

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

Held on Wednesday 2<sup>nd</sup> January 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Angela Wiseman (Vice-Chairman)  
Cllr Philip Day  
Cllr Hilary Edge  
Cllr Darren Loose  
Cllr Anne Murphy (*from 7.03pm*)  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Tim Ward

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

ABSENT: Imogen Lines-Clarke, Student Advisor  
Alana Morris, Student Advisor

**O/S5837  
PUBLIC PARTICIPATION**

There were no members of the public present.

**O/S5838  
APOLOGIES FOR ABSENCE**

There were none.

**OS/5839  
DECLARATIONS OF INTEREST**

There were none.

**OS/5840  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meeting held on 5<sup>th</sup> December 2018, having been circulated, be approved and signed as a correct record.

**OS/5841  
CARVERS CLUBHOUSE**

Members considered the Manager's monthly report (*Annex A*). The Town Clerk was not aware of any more incidents of anti-social behaviour, since the report had been prepared, and he advised that the Manager was liaising with officers at NFDC, regarding CCTV footage.

*Cllr Murphy joined the meeting at 7.03pm.*



It was noted that a meeting of the Carvers Working Party had been scheduled for 29<sup>th</sup> January 2019 and Members agreed that it would be appropriate for the Manager to attend the Committee meeting in March.

*(The Committee agreed that the Grounds Foreman be invited to attend the February meeting.)*

**RESOLVED:** 1) That the Manager's report (*Annex A*) be received;  
2) That the Manager of Carvers attend the Committee meeting in March.

<b>ACTION C Wilkins / C Bennett</b>
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**OS/5842  
EVENTS MANAGEMENT**

Cllr Day indicated that there would be a wash-up meeting following the Christmas event. Opinions would be canvased in relation to the Christmas event for 2019 and the Events Team would bring proposals forward, in due course.

The final accounts were awaited, however, the current indication was that collectively the events have made a surplus, about which a decision will have to be made.

The Town Clerk reported that the advertisement for the Events Co-Ordinator vacancy had been drafted and it would appear in the next edition of the Ringwood and Fordingbridge News.

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

<b>ACTION C Wilkins / J Hurd</b>
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**OS/5843  
PROJECT OVERSIGHT AND BUDGET 2019/20**

**Current projects**

The Town Clerk highlighted a change to the report (*Annex B*), which would now show the cost of a project, the source of funding and clearly indicate the approved budget.

A1 – Play equipment replacement – The work is complete save for some re-painting, which will take place when the weather conditions are right. A small reserve has been held back, but the remainder has been paid to the contractor. The grounds team have done some painting to make the play area more appealing and it is nice to see it back in use.

A2 – War Memorial repairs – The Town Clerk is awaiting advice and information from Rev Terry Roberts and Kevin Jones, of Sheerin Bettle, who is co-ordinating the tenders. He hoped that now the Christmas break is over, some progress would be made over the next few weeks.

C1 – Long Lane recreation facilities development feasibility study – A revised document is expected from consultants, LK2. This would form the brief for the next stage and propose how the development of the facilities could be funded by the Football Association. Once received, a meeting of the Working Party will be arranged.

C2 – Bickerley drainage works – The Deputy Town Clerk has a meeting with the parties involved later in the month and an update will be presented at the next Committee meeting.



C3 – Christmas Lights – The Town Clerk gave details of the Christmas lights unreliability this year. Taking into consideration that the lights are at the end of their life and that a number of lights failed in the Market Place, Church yard and Gateway Square, he advised that they were beyond economic repair and the Council should look to replace them completely. The lights in Southampton Road had worked reasonably well and Members could, if they wished, include them in future years or alternatively refresh them also, given their age. He had spoken with a couple of companies and intended to bring forward some ideas for next year’s lights, to the February meeting. Decisions could then be made, a project brief drawn up in detail and the contract put out to tender.

It was noted that there were no budgetary implications for 2018/19, however £17,000 had been included in the budget planning process for 2019/20. The Town Clerk asked that Members consider what the Christmas lights are intended to achieve and to bear in mind that there may not be enough resources to provide lights across the whole of the town.

### **New projects planner / Budget 2019/20**

The Town Clerk highlighted a change to the report, in that the finance heading would now include additional information on estimated costs, possible sources of funding, recurring costs, other implications, etc.

He suggested that it would be helpful if there were a research stage prior to any bids being brought forward, so that more precise information is available by October, in readiness for the start of the budget setting process. This would facilitate informed discussions and assist Members in the prioritisation of new projects. He hoped that a partnership would exist with officers, in this developmental stage, where Members could assist in researching ideas that were important to them.

A discussion followed on how some items in Section B may be developed. Members suggested that they could visit the sites, involve the grounds foreman, where appropriate, and report back to the Committee.

Table Tennis at Carvers - Cllr Edge reported her findings in respect of suppliers and possible sources of funding, should the idea for concrete table tennis tables, at Carvers, be taken forward. The Town Clerk indicated that the Manager at Carvers was keen to hear ideas for the development of Carvers, as a whole, and he was happy that this be part of that discussion. It was agreed that this item be added to the new project list (Section B – with promotion to section A once grant funding is researched). Cllr Edge was advised to contact the Manager at Carvers and offered to attend the Working Party meeting to discuss further.

A4 – Pocket Park boardwalk – The Town Clerk suggested that this item not proceed as a specific project, but the same approach be adopted as for the replacement of vehicles and machinery. He suggested that it would be more appropriate to draw up a structured plan to manage the replacement of infrastructure, over time. This would provide an earmarked reserve for expenditure of this nature, rather than each year bid separately for items that need attention. This plan would include the boardwalk at Pocket Park and other items, such as the millennium clock, jubilee lamp, lighting at Carvers, benches, noticeboards, etc. Members agreed to this approach and A4 was removed from the project list.

Quotes are being obtained for the boardwalk and it is hoped that the amount in the earmarked reserve for 2019/20 would be sufficient, to enable essential work to be done that year, if members assign it such priority.

A2 and A3 – Tree Management Plan – The Town Clerk indicated that he had received Mr Barrell’s advice on tree management (*OS/5826 refs*) and was liaising with the Tree Officer



at NFNPA, to ascertain the impact on the provisional budget figures. This item remains unchanged, at this stage.

- RESOLVED:**
- 1) That an infrastructure maintenance/replacement plan be drawn up with relevant timescales;
  - 2) That A4 - Pocket Park boardwalk refurbishment be removed from the new project list, on the basis that it will now be included under the infrastructure replacement plan;
  - 3) That a new project for the installation concrete table tennis tables at Carvers be added to Section B and considered further by the Carvers Working Party at its next meeting;
  - 4) That A1, A2 and A3 be confirmed as bids for the 2019/20 budget, with the same priority as indicated in the report.

<b>ACTION C Wilkins</b>
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There being no further business, the Chairman closed the meeting at 7.50 pm.

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

RECEIVED  
31<sup>st</sup> January 2019

APPROVED  
6<sup>th</sup> February 2019

TOWN MAYOR

COMMITTEE CHAIRMAN

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## RECREATION, LESIURE AND OPEN SPACES COMMITTEE

### 2<sup>nd</sup> January 2018

#### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers December 2018 (prepared on 18<sup>th</sup> December hence is a little shorter than usual).

#### 1. Bookings and Activities

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

	April	May	June	July	August	September	October	Nov	Dec
Fee paying (hours)	14	14	13	170	68	4	13	26	12
No charge (hours)	11	15	26	39	57	15	71.5	45	24
Cancelled (hours)	2				2	2	2	2	9
TOTAL hours	25	29	39	209	125	19	84.5	71	36

Our hire hours are down mainly due to sessions stopping running during the second part of the month. Sadly, the breastfeeding support group has decided not to continue to run due to low numbers attending (which we believe is across the board rather than limited as an issue at the centre). I have offered lots of options for the Health Visiting Team who were looking to move their clinic but have not heard back as yet.

We have a new Zumba class starting on Wednesday evenings from 6-8pm.

The team were all at the Christmas Lights Switch on Event in Ringwood. Almost 300 leaflets were handed out about the centre (with a candy cane gift!).

The Café will close from the 21<sup>st</sup> December to the 3<sup>rd</sup> January, although we are supporting the Young Carers session on the 2<sup>nd</sup> where the children will be making pizzas with Chris House. Blue Sky Fostering are also using the centre during the festive break.

I had a very useful meeting with Forest Forge and are developing plans to host some of their workshops as 'taster sessions' at the Clubhouse to encourage more people to attend their centre and will bring in a new group to Carvers.

#### 2. Anti-social behaviour

We have experienced some more anti-social behaviour during the weekend of the 15/16<sup>th</sup> December including a lot of broken glass around the entrance to the centre and another brick kicked from the window sill. These incidents are being reviewed on CCTV and we will be involving the police.

#### 3. Working Party

# A

A meeting of the Carvers Clubhouse Working Party has been booked for 29<sup>th</sup> January where our plan is to review where we are now in relation to Carvers Clubhouse, agree what we would like to achieve in 2019 and onwards including for the recreation park as a whole and discuss a proposal for youth intervention work in Ringwood.

For further information, contact:

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

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





Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2018-19 budget)</b>								
A1	Play equipment replacement	All work completed except re-painting (timing is weather-dependent).	£44,000 Reserves	£40,978	£44,000	Significant	Probable	Funded £40K from earmarked reserve with balance from general reserve.
A2	War Memorial repairs	Pre-application grant form has been approved. Initial tender information obtained from three specialist masons.	£10,000 Grant and budget	£125	Uncertain	Significant	Unlikely	A decision on the grant is not now expected until April 2019 but planning assumes receipt of £7,500 grant leaving £2,500 to be met from 2019-20 annual budget.
A3	Cemetery improvements	Utilities compound completed and new hedge planted.	£3,000 Annual budget	£2,875	£2,875	Moderate	Finished	This item will not be updated further.
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160 Donation?	£0	£1,160	Moderate	Possible	
A5	Carvers Rec improvements	The new fence around the play area has been installed.	£10,000 CIL?	£4,300	£10,000	Moderate	Probable	Officers will pursue other projects but with low priority until adequate CIL funding is confirmed.
A6	Front deck mower replacement	Delivery of new machine taken in April.	£20,000	£11,596	£11,596	Minimal	Definite	Amount spent includes trade-in on old machine (£3,000). This item will not be updated further.
A7	WW1 Armistice – contribution to commemorative event	The Events Team assisted with the planning of this event.	£1,862 Budget & Donation	£1,862	£962	Moderate	Finished	Transferred from P&F list. Cllr Heron donated £900 district cllrs community fund.
<b>Projects with budgetary implications (not included in 2018-19 budget but added since)</b>								
B1	Roller mower replacement	Approved at P&F in April. Delivery of new machine taken in April.		£4,750	£4,750	Minimal	Definite	Amount spent includes trade-in on old machines (£750). This item will not be updated further.

B2	Bickerley tracks maintenance	Project suspended owing to insufficient support from residents		£0	£0	Moderate	N/A	Contractors' details passed to interested residents to consider own arrangements. This item will not be updated further.
<b>Projects with no budgetary implications in 2018-19</b>								
C1	Long Lane recreation facilities development feasibility study	Discussions are continuing with Ringwood Town FC about how best to develop this project.				Significant	Probable	Further support from consultants is being sought subject to "seed-funding" being provided by Football Foundation.
C2	Bickerley drainage works	RTC staff have resumed routine grass-cutting.				Moderate	Probable	A further site meeting has been arranged for January and Wessex Water's contractors will conduct further reinstatement works pending final site handover back to RTC.
C3	Christmas Lights – Replacement/re-procurement from 2019	Re-procurement arrangements approved at October committee meeting.				Significant	No	Officers have begun preparation of the invitation to tender document.



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	
<b>Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)</b>							
A1	Grounds department workshop & store facilities	Feasibility study into consolidating workshop and storage facilities in new secure facility at Carvers Rec (inc. financial impacts of implementation)	Non-recurrent cost of about £3K from annual budget.	Minimal	Significant	None	2
A2	Tree Management Plan - Survey	To initiate a rolling programme of comprehensive tree safety inspections across the Council's estate	Additional non-recurrent cost of £2,000 and recurrent cost of £3,000 pa from annual budget – subject to further research	Minimal	Moderate	None	1
A3	Tree Management Plan – Tree works	To increase the budget initially for safety work only but for possible extension to additional work later	Additional recurrent cost of £5,000 pa from annual budget – subject to further research	Minimal	Moderate	None	1
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	Non-recurrent cost of about £15K from annual budget.	None	Moderate	None	3
<b>Projects with budgetary implications (for possible inclusion as bids in later budgets)</b>							
B1	Tennis at Carvers Rec	Revive existing and/or provide new facilities	Unresearched at this time				
B2	Land adjoining Poulner Pits	Access and environmental improvements	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				
<b>Projects with no budgetary implications</b>							
	None						