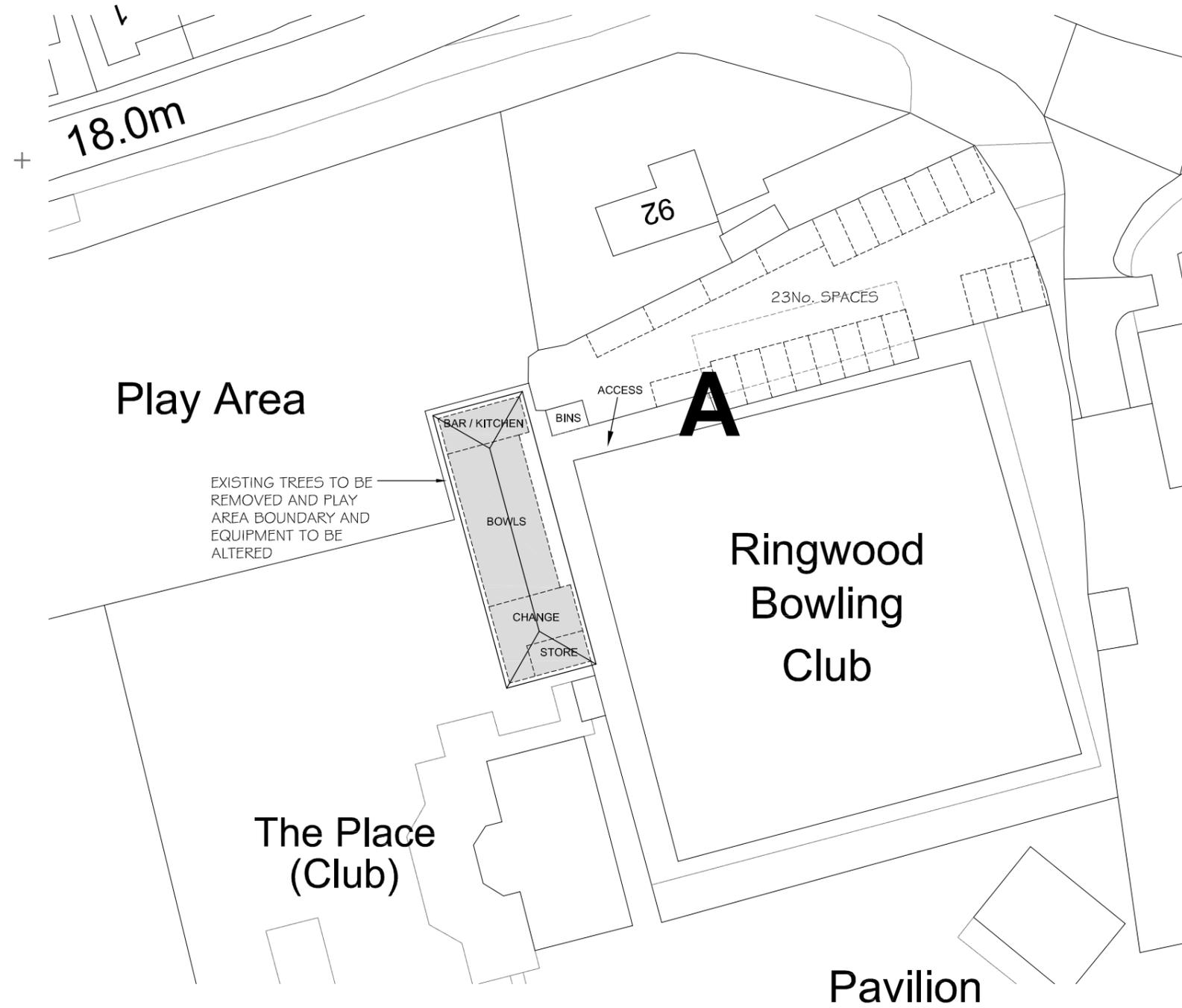
For further information, contact:

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

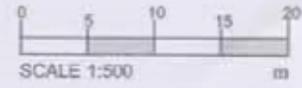
**SCHEME TWO
PLAN 321.SK1
APPROVED**



REV:	DATE:	DESCRIPTION:
DO NOT SCALE THESE DRAWINGS. USE WRITTEN DIMENSIONS ONLY. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORK.		
		
SKETCH SCHEME ONE		
RINGWOOD BOWLING CLUB MOUNT PLEASANT LANE RINGWOOD BH24 1JN		
DATE: MARCH 19	SCALE @ AS: 1:500	REVISION
DRAWING NO. 321.SK1		



REV:	DATE:	DESCRIPTION:
DO NOT SCALE THESE DRAWINGS. USE WRITTEN DIMENSIONS ONLY. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORK.		
		
SKETCH SCHEME TWO		
RINGWOOD BOWLING CLUB MOUNT PLEASANT LANE RINGWOOD BH24 1JN		
DATE: MARCH 19	SCALE @ A3: 1:500	REVISION
DRAWING NO. 321.SK2		



Proposal from Ringwood Transition for use of land off North Poulner Road

Thank you for the opportunity to share my proposal. Initially I would be using the land as communal allotments alongside a picnic area. In the future I would like to be able to hold small community events, for example, bug hotel building, flower pot painting, raising awareness on waste management and recycling, teaching the community about how to grow your own food, seed swaps, allotment bake-offs etc

Allotments

- The planters will be built out of pallets. I have received a lot of support from local companies within the industrial estates as well as the community in donating items for this project. In-excess has also showed support by supplying plants and seeds as well as applying extra discounts to items we will need for the project
- The planters will have their own drainage and watering system using PVC piping and water butts creating a more sustainable system as well as an easy way to water the plants (image one)
- There will be planters that are wheelchair friendly as well as at differing heights allowing all ages and abilities to use the planters and be able to grow their own food (image two)
- I will be creating polytunnel type lids with recycled bendy PVC piping and clear sheeting so that growing can be done all year round and the produce is protected from pests and weather

Picnic area

- There will be two or three picnic benches for the community to use
- The benches will be surrounded by wildflowers ensuring a sufficient supply of pollinators for the planters as well as a wildlife friendly environment to be enjoyed by the local residents
- I am hoping that in the future, this area can be used as a meeting point for events such as seed swaps and raising awareness, or to enjoy the produce that will be grown in the planters

I will manage the land with the help of some volunteers. I am currently in contact with the New Forest Transition Group to become a member of their community interest company. This means we will be covered by their insurance company for all the works that we will be doing. It also means we have access to their risk assessments and any other information or advice they can share with us. As they are a well-established transition company, they have a lot of useful advice to share with us and to help us get the projects started the right way from the beginning.

It would be beneficial if the grounds keeping team would be able to help cut the grass that is left, for example, the path that would still lead to Poulner Lakes and around the planters.

B

Image One: The construction of the raised beds

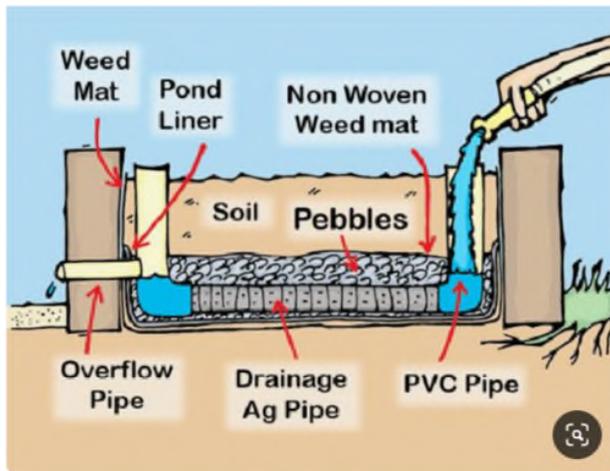
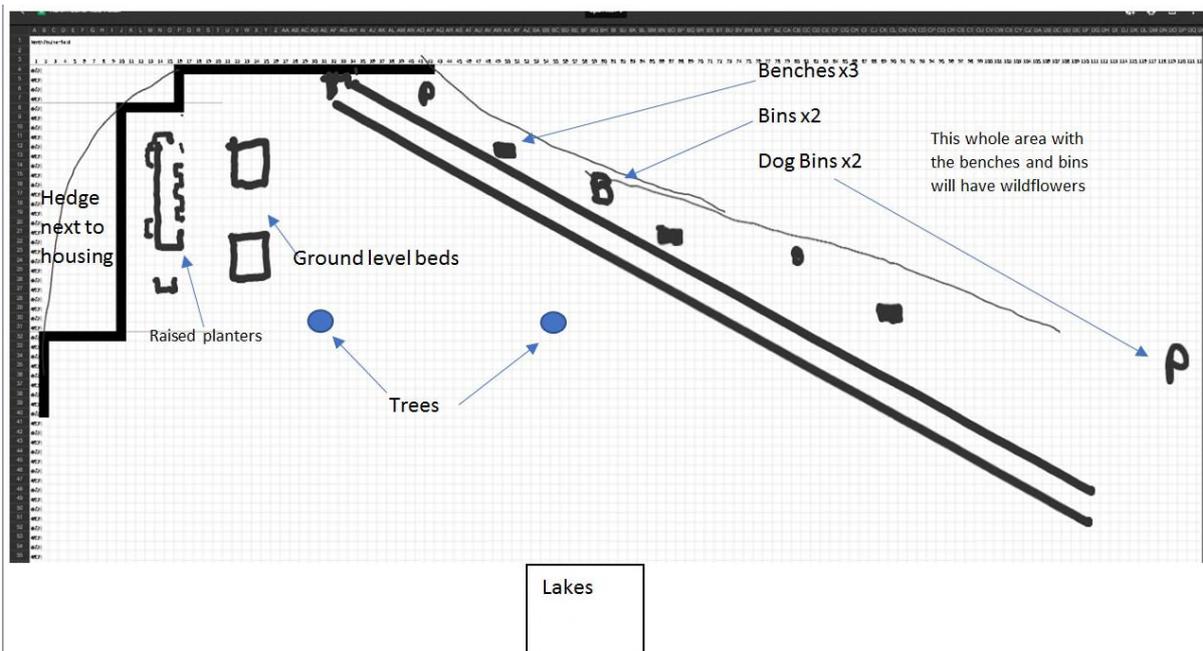


Image Two: Wheelchair friendly planters



Site Plan





Notes



Ringwood Town Council

www.ringwood.gov.uk

Land off North Poulner Road

Date 28/08/19

Scale 1:567



Christmas Lights procurement

1. Introduction and reason for report

- 1.1 The purpose of this report is largely intended merely to update members on the outcome of the procurement exercise which arose from previous decisions about re-tendering the contract for the provision of Christmas Illuminations (see especially item OS/5853 in the minutes of this committee's meeting on 6th February) as overseen by the Policy & Finance Committee.
- 1.2 An open tender process was followed and resulted in seven qualifying tenders being received. These were evaluated by the Town Clerk and the four councillors appointed to membership of the selection panel and in light of the scores awarded, two suppliers were invited to meet the panel, make a short presentation and answer questions. The tenders were then further evaluated and Gala Lights Limited of Aylesford, Kent have been invited to enter into a three-year contract (with the Council having the option to extend that by a further two years) at a cost of £15,995 plus VAT per annum.
- 1.3 Officers are now working with Gala Lights on implementation of the contract. It is understood that the Events Team would like to propose that some additional services be purchased over and above those provided for by the contract. Details of these will be reported verbally by team members at the meeting. The cost of these services is expected to be met from this year's event revenues but members will be asked to recommend that if these should prove insufficient then relevant earmarked reserves be used to meet the shortfall.

2. Issues for decision and any recommendations

- 2.1 ***That this report be noted.***
- 2.2 ***Whether to recommend to the Policy & Finance Committee that relevant earmarked reserves be drawn upon to meet the cost of additional Christmas Illuminations if revenues from this year's events are insufficient for this purpose.***

For further information, contact:

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RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th September 2019

Cemetery Management Matters

1. Introduction and reason why decision required

- 1.1 In response to a verbal report from the Town Clerk on sundry issues affecting management of the cemetery, given at the committee meeting on 3rd July, members requested a written report on the issues identified supported by additional information. This is that report.
- 1.2 As will become apparent, there are some connections between the issues and interdependencies between decisions that members might make about them but the choices are more clearly understood if the issues are explained separately in the first instance. This report will therefore consider first the Grant of Exclusive Rights, then turn to the registration of transfers of those rights and conclude with the fees charged.

2. Grant of Exclusive Rights

- 2.1 Although it is often convenient to refer to the “sale” of grave spaces, strictly speaking, it is incorrect because the entire cemetery remains in Council ownership at all times. By virtue of the Local Authorities’ Cemeteries Order 1977, however, local burial authorities are empowered to grant exclusive rights of burial (“ERoB”) over grave spaces on such terms as they think proper. The key aspects of this Council’s current policy in this regard are:
 - 2.1.1 Interments are allowed in “public graves” (that is, there is no compulsion to buy the rights in the relevant grave space before arranging a burial in it);
 - 2.1.2 Rights can be purchased for a term of five years only unless an interment is arranged at the same time when the term is 30 years (by law the term cannot exceed 100 years);
 - 2.1.3 Owners of rights can purchase extensions to the term of the original grant;
 - 2.1.4 The rights granted include, in effect, (i) the right to decide whose remains may be interred in the plot (subject to the limitations imposed by law and the space available) and (ii) the right to control any memorial installed on the plot (subject to compliance with Council regulations).
- 2.2 Two other factors need to be borne in mind when considering the implications of policies and options for change:
 - 2.2.1 With regard to interments, the term granted relates to the decision about new interments not the duration of an interment. Once an interment has taken place, the remains cannot be disinterred (without a licence from the Home Office and, in the case of consecrated ground, a faculty from the Diocese). Nor can they be disturbed by a further interment or “re-use” of the plot irrespective of the term granted or whether there has been any grant at all. A second interment can be allowed provided the first took place at sufficient depth that it won’t be disturbed.
 - 2.2.2 With regard to memorials, conversely, the term granted does determine how long memorials can remain. The rights owner is responsible for maintaining the memorial but the authority has potential liability from unsafe memorials by virtue of occupiers’ liability and in negligence. So, authorities seek to manage their risks by ensuring that rights owners maintain their memorials and, if they don’t, by removing unsafe

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memorials. However, this can be impossible if they have lost touch with the rights owners and/or the rights granted have not expired (so they have no right to remove the memorials), leaving the authorities to bear the cost of safety works from public funds.

2.2 Options for change:

- 2.2.1 *Interments in public graves could be disallowed*, with the result that anyone wishing to arrange an interment would have to buy the exclusive rights first. Public grave interments were more common in the distant past than they are today because most people do not wish their remains (or those of a relative) to share a grave space with those of a stranger and usually want to place a memorial on the grave. However, for people on a very tight budget it can be an attractive option and concerns about “funeral poverty” have been rising in the last few years. Policy will, inevitably, have to balance several considerations but if maximizing income from use of the cemetery is judged important then this option would tend to serve that purpose (though any estimate of how much difference it might make would be little better than guesswork).
- 2.2.2 *The term granted could be altered*. It is not now regarded as sensible to make grants for anything like the 100-year maximum permitted, for two reasons. First, the risk that the authority may lose contact with the owner before any interment is arranged and will then have an intolerable wait before it can re-sell or otherwise make use of precious cemetery space. Secondly, the risk (described above) of memorials falling into disrepair and the cost of safety works falling on the authority. So, previous decisions to shorten the term granted were eminently sensible and if the object was to ensure that purchasers of rights stay in contact with Council (to avoid losing their rights) and that income from the sale of rights is maximized then the policy is working, but at a cost. Moreover, the five-year term is unusually short (officers have been unable to find any other local burial authority granting rights for less than 20 years). Since the current policy dates from about six or so years ago, the first renewals are now arising and the onerous impacts (both financial and bureaucratic) on rights owners are becoming apparent. Do members feel it is fair and reasonable to deprive owners of the rights they bought from the Council (often at substantial cost) if they fail to apply and pay to renew them after just five years? (Bearing in mind that this could result in an unused grave being re-sold to someone else or a relatively recent memorial being removed). If it is felt that the current system should change, provision could be made for existing grants (by specifying what is to be done on their renewal) as well as new grants.
- 2.2.3 *The rights could be unbundled and granted for different terms*. This is becoming more popular with burial authorities because it enables the ownership of memorial rights to be synchronized with inspection programmes without affecting burial rights. This can be important if the authority is otherwise at risk of bearing large costs to keep memorials safe. It would be hard to justify unless the complexity it adds to the system were offset by its tendency to reduce that financial risk. There are many memorials in Ringwood Cemetery where contact with the rights owner has been lost but the rights remain in force preventing removal. However, few of these are of such size and condition as to cause much concern. The financial risk therefore appears tolerable but is not zero.
- 2.2.4 *The grant of rights ahead of any interment could be stopped*. This is another method of ensuring that the space available is used to the full and not wasted. However, it can have harsh consequences; depriving people of the opportunity to plan interments in adjacent plots or close

proximity. It is therefore best used as a last resort when space has become very short and the need to make full use of it has become the paramount consideration. At the current rate of applications, the space in Ringwood Cemetery will not be fully used for at least 20 years and quite possibly, significantly longer. Compared with most burial authorities, that is quite a comfortable position to be in and suggests that space should be a lower priority concern now than other factors.

3. Registration of transfer of exclusive rights granted

- 3.1 Cemetery management systems should include a suitable means of recording changes in the ownership of rights granted for two main reasons:
- 3.1.1 To ensure the obligation not to allow interments or memorials other than on the written application of the current rights owner is met; and
- 3.1.2 To ensure the cost of memorial safety works is borne by the rights owner, not the authority.
- 3.2 Officers have therefore developed and implemented procedures to ensure that applications for interments and approval of memorials are properly checked. If they are not made by the rights owner (as currently registered with the council) the applicant is asked to provide documentary evidence of the change of ownership so our records can be updated. To ease the burden on applicants, officers assist with advice, help with searches of probate records and even preparation of assents, statutory declarations and other documents, when needed. Circumstances vary considerably and so does the amount of help applicants need. The simpler applications can be handled by the Office Administrator with minimal supervision and may require an hour or two of her time (her payroll cost to the council is very roughly £15 an hour). More complex cases may require much more time and involvement by the Town Clerk (payroll cost roughly £30 an hour). At present this work has to be done without charge since members have not approved one.
- 3.3 Options for change:
- 3.3.1 *Introduce a fixed charge for registering transfers of rights.* This is the course favoured by many authorities. For example, the minimum charge at Sherborne Town Council is £40 and at New Forest District Council it is £95. Both charge higher fees if they are asked to prepare legal documentation (£220 in the case of NFDC). The objective appears to be to cover the costs of doing the work rather than generate a profit. A single flat fee of £45 for all applications or a simple applications fee of £25 and a complex cases fee of £60 would probably be about right to meet that objective if applied here. It is not normal to discriminate between parishioners and non-parishioners in this respect (to whom would the test be applied?).
- 3.3.2 *Introduce a variable fee calculated on the actual officer time required.* This would require some form of time-recording which hardly seems worthwhile for this task alone when it isn't needed for anything else.

4. Fees and charges

- 4.1 The current schedule of charges (attached as Appendix 1) gives rise to a number of issues; the unusually large differential between fees charged to parishioners and non-parishioners, some inconsistencies in that differential, and the absence of any charge for registering transfers.
- 4.2 Many burial authorities charge higher fees to non-parishioners. The usual justification for this practice is two-fold:

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4.2.1 In most cases, cemetery fees do not cover the full cost of providing the service leaving a balance to be met from the precept. So, it seems only fair that those who have contributed to that shortfall through their Council Tax should pay less than those who have not.

4.2.2 Cemetery space is a limited resource so fees should be set at levels that encourage it to be used sparingly and discourage applicants from outside the area.

4.3 Currently, here in Ringwood, non-parishioners are generally charged four times as much as parishioners. This differential is unusually large (double fees are the norm). It is argued that because the Council Tax paid by parishioners here contributes not only to the provision of Ringwood Cemetery (by this Council through its precept) but also all the cemeteries provided elsewhere in the District (by NFDC) exceptionally strong measures to deter applications by non-parishioners are justified. The table below analyses the cemetery application fees received so far this year.

Application type	Parishioner applications		Non-parishioner applications	
	Number	Fees paid	Number	Fees paid
Purchase of ERoB	3	£1,160	0	£0
Interment	12	£2,320	2	£1,680
Approval of Memorial	5	£1,145	2	£820

Whilst providing only a limited (and possibly unrepresentative) snap-shot, it tends to suggest that the current fee structure is serving that deterrent purpose. No data is available on the quantum of the Ringwood contribution to the District expense.

4.4 When so much hangs on which rate is applied, there ought to be a clear and fair test as to whether the parishioner rate is applicable or not (“the parishioner test”). Regulation 5f provides only “*Parishioner means any person who is 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. The Town Clerk and the Chairman of the Recreation, Leisure and Open Spaces Committee can exercise their discretion, in respect of the fees to be paid*”. Several issues arise from this:

4.4.1 If a Ringwood resident applies to buy ERoB other than for an immediate interment must the non-parishioner rate be applied because officers cannot know where the buyer will be living when they die?

4.4.2 If an application is made to buy ERoB at the time of an interment is the “parishioner test” to be applied to the buyer or the deceased (or even both)?

4.4.3 If application is made for approval of a memorial is the “parishioner test” to be applied to the applicant or the person mentioned in the memorial? In either case, if there is more than one, must they all be parishioners to qualify for the lower rate or is one enough?

4.4.4 The discretion allowed to the Town Clerk and Committee Chairman is a prudent precaution but clearer rules are needed to allow its use to be restricted to the “hard cases” for which it was presumably intended.

4.5 There currently exists some variability in the differential mentioned; the fees charged to non-parishioners for renewing a grant of ERoB in a space for coffin

burial and for buying ERoB at the time of interment being rather less than four times the fees charged to parishioners. It is difficult to discern any rationale for treating these fees differently from others.

4.6 Options for change:

- 4.6.1 *Adjust the differential between parishioner and non-parishioner rates.* Given the unusual size of the differential, it is desirable that this be reviewed periodically for efficacy and proportionality. Even though these may be difficult to judge, members are respectfully invited to do this as best they can.
- 4.6.2 *Eliminate the discrepancies mentioned in 4.5 above.* Recommended unless members can identify and state some rationale for the exceptions currently allowed.
- 4.6.3 *Amend the Regulations to specify more precisely when the different rates apply (unless the differential is abolished altogether).* This can be done if members identify the key principles to be observed. The following are suggested:
- 4.6.3.1 The test shall be applied to a living person at the date of the application and to a deceased person at the date of their death;
- 4.6.3.2 Where the test is applied to more than one person the parishioner rate applies if any one of them meets the definition at the relevant date;
- 4.6.3.3 On a sale of ERoB the test is applied to the deceased (if there is to be an immediate interment) and the buyer;
- 4.6.3.4 On a renewal of ERoB the test is applied to the applicant at the date of renewal;
- 4.6.3.5 On an application relating to a memorial the test is applied to the applicant and to any deceased person whose remains are interred in the relevant space.

5. **Issues for decision and recommendations**

The issues are too numerous and inter-related to distil into a handful of questions or recommendations. However, the Committee is respectfully invited to consider making the following recommendations (subject to the comments indicated):

- 5.1 That the Town Clerk prepare and submit revised draft Cemetery Regulations which better define when the “parishioner rate” of fees is to be applied, in accordance with the principles stated in para. 4.6.3 of his report** (this action is strongly recommended but members should feel free to alter or clarify the relevant principles first)
- 5.2 That the Policy & Finance Committee consider approving the revised table of Cemetery Fees attached as Appendix 2 for effect on such date as it sees fit** (This action is offered tentatively since it makes certain assumptions about many of the issues touched on above. Members should feel free to alter the Appendix as desired.)



RINGWOOD TOWN COUNCIL

CEMETERY FEES 2019/20

Interment Fees	Parishioner	Non-Parishioner
Child up to age 7	No charge	
Child aged 7 to 16 years *	No charge	
Person aged 16 and over*	£280	£1120
Burial of Ashes	£140	£560
Scattering of Ashes	£60	£240

*Excludes grave digging

Purchase of Exclusive Rights of Burial for 5 years

Child's grave up to 12 years	£200	£800
Earth grave age 12 and over	£450	£1800
Construction of Walled Grave or Vault in Old Section only	Cost to be borne by Applicant	Cost to be borne by Applicant

Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery

Child's grave up to 12 years	£40	£140
Earth Grave age 12 and over	£80	£300

Purchase of Exclusive Right of Burial for 30 years at time of Interment

Child's grave up to 12 years	£200	£800
Earth Grave age 12 and over	£450	£1800
Construction of Walled Grave or Vault in Old Section only 8' deep	Cost to be borne by Applicant	Cost to be borne by Applicant

Purchase of Exclusive Right of Burial of Ashes for 5 years

Each single plot has a plot number	£125	£500
Each double plot has two consecutive single plot numbers	£250	£1000

Renewal of Reserving Exclusive Right of Burial of Ashes for 5 years

Single Ashes Plot	£30	£120
Double Ashes Plot	£55	£220

Purchase of Exclusive Right of Burial of Ashes for 30 years at time of Interment

Each single plot has a plot number	£140	£500
Each double plot has two consecutive single plot numbers	£260	£1000

APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

		Parishioner	Non-Parishioner
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	Unconsecrated £140	£560
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees		Consecrated £400	£1600
Vase with name inscribed		£65	£260
Each inscription after the first		£65	£260
Photo plaque on headstone		No charge	No charge
Flat stone (where no room on an existing memorial for added inscription)	12" x 18"	£80	£320

Memorials in New Garden of Rest for Purchased Cremation Plots

Each single plot has a plot number	22" x 11" x 4" <i>sloping to 2"</i> 550 x 275 x 101mm	£80	£320
Each double plot has two consecutive plot numbers CONCRETE SLAB UNDER ASHES TABLET 24" X 24" OR 24" X 12"	22" x 22" x 4" <i>sloping to 2"</i> 550 x 550 x 101mm	£160	£640

Memorials in Old Garden of Rest (note size differs)

Single plot size	Memorial size 24" x 12" x 2"	£80	£320
Double plot size	24" x 24" x 2"	£160	£640

Cemetery and Memorial Search Fees	First 15 minutes free of charge, thereafter £50
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Faculty for Exhumation in Consecrated Ground	£250
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Why we apply these fees

Introduction

Most local authorities in the country are running short of space to allow burials and have been seeking more land to provide this service to their residents. The local burial authority is normally the District Council, Borough or City, but increasingly Town Councils are taking on this responsibility. This means the Town Council get no subsidy from the District Council but can provide residents the opportunity to be buried in the town where they had lived. While it will invariably mean a more expensive service with our limited resources, it also means that as a town we can assure our residents that their loved ones can be buried locally rather than in towns or districts further away. Ringwood Town Council spent £80,000 in securing additional land for this purpose and to provide temporary allotments and maintains the cemetery to the high standard our residents expect.

Additional charges have been levied on 'Non-residents' of the town to discourage use and ensure there will always be availability of plots for those residents within the town. While this will clearly not meet the approval of everyone, our duty is to our own residents who must take priority while ensuring no additional burden is placed on other council tax payers who may not require this service.

Our fees and charges are enclosed for all items which might be requested by potential purchasers and should be examined by you before making your purchase.

We will ask you to sign an acknowledgement slip below on confirmation of purchase

Our charges include

- Purchase of the plot
- Annual administration costs of the plot
- Weekly maintenance of the plot for 30 years
- Remedial work for subsidence
- Annual Inspections
- Faculty
- Contingency

Acknowledgement

I acknowledge the explanation given above and the charges attached to this document and have been provided with a copy of this information to take away and consider.

Name.....

Signature..... Date.....



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	Awaiting confirmation of funding from Rotary for plants needed.	£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. Fixed table-tennis tables proposal deferred pending decision on Bowling Club request (see separate agenda item).
A5	Grounds department workshop & store facilities	See separate agenda item.	£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-procurement	See separate agenda item.	£17,000 Budget	£0	£17,000	Moderate	Essential	

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 will give a verbal report on progress of this project to the meeting.
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						