

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

Held on Wednesday 5<sup>th</sup> June 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Darren Loose (Vice-Chairman)  
Cllr Philip Day  
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 Gareth Deboos

*At the start of the meeting, the Chairman welcomed the newly elected Councillors to the Committee.*

### **OS/5877**

#### **PUBLIC PARTICIPATION**

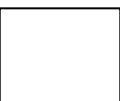
There were six members of the public present. Two wished to speak during the public participation part of the meeting and two on an agenda item.

A resident wished to raise some concerns in relation to grass cutting and asked that the following areas be addressed:-

- 1) where Long Lane meets Moortown Lane, the grass has grown around the bollards to the extent that it is obstructing the view at this busy junction
- 2) off Green Lane, the public right of way is overgrown with brambles
- 3) to the southern side of the A31 underpass, looking up the hill alongside the slip road. There has been some cutting but not far enough up and the view was not clear enough to see vehicles exiting the A31.

She also wished to highlight the D-day commemorations and the big part that Ringwood played in that, especially the South Ward where temporary runways existed.

Another resident wished to talk about two projects she was involved in through 'Transition Ringwood' (A group created on social media with a following of around 100 people). The first is a community allotment, accessible to all and child-friendly with the hope that this would lead on to communal events, for example, seed or food swaps. The second is wild flower planting in areas where long grass could be retained, for example, along road verges to improve the look. She indicated that the group wanted to work with the Councils and maintenance teams on areas that needed attention. She gave examples of other towns and cities where space had been allocated for projects of this nature. Members were content for the Town Clerk to



assist in identifying the owner of land around the town and provide guidance on preparing any proposals to the relevant authority.

**S/5878  
APOLOGIES FOR ABSENCE**

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

**OS/5879  
DECLARATIONS OF INTEREST**

There were none.

**OS/5880  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meetings held on 3<sup>rd</sup> April and 15<sup>th</sup> May 2019, having been circulated, be approved and signed as a correct record.

**OS/5881  
CARVERS CLUBHOUSE**

Members considered the Manager’s monthly report (*Annex A*).

The Town Clerk confirmed that purchase and sales figures for Carvers Clubhouse are presented to the Policy and Finance Committee each month, however if Members wished to be provided with additional information then they were welcome to contact the RFO.

The research to be undertaken into Youth Provision, paragraph 5, will include key stakeholders such as the policing team, churches, other councils and any other body which can assist in identifying what the needs of the young people are. Members can contact Sarah Clift via the Town Clerk or the Manager of Carvers Clubhouse and an updated report will be presented to Carvers Working Party.

Members felt it important that Carvers be viewed as somewhere for all ages of young people. Appendix 1 shows the range of activities and services currently hosted at Carvers and the age range targeted. It is hoped that the research on youth provision will enhance the work already being done, to make use of the centre and deliver what the Council intended.

The Committee thanked the Manager for her report and her ongoing efforts.

**RESOLVED:** That the Manager’s report on Carvers Clubhouse be received.

**ACTION C Wilkins / C Bennett**

**OS/5882  
EVENTS MANAGEMENT**

Members received an update on events from Ringwood Events Team (RET) members.

Fanfare for Spring – 18<sup>th</sup> May 2019

The event, organised by Rotary, had been successful. There would be no event in 2020 and there was a question whether there would be an event in 2021. Thanks were extended to those who volunteered as stewards.



Visit from the Twinning Association Pont Audemer – May 2019

Cllr Ring reported a very successful visit and a good turn out from France. There was the planting of the tree at Quaker Court following by a reception at the Gateway on the Friday and a trip to Winchester on the Saturday. A reciprocal invitation is anticipated for 2020.

D-day commemoration – 6<sup>th</sup> June 2019 11am

Service and laying of a wreath in the Churchyard. Members were requested to attend.

Clean up event (not RET event) – 9<sup>th</sup> June 2019 8am

Well organised event with a lot of local support. Members were asked to support the event.

Fireworks event – 3<sup>rd</sup> November 2019

Plans are advancing and sponsorship is going well. The stage will be in a different location and a programme of events will be published. At a later stage RET will ask the Council to appoint a particular company to provide the fireworks, once quotes have been obtained.

Remembrance Sunday

Support will be offered by RET to Rotary and the churches for the Remembrance Service.

Christmas event – 1<sup>st</sup> December

The intention is to fill the Market Place and High Street with stalls, up to Fridays Cross. There has been some expressions of interest and there will be more joined up working with the Carnival Committee and at Ellingham Show to promote the event.

Armed Forces Day 2020

There has not been an event in Ringwood for 3 years and there is a lot of support for one to be organised. This is something that is being considered.

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

**OS/5883**

**PUBLIC OPEN SPACE AT YEW TREE GARDENS**

Members considered the Town Clerk's report on Yew Tree Gardens (*Annex B*).

The land is subject to a Section 106 planning obligation to retain it as public open space, which cannot be supplanted. However fences had been erected by NFDC a number of years ago as a temporary measure to screen the back of the properties, whilst shrubs became established. The shrubs did not thrive, the area has become overgrown and has been used for anti-social behaviour, due to its secluded nature.

Members were asked to consider whether the land should be opened to public access by removal of the fencing (or at least part of it) and clearance of the undergrowth and, if so, should efforts to screen the adjoining houses be renewed. There had also been an offer of sapling trees to replace the willow tree that had died.

The Town Clerk reported that an adjoining property owner had been in contact and read an e-mail from him. Reference was made to a previous agreement, in relation to the land, between the Council and officers, however the Town Clerk did not know of any agreement and it did not appear on the deeds.

Other residents of Yew Tree Gardens were present at the meeting and addressed the Committee, detailing their experience of anti-social behaviour and voicing their concerns about overlooking, safety and security, should the area be opened up to the public, particularly

Page 3 of 6  
Chairman's initials



considering the houses are set lower down and the six foot wall in the garden is level with the footpath around the public open space.

The Town Clerk commented that the current situation was not sustainable and a permanent solution was required, however a permanent fence keeping the public out was inconsistent with the Section 106 agreement for it to be public open space.

It was agreed that further discussions take place with the residents and other parties to investigate alternative solutions. There was to be a focus on it being a public open space, but disposal of the land could also be considered, although it was acknowledged that there are legal issues involved with that.

**RESOLVED:** That officers and Chairman consult with affected residents of Yew Tree Gardens and prepare a detailed report to be brought back before the Committee at a later date.

**ACTION C Wilkins**

**OS/5884  
TRACTOR REPLACEMENT**

Members considered the Town Clerk’s report in relation to the replacement of the Massey Ferguson tractor and the recommendation therein (*Annex C*). He added that there was some urgency as the tyres would need to be replaced soon, incurring additional expense.

As the purchase price was in the region of £25,000, public contract regulations apply and a formal tendering process would take place. Once permission was given, a detailed specification would be drawn up and tenders invited. The Policy and Finance Committee would be asked to approve the selection panel in due course.

Members approved the recommendation.

**RESOLVED:** That officers be authorised to proceed with the sale of the Massey Ferguson tractor and the procurement of a replacement.

**ACTION C Wilkins**

**OS/5885  
INFRASTRUCTURE MAINTENANCE PLAN**

Members considered the Town Clerk’s report in respect of the infrastructure maintenance plan (*Annex D*). He indicated that this item had been brought forward due to the need to replace the boardwalk. Should this proceed, it would exhaust the relevant reserve and leave no provision available for infrastructure this financial year.

The plan was in the process of being completed with the assistance of the Grounds Foreman. It identified individual items or groups of items, which involve significant maintenance costs, what work is required and the timescales involved.

The plan will be looked at in more detail at the next meeting, but had been provided in its draft form to assist Members in reviewing the overall position and to enable a decision to be made in respect of the boardwalk, considering other priorities identified. The Town Clerk provided some additional detail in respect of items listed and suggested that the plan be reviewed regularly, much like the machinery/equipment replacement plan.



Members thanked officers for the work in preparing the plan as it provided the ability to look at the Council’s responsibilities and will assist with long-term financial planning. Further information was requested where information, such as cost and timescales, are not currently known, with priority to be given to high risk items. Members considered that the boardwalk should be treated as a high risk item.

In respect of the boardwalk, it was suggested that sponsorship or funding from other organisations may be available and enquiries be made, however to save any further delay and to enable the project to proceed, the recommendation in the report was agreed.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:** That the contents of the Infrastructure and Open Spaces Fund be drawn upon to the maximum extent possible (£12,473) to enable the boardwalk in the Danny Cracknell Pocket Park to be replaced as soon as practicable.

**ACTION C Wilkins**

**OS/5886  
PROJECTS**

A2 – War Memorial repairs – the Town Clerk indicated his concern that the project had not progressed for 6 months. As the architect was providing his services pro bono, it was difficult to chase. Members indicated that they were prepared to consider increasing the budget in order to pay for architectural services and that a fee proposal be requested. In this way the knowledge of the current architect could be retained and the project could progress.

A3 – Mansfield Road verge – the Town Clerk indicated that the proposed donation of plants had not been forthcoming and invited Members to consider funding the project from reserves. Cllr Ring offered to speak with the Rotary Club and report back.

A4 – Carvers Recreation Improvements – this will be an agenda item for the Carvers Working Party meeting scheduled for 2<sup>nd</sup> July.

A6 – Tree Management Plan – Advice had been received from the Tree Officer at New Forest National Park Authority. Guidance had also been offered in respect of Ash die back with a recommendation to budget for substantial expenditure, as the disease spreads quickly and trees become unstable very quickly. This is a Health and Safety issue and also needs containment and proper disposal. The Town Clerk reported that there are not many Ash trees in vulnerable locations, but highlighted those which originate from Carvers Industrial Estate and overhang Carvers playing field and felt it appropriate to identify those responsible and alert them to the risk.

A8 – Christmas Lights – The Town Clerk reported that the tender process was in hand and that he would be asking Policy and Finance Committee to approve the selection panel at its next meeting. There had been a fair amount of interest and he had met with some contractors.

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

**ACTION C Wilkins**

**OS/5887  
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 (the resolution required can only be achieved through private discussions and negotiations with another party)

**OS/5888  
POULNER LAKES**

Members considered the Town Clerk’s report in respect of Poulner Lakes (*Confidential Report F*) along with the previous report presented at the meeting on 6<sup>th</sup> March (*OS/5865 refers*).

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

A discussion followed and it was agreed to approve the proposed recommendation.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:** That the Town Clerk’s recommendation be approved on the basis of the draft Heads of Terms prepared.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 9.04pm.

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

RECEIVED  
26<sup>th</sup> June 2019

APPROVED  
3<sup>rd</sup> July 2019

TOWN MAYOR

COMMITTEE CHAIRMAN



## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

5<sup>th</sup> June 2019

### Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers a period from March 2019 to end May 2019.

#### 1. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers. It now includes the café opening hours since this provides open access to the public.

|                         | Apr 18  | May     | Jun      | July      | Aug       | Sep      | Oct          | Nov      | Dec      | Jan      | Feb      | Mar      | Apr 19   | May      |
|-------------------------|---------|---------|----------|-----------|-----------|----------|--------------|----------|----------|----------|----------|----------|----------|----------|
| Fee paying (hours)      | 14      | 14      | 13       | 170       | 68        | 4        | 13           | 26       | 12       | 30       | 21       | 13       | 5        | 12       |
| No charge (hours)       | 11      | 15      | 26       | 39        | 57        | 15       | 71.5         | 45       | 24       | 5        | 11       | 19       | 8        | 13       |
| Cancell ed (hours)      | 2       |         |          |           | 2         | 2        | 2            | 2        | 9        | 2        | 3        | 6        | 10       | 4        |
| Café                    | 60      | 24      | 73       | 154       | 154       | 108      | 124          | 120      | 82       | 100      | 104      | 112      | 120      | 108      |
| TOTAL hours (with café) | 25 (85) | 29 (53) | 39 (112) | 209 (363) | 125 (279) | 19 (227) | 84.5 (208.5) | 71 (191) | 36 (118) | 35 (135) | 32 (136) | 32 (144) | 13 (133) | 25 (133) |

For information, a list of organisations that use the centre and services that we provide has been added to the end of the report as Annex A.

External hire hours continues to fluctuate due to external circumstances. As a 'community centre' our main users (charities, voluntary groups and public sector bodies) are operating in very challenging conditions in relation to funding and volunteers and so the services that they can offer have to reduce. Some groups that used the centre for face to face support have found that many of their users turn to online support and so attendance has dropped significantly. We will continue to be as flexible as possible in our offer to groups who wish to use the Centre.

The Kings Church in Ringwood are trialling a 'Stay and Play' session for families during the half term holidays. It was a very popular session (around 20 children in the first 30 mins) and we hope that this might become a regular activity.

We are planning a First Aid session for users of the Skate Park during the school summer holidays. We have engaged a trainer who will set up in a gazebo on the edge of the skate park and will support anyone who chooses to engage in relation to some of the likely first aid issues they are likely to face whilst skating/scooting/riding.

#### 2. Cafe

# A

The café continues to grow in popularity. We opened all day over the Easter Holidays and were extremely busy during the whole period. New customers who had never heard of the centre before visited for the first time and were overwhelmingly positive about the facility. Kelvin remarked that he had never seen the park and play area so regularly busy during his time at the Council. The café is used by a mix of people- carers and parents from the play area but also teenagers using the skate park use the centre to rest, hang out, use the wi-fi and drink water. Around 40 teenagers used the centre in one day during half term. We are planning to open for extended hours now that the summer is here which will provide additional benefit for families and in particular young people in the park who often use the skate park until much later.

### 3. Beating Inactivity

I attended a seminar run by NFDC called Beating Inactivity in the New Forest. A lot of local data and insight was shared about the most inactive audiences in the district and how we can tackle inactivity to help change people's lives through physical activity and sport opportunities. One group was women and as coincidence I saw a facebook post from a local fitness trainer who was looking for a venue to run some free fitness classes for mums/parents with young children in the town. She has run a few classes now at Carvers which works extremely well- the children can be distracted by the toys allowing the (mostly) mums to exercise and the centre can be used if the weather is bad. She is looking to engage a child minder for some sessions to help further and purchase some equipment. Energiseme, the organisation who arranged the seminar are looking at contributing financially to help get the classes off the ground.

### 4. School readiness

We are working on plans with Matthew Trick in his capacity as chair of the pyramid/disadvantaged group of schools to run some school readiness sessions over the school holidays for those about to start Reception. The sessions will focus particularly on literacy and we will seek some resources for book bags etc.

### 5. Research into Youth Provision

Sarah Clift, a qualified social worker with experience of working with young people and families, will be undertaking research to understand the current provision of youth services in Ringwood and identify any gaps or needs that are not being met. She will be meeting with key stakeholders in the town over the coming weeks and will produce a written report for the consideration of the Council about the gaps and practical measures, amenities or services which could be provided in order to meet them (in whole or in part). This is likely to be produced after the summer.

### 6. Marketing and promotion

The Centre had suffered from a lack of identify which meant that many people in the community did not know it existed/who it was for and what services were run. So we have worked hard to establish a brand and marketing channels to promote the Centre and facilities within the Park including:



- A logo and branding which adapts to incorporate most elements of activity within Carvers Recreation Park
- A new sign positioned more clearly at the entrance to the park
- Lamppost banner
- Lamppost poster boards in the park
- New play area entrance sign
- A pavement sign outside the entrance to the park
- A vinyl banner on the railings inside the park
- Two feather flags which are positioned outside the main doors when the building is open to the public and can also be used if we go to other events
- Postcard and flyer
- Facebook page with 365 followers (posts often added to RTC main page in addition)
- A page on the RTC website and a weekly calendar highlighting key activities for the weeks ahead
- Posters on notice boards in the town
- Posters in places such as TEDs
- We promote our hirers activities which is a service that they find very helpful
- A monthly opening hours poster

Over the next few weeks we are developing some internal signs to brighten up the space which is a little 'grey'. We are also looking at Instagram as a method of reaching the local community which is increasingly used instead of facebook.

#### 7. Staffing

This has been a challenging period staffing wise. We started to recruit for an additional cafe supervisor in February but had little or no response. We are hopeful now that we have recruited to the post which means the Manager can focus on planning our summer activities. All staff have attended First Aid training and all new members of staff will be asked to do the same.

#### 8. Easter Egg Hunt

We held a free Easter Egg hunt during the Easter holidays. Many thanks to Tony Ring and Tim Ward for their help, it was extremely popular (around 70 children). There was also lots of crafts activities for families to take part in.

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)

# A

## Appendix 1: Activities and services hosted at Carvers

**Café:** youth and family friendly café with a range of toys and indoor/outdoor games (weather permitting), serving all day breakfast, lunch, ice cream and snacks.

**Young Carers Youth Club:** organised by Community First New Forest, a monthly youth club aimed specifically for young carers.

**Red Box Service:** community-based, not-for-profit initiative, which aims to support young people throughout their periods by providing red boxes filled with free period products to local schools and centres.

**Book Swap:** a free service for pre-schoolers to swap unused books

**Breakout Youth:** charitable organisation operating in Hants and Isle of Wight, offers a fortnightly youth group for LGBTQ+ young people

**Free lunches:** during summer holidays for young people who would normally receive free school meals. Provision may be extended to the infant school.

**Twinkles Preschool Music Class:** term time weekly singing and dance class for babies, non-walkers and Pre-school children.

**Free fitness class for mums and children-** outdoor session with plenty of toys to keep the little ones occupied. The instructor is on hand to help push prams, hold babies and coach the attendees through the workout.

**Family yoga:** monthly yoga class for families with children from 3.5 years old

**Ready, Steady Mums:** a free, weekly friendly buggy walk group aimed at mums, dads and carers.

**It's Your Choice:** fortnightly Support Centre offering Information, Advice and Guidance to young people aged 11-25.

**Events:** as well as supporting events in Carvers (such as fireworks night) we also run our own events for example pancake day race and the Easter Egg hunt

**Craft Activities:** we run special craft sessions, for example Mother's Day, Halloween

**Private hires:** we are available to hire and are gaining popularity with birthday parties etc

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5<sup>th</sup> June 2019

### Public open space at Yew Tree Gardens

#### 1. Introduction and why a decision is needed

- 1.1 Since 2013 the Council has owned a small piece of land arising from the development of Yew Tree Gardens and adjoining the public open space extending between Hightown Road and Castleman Way. (See Plan 1 attached; the land in question is the more northerly of the two areas edged red.)
- 1.2 Last summer a willow tree on this land died. The District Council paid for this to be planted following the death of a previous willow on the site. Some time before it died, the latest tree had suffered damage in circumstances that remain obscure. The reason for its death has not been ascertained but since it followed a long dry spell, lack of water was probably a major factor. The question of whether to replace the tree (and with what) leads naturally to broader questions about the management of this site.

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

- 2.1 The land is subject to a Section 106 agreement which defines the land as “on-site open space” and requires that it “remain permanently open without any buildings or structures of any kind being erected thereon so that the same may at all times be used as public open space”.
- 2.2 Since 2013 the land has been completely surrounded by fences. This has not only precluded public access, it has also made access for maintenance by Council grounds staff more difficult. Perhaps as a result, the land has become overgrown. Attempts have also been made to screen the adjoining houses by suitable planting but, unfortunately, none of this planting has thrived.
- 2.3 It seems that long before the development of the adjoining land, this site contained a pond fed by a ditch, neither of which remain. It is possible that these changes to the ground affected the local hydrology and may have rendered it less suitable for water-loving tree species such as willow.
- 2.4 The Council has been asked to facilitate the planting of a number of trees (none of them willows) by persons who are happy to provide them without charge.

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

Members are respectfully invited to consider the following issues:

- 3.1 Should the dead willow tree be replaced and, if so, should the trees that have been offered be accepted and used for this purpose?
- 3.2 Should the land be opened to public access by removal of the fencing (or at least part of it) and clearance of the undergrowth and, if so, should efforts to screen the adjoining houses be renewed?

For further information, contact:

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



# Land Registry

Official copy of  
title plan

Title number **HP763635**

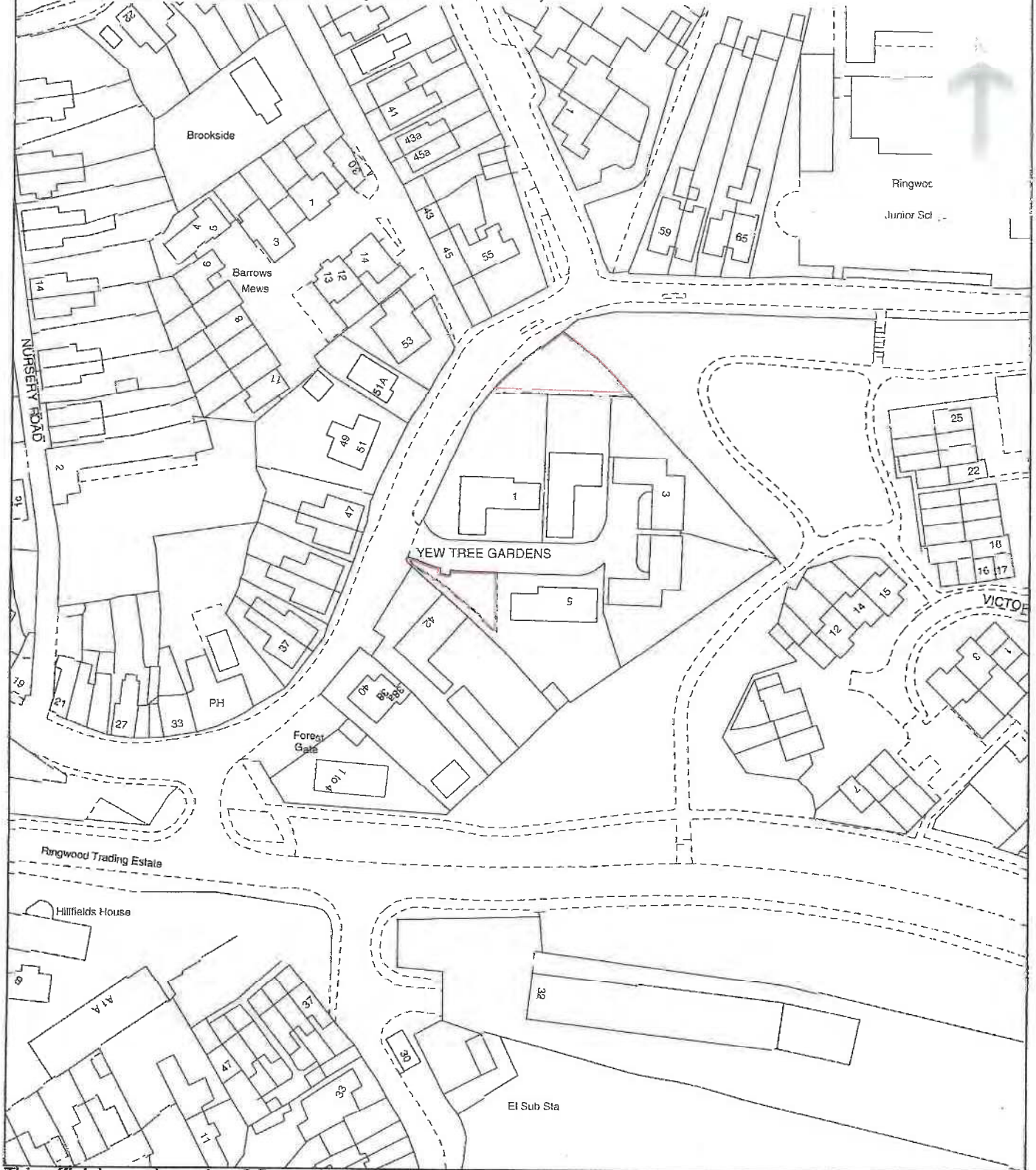
Ordnance Survey map reference **SU1504NW**

Scale **1:1250** enlarged from 1:2500

Administrative area **Hampshire: New Forest**



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**This official copy issued on 3 September 2013 shows the state of this title plan on 3 September 2013 at 14:57:43. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. See Land Registry Public Guide 19 - Title Plans and Boundaries. This title is dealt with by Land Registry, Weymouth Office.**

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

5<sup>th</sup> June 2019

### Tractor replacement

1. Introduction and why a decision is needed

- 1.1 The Council owns a Massey Ferguson MF2430 tractor which it bought in December 2006. In view of the age and the increase in the servicing and maintenance costs of this vehicle it is scheduled for replacement in the current financial year in the Council's Vehicle & Machinery Replacement Plan. Officers wish to replace it as soon as practicable and therefore seek authority from members to do so.

2. Background information, options, impact assessment and risks

- 2.1 The tractor was bought for £19,490. Servicing and maintenance cost £1,692 in 2017-18 and £2,550 in 2018-19. If it is kept much longer it will need new tyres at a cost of several thousand pounds. The tractor is in very regular use (especially at this time of year).
- 2.2 If authorised to proceed, officers propose to:
- 2.2.1 prepare a specification for a suitable replacement vehicle;
  - 2.2.2 undertake a competitive procurement exercise with the assistance of District Council officers using that Council's electronic procurement platform; and
  - 2.2.3 sell the current vehicle for the best price achievable.

3. Issues for decision and any recommendations

**Members are respectfully invited to recommend that officers be authorised to proceed with the sale of the Massey Ferguson tractor and the procurement of a replacement for it.**

For further information, contact:

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

**Infrastructure Maintenance Plan**

1. Introduction and reason why decision required

- 1.1 The boardwalk at the Danny Cracknell Pocket Park was recently dismantled for safety reasons. This Committee had already considered replacing it this year by funding the work from the Infrastructure and Open Spaces Fund (an earmarked reserve). However, since this would deplete that Fund almost to zero it would be prudent to review the risks involved – especially what other calls upon it may be expected to arise and when – before replacing the boardwalk.
- 1.2 Officers have therefore prepared an Infrastructure Maintenance Plan listing all infrastructure currently maintainable by the Council and containing general assessments of its current condition and other relevant information available about it.

2. Background information, options, impact assessment and risks

- 2.1 The Infrastructure Maintenance Plan is attached. Although it is incomplete, officers are conscious of the urgency over the boardwalk and considered that members might feel the information now available is sufficient to enable a decision to be made. Work on the Plan will continue but unlikely to be completed soon since assembling comprehensive information is time-consuming.

3. Issues for decision and any recommendations

- 3.1 *Whether to recommend to the Policy & Finance Committee that the contents of the Infrastructure and Open Spaces Fund be drawn upon to the maximum extent possible (£12,473) to enable the boardwalk in the Danny Cracknell Pocket Park to be replaced as soon as practicable.***
- 3.2 *Whether to make any other observations or directions to officers regarding the Infrastructure Maintenance Plan.***

For further information, contact:

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

## Larger items

## Notes:

This sheet lists specific individual items which need bespoke management plans on account of their importance or the size of the potential replacement cost or other liabilities

| Item                    | Location                    | Notes  | Maintenance plan  | Estimated annual maintenance costs (current) | Future capital costs   |               | Risk rating |
|-------------------------|-----------------------------|--|---|--|--|---------------|-------------|
|                         |                             |  |   |  | Estimated cost & source  | Planned year  |             |
| Boardwalk               | Danny Cracknell Pocket Park | Installed in 2010. All timber construction. Grounds Maintenance Team (GMT) partially replaced treads and sub-structure weakened by decay in 2018. Further deterioration noted and boardwalk closed and dismantled in April 2019. | Replace with high performance polymer resin treads on non-timber sub-structure [in 2019].   | Nil  | £13,050 (all timber)<br>£11,755 (non-timber)<br>Infrastructure reserve | 2019-20       | Yellow      |
| Jubilee Lamp            | Market Place                | Installed in 1887. Restored in 1977. Refurbished in 2013. Grade II Listed - Ref. No. 1350931. Lamps are operational, drinking fountain is not. Missing finial noted in February 2019 - quote to replace £675.                    | None (In 2013 JW (UK) Ltd recommended annual checks at £75 each and routine maintenance every 3 years at £350 each. Not agreed by members.)   | £200.00                                      | ?  | ?             | Red         |
| Human Sundial           | Market Place                | Installed in 2000. Most elements severely eroded or damaged. No interpretation information.  | Replace as necessary and re-lay stone elements and surrounding brick pavers. Install benches to provide protection and an interpretation panel.   | Nil  | £8,000<br>CIL fund   | 2019-20       | Yellow      |
| Retaining wall and safe | Churchyard, Market Place    | 18th century. Grade II Listed - Ref. No. 1094963. Safe needs re-painting (no record of when last done). RTC has maintenance responsibility but church retains ownership and faculty jurisdiction.                                | GMT to inspect [six-monthly] and seek specialist advice if problems observed.   | Nil  | Incalculable at present but potentially substantial                    | Indeterminate | Green       |
| Millennium Clock        | The Furlong Car Park        | Installed in 2000. Refurbished in 2018. Annual servicing contract with Smiths of Derby.  | Service annually and commission reactive repairs as necessary. Plan for full refurbishment again in [2033].   | £260.00                                      | £1,750<br>Infrastructure reserve                                       | 2033-34       | Green       |
| Sculptures & benches    | Gateway Square              | Installed in 2012. Refurbished in 2018. RTC and NFDC agreed to share replacement cost equally in SLA concluded in 2018. Significant decay in some sculptural timber observed in April 2019.                                      | GMT to inspect [quarterly] and [wash/re-oil] as necessary until replacement. Plan for replacement in [?].   | £200.00                                      |  |               | Yellow      |
| Bridge                  | Jubilee Gardens             | Installed in 1977. Managed under licence from HCC. Safe weight limit not known. Not been re-painted for at least 20 years.   | GMT to inspect annually and undertake/ commission minor repairs. Commission re-painting at cost of about £500 [in 2019-20] and five-yearly thereafter? Negotiate with HCC if/when major repairs needed. | £125.00                                      |  |               | Yellow      |



|                  |                         |  |   |     |   |     |  |  |
|------------------|-------------------------|--|---|-----|---|-----|--|--|
| Footbridge       | Ash Grove Play Area     | Concrete slab construction. Lease from NFDC includes specific maintenance obligation.  | GMT to inspect annually and undertake/ commission minor repairs. Negotiate with NFDC if/when major repairs needed.  | Nil |   |     |  |  |
| Footway-lighting | Carvers Rec. Ground     | 7 no. high pressure sodium lamps on columns installed pre-2005.<br>11 no. LED lamps on columns installed in 2018.<br>Powered by unmetered supplies from SSE. | Regular maintenance contract with SSE expired in November 2018. Renewal available at significantly higher cost. The alternative is to order reactive repairs (at higher unit cost but lower cost overall?). Quote obtained to replace high pressure sodium lamps with LED units £3,053. |     |   |     |  |  |
| Bus shelter      | Gorley Road             | Installed in 2005.<br>Supplied by Garrick Outdoor Shelters.<br>Metal & polycarbonate construction  | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  |     | £3,000 to replace   | N/A |  |  |
| Bus shelter      | Eastfield Lane          | Installation date and supplier unrecorded.<br>Metal & polycarbonate construction   | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  |     | £3,000 to replace   | N/A |  |  |
| Bus shelter      | Salisbury Road - W side | Built by Chris Downs (date unrecorded).<br>Timber soffits and fascias in need of attention.<br>Brick & tile construction                                     | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  | Nil | £3,000 to replace with metal & polycarbonate type. Rebuild cost unresearched. | N/A |  |  |
| Bus shelter      | Salisbury Road - E side | Built by Chris Downs (date unrecorded).<br>Timber soffits and fascias in need of attention.<br>Brick & tile construction                                     | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  | Nil | £3,000 to replace with metal & polycarbonate type. Rebuild cost unresearched. | N/A |  |  |
| Bus shelter      | Southampton Road        | Installed in 2013.<br>Supplied by Queensberry Shelters Ltd.<br>Metal & polycarbonate construction  | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  | Nil | £3,000 to replace   | N/A |  |  |
| Bus shelter      | North Poulner Road      | Brick & tile construction  | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  | Nil | £3,000 to replace with metal & polycarbonate type. Rebuild cost unresearched. | N/A |  |  |
| Bus shelter      | Mansfield Road          | Built by Chris Downs (date unrecorded).<br>Timber soffits and fascias in need of attention.<br>Brick & tile construction                                     | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  | Nil | £3,000 to replace with metal & polycarbonate type. Rebuild cost unresearched. | N/A |  |  |
| Taxi shelter     | Meeting House Lane      | Installation date and supplier unrecorded but joint with Sainsburys?<br>Metal & polycarbonate construction   | Commission minor reactive repairs as necessary. Review usage/ need if major repairs/ replacement required.  |     | £3,000 to replace   | N/A |  |  |
| Gravel road      | Bickerley               | Heavily pot-holed and subject to regular erosion.<br>Subject to rights of way.   | Regular light surface repairs by GMT.<br>Commission major resurfacing when essential.   |     |   |     |  |  |



## Grouped items

## Notes:

This sheet lists classes or types of item which typically cost less than £2,000 each to replace

The "Standard Maintenance Plan" for these items is for the GMT to inspect them at the stated frequency and to repair (and, where appropriate re-finish) them when practicable and economic.

The "Normal Replacement Plan" for items beyond economic repair is to assess the usage and need and to select a replacement based on (i) maximizing durability (ii) minimizing maintenance cost and (iii) minimizing purchase cost (in that order of priority).

Common items that are cheap to replace ("dragon's teeth", small notices, etc.) are excluded. These will be replaced when necessary from the annual [infrastructure maintenance] budget.

| Item type            | Quantity (approx.) | Notes   | Maintenance Plan   | Estimated repair costs from annual budget | Future capital costs          |                                     |                                   |  | Risk rating |
|----------------------|--------------------|---|--|---|-------------------------------|-------------------------------------|-----------------------------------|--|-------------|
|                      |                    |   |  |   | Typical unit replacement cost | Predicted annual replacement number | Predicted annual replacement cost | Source(s) of replacement costs               |             |
| Bench                | 81                 | Various ages, styles and materials inc. wood, concrete, metal and polymer.  | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan save that:<br>Polymer will be the preferred material except in special locations like War Memorial Gardens.<br>Donations or sponsorship will be accepted/ sought where possible. |   | £500 (polymer)                |                                     |                                   | Donations, sponsorship and earmarked reserve |             |
| Picnic table         | 7                  | Some wood, some polymer.  | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan save that:<br>Polymer will be the preferred material.<br>Donations or sponsorship will be accepted/ sought where possible.   |   |                               |                                     |                                   | Donations, sponsorship and earmarked reserve |             |
| Gate                 | 24                 | Various ages, styles and materials.   | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Fence                | [?] sites          |   | Standard Maintenance Plan - GMT will inspect every week.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Wall                 | [?] sites          |   | Standard Maintenance Plan - GMT will inspect every week.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Public Notice-board  | 4                  | Primarily used for RTC meeting agendas and other official RTC notices.  | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan save that:<br>Polymer or metal will be the preferred materials.  |   |                               |                                     |                                   |  |             |
| Interpretation board | 9 on 4 sites       | Various forms and designs.<br>4 in Furlong Car Park (3 severely neglected).<br>3 on Castleman Trailway (2 severely neglected)<br>1 in Pocket Park<br>1 at Poulner Lakes | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Waste bin            | 76                 |   | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Barrier/bollard      | 69                 | Vehicle barriers, drop-down bollards and fixed bollards of various designs and materials  | Standard Maintenance Plan - GMT will inspect every year.<br>Normal Replacement Plan.   |   |                               |                                     |                                   |  |             |
| Fingerposts          | 12 in town centre  | Ornamental "traditional" design finished in black with white detail.  | Standard Maintenance Plan - GMT will inspect every year.<br>Replacement subject to specific member decision.   |   |                               |                                     |                                   |  |             |



| Item No.  | Name   | Recent developments  | Resource use             |               |                    |             | Finish in 2019-20?    | 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  | 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                           | Carried forward from 2018-19   | £10,000 Grant and budget | £125          | Uncertain          | Significant | Possible              | Pre-application grant form has been approved. Initial tender information obtained from three specialist masons. Further advice awaited from architect. |
| A3  | Mansfield Road verge                           | Carried forward from 2018-19. Still no word from Rotary on possible donation of plants needed.   | £1,160 Donation?         | £0            | £1,160             | Minimal     | Possible              | Merits review on sources of funding.   |
| A4  | Carvers Rec improvements                       | Carried forward from 2018-19. Proposal to lay new path to play area rear gate abandoned on arboricultural advice. Quote of £3,250 for surfacing under picnic tables. | £10,000 CIL              | £4,300        | £10,000            | Moderate    | Probable              | Fixed table-tennis tables proposal to be considered by Working Party as part of wider development plan.  |
| A5  | Grounds department workshop & store facilities | Not yet started. Officers meeting on 13 <sup>th</sup> June to begin planning.  | £3,000 Budget            | £0            | £3,000             | Moderate    | Possible (study only) | Feasibility study into consolidating workshop and storage facilities in new secure facility at Carvers Rec (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.  | £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 from 2019       | The tender process is in hand with an electronic Invitation to Tender document having been published on the portal used by the District Council. | £17,000 Budget | £0 | £17,000 | Moderate    | Essential | A specific report will be given to the Policy & Finance Committee on 19 <sup>th</sup> June.  |
| <b>Projects with budgetary implications (not included in 2019-20 budget but added since)</b> |   |  |                |    |         |             |           |  |
|  |   |  |                |    |         |             |           |  |
| <b>Projects with no budgetary implications in 2019-20</b>                                    |   |  |                |    |         |             |           |  |
| C1   | Long Lane recreation facilities development feasibility study | Guidance received from Football Foundation about grants for artificial grass pitches and the procurement process.                                |                |    |         | Significant | Probable  | The Clerk and representatives of RTFC are working up detailed proposals for the progression of this project which will be presented to the Working Party when ready. |
| C2   | Bickerley drainage works                                      | Ground by pumping station has subsided following recent collapse and is being monitored.   |                |    |         | Moderate    | Probable  | Some further over-seeding by WW is likely. Officers are working to conclude the compensation claim.  |



| Item No.   | Name                                | Brief description & notes<br>(define scope and quality requirements)  | Resource requirements   |  |                    |       | Budget Bid Priority<br>(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 2020-21 budget)</b> |                                     |   |   |  |                    |       |   |
|  |                                     |   |   |  |                    |       |   |
|  |                                     |   |   |  |                    |       |   |
|  |                                     |   |   |  |                    |       |   |
|  |                                     |   |   |  |                    |       |   |
| <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.<br>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.<br>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   |  |                    |       |   |
| <b>Projects with no budgetary implications</b>   |                                     |   |   |  |                    |       |   |
|  | None                                |   |   |  |                    |       |   |