

**RECREATION, LEISURE & OPEN SPACES COMMITTEE**

Dear Member

26<sup>th</sup> May 2022

A meeting of the above Committee will be held in the Forest Suite at Ringwood Gateway on **Wednesday 1<sup>st</sup> June 2022** at 7.00pm and your attendance is requested.



Mr C Wilkins  
Town Clerk

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**AGENDA**

**1. PUBLIC PARTICIPATION**

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

**4. MINUTES OF THE PREVIOUS MEETINGS**

To approve as a correct record the minutes of the meetings held on 4<sup>th</sup> and 25<sup>th</sup> May 2022

**5. CARVERS CLUBHOUSE**

To receive the notes of Carvers Working Party meeting on 4<sup>th</sup> May 2022 (*Report A*)

**6. EVENTS MANAGEMENT**

To receive the notes of the Events Management Sub-committee meeting on 24<sup>th</sup> May 2022 (*Report B*) and consider possible recommendations

**7. FORESTSIDE GARDENS LAND PURCHASE**

To consider the Town Clerk's report (*Report C*)

**8. PROJECTS** (current and proposed)

To consider the officers' report (*Report D*), receive any verbal updates and agree next steps where necessary

If you would like further information on any of the agenda items, please contact Chris Wilkins, Town Clerk on (01425) 484720 or email [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk).

Committee Members

Cllr Andrew Briers (Chairman)  
Cllr Darren Loose (Vice Chairman)  
Cllr Philip Day  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk  
Nicki Vodden, Office Manager

*Copied by e-mail to other Members for information*

## **Carvers Working Party**

### **Notes of meeting held on Wednesday 5<sup>th</sup> May 2022 at 5.30pm**

The meeting took place in a virtual environment using “Zoom” video conferencing technology

Present: Cllr Andy Briers (Chair)  
Cllr Hilary Edge (from 6.28pm)  
Cllr Rae Frederick  
Cllr Jeremy Heron  
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk  
Charmaine Bennett – Clubhouse Manager  
Kelvin Wentworth – Grounds Foreman

Absent: Cllr John Haywood  
Cllr Tony Ring  
Cllr Glenys Turner

#### **1. APOLOGIES FOR ABSENCE**

The Clerk reported that apologies for absence had been tendered by Cllrs. Haywood, Ring and Turner.

#### **2. DECLARATIONS OF INTEREST**

No disclosable pecuniary interests were declared.

#### **3. NOTES OF PREVIOUS MEETING**

The Notes of the meeting on 30<sup>th</sup> November 2021 were approved for signature by the Chairman as a true and correct record.

#### **4. DETACHED YOUTH WORK**

The Town Clerk presented the report on the outcome of the detached youth work trial (Report A).

There was general agreement that the trial pointed clearly to the existence of a need within the town to provide support for some young people. However, members were mindful of the limited resources available to the Council and judged it not feasible for it to attempt to provide a youth club or a youth work service of the kind previously provided by Hampshire County Council. It was noted that previous limited attempts at provision of this kind had proved unsustainable and ineffective.

The more limited interventions recommended by officers in the report were supported and Cllr Heron offered to assist with funding of some summer activities from the funds at his disposal as a district councillor. It was also felt that officers should continue to explore additional funding options.

The Town Clerk suggested that it would help future planning of activities if annual budgets included a dedicated budget for this kind of expenditure from now on but he accepted that this might have to be quite modest given likely constraints.

#### **5. CARVERS CLUBHOUSE**

The Clubhouse Manager presented her report on the recent activity day.

There was general agreement that this tended to support the tentative conclusions and recommendations arising from the previous agenda item. The manager was commended for her continuing success in managing the centre effectively in line with councillors' aspirations.

## 6. DEVELOPMENT VISION AND PROJECTS

Cllr Frederick presented the five proposals received from the landscape designers who had expressed an interest in assisting the Council with "masterplanning" a future for Carvers. After discussion of the respective merits of these, two were agreed as suitable for further consideration and it was agreed that Cllr Frederick should seek updated cost estimates from both for a formal procurement decision by the Recreation, Leisure & Open Spaces Committee.

The Town Clerk presented the drawings of a possible new grounds maintenance facility. He explained that members' views were sought on the overall concept (location, scale, general impression, etc.) rather than the details (which are likely to change anyway). However, he emphasized that Cllr Briers had kindly prepared the drawings only after considerable thought and discussion with the Grounds Foreman and his team about what was suitable and needed to provide not just basic amenities but for efficient working and to minimize adverse environmental impacts.

Members approved the concept in these terms and it was agreed that it should be factored in to further masterplanning and proceed to the next stage of discussion with planning officers.

Cllr Briers then presented a drawing of the proposed car park. Opinions were divided about the scale of parking provision it would be desirable to provide (or even whether any should be provided at all). For the present it was agreed that the principle of making some provision should be included in further masterplanning and that officers should continue to explore the option of using the bowling club car park when it isn't needed for club activities.

Finally, the Town Clerk raised again the question of whether the Council should continue to maintain the cricket square given the resources (mainly grounds staff time) this requires and the steep decline in usage over recent years. Members agreed it would be hard to justify this allocation of resources and a decision on whether it should feature in future plans should be decided at Committee soon.

## 7. NEXT MEETING

Cllr Frederick asked for time to make the necessary arrangements with the landscape architects and agreed to inform the Town Clerk when matters have advanced to the point that a further discussion is needed.

There being no further business, the meeting closed at 6.54pm.

RECEIVED  
1<sup>st</sup> June 2022

APPROVED

COMMITTEE CHAIRMAN

WORKING PARTY CHAIRMAN

**CARVERS WORKING PARTY**4<sup>th</sup> May 2022**Detached Youth Work****1. Introduction and reason why report required**

- 1.1 The detached youth work trial has finished. This report contains information on the work that was done and presents ideas on future provision of youth services.
- 1.2 The plan had been to have the service provider, Groundwork South, submit a report on their work. They prepared a draft report but officers felt it gave insufficient emphasis on options for future service delivery and asked that it be expanded in this respect. Before this could be done, the provider was overtaken by organisational upheavals such that no final report was likely to emerge for several more weeks at least (if at all). Officers judged it best to prepare this report (based on the draft report received and their own ideas) rather than delay any longer.

**2. Background information**

- 2.1 Members will recall that the detached youth work project arose from a recommendation made in a report by a youth worker (considered by this working party in February 2020). Following the procurement process, Groundwork South was contracted to undertake the work. The start was delayed by difficulties recruiting the staff needed (partly owing to the pandemic). A start was made in August 2021 with the intention that it run at least until December. However, an incident involving a cohort of young people led to staff resignations after which it was judged impractical to continue and wiser to end the work early.
- 2.2 A budget of £5,500 was originally agreed for this project. Subsequently, this was increased to £9,500 (see Policy & Finance Minutes of 21<sup>st</sup> April 2021, item F/5903). £3,109.80 has been paid to Groundwork South in the current year. The funds were never allocated to a separate budget heading or otherwise identified and became merged with general budget provisions for salary costs and supplies and services linked to the Clubhouse. The latter cover much else besides, of course, and are subject to many other competing demands and pressures.

**3. Outcome Report**

- 3.1 Appendix A attached contains selected extracts from the draft report prepared by Groundwork South intended to give a fair representation of their work and conclusions. (Note – members are presented with these extracts rather than a full copy of the draft report because the latter contained much personal information that would have to be redacted for data protection purposes and the document was never finally signed-off.)

**4. Issues and Options for Future Youth Work**

- 4.1 The detached youth work did not happen as expected. The original intention had been to start it in spring, run it for six months and then evaluate. The difficulty in getting it started and the unfortunate early termination may have had significant effects which should be considered when drawing conclusions from it. Furthermore, the intention had been to “detach” the work from Carvers in general and the Clubhouse in particular, yet the outcome shows it became all too attached to both.
- 4.2 Despite these deviations from the original intention, some clear themes and useful learning points emerge. First, if the report is accepted at face value, there is no need to go around the town looking for young people out and about of an evening without any clear purpose – even if they are not all to be found at

Carvers all of the time, it seems to be the main gathering point. Secondly (and following on from the first), any hope of engaging with young people but away from Carvers should probably be abandoned. Whatever is done in future needs to start there.

- 4.3 That there are young people in Ringwood in need of intervention is beyond question. Much less clear, however, is what form the intervention should take and how it can be funded. One approach to the first issue is to ask the young people themselves. This has been tried and was a significant factor in the construction and design of what is now the Clubhouse. This approach suffers from two significant shortcomings though. First, the voices heard most loudly and clearly from a broad consultation tend to be those of an articulate minority least likely in practice to need the intervention. Secondly, people often do not know what will really satisfy their needs and may answer with suggestions that are sincere and even plausible but wrong. The result can be buildings and other facilities provided at significant expense that fail to achieve the desired result.
- 4.4 It may be helpful, therefore, to remind ourselves of past interventions that have been effective. The Council has organized skate park competitions that have proved popular with a wide range of participants. Ringwood Town FC has assisted with relatively simple and informal football training and activities that were well-supported. Hampshire Fire & Rescue ran an excellent “cadet” service. Boxing and martial arts groups tend also to be very popular with the target group. Although the young people we want to reach and help will often say they do not want organized activities, experience suggests that these work and are more easily managed safely than less structured group activities (like the old drop-in sessions and the “pizza and salad” nights described by Groundwork). For the last three years, the charity, It’s Your Choice, has been running an information and advice service, largely based on referrals. Despite a recent pick-up in referrals and a long waiting list, this is now closing owing to loss of funding.
- 4.5 Commissioning further youth work of the kind undertaken by Groundwork South remains a possibility. However, it is expensive and not affordable from the budgets agreed to 31<sup>st</sup> March 2023. This kind of intervention is most effective when undertaken for long enough to build effective relationships – a modest level of sustainable, continuous funding is probably therefore preferable to occasional “stop-start” initiatives.
- 4.6 Officers would therefore like to propose some alternatives on which we could make a start straightaway and which might even be found in time to meet much of the local need:
- Organize further skate park competitions and similar events at Carvers especially during school holidays;
  - Develop links with local sports clubs (like Ringwood Town FC) and encourage them to provide taster sessions and other (relatively informal and accessible) activities at Carvers;
  - Develop contacts with local volunteers willing to start clubs or provide similar taster sessions for activities (like boxing and other martial arts) at Carvers (using the Clubhouse or the Pavilion);
  - Develop contacts with the Fire & Rescue Service and any other organisations interested in providing suitable activities elsewhere;
  - Explore ways that the Council could subsidise these activities – with a view to increasing accessibility at lowest cost;
  - Explore opportunities to open the café to coincide with these activities and ways of discretely subsidising the provision of proper meals to young people who might not otherwise receive them (whilst still generating

revenue from those who can afford to pay, that can be used to fund the other activities);

- Build on our links with local schools, GP practices and other youth services to encourage and co-ordinate referrals to and “social prescribing” of the activities mentioned above.

4.7 Even the alternatives proposed have some cost attached to them, of course. At this stage, it is very difficult even to estimate a sum that could be found for these purposes from the budget agreed for 2022-23. So, officers have been exploring the possibility of seeking one-off funding for activities in 2022-23 from the Events Reserve.

4.8 Although events may continue to generate surpluses which could be used for this purpose, in the longer term, it might be better to “ring-fence” some funding by allocating a specific budget and/or agreeing that a specified proportion of any net surplus from future food sales, say, should be put to this use. Bids might be included in future budget rounds for increased or specific funding. Now or in future, we could even consider some kind of “promise” or “charter” (published on social media, perhaps?) in which we detail our commitment to young people and invite local people to help by supporting the Clubhouse café and other activities.

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

***Members are invited to note this report and consider what further steps to take with a view to formulating a recommendation to the Recreation, Leisure & Open Spaces Committee.***

For further information, contact:

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

Charmaine Bennett, Clubhouse Manager  
Direct Dial:  
Email: [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)

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## INTRODUCTION

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Over the summer, a new Detached Youth Service was launched in Ringwood.

The service is funded by Ringwood Town Council and is operated by the charity Groundwork South who deliver similar services in other Hampshire Towns.

Detached youth work involves engaging young people in their own chosen hang out locations around the town, rather than from a particular building or base.

The aim is to build relationships with the young people and provide informal social education, support, advice and guidance on various presenting needs, also to facilitate games and activities for the young people. Youth workers operate across designated areas specifically targeting hot spots as identified by the Police and other services to help tackle anti-social behaviour. The two youth workers in Ringwood also explored ideas, reasons and preventative measures with young people who are not engaged in other formal activities in the town, and about potential activities that they would like to see and be part of.

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## REPORT BRIEF

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This report documents the 4 month period where the project started to when the project was mutually decided to finish due to circumstances (discussed in 'learning points')

Within this period, the project had to:

- Be responsive and accountable to the various stages of guidelines set by NYA and Ringwood Town council.
- Be responsive, fair and adaptive to the needs of Youth People, Ringwood Town Council and partner organizations.
- By building trusted relationships with young people advice and support to be provided and identify harm at earlier stages.
- Be responsive, adaptive, and understanding to the wellbeing, social anxieties and general presenting needs of the young people post lockdown.

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## PROJECT STRUCTURE OVERVIEW

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██████████ has been the project manager and main point of contact for the project since initial enquiries in February 2021. ██████████, youth manager for Groundwork London, has overseen the project and acted as Craig's line-manager. As from August 2021 we have had ██████████ as the senior youth worker leading on delivery, and ██████████ assisting delivery as sessional youth worker.

It was decided between Ringwood Town Council and Groundwork South due to the rising issues of youth anti social behavior that Ringwood Town Council would like to start a Detached Youth project. Due to Covid the project was delayed. Ringwood Town Council were made aware of Groundworks South beneficial Detached Youth Work elsewhere and asked Groundworks South to provide this much needed Detached Youth Service initially for a 6 month trial, starting on 24 August 2021.

Considering learning from previous years of similar projects project, guidance from Ringwood Town Council and local authorities, in addition to ██████████'s experience and ██████████'s overview, and the ever changing Covid guidelines, new structures and delivery plans that where fluid and adaptable were implemented.

It was decided that the overall theme and focus of the project for this period should be building trusted relationships with young people as to provide advice, support and identify harm as a preventative measure.

The sessions were designed to be fun, supportive, and unpressured. Based on the local intelligence available it was arranged for a detached youth bag that contained, free conception, sanitary items, information leaflets, a first aid box, hand sanitizer and masks. The youth workers were tasked with building a rapport with young people, and in order to create a co produced project, young people were informed they had access to a £10.00 per session budget and it is for them to decide what activities are decided. The young people responded to this and took a democratic vote and opted for Pizza and salad Fridays- which gave the opportunity to incorporate healthy eating learnings as part of session delivery. Added to this the sessional money was used for ad-hoc actives including hot chocolate and games events. The youth workers offered to work alongside partner organisations including the You trust and Hampshire Police to get wider input from local stakeholders.

The following structure was agreed:

- Two sessions each week- Tuesday and Thursday evenings, 2 hours delivery time per session.
- Young Person led for activities.
- Regular reviews with Ringwood Town Council.
- Detached sessions to include walking around the Town Centre and engaging youth people at Carvers playing fields.

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**SESSIONAL SCHEDULE**

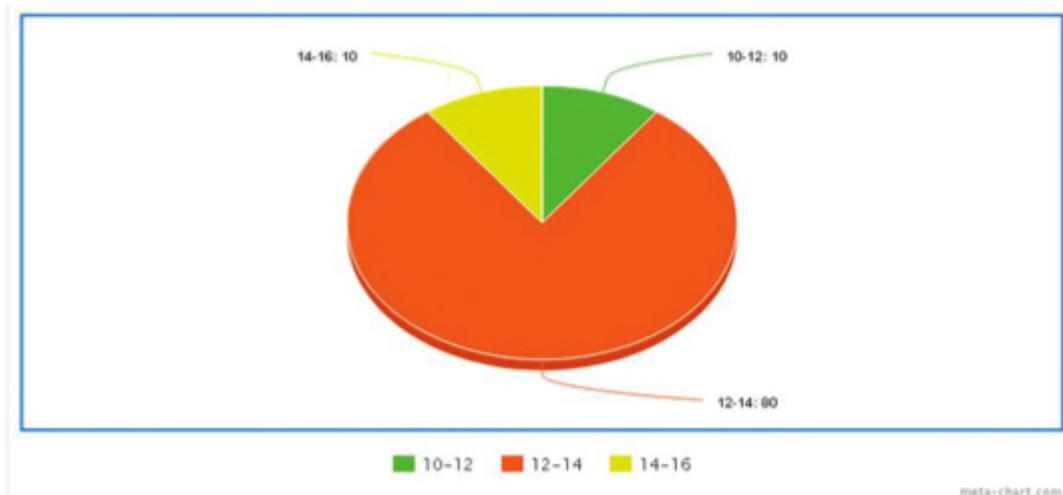

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<b>ACTIVITY</b>	<b>DATE</b>	<b>LOCATION</b>	<b>ATTENDEES ATTENDED</b>
<b>Detached</b>	24/8/21	Ringwood TC and Carvers	6
<b>Detached</b>	27/8/21	Ringwood TC and Carvers	9
<b>Detached</b>	31/8/21	Ringwood TC and Carvers	7
<b>Detached and food</b>	3/9/21	Ringwood TC and Carvers	3
<b>Detached</b>	7/9/21	Ringwood TC and Carvers	11
<b>Detached</b>	10/9/21	Ringwood TC and Carvers	7
<b>Detached</b>	14/9/21	Ringwood TC and Carvers	9
<b>Detached and food</b>	17/9/21	Ringwood TC and Carvers	12
<b>Detached</b>	21/9/21	Ringwood TC and Carvers	14
<b>Detached and food</b>	28/9/21	Ringwood TC and Carvers	12
<b>Detached</b>	1/10/21	Ringwood TC and Carvers	18
<b>Detached</b>	5/10/21	Ringwood TC and Carvers	12
<b>Detached and food</b>	8/10/21	Ringwood TC and Carvers	10
<b>Detached</b>	12/10/21	Ringwood TC and Carvers	15
<b>Detached</b>	15/10/21	Ringwood TC and Carvers	12
<b>Detached and food</b>	15/10/21	Ringwood TC and Carvers	19
<b>Detached</b>	22/10/2021	Ringwood TC and Carvers	20

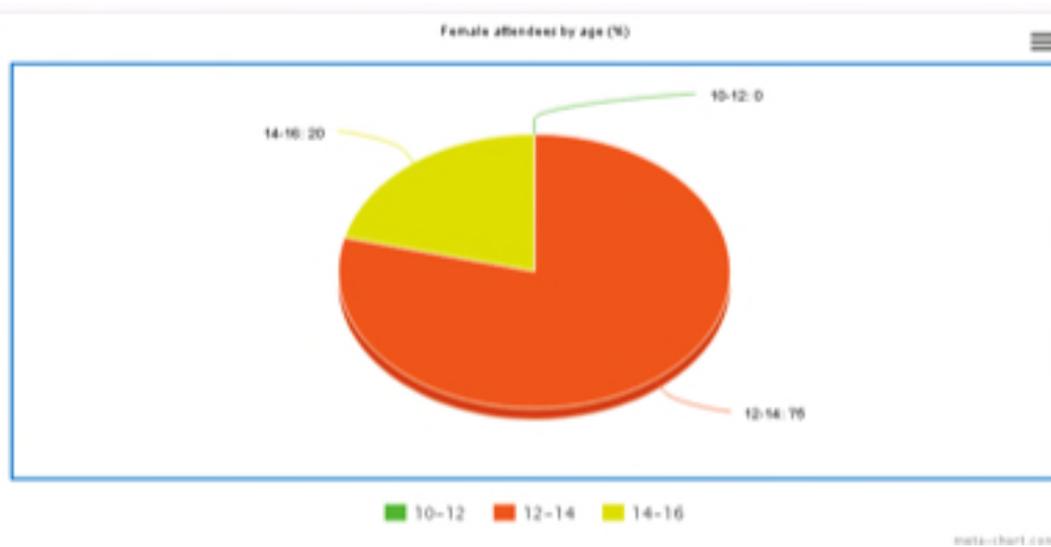
[47 named young people engaged with the youth workers by attending activities or just talking to the team on the street on at least one occasion.]

### Age and Gender

Male attendees by ages, in terms of a percentage and age.

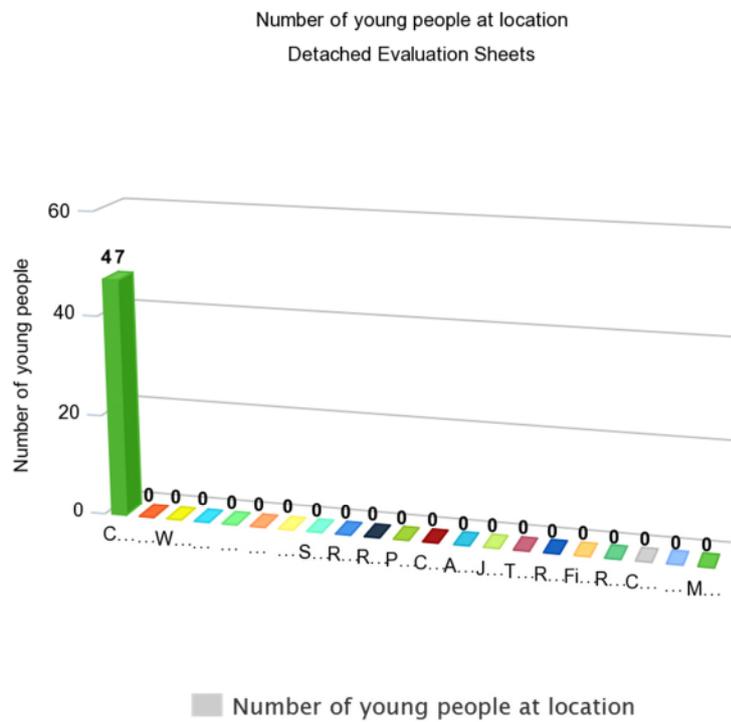


Female attendees by ages, in terms of a percentage and age.



## Locations visited around Ringwood

The following bar chart will demonstrate the areas visited around Ringwood and the number of young people during the Detached sessions.



meta-chart.com

### List of locations:

Location	Number of young people
Carvers	47
War Memorial	0
Ringwood High Street	0
Furlong Shopping Centre	0
Sainsbury's	0
Bus Shelters	0
St Paul's Church	0
Riverside Park	0
Riverside Walk	0

Poulner Scouts Building	0
Castleman Trail	0
Avon Valley Path	0
Jubilee Gardens	0
Trinity United Church (Foodbank)	0
Ringwood Bus Depot	0
Fish Inn playing fields	0
Ringwood Library	0
Conservative Club	0
David Lloyd leisure Centre	0
Monmouth House	0

### Why were the young people outside?

The following chart will details the reasons why young people, when asked why they were outside, in terms of a percentage and reasons.



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## FINDINGS

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The project has proved beneficial for the local youth, with each week more young people were willing to engage and ask for support and advice, in addition to participating in the activities.

Here are the main findings gathered from the engagement with local youth:

- Young People frustrations. It was heard loud and clear of young people's frustration with the lack of youth activities in and around Ringwood.
- The presenting needs of the local youth. The Detached youth workers evidenced commonalities experienced by a large number of local young people such as anxiety about exams, isolation, depression and access to technology for learning at home, it also reinforced knowledge about provision for children and young people in Ringwood. Some Young people mentioned their families are struggling to provide a hot meal for dinner. As a result of this, free food and refreshments were provided on some detached sessions.
- A new focused theme in response to young people's concerns. This involves directly tackling issues the participants feel are important and relevant due to the pandemic, Session themes and topics are a lot more 'young person led' as a result. The sessions include wellbeing, free food, conception, and CV writing skills.
- Full, consistent, and regular reporting of progress to Ringwood Town Council. Detached Sessions Evaluation sheet for every session and case studies for every individual young person every session is available to Ringwood Town Council.

Delivery staff have observed that regular participants have displayed increased confidence and involvement as the sessions has progressed, and feel this is due to the consistency and security provided by having regular, familiar staff delivering the sessions. Communication has increased between young people and service providers. There have been observations of increased peer on peer support and encouragement within sessions. Over time and once professional relationships were made, young people would wait for the youth workers and fully engaging with staff for the duration of the session. Some young people stated the two weekly sessions are their highlight of their week.

### Learning points

Naturally there have been lessons learnt over the period of this project, and room for improvement identified through our continued evaluations. Below are the details of these findings:

- From the initial enquiry for this service received in February it was desired to commence delivery late spring/early summer in order to engage young people in the lighter warmer evenings. Due to various factors including appropriate project planning, creating new safeguarding policies and risk assessments, pandemic guidelines and necessary staff recruitment processes the delivery started in August. For future youth projects it would be advisable to allow appropriate project setup time to accommodate an unrushed delivery start for the desired time (especially for outdoor work like detached).

- The focus of this project was to explore and engage with young people across the entire town Centre (including but not exclusively the Carvers clubhouse area). On all sessions different locations were visited but zero young people were found at any location during the entirety of the project. Many Young people have advised they feel frustrated with the lack of youth services, activities, and places to go in Ringwood. Some focus could be shifted at providing additional youth friendly activities within the town.
- The project ended earlier than envisaged due to an incident involving a cohort of young people which led to a staff resignation, subsequently leading to staffing issues- given the time left on the project and the timelines involved in recruitment, it was decided to wind down activities with the view any budgetary savings could be reinvested into future provision. Police informed the youth workers at the scene that the young people involved were known to be dangerous and were “surprised” that staff did not know this and were working with them. Project coordinators from both GWS and RWTC communicated with local authorities before commencing delivery and specifically requested details of any dangerous individuals, none were stated. All required risk assessments, safeguarding procedures and staff competencies were in place. There are continued explorations into this issue. Following the incident, a meeting was conducted with a main offending young person involved in the incident by RWTC. This individual cited frustration at not being allowed into Carvers Clubhouse as the reason for his aggressive behavior. This frustration stems from the fact that he witnessed other young people enter the building with staff. Staff allowed a small number of individuals into the building for confidential support and help to distribute hot drinks to other young people. Learnings to take from this are that if an indoor base is to be used for detached work, have clear and understandable reasons for young people to use this space with no exceptions.

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## FUTURE PLANS

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During our time engaging the local young people they were becoming increasingly motivated and proactive to the problems and issues affecting them, and are therefore becoming motivated to take action and resolve situations. They need to continue to be empowered by services to follow through with solutions. The emergence of the work carried out outlines the need for having critical conversations with a view to enabling and empowering young people to achieve the change they want to see in their communities. Locally rooted youth organisations are a vital part of a holistic system that works, supports, guides, intervenes and values children and young people. This is evidently needed in the Ringwood area.

Active collaboration is vital for the future youth services for Ringwood. It is essential that Ringwood town council work collaboratively with a wide range of partners including Housing Associations, Police, Schools and Communities over the long term and in the immediacy. The youth detached work finished early, by agreement across all concerned parties due to youth violence towards Groundworks youth workers and staffing issues. This will need to be addressed and carefully considered for future youth projects to ensure similar incidences do not happen again.

In brief conclusion, the detached work delivered demonstrates that more youth provision is required in Ringwood Town Centre.

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**FEEDBACK FROM PARENTS AND ATTENDEES**

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Listed below are some of the comments received from the young people and when carers/ family members came to meet the young person after session.

Mr. S, parent of a young person who showed engagement across all detached sessions.

*“The sessions are having a positive impact on young people’s feelings on connectedness to their community, supporting young people to feel an increased sense of responsibility to the places and people around Ringwood.”*

Miss G, a foster carer for one of the young people.

*“This service allows young people to form connection with youth workers that support them to make safer choices, reducing the likelihood that young people are involved in risky, dangerous or violent situations, either as perpetrators or victim.”*

Mr. H, an older sibling of one of the young people who attended a large proportion of the detached youth sessions.

*“This provides a useful way for young people to find out more about education, employment or recreational opportunities across the town.”*

A young person who attended the majority of sessions stated:

*“This is the highlight of my week. Thank you for everything. You really helped me out.”*

A further young person, advised:

*“When we first met you, I wasn’t too sure, however I really enjoy the sessions and thanks for all the support and help.”*

Another young person commented:

*“Thanks for the pizza. My Mum tries, but tonight I was going to have cereal. Thank you for everything. Seeing you is the highlight of my week, you have always helped me.”*

## Carvers Working Party Activity Open Day – April 2022

On Thursday 20<sup>th</sup> April, Carvers Clubhouse hosted an Activity Open Day on Carvers Recreation Ground. We were assisted by Tom Foster, who is a local youth worker and outdoor activities instructor and was able to provide some equipment and activity supervision.

The day had two main purposes:

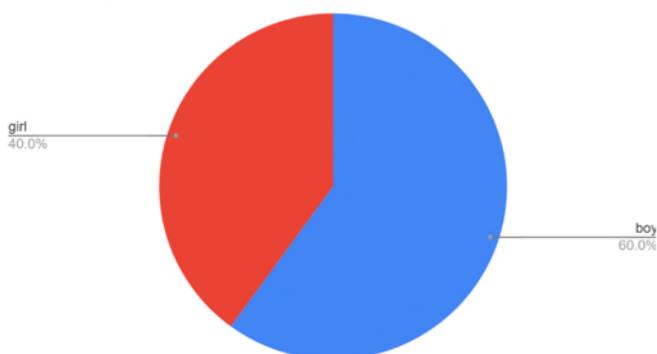
1. Provide activities for a slightly older group of young people in the area to attend. Advertise the activities as suitable for 10-15.
2. Find out if there is more we can offer (building on our Summer of Play programme in 2021) & how will we get them to come (advertising)?

It was a very successful day and ran from 12-6pm. A 6.5m climbing wall, hired in from South Coast Adventures, was a massive hit. There were over 300 trips up and down the wall over the course of the afternoon. We also provided young people with archery, frisbee, badminton, table tennis, football, giant catapults, and a car made out of oil drums (see photos at the end of the report). It is hard to know exactly how many people attended but at around 4pm numbers started to reduce slightly, and I counted 79 people still out enjoying the games, activities, and skate park (not including the play area or inside the Clubhouse).

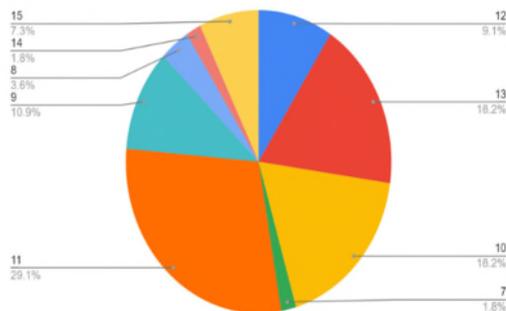
### Survey

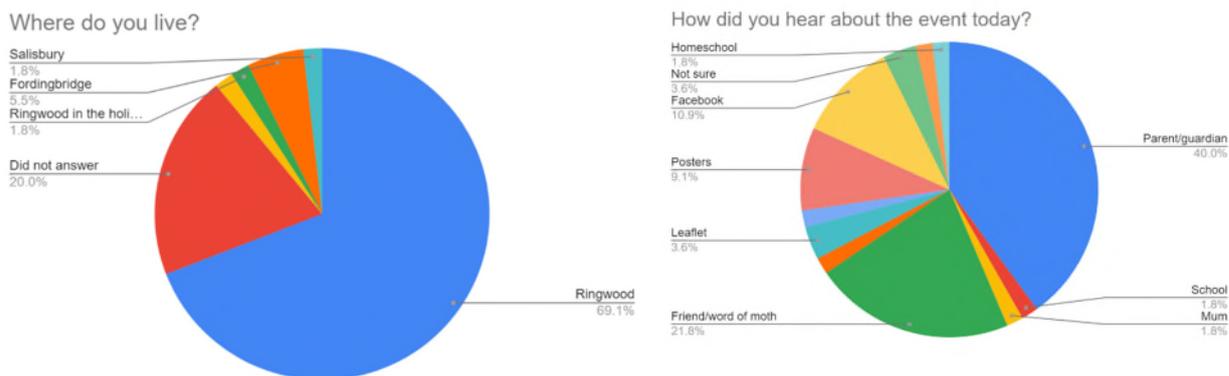
As well as providing activities, we also used the day as an opportunity to talk to young people about what they would like us to run over the summer holidays. We provided information boards highlighting what was on offer in 2021 for their age group which included football coaching with Ringwood Town FC, table tennis coaching, cooking classes and circus skills. This helped to start the conversations about what we could do more of or differently. 55 young people participated in the survey, and the results are summarised below:

Whether participants were girls or boys



Age of participants





We had originally asked for postcodes but found too many young people didn't know their postcode so have converted those answers to the town they had come from.

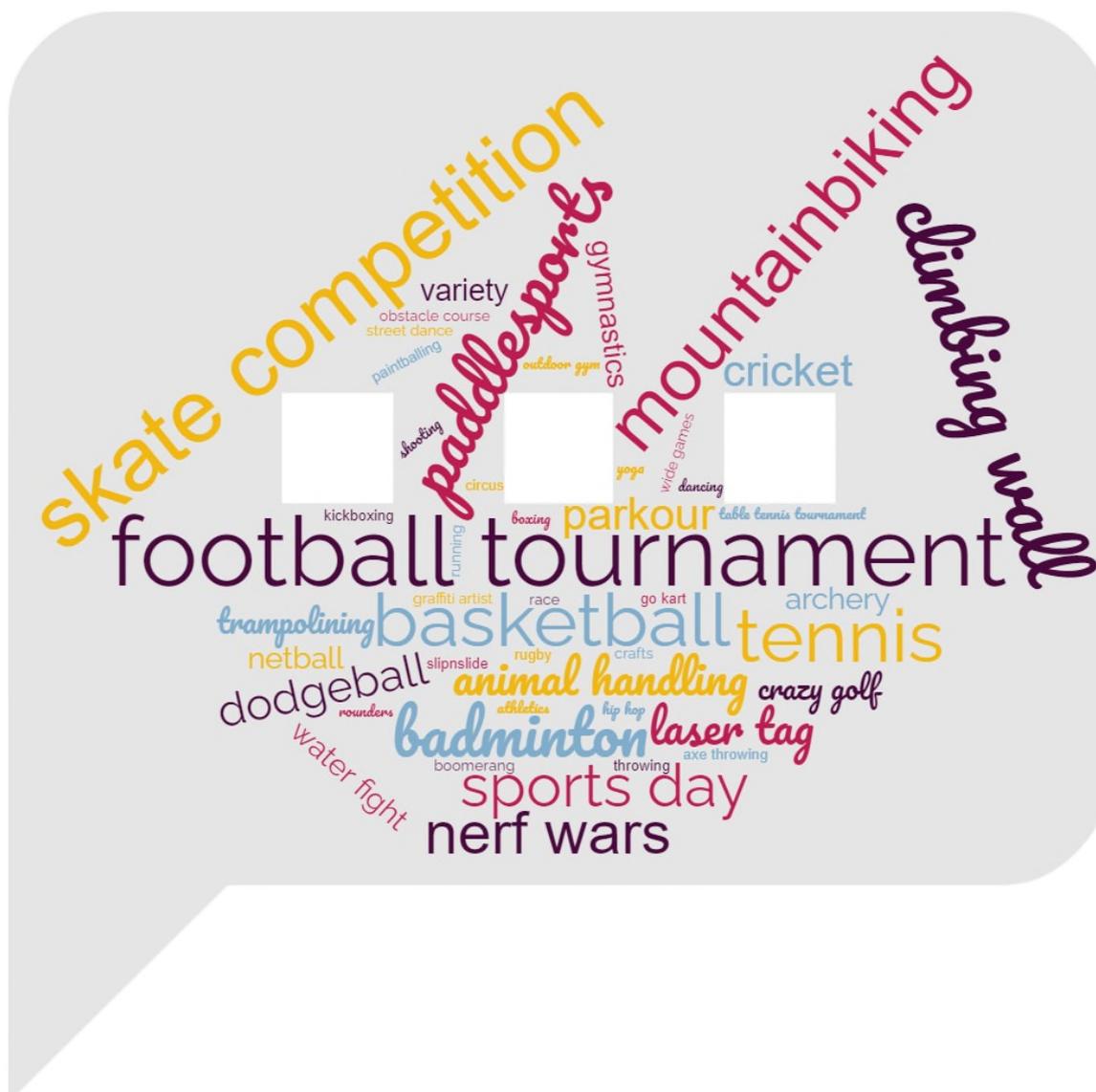
One of the issues we grapple with at the Clubhouse is how to let young people know that an event is on. For obvious reasons we can't keep contact details of young people to promote directly. Our social media or digital communications don't reach young people directly as that age group are not legally allowed to be on Facebook or Instagram nor would many consider it relevant to them. The only social media that most who we spoke to engage with is TikTok and this isn't a good platform to send out informative posts.

However, answers to the question about how people found out about the event told us that for this age group it is still most important that we aim our promotional material at parents/guardians. Posters and leaflets still work well.

Another challenge is that, although the information was sent out to both local junior schools and senior school, only Ringwood Junior School sent out the information. This is perhaps why we had such large numbers of 10- and 11-year-olds. We may reach older groups if the senior school would promote our events and a wider part of Ringwood if Poulner Junior School did too.

We also asked whether those completing to survey would you be interested in a summer programme of activities for their age group.

The overwhelming majority of those answering said yes and gave us a fantastic range of activities. The word cloud below summarises the main answers. The larger the word, the higher number of people responded with that activity. You will see that the vast majority of these suggestions are sport and exercise based. Given that these young people were at an event which was outdoors, and activity related, this is not surprising. We may assume that a programme based on this will not meet all needs of young people in the area but perhaps we need to be content with this- we are, after all, a community centre based within a large outdoor space so we may as well play to our strengths!



Some activities would be impossible to run at Carvers- paddle sports or mountain biking for example. However, these are sports which Tom Foster, mentioned at the start of report, is qualified to teach in and would be in walking distance of Carvers. These could be very beneficial diversionary activities for young people. But most of those responding mentioned that they would need equipment and it would need to be free.

### Summary

The activity day was, in our opinion, a great success and achieved both of our aims. The feedback from young people will help us to frame a summer programme- work which needs to start immediately. I hope to be able to present some options to the Working Party at the meeting.

Charmaine Bennett  
Carvers Clubhouse Manager, 27 April 2022

## Annex 1: Photos from Youth Open Day



## Strategic Vision

### 1. Introduction and reason why report required

- 1.1 Cllr. Frederick has obtained three further proposals from landscape designers (making five in all now received) and it is timely to consider identifying a preferred partner for further development of the strategic vision for the future development of Carvers.
- 1.2 Officers are also able to present further information on three subjects relevant to future developments; latest trends in the use of the cricket facilities, an outline design for a new grounds maintenance facility to replace the existing sheds and an outline design for a new user car park.

### 2. Background information, options, risks, etc.

- 2.1 *Proposals from landscape designers* Cllr Frederick will remind members of the two proposals from designers previously considered and present the three further proposals received. Members will then be invited to discuss these and identify their preferred partner for further discussion.
- 2.2 *Cricket* Ringwood Cricket Club has booked Carvers for nine dates in 2022. It is possible that they or others may book a further one or two dates but this is not assured and no other bookings seem likely. The Council is committed to maintaining the cricket square for the 2022 season and to making the pavilion available for this use. The former requires a considerable amount of grounds staff time and the latter restricts options for alternative uses or users. Members will be invited to consider this allocation of resources and its implications.
- 2.3 *Grounds Maintenance Facility* Cllr Briers has kindly produced at no cost to the Council a set of drawings illustrating a possible layout and design for a new facility for the grounds maintenance team based on detailed discussions with officers. Officers will present these at the meeting. Members will be invited to consider the concept (general position, scale, impact, etc) and comment. Once settled, the next step would be to seek pre-application advice from planning officers before working up a final design for use in a procurement process.
- 2.4 *Car Park* Cllr Briers has also produced a possible design for a new visitor car park and obtained a "ball-park" estimate of £80,000 plus VAT for the cost of building this. Again, officers will present this at the meeting and members will be invited to consider the concept (general position, scale, impact, etc) and comment. Once settled, the next step would be to seek pre-application advice from planning officers before working up a final design for use in a procurement process.

### 3. Issues for decision and any recommendations

- 3.1 ***Selecting a preferred partner from among the landscape designers.***
- 3.2 ***Considering whether the cricket facilities should be maintained as at present after the close of the 2022 playing season***
- 3.3 ***Considering the grounds maintenance facility design***
- 3.4 ***Considering the car park design.***

For further information, contact:

Chris 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)

## Events Management Sub-Committee

### Notes of meeting held on Tuesday 24<sup>th</sup> May 2022 at 3pm on Zoom

Present: Cllr Rae Frederick (Chair)  
Cllr Jeremy Heron  
Cllr Andy Briers  
Cllr Philip Day

In attendance:  
Charmaine Bennett, Events Manager  
Sam Bracher – Meeting Administrator

#### **1. Apologies for Absence**

No Apologies

#### **2. Declarations of interest**

No interests were declared.

#### **3. Minutes of the previous meeting – 26 April 2022**

**RESOLVED:** That the minutes of the meeting held on 26 April 2022 having been circulated, be approved, and signed as a correct record.

#### **4. Queen's Jubilee Celebrations**

##### **Lighting of the Beacon Event – Thursday 2<sup>nd</sup> June 2022**

The Event Manager gave an update for this event.

Detailed logistics for the event have been emailed out to sub-committee group by email. The Risk Assessment and Event Management Plan have been tweaked to accommodate some requests from the church.

This includes:

- A note on the door of the tower once the gas has been delivered to say there is gas in the building.
- They also don't want the gas bottles to go to the top of the tower the day before so they are going to be put on a wooden platform located by the ladder that goes up to the tower. Need to ensure the fire marshals can carry these up the final few stairs.
- No persons other than fire marshals to be in the tower when the Beacons is lit and during the event.

Discussions continued on when RTC members and stewards should arrive on site for the event. It was agreed that the Event Manager would be on site from 20:00 with others to follow from 20:30 – 20:45 for a short briefing with event stewards. The Fire Marshals to arrive between 20:00 -20:30 for their prep.

The Event Manager shared that the fencing to put around the sundial structure at the event was in short supply due to it being used at Carvers on Sunday. It has been decided that traffic cones will be used instead.

Cllr Heron confirmed that fire marshals will bring some gas canister burners to assist with lighting the beacon. The Event Manager has confirmed that the Beacon has been put together to test it works and had suggested that this is done again before the main event when it is in position.

Cllr Day voiced his concerns that the Event Management Plan stated the event expected to attract around 200 people. He thought numbers would be much higher and wanted the team to be aware of this when on site.

The Event Manager confirmed there will be “Event in progress, please slow down signs” at key points around the site.

SB confirmed that town businesses should now all have posters on both the Beacon Event and Party in the Park so they are aware of the details.

### **Party in the Park – Sunday 5<sup>th</sup> June**

The Event Manager gave an update for this event.

It was highlighted that Ringwood Scouts are no longer able to run activities at the event.

Through liaison with Adam Skirton it is confirmed that some of the local churches are stopping their services to help with set up for the event. They are also organising a “Jubilee Challenge” between local schools which will be set up in an area alongside the cricket pitch. This will take place at around 14:30 when there is a gap in the programme between the live stage acts.

With regards to stewarding the event, the Event Manager proposed that each available member of the sub-committee group will take the lead at an area of the event to set up and make sure everything is in place. The Event Manager will ensure that the equipment needed for each area will be dropped off early in the day ready for set up.

It was agreed at the meeting that the best way forward for the competition to win the plaque on the front of the Jubilee train, which will be operating at the event, was to offer all people who buy a £2.50 ticket for a ride on the train, to get a raffle ticket to be entered into the prize draw.

Cllr Frederick confirmed there are 10 sponsors secured for the event. Their logos and details will be included in the programme, along with NFDC and HCC logos who are contributing to the event.

The budget was discussed. It was agreed that The Event Manager contact Cllr Thierry to see if further funds from NFDC could be secured as expenditure has been higher than budgeted, especially for the beacon event.

It was noted that there is a lot of communication now coming out from London with regards to arrangements for the day. It was agreed that as all the live stage programme activities were now timed and confirmed, the London programme will be played in the background on

a large screen with pauses to live acts if necessary, when big moments are happening in London. It was agreed that Cllr Frederick would be located near the screen to co-ordinate this activity with our screen / digital team.

The Traffic Management Plan for the event was discussed in the meeting.

It was agreed:

- No Planned drop off zones highlighted, with Stewarts on location to manage this and move people on.
- No disabled parking available on site as after the fireworks event it was decided it is too difficult to manage and impossible to enforce.
- Encourage people to use Carvers Lane entrance into event site as there is no vehicle traffic considerations.
- "Event in progress, slow down" signs will be placed along Southampton Road as it was commented that roadwork traffic is making that stretch of road busier than usual.

- |                        |  |
|------------------------|--|
| <p><b>ACTIONS:</b></p> | <ol style="list-style-type: none"> <li>1. The Event Manager to speak to fire marshal regarding arrangements for the Beacon Event.</li> <li>2. Cllr Heron to meet with the scaffolders at 9am on the Tuesday before the beacon event to store the fire extinguishers in the same place as the gas bottles and beacon which will be delivered by grounds team at the same time.</li> <li>3. All members to keep an eye on the traffic cones positioned in Market Place in the lead up to the beacon event to ensure they are kept in place.</li> <li>4. Cllr Briers to provide red and white tape to put around the cones, along with gas canister that could be used for lighting the beacon. He will hand this over to Town Clerk at the meeting on Wednesday 25th May to be passed onto the grounds team.</li> <li>5. The Event Manager to change the Event Risk Assessment to highlight the use of cones, not fences on site. To change the wording to Fire Marshals, not stewards for those who will be on site in the tower and to Identify key roles on the Risk Assessment. Agreed to include – Charmaine as Event Manager and Cllr Day and Cllr Frederick as Event Deputy Managers. To also highlight the different colour high vis jackets to determine key roles at the event.</li> <li>6. The Event Manager to change the Event Management Plan to increase number of visitors at the Beacon Event.</li> <li>7. The Event Manager to forward the stewarding plan for Party in the Park out to the sub-committee members.</li> <li>8. The Event Manager to call each councillor who is leading an area at the Party in the Park event to go through site plan details.</li> <li>9. The Event Manager to hand over keys to Cllr Day so he can get water supply for the event.</li> <li>10. The Event Manager and Cllr Frederick to liaise with appointed event compere to go through the event programme/details.</li> <li>11. Cllr Heron to try to touch base with his contact at local charity – Stable Home Family Trust regarding being a chosen charity for the Jubilee events, after the Event Manger has been unable to make contact.</li> <li>12. Cllr Frederick to contact Men's Shed, Ringwood Rotary and Ringwood Carnival Committee with regards to not being able to offer the charities a donation from the Jubilee events. Note to mention to Ringwood Rotary that they are welcome to run a stall with the prizes they had left over from the recent Eco Fayre stand in Ringwood.</li> </ol> |
|------------------------|--|

13. The Event Manager to tweak the forward that Cllr Frederick has put together and to circulate the programme to the sub-committee for proofing before it goes out.
14. The Event Manager to arrange a site visit with the fun fair operator with a member of the event sub-committee also in attendance.
15. The Event Manager to amend the Event Management Plan to include contingency planning for if the event had to be cancelled last minute. Raised after recent events of the illegal encampment on event ground.
16. Cllr Frederick to liaise with the Meeting House to obtain a selection of historic Ringwood Images to display on the big screen at the event.
17. The Event Manager to contact Cllr Thierry to seek further event funding from NFDC.
18. All committee members to attend an informal meeting next Tuesday 31<sup>st</sup> May -18:30 at London Tavern.

#### **5. Ringwood Grand Fireworks**

No updates to report in this meeting.

#### **6. Remembrance Day Parade**

No updates to report in this meeting.

#### **7. Ringwood Winter Wanderland**

Stall bookings going well and Cllr Frederick confirmed that herself and Cllr Ring were looking at activity options for Southampton Road area.

The Event Manager highlighted the need to look ahead at the next sub-committee meeting to make decisions on things like ticket pricing, approach to sponsorship etc. so things can move forward quickly once the summer season has passed.

#### **8. Any Other Business**

No further business to report.

There being no further business, the meeting concluded at 16:02.

The next Event Sub-Committee meeting is scheduled for Tuesday 28<sup>th</sup> June at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

**RECREATION, LEISURE & OPEN SPACES COMMITTEE****1<sup>st</sup> June 2022****Purchase of land at Forestside Gardens****1. Introduction and reason for report**

- 1.1 Pursuant to the decision made by the full Council on 30<sup>th</sup> March (minute ref. C/6767) the land at Forestside Gardens was bought by public auction on 19<sup>th</sup> May for £27,000 plus buyer's premium and costs. The purchase is due to be completed on 20<sup>th</sup> June. Decisions about the funding of the purchase and the future use and maintenance of the land are now required.

**2. Background information and options**

- 2.1 Since there is no provision in the budget for the land purchase, the purchase price and other expenses will fall on the general reserve unless some other provision is made. Members are invited to consider whether all or any part of the costs should instead be met from an earmarked reserve and, if so, to agree an appropriate recommendation to the Policy & Finance Committee.
- 2.2 Local authorities are empowered to "appropriate" land acquired by them for specified purposes. Once so appropriated the land cannot then be used for other purposes. Moreover, restrictions on the legal power to dispose of land is restricted in the case of land appropriated for certain purposes (including use as open space). Members need to decide whether to recommend to the Policy & Finance Committee that this land be appropriated as public open space (or for some other use).
- 2.3 Officers will arrange for the site to be added to Council's tree safety inspection programme. Officers are also considering arrangements for the routine care and maintenance of the land to take effect after completion of the purchase.

**3. Issues for decision and any recommendations****Issues for decision: What recommendations (if any) to make to the Policy & Finance Committee regarding**

- 3.1 The use of earmarked reserves to meet the purchase costs of the land; and**  
**3.2 The appropriation of the land to a specified use or purpose.**

For further information, contact:

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



## 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	The scrutiny panel has met to review the project budget, timeline and risk register. All funding other than Football Foundation grant has been confirmed. FF grant application approved by Panel and awaits board confirmation.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps will be planned in consultation with the incoming Town Mayor after the Annual Council Meeting.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only

## Planning Town & Environment Committee

PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	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 undertaken 21/04/2022, annual stream clearance to be scheduled for 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
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Scheme in progress and due for completion by end 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)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
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
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

## Policy & Finance Committee

PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.

#### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been applied for from NFDC.	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	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design which will be presented for consideration by members at the meeting on 1st June.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	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 (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only

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RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	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	Revised budget of £6,000 (virement from RLOS4).
RLOS20	Detached youth outreach work	Concluded	The work trial agreed in February 2020 has concluded. A report was presented to the Carvers Working Party when it met on 4th May. Officers will continue to explore affordable interventions but this trial will not be extended.	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Revised budget of £9,500 (originally £5,500). £3,109.80 spent to date.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

#### Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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# D

**Proposed/Emerging Projects Update**

**D**

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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**Full Council**  
None

**Planning Town & Environment Committee**

Roundabout under A31	Planting and other environmental enhancements			Area being used by National Highways 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	Shelved as a TC project		
Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day			Floated as possible future project		
Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane						Developers contributions

**Policy & Finance Committee**

Paperless office	Increasing efficiency of office space use	Cllr. Heron		Discussions with Town Clerk and Finance Manager			
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**Recreation, Leisure & Open Spaces Committee**

None	(Current projects expected to absorb available resources for several years)						
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**Staffing Committee**

None							
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## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	