

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

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

*NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.*

Held on Wednesday 12<sup>th</sup> May 2021 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Darren Loose (Vice Chairman)  
Cllr Philip Day (*until 7.16pm*)  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

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

ABSENT:

### **OS/6062 PUBLIC PARTICIPATION**

Two members of the public were present, who were interested in agenda item 6.

### **OS/6063 APOLOGIES FOR ABSENCE**

All members were present.

### **OS/6064 DECLARATIONS OF INTEREST**

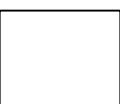
There were none.

### **OS/6065 MINUTES OF THE PREVIOUS MEETING**

**The Committee members present agreed:-**

That the minutes of the meetings held on 7<sup>th</sup> April 2021 and 5<sup>th</sup> May 2021, having been circulated, be approved and signed as a correct record.

Page 1 of 4  
Chairman’s initials



**OS/6066  
EVENTS MANAGEMENT**

Cllr Day provided an update on the proposals for the re-dedication of the War Memorial and VJ Day celebrations on Sunday 15<sup>th</sup> August 2021. The commemoration plans for a service at the War Memorial are in hand and being led by Reverend Terry Roberts and the Royal British Legion. For many logistical and practical reasons, the plan to follow on from the service with a street party in the Market Place has been reconsidered and it has been decided that the street party will not go ahead.

Members were asked to consider supporting a new proposal, for a garden party (picnic) on the Bickerley, in principle, so that further discussions could take place and arrangements be advanced. Carvers is to be considered as a third option, although there is not as much space and there are bookings to take into consideration.

Thanks were extended to the Events Co-Ordinator who came up with the idea. Members were reminded that the Events Co-Ordinator is the responsible officer, who has authority to commit to expenditure and any arrangements need to be approved by her, before they are agreed.

**The Committee members present agreed to recommend to officers their collective preference as follows:**

- 1) That the proposed garden party (picnic) on the Bickerley be supported, in place of the street party in the Market Place; and
- 2) That the update in respect of events be noted.

*Cllr Day left the meeting at 7.16pm.*

**OS/6067  
KINGFISHER WAY PUBLIC OPEN SPACE**

The Town Clerk informed Members that the contractor who had installed the earth bund at Kingfisher Way had also completed the bund at Castleman Way Open Space.

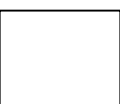
Members considered the Town Clerk's report (*Annex A*) in relation to planting the bunds at Kingfisher Way. They also heard from the Chairman of Poulner Residents Association, who indicated that there were a number of avid gardeners in the area and people were willing to help with the proposed wildflower planting and maintenance of the bund.

Members supported the proposal, adding that the intended choice of plants should bind the earth together and give the bunds stability. They commented that it was opportunity for the area to be managed in an interesting way and would be an asset to the town.

In respect of bunds generally, they should be grassed over, in the first instance, and any proposal for planting should adhere to the Wildflower Planting Policy. Therefore, the bund at Castleman Way Open Space will be grassed over.

**The Committee Members present agreed to recommend to officers their collective preference as follows:**

- 1) That the proposal to have wildflower planting on the bund at Kingfisher Way be supported; and
- 2) That the bund at Castleman Way Open Space be grassed over.



**ACTION C Wilkins**

**OS/6068  
CEMETERY GATEWAY REPAIR**

Members considered the Town Clerk's report (*Annex B*) in respect of repairs required to the paved surface at the cemetery and to the entrance gates. He explained that the tarmac surface is significantly worn and the gates no longer operate smoothly.

Members agreed that the tarmac be dug out and re-laid and consideration was given to the proposal to replace the wheels with ground running replacements, as outlined in the report. As the gates are a heritage asset, Members felt that it would be more appropriate for the works be re-specified to provide for relaying of the metal tracks and the restoration/ renewal of the original wheels, although this would add significantly to the cost.

The Town Clerk indicated that he would obtain revised quotes for the work and bring the matter back before the Committee.

**The Committee members present agreed to recommend to officers their collective preference as follows:**

- 1) That the works to the cemetery gateway (re-tarmacking and gate) should be undertaken and further quotes be obtained for consideration at a future meeting;
- 2) That, in due course, a recommendation is made to the Policy and Finance Committee for the works to be funded from the Cemetery Reserve.

**ACTION C Wilkins**

**OS/6069  
NORTH POULNER PLAY AREA ACCESS GATES**

Members considered the Town Clerk's report (*Annex C*).

**The Committee Members present agreed to recommend to officers their collective preference as follows:**

- 1) That the gates at North Poulner Play Area be replaced, as outlined in the report; and
- 2) That a proposal be made to the Policy and Finance Committee that the cost of replacement gates be funded from the Infrastructure Reserve.

**ACTION C Wilkins**

**OS/6070  
VEHICLE AND MACHINERY REPLACEMENT PLAN**

The Town Clerk indicated the plan (*Annex D*) is in place to ensure that there is a rational basis for calculating the transfer of funds into the reserve each year, so that projected costs for replacement of significant machinery and vehicles are covered. The plan is reviewed by the Committee periodically and page 1 had been updated to show the current situation. Guidance was requested as to how the intended purchase of an electric van should be incorporated into the plan.



Members indicated that there was no urgency to purchase the van, as the current van was working well, and it might be better to wait until the grounds department sheds were replaced and locate the charging point there. It was also thought that the cost of a van (currently estimated at £17,500) may reduce in the future. If it was intended to replace the van through this plan (capital outlay) rather than a lease agreement, there would need to be an increase in provision to this fund in the budget each year going forward, although the cost of the van could be spread over a number of years.

The Town Clerk indicated that the plan would be brought back before the Committee each year to give Members the assurance that the fund is not disproportionately large or unrealistically low.

**The Committee members present reviewed the vehicle and machinery replacement plan.**

**ACTION C Wilkins**

**OS/6071  
PROJECTS (current and proposed)**

**The Committee members present noted the update in respect of projects (*Annex E*).**

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8.10pm.

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

RECEIVED  
26<sup>th</sup> May 2021

APPROVED  
2<sup>nd</sup> June 2021

TOWN MAYOR

COMMITTEE CHAIRMAN



**RECREATION, LEISURE & OPEN SPACES COMMITTEE****12<sup>th</sup> May 2021****Kingfisher Way Public Open Space****1. Introduction and reason for report**

- 1.1 The site is now protected from unauthorised encampments by earth bunds and drop-down bollards but decisions are needed about planting the bunds and about future maintenance arrangements.

**2. Background information and options**

- 2.1 Several comments about the planting and future maintenance have been made to the council office.
- 2.2 One local resident has objected strongly to the creation of the bunds and asked that they simply be grassed over.
- 2.3 Since, however, members had previously indicated support in principle for wild-flower planting at the site, the Poulner Residents' Association was asked to seek views from it's members. A synopsis of their comments appears below as Appendix 1. In addition, the Transition Ringwood group has submitted comments as per Appendix 2 (and specifically asked that the bunds not be grassed over since this would prejudice wildflower planting).
- 2.4 Officers felt unable to press ahead without further guidance from members given the lack of consensus and detailed directions.
- 2.5 The key issues would appear to be:
- Whether to seed the bunds to wildflowers, grass, something else, or a mixture (and, if a mixture, what to seed where);
  - How the seeds or plants should be sourced and whether to accept offers of seeds, plants or labour from local residents;
  - Assessing what maintenance the planting will need in future and identifying responsibility and resources for this;
  - Whether there should be public consultation on whatever is decided on the forgoing points and the form this should take.
- 2.6 Important factors to bear in mind are:
- The need to ensure that the land remains a public open space for all to enjoy and does not become informally parcelled into private plots or gardens;
  - The time and other resources available to the grounds team to carry out maintenance assigned to their responsibility;
  - The time of year and other practical constraints on planting activity;
  - The appearance and other amenity values of the land; and
  - The effect of the pandemic and on limited resources of the ability of the council to undertake public consultation.

**3. Issues for decision and any recommendations****What direction to give officers about the planting and maintenance of the public open space at Kingfisher Way?**

# A

## Appendix 1 – Comments received on behalf of Poulner Residents' Association

The overwhelming consensus is that the community would like wildflowers along with some other mixed plants.

There are also a lot of residents of KFW and Poulner who want to help and want to continue to help to make the area look nice.

We have many avid gardeners in the area that want to help with both the planting and the maintenance and are fully understanding that this cannot be solely reliant on Kelvin and his team.

There are a few things to consider as the trees will provide lot of shade you are going to have to choose plants that will do well in the shade. You might look want to have a look at the soil they have put there as wildflowers do not like fertilised grounds. You are also going to need to think about the flowering seasons. I would suggest planting spring bulbs such as crocus, daffodils and muscari to give colour early on as wildflowers will only start to show late spring/early summer. As it is a residential area I think some none native perennials would looks really good there as well. I will send you some pictures or areas other people have done.

Do you know who is going to maintain the area and water the flowers during dry spells?

The community would be more than happy to support this I believe as we have about 30 volunteers.

Also, can residents plant their own plants?

## Appendix 2 – Proposal received from Transition Ringwood

### 1. Introductiont

- 1.1 Our first site at the Bickerley for wildflower planting was approved last year. We were able to scarify roughly a 500m<sup>2</sup> area and sow wildflower seeds to begin the process of creating a wildflower meadow. In 2020 we also introduced plug plants to create a visual impact for the community to see the outcome. We have successfully achieved this through the 200m<sup>2</sup> planting at Poulner Lakes and the 100m<sup>2</sup> planting at Toad Corner.
- 1.2 Additional sites were then approved or are in the process of being looked at alongside the tree planting workstream of the RACE group.
- 1.3 This proposal outlines the previously proposed site for Kingfisher Way as there was a residential request for the mounds. As these have now been completed, we would like to begin the planting there and have been in contact with the Poulner Residents group representative.
- 1.4 Similar projects conducted by other councils have shown that the reduction in grass cutting due to the creation of wildflower areas will save the council money as well as give the maintenance teams more time to focus on other aspects of their work.
- 1.5 The re-introduction of wildflower areas will also lead to the increase of biodiversity within our local environment and provide the necessary food and shelter for our local wildlife.
- 1.6 Evidence shows that the creation of wildflower areas will encourage the community to spend more time in nature and enjoy the environment around them, thus improving mental and physical wellbeing. Another outcome of this project due to the community coming together, especially during the current circumstances, is the request for communal garden areas as more residents want to become involved and learn how to look after the areas and grow their own wildflower spaces.
- 1.7 Our aim is to get local residents' involvement with projects closer to them, slowly building a network within the community to help plant and maintain the areas.

## 2. Proposed sites / options

- 2.1 It is proposed that planting can now commence on the mounds created in Kingfisher Way.
- 2.2 There will be no cost to the council as the residents have already purchased plants for the area.

## 3. Preparation and Management

- 3.1 Most of the work is in the preparation as wildflowers thrive better in poor soil where they are not overrun with grasses; after that, they need minimal attention. Ideally, to prepare the ground, the grass that has been placed over the mounds should be removed, and the soil raked.
- 3.2 We will seed in October and plant the plug plants and bulbs in Spring / Summer. The areas will not need mowing as there will be no grass on the mounds, and the angle will not allow easy access.
- 3.3 A vast majority of the residents have agreed to the responsibility of the management of the area and so there will be no additional work required by the council groundsmen.

---

For further information, contact:

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

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

**Cemetery gateway repair**

1. Introduction and reason for report

- 1.1 Repairs are needed to the paved surface at the entrance to the cemetery and to the gates.

2. Background information and options

2.1 Figure 1 below shows the condition of the tarmac surface at the entrance to the cemetery. This is heavily worn and de-laminated in parts. The regular use of the cemetery car park by parents collecting children from the nearby schools and use of the entrance as a turning space by general traffic has probably contributed significantly to this wear.

2.2 The gate pillars have been struck by passing vehicles several times in recent years. A recent heavy collision resulted in the right-hand pillar having to be completely re-built (at the expense of an insurance claim). The metal gates are so heavy that their outer edges rest on wheels designed to run along metal tracks set into the surface. (See Figure 2 and Figure 3 below.) As a result of the accidents, the re-build and general wear to the tracks, the gates no longer operate smoothly. One gate is now binding so badly that trying to force it fully closed would exert undue pressure on the re-built pillar.

2.3 Officers have therefore investigated repair options and costs and recommend the following remedial works:

- Dig out approximately 36m<sup>2</sup> of old tarmac (including the metal gate tracks) and remove from site, lay type one stone and compact and lay one 60mm layer of base tarmac and one 40mm of topcoat (cost c. £4,000);
- Remove existing wheels from gates, fit spring-loaded ground-running replacements (see Figure 4) and re-paint to match (cost c.£450).

2.4 There is no listing or other special protection in force and no consents are needed for the works. However, the gateway is clearly a heritage asset that makes an important contribution to the street-scene and amenity of the cemetery. Preserving the character of the entrance is therefore highly important. The works could be re-specified to provide for the re-laying of the metal tracks and the restoration/renewal of the existing wheels. This would, however, add significantly to the cost and that has to be weighed against the heritage value of these details.

2.5 Since there is no provision for funding these works in the budget for the current year, even if they are approved in principle, a further decision is needed about funding arrangements. Members could decide to treat the matter (in due course) as a bid for potential inclusion/funding in the budget for 2022/23. Alternatively, if it is felt that the matter warrants more urgent action, the committee could recommend to the Policy & Finance Committee that the works be funded immediately by transfer from the Cemetery Reserve (current balance £18,000).

3. Issues for decision and any recommendations

**3.1 Should the works proposed (or some variation of them) be undertaken?**

**3.2 If so, should the required funding be sought by way of a bid for inclusion in the 2022-23 budget or from the Cemetery Reserve?**



# B

For further information, contact:

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

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



*Figure 1 - Tarmac surface at entrance*



*Figure 2 - Gates and wheel tracks*



*Figure 3- Gate supporting wheel (existing)*



*Figure 4 - Gate supporting wheel (proposed)*



## RECREATION, LEISURE & OPEN SPACES COMMITTEE

12<sup>th</sup> May 2021

### North Poulner Play Area access gates

#### 1. Introduction and reason for report

1.1 Decisions are needed about the dilapidated gates and funding.

#### 2. Background information and options

2.1 At its meeting on 2<sup>nd</sup> December 2020, this Committee approved the felling of a mature sycamore that was obstructing access to this site and required frequent pruning to prevent damage to a nearby house (see minute ref. OS/6020 and the site photo below from the report presented at that time).

2.2 The tree has since been felled but it has become clear that the stump cannot be removed out without de-stabilising the nearby gates and making the site vulnerable. The gates are unsightly and judged to be beyond economic repair. The stump has been left *in situ* pending a decision on next steps.

2.3 Commissioning a pair of double gates approximately 10 feet wide overall by 4 feet high comprising metal upright bars with a flat top and lockable bolts, powder-coated and finished in green with 2 gate posts and an infill fence to the metal pedestrian barrier would cost about £1,100 (exc. VAT).

2.4 It was precisely to meet the cost of works of this kind that the infrastructure reserve was established and officers recommend that, if the work is approved, a recommendation be made to the Policy & Finance Committee that it be funded from that reserve.

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

**3.1 Should the gates be replaced in the manner proposed?**

**3.2 Should a recommendation be made to the Policy & Finance Committee for the cost of this work to be funded from the infrastructure reserve?**

For further information, contact:

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

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



Figure 1 - Mature sycamore at North Poulner Play Area entrance

Replace next year	Replace in 2-4 years	Replace 4 years+
-------------------	----------------------	------------------

Updated: 26 April 2021

**Vehicles**

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	Estimated Replacement Cost (gross)	Estimated disposal proceeds (R/A only)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	2031-32	£29,000.00			
Large tractor	John Deere 5085M	Jul-15	£30,500.00	2028-29	£30,000.00			Replace with lower spec.
Medium Tractor	Kubota M4062	Dec-19	£27,300.00	2029-30	£30,000.00			
Front-deck ride-on mower	Kubota F3890	Apr-18	£16,346.00	2026-27	£19,000.00			
Ride-on tractor mower	John Deere X750	May-16	£10,200.00	2024-25 & 2032-33	£12,000.00	£3,000.00	£9,000.00	
Small van	Volkswagen Caddy	Aug-20	£2,500.00	2022-23?	TBA	TBA		Replace with electric vehicle

**Machinery**

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	Estimated Replacement Cost	Estimated disposal proceeds (R/A)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Wood-chipper	Timber Wolf TW PTO/150H	Jul-15	£5,500.00	2025-26	£8,000.00			
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	2022-23	£5,600.00	£1,200.00	£4,400.00	
Roller-mower attachment #2	Major 8400	May-18	£5,500.00	2028-29	£5,500.00			
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	2029-30	£1,500.00			
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	2032-33	£5,000.00			
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	2023-24	£2,327.00	£100.00	£2,227.00	SCH PSU Professional Suction Unit
Aerator	Weidenmann XP6/160	2007	£16,250.00	2027-28	£21,000.00			
Boom sprayer attachment	Allman 210	1987	£292.00	2021-22	£5,338.00	£0.00	£5,338.00	Team Club
Walk-behind sprayer	Supaturf Evenspray Professional	Jul-20	£943.59	2030-31	£1,188.00			
Slitter	Twose	2005	£983.00	2033-34	£2,000.00			
Spring tine harrow attachment	Twose	2005	£1,300.00	2030-31	£1,300.00			

Total Book Value: £155,964.59

Total Replacement Cost: £178,753.00

**Notes**

- 1 This document is intended as a contingent statement of expectations NOT an instruction to officers. Replacement of specific vehicles or machinery may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2 Only items which are expected to cost roughly £1,000 or more to replace have been included.
- 3 Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4 The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve required to sustain the predicted balance needed and so manage financial risk.

**D**

Financial Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 16,365.00	£ 22,027.00	£ 29,127.00	£ 38,900.00	£ 42,900.00	£ 48,400.00	£ 43,400.00	£ 36,900.00	£ 16,400.00	£ 400.00	£ 13,912.00	£ 1,412.00	£ 4,412.00
Planned transfer in	£ 11,000.00	£ 11,500.00	£ 12,000.00	£ 13,000.00	£ 13,500.00	£ 14,000.00	£ 14,500.00	£ 15,000.00	£ 15,500.00	£ 16,000.00	£ 16,500.00	£ 17,000.00	£ 17,500.00
Additional transfers in	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds		£ 1,200.00	£ 100.00	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -
Transfers out (planned purchases)	-£ 5,338.00	-£ 5,600.00	-£ 2,327.00	-£ 12,000.00	-£ 8,000.00	-£ 19,000.00	-£ 21,000.00	-£ 35,500.00	-£ 31,500.00	-£ 2,488.00	-£ 29,000.00	-£ 17,000.00	-£ 2,000.00
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>End of year reserve balance</b>	<b>£ 22,027.00</b>	<b>£ 29,127.00</b>	<b>£ 38,900.00</b>	<b>£ 42,900.00</b>	<b>£ 48,400.00</b>	<b>£ 43,400.00</b>	<b>£ 36,900.00</b>	<b>£ 16,400.00</b>	<b>£ 400.00</b>	<b>£ 13,912.00</b>	<b>£ 1,412.00</b>	<b>£ 4,412.00</b>	<b>£ 19,912.00</b>

Add van?

Election years in purple

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning advice received. VAT consultant's initial advice on business arrangements received. Discussions on the detail of business and legal arrangements commenced.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Action Plan agreed by Steering Group. Working groups established (Housing; Environment; Design & Heritage; Town Centre). Grant application submitted for next round of funding.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance to be carried out by volunteers in September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street ongoing to end July 2021. Works to divert water main to commence May 2021. Works on A31 to commence October 2021 and due for completion by November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work to begin in May with temporary traffic lights in Mansfield Road until August. Route across Bickerley has been confirmed and will be open cut. Work on the trench on the 2 large fields will be delayed until after Carnival. There will be a site compound at the southern end of Bickerley for 6 months (from June), and one in Pocket Park for 2 months (June/July).	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
<b>Policy &amp; Finance Committee</b>						
PF1	Website renewal	In progress	The basic structure and layout of the new site has been agreed and created. Work on filling in the content (both new and by transfer from the existing site) is continuing. Committee decided on 17 Feb 2021 not to seek renewal	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Detached Outreach work	In progress	The report that was requested at the Recreation Committee meeting on 7th April will be presented to this committee on 21st April.	To provide youth workers for detached outreach work	Carvers Manager	



PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	A site meeting to assess technical options for future track maintenance was held on 9th March. A specification has been prepared and estimates based on this are being obtained.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk

### Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	In progress	The repair has been completed. An inspection and maintenance regime is being devised and a re-dedication ceremony is being planned, with a provisional date of 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony to follow.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	In progress	Fresh gravel has been laid.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	In progress	The Open Spaces Working Party presented it's final report and recommendations at the last committee meeting and the recommendations were approved by the P&F Committee on 21st April.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Contact has been re-established with the firm previously consulted about building a columbarium	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Arrangements with Men's Shed are proceeding and the materials will be ordered shortly	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	A working party led by Cllr Frederick is developing a visualization for approval by the Carvers Working Party as a basis for public consultation	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

**Staffing Committee**

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk





## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
None							