

OPEN SESSION: There were six members of the public present for public participation and agenda items.

PUBLIC PARTICIPATION: A stall holder from the Artisan and Speciality Market (A&S Market) outlined his position, in relation to the complaint received by the market organisers, that his stall competed directly with a stall at the Antiques and Decorative Arts Fair (A&DA Fair). The Town Clerk had upheld the complaint, resulting in the exclusion of the stall from the A&S Market on Gateway Square. The stall was subsequently set up on the forecourt of The Inn on The Furlong, opposite. He explained that he is a local businessman and sole-trader and questioned why one organiser had power to dictate what stalls the other organisers could have on its market. The comments were considered as part of the discussion on Agenda item 6. Speciality Fairs.

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

Held on Wednesday 5th September 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)
Cllr Angela Wiseman (Vice-Chairman)
Cllr Hilary Edge
Cllr Anne Murphy
Cllr Gloria O'Reilly
Cllr Tony Ring

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk
Nicola Vodden, Meetings Administrator
Charmaine Bennett, Manager of Carvers Clubhouse and Events Co-Ordinator
Cllr Jeremy Heron

O/S5801 APOLOGIES FOR ABSENCE

The Deputy Town Clerk reported that apologies for absence had been received from Cllrs Day, Loose and Ward.

OS/5802 DECLARATIONS OF INTEREST

It was noted that members of the public present and market organisers were known to several Members, but there were no declarable pecuniary or non-pecuniary interests made.

OS/5803 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 4th July 2018, having been circulated, be approved and signed as a correct record.

**OS/5804
CARVERS CLUBHOUSE**

The Manager of Carvers Clubhouse presented her monthly report (*Annex A*). She was pleased overall with how things had gone over the Summer. She highlighted the free-school meal initiative, which went well. It was lovely to have the young people in the centre and had been simple to administer.

The National Citizenship Programme had created a buzz in the park with at least 25 people attending each week, putting on events at Carvers. The team of staff at Carvers Clubhouse helped to deal with queries, so as not to draw on office staff time. Both work part-time which gives some flexibility when extra help or cover for annual leave is required. It is hoped that occupancy levels will continue, with regular bookings being taken.

Anti-social behaviour levels seem to be dropping which is positive, with the activities planned and café helping in this regard. Financial information will be presented at the next Committee meeting.

Members thanked the Manager for her report and the excellent progress so far.

Members considered the Fire Safety report (*Annex B*) and agreed with the actions proposed. The Deputy Town Clerk would ensure that insurance providers were updated, as appropriate.

RESOLVED: 1) That the monthly report on Carvers Clubhouse (*Annex A*) be received;
2) That the Fire Safety report (*Annex B*) be noted and the actions recommended by officers in Appendix 1 be approved.

ACTION C Bennett / C Wilkins

**OS/5805
SPECIALITY FAIRS**

Members were asked to consider the Town Clerk's report on renewal of licences for the monthly speciality fairs and the recommendations therein (*Annex C*).

Members acknowledged the stall holder's comments, made in the public participation section of the meeting, and understood why he was unhappy at being asked not to attend the Artisan and Speciality Market (A&S Market). The Chairman explained, however, that there appeared to be some ambiguity with the basis of the initial sanctioning of the second speciality market and the way it has operated. This has resulted in a complaint being made by the established market operator, that there is direct competition, when it was intended that a different offering would be provided by the A&S Market, from the Antiques and Decorative Arts Fair (A&DA Fair) and the Charter Market. This ambiguity needed to be addressed.

A lengthy discussion followed which included the following comments and concerns:-

In General

- The Council's wishes to achieve greater footfall in to the town and speciality markets are a positive step in achieving this.
- There were some worries about the competition aspect, but it was also felt that the Council should be flexible, not over-controlling and it was questioned how any controls would be enforced.
- If speciality markets were out of the control of the Council, there was a risk that random stalls

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would appear around town and that it was preferable for them to be within the Gateway Square, under the conditions of the operator's licence and the Council's control.

- It was hoped that markets would not conflict and that the operators would have a good relationship and work well together. Members did not wish to intervene in disputes between market operators, nor for officer time to be spent resolving issues.

More specifically

-Some Members felt that the agreement entered into could be open to interpretation, the distinction between each market unclear and that it was inevitable that there would be some overlap.

- Some felt that there needed to be a distinction between markets otherwise they are in direct competition and there was a risk that one or both of the markets would fail.

-Others felt that that no harm would come from competition.

-There was concern that the A&S Market had been the subject of a complaint in the little time it had been operating, that there is conflict and that it could continue.

-The setting up of a record stall on the forecourt of the Inn on The Furlong, when the organisers had been specifically asked for it not to be included, was seen to be not in keeping with the spirit of the agreement.

-It was questioned how the licence for the A&S Market can be renewed if its remit had expanded from its original proposal and is now in direct competition with the established market and against the initial decision made by the Committee in April. It was suggested that new proposals should be put forward and the changes considered afresh.

-The traders should come to some agreement between themselves.

It was suggested that the options for Members were:- 1) cease all markets (Members wished to promote and support speciality markets and did not consider this as an option), 2) sealed tender bids for 1 market only, 3) allow the 2 markets to operate at opposite ends of the month and for the Council to determine the amount of control it wished to have.

Members heard from the organisers of the A&S Market, who indicated that from the outset they expected there to be some crossover and that it was impossible for there not to be. Their market promotes local crafts people and small businesses, who do not have shops, giving them an opportunity to trade. The first market was cancelled and the third one closed early both due to adverse weather conditions, but the second market was successful and the organisers are excited, looking ahead to the September market.

They highlighted that recent advertising indicated that the A&DA Fair had itself added to its offering, impinging on the A&S Market, which they made no complaint about, but this would make it even more difficult for there to be no overlap. They argued that the town can accommodate the two markets, even if there is some overlap with stalls, adding in relation to the record stall, that it would have different stock. The organiser indicated that if the decision was to invite sealed bids, the A&S Market could not compete with the commercial A&DA Fair and would not survive.

In considering the recommendations, it was proposed that an alternative be considered, in that the licences are renewed for both markets for 12 months, without restriction. Whilst Members agreed that this be recommended to Full Council, there were concerns about how and whether this would work. The Chairman commented that this would result in both markets being in direct competition.

Members agreed that all Members of the Council should be involved in the decision to renew market licences and on what basis. They indicated that the organiser of the A&DA Fair should be made aware of the Committee's recommendation and be given the opportunity to make representations to the Full Council meeting on 26th September.

RECOMMENDED: That the Town Clerk be authorised to renew the licences for both monthly speciality fairs currently operated from Gateway Square to the end of 2019 without restriction, and that subsequent renewal be reviewed by the Recreation, Leisure and Open Spaces Committee in July 2019.

ACTION C Wilkins

**OS/5806
LONG LANE SPORTS DEVELOPMENT & FOOTBALL CLUB WORKING PARTY**

Members received the notes of the Working Party meeting held on 12th July 2018 and considered the recommendations therein (*Annex D*).

RESOLVED: That the notes of the Working Party meeting held on 12th July 2018 be received and the recommendations therein be approved.

ACTION C Wilkins

**OS/5807
EVENTS MANAGEMENT**

The Events Co-Ordinator reported that Planning for the next three events has begun in earnest.

Fireworks – This event is planned for Sunday 4th November and will be similar to last year’s event. It is hoped that there will be activities in the day, with gates opening earlier, a fairground, live music and possibly a silent fireworks display early on, to encourage families to attend. Gaining sponsorship for the event is more challenging than last year and will need to be planned around. It is anticipated that there will be some increase in ticket price, however tickets bought in advance will be offered at a reduced rate.

Remembrance Service – There will be a service in the Market Square, partly under a marquee and with some seating, with the procession to the War Memorial following on. There is some concern that the allocated budget is not sufficient to cover the costs and this will be brought before the Committee once quotes are received.

Christmas Event – Planning of this event has started earlier this year. There will be an extended market and grotto.

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

**OS/5808
PROJECTS**

The progress made on projects is highlighted in *Annex E*.

CURRENT PROJECTS

A1 - Play Equipment – the requirements have been agreed and a request for additional funds will be put before the Policy and Finance Committee.

A2 – War Memorial repairs – Members noted that listed building consent had been applied for.

A5 – Carvers Improvements – Progress was requested regarding the pothole at the edge of the path. It was noted Hampshire County Council (HCC) intends to provide a new cycleway across Carvers. HCC has been asked to work with the Town Council and take into consideration surface and drainage issues.

FUTURE PROJECTS

A4 – Pocket Park boardwalk refurbishment – It was noted that the repairs made recently are temporary. Options for future repair/replacement were currently being researched.

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

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8.15pm.

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

RECEIVED
26th September 2018

APPROVED
3rd October 2018

TOWN MAYOR

COMMITTEE CHAIRMAN

Chairman’s initials

RECREATION, LESIURE AND OPEN SPACES COMMITTEE

5 Sept 2018

Report from Manager, Carvers Clubhouse

It is my pleasure to present my report from Carvers Clubhouse which covers the summer holiday period.

1. Staffing

Louisa Giordano joined Chris House and Max Pinfield over the summer as our new permanent Café Assistant (Max was only available over the summer period). John Gilford has continued to provide out of hours support by opening and closing the centre at the weekend or evening.

2. Bookings and Activities

The table below summarises the usage of the Centre and activities which have been hosted at Carvers. For information, fees are waived for charities without access to funding for room hire and groups which do not require sole use of a room – those who are happy to use the main room whilst we are open for the café for example. All of these bookings have provided services for children and young people or those that support them.

	April	May	June	July	August	September	October	November
Fee paying (hours)	14	14	13	170	68			
No charge (hours)	11	15	26	39	57			
Cancelled (hours)	2				2			
TOTAL hours	25	29	39	209	125			

July was obviously a very good month for us in regards to bookings as we hosted the National Citizens Service (NCS). The NCS is a summer activity programme for 15-17 year olds. We hosted groups of up to 25 young people each week whilst they prepared and delivered volunteering and charity activities in the Ringwood area. This meant Carvers itself benefited from activities such as cakes sales, face painting and assault courses during the holidays.

New Forest District Council's Lets Be Active Team brought their pop-up roadshow to Carvers every Friday during the holidays with football, Frisbee, cricket, touch rugby and family fitness sessions to take part in for free. The team were very complimentary of the changes that had been implemented at the Clubhouse since last summer.

We also held a Skate Competition in conjunction with NFDC and 'Don't Rain'. This was part of a series across the New Forest and even in the middle of the heat wave was a great day. We included an hours' worth of coaching before the start of the competition for children from 5 years upwards. Even some mum's took part to encourage their little ones!

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Many of our regular bookings did not run over the summer holidays but are picking up again in September. There are two new potential regular hirers in the pipeline for weekly and monthly bookings.

We held our first party which we believe went very well and have two more booked in the next quarter. We also held 4 'meet-ups' for children starting Reception in September. These looked to be very popular as an idea on Facebook but were not as well attended as we hoped. One or two activities were planned but did not go ahead- for example a multi-sport summer camp due to lack of numbers. So there is clearly some work to do for Carvers to be known as a site for activity for children and young people in Ringwood. Logistically, we weren't able to plan for the summer ahead of time as much as we would have liked and perhaps having a more 'soft' approach worked well given the challenges that the site has experienced in the past. Next year we will start planning a summer programme much further in advance and look at growing the number of activities we host within the Clubhouse and recreation park.

3. Branding and marketing

Our facebook page is growing in numbers and engagement which is very pleasing. We have 192 people following the page which is good progress in just a few weeks. We have updated our page on the RTC website and have posters up around the park and in town where possible.

We featured in the Ringwood and Fordingbridge times with an article about the NCS and our summer programme.

The next step is to change the permanent signage around Carvers and also signs around the building itself. We will have opportunities to talk about Carvers during the play equipment refurbishment and will look at having a reopening event of some kind.

Our marketing messages over the next few months will focus on promoting the new Café reduced opening hours and also inviting organisations who run activities for children and young people to consider hiring the Clubhouse.

4. Café

The Café did well over the summer holidays, and many thanks to Chris House and team for working so hard in often very hot conditions. We were open 40 hours per week- from 10-4 Monday to Friday and 10-2 on Saturdays. The menu was refined for the summer period and we think works well for the target audience.

5. Free School Meals

We provided approximately 70 free lunches to pupils from Ringwood School and year 6 of Ringwood Junior School. The scheme worked extremely well from our perspective. Pupils were allowed to choose any meal from the menu. We will be reimbursed £2 per meal from the school. The pupils were, without exception well behaved, courteous and polite and it was a pleasure to have them in the centre.

6. Rotary donation

We received a donation from the Rotary of £250 for toys for the Clubhouse. Amongst other things this has helped us to purchase a new garage, picnic sets and a 'creativity' station for colouring in, stickers etc. The toys have been a much welcomed addition to the centre so we now have toys for babies, pre-schoolers and games/outdoor activities for older children.

7. Anti-social behaviour

We have continued to work closely with the police to follow up on any anti-social or criminal behaviour at Carvers. We had two incidents of note and two young people have been banned from the centre for at least 12 months as a result. However, the police seem to be very pleased with the low levels of anti-social behaviour within Carvers and want to work with us to plan ahead to ensure that this continues with increased levels of positive activities.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse
Direct dial: 01425 484727
Email: Charmaine.bennett@ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE**5th September 2018****Fire Safety at Carvers Clubhouse****1. Introduction and reason why decision required**

- 1.1 A recent review of the fire safety risk assessment of Carvers Clubhouse revealed 3 no. significant findings and 1 no. advisory matter that remain outstanding and require a decision about appropriate action.

2. Background information, options, impact assessment and risks

- 2.1 A fire risk assessment was carried out by an external qualified fire safety professional in 2015. This was reviewed by the Town Clerk in July and is scheduled for review by the manager in July 2019 (or sooner, and by an external qualified fire safety professional, if changes in the premises or their use lead to significant changes in risk).
- 2.2 The table attached as Appendix 1 describes the outstanding issues and sets out options and recommendations.

3. Issues for decision and any recommendations

RECOMMENDATION: That this report be noted and the actions recommended by officers in Appendix 1 be approved.

For further information, contact:

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

Charmaine Bennett, Manager
Direct Dial: 01425 484727
Email: charmaine.bennett@ringwood.gov.uk

Appendix 1

Fire safety at Carvers Clubhouse - Summary of significant findings and advisory requiring decision

Ref.	Observation / Finding	Inspector's recommendation	Status / Rating	Officer Recommendation
SF01	Possible Arson: Toilets and Utility store window vents vulnerable to unauthorised entry into the building	Ringwood Town Council should ensure that the toilet window and utility store window lights cannot be just simply removed from the frame by removing the beading that surrounds the glass. These windows are at low level and are big enough to allow someone to get inside the building should the sealed glass unit be removed	Criticality: Medium Priority: 2 (Short term – within one month)	Removing the beading is not straightforward and in the years since the original assessment was undertaken there has been no attempt to tamper with or remove the beading. The actions suggested are judged to be disproportionately expensive to the risk. RECOMMENDATION: Monitor.
SF02	Possible Arson: Air conditioning / bin compound constructed of softwood timber.	Ringwood Town Council should ensure that the exterior timber construction (resembling wooden pallets) protecting / surrounding the bin compound and air conditioning plant, has been treated with a proprietary fire retardant.	Criticality: Low Priority: 3 (Medium term within three months)	It is unclear how this recommendation could be actioned. RECOMMENDATION: No action.
SF04	Possible Arson: Wall-mounted convector heaters have been employed in the toilets. The controls are open for use and the vents large enough to insert toilet paper or other combustible items	Option 1: Consider replacing the heaters. Option 2: Extend the fire detection system. Option 3: Replace / upgrade the door seals.	Criticality: Medium Priority: 2	The recent change in use of the building has tended to reduce this risk. RECOMMENDATION: Implement more frequent checks (i.e. every two hours building is open and before closing the building) and monitor.
AD4	Control of Works: No permit system for hot work or cold work exists at present.	A Hot Work permit system should be put in place to control work by visiting contractors. All contractors should be questioned before starting works that could harm existing fire precautions.	Advisory	Only suitably qualified contractors are considered for engagement. For all but the most simple and minor works, method statements, risk assessments and insurance details are required and the work is supervised by the Grounds Foreman. These controls are considered adequate. RECOMMENDATION: No action.

RECREATION, LEISURE & OPEN SPACES COMMITTEE
5th September 2018

Speciality Fairs

1. Introduction and reason why decision required

1.1 The Council has granted licences for the operation of:

1.1.1 A monthly Antiques & Decorative Arts Fair (currently held on the second Saturday of each month); and

1.1.2 A monthly Artisan & Speciality Fair (currently held on the last Sunday of each month)

from Gateway Square, effective to the end of 2018.

1.2 Their respective operators need to begin marketing for 2019 if the events are to continue so a decision is required on whether to renew the licences.

2. Background information, options, impact assessment and risks

2.1 Although it is theoretically open to members to renew both licences, only one or neither, the option of renewing only one licence is not practical since fairness would require that competitive tenders for the right to operate it be invited and there simply isn't time to evaluate these properly in the time available.

2.2 If members are inclined to renew the licences, such renewal could be for another 12 months or a shorter or longer period if thought fit. A longer period would provide greater certainty for the operators and avoid the need for annual re-consideration of the issue by members. However, the present arrangements are rather experimental and informal and to that extent reliant upon mutual goodwill, which always carries a heightened risk of difficulties (both foreseeable and unforeseeable) arising. So, there is much to be said for retaining for now a degree of flexibility and scope for introducing more prescriptive arrangements to address any issues that may yet emerge.

3. Recommendations

Members are respectfully invited to consider the following recommendations (as always, members are free to propose and approve amendments or alternatives of their own devising):

RECOMMENDED

3.1 That the Town Clerk be authorised to renew the licences for both monthly speciality fairs currently operated from Gateway Square to the end of 2019 on such terms as he shall be able to negotiate with the respective operators and otherwise judge fit and proper; and

3.2 That the possibility of renewing such licences for a longer period than 12 months be considered more fully at next renewal (which will be considered at the committee meeting in July 2019).

For further information, contact:

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

Long Lane Sports Development and Football Club Working Party

Notes of meeting held on Thursday 12th July 2018 at 6:15pm in the First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood. BH24 1AT

Present: Cllr Andy Briers, Chairman Chris Wilkins, Town Clerk
Cllr Darren Loose
Cllr Tony Ring
Cllr Angela Wiseman

1. Apologies for absence

There were none.

2. Declarations of interest

It was noted that Cllr Briers is an allotment holder at Long Lane, Cllr Wiseman lives in Long Lane and Cllr Loose is involved with the football club, therefore, each have a non-pecuniary interest in the matters to be discussed.

3. To agree notes of last meeting held on 23rd August 2017

The notes were agreed as a true record.

4. Feasibility study on major improvements to the football facilities

The draft study produced by LK2 was considered.

There was general agreement that the detailed information on local facilities, likely demand and the planning context establishes a sound basis for the business case for the improvements. However, members were concerned:

- i About various typographical and factual errors;
- i That the meaning of some passages is unclear;
- i About errors and inconsistencies in the two conceptual site layout drawings;
- i That the issue of RFU compliant specification appears to be treated inconsistently;
- i That the shortfall in capital funding is not addressed;
- i That the financial interests/demands of the Wright Family and the Town Council are not clearly addressed;
- i That the revenue funding projection appears questionable in some important details and worryingly close to unviability/unsustainability.

Viewed as a whole, members felt that if the study were presented to town councillors as it stands it would be more likely to prompt questions and concerns than convince about the feasibility of the project.

RESOLVED:

- 4.1 That the Town Clerk compose detailed comments on the draft study and circulate these among the members for comment prior to submission to LK2 with a request for suitable corrections of and additions to the study; and
- 4.2 That the Town Clerk circulate the revised study document when received at which point members will indicate whether they wish to meet again for further discussion of it.

D

ACTION C Wilkins

5. Policy statement received from Ringwood Town Football Club

The statement received from Ringwood Town Football Club setting out its values, vision, ethos and aims was considered. Members were satisfied that, in principle, there is no reason why the Council and the Club could not work together on the proposed major improvements project but felt that consideration of management and oversight arrangements for it should await receipt of a more satisfactory study document.

6. Rent and pitch fees

The report from the Town Clerk was considered and the recommendations noted.

It was noted that the Council also makes facilities available at a cost for other sports (such as cricket and bowling). There was some feeling that fairness required that these be considered together rather than in isolation.

RECOMMENDED:

- 6.1 A proposal be made to Ringwood Town Football Club that the rent payable for its premises at Long Lane for the year from 1st August 2018 shall be £2,250;**
- 6.2 That the Town Clerk should be authorised to agree with the same club such fee for the out-of-season use of additional football pitches on the Council's land at Long Lane as he shall deem reasonably necessary to cover relevant costs; and**
- 6.3 That the Town Clerk produce a report on the facilities provided and charges made to other sports clubs when the foregoing recommendations are considered by the Recreation, Leisure & Open Spaces Committee.**

ACTION C Wilkins

7. Date of next meeting (if required)

Date to be fixed when revised study document is available.

FEASIBILITY STUDY
Ringwood Town FC &
Ringwood Town Council
Redevelopment of Long Lane



Ringwood Town FC
Long Lane
Ringwood
BH24 3BX

Executive Summary

Long Lane Sports Ground provides Ringwood Town Football Club with a home ground and the local community of Ringwood the facilities to participate in sport and recreational activity. The club, along with Ringwood Town Council, is seeking options to improve the sport and social provision to increase opportunities for its members and the wider community.

The existing football and sports facilities require improvement with the clubhouse in a particularly poor state of repair. It is not fit-for-purpose in terms of its condition, layout and the amenities it provides. Furthermore, the facilities are not conducive to football development guidelines set by the Football Association.

Long Lane is situated to the south of Ringwood, close to areas designated in the Local Plan for significant residential and commercial developments resulting in a population rise and thus an increased demand for sport and community facilities. This presents a chance to improve the site's accessibility as well as developer contributions towards the funding package.

As a key local site for sport, Long Lane has the potential to accommodate the necessary facilities identified through needs analysis and strategic support. People have to travel over 10-miles to the nearest third generation artificial grass pitch and there are more than 100 grassroots football teams in a five-mile catchment of Long Lane. Both the Football Association and the Rugby Football Union acknowledge that the Ringwood area displays the demand for a full-size 3G AGP to be constructed.

Strong existing community use can already be demonstrated, and RTC and RTC understand the importance of providing high-quality sport and social facilities for its members and the wider community. This includes ensuring the correct structure is in place to manage and maintain the site accordingly to allow for maximum usage.

All stakeholders, including various landowners, all are board to work collaboratively with a view to creating a sustainable community sports facility for RTFC and the Ringwood community.

Prepared For:
 Mr Phil King
 Chairman
 Ringwood Town FC
 Long Lane
 Ringwood
 BH24 3BX

Mr Christopher Wilkins PSLCC
 Town Clerk
 Ringwood Town Council
 Ringwood Gateway, The Furlong
 Ringwood
 BH24 1AT

REF: 1009/RTFC

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July 2018

INDEX

Section	Page
1. Instructions	4
2. Project Background	6
3. Local Demographics	8
4. Sports Participation Data	13
5. Impact and Outcomes	17
6. Indicative Sketch Scheme	25
7. Elementary Cost Appraisal	33
8. Grant Aid Analysis	37
9. Summary of Findings	45
10. Recommended Action Points	48
11. Appendices	51

1. Instructions

1.1 Terms of Engagement

- 1.1.1** This report has been prepared following instruction received on the 29th March 2018 from Ringwood Town FC (RTFC) and Ringwood Town Council (RTC).
- 1.1.2** LK2 Sport & Leisure Ltd to undertake a desktop-based study to provide RTFC and RTC greater detail for the delivery of strategic options for the development aspirations of Long Lane, Ringwood.
- 1.1.3** The report enables informed strategic decisions to be considered by RTFC and RTC on the options available to redevelop the sports and community facilities at Long Lane, Ringwood, BH24 3BX.
- 1.1.4** The study will address the following determining factors to allow RTFC and RTC to evaluate all options in order to progress the proposed developments:
- Analysis of scheme (potential users / preferred use / strategic need)
 - Option Appraisal of the proposed scheme(s);
 - Review of potential grant aid (partnership funding) in line with scheme option(s);
 - Presentation of findings with key recommendations;

1.2 Clients Brief¹

- i) Facility Provision & Considerations;
 - a. Review the existing sports and community facilities at Long Lane.
 - b. Identification and assessment of neighbouring sports facilities within the local area to ensure the proposed sports provisions complement existing sites.
 - c. Evaluate the potential options available to RTFC and RTC for the redevelopment of Long Lane.
 - d. Analyse and identify strategic need for proposed scheme through local, regional and national strategies.

- ii) Determine provision at Long Lane;
 - a. Evaluate and analyse proposed options and the viability of the scheme.
 - b. Determine a sports and community facility mix to ensure the site can provide enhanced provision to existing and potential community users with a long-term and sustainable future for the site.
 - c. Assess the interests and requirements of the different stakeholders involved in the site.
 - d. Consideration of National Governing Body's Strategies, Sport England Planning Policy and Local Planning Authority approach in relation to the facility provision.
 - e. An assessment and review of the identified options available in line with the National Governing Bodies and grant aid providers specifications and guidance (e.g. Sport England and Football Association)
 - f. Evaluate the potential to add value to the proposed scheme based on local strategic need.

- iii) Determine viability of proposed facility provision to ensure that the project is realistic and sustainable:
 - a. Determine a sports and community facility mix that provides Long Lane with long-term sustainability (with "future-proofing" options).
 - b. Exploration of known land tenure and governance issues in relation to proposed options.
 - c. Identify possible grant aid funding and investment opportunities in line with the scheme options and proposed timelines for the delivery of the project.
 - d. Outline of headline income & expenditure forecast based on identified facility mix to demonstrate ongoing financial viability.
 - e. Review an approach to the delivery (management & operational structure) of a proposed scheme.
 - f. Consideration of any potential limitations of the proposed scheme.

- iv) Identify any additional development opportunities or further areas for consideration.

¹ As agreed by RTFC and RTC in May 2018.

2. Project Background

RTFC, formed in 1879, previously played at Carvers Playing Fields in Ringwood before an ambitious club committee, encouraged by RTC, moved the club to the present Long Lane ground. Successive committees have continued to improve the facilities at the ground leading to the club joining the Wessex League in 2004 at first team level.

RTFC is constituted as an unincorporated entity; a sports club with a management committee.

RTFC strives to improve all aspects of its structure as one club with 26 youth teams (from U6-U18) which form a pathway into the 1st and U21 teams. RTFC have recently formed the U21 Development team playing in the Wyvern West Division, as a means to feeding in to the 1st team in Wessex One Division (Step 6 of the National League Football Pyramid).

Strenuous efforts continue to maintain the excellent playing surface which has been extensively overhauled in recent years by volunteers within the club. The Long Lane site continues to develop as a footballing hub for Ringwood. The club and RTC are committed to providing high quality sports, leisure and outdoor recreation facilities accessible to all.

Long Lane is also hired out to the community with organisations such as Ringwood School, Fordingbridge FC and Moorlands Bible College making use of it. Both RTC and RTFC are keen to extend this community usage further, but this is only possible through the redevelopment of the site.

The current provision at Long Lane comprises:

➤ Clubhouse: <ul style="list-style-type: none"> ○ 2 x changing room ○ Large function room with bar ○ Kitchen ○ Storage
➤ Separate officials changing space.
➤ Separate spectator toilet facilities.
➤ Rifle shooting range.
➤ Small-sided artificial grass pitch (non-compliant to FA standards).
➤ Storage sheds / containers.
➤ Natural grass pitch provision: <ul style="list-style-type: none"> ○ 1 x floodlit full-size stadia pitch ○ 1 x Small training area ○ 2 x full-size pitches. ○ 2 x 9v9 pitch. ○ 3 x 7v7 pitch. ○ 2 x youth 11v11 pitch. ○ 1 x 5v5 pitch.

The land is split into three distinct parts and is subject to an intricate ownership status (explored in Section 5.5) and as part of a wider strategy, RTC has identified its land-holdings at Long Lane are particularly suitable for allotments, football and other sports. The allotments will remain in situ and do not affect the existing community sports provision or their redevelopment.

The existing football and sports facilities require improvement with the clubhouse in a particularly poor state of repair:

- The internal and external appearance is tired with other issues such as water ingress due to roofing in state of disrepair amounting to damp and other issues amount to vast maintenance bills for RTFC year on year.
- The facilities are not fit-for-purpose as there are only two changing rooms (with shared showers).
- The officials changing rooms and spectator toilets are in external, temporary accommodation, separate to the main building.

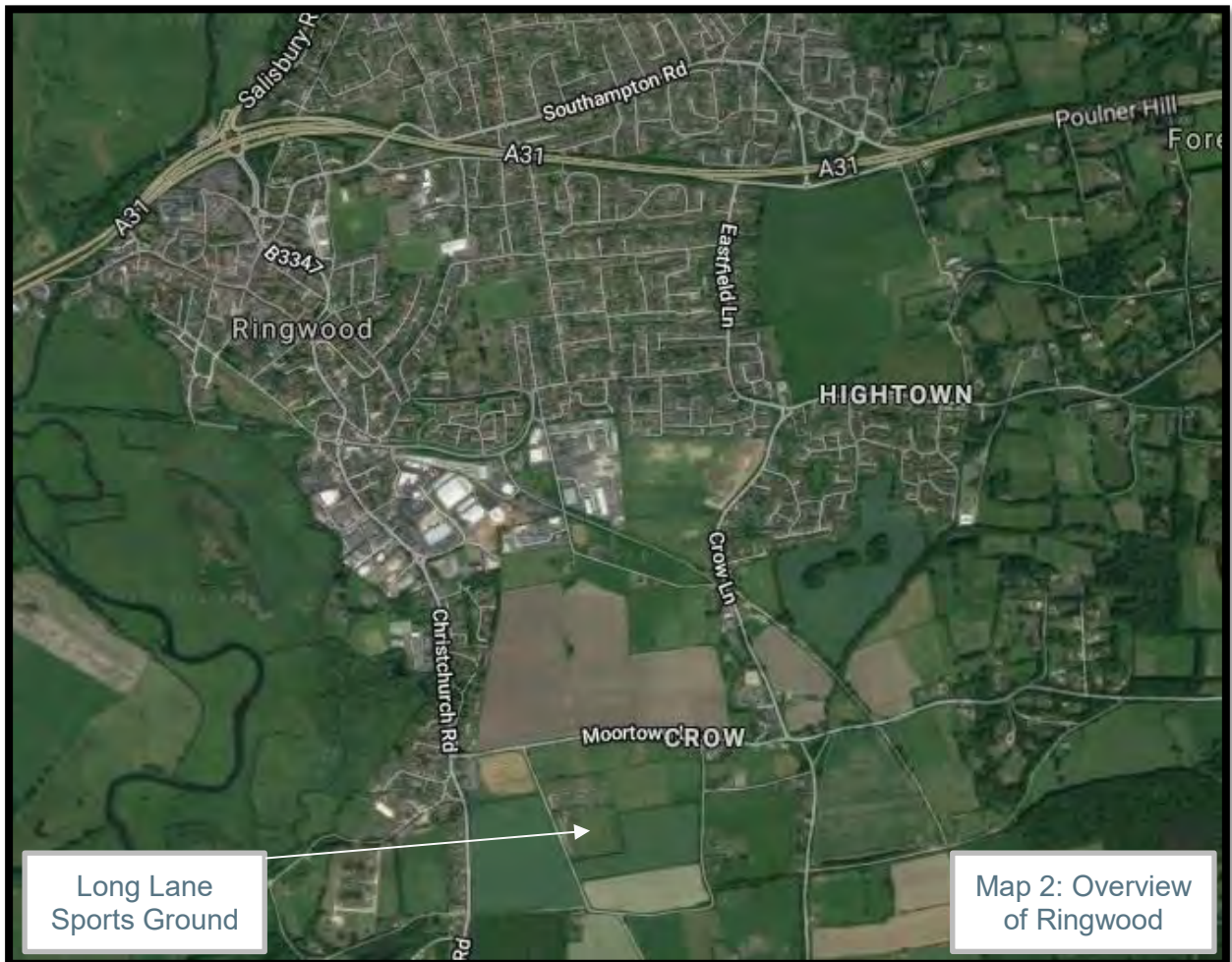
RTC therefore seek to work (or collaborate with others) to achieve the following aims at Long Lane:

- Replace the existing clubhouse (including all changing rooms and toilet facilities) with a new better-designed building designed to meet current and future needs.
- To add a full-size 3G AGP to the site.
- To develop a fitness trail including adult outdoor gym equipment.
- To improve accessibility of the site by non-vehicular means (e.g. improvement of the local path network).
- To create a new vehicular access off Moortown Lane capable of accommodating two-way traffic and additional car parking space.
- To retain access for schools, community groups and others to use the site (booking and payment terms to be agreed).
- To make use of potential developer contributions available.
- To negotiate revised tenure and business arrangements with key stakeholders to ensure that use and maintenance of the facilities is sustainable in the long-term.

Through ownership and usage, other stakeholders at the Long Lane site will need to be considered, these include:

- The Wright Family – own the freehold of the top site, known locally as the ‘10-acre field’.
- New Forest District Council - lease top site from the Wright family, then sub-lease it to RTC for community use.
- The rifle club – use range on site which is to be retained.
- The allotment gardeners – adjacent site to be retained.
- Local residents – vested interest in the site.

3.2 Map of Ringwood



3.2.1 Local Population

Local population data demonstrates:

- Ringwood South ward is one of 34 wards constituting the district of New Forest.
- Population of 6,046 (2015 Ward population Estimate).
- The Parish of Ringwood has a population of 14,112 (2015 Parish Population Estimate).
- New Forest District has a population 176,350 (2015 district population estimate).

Ringwood borders the district of East Dorset, so it is prudent to consider key statistics from the 2011 Census:

- 75,300 people living in the East Dorset locality (36,100 males and 39,200 females).
- Higher proportion of people aged 55-79, and a lower proportion of people aged 15-44.
- Proportion of the population aged 65 & over in East Dorset is significantly higher than the national average (31% compared with 17%).
- No Lower Super Output Areas in East Dorset are in the most deprived national quintile.
- East Dorset will account for 10% of all housing growth in Dorset over the next three years.

3.3 Local Plans and Strategies

The following information has been extracted from identified strategies and studies to help lead, inform and support the potential future development of sports facilities.

Please note information below comprises verbatim extracts from relevant documentation.

3.3.1 New Forest District (outside the National Park) Local Plan (adopted April 2014)

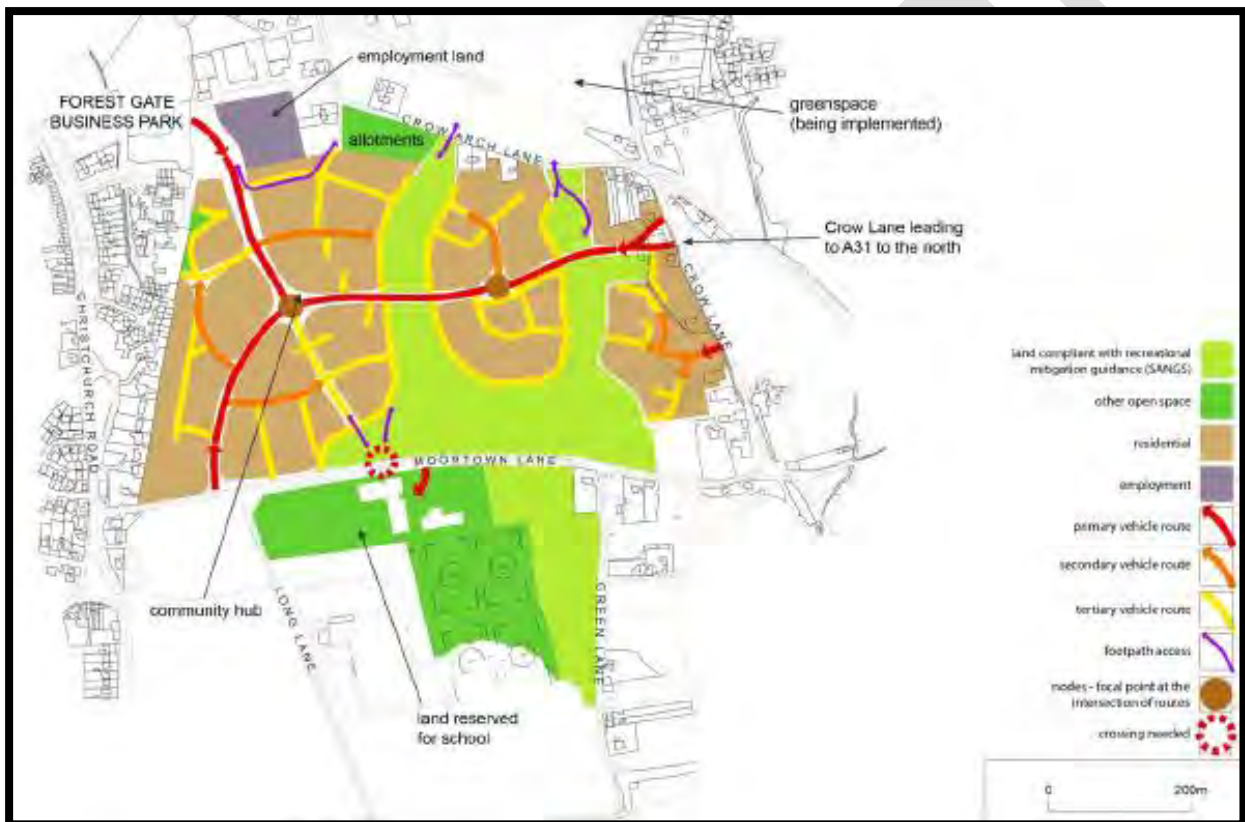
- Majority of new development in Ringwood will take place in the southern part of the town. This includes proposals for the redevelopment of a significant area of brownfield land, to the east of Christchurch Road and a short distance north of the Long Lane site.
- Housing development will continue on acceptable sites within the defined built-up area of Ringwood. The Core Strategy states that, beyond existing commitments and unimplemented allocations for new housing development in previous plans, new greenfield sites will be identified at Ringwood for around 150 dwellings.
- Land west of Crow Lane and adjacent to Crow Arch Lane, is allocated to meet the requirements for additional residential and employment development.
- In addition to protecting existing open spaces within Ringwood, new open spaces accessible to the public will be created over the Plan period by new public open space provision required as part of a development proposal.
- The Plan also proposes an extension to the formal open space to the south of the town, west of Green Lane², to enable additional facilities to be provided.
- This allocation of land for public open space will provide a further 3.1 hectares of public open space, enabling expansion of existing sports facilities in this area and helping to address the formal open space deficiency in Ringwood.
- Crow Arch Lane to Moortown Lane cycleway – this cycle route requires non-highway land to implement and will provide improved access between the town and south Ringwood.
- This proposed route will encourage cycling to the recreational areas on Long Lane in the south of Ringwood as well as connecting the southern part of the town to the employment sites in the Crow Lane area, helping reduce traffic congestion in this area of Ringwood.

3.3.2 Draft New Forest Local Plan 2016

- This is currently being considered for pre-submission consultation in June 2018.
- Land to the north of Moortown Lane is allocated for residential-led development to comprise the following:
 - At least 480 new homes and public open space dependent on the form, size and mix of housing provided.
 - Retention of about 2 hectares of allocated employment land adjoining Crow Arch Lane Industrial Estate in the north west corner of the site.

² Part of the RTFC / RTC site, also known as “Bernie Guys”.

- Provision of land for a minimum of 15 full size allotment plots within the site in order to provide for local needs arising from the development and in the wider community.
- Land in the Green Belt to the south of Moortown Lane (Long Lane site) is allocated for the following supporting uses to enable allocated land north of Moortown Lane to deliver the minimum number of homes required:
 - The provision of natural recreational greenspace and public open space (including outdoor sports facilities).
 - Two hectares of land to be reserved for a primary school. Hampshire County Council preference is for extensions to existing primary schools rather than provision of a new school, subject to technical confirmation that expansion is feasible and deliverable. If a new school is not required, the school reserve site will remain public open space within the Green Belt.



This is shown on the concept masterplan above which aims to create a well-designed and integrated southern extension of Ringwood:

- Providing natural greenspace corridors that connect the new residential areas to the town and to the countryside, linking the greenspace provision to the north of Crow Arch Lane with the recreational greenspace and playing fields area south of Moortown Lane.
- Enhancing the character of Moortown Lane with public open space provision and planting so that Moortown Lane is a strongly defined new Green Belt and settlement edge.

3.3.3 Playing Pitch Strategy (PPS)

- There is no current PPS adopted for the New Forest District. The Open Space, Sport and Recreation Study for the New Forest Area was published in 2007 and no longer considered relevant for consideration.
- Commonly, a PPS, or forthcoming Local Football Facilities Plan (LFFP), is regarded as an essential document to advise strategic support and investment. If this are not currently published an NGB will be guided by its regional officers and teams.
- Consultation with the Hampshire County FA dictates a need for 3G AGP in the Ringwood area but there is continued debate over the best site for this facility.
- It is also noted that the Rugby Football Union (RFU) have identified a similar need in the area.

3.3.4 Summary

The New Forest District Local Plan suggests that the redevelopment of the sport and recreation facilities at Long Lane would meet local objectives and support other developments in the vicinity.

The Local Plan highlights the important role that the Long Lane site and surrounding facilities plays for the community of Ringwood. This dependency will increase upon the introduction of new housing, employment and an increased population. Thus, the reference to additional and improved facilities on site and access cements Long Lane as a key strategic site in Ringwood to be maintained and improved.

However, the potential impact of a new primary school on the '10-acre field' is significant. This could bring negative connotations through the reduction of playing pitch space but conversely could be a positive based on increased demand/usage and stakeholders whilst reducing the Wright Family's interest and financial stake in RTC and RTFC plans.

Without a PPS or LFFP, it is difficult to determine the wider needs for sport in the Ringwood vicinity. However, the Hampshire County FA highlights the local need for a 3G AGP as part of the redevelopment of the Long Lane facilities and this is echoed by RFU requirements.

RTFC and RTC are advised to be continually appraised of all emerging strategies and policy documentation for the New Forest District, and specifically the Ringwood area. It is acknowledged as a fundamental challenge for RTFC and RTC to align the proposed developments at Long Lane with local strategic policy and allocation documents that are being prepared by New Forest District Council.

4. Sports Participation Data

The sports participation data provides an outlook on participation rates and the need for sports facilities based on data provided by Sport England.

4.1 Participation Breakdown within the Catchment (Appendix 11.1)

The Sport England Active Lives Survey data demonstrates the levels of activity of adults (16+) in sport and active recreation in each area:

- Inactive (Less than 30 minutes a week).
- Fairly Active (30–149 minutes a week).
- Active (150+ minutes a week).

In New Forest, from November 2016 to November 2017:

- Inactivity level of 23.1% which is the eighth highest when compared to the other 11 local authorities that constitute Hampshire.
- When compared to Hampshire (21.5%), New Forest has a poorer inactivity level, however when compared to England (25.7%) the inactivity level is better.
- Activity level is 63.3% and is ninth worst activity level when compared to the local authorities within Hampshire.
- When compared to Hampshire (64.9%), New Forest's activity level is lower, however the activity level is higher than the national (61.8%) average.

In East Dorset:

- Higher levels of inactivity (24.6%) than New Forest, though not as high as England (25.7%).
- Compared to Dorset (25%) and England (25.7%), East Dorset has a slightly better inactivity level.
- Fairly active levels of 10% which is a significant decrease from 2016 levels (15.8%).
- Compared to Dorset (63%) and England (61.8%), East Dorset's activity level is higher (65.4%).

Despite better levels than national averages, New Forest has some way to improve activity levels to be in line with the county average. East Dorset displays high levels of activity that will need to be maintained to prevent further decline in the Fairly Active rate.

The improved sports and community facilities at Long Lane can provide greater opportunities to participate in sport and active recreation in the local area, to aid the decrease in inactivity and increase activity in the New Forest and the wider area.

4.2 Market Segmentation (Appendix 11.2)

The Sport England Market Segmentation data is taken from the *Active Lives Survey* and helps to explain individuals' motivation, attitudes, behaviour and barriers towards sports and active recreation.

Market Segmentation is underpinned by the key socio–demographic variables and therefore every adult within England has a “Sport England segment” attached to them. Within a 10km radius of Long Lane, the top three segments demonstrate:

- Ralph & Phyllis - Retired couples, enjoying active and comfortable lifestyles
- Roger & Joy - Free-time couples nearing the end of their careers
- Tim – Sporty male professionals, buying a house and settling down with partner.

Tim represents approximately 10% of the local adult (aged 16+) population and is regarded as a 'sporty, professional male'. The redevelopment of Long Lane provides the high-quality sports and recreational facilities that this demographic requires.

4.3 Displacement of Local Football Clubs (Appendix 11.3)

- RTFC operate 28 teams.
- 58 teams in multi team clubs play within a five-mile radius of Long Lane.
- 18 single club teams within the same radius.
- Total of 104 teams play within the five-mile catchment of Long Lane.

The FA advises that one full-size 3G AGP serves 42 teams, resulting in at least two 3G AGPs required to serve the local football population. There are no full-size 3G AGPs (see 4.5.1) within the catchment of Long Lane clearly demonstrating an identified local need.

4.4 Displacement of Local Rugby Union Clubs (Appendix 11.4)

- 38 Rugby Union teams playing in two clubs within a five-mile radius of Long Lane.
- Nearest rugby specification 3G AGP 21-miles away at Applemore College in Dibden Purlieu.

This demonstrates further potential usage if the proposed full-size 3G AGP provision at Long Lane was constructed to meet IRB World Rugby Regulation 22 3G AGP compliance specifications. This is verified by the RFU requirements in the local area.

4.5 Location of Neighbouring Facilities

The location of sports facilities within the local catchment helps:

- Demonstrate the number of sports facilities.
- Understand the position regarding established facilities within the local catchment.
- Understand the position regarding any potential lack of facilities.

- Understand the position regarding displaced facilities if new provisions were constructed.

4.5.1 Location of Full-Size 3G AGP – (Approx. 10-mile radius of Long Lane)

Research into the location of full-size 3G AGP's within a 10-mile radius of Long Lane shows no provision within the catchment area.

The closest 3G AGP provision is a medium-sized (65m x 40m) facility at Potterne Park 7.1 miles away.

Dumpton School is the closest full-size (100m x 60m) 3G AGP provision located 12.2 miles from Long Lane.

It can be demonstrated an identified need for two such facilities within the local area through:

- 104 teams in the local catchment.
- FA guidance of 42 teams per full-size 3G AGP.
- No 3G AGP provision within 10 miles of Long Lane.

Consideration should also be taken into the potential for an RFU compliant 3G AGP at Long Lane:

- Multi-sport approach to maximise the programme of use and thus revenue.
- Potential source of additional funding and strategic support.
- Closest RFU compliant 3G AGP is situated 21.2 miles away at Applemore College in Dibden Purlieu and it has been indicated that the NGB is seeking to establish one in the Ringwood area.

4.5.2 Location of Natural Grass Football Pitch Provision – (Approx. 5-mile radius of Long Lane)

Site Name	Facility Type	Community Use	Distance from Long Lane
Carvers Recreation Ground	1 x full-size, 2 x junior & 4 x mini-soccer natural grass football pitches	Yes	2.0 miles
Ringwood School	1 x full-size natural grass football pitch	No	2.4 miles
Poulner Junior School	2 x mini-soccer natural grass football pitches	Yes	3.3 miles
Sopley Primary School	1 x junior natural grass football pitch	No	3.4 miles
Bransgore Church of England Primary School	2 x mini-soccer natural grass football pitches	No	4.4 miles
Pavilion Site	3 x junior natural grass football pitches	Yes	4.5 miles
Bransgore Recreation Ground	2 x full-size natural grass football pitches	Yes	4.5 miles
Moyles Court School	2 x junior & 1 x mini-soccer natural grass football pitch	No	4.6 miles
School Green	1 x full-size natural grass football pitch	Yes	4.9 miles

Nine natural grass pitch provision within a five-mile radius, with five of the sites available for community use.

Through the sites that have community use available, the size of the grass pitches available can be demonstrated as follows: -

- 4 x full-size natural grass football pitches.
- 5 x junior natural grass football pitches.
- 6 x mini-soccer natural grass football pitches.

It is evident Long Lane provides a key natural grass pitch provision within the immediate catchment area of the site, due to the limited alternative provision available.

Investment into the site ensures RTFC have a home-base with long-term sustainability and viability as well as continuing to provide sport and recreation facilities for the local community.

5. Impact and Outcomes

5.1 Identified need

Gaining strategic support for the proposed scheme at Long Lane is vital in demonstrating a clear demand for the proposed facilities from identified end users (i.e. clubs, schools, community groups). Key points to support the identified need: -

- Existing need underlined by groups that hire the site through RTC.
- RTFC is a long-established club - strong committee and youth section with a pathway to adult football.
- Current clubhouse and changing room provisions are neither suitable for the growing development of RTFC nor compliant to Football Foundation or FA specifications.
- Ringwood is a large settlement within the New Forest with limited community sports facilities in the vicinity.
- Dependency on Long Lane to continue in delivering sport and active recreation.
- Increase in Long Lane dependency due to new residential developments and population growth.
- Development of improved facilities will cement Long Lane as a key strategic site.
- New Forest has poor inactivity levels compared to other Hampshire local authorities - proposed new facilities at Long Lane will help provide greater opportunity to participate in sport and active recreation.
- No full-size 3G AGPs within 10-miles of Long Lane.
 - 76 teams within five-mile radius of the site states the need for such a facility.
- The closest RFU compliant 3G AGP is over 20 miles away.
 - 38 rugby union teams play within a five-mile catchment of Long Lane –
- A new football and rugby compliant 3G AGP to maximise usage should be considered.

5.2 Community Use

RTFC and RTC need to display a wide range of potential usage from the local community to satisfy the objectives of National Governing Bodies of Sport and grant aid funders.

Community use is vital to the success of any grant aid applications, irrespective of the proposed sports facilities.

- Local plan outlines important role Long Lane plays in delivering sport and recreational activity to the local community.
- RTFC is the primary user of Long Lane, however RTC can show strong community usage of the site through Ringwood Rifle Club, Ringwood School, Fordingbridge FC and Moorlands Bible College.
- Through development of Long Lane, RTFC and RTC are keen to continue and increase the sport and recreational opportunities available to the local and wider community.
- Improved sports and community facilities at Long Lane enables RTFC and RTC to provide better experience of participating in sport and active recreation to its members and the local community.
- Improved sports facilities at Long Lane provide emphasis in significantly increasing school-club links in the locality and develop long-term sustainability of the identified clubs.

5.3 Viability & Sustainability

A key component in considering potential investment from grant aid organisations is the viability, sustainability and usage of the proposed facilities. This is often reflected in the proposed number of existing and proposed additional users of the facilities.

- RTFC and RTC are committed to ensuring that Long Lane has long-term sustainable future and is football and sports hub within the local community.
- Proposed scheme provides improved facilities to be utilised by a wide variety of community users.
- Ability to maximise usage of the sports facilities enhances the ability for Long Lane to increase income generation leading to a self-sustaining sports and community facility.
- Key partnership working between all stakeholders is fundamental to the enhancement of the overall facilities to ensure the facilities are utilised to the maximum, in turn providing long-term sustainable sports facilities at Long Lane.
- Availability and potential access to external partnership funding enhances the proposed sports facilities on offer to the local community. This approach has to be carefully managed to ensure partnership funding is maximised (either through a single delivery project or phased approach).
- Consideration is needed into the facilities management and operational structure in conjunction with existing use and future development opportunities.

- Identified lack of full-size 3G AGPs available locally and existing usage at the site demonstrates Long Lane as a viable and sustainable long-term solution.

5.4 Management & Operation

Overall management and operation of the proposed facilities is key in determining the long-term programme of use and sustainability of the site.

- Long Lane must be operated to ensure that all the users (RTFC, RTC and other key community users/stakeholders) are represented within a robust management structure.
- Management of Long Lane needs to ensure that each job responsibility is accountable, succession planning is implemented, and all is overseen by a management committee.
- Several management and operational structures are available to RTFC and RTC. Those listed below are encouraged as suitable arrangements by NGBs and Sport England.

5.4.1 Community Interest Company (CIC)

- A modern solution for organisations to run sports facilities:
 - Organisations run for the benefit of the community.
 - But need to protect themselves from the risks that every business, club or charity faces.
- Limited Liability Company that, if set up, would protect members and those who run the committee, but specifically registered as not-for-profit.
- To authenticate not-for-profit status, an official CIC regulator makes sure the CIC established sticks to rules and regulations whilst preserving the honourable status expected of CIC's.

Advantages	Disadvantages
<ul style="list-style-type: none"> ➤ Members are protected from financial risk ➤ The organisation gains a Constitution acceptable to HM Revenue and Customs (HMRC) for CASC registration. ➤ With legally defined not-for-profit status, the organisation becomes more acceptable to public funding bodies to donate support. ➤ Organisation gains status as a registered company and has legal ownership of its registered name. 	<ul style="list-style-type: none"> ➤ Annual accounts can be seen by the public and must be submitted on paper. ➤ Organisation affairs are formalised. ➤ Residual funds (in the event of winding up) must be dedicated to a non-profit body (normally the sport's governing body).

5.4.2 Charitable Incorporated Organisation (CIO)

- Offer the benefits of being incorporated and have charitable status in one body.
- Simple mechanism for charities to trade (although trading for profit requires a trading arm).

- Regulated by the Charities Commission and are simpler to administer than an organisation being set up as a company with charitable status.
- To register as a CIO, objects must be exclusively charitable and meet public benefit test.
- If all site/organisation income is to come from gifts and grants, then a CIO model may be appropriate. But it restricts fundraising if the club wanted to develop property or land that could be borrowed against.

Advantages	Disadvantages
<ul style="list-style-type: none"> ➤ Provides a separate legal entity for organisation and offers members limited liability. ➤ May reduce administration in comparison to a charitable company. 	<ul style="list-style-type: none"> ➤ Reduction in administration over charitable company may not be significant. ➤ As a relatively new structure it is less well known and understood by third parties, such as banks and local authorities.

5.4.3 Community Amateur Sports Club (CASC)

- The CASC Scheme was introduced in April 2002 and allows local amateur sports clubs to register with HMRC and benefit from a range of tax reliefs, including Gift Aid.
- Once registered as a CASC, a club cannot apply to be recognised as a charity. To convert a registered CASC to a charity involves closing down (winding up) the CASC and transferring over the assets and activities to a new charity.
- To be registered as a CASC, a sports club must:
 - be open to the whole community.
 - be organised on an amateur basis.
 - have as its main purpose the provision of facilities for, and the promotion of participation in one or more eligible sports.
 - not exceed the income limit.
 - meet the management condition.

Advantages	Disadvantages
<ul style="list-style-type: none"> ➤ Local Authority business rate relief of at least 80 per cent is available to a CASC, with some Local Authorities giving 100 per cent relief. Gift Aid can be claimed on donations from individuals to the club (but not on membership fees). ➤ Even if an organisation does not own a facility, it can still benefit from Gift Aid (the Government adds 28.5p to every £1 received as a donation to a charity/CASC). ➤ CASCs are exempt from various taxes including on the club's fundraising or trading turnover (such as receipts from a bar or sales of branded clothing) if they are under £30,000. They do not pay tax on interest earned in bank accounts and no inheritance tax is payable on legacies left to a CASC. 	<ul style="list-style-type: none"> ➤ Must register with HMRC - normally involves changing the constitution. Once it has become a CASC, a club cannot undo the process. ➤ Club must continue to comply with CASC rules and under continuous review, particularly as the club progresses or grows and a serious transgression of CASC status could lead to an investigation by HMRC into claimed tax relief. ➤ Must allow anybody to become a member, unless they would be a disruptive influence, or the level of facilities means that the club cannot physically accept any more members. If the club has two or more classes of member then the club must allow

	<p>anybody to become the class of member, which enjoys the main voting rights.</p> <ul style="list-style-type: none"> ➤ The club must be amateur therefore players cannot be paid, although they can receive expenses. Clubs wishing to progress through the National League System need to carefully consider their long-term plans and whether registering as a CASC will inhibit their long-term development.
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5.4.4 Unincorporated Association (RTFC current structure)

- The most common and simplest structure used by the vast majority of sports clubs; the easiest to run and operate, and the one that most members will be familiar with.
- Members come together and agree to establish the club with its own rules and operating procedures. These are then set down in a Constitution.
- It's an "Association" because the club does not have a separate and distinct legal identity. For legal purposes, the club is regarded as a voluntary coming-together of its members - literally, an association of members.
- The most suitable structure for:
 - The majority of small local clubs.
 - Clubs without significant buildings, equipment, or financial assets.
 - Clubs that provide services primarily for their own members (rather than the general public).
 - Clubs that are not engaged in high-risk sports where accidents are far more likely and potentially costly if negligence could be proved.
 - Clubs that protect themselves against third party liability and negligence through a standard insurance policy for their sport.

Advantages	Disadvantages
<ul style="list-style-type: none"> ➤ Simple to set up and run. ➤ No permission required to set up / govern. ➤ You create your own constitution and run your own affairs within these rules. ➤ With a constitution, you'll be able to open a bank account and organise your finances. ➤ Most clubs are able to insure themselves against the more common risks and your NGB is likely to offer an insurance scheme that you can join. 	<ul style="list-style-type: none"> ➤ On the rare occasions that something does go seriously wrong - ALL the members of the association are liable. ➤ If the club goes bankrupt, all the members could be liable for the debts, irrespective of their individual financial circumstances. ➤ If you want to borrow money, one of your members will probably need to provide the lender with a personal guarantee or security for the loan.

5.4.5 Incorporation as a Limited Company

- Enables your club to become established as a legal entity in its own right, separate from the individual members.
- There are two forms of Limited Company:
 - Companies with an issued share capital, where ownership and control lies with the shareholders. This form is generally inappropriate for sports clubs.

- Companies limited by guarantee, where members of the company each guarantee to pay a nominal sum (usually up to £5 each) in the event of the company being unable to meet its obligations. This form is usually used for sports clubs wishing to incorporate as a company.
- You should consider forming as a Limited Company if one or more of the following apply to your club:
 - You own a high value of assets in the form of buildings, facilities, or financial reserves. However, some clubs have found a significant capital gains tax may be liable if they own considerable assets.
 - You are engaged in selling significant volumes of goods and services to non-members such as training courses, accreditation, equipment, lettings, books and other materials.
 - You are planning to organise a major event where there is a potential risk of significant financial loss (in which case, you might consider establishing the event as a limited company owned by your club).

Advantages	Disadvantages
<ul style="list-style-type: none"> ➤ Because the club is a distinct legal entity, it is easier for the club to enter into contractual arrangements e.g. to borrow money, own buildings, or stage very large events. ➤ The club itself, rather than the individual members, are responsible for the club's obligations and debts (unless one of the officers has acted negligently or fraudulently, in which case the individual remains personally liable). ➤ individual members can only be held responsible for the debts and obligations of the club up to the nominal value of their guarantee. 	<ul style="list-style-type: none"> ➤ Seldom eligible for public funding. ➤ Regulation and administration of Limited Companies is more onerous, and there are legal penalties for failure to comply. ➤ All Companies require various legal instruments such as a Memorandum and Articles of Association, and these must be registered with Companies House. ➤ The annual accounts must be presented in a prescribed form for Companies and also lodged with Companies House where they are open for public inspection. ➤ All Companies are subject to the provisions of Company Law; they are run by "Directors", and some club members may potentially be prohibited from becoming a Director because of their previous involvement with other companies or their financial status.

5.4.6 Third Party

The redevelopment of Long Lane could be an attractive proposition for a third-party operator. This is commonplace across the country as many sports and leisure facilities are proving a drain on local authorities both in resource and financial terms.

In this arrangement, the operator could contribute capital funds and would likely take on the ownership and management of the site, therefore reducing all risk to RTFC and RTC whilst still having a community facility on offer. But the lack of control presents a risk to the inclusion of the correct provisions and long-term community involvement.

5.4.7 Summary – Management & Operation

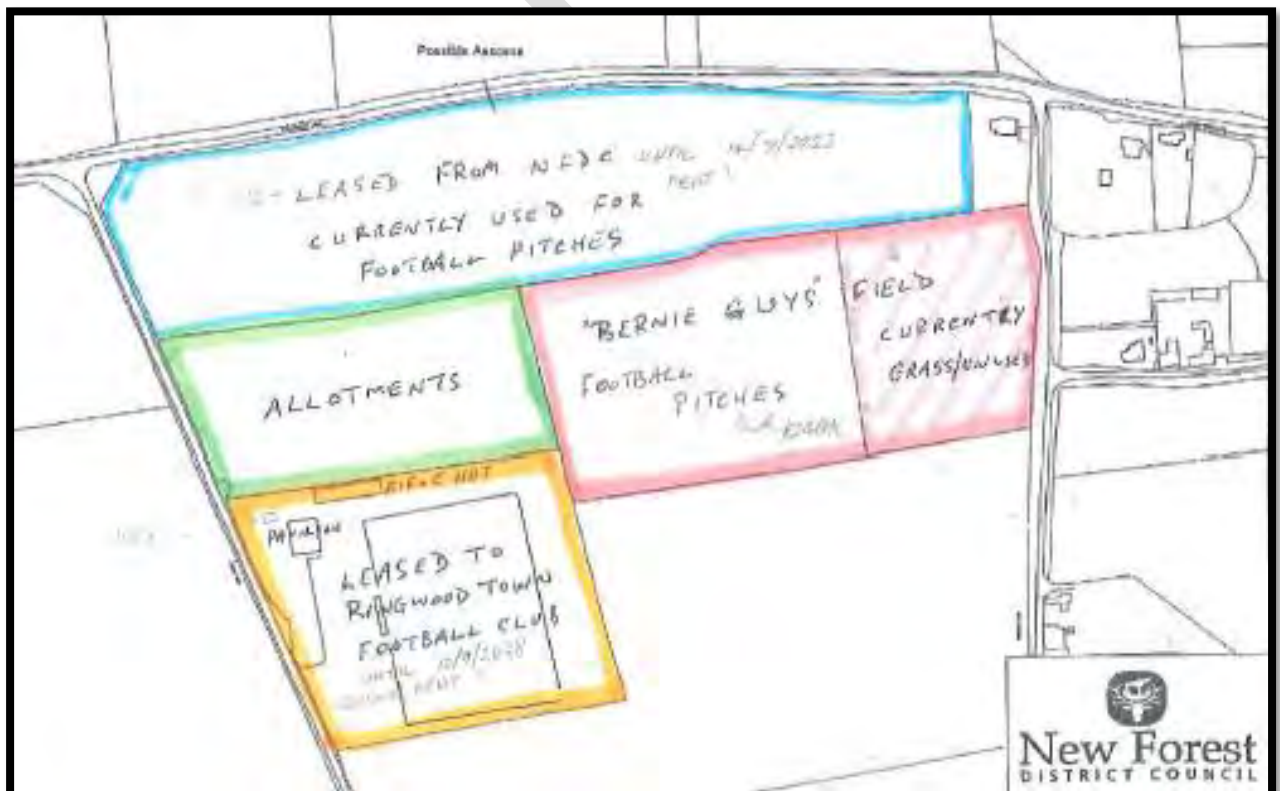
In determining the proposed structure of an organisation to manage Long Lane and overall operation for the proposed site, the Management & Operational structure needs careful consideration. RTC and RTFC are advised to seek professional support in this area to maximise / benefit from the proposals, consideration will need to be given to the following areas:

- 1) Volunteer led organisation.
- 2) Ability to attract / apply for grant aid assistance.
- 3) Liability to the club / individuals.
- 4) Short, medium and long-term benefits.
- 5) VAT (Capital & Revenue).
- 6) Providing a long-term sustainable structure.

5.5 Site Ownership

To progress the proposed scheme RTC and RTFC must establish a suitable ownership model for the site.

The ownership of the site is key to the development of the proposed project at this stage and, in simple terms, the stakeholders need to explore and determine the potential reality of the various Freeholds or Leaseholds on the site.



The current ownership of the Long Lane site and wider facilities is convoluted and summarised below:

- The main pitch (yellow outline) has been hired from RTC since 1968 with the lease due to expire in 2028.
 - This includes the Rifle Club range on a sub-lease from RTFC.
- The allotments (green outline) are owned by RTC.
- The “Bernie Guys” natural grass football pitch area (pink outline) purchased by RTC – the purchase being financed at £11,000 per annum cost to RTC.
 - The eastern third of this leased land is retained for livestock grazing
- The top pitches (blue outline) are owned by the local Wright family and leased to NFDC until 2023. A sub-lease to RTC is in place, who commit to keeping them for community sport usage including by RTFC.
 - The Wright family is open to suggestions for improvements to their land.

The key to progression of this project is the agreement of all parties to support the long-term viability of improved sports facilities through the implementation of new ownership structure and lease agreements to a minimum of 21 years³.

Having a long-lease in place is a pre-requisite of major grant aid funding applications. A minimum 21-year lease offers the security to protect any investment in the facilities.

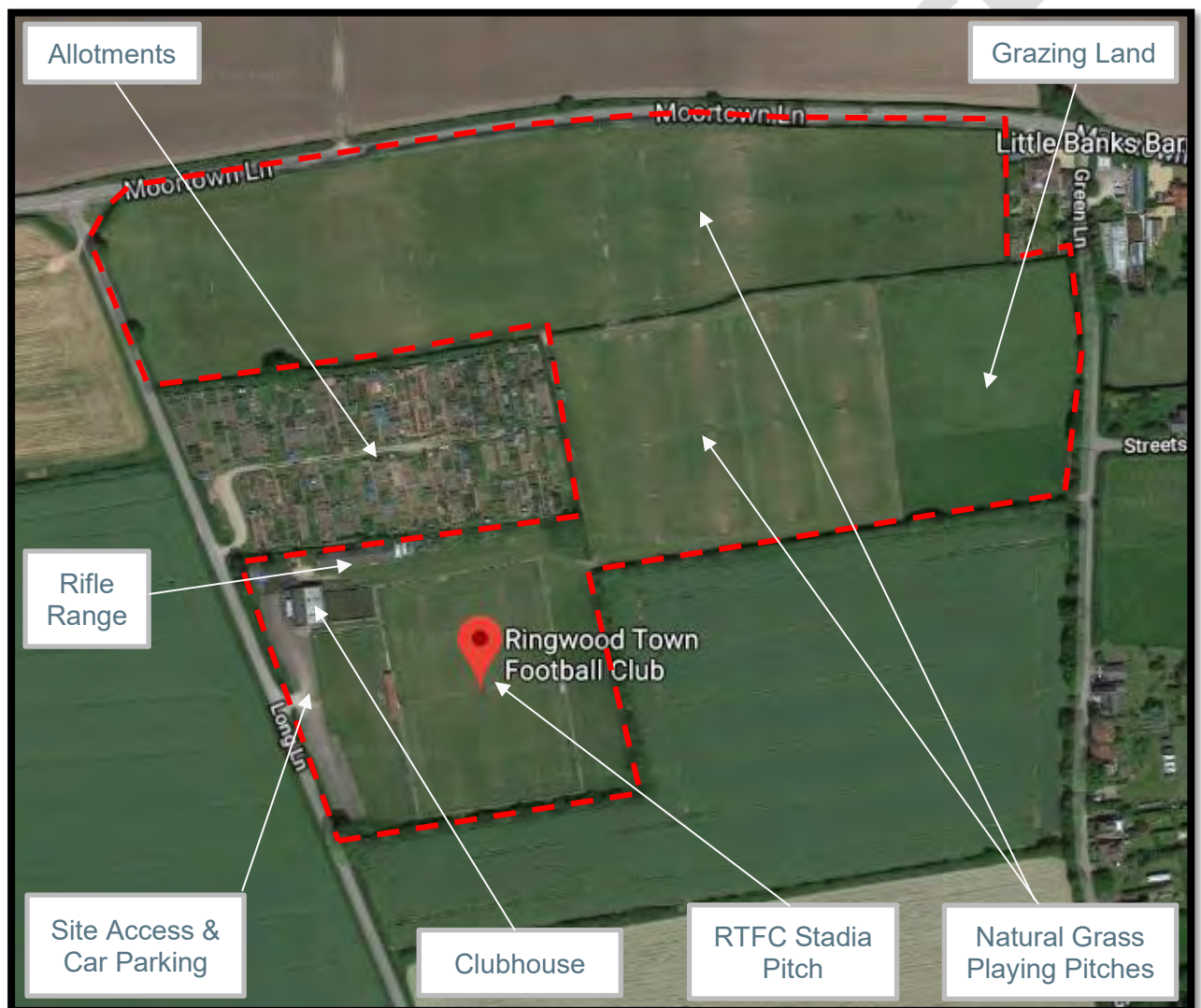
³ This is the usual length of grant aid funders’ ‘clawback’ period, during which they can legally reclaim grant monies should the terms and conditions of the grant agreement be breached.

6. Indicative Sketch Scheme

This section allows the initial ideas of the Long Lane project to be reviewed and appraised.

Indicative sketch scheme options are presented for discussion and consideration, linked to identified need. This approach generates key discussion points for progression and provides the alignment of potential strategic support to bring the project to fruition.

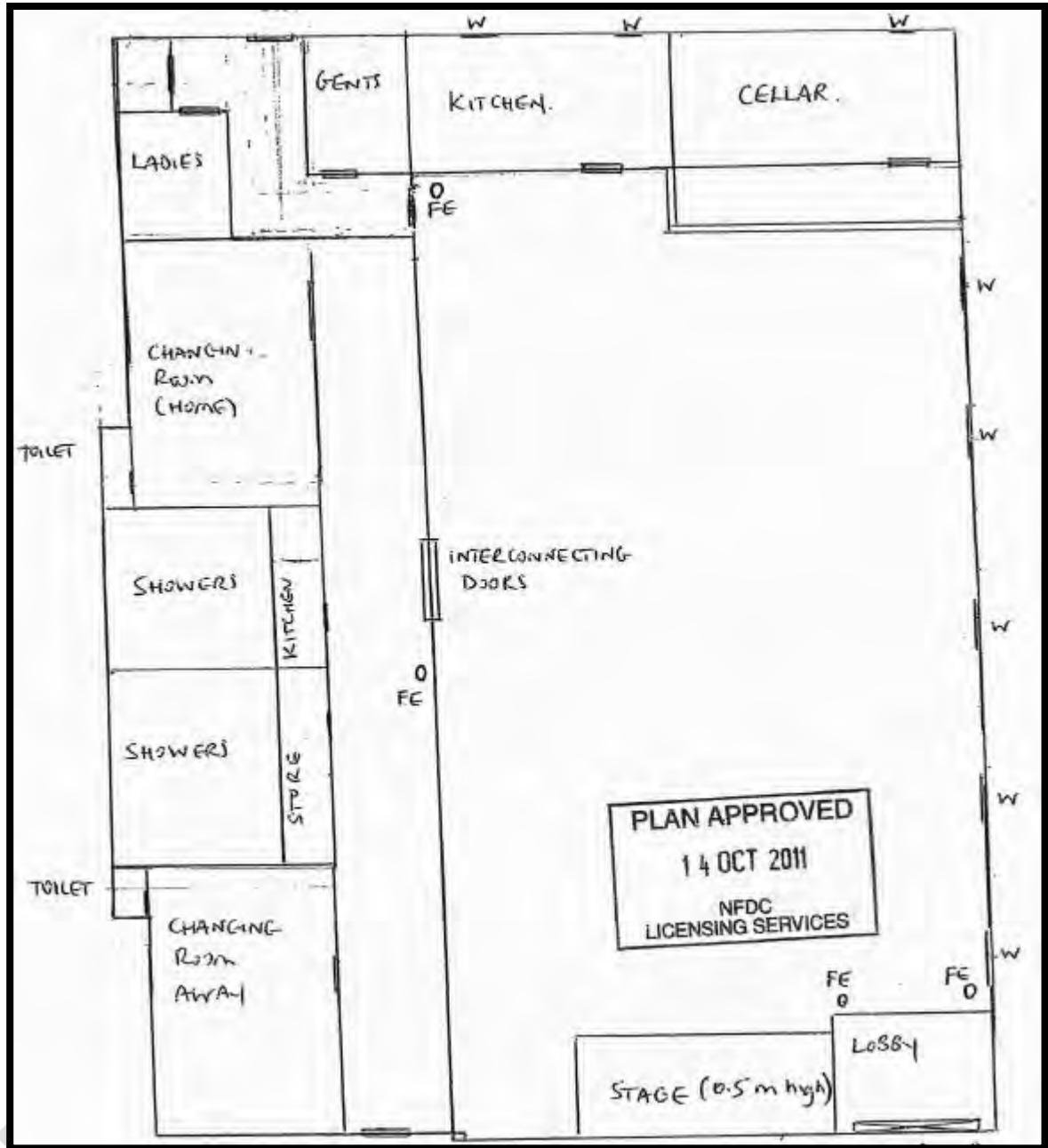
6.1 Existing Site Layout



Long Lane Characteristics

- Located south of the town of Ringwood.
- Close to major developments proposed as part of the New Forest District Local Plan.
- Existing access from Long Lane (single lane).
- Large natural grass pitch provision (in good condition) with flexibility on pitch layout.
- Site is punctured by allotments in situ north of clubhouse and stadia pitch.
- Site bordered by roads to the north, east and west with agricultural land to the south.

6.2 Existing Internal Layout



The existing clubhouse comprises:

- Function Room with bar and access to kitchen;
- 2 x changing rooms with shower and toilet;
- Male / Female toilets.

Existing Clubhouse analysis:

- Non-compliant Sport England and Football Foundation specification.
- Safeguarding children & vulnerable adults - sightlines (no screening).
- One toilet per changing room in poor condition.
- Communal shower areas (only separated by screen).

- Referee changing rooms and spectator toilet facilities located in separate buildings to main clubhouse.
- Kitchen has no external servery hatch and can only be accessed from the function room.

It should be noted, RTFC have continually invested in the upkeep of the clubhouse to ensure it serves the needs of club members and other community users, however, with continued growth and “modern-day” specifications / standards the changing rooms and pavilion are no longer fit-for-purpose.

6.3 Preliminary Long Lane Site Layout

The below indicative layout is for discussion only, demonstrates RTFC and RTC ideas for the proposed development and offers an initial indicative visualisation, in which a “preferred scheme” can then be further developed.

This approach has helped RTFC and RTC in understanding the requirements / needs and aspirations for the site in relation to the proposed changing room pavilion.

As part of the club’s vision, the drawing below provided by RTFC contains the proposed facilities that RTFC and RTC wish to be established at the site, including:

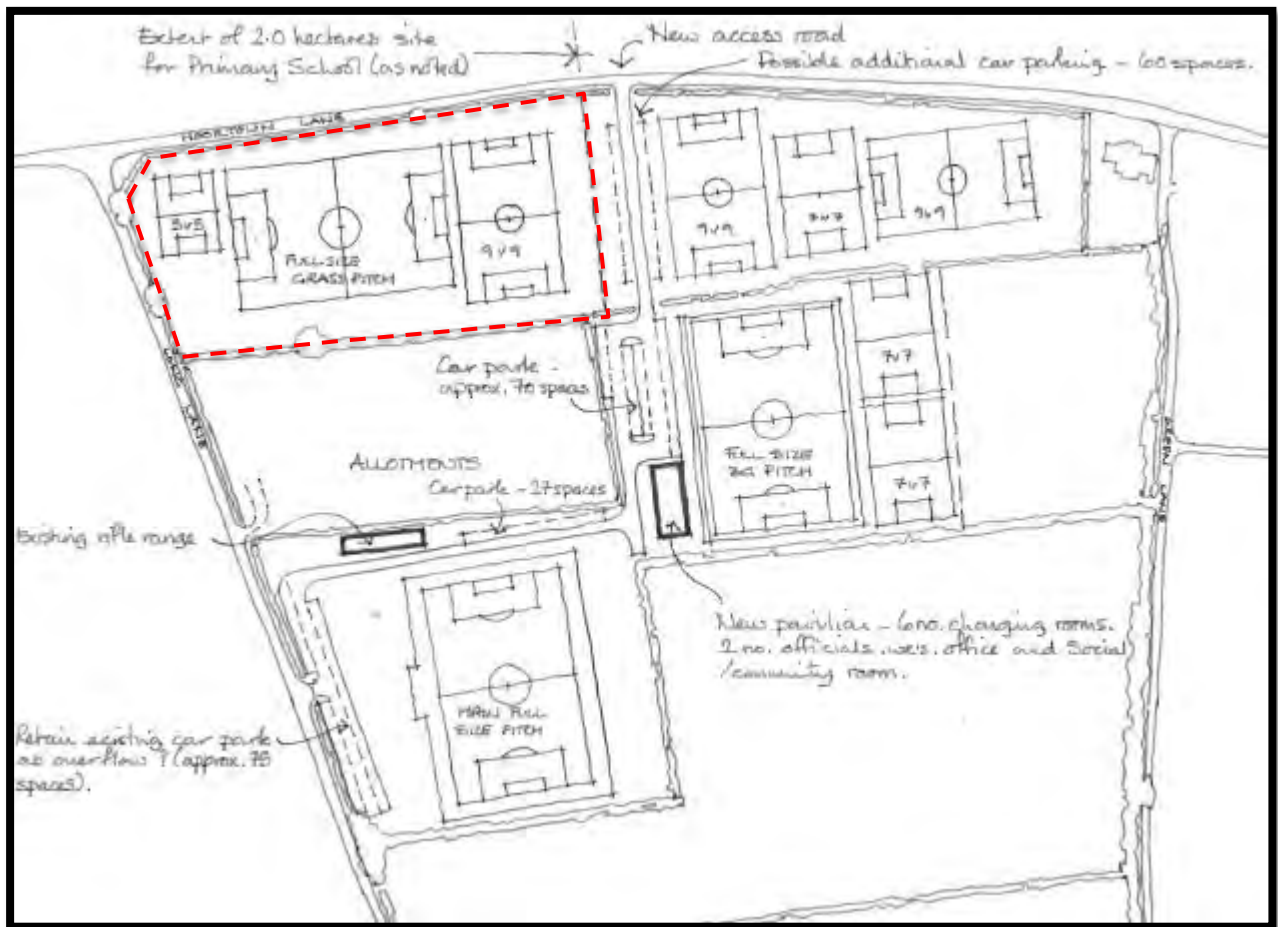
- Improved training provision (3G AGP).
- New changing room / clubhouse
- Community/social provision.
- Improved access and car parking.



6.4 Proposed Indicative Layouts – Conceptual Site Layouts

To support the proposed scheme at Long Lane, the following conceptual layout has been designed to highlight a proposed scheme delivery approach.

The option is designed to demonstrate an opportunity to deliver the scheme and ensure the long-term ambitions of RTFC and RTC can be achieved.



Considerations

- A realistic and achievable external facility mix.
- Clubhouse provides access to 3G AGP, natural grass pitch provision, rifle range (retained) and car parking.
- The 3G AGP is located close to the clubhouse:
 - Provide efficient and effective management & operation solutions.
 - Enhanced customer experience and journey.
 - Enhanced secondary spend potential.
 - Minimises risk of cross-contamination (natural grass pitch debris on artificial surfaces increased maintenance procedures and costs).
- Enhanced car parking provision (up to 232 spaces across four areas) with potential for car parking to be phased (if required).
- 3G AGP and a range of natural grass pitches sizes suitable for RTFC football development needs - proposed north-south orientation is encouraged by NGB's.
- Ease of transition through planning process.
 - Locating the 3G AGP and floodlights centrally will lessen the noise/light effect on nearby residential properties and the proposed developments north of Moortown Lane.
 - Discussions to be held with local planning authority at the appropriate point.

6.4.1 Potential Primary School Site

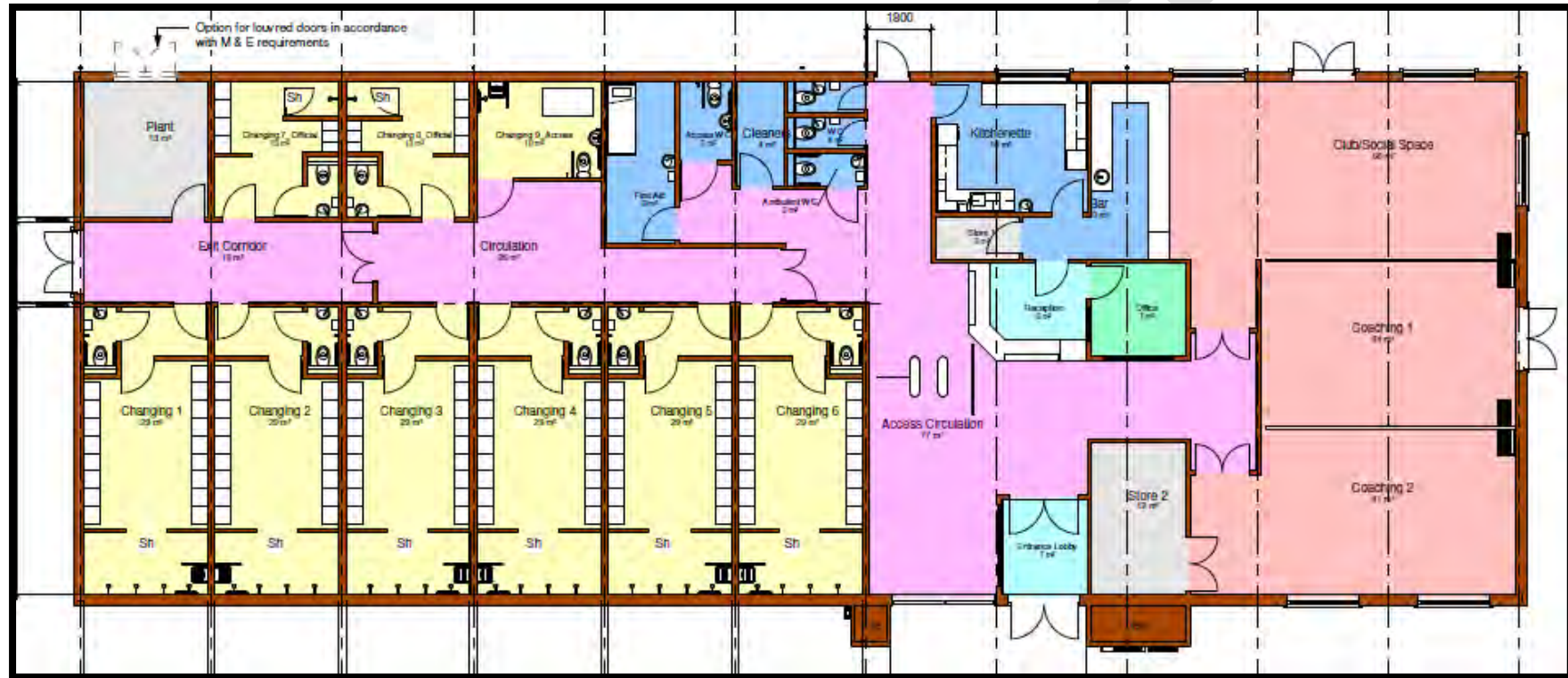
As per the Draft New Forest Local Plan 2016 (section 3.3.2), two hectares of land in the '10-acre field' are reserved for a primary school (shown inside the dashed red box in the above drawing). Whilst this is still subject to further technical considerations by Hampshire County Council, a new school would have a considerable effect on the Long Lane site:

- The location of the school on sports facilities (natural grass playing fields) to be scrutinised by Sport England's Planning Policy team as a loss of provision.
- Negative affect on RTFC football development growth by reducing the pitches available for activity (no full-size or 5v5 natural grass pitch).
- Similar repercussions would be evident in the community usage of the '10-acre field' through RTC, with the loss of pitches placing a strain on other local authority facilities.

Considerations

- If the school was to be implemented, RTFC and RTC could benefit from shared facilities (natural grass pitches and car parking) of the school site outside of school hours and term-time.
- Construction of a new primary school would offer cost savings to the Long Lane scheme around access and car parking (if shared).

6.5 Internal Pavilion Layout



The above example layout is indicative of a modular 6 x changing room facility with ancillary social facilities as is typically seen as part of the Football Association, Football Foundation and Sport England framework and includes:

➤ 6 x changing rooms.	➤ Storage.
➤ 2 x officials changing rooms.	➤ Male, female & disabled spectator WCs.
➤ 1 x flexible clubroom.	➤ First Aid Room
➤ Kitchen/bar (with internal & external serving hatch).	➤ Plant Room
➤ Reception / Office.	

Considerations

Indicative internal layout provided for further consideration and discussion in line with progression of identified scheme.

➤ Facility mix:

- Initial cost efficiency to the delivery of a scheme.
- Effective management of the facility through identified club and community use (i.e. multi-use of function room and staggered kick off times for changing rooms).
- Compliant to Football Association and Sport England facility provision.
- Experience of similar facilities in operation on successful sustainable sites.

The pavilion demonstrates the key facilities (to meet immediate community need and NGB requirements) can be accommodated at Long Lane, aiding progression of the development and being realistic in the short, medium and long-term.

NB: the indicative design options will be further developed as the scheme progresses in line with RTFC, RTC and key partner requirements.

Final Draft

7. Elementary Cost Appraisal

7.1 Indicative Breakdown for capital costs of Long Lane

The below costs are sourced from Sport England's Facility Cost sheet and recent costs that have been developed through the Football Association, Football Foundation and Sport England frameworks for 3G AGPs and changing room clubhouses and ancillary facilities.

Capital Costs (£ figures have been rounded)	Total (Estimated Budgetary Costs)
Description including: Full-size 3G AGP ⁴	
➤ Contract Prelims	£29,000
➤ Site Clearance, Excavation & Groundworks	£27,000
➤ Drainage Works	£19,000
➤ Pitch Foundations & Base	£221,000
➤ Artificial Grass Surface	£136,000
➤ Perimeter Fencing	£54,000
➤ Sports Equipment & Site Furniture	£23,000
➤ Floodlighting	£70,000
➤ Hard Standing Areas	£16,000
➤ Reinstatement	£4,000
➤ O&M Manuals	Included
➤ Maintenance Equipment	£11,000
Sub-Total	£610,000
➤ Contingency (5%)	£30,500
➤ FMC Fees	£23,000
Total Project Cost	£663,500

Capital Costs (figures have been rounded)	Estimated Budgetary Costs (exc. VAT)
Description including:	
➤ 6 x Changing Room / Community Room Pavilion ⁵	£850,000 - £950,000
➤ External Works	
➤ Professional Fee's / Legal	
➤ Contingency (5%)	£1,000 - £1,500 per car parking bay ⁶
➤ Car Parking Provision	

Capital Costs (figures have been rounded)	Estimated Budgetary Costs (exc. VAT)
Description including:	
➤ 3G AGP	£663,500
➤ Clubhouse	£850,000 - £950,000
➤ Floodlights for stadia pitch ⁷	£50,000
➤ Car parking (150 spaces) & access	£150,000 – £225,000
Total	£1,713,500 - £2,888,500

⁴ Based upon May 2018 cost analysis from 3G AGP FA/Football Foundation framework pitch project

⁵ According to the FA/FF/SE Framework for changing rooms and built ancillary facilities (based on a 610 square metre footprint at circa £1,500 per square metre

⁶ Based upon recent car park cost analysis of similar projects.

⁷ Known to be in need upgrading.

	Expenditure	Current	Year 1	Year 2	Year 3	Year 4	Year 5
3G AGP	Annual maintenance contract	£0	£0	£4,300	£4,429	£4,562	£4,699
	Equipment replacement	£5,342	£0	£1,500	£1,545	£1,591	£1,639
	Pitch testing / inspection	£0	£0	£0	£0	£1,300	£0
	Regular maintenance (weekly)	£0	£4,800	£4,944	£5,092	£5,245	£5,402
	Sinking Fund	£0	£25,000	£25,000	£25,000	£25,000	£25,000
	Rubber Crumb Replacement	£0	£2,500	£2,575	£2,652	£2,732	£2,814
Floodlights	Lamp Replacement	£0	£0	£3,000	£3,090	£3,183	£3,278
	Maintenance	£5,000	£0	£2,000	£2,060	£2,122	£2,185
	Utilities	£0	£6,500	£6,695	£6,896	£7,103	£7,316
Grass Pitches	Machinery Operation Costs	£1,085	£0	£0	£0	£0	£0
	Pitch maintenance (annual for site)	£3,349	£26,272	£27,060	£27,872	£28,708	£29,569
	Groundgrading works & outstanding invoices	£7,539	£0	£0	£0	£0	£0
Clubhouse	Cleaning	£0	£2,600	£2,678	£2,758	£2,841	£2,926
	Maintenance & Repairs	£3,189	£3,900	£4,017	£4,138	£4,262	£4,389
	Sinking Fund	£0	£5,000	£5,000	£5,000	£5,000	£5,000
	Utilities	£2,496	£1,000	£1,050	£1,103	£1,158	£1,216
	SITA	£670	£700	£721	£743	£765	£788
Miscellaneous	Bar expenditure	£6,174	£3,000	£3,090	£3,183	£3,278	£3,377
	Equipment (including first aid)	£5,000	£3,500	£3,605	£3,713	£3,825	£3,939
	Facility Hire	£9,798	£20,000	£20,600	£21,218	£21,855	£22,510
	Kit	£7,706	£8,000	£8,240	£8,487	£8,742	£9,004
	Kitchen expenditure	£0	£2,000	£2,060	£2,122	£2,185	£2,251
	Licences	£0	£500	£515	£530	£546	£563
	Loan Repayment	£2,398	£2,400	£2,472	£2,546	£2,623	£2,701
	Rates	£0	£500	£515	£530	£546	£563
	Match Officials	£3,295	£3,300	£3,399	£3,501	£3,606	£3,714
	Rent	£1,950	£1,500	£1,545	£1,591	£1,639	£1,688
	Transport	£450	£450	£464	£477	£492	£506
	Council Tax & NFDC	£348	£350	£361	£371	£382	£394
Revenue	Cleaning staff & parking marshals	£471	£500	£515	£530	£546	£563
	FDP Delivery (inc trophies)	£1,878	£1,900	£1,957	£2,016	£2,076	£2,138
	On costs	£0	£1,560	£1,320	£1,360	£1,400	£1,442
	Other staff (Site Manager)	£0	£13,000	£13,390	£13,792	£14,205	£14,632
	Playing Staff (msc match day costs)	£294	£300	£309	£318	£328	£338
	Training and education costs	£3,882	£4,000	£4,120	£4,244	£4,371	£4,502
	Charges, fines, miscellaneous	£7,187	£5,000	£5,150	£5,305	£5,464	£5,628
Administration	Accountancy	£0	£500	£515	£530	£546	£563
	Affiliation	£1,763	£1,800	£1,854	£1,910	£1,967	£2,026
	Insurance	£1,350	£1,500	£1,545	£1,591	£1,639	£1,688
	League Fees	£203	£250	£258	£265	£273	£281
	Marketing	£0	£1,000	£500	£515	£530	£546
	Stationary	£224	£250	£258	£265	£273	£281
	Telephone	£0	£90	£93	£95	£98	£101
	Annual Tournament	£6,801	£7,000	£7,210	£7,426	£7,649	£7,879
	Total	£89,842	£151,150	£164,788	£168,852	£174,340	£177,354
	Surplus / Deficit	£7,228	£12,632	£3,886	£4,861	£4,563	£6,894

Considerations

Although many variables exist in the above analysis of the future financial operation of the site, the income and expenditure figures provide a reliable overview of the potential financial performance of Long Lane:

- All assumptions reflect a conservative approach highlighting a 'worse case scenario' output (usage, outgoing costs, and management of expectations).

- Current income and expenditure headings remain constant where applicable and where circumstances stay the same (e.g. match officials expenditure).
- Large increase in facility hire (primarily for training purposes), now directed to a 3G AGP at Long Lane.
- Full-size 3G AGP generates a potential £30,000 profit per annum.
- Higher levels of income possible through dual-use football/rugby 3G AGP (rugby usage likely for training purposes and some junior matches).
- No reliance on any local authority subsidy.
- All maintenance costs based on Football Association and Sport England guidelines.
- Sinking funds in place for new provisions (clubhouse and 3G AGP) to allow for repairs and replacement.
- Kitchen and bar expenditure assumed at 50% of potential income.
- New headings (e.g. licenses, rates, telephone etc.) included at similar amounts to like-for-like facilities.
- Cost for Site Manager relates to daily tasks on site to operate clubhouse and 3G AGP prior to RTFC/community usage at evenings and weekends.

Summary

- An improved facility mix and layout at Long Lane provides a long-term sustainable future.
- Income is accentuated by the introduction of a full-size 3G AGP.
- The versatility of the site, in particular the community room, delivers a realistic alternative source of income.
- Community hire of the top pitches is crucial to financial viability of site – without this, Long Lane is limited to just RTFC who in turn would be required to pay its current rent rate.

8. Grant Aid Analysis

An initial appraisal of potential grant aid opportunities has been undertaken to review organisations that may provide capital funds towards the identified development project.

This following list is not an exhaustive list of grant aid providers but provides a synopsis of initial strategic grant aid opportunities. Potential for additional grant aid could be sourced, as the project is defined in greater detail.

The funding streams have been identified could benefit the proposed development at Long Lane. It should be noted that it is un-realistic to expect significant funds to be raised by a “traditional” single external grant aid provider.

8.1 Potential Sources of Grant Aid

8.1.1 Sport England

In 2016 Sport England announced their new Towards an Active Nation Strategy 2016 – 2021. The new strategy outlined the creation of seven new investment priorities:

Tackling Inactivity	Children & Young People
Volunteering	Sustaining Sport's Core Market
Taking Sport & Activity into the Mass Market	Local Delivery
Facilities	

The investment strategy for community facilities (Long Lane) will look to concentrate on:

Sport England Community Asset Fund

- New fund dedicated to enhancing the spaces in local communities that give people the opportunity to be active.
- Help local organisations to create quality and financially sustainable facilities that benefit their community for years to come.
- Grants of between £1,000 - £150,000.
- No application deadline and funding decisions expected with two months of submission.

Fund Objectives:

- Improve and protect existing sports facilities that support the needs of local communities
- Invest in new and different places that meet the needs of local communities.
- Ensure capital investment reaches organisations who have not accessed Sport England funding before.
- Create a more resilient, sustainable, less grant dependent sport sector

If a rugby specification 3G AGP surface and facilities to cater for other sports (e.g. the rifle club) and users (e.g. local schools) the Community Asset Fund is a realistic fund for RTC and RTFC to attain.

8.1.2 Football Foundation – Premier League & FA Facilities Fund

The Foundation's mission is to **improve facilities, create opportunities and build communities** throughout England. Projects should look to support this mission. The FA, via its investment into The Football Foundation looks to support projects that will make a difference to a club and the community it serves. All applicants must have security of tenure either by freehold or leasehold.

The Premier League & The FA Facilities Fund gives grants of between £10,000 and £500,000 for building or refurbishing grassroots facilities, such as changing pavilions, artificial playing surfaces and pitch improvements works for community benefit. In addition, projects should look to:

- Improve facilities for football and other sport in local communities.
- Sustain or increase participation amongst children and adults, regardless of background age, or ability.
- Help children and adults to develop their physical, mental, social and moral capacities through regular participation in sport.

All applicants must have security of tenure either by freehold or leasehold. A minimum of 25 years' security of tenure is required by leasehold.

The Long Lane project aligns itself to supporting the requirements for football development in Hampshire by offering a detailed programme of use (identified community club usage), identified facility need and potential identified partnership funding.

Initial discussions with the Hampshire County FA have identified the following key points:

- RTFC would need to produce an evidence base to ensure there is no displacement from nearby facilities i.e. (other 3G AGPs).
- RTFC to adhere to the current application process in line with the Hampshire CFA, FA and Football Foundation.
- An LFFP is to be produced for the New Forest district prior to 2020 which will detail proposed strategic development sites in the region – Long Lane will be included in this process.
- Potential projects are prioritised in November for allocation in the next financial year.

RTFC and RTC are encouraged to complete a Project Outline Form (on the Foundation's Grantshot portal) as the project meets the aims and objectives of The Premier League & The FA Facilities Fund. These include:

- Number of teams to use the facility and their proposed growth;
- The variety of football (and other sports and activities) the site will support;
- Level of FA Charter Standard and ability to promote Charter Standard ethos;
- Supporting coach education programmes and initiatives, women & girls Football opportunities.

8.1.3 Football Stadia Improvement Fund

The Football Stadia Improvement Fund (FSIF) provides financial support to football clubs towards their ground improvement projects. Funded by the Premier League with an annual budget of £6m, the FSIF awards capital grants to clubs from the Football League down to the lower levels of the National League System to improve safety at their stadia and to enable them to satisfy The FA's ground grading requirements.

The FSIF helps to pay for crucial work that can be very costly to clubs, but which is essential to allow the national game to function. Most importantly, FSIF investment also helps ensure that players and supporters can enjoy the national game in safety and comfort.

FSIF grants provide financial assistance towards a wide range of stadia projects, including the construction of new stands, installation of floodlights, turnstiles, or even relocating to an entirely new ground.

Please note that a club can only apply for grant aid to meet the membership conditions of their current league. As RTFC play at Step 6 of the National League System they would be able to apply for up to £100,000 (minus any previous FSIF grants received within the last five years).

Clubs in The FA National League System	Maximum cumulative grant value	Maximum percentage grant
Step 7	£100,000	70%

8.1.4 Rugby Football Union Capital Funding

The RFU is committed to raising the standard of facilities at sustainable community rugby clubs around England, increasing the opportunities to access quality playing conditions for both new and existing players.

The RFU launched a National Facility Strategy in 2002 and has since invested £27m in nearly 500 projects, attracting a further £85m from other investors, whilst the Rugby Football Foundation has invested £17m into over 1000 projects with a total project value of £60m.

The RFU support projects which are seeking to grow and sustain rugby participation with grants of up to £100,000, however, strategic alignment with the RFU provides enhanced avenues to develop the scheme / investment opportunities with the RFU and Sport England (potentially leading to increased investment). Rugby Share pitches will not be based at rugby clubs, but instead will be located at a range of partner organisations who intend to deliver an artificial pitch within the next four years.

In recent years, potential projects are prioritised in October and November with shortlisted projects invited by letter to apply for funding the following RFU financial year which runs from July to June.

RTC and RTFC can link both football and rugby at Long Lane and so should be able to align strategic and identified need and ultimately demonstrate the opportunity for investment through the RFU's Share programme.

8.1.5 RTC and RTFC

Both RTC and RTFC will be expected to be a significant contributor towards any potential project that is brought forward. Fundraising, sponsorship, the organisation's own funds and key partnerships with local community groups will be fundamental to the potential success of the proposed development.

For significant development projects, as a term of guidance, National Governing Bodies / Grant aid providers expect the key partner organisation / group to be a significant contribution to any potential project that is brought forward. As guidance, the Football Foundation expects a key partner club to commit up to £1000 per team (affiliated to the club) for a major capital project.

The contribution towards the scheme by RTC and RTFC will need to be confirmed and outlined to take the project forward. This will help potential project funders understand capital that has been confirmed towards the scheme and how much more needs to be acquired.

8.1.6 New Forest District Council Construction Funding⁹

These funds are for the construction of new buildings or the extension of existing buildings and schemes must be specifically allied to the Council's Corporate Plan (2016-2020).

The outcome of any bid will not be confirmed until February of the following year and, if successful, the actual funding would not be available until after 1st April that year. The following criteria apply:

- If you are requesting an investment in property or land, you will need to be able to show that the organisation has security of tenure.
- Applications cannot be made retrospectively - i.e. you cannot apply if the organisation has already entered into any form of commitment in respect of the project, prior to making an application.
- The organisation and the project must be to the benefit of residents of the New Forest District Council area.
- The application needs to be from an organisation, not an individual.
- The organisation must have a constitution which is to the satisfaction of the Council.
- You must be able to demonstrate that the organisation is financially and administratively viable.

8.1.7 Developer Contributions

Up to £400,000 is potentially available for community sports facilities via the range of local developments that will be enacted as part of the local plan. The New Forest District Council

⁹ It is not clear how much funding may be applied for in relation to this grant.

Infrastructure Delivery Plan (September 2013) notes the delivery of an 'All Weather Pitch at a cost of £850,000 for RNG2 (land north of Moortown Lane).

This is to be through one of two sources:

Section 106 funding

As part of the Planning Process, Council's ask housing developers to pay towards the costs of new or improved recreation facilities (such as sports facilities) to offset the impact of development and benefit local communities. These arrangements are set out in Section 106 legal agreements.

Decisions on how developer contributions are spent varies from Council to Council. Some provide a grant aid scheme for community organisations to apply to. It's important to remember that developer's contributions are for projects that are of benefit to those living in the housing development in addition to the wider community.

If a facility improvement project is near a recent housing development or it is known that there are plans to build houses in the area, a visit to the Planning pages of the Council's website or conversations with Council representatives will decipher if a project is eligible for developer's contributions.

Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a planning charge, introduced by the Planning Act 2008 as a tool for local authorities to help deliver infrastructure to support the development of their area. It came into force on 6 April 2010 through the CIL Regulations 2010 and New Forest District Council has adopted its CIL Charging Schedule

A new development may be liable for a charge under the CIL if the local planning authority has chosen to set a charge in its area. Most new development which creates net additional floor space of 100 square metres or more, or creates a new dwelling, is potentially liable for the levy which is directed towards a pre-defined designated list of community infrastructure types (e.g. play areas, parks and green spaces, cultural and sports facilities, academies and free schools, district heating schemes and police stations and other community safety facilities).

8.1.8 Power to Change – Community Business Fund

Power to Change – Community Business Fund was set up in January 2015 to support community businesses in England to help create more prosperous, cohesive communities which are positive about their future.

Power to Change supports the development of projects controlled by their communities and many of their profits flow back into their area to deliver positive social impact. Grants of between £50,000 and £300,000 are available for organisations to apply for.

Organisations must meet the definition of a community business:

- Locally rooted - They are rooted in a geographical place and respond to its needs, for example high levels of urban deprivation or rural isolation.
- Accountable to local community - They are accountable to local people. This can be demonstrated in many ways – but you must have evidence of regular community influence on your business.
- Trading for benefit of local community - They are businesses. Their income comes from activities like renting out space in their buildings, trading as cafés or selling the produce they grow.
- Broad community impact - They benefit the community and can clearly evidence the positive social impact on the broader community.

Capital funding can be requested for:

- Building-related: purchasing, renovating or adapting. You can request up to a maximum of 75% of these costs.
- Non-building related: purchasing other equipment and physical assets. You can request 100% of these costs.

The Long Lane project fits with Power to Change's capital funding criteria as they are looking to refurbish an amenity for community benefit, therefore application to this fund should be progressed.

8.1.9 Crowdfunding

Crowdfunding is the practice of funding a project or venture by raising many small amounts of money from a large number of people, typically via the Internet and several crowdfunding resources are available online.

There are an increasing number of sports related projects that are raising funds from crowd funding. This means is particularly suited to innovative projects involving large networks of interested individuals / beneficiaries.

8.1.10 Shared Access

This scheme, in collaboration with the FA, offers clubs the chance to receive free floodlights at no cost to the club. Shared Access will pay for and erect floodlights for local football clubs which house state-of-the-art wireless antennas and where available fibre connections, enabling significantly enhanced broadband penetration and mobile phone coverage in the locality.

These benefits to the Club could include:

- Free fully installed and maintained floodlights.
- An ongoing revenue stream to the club.
- Planning and installation costs covered.

The FA are encouraging as many clubs as possible, without obligation, to sign up, and subject to being in a suitable location, have the opportunity of either obtaining floodlights or other capital investment projects into the Club. There is no cost to the club to apply and all a club has to do to be included into the scheme is to complete and online enquiry form.

8.1.11 Independent / Alternative Sources of Investment

There is a range of capital funding sources which RTC and RTFC could consider to finance the proposed development. These would need to be further evidenced on an individual basis if an opportunity arose, including:

- Public / Private Partnership – with local businesses for example.
- Receipts from sale of assets / land – potentially possible through RTC land related to the local plan.

8.2 Summary of Grant Aid

Any proposed capital funding for the multi-sport project is likely to be a combination of monies from the identified sources above. It is envisaged that significant capital investment is unlikely from any one source, and thus a range of grant aid providers maybe required dependent upon the final proposed scheme (E.g. Football Foundation, FSIF, Developer Contributions and New Forest District Council).

Any grants to be provided by partnership funders can be highly dependent on RTFC and RTC's own financial contribution as this will underline the organisation's commitment to the project.

Additional sports provision and community emphasis will aid the project in identifying the proposed capital and revenue costs to progress and develop the proposed scheme.

8.2.1 Potential Partnership Funding

Grant aid can never be guaranteed to a specific development scheme, but with specific development outcomes and dialogue with the appropriate organisations from experience RTF and RTFC could expect to see the following partnership funding breakdown for a project of this type.

Partnership Funding Breakdown (£ figures have been rounded)	Potential Identified Allocation	Proposed Dates (Ex of Interest & Deadlines)
Ringwood Town FC	£50,000	<p>Applications dependent upon development of proposed project and strategic alignment.</p> <p>Timescales to be incorporated at the appropriate time.</p> <p>All grant aid opportunities are open and provide a distinct opportunity for investment.</p>
Ringwood Town Council	TBC	
Sport England Community Asset Fund	£25,000	
Rugby Football Union	£50,000	
Football Foundation – The Premier League & The FA Facilities Fund	£500,000	
Football Stadia Improvement Fund	£100,000	
New Forest District Council Construction Funding	TBC	
Power to Change	£50,000 - £300,000	
Shared Access	TBC	
Developer Contributions	Up to £400,000	
Crowdfunding	TBC	
Budgetary Partnership Funding (unconfirmed)	TBC	

9. Summary of Findings

This document is prepared to enable RTFC and RTC to make informed decisions on progression of the project following consideration of the key discussion and action points.

Following a review of the document, options are to be discussed in greater detail to establish a way forward.

This document has been designed to satisfy the requirements of various organisations by demonstrating the strategic need and progression to date of the proposed scheme.

The information can be used in expressions of interest, grant aid applications and the development of an appropriate business plan designed at attracting financial support for the project.

To enable the facilities to be brought to fruition, the following key areas should be addressed:

➤ Facility Review & Considerations	➤ Grant Aid Applications
➤ Financial Status	➤ Proposed Timescales
➤ Sport Specific Site Development Plan	➤ Business Plan

9.1 Key findings

Improvements to the sport and community facilities at Long Lane provides opportunities to existing users, proposed users and members of the local community through the development of a high-quality facility mix which creates greater opportunities for participation and community cohesion.

Success of a project (and grant aid contributions) can never be guaranteed, but with identified development outcomes and dialogue with key organisations, the ongoing process aims to minimise RTFC and RTC's initial risk.

The proposed project should reflect the need/desire for Long Lane to have sustainable sports and community facilities – an enhancement of the existing provisions. This can be evidenced through the justification of need:

a) Limiting factors:

- i. Lack of changing facilities to cater for the whole site.
- ii. Existing changing rooms do not conform to NGB or child protection requirements.
- iii. Current clubhouse suffers from damp and other structural problems.
- iv. Poor disability provision e.g. toilets.
- v. Access via Long Lane's single track is inefficient at peak times.
- vi. The site and location of existing facilities proves disjointed with '10-acre field' pitches located far from changing rooms.

- b) Opportunities:
 - i. RTFC is a sustainable club with the potential to grow.
 - ii. Ringwood recognised by NGBS (FA & RFU) as an area in need of a 3G AGP.
 - iii. No community accessible full-size 3G AGPs within 10-mile radius of Long Lane - 104 football teams in the same radius.
 - iv. 38 rugby teams in the same catchment area with no rugby specification 3G AGP in the vicinity.
 - v. Sport England data shows a local demographic in need of suitable sport and physical activity facilities.
 - vi. New Forest Local Plan recognises Long Lane as a key community sports facility.
 - vii. Long Lane lies close to major residential and commercial developments in Ringwood as identified in the local plan.
 - viii. Adjacent developments have potential to provide developer contributions.
- c) Identified Users
 - i. RTFC as the key partner club with thriving junior and senior sections.
 - ii. Other community users identified by RTC through existing programme of lettings.
 - iii. An increasing immediate local population.
- d) Proposed developments at Long Lane are viable, however a way forward needs to be established:
 - i. Proposed ownership of the site (potential asset transfers / lease options).
 - ii. Finalisation of facility mix.
 - iii. Proposed management and operation of the site.
- Location of the proposed sports, recreational and community facilities to be structured appropriately to ensure an efficient facility mix is correct and the land is utilised effectively now and in the future:
 - a) Proposed development of Long Lane needs to demonstrate enhancement to existing facilities, which creates a sustainable multi-functional site.
 - b) Location of proposed facilities must be situated accordingly to demonstrate a holistic approach for the operation of the site.
 - c) Potential future uses along with alterations and enhancements should be considered to help future proof the site.
 - d) Potential phased approach to the project (e.g. car parking) offers the opportunity to deliver all aims and objectives in the short, medium and long-term.
 - e) Car parking provision needs to be configured in proportion with the overall site and needs.
- Design of the proposed scheme needs to align as closely as possible to NGB, Sport England and proposed grant aid provider's specifications and requirements for strategic support a planning purpose.

- The design is key in attracting grant aid for the proposed scheme and will be dependent on both financial considerations as well as identified use in the short, medium and long term:
 - a) Changing room and community room pavilion – Adherence to FA, Football Foundation and Sport England Framework specification for clubhouses.
 - b) 3G AGP provision adherence to The FA, Football Foundation and Sport England specification Framework for AGP's.
 - c) Natural grass football pitches and stadia grass pitch to meet The FA (Ground Grading), Football Foundation and Sport England specifications.
 - d) All proposed works to meet local planning authority procedures and requirements.
- A robust management and operation structure is fundamental to demonstrate RTFC and RTC can function the proposed sports and community facilities:
 - a) To be considered at the earliest opportunity to give certainty to all stakeholders.
 - b) RTFC and RTC to understand its role in providing community use on site.
 - c) The management & operational structure to meet the requirements of Sport England who highlight the importance of community involvement and appropriately formed structures.
 - d) With the proposed project and potential users in mind, a Sport England approved "Community Use Agreement" should be drawn up to outline an agreed Management & Operational Structure in line with the delivery aspirations of the overall scheme.
- Proposed key timescales need to be considered in line with the requirements of Long Lane:
 - a) Football Foundation – Initiate discussions with Hampshire County FA and Football Foundation in line with scheme delivery.
 - b) Football Foundation Stadia Improvement Fund - Ongoing process with Hampshire County FA and Football Foundation.
 - c) Rugby Football Union (if required) – communicate with regional officers in line with scheme delivery.
 - d) Sport England – open application process.
 - e) Developer Contributions – Subject to ongoing conversations and consideration of any conditions.
 - f) Planning Permission & Site Development – Ongoing Process.

10. Recommended Action Points

For RTFC and RTC to take the scheme forward, the following action points should be carefully considered (action points are not necessarily in timeline order and may run concurrently):

10.1 Action Point One – Determine and agree the details of a proposed scheme and identify a way forward through:

- RTFC and RTC to confirm the proposed scheme:
 - a) Confirm and agree a “realistic” facility mix.
 - b) Confirmation of the proposed location, layout, design and accessibility of the sports and recreational facilities.
 - c) Confirmation of the proposed community users to begin building a robust Programme of Use for the facilities.
 - d) In line with the long-term ambitions of RTFC and RTC, consideration given to a phased approach (Phasing options as per the below – note: not in chronological order):
 - i. New clubhouse pavilion.
 - ii. New floodlights for stadia pitch.
 - iii. New full-size 3G AGP.
 - iv. Improved access and car parking.
- As the scheme develops, RTFC and RTC to determine the finer details of the proposed sports and community facilities.
 - a) Specification, location and design of the changing and community room pavilion;
 - b) 3G AGP to meet FA and Football Foundation Framework and specifications;
 - c) Decide on potential new site entrance from Moortown Lane;
 - d) Confirm the size, layout and number of spaces for the car parking provision.
- Determine a detailed cost breakdown for the chosen scheme in accordance with National Governing Bodies, FA Framework and Sport England considerations.

10.2 Action Point Two – Determine detailed timeline for proposed project (Assumption of partnership funding approach)

- Determine detailed timeline for the delivery of the overall scheme and note any potential implications for the project.
- Determine timeline to secure planning permission for the proposed 3G AGP and pavilion.
- In line with the development of a Business Plan and supporting documents, determine timeline to secure the required partnership funding:
 - a) Determine specific grant aid timescales (individual and collective).
 - b) Determine review periods to assess and monitor on-going partnership investment.

10.3 Action Point Three – Develop Key Partner Discussions

- RTFC and RTC to consider establishment of suitable management and operational structure (i.e. CIC or CIO) to ensure an efficient and effective running of the proposed sports facilities at Long Lane.
- Engage with local organisations to develop new and additional community use.
- Ensure contact is maintained with NGB's (FA, Football Foundation and RFU) and Sport England to share evidence and align the project strategically to enable commitment for a strategically supported scheme.
- Exploration of potential Section 106 contribution and confirmation of detail to secure financial allocation within agreed timescales.
- Ongoing liaison with local landowners of potential to revise ownership structure for ease of progression.
- Monitor Hampshire County Council's decision on implementing a primary school on a proportion of the '10-acre field'.
- Contact to be initiated with the local planning authority to discuss the proposed plans, process on-going.

10.4 Action Point Four – The production of a business plan

Production of a business plans underpins key action points One, Two and Three. The approach is tailored to meet the needs of various grant aid providers. A “live working document” that is consistently updated in preparation for any future development options.

Business planning will provide a breakdown with regards to generic sports and recreational development project and will consist of the following key points:

a) Executive Summary	b) Background Information
c) Demand for the Project	d) Need for the Project
e) Policy & Documentation	f) Management & Operation
g) Financial Plan	h) Maintenance Programme
i) Technical Information	j) Relevant Supporting Documents

The business plan will contain the required information in sufficient detail for grant aid applications to be produced.

10.5 Action Point Five – Scheme Design & Planning Submission

In line with action points One, Two, Three and Four determine the following key points:

- Prepare detailed design scheme in line with the proposed changing room and community room pavilion and 3G AGP.
- Following finalisation of the detailed design, prepare and submit a full planning application to the Local Planning Authority.

Final Draft

LK2 Sport & Leisure Ltd have undertaken all elements of the Feasibility Study as outlined within the fee proposal to RTFC and RTC to determine the way forward with clear and concise recommendations for future work in association to the identified development project.

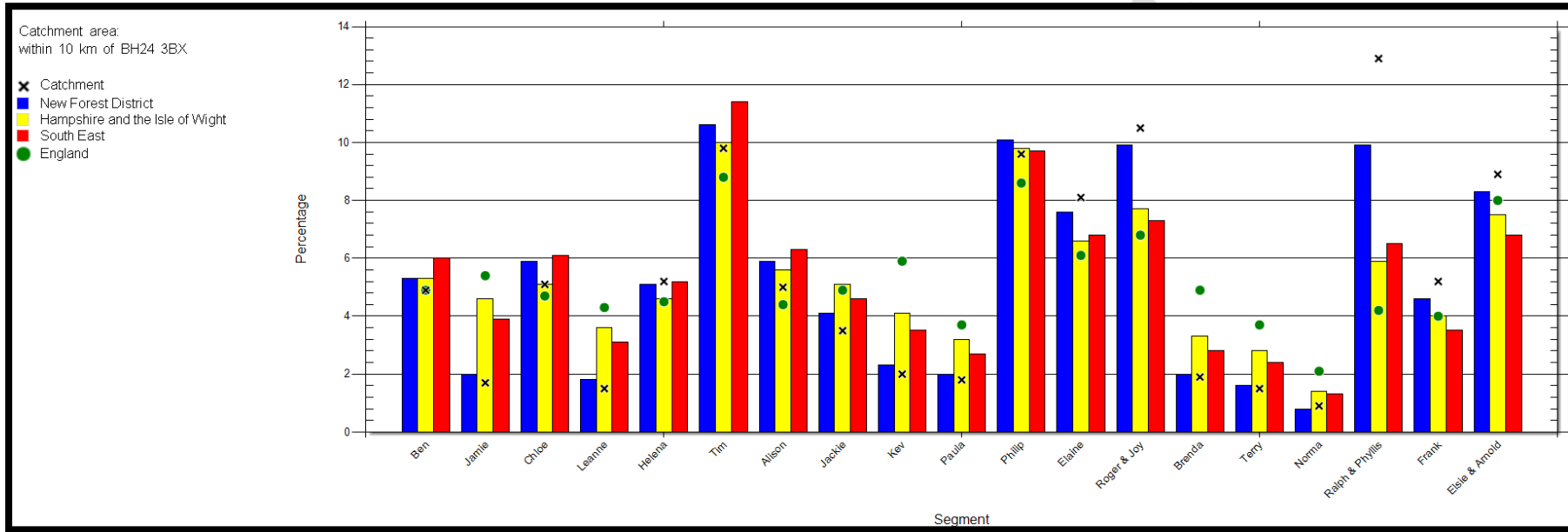
This is a Desktop Based Study

11. Appendices

11.1 Sport England Participation Breakdown within the Catchment (relating to 4.1)

Sport and Physical Activity Levels (Adults aged 16+) (November 2016/17)		Inactive (<30 minutes per week)	Fairly Active (30 – 149 minutes per week)	Active (150+ minutes per week)
Current area code	Area name	%	%	%
	England	25.7%	12.5%	61.8%
E07000084	Basingstoke and Deane	23.2%	12.7%	64.1%
E07000085	East Hampshire	20.7%	13.5%	65.8%
E07000086	Eastleigh	17.8%	16.3%	65.9%
E07000087	Fareham	22.9%	12.0%	65.1%
E07000088	Gosport	21.6%	13.3%	65.1%
E07000089	Hart	22.3%	10.3%	67.4%
E07000090	Havant	25.5%	14.7%	59.8%
E07000091	New Forest	23.1%	13.6%	63.3%
E07000092	Rushmoor	24.2%	13.6%	62.2%
E07000093	Test Valley	19.9%	14.6%	65.5%
E07000094	Winchester	17.9%	10.9%	71.2%
E10000014	Hampshire	21.8%	13.3%	64.9%

11.2 Market Segmentation (relating to 4.2)



Final

11.3 Displacement of Local Football Clubs (relating to 4.3)

Club	Number of Teams	Age Groups	Distance from Long Lane
Bransgore Youth	10	Male: - U6 – U15	3.7 miles
Burton Youth	11	Male: - U6 – U16	4.6 miles
Verwood Town	14	Male: - U5 – U15, U18	4.8 miles
Bournemouth Sports Youth	12	Male: - U7 – U13, U15, U16 Female: - U13	4.9 miles
Branksome United	11	Male: - U8 – U11, U13 – U16	4.9 miles
Total	58		

11.4 Displacement of Local Rugby Clubs (relating to 4.4)

Club	Number of Teams	Age Groups	Distance from Long Lane
Ellingham & Ringwood RFC	19	Male: - U6 – Adult Female: - U13, U15, U18	2.0 miles
Bournemouth RFC	19	Male: - U6 – Adult Female: - U15	5.0 miles
Total	38		

Final Draft



Ringwood Town FC

Long Lane, Ringwood, Hants, BH24 3BX

LLWP
REPORT

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Providing football for all young people in the community to be the "best they can be"

The aim of Ringwood Town Football Club is to provide football for all, coaching and developing everyone to be the "best they can be" in a fun and safe environment at the Long Lane site in Ringwood.

We have c.400 registered youngsters. Ages ranging from under 6 – the "mini kickers" - to under 18s. They participate in 24 teams.

70% of these registered youngsters have addresses with a BH24 postcode. This indicates the proportion who reside within the parish of Ringwood and highlights the strong links we have with the local community of which we are very proud.

The town council provides and maintains the pitches for youth football at the Long Lane site.

As an FA Charter Club the variety of pitch sizes are relevant to the age group in accordance to FA guidelines.

Typically, we have 10 pitches across the "10-acre field" and "Bernie Guy field" as shown in the layout below. All these pitches are maintained by the council's ground staff. The quality of their work and the standards they achieve are exceptional. They clearly take pride in their work. We are very grateful for this and I express my thanks to them for this.

Ringwood Town FC – pitch layout for youth teams



Sept 2016



As a Club we welcome all. Admittedly, given the number of teams and number of coaches together with the constraints of pitches and car-parking we can't promise all players will play in all matches all of the time.

Our ethos is delivered by a set of volunteers all of which have FA accredited CRC and Safeguarding training. All managers have approved first aid training and this is refreshed every three years with ongoing CPD courses. They are all members of the FA Coaches Association.

The Club has 2 Welfare Officers. They oversee and ensure the safety and well-being of all participants. Any queries or incidents are treated with the upmost respect, sensitively and confidentially.

The enquiries we receive from the local community, whether directly by personal contact or via social media or our website, reflect the continuing interest in the Club, and its bond with Ringwood Town.

We are keen to foster and enhance further the image of the Club in the local community. We want to build a **"community club" suitable for all in the** community of Ringwood. As a start, from the forthcoming season 2018-19, our Long Lane ground will be known as a **"Community Stadium", with all branding** and signage to reflect.

In summary, we are immensely proud as a football club to be an integral part of the local community. To give all the maximum opportunity to be the **"best** they can be".

Phil King
Chairman
Ringwood Town FC
6th July 2018

LONG LANE SPORTS DEVELOPMENT AND FOORBALL CLUB WORKING PARTY
12th July 2018**Rent and Pitch Fees****1. Introduction and reason why decision required**

- 1.1 A ten-year agreement with Ringwood Town Football Club about the rent payable for the club premises at Long Lane expires at the end of this month and needs to be extended or re-negotiated
- 1.2 The same club asks every year to be allowed limited use of the pitches laid out on the 10-acre field and Bernie Guy's field for pre-season training (provided this can be accommodated without disrupting the required grounds maintenance work carried out between playing seasons). Some charging basis for this use needs to be agreed

2. Background information, options, impact assessment and risks

- 2.1 The current ten-year agreement nearing it's end is a rather complicated beast. It seems that a working party was appointed in 2008 to negotiate it specifically. The Valuation Office had recommended that the rent be increased from £1,250pa (which had prevailed since 1998) to £1,750pa. The Club asked for time to increase their membership to enable it to bear the increased cost better. Four options were presented (all of which had the same net effect of securing total rent of £17,500 over a 10 year period but phased the increase differently). The club chose "option 2" which increased the rent by £100 a year for seven years, then froze it for two years and finished with a further £100 increase in the final year. So, this year £2,050 was paid. This is, obviously, more than the recommended figure for annual rent.
- 2.2 Given the subject matter and content of the feasibility study also being considered at this meeting, it would be inappropriate to enter into a similar long-term agreement about rent at this time. For the time being, negotiating the rent year by year would be preferable. If we do that, it hardly seems worth incurring the expense and delay that commissioning a professional re-valuation and re-negotiation would entail either. Instead, we could simply propose a suitable figure to apply for 12 months from 1st August 2018. According to the VO we "should" have been charging £1,750pa for the year now ending. Assuming an identical rate of annual increase between decades, that ought now to go up to £2,250.
- 2.3 The Grounds Foreman is content in principle to allow limited use of the additional pitches between seasons.
- 2.4 If members are prepared to make a recommendation regarding the rent increase and pre-season pitch fee charge, officers will seek to negotiate an agreement with the club about both for formal ratification by members in due course.

3. Issues for decision and any recommendations

Members are respectfully invited to recommend to the Recreation, Leisure and Open Spaces Committee that:

- 3.1 ***A proposal be made to Ringwood Town Football Club that the rent payable for its premises at Long Lane for the year from 1st August 2018 shall be £2,250; and***

C

- 3.2 That the Town Clerk should be authorised to agree with the same club such fee for the out-of-season use of additional football pitches on the Council's land at Long Lane as he shall deem reasonable in all the circumstances.**

For further information, contact:

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



Item No.	Name	Recent developments	Resource use				Finish in 2018-19?	Notes
			Finance			Staff time		
			Budget	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2018-19 budget)								
A1	Play equipment replacement	Site meeting to discuss design changes and co-ordinating the work was held on 21 st August.	£40,000	£0	£40,000	Significant	Probable	We are aiming to complete the work before the half-term break in October.
A2	War Memorial repairs	£1,500 earmarked reserve established. Detailed specifications of works prepared and under discussion with conservation officer.		£125	Uncertain	Significant	Possible	Grant applications being prepared ahead of procurement exercise. 75% grant funding anticipated.
A3	Cemetery improvements	Utilities compound and new hedge approved at committee on 4 th July.	£3,000	£0	£3,000	Moderate	Probable	Orders being placed with independent contractors for the fencing work and for purchase of the hedging plants.
A4	Mansfield Road verge	Woodland Trust/Rotary donation of plants being explored	£1,160	£0	£1,160	Moderate	Possible	Progress has been slow but planting not appropriate until autumn anyway.
A5	Carvers Rec improvements	Mesh fencing approved at committee meeting on 4 th July. Quote obtained for extension to permeable hard-surfacing.	£10,000	£0	£10,000	Moderate	Probable	An order has been placed with independent contractors for the fencing work but we aim to do this work after the play equipment overhaul and before the fireworks display. The hard-surfacing proved much more expensive than expected. Other options are being considered and will be brought to committee in due course.
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 is assisting with the planning of this event.	£1,000	£0	£1,000	Minimal	Definite	Transferred from P&F list



Projects with budgetary implications (not included in 2018-19 budget but added since)								
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.
Projects with no budgetary implications in 2018-19								
C1	Long Lane recreation facilities development feasibility study	Working Party has received the final study report having commented on the previous draft.				Significant	Probable	Has the potential to lead into a project with major implications for council resources; both money and member and officer time.
C2	Bickerley drainage works	Additional site remediation works completed. Removal of fence started.				Moderate	Probable	Assurances received that site will be ready for fun fair.
C3	Christmas Lights – Replacement/re-procurement from 2019	Work begun to define scope and process. 2019-20 budget implications needed by December				Significant	No	



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements						Budget Bid Priority (specify number)
			Finance			Time and attention			
			RTC recurring cost	RTC non- recurring cost	Other source	Members	Staff	Others	
Projects with budgetary implications (for possible inclusion as bids in 2019-20 budget)									
A1	Tennis at Carvers Rec	Member-led measures/arrangements to promote greater use of facilities	?	?	?	Significant	?	?	
A2	Grounds department workshop & store facilities	Relocate to new secure facility on a single site away from the cemetery. Further work needed to clarify options and costs.	£Variable	£Variable	None	Moderate	Significant	None	
A3	Tree Management Plan	Complete overhaul of tree management policies and arrangements to meet legal obligations and practical needs.	£?	None	None	Minimal	Significant	Significant	
A4	Pocket Park boardwalk refurbishment	Overhaul boardwalk (replace rotten timbers only or whole structure – options and costs being researched).	None	£15,750	None	None	Moderate	None	
Projects with budgetary implications (for possible inclusion as bids in later budgets)									
B1	Land adjoining Poulner Pits	?	£0	£?	£?				
B2	Riverside Walk	?	£0	£?	£0				
B3	Footpath extension at The Bickerley	?	£0	£?	£?				
B4	Brockey Sands	Volunteer-led environmental improvement?	£0	£?	£?				
B5	Land at Folly Farm	Develop leisure use	£?	£?	£?				
B6	War Memorial Gardens	Incorporate path and enhance boundary features	£0	£?	£?				
Projects with no budgetary implications									
	None								