

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Wednesday 2<sup>nd</sup> September 2020 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Hilary Edge (*until 7.25pm*)  
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 Darren Loose (Vice Chairman)

**OS/5986  
PUBLIC PARTICIPATION**

There were two members of the public present. One wished to speak in the public participation section of the meeting, the other wished to speak on an agenda item.

A representative of Poulner Residents Association indicated there were issues with teenagers making use of certain areas in Poulner. The play area is being used early evening making it unusable for smaller children. There are also concerns with some teenagers using a bench on the green area at North Poulner Play Area. Residents request that their concerns be noted and request that the bench be removed.

**OS/5987  
APOLOGIES FOR ABSENCE**

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

**OS/5988  
DECLARATIONS OF INTEREST**

There were none.

**OS/5989  
MINUTES OF THE PREVIOUS MEETING**



- RESOLVED:** 1) That minute OS/5982 be amended to show Cllr Edge as a member of the Open Spaces Working Party; and  
2) That the amended minutes of the Meeting held on 1<sup>st</sup> July 2020 be approved and signed as a correct record.

**OS/5990  
EVENTS MANAGEMENT**

Members received a report from Ringwood Events Team (*Annex A*) and agreed the recommendations therein. Further detail was provided and the Events Team would update Members with plans and costings for Remembrance Service and Christmas Market, in due course.

*Cllr Edge left the meeting at 7.25pm.*

The Town Clerk reported that the lighting contractor was not able to supply a Christmas tree for the Market Place, the Council would have to source one itself and there was a question over the adequacy of the budget provision for the Christmas tree. The Deputy Town Clerk had obtained a quote for moving the tree socket and funds had been identified to pay for it, but there was some doubt that this work would be done by Christmas. It was suggested the matter of the budget be raised at the next Policy and Finance meeting.

*Cllr Ring left the meeting briefly due to technical issues.*

- RESOLVED:** 1) That the update on events (*Annex A*) be received;  
2) That the Fireworks event for 2020 be cancelled and the Events Co-Ordinator liaise with the contractor regarding the rollover of the deposit to 2021;  
3) That plans be progressed for Remembrance Sunday service, possible televising in the main public car park and scaled down parade, as outlined in Annex A, and in liaison with Reverend Roberts; and  
4) That the Christmas Market proceed as planned, but the Christmas Lights Switch-On take a different format this year and this be discussed further by the Events Team, along with the matter of the Christmas tree.

<b>ACTION C Bennett</b>
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**OS/5991  
COMMUNITY ALLOTMENT PROPOSAL**

Members considered the Town Clerk's report, which included a proposal from Southampton Road Allotment Association for a community allotment (*Annex B*). The Chairperson of the Allotment Association addressed Members and provided further information on the plans and purpose of the community area. Allotment holders were in support and a lot of assistance had been offered already. Members agreed to support the proposal and welcomed the idea of using a problematic plot, for this purpose.

- RESOLVED:** 1) That Southampton Road Allotment Association's proposal for a community allotment be supported; and  
2) That officers be authorised to check what is legally permissible and (subject to any legal or regulatory constraints) to negotiate an appropriate form of agreement between the Council and the association to enable the proposal to be implemented, as soon as possible.

<b>ACTION C Wilkins</b>
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**OS/5992  
OPEN SPACES WORKING PARTY**

The Town Clerk provided an update following the meeting of the Open Spaces Working Party. He had delegated authority to spend £5,000 to implement measures to make the Council's Open Spaces more protected from incursion and requested the Committee's approval to act on the highest priority tasks as identified by the Working Party (*Annex C*).

He confirmed that planning permission was required only if the bunds/ditches proposed were over 4 meters high or 200 cubic meters in volume. NFDC Environmental Health Officer had confirmed that provided the Council was reasonably satisfied that the soil at the Mount was suitable, that no additional permission was required.

High priority sites 5 Carvers, 6 Kingfisher Public Open Space, 11 Poulner Lakes and 13 Castleman Way Public Open Space were discussed in more detail. The Council would wait to see what is implemented at Carvers, as part of Hampshire County Council's shared footpath scheme, before starting any works there.

Members were concerned with the potential cost of some measures and requested that value for money be one of the determining factors as to what is implemented.

**RESOLVED:** 1) That the recommendations of the Open Spaces Working Party recommendations be received; and  
2) That measures proposed to protect areas designated as 'high priority' be approved and implemented, as soon as possible.

<b>ACTION C Wilkins</b>
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**OS/5993  
TREE PLANTING**

Cllr Deboos outlined further proposals for tree-planting on Council land, as described in his report (*Annex D*). He explained that locations for the outstanding 800 trees had not yet been agreed and once this was decided, RACE could submit an application for funding. The Southampton Road sites had been identified (subject to CAT scan), but that some of the saplings could be used to replace some of those which had died elsewhere.

**RESOLVED:** That the planting of up to 800 trees on Council owned land at the Southampton Road sites identified (adjacent to the A31 flyover) be supported.

<b>ACTION C Wilkins</b>
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**OS/5994  
CURRENT PROJECTS UPDATE**

A1 - War Memorial repairs – The contractor will commence work on 8<sup>th</sup> September and it is due to be completed in time for Remembrance Day.

A2 – Carvers Improvements – The semi-permanent table tennis table was due for delivery in the next few days. This will be publicised to promote its availability and hopefully there would be a photo opportunity, at some point, although it was acknowledged that this may be difficult to arrange at the current time.



**RESOLVED:** That the update in respect of projects (*Annex E*) be received.

<b>ACTION C Wilkins</b>
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**OS/5995**

**NEW PROJECT PROPOSALS**

The Town Clerk indicated that this item had been included at the request of Cllr Edge, to provide the opportunity for her to request that play equipment be added to the future project planner. Unfortunately, she had to leave the meeting and it was unknown what exactly was proposed.

A general discussion followed regarding suggested items for inclusion as future budget bids. Members felt strongly about engaging with young people to find out what they would like to see in the town.

The Town Clerk indicated that whilst it was beneficial to have ideas incorporated into a plan going forward, some caution should be exercised due to limited resources available. He asked all members to consider not merely what projects they would like the Council to take on but how these ideas would be developed and implemented if accepted, with a view to discussing the handling of emerging projects generally at the next meeting.

**RESOLVED:** That Members be invited to formulate project ideas to be considered for inclusion in future plans.

<b>ACTION C Wilkins</b>
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There being no further business, the Chairman closed the meeting at 8.33pm.

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

RECEIVED  
26<sup>th</sup> September 2020

APPROVED  
7<sup>th</sup> October 2020

TOWN MAYOR

COMMITTEE CHAIRMAN



**NOTES OF EVENTS TEAM MEETING HELD BY “ZOOM” ON 1ST SEPTEMBER 2020****In Attendance**

Cllr Philip Day – Chair  
Charmaine Bennett – Events Co-ordinator  
Cllr Andy Briers  
Cllr John Haywood  
Cllr Jeremy Heron  
Cllr Gloria O’Reilly  
Cllr Tony Ring

Apologies Cllr Hilary Edge

**Matters discussed etc.****Fireworks**

It was decided that the Team would not run a Fireworks Event in 2020. Managing the social distancing requirements at such a large scale event, along with all the other precautions that would be required to make the event compliant with Government Guidelines (e.g. the provision of sanitising stations and contact tracing) would be too difficult to achieve. Concern was also expressed about the vulnerability of the mainly older volunteers who have assisted in the past with stewarding. There was also the financial risk of needing to cancel at the last minute due to a local or national change in the Coronavirus situation as well as the reduced income from the need to severely restrict capacity.

Should the decision be supported by the Council then Charmaine will inform Aurora of the cancellation and ask that the deposit be rolled over to 2021 and an appropriate message will be communicated via social media and the Town Council website.

**Remembrance**

It was agreed that a traditional marking of Remembrance Day (Church Service, Parade and ceremony at the War Memorial etc) would not be feasible this year. However, it was agreed that following the successful event recently organised by Churches Together in the long stay car park, a similar “drive-in” event may be feasible. The suggestion was that District Councillors request the use of the main car park and that large television screens be deployed so that all present could see what was happening.

It was felt that any parade should be restricted solely to persons intending to lay wreaths and that it may be possible to live-stream the parade and wreath laying to the screens in the car park.

Since the meeting, Tony has discussed the idea with Rev Terry Roberts who was enthusiastic in his support for the idea. Further enquiries will need to be made of the District Council re the use of the car park, with Ringwood TV (Jay Cox has indicated a willingness to assist) and with providers of large screens in order to establish a budget for the event which would need to be met from the Events reserve.

**Christmas Lights and Market**

It was agreed that preparations for a market should continue as originally planned and that there was no reason to cancel that aspect of the event, although we would look at perhaps bringing the event forwards in terms of timings to start mid-morning rather than in the afternoon. Charmaine reported that interest in a market was far higher than at the same time last year. It was noted that the restrictions that applied to events such as Fireworks did not apply to a market per se but that it

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would not be appropriate to (for example) have a stage with music entertainment which might attract a crowd. A road closure application will be required in due course.

It was agreed that, as current restrictions withstand, that there would be no possibility for a Santa's Grotto and a parade/organised light switch on and mass gathering in Market Place. However, it was suggested that we work with Jay Cox (Ringwood TV) to look at options to film an official light switch on (the previous day) and put out on social media to be co-branded with RTC. Father Christmas may also be able to do virtual 'shout outs' to local Ringwood children. We should also do a bigger push than usual on the Window Display Competition and look at completing the judging the day before the event so this can also be promoted on social media.

There was some discussion about the possibility of a fairground. It was agreed that it might be possible to have a very small number of rides for smaller children (e.g. cup and saucer) but that it would not (currently) be appropriate to have larger fairground attractions in the Market Place. If members felt that a fairground might be possible, that could be held on the Bickerley but at the risk of and organised by Gary Smart and not the events team/council. Some concern was expressed regarding the suitability of the ground at that time of year. Members will be asked for their views.

### **Christmas Tree (and socket).**

The team supported the quotation on works required to install a new tree socket. The total cost including a power outlet in the new socket site is £1974.36. No other quotes are available but previously we had been quoted £5k. Tony was to liaise with Chris about sourcing a tree and dressing it.

Charmaine Bennett/Philip Day  
2<sup>nd</sup> Sept 2020

**Proposed community space at Southampton Road allotments site**

1. Introduction and reason for report

- 1.1 An association of tenants of allotments at the Southampton Road site has recently been formed. It has asked if one of the allotment spaces (currently unlet) could be made available for communal use rather than re-let as an allotment.

2. Background information and options

- 2.1 The allotment space in question (plot number 23) has a chequered history. In recent years, it has been let to a succession of tenants but has frequently failed inspections and been surrendered. It is shaded by overhanging trees making it difficult to cultivate. The proximity of the A31 also makes it noisy and less attractive than other plots. It is currently in a neglected state and is over-grown with weeds. Although there is a waiting list, nobody on it has expressed a wish to take on a tenancy of this plot (though officers have delayed actively canvassing for a new tenant pending a member-decision on this item).
- 2.2 The proposal from the tenants' association is described in detail in the emailed text set out in the appendix to this report.
- 2.3 Once land has been appropriated for use as allotments it is generally desirable that it be made available for letting to individual tenants and not put to any other use. Allotments are also something of a legal minefield, their management being subject to complex powers, rules and restrictions. However, given the unusual circumstances pertaining to this plot and given that the alternative use proposed is collateral to and supportive of the use of the remainder of the site as allotments, it is worthy of consideration.

3. Issues for decision and any recommendations

- 3.1 Do members support the proposal from the tenants' association in principle?**
- 3.2 If so, members are recommended to authorise officers to check what is legally permissible and (subject to any legal or regulatory constraints) to negotiate an appropriate form of agreement between the Council and the association to enable the proposal to be implemented as soon as practicable.**

For further information, contact:

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

Kelvin Wentworth, Grounds Foreman  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)

# B

## Appendix to report on proposed community space at Southampton Road allotments site – Description of the proposal

“Our aim is to create a good friendly, helpful communal spirit where everyone can get to know each other, can help each other and exchange ideas and knowledge. Assisting keen younger gardeners of the future to enjoy the thrill and achievement of growing your own veg. Whilst understanding the pit falls that can come with it.

We have noticed that plot 23 has been a complete jungle for many years now. Everyone previous Tenant of P23 got so disheartened rapidly. Its not a great site with the trees shading the plot and taking away any nutrients that might be there. Growing vegetables of any quality on this plot was going to be more than difficult. So we thought that this was ideal for a communal plot where we could utilise this space better and help tidy up the site. The plot is away from the main entrance and not readily visible from the road because of the trees. Gardening and growing your own has become even more popular recently and we wish to nurture this.

What we hope to achieve. Our ideas for the plot are as follows:

1. Provide a communal table with seating area. This we hope will be on bark chippings to minimise the weeds.
2. Provide a number of small raised beds with the intention of letting children of plot holders claim and name one as their own little growing area. Also any spare ones can be used by members of the Association to plant up as they wish. We would like to encourage them to have a go at growing the more unusual plants trying something different maybe.
3. Construct a communal wooden hut for storage of tools etc used for the upkeep of the plot. We would also like to keep a basket or box for surplus packets of seeds to be kept for other members to use. On the hut we would also place a notice board, this would advertise upcoming local gardening events, plot holders items for sale or exchange and general allotment information.
4. Construct a polytunnel/Greenhouse where plot holders can put their excess or un-required plants for other members to use.
5. Construct a small wildlife pond.
6. Infill with small shrubs, flowers and unusual fruit trees that seem to be disappearing.
7. Tidy up the existing boundary fence with some small panels.
8. Construct bark chipping paths with wooden edgings as required.

This if permissible, will not happen overnight and will be done in stages by Association members throughout the year.

We would like a communal area where gardening knowledge and tips can be socially discussed and hopefully inspire new gardeners by being helped and encouraged. Older ex plot holders who have found that maintaining a larger plot has become too much for them can still be involved with the communal plot. They could still come down, meet up with friends and help maintain the plot i.e. by watering, pruning, weeding etc.on a small basis. Obviously they would not have a gate key but would have an association contact number if required.

Hope that you could approve our wishes as it is in our opinion going to help keep Southampton Road Allotments in good order and be beneficial to the Council in the long term by making use of a very awkward plot.

Association details and contact numbers can be supplied in due course.”



## Ringwood Open Spaces Working Party

Appendix 1 to Notes of meeting held on Thursday 30<sup>th</sup> July 2020

## Summary of site-specific findings and recommendations

Site No. <sup>1</sup>	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
1	Bickerley Green	Town or Village Green	Y	<b>Install 2 no. drop-down metal bollards behind gate by pumping station</b>	M	
				<b>Extend ditch (if permitted)</b>	M	
				<b>Renew/repair existing measures</b>	M	
14	Danny Cracknell Pocket Park	Public park and nature reserve	Y	<b>Install drop-down bollards and oak (or other hardwood) “gate-posts” at entrance (if permitted)</b>	M	
				<b>Replace dragon’s teeth with earth bank and ditch and wild-flower planting</b>	M	
35	Bickerley Terrace	Town or Village Green	N	<b>Renew/repair existing measures and supplement with planting</b>	L	

<sup>1</sup> Numbering follows the Council’s terrier. See also map on Council website [www.ringwood.gov.uk](http://www.ringwood.gov.uk)

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Site No. <sup>1</sup>	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
5	Carvers	Recreation Ground	Y	Install drop-down bollard behind gate to Carvers Lane	H	
				Install 2 no. heavy-duty drop-down metal bollards (and consider removing gate) at Southampton Road entrance	H	
				Retain height barrier	H	Nil
6	Kingfisher Way POS	Public open space	Y	Create earth banks and ditches on all sides but with a gap (protected by drop-down bollards) for maintenance access and plant with wild-flowers	H	
7	North Poulner Play Area	Play and recreation space	N	-	-	-
9	Forest Edge POS	Public open space	Y	Install dragon's teeth on road side but with a gap (protected by drop-down bollards) for maintenance access	M	
11	Poulner Lakes	Public open space	Y	Create earth bank and ditch at edge of car parking area and plant with wild-flowers	H	
				Install 2 no. drop-down metal	H	

Site No. <sup>1</sup>	Site name	Use	Vulnerable? (Y / N)	Recommended measures	Priority (H / M / L)	Est. Cost £
				<b>bollards by 5-bar gate</b>		
				<b>Replace height barrier with a more robust version incorporating a boxed-in lock hasp</b>	H	
12	North Poulner Road POS	Public open space	Y	<b>Retain “temporary” dragon’s teeth</b>	-	Nil
13	Castleman Way POS	Public open space	Y	<b>Install dragon’s teeth on road side (inset to avoid utilities)</b>	H	
16/17	Southampton Road verges	Public open spaces	N	-	-	-
24	The Mount	Public open space	Y	<b>Retain earth bank at Frobisher Close entrance if permissible</b>	-	Nil
				<b>Install 3 no. dragon’s teeth at access off The Mount</b>	M	
33	Ten-Acre Field	Sports fields	Y	<b>Install 2 no. drop-down metal bollards behind the gate off Long Lane</b>	M	
37	Bernie Guy’s Field	Sports fields	Y	<b>Install 2 no. drop-down metal bollards behind the gate off Green Lane</b>	M	

## Tree-planting – RTC land

### 1. Introduction and reason for the report

- 1.1 Of 5,000 trees agreed in principle, sites for a total of 4,200 trees have been approved for planting by RACE on RTC owned land;
- 1.2 This report proposes that the remaining 800 saplings are planted as hedging on the RTC land either side of the Southampton Road A31 flyover (subject to CAT scan) as shown in purple below. Apart from visual amenity, the hedging is expected to remove airborne particulates due to A31 traffic.



### 2. Background information

- 2.1 At the RL&OS Committee meeting on 3<sup>rd</sup> June 2020, support was given to the planting of 2,100 trees at Poulner Lakes and the Mount, subject to no issues being discovered by CAT scanning. It was hoped that RACE would secure funding from a Veolia grant application which was unsuccessful. RACE is now seeking alternative funding options;
- 2.2 A trial planting of some saplings along the boundary fence with Highways England land bordering the A31 on RTC land adjacent to Southampton Road has shown the soil to be suitable for saplings to thrive, such as field maple, rowan and wild cherry;
- 2.3 The area will require a CAT scan, as it is anticipated that there will be services underground which will need to be avoided, particularly on the eastern area;
- 2.4 The detailed planting would be planned and executed in consultation and agreement with the RTC Head Groundsman;
- 2.5 Care and maintenance of the saplings would be the responsibility of RACE for two years from planting;
- 2.6 Planting would be carried out by RACE volunteers under RACE public liability insurance and subject to an appropriate risk assessment, including Covid precautions;
- 2.7 Support for the project at this time will allow RACE to seek funding and grants from third parties.

### 3. Issues for decision and any recommendations

- 3.1 Whether to support the planting of up to 800 trees at the RTC Southampton Road sites adjacent to the A31 flyover

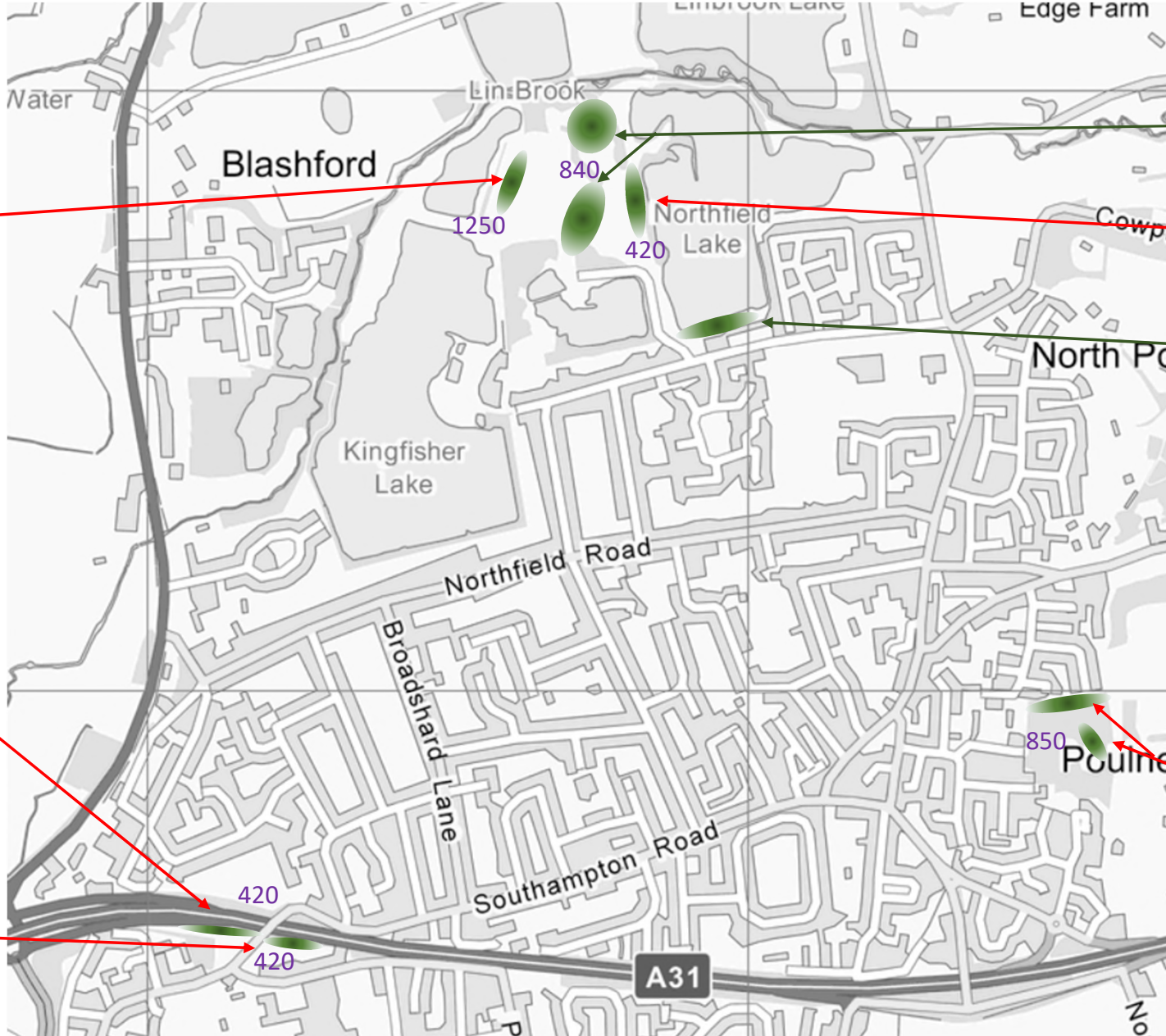
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RTC Land Plantings:  
Done & Planned

RACE/RTC?  
funded  
(ex Veolia)

Transition  
Ringwood  
WT Pack

RACE  
WT Pack



RACE/RTC funded

RTC WT Pack

RDA

RACE/NFDC  
funded  
(ex Veolia)



Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2019-20 budget)</b>								
A1	War Memorial repairs	Procurement decision made. Grant award received. Contractor has revised the provisional start date to 7 <sup>th</sup> September. Work expected to take two weeks.	c.£8,500 Grant, budget & ?	£125	c. £8,500	Moderate	Probable	Carried forward from 2018-19. Grant awarded by War Memorials Trust leaves funding gap.
A2	Carvers Rec improvements	Semi-permanent table-tennis table ordered.	£10,000 CIL	£4,300	£10,000	Moderate	Probable	Carried forward from 2018-19. Officers will arrange installation and further investigate options for the adult outdoor gym when coronavirus restrictions allow.
A3	Grounds department workshop & store facilities	Tendering for the feasibility study suspended pending further clarification of the requirement.	£3,000 Budget	£0	£3,000	Moderate	Probable (study only)	Carried forward from 2019-20. Feasibility study into consolidating workshop and storage facilities in new secure facility (inc. financial impacts of implementation)
A4	Christmas Lights – Replacement/re-procurement	Contract review meeting held on 3 <sup>rd</sup> March.	£17,000 Budget	£0	£17,000	Moderate	Definite	Carried forward from 2019-20. This item will not be updated further.
A5	Pocket Park Boardwalk	Work has finished and been paid for.	£15,585 Earmarked reserves	£15,585	£15,585	Moderate	Definite	Carried forward from 2019-20. The timber boardwalk is being replaced with one built from more robust and durable composite materials and the works have been arranged with regard to procurement, environmental protection, safety and insurance considerations. This item will not be updated further.
A6	Poulner Lakes Access Road refurbishment	NFDC officer met on site to discuss options and seek advice	£2,000 Budget	£0	£2,000	Moderate	Possible	Technical advice and possible costs estimate awaited from NFDC

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A7	Waste bin replacement programme		£2,000 Budget	£0	£2,000	Moderate	Probable (Yr 1 of 3)	Three-year programme starting in 2020-21. Start delayed by coronavirus outbreak
A8	Aerator refurbishment		£5,000 Provisions	£0	£5,000	Minimal	Probable	Start delayed by coronavirus outbreak
A9	Ash Grove fence replacement		£6,000 Provisions	£0	£6,000	Moderate	Probable	Start delayed by coronavirus outbreak
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
<b>Projects with no budgetary implications in 2020-21</b>								
C1	Bickerley drainage works	Work continues on concluding the compensation claim.				Moderate	Unlikely	Officers are working to secure the promised management plan and conclude the compensation claim.