

## **MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL**

Held on Wednesday 24<sup>th</sup> June 2020 at 7.00pm

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

**PRESENT:** Cllr Tony Ring, Town Mayor  
Cllr Philip Day, Deputy Mayor  
Cllr Andy Briers  
Cllr Gareth DeBoos  
Cllr Hilary Edge (*until 7.42pm*)  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Jeremy Heron  
Cllr Peter Kelleher  
Cllr Darren Loose (*until 7.42pm*)  
Cllr Gloria O’Reilly  
Cllr Glenys Turner

**IN ATTENDANCE:** Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk

**ABSENT:** Cllr Steve Rippon-Swaine

### **C/6454 PUBLIC PARTICIPATION**

There was none.

### **C/6455 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Rippon-Swaine.

### **C/6456 DECLARATIONS OF INTEREST**

There were none declared at this time.

### **C/6457 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the Meetings held on 27<sup>th</sup> May 2020 and 17<sup>th</sup> June 2020, having been circulated, be approved and signed as a correct record.

### **C/6458 RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 3<sup>rd</sup> June 2020.

**RESOLVED:** That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 3<sup>rd</sup> June 2020 be received.

**C/6459**

**PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning, Town & Environment Committee meeting held on 5<sup>th</sup> June 2020.

**RESOLVED:** That the minutes of the Planning, Town & Environment Committee meeting held on 5<sup>th</sup> June 2020 be received.

**C/6460**

**POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 17<sup>th</sup> June 2020.

**RESOLVED:** That the minutes of the Policy & Finance Committee meeting held on 17<sup>th</sup> June 2020 be received.

**C/6461**

**SPORTS DEVELOPMENT PROJECT AT LONG LANE**

Members considered the Town Clerk's report and the issues for decision therein (*Annex A*).

Members were supportive of the project but wished to ensure that this public asset of significant value was protected, and the benefits enhanced for residents. It was therefore important that arrangements for oversight and governance were robust.

Members were reassured that robust oversight would be achieved as the proposed Steering Group would be chaired by the Town Clerk and a councillor representative would report back each month, under a standing item on the Full Council agenda.

In order for the project not to lose momentum, and to allow swift decision making, it was proposed that the Town Clerk be given delegated authority to make decisions, in consultation with the councillor representative on the Steering Group. However, there would be a number of powers reserved, which could only be exercised by Policy & Finance Committee or Full Council. This would strike the right balance in governance between the role of the Council and the level of freedom required by other members of the Steering Group.

**RESOLVED:** 1) That the proposed Steering Group and draft Terms of Reference be approved;  
2) That Cllr Loose be appointed as the Council's representative on the Steering Group and Cllr Briars be appointed as deputy;  
3) That the delegation of powers (with the reservations) set out in para 2.5 of the report be approved;  
4) That the Long Lane Sports Development and Football Club Working Party be abolished; and  
5) That a standing item be included on the Full Council agenda for the Council's councillor representative to report on project developments.

**C/6462**

**COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported the following:

- 1) The Information Service at Ringwood Gateway would be re-opening on Monday 29<sup>th</sup> June. A perspex screen had been installed surrounding the counter and social distancing measures would be in place. The majority of services would be available including the sale of parking clocks and refuse sacks, but all tourist information had been removed and there would be no access to the public computers or phones. Opening hours had been amended to allow for cleaning, rest breaks and administration.

*Cllrs Edge and Loose left the meeting at 7.42pm.*

- 2) It was noted that, although the travellers had now been evicted from Town Council land, there were several groups still in the area. He was working with the Town Clerk on lessons to be learned from the recent encampment.
- 3) He thanked those councillors who had been involved in the proposal for changes to the High Street and the issuing of Be Alert packs to local businesses; it was hoped these would be available for collection by the end of the week.

#### **C/6463**

#### **REPORTS FROM TOWN COUNCILLORS AND STUDENT ADVISORS**

Cllr Turner reported that NFDC had now agreed its tree policy and she would be looking to see how this could be implemented in Ringwood.

Cllr Frederick reported on an issue that had been raised by a resident, but it was not something that the Town Council had any powers to resolve.

Cllr Haywood reported that the Ringwood Coronavirus Assistant (RCA) group had now helped with over 500 prescription collections, 350 shopping trips and over 60 food parcels had been delivered on behalf of the Food Bank. Following the recent government account about easing of restrictions, they were now looking at gradually winding down, although they hoped to still be able to provide a service for the most vulnerable.

Cllr O'Reilly shared some photographs of the new boardwalk at Pocket Park, which was nearing completion.

Cllr DeBoos had attended the NFNPA South West Quadrant meeting where concerns had been raised about the increase in visitors leading to verge parking, littering, feeding of animals and use of BBQs. There was also concern over government proposals to relax planning restrictions, which the NFNPA would resist. His notes of the meeting are attached as *Annex B*.

Cllr Day noted with concern the volume of traffic on the A31 and subsequent rat running through the town centre, particularly on Market Day. He hoped that the Town Council's proposal to bring forward the closure of the West Street access to the A31 would be supported.

#### **C/6464**

#### **REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

District Councillor Heron reported that NFDC meetings are now broadcast on YouTube. The next Cabinet meeting on 1<sup>st</sup> July would be looking at Covid-19 recovery and the impact of the response on the Council's budget.

#### **C/6465**

#### **FORTHCOMING MEETINGS**



Recreation, Leisure & Open Spaces	7.00pm	Wednesday 1 <sup>st</sup> July 2020
Planning, Town & Environment	10.00am	Friday 3 <sup>rd</sup> July 2020
Policy & Finance	7.00pm	Wednesday 15 <sup>th</sup> July 2020
Full Council	7.00pm	Wednesday 29 <sup>th</sup> July 2020

There being no further business, the Town Mayor closed the meeting at 8.19pm.

APPROVED

*29<sup>th</sup> July 2020*

TOWN MAYOR

**TOWN COUNCIL****24<sup>th</sup> June 2020****Sports development project at Long Lane****1. Introduction and reason for report**

- 1.1 At the meeting on 26<sup>th</sup> February this year the Council approved in principle an ambitious scheme for development of the facilities at the Council's sports ground off Long lane in partnership with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust (see Minute Ref. C/6428). Arrangements need to be agreed for the oversight and governance of this project.

**2. Background information and options**

- 2.1 The proposed development project will be large relative to this Council's resources. It will require a significant amount of officer time and resourcing from public (but not necessarily Town Council) funds. Most importantly, it will require the effective dedication of land owned by this Council (a public asset of significant value) for a very long time. Accordingly, it is essential that the project is managed in a way that ensures transparency and democratic accountability along with robust oversight and governance.
- 2.2 However, this is not a purely Town Council project. There are at least three other key stakeholders (the Club, the Trust and New Forest District Council). They are entitled to expect reasonable and prompt co-operation and decision-making from this Council and confidentiality when it is necessary. The governance arrangements therefore need to balance several considerations which tend to pull in slightly different directions.
- 2.3 It has been proposed that a project steering group be formed with representatives from all the key stakeholders. The suggestion is that this would be chaired by the Town Clerk and include one town councillor (with others free to attend any meetings as desired). Draft Terms of Reference for this are attached. This proposal and the Terms of Reference need Council approval.
- 2.4 To date, this project has been considered within the remit of the Long Lane Sports Development and Football Club Working Party. Although it would be possible for the Working Party to select one of its members to join the steering group and then oversee matters this is not considered practicable. The Working Party has no delegated powers. It reports to the Recreation, Leisure & Open Spaces Committee, which also has no delegated powers. So, the decision-making process would have to be: Steering Group recommends to Working Party, which recommends to RLOS, which recommends to the full Council, which decides.
- 2.5 There needs to be a better mechanism for swifter decision-making whilst retaining adequate oversight. Moreover, the scale of the project justifies bespoke arrangements rather than a continuation of the current ones that were established well before the current project was devised. Such bespoke arrangements could take the form of delegation of a general power to make decisions regarding the project to the Town Clerk in consultation with the councillor appointed to be its representative to the steering group subject to the following specific reservation of powers which could only be exercised by the Council or the Policy & Finance Committee:
- 2.5.1 The power to agree heads of terms for any lease or other disposal of an interest in land owned or managed by the Council;
- 2.5.2 The power to approve or enter into any document effecting the creation or disposal of an interest in land owned or managed by the Council;

# A

- 2.5.3 The power to participate in the establishment or incorporation of any entity intended to act as a special purpose or joint venture vehicle for the project;
  - 2.5.4 The power to request the commitment of developer contributions to the project;
  - 2.5.5 The power to approve the expenditure of Town Council funds on the project (other than funds properly applicable to it in accordance with the Council's budget and financial controls from time to time in force).
- 2.6 If such arrangements are approved, the Working Party would become redundant and ought then to be abolished. However, as an additional safeguard, the councillor appointed to membership of the steering group could be directed to report project developments at each meeting of the Council (with a standing item being added to the agenda accordingly).

### 3. Issues for decision and any recommendations

- 3.1 Whether to approve the establishment of the proposed steering group and the draft Terms of Reference.**
- 3.2 Which councillor to appoint as the Council's representative on the steering group (and whether to appoint a deputy or alternate).**
- 3.3 Whether to approve the delegation of powers (with the reservations) set out in para. 2.5 above.**
- 3.4 Whether to abolish the Long Lane Sports Development and Football Club Working Party.**
- 3.5 Whether to provide for the reporting to the Council as proposed in para. 2.6 above.**

For further information, contact:

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

## **Vision**

The steering group shall be known as the 'Ringwood Football Development Group' (FDG).

The groups aim shall be to provide quality, safe and accessible football opportunities for people of all ages across the community. The project is based within Ringwood, under the jurisdiction of Ringwood Town Council, falling under The New Forest District Council. The group recognise the input and needs of all partners involved to gain mutual benefits for the development of football in the local area, and in accordance with the grant aims and conditions of the funder(s).

The objectives of the project are as follows:

- To deliver the project in accordance with the project aims and conditions of the grant from The Football Foundation (amongst other funders), for the duration of the terms
- To provide a strategic overview of football development/project
- To support the development of football opportunities for the local community, either in a playing, officiating or coaching capacity
- To recognise and respect the needs and objectives of members of the football development group
- To provide opportunities to increase participation, involvement in football without discrimination
- To support the monitoring and evaluation of the Facility/Football Development Plan (FDP)
- To promote communication and share good practice between key partners and stakeholders

## **Representation**

There will be a minimum of four meetings per year. The steering group is made up of representatives from partners, including:

- AFC Bournemouth Community Sports Trust
- Ringwood Town FC
- Ringwood Town Council
- New Forest District Council

There will be one representative from the above partners present at all meetings (where possible). From the Clubs this will be in the form of the Chair person or delegated member (with decision making capabilities). From the supporting organisations, the representative will be involved in the football development project. If the main contact cannot attend the meeting, a second committee person or representative can be nominated to attend.

In addition to the organisations outlined above, representatives from Hampshire County FA and The Football Foundation will be invited to attend meetings.

Where appropriate, the group may co-opt additional members to the group from specialist areas of development as and when deemed necessary.

## **Roles**

These meetings will include the following roles:

Chairperson - Chris Wilkins (Town Clerk – Ringwood Town Council)

Who shall conduct the meetings in an efficient manner and ensure that the terms of reference are adhered to at all times.

Vice Chairperson – Phil King (Chair – Ringwood Town FC)

Act on behalf of the Chair in their absence.

Secretary - Andrew Battison (Senior Manager – AFC Bournemouth Community Sports Trust)

Ensure that accurate meeting notes are recorded, communicate effectively with members all meeting dates and additional correspondence.



## **Sub Groups**

Specific areas of football development work may be devolved to sub groups of interested members as and when the group decides. Meetings of sub groups shall take place as and when appropriate. This will allow for:

- Deeper discussion amongst interested parties
- Non-professional development officers to have an input into the group
- The achievement of stated aims/targets in relation to the Football Development Plan
- Provide Feedback to Ringwood Football Development Group (FDG)
- Provide strategic overview/project assessment

## **Approval of Terms of Reference**

**Approved:**

**Seconded:**

**Adopted (insert date):**



## GD Notes from SW Parish Council Quadrant meeting, 23<sup>rd</sup> June 2020, 'Teams'

*Steve Avery, David Illsley, Nigel Matthews, Robert Clarke, John Korbey, John Wingham, Russell Horne, Katie Walding, Neal Martin, Pete Wales, GD*

Following the great loss of Harry Oram, the new chair is Stephen Tarling (Sway). There was a moment of quiet reflection.

### Covid-19 related pressures on New Forest

Report from Nigel Matthews and a paper from Stephen Tarling and John Wingham. Release from lockdown leading to massive pressure on NF from 'sunny day' visitors, many new to NF but travelling from less than 20 miles away. Full car parks, cars parked on verges and blocking access roads are exacerbated by cars with 1 or 2 people in them only. Also, usual feeding livestock, etc. issues. Noted that yellow line parking now the domain of HCC and tickets have been issued, eg at Balmer Lawn. Also, Forestry England has been issuing car stickers. Lack of open toilet facilities leading to human excrement amongst general litter. BBQ's common despite restrictions. One site had fires put out by Fire Brigade on consecutive evenings. Locals giving advice generally well received, but sometimes not.



Some excellent discussion and suggestions, particularly on signage, litter picking, a partnering scheme being organised by CDA with Rangers, reflective 'New Forest Volunteer' jackets, use of local radio. Led to the following:

# B

## Actions:

SA to arrange a summit meeting.

NM & Jim Mitchell to issue guidance to volunteers.

Local councils urged to contact local volunteer groups re the summit for ideas.

KW to provide CDA summary doc.

## Steve Avery's NFNPA update

Talked about update to Partnership Plan with info on the website.

<https://www.newforestnpa.gov.uk/about-us/management-plan/>

Likewise for the Glover Report.

Also for Habitat Mitigation. Draft report is here:

<https://www.newforestnpa.gov.uk/app/uploads/2020/01/SPD-Draft-Revised-Habitat-Mitigation-Scheme.pdf>

It was noted that Government was looking to relax planning restrictions to 'kick start' the economy post lockdown. Steve was encouraged to resist this with the Heads of English National Park and other stakeholders.

SA also mentioned that Harry was on NF Consultative panel as chair, so his place needs replacing.

## David Illsley update on Building Design & Conservation

Talked again about non-designated heritage sites and said a park wide list was being drawn up by his team. The Design Guide needs to be updated with more emphasis on sustainability, boundaries, etc. Conservation Character Assessments – most >10 years old – likewise due an update.

Next meetings: Tuesday 13<sup>th</sup> Oct 2020; Tuesday 12<sup>th</sup> Jan 2021; etc.