

OPEN SESSION: There were 4 members of the public present, who were all interested in an item on the agenda.

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

Held on Wednesday 4<sup>th</sup> March 2015 at 7.00pm

PRESENT: Cllr B Terry (Chairman)  
Cllr R Frampton (Vice-Chairman)  
Cllr N J Chard  
Cllr J Terry  
Cllr A Wiseman

IN ATTENDANCE: Steve Nash, Town Clerk  
Nicola Vodden, Meetings Administrator  
Sarah Senior, Student Advisor

*The Town Clerk reported that apologies for absence had been received from Cllr S Burgess-Kennar and Annabella Meech, Student Advisor*

### **OS/5533 DECLARATIONS OF INTEREST**

*Cllr Wiseman declared a non-pecuniary interest in item 5, as she lives close by.*

### **OS/5534 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 4<sup>th</sup> February 2015, having been circulated, be approved and signed as a correct record.

### **OS/5535 FILMING POLICY WITHIN RINGWOOD**

Members were asked to consider *Annex A* (now amended) 'Filming Policy within Ringwood'.

The Town Clerk explained that there had been a number of requests to authorise filming on Town Council land. The County Council and District Council have filming policies on their websites and he felt that a policy should be added to Ringwood Town Council website, with the relevant forms available to download. Those applying would be able to appraise themselves of their obligations, prior to application, and the costs involved. The item was brought before this Committee for comments and suggested amendments before passing to Policy and Finance Committee for approval.

Cllr Wiseman commented that in 'General Information', 7 days was too short notice for the Town Council to make a decision and for the film company to notify residents. The concern was that the company wouldn't necessarily inform residents before they get a decision from the Council and then residents would get less than 7 days notice. It was agreed that this should be extended to 14 days notice.

The Town Clerk confirmed that this policy would apply to filming on Town Council land, such as Carvers and Poulner Lakes, and that non-commercial fees would apply, for example, to local film work undertaken by students, promotional videos made by charities, etc.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:** That the filming policy, as amended at the meeting, be adopted (*Annex A*).

<b>ACTION S NASH / N VODDEN</b>
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**OS/5536  
CEMETERY COSTS**

Following a request from Cllr Heron, the Committee was asked to discuss the policy for long term Ringwood Residents who move out of the area. The current cemetery regulations state:-

“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 explained that issues arise when long term Ringwood residents move out of the area, as after two years, the interment charge that applies would be the non-parishioner rate, which is quadruple the parishioner rate. Cllr Wiseman indicated, that in her view, there should be some discretion allowed.

Cllr Frampton commented that there would never be a set of rules to cover all situations and proposed that the Town Clerk and the Chairman of Recreation, Leisure and Open Spaces be able to exercise their discretion, in determining the appropriate fee. This would enable applications to be considered without going before the Council. Members agreed that this should be added to the existing policy.

**RESOLVED:** That the cemetery regulations 5(f) be amended to show that ‘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.

<b>ACTION S NASH / C SMITH</b>
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**OS/5537  
FOOTBALL CLUB CAR PARK**

The Town Clerk indicated that there had been a proposal from Ringwood Town Football Club for the provision of another entrance to the car park (*Annex B*). For Health and Safety reasons and with the increased number of people using the club, congestion and manoeuvring of cars is an issue. The proposal was seeking to suggest ways to improve access to the car park, traffic flow and the car park surface, which requires levelling, and in so doing, reduce the dangers for pedestrians.

Phil King Chairman of Ringwood Town Football Club addressed the Committee about the Health and Safety concerns with the traffic flow and the whole car park area.

Cllr Frampton commented that the proposed additional entrance would result in a loss of car parking spaces on the left hand side, would add to the congestion on the road and he questioned whether planning permission would be required. He suggested that the existing gate be widened, having the entrance and exit at the same point and segregating the lanes of traffic. He felt that it would be easier for the club to marshal one access point, rather than two.

He indicated that with a wider entrance, the splay would stay the same but the opening would be made larger and the car parking spaces to the left would be retained. The Town Clerk said

that this would help in the short term and agreed to investigate if planning permission would be required.

Cllr Wiseman believed that planning permission would be required and asked for the allotment holders views, as the proposed second access was next to the gate to the allotments.

Cllr Frampton proposed that the matter not be taken forward at this stage, that further investigation was required and additional time be allowed to consider other options.

**RESOLVED:** That the proposal not be taken forward at this stage.

<b>ACTION S NASH</b>
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There being no further business, the Chairman closed the meeting at 7:39 pm.

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

RECEIVED  
25<sup>th</sup> March 2015

APPROVED  
1<sup>st</sup> April 2015

TOWN MAYOR

COMMITTEE CHAIRMAN

## **FILMING POLICY WITHIN RINGWOOD**

Within Ringwood a number of requests are received to authorise the use of filming or to park vehicles whilst filming takes place.

Ringwood Town Council recognises the positive contribution film production can make to the local area with particular regard to economic benefits and enhancing tourist interest in the locality.

It is the purpose of this policy to indicate some of the parameters and provide details of the initial points of contact in the town, who will act as information points and ensure that the appropriate authorities are aware of requests.

Also see: [www.hants.gov.uk/filmhampshire](http://www.hants.gov.uk/filmhampshire) and [www.newforest.gov.uk/flim4](http://www.newforest.gov.uk/flim4)

## **GENERAL INFORMATION**

1. No filming activity should take place until permission has been granted by all relevant parties.
2. Consultation must take place with all those affected by filming at least 14 days prior to filming (or less by agreement with the Town Council) if filming includes night time shoots, use of lights, sound, or chemicals.
3. A Notice of Intent to film should be forwarded to Ringwood Town Council at least one week prior to the commencement of filming indicating that all permissions have been obtained (NFDC, NPA, Highways, HCC).

## **CONSIDERATIONS FOR OBTAINING PERMISSION**

The following information is required to assist in determining permission:

1. The name of the production company, type of production & contact name
2. The size of the production – personnel and vehicles
3. Any removal of street furniture or carriageway markings
4. Use of cranes, cherry pickers (these will require separate licensing)
5. Use of tracking (this will require a separate licence)
6. Parking of production vehicles on double yellow lines, Pay & Display bays etc.
7. Use of special effects (smoke, lighting effects, etc.)
8. Nature of the film (Documentary, Film Production, Vox-Pops, etc.)
9. Filming of animals or children
10. £10 Million Public Liability Insurance
11. Proposed dates and locations
12. Risk assessment of each location must be submitted
13. If required, Traffic Management and use of stewards

The production company must ensure that location owners and adjacent property owners are:

1. Kept fully informed of the intentions of the production company
2. Whether or not they are to be used for filming
3. Recompense of any loss of income, although this must be determined between the production company and property owner. Ringwood Town Council does not accept liability.
4. Written notice, such as a letter drop, must be carried out at least seven days prior to the first day of being on location. If notice is less than seven days then a representative of the production company must discuss personally with all relevant property owners.

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The production company must ensure that Emergency Services are fully aware of:

1. Special effects (Fire Service and Police)
2. Use of replica firearms (Police)
3. Impersonation of a member of the Emergency Services (Fire, Police and Ambulance)

**Emergency access must be maintained at all times during set up and filming.**

***The Highway Authority (Hampshire County Council) will respond to an initial enquiry within 5 working days where practical. Upon receipt of a completed application form and subject to being satisfied the information provided is adequate, they will determine the feasibility of the proposal within 10 working days.***

## **CHARGES**

There is a scale of charges for filming related to crew size, which may be increased if site visits and meetings are required, see fees and charges for details.

VAT is not applicable to these charges. Please provide a purchase order reference for our records on the application form.

An invoice for payment will be sent to the company address provided on the filming application form. Please do not send cheques.

There will be a charge for the use of any Pay and Display bays, for the removal of unit signing should any be left at the end of filming, and for any alterations required to street lighting or road markings.

New Forest District Council will levy charges for refuse collections, street sweeping (if necessary) and for the removal, storage, and replacement of street furniture.

## **FOR FURTHER CONSIDERATION HEALTH AND SAFETY**

The production company must:

1. Provide a risk assessment for each location where equipment is placed on the highway.
2. A qualified first-aider should always be present during filming.
3. Any traffic control must be determined by full consultation with the appropriate highways officer.
4. When any member of the production company is on the highway they must wear high visibility vests or jackets.
5. It would be appropriate to seek the advice of the Health and Safety Executive.

## **RESIDENTS AND MEMBER OF THE PUBLIC**

The film makers are visitors and should be sensitive to the community in which they are working:

1. All neighbouring residents and businesses must be given no less than SEVEN days' notice of filming by letter or personal visit, and letter drops must contain telephone/email details for a contact within the production company.
2. Noise must be kept to a minimum at all times. Separate permission to make noise during unsocial hours 10pm to 8am must be obtained from New Forest District Council, Environmental Health Noise Control Team. Use of generators has to be approved, and silent running generators will be required.

3. All members of the production company and its associated workforce are to dress decently at all times. Dress codes may need to be adhered to when working in particular locations.
4. Access to private property must be maintained, and no footways blocked unless with permission by a highway officer and an alternative safe route must be provided, with disabled access.
5. Crew and cast must refrain from lewd, offensive or abusive language or behaviour.
6. Lighting, cables, and other equipment must not cause a hazard to the public.
7. Cranes, cherry pickers, etc that are on the highway (including footpaths) must be signed and guarded appropriately in accordance with Chapter 8 of the Traffic Signs Manual.

### **MAINTAINING THE AGREEMENT**

Production companies must adhere to the following agreement:

1. Production vehicles must park within the designated area (permission to be sought in advance) and be appropriately badged. Failure to do so will result in a vehicle obtaining a parking ticket. Consistent flouting of the agreement may result in the Police being involved, possible removal of the vehicle, and filming permission may be withdrawn.
2. Refreshments must be taken in the agreed location and catering facilities agreed in advance.
3. Crew and cast must not trespass on neighbouring property, or enter an area of the location that the owner has strictly forbidden.
4. Consistent failure to adhere to the agreement may result in permission being revoked and future applications to film within the area being refused.

### **LOCATION**

Film companies must treat public and private property with respect:

1. All rubbish must be removed regularly, and it is the responsibility of the production company that the area is left tidy and sanitary at the end of the shoot.
2. Protective materials must be provided where appropriate.
3. Objects belonging to the owner of the location must not be removed without their express permission.
4. The production company must make good any damage or mess caused.
5. Security staff should be used, if appropriate, to protect the location and any equipment.
6. The crew member responsible for the location should check, before leaving the site, that all property has been restored to its original state.





**Ringwood  
Town Council**

## FILMING: FEES & CHARGES 2015/2016

Event Category	2014/2015 Charge £	Bond/Deposit payable
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### Filming - Commercial

Half Day (4 hours or less)	Small - £500 Medium - £1000 Large - £2000	£250 - £1500
Full Day	Small - £1000 Medium - £2000 Large - £4000	£250 - £1500

### Filming – Non Commercial; Charitable & Educational

Half Day (4 hours or less)	Small - £50 Medium - £100 Large - £250	£250 - £1500
Full Day	Small - £100 Medium - £250 Large - £500	£250 - £1500

### Filming – Non Council Land

Application processing fee		£25 - £50
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- i Small production: 1 – 5 crew
- i Medium production: 6 -11 crew
- i Large production: 12+ crew
- i Event attendance – half day 150, full day 250 (to be determined by the Office Manager)
- i Cancellation Fee for processed applications will be determined by the Office Manager







**Ringwood  
Town Council**

**Application to film  
in Ringwood  
Hampshire**

- i Please complete and return to Ringwood Town Council with proof of public liability insurance to a minimum of £5 million.
- i Ringwood Town Council will then forward to the Police, Highways and Traffic & Safety representatives for consultation/permissions as required

<b>Name</b>	
<b>Production Company</b>	
<b>Project Title</b>	
<b>Land Line</b>	
<b>Mobile:</b>	
<b>E-mail address</b>	
<b>Nature of filming</b>	Film/TV/Commercial/Promo/Short/Student/Stills (delete as applicable)
<b>Production company address</b>	
<b>Invoice details</b>	Contact Name: Telephone: Address: Email:
<b>Please provide PO number, or indicate that you wish to pay by card over the phone (Both compulsory prior to issue of Film Permit)</b>	

# A

## Ringwood Town Council

Description of Filming & Required Locations	Dates and Times of filming
<b>No. of Crew</b>	
<b>No. of Cameras</b>	
<b>No of Vehicles</b>	
<b>Parking required?</b> Charge for permits - £15 per bay per day Min. 24 hours notice	Yes / No Details:
<b>Production budget</b>	
<b>Location budget</b>	
<b>Transmission Date</b>	

Please indicate if your shoot will involve any of the following:

Traffic Control		Scaffolding		Wet Downs	
Road Closures		Honey wagons		Animals	
Street Dressings		Catering facilities		Children	
Cherry Pickers/ lighting towers		SFX		Reconstruction of emergency/crime	
Camera crane		Firearms/guns		Cast dressed as emergency services	
Camera track		Smoke effects		Driving sequences	
Low loaders		Fire effects		Buildings blackouts	
Generator		Wind Machine		Crowd Control/security	
Playback/music		Stunts		Bicycles	

**Please indicate if you require any local crew or services**

**Details:**

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**Please indicate if you require local accommodation**

**Details:**

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**I confirm that I have received a) a copy of the Ringwood Town Council Code of Film Practice and b) that I have read and agreed to comply with the terms and conditions attached.**

Signed on behalf of production company \_\_\_\_\_

Print Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Signed on behalf of Ringwood Town Council \_\_\_\_\_ Date \_\_\_\_\_

**Please return by fax to 01425 473883 or e-mail [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)**

### Application for a Film Permit - Terms and Conditions

- 1) The Council reserves the right to charge an administration fee (a flat fee according to size of crew) for the issuing of film permits to film on the Town Council land in Ringwood.

The administration fee covers a number of services provided by the Council in issuing a permit. They include the following:-

- i Location searches
- i Providing advice and location information
- i Site visits
- i Travel to / from site visits
- i Liaising with the local community where necessary
- i Liaising with other Council departments on behalf of the film production
- i Liaising with external agencies including emergency services
- i Arranging parking suspensions and dispensations in Controlled Parking Zones.
- i Monitoring location filming where necessary.

- 2) The applicant agrees to abide by the Code of Film Practice, as issued by Ringwood Town Council which is available on request.

3) If at any time the applicant fails to comply with these terms and conditions, and in the absolute discretion of the Council, the breach can be remedied by the issue of a default notice rather than immediate termination, then the Council may serve a written notice on the Applicant stating what needs to be done to rectify the default and within what time scale. If the Applicant does not comply with the terms of the default notice then the Council may immediately terminate the application or the permit.

4) The Council will send the applicant an invoice containing the information required in a tax invoice for VAT purposes and (unless otherwise agreed in writing) the Council require the invoice to be paid within 30 days of receipt by the applicant of the relevant invoice.

5) The applicant is entitled to cancel the filming application which they have signed and submitted to the Council at any time up to the commencement of the permit period. Should the cancellation take place in writing 48 hours or more prior to the time stated for the commencement of the permit period, the applicant shall only be liable to pay the Council an administration fee of 50% of the cost of the permit. Should cancellation take place with less than 48 hours' notice, the applicant shall pay to the Council the full cost of the permit.

6) Whilst the Council will make every effort to make the location available, the Council reserves the right to cancel arrangements in an emergency, as determined by the Council. In such circumstances, the applicant shall be entitled to a refund of any sums already paid to the Council less any relevant costs incurred by the Council.

Ringwood Town Council

Ringwood Town Council, Ringwood Gateway, The Furlong, Ringwood  
01425 473883  
Fax 01225 396442  
E-mail [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)



**Ringwood  
Town Council**

↑ Impact	Probability →		
	Low	Medium	High
High	3	6	9
Medium	2	4	6
Low	1	2	3

## Filming Risk Assessment Form

Please use the matrix to calculate risk

Event Name:	Date:	Venue:
<b>(1) Activity / Area of Concern</b> i.e.: what is taking place as part of the event?	<b>(2) Hazards Identified</b> i.e.: what can cause harm?	<b>(3) Persons at Risk</b> i.e.: who could be harmed by the hazard?
<b>(4) Current Risk Factor</b> (high, medium or low) i.e.: determine the level of risk	<b>(5) Actions to be Taken to Minimize each Risk</b> i.e.: what action can you take to lower the level of risk	<b>(6) New Risk Factor</b> (high, medium or low) i.e.: risk factor after action taken to minimize the risk

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Name of person completing Risk Assessment (printed): .....

Signature: ..... Date: .....

**Longlane Carpark Entrance  
Report for Recreation Leisure and Open Spaces Committee  
4<sup>th</sup> March 2015**

1. Introduction

The current entrance onto the car park is currently the only means of access and egress onto the site which for Health and Safety reasons is not as good as it might be. The queuing of traffic causes congestion at the entrance both inside the car park and out on the narrow lane which invariably brings traffic to a halt and would cause problems in the event of emergency access being required to deal with an injury. In addition the manoeuvring of cars within the car park endangers pedestrians on the site, the majority of which are young children attending football training or tournaments.

2. Improved Access

There is an existing access point for the allotments at Longlane (Point A) which is well established and does not deal with a great deal of traffic throughout the day. An opportunity exists to provide another gate alongside this entrance (Point C) which would lead directly through onto the carpark for the football club with a minimal amount of work. There is currently only a barb wire fence and a few small bushes to prevent this being an access point immediately and there would be little if any impact on allotment holders by providing this access point.

3. Traffic Flow

By opening up the entrance the traffic would enter at Point C and exit through Point B thus creating a through flow and clearing cars more rapidly from the site by negating the need to turn around within the car park and have traffic meeting in opposing directions. In addition the extra entrance would free up more parking spaces on site and ensure less people park inconsiderately off site.

4. Car Park Surface

The current surface is potted and crumbling and requires some attention to make it more usable. There is some hard core on site and some mounding which could be used to help level the car park and to fill some of the gaps and it is recommended that some of this work should be done at the same time as the entranceway.

5. Income

There will be increased income available to the site this year as Ringwood Football now have 23 teams (240 members) playing weekly and would like to move 2 of their annual tournaments to Longlane subject to improved access. The increase in income through increased use of the site will also provide Ringwood Town Council with an opportunity to attract other funders as the town council considers future development of the site with an All Weather Pitch.

6. Joint Funding

A verbal quote for the work has been obtained for £7000 to include, gate and posts, hard coring the entrance and levelling the carpark. Ringwood Town Football have offered to pay 50% of the cost of this work if this work can be undertaken by May time. This is because the tournaments will generate additional traffic onto the site on this day and improved access will make for a much safer venue.



# B

## 7. Available Funding

There is currently £500 remaining in the Longlane budget for this year with one month to go. There is also £3800 available within the maintenance budget for Dr Little Gardens and no plans for any works to be undertaken there within this financial year. The funding needed to complete this project outside of allocated budgets is £3300.

## 8. Conclusion

The carpark has long been a concern to Ringwood Football Club which is well documented by Ringwood Town Council. The club provides huge opportunities to local young people in pursuing their favourite sport and maintaining healthy life styles. The Town Council has a responsibility to ensure the safety of these young people at all times and constantly improve ways of working together with local sports clubs to provide better facilities. The offer of joint funding clearly demonstrates the Football Clubs commitment to the site and will help us secure additional revenue for the future for football and other sports.

## **Recommendation**

- I. That £3300 is transferred from Dr Little Gardens maintenance budget into Longlane Maintenance Budget.
- II. That subject to obtaining 50% funding being received from Ringwood Town Football Club that work to create a new entrance to the carpark and provide levelling is undertaken.

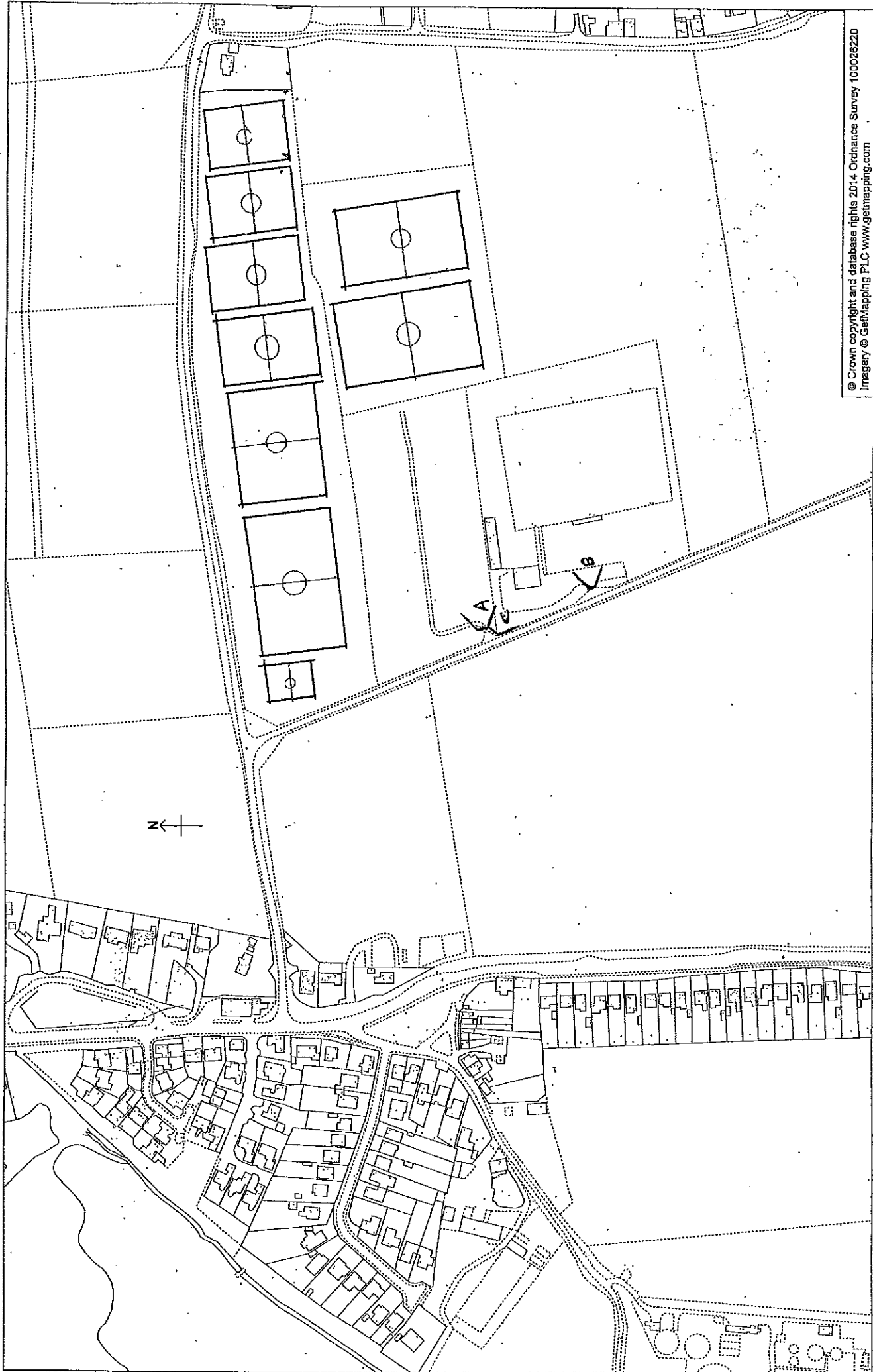
For further information, please contact:

Steve Nash

Town Clerk

01425 484720

[steve.nash@ringwood.gov.uk](mailto:steve.nash@ringwood.gov.uk)



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Title Existing Sports Facilities, Long Lane, Ringwood

Date 07/05/14

Scale 1:2500

Ringwood Town Council

www.ringwood.gov.uk



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