

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

30<sup>th</sup> April 2025

A meeting of the above Committee will be held on **Wednesday 7<sup>th</sup> May 2025** at 7.00pm in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mr C Wilkins  
Town Clerk

---

### AGENDA

	<u>Time estimate</u>
<b>1. PUBLIC PARTICIPATION</b> There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
<b>2. APOLOGIES FOR ABSENCE</b>	1 minute
<b>3. DECLARATIONS OF INTEREST</b>	1 minute
<b>4. MINUTES OF THE PREVIOUS MEETING</b> To approve as a correct record the minutes of the meetings held on 5 <sup>th</sup> February 2025	1 minute
<b>5. CARVERS WORKING PARTY</b> To receive the notes of the Carvers Working Party meeting on 21 <sup>st</sup> February and 21 <sup>st</sup> March 2025 ( <i>Report A</i> )	5 minutes
<b>6. EVENTS MANAGEMENT</b> To receive the notes of the Events Management Sub-Committee meetings on 26 <sup>th</sup> February, 19 <sup>th</sup> March and 23 <sup>rd</sup> April 2025 ( <i>Report B</i> )	5 minutes
<b>7. OPEN SPACES MANAGEMENT REVIEW TASK &amp; FINISH GROUP</b> To receive the notes of the Task & Finish Group meeting on 26 <sup>th</sup> February and 26 <sup>th</sup> March 2025 ( <i>Report C</i> )	5 minutes
<b>8. CRICKET BOOKINGS</b> To consider the Town Clerk's report and issue for consideration therein ( <i>Report D</i> )	10 minutes

## 9. FUNDING FOR INFRASTRUCTURE PROJECTS

To consider the priorities of pending infrastructure projects and possible recommendations for funding them from the CIL reserve (see *latest CIL Reserve report – Report E attached*)

## 10. PROJECTS (current and proposed)

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

Time estimate

15 minutes

5 minutes

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 (Chair)  
Cllr Becci Windsor (Vice Chair)  
Cllr Philip Day (ex-officio)  
Cllr Mary DeBoos  
Cllr Janet Georgiou  
Cllr Rae Frederick (ex-officio)  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr James Swyer  
Cllr Glenys Turner

### Officers

Chris Wilkins, Town Clerk  
Nicola Vodden, Office Manager

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

## Carvers Working Party

Notes of meeting held using Microsoft Teams on Friday 21<sup>st</sup> February 2025 at 2pm

Present: Cllr Rae Frederick - Chair  
Cllr Andy Briers (*from 2.15pm*)  
Cllr Mary DeBoos  
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk

Absent: Cllr Becci Windsor

### 1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Cllr. Windsor and Charmaine Bennett.

### 2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

### 3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 24<sup>th</sup> January 2025 were approved for signature by the Chair as a true and correct record.

### 4. OFFICERS' REPORTS

The Town Clerk reported that an application for planning permission for the proposed new grounds building has been submitted. He added that the Clubhouse staff have had to cope with some problematic behaviour at Carvers but steps to address this are being taken.

### 5. MASTERPLAN IMPLEMENTATION

*(Cllr Briers joined the meeting during this item.)*

Cllr. M DeBoos was thanked for arranging the two alternative quotes for tree-planting and related services from the previously approved contractor; Grass & Grounds.

Cllr. M DeBoos explained that two trees have had to be removed from highway land near The Railway Inn and one has been offered for possible re-planting at Carvers.

The Town Clerk reported that the tender for the MUGA and related works is open and tenders will be evaluated in early March with the contract being awarded to the winning bid.

RACE has provided the funding for the additional bench which has been ordered and will be stored pending completion of the MUGA.

RACE has obtained two quotations for the baseline habitat survey. The preferred supplier is not VAT-registered so RACE will arrange this directly, probably in June.

The wildflower turf will be ordered following completion of the MUGA and the baseline habitat survey.

NFNPA is holding a festival at Carvers on 6<sup>th</sup> July. This could include an opportunity to work on the bug hotel/wall if the position and design have been finalized by then.

Cllr Frederick will speak to the landscape architect about creating an updatable graphic to represent progress visually for use in publicity (possibly at the gateway or the Clubhouse) and in publicity. Consideration should be given to issuing the delayed

press release once the MUGA contract has been awarded and the funding agreement with Veolia settled.

**AGREED:**

1. That Grass & Grounds quotation number 3159 in the sum of £10,108.71 plus VAT should be accepted and the planting arranged when practicable and so as to avoid blocking any important sight lines from the CCTV.
2. That the offer of an Indian Horse Chestnut tree removed from the highway land near the Railway Inn be accepted and arrangements made with the Tree Management Company for it to be planted in the area next to the tennis courts.

**ACTIONS:**

1. Officers to raise a Purchase Order and issue to Grass & Grounds as above.
2. The Clubhouse Manager to contact Tree Management Company about planting of the Indian Horse Chestnut
3. Cllr. Frederick to speak to Richard Connell of New Enclosure about the progress graphic idea.
4. Officers to consider and advise at next meeting about timing of a press release.

**6. NEXT MEETING**

Will take place using Microsoft Teams on Friday 21<sup>st</sup> March at 2pm.

There being no further business, the meeting closed at 2.47pm.

RECEIVED  
5<sup>th</sup> March 2025

APPROVED  
21<sup>st</sup> March 2025

COMMITTEE CHAIR

WORKING PARTY CHAIR

## Carvers Working Party

Notes of meeting held using Microsoft Teams on **Friday 21<sup>st</sup> March 2025 at 2pm**

Present: Cllr Andy Briers  
Cllr Mary DeBoos  
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk  
Charmaine Bennett – Clubhouse Manager

Absent: Cllr Rae Frederick – Chair  
Cllr Becci Windsor

### 1. ELECTION OF CHAIR

In the absence of Cllr Rae Frederick, Cllr. Mary DeBoos was elected to chair the meeting.

### 2. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Cllr. Frederick.

### 3. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

### 4. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 21<sup>st</sup> February 2025 were approved for signature by the Chair as a true and correct record.

### 5. OFFICERS' REPORTS

The Town Clerk reported that an application for planning permission for the proposed new grounds building has now been registered following submission of additional drawings requested by New Forest District Council.

The Town Clerk presented a debrief on the tender for the MUGA and related works (see Annexe A). He reported that he and the Clubhouse Manager have attended a virtual meeting with representatives of the selected supplier to resolve some queries arising from the tender and to discuss the legal formalities and timing. Subject to receipt of permission to proceed from the grant funder, it is hoped to start work in June and have it complete by the start of the school summer holiday. Before work can start it will be necessary to agree with the contractor a final layout for the informal play features.

The Clubhouse Manager reported that she has now completed and submitted the required details to the grant funder of the MUGA project with a view to concluding the Funding Agreement and securing their consent to start as soon as possible. The installation of solar panels on the Clubhouse roof was completed this week.

### 6. REVIEW OF CLUBHOUSE MANAGER ROLE

The Town Clerk presented a paper setting out the business case for re-structuring the staffing responsibilities for Clubhouse and events management and administration (see Annexe B). He explained that after careful consideration officers judge that the Council's strategic objectives are unlikely to be achieved with the current staffing arrangement and that the new role proposed is therefore recommended for consideration.

The Clubhouse Manager added that the change is not recommended lightly. Members will rightly be cautious of increasing staffing costs in the current economic environment

but officers respectfully pointed out that concerns of this kind expressed when the current role was created have since been dispelled by the successes achieved as a result and it is reasonable to anticipate a similar outcome to this proposal.

Members discussed the proposal and supported it for further consideration by the Policy and Finance Committee.

**AGREED that that the proposal for the re-structuring of Clubhouse and Events management and administration be supported for further consideration by the Policy & Finance Committee**

<b>ACTION: C Wilkins</b>
--------------------------

## 7. MASTERPLAN IMPLEMENTATION

A Purchase Order has been issued for the tree-planting and a start date is awaited.

Cllr. M DeBoos reported that the baseline habitat survey has also been ordered and will be scheduled later this year during a suitable season and so as not to coincide with other works in progress.

Cllr. M DeBoos reported that the horse chestnut tree removed from near The Railway Inn has now been re-planted at Carvers.

Members considered a proposal to commission professionally drawn illustrations of the Masterplan changes implemented to date or currently in hand. It was felt that the quoted cost is too high and that we should be able to create a suitable display reporting progress using a combination of existing materials and photographs.

## 8. NEXT MEETING

The Town Clerk will arrange an informal gathering to view a hard copy of the MUGA project layout drawing when received but that the next meeting of the Group will be arranged on a date to be agreed when there is sufficient further business requiring discussion.

There being no further business, the meeting closed at 3pm.

RECEIVED  
2<sup>nd</sup> April 2025

APPROVED

COMMITTEE CHAIR

WORKING PARTY CHAIR

## **Events Management Sub-Committee**

**Notes of meeting held on Wednesday 26<sup>th</sup> Feb 2025 at 1230, at Ringwood Gateway**

Present: Cllr Rae Frederick (Chair)  
Cllr Mary DeBoos

In attendance:  
Charmaine Bennett, Events Manager  
Sam Bracher, Office Administrator  
Cllr Philip Day

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

Apologies from Cllr James Swyer, Cllr John Haywood, Cllr Glenys Turner and Cllr Becci Windsor.

As the quorum for the sub-committee was not met, the meeting proceeded as an informal discussion. However, the Event Manager accepted delegated authority to take forward actions where required. More detailed updates will be provided at the next meeting, or members are invited to discuss items with the event manager in the meantime.

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

No interests were declared.

### **3. Minutes of the previous meeting – 15<sup>th</sup> January 2025**

**RESOLVED:** That the minutes of the meeting held on 15<sup>th</sup> January 2025 having been circulated, approved, and signed as a correct record.

### **4. Update on event(s) to mark Market Charter Anniversary**

Cllr Deboos went through a document circulated before the meeting relating to Ringwood celebrating the 800<sup>th</sup> Anniversary of Market Charter in 2026.

Cllr Deboos has put together a draft project enquiry to the National Lottery Heritage Fund as the first step in establishing whether they would consider funding the activities surrounding this project. The decision will confirm whether the committee has funding to do a one-off event or a year of celebration to include permanent reminders of the market's history in the town.

An update was given on actions so far which included liaison with community groups, discussions with Forest Forge Theatre Company on creating and performing a play or re-enactment to the local community. There have also been initial discussions with the current market charter holder, Edward Morant. The Ringwood Artisan Market, Repair Café, Ringwood Society and Ringwood Carnival have also expressed interest in being involved with the project.

It was agreed that once there is a steer from the National Lottery, depending on the outcome, an online community survey will be created to get views/feedback from members of the public.

The proposed date for the main event was Sunday 12<sup>th</sup> July 2026. The actual anniversary date is the 10<sup>th</sup> July, but the event needs to fall on a weekend and a Sunday reduces the

impact on local businesses and is safer to manage road closures especially in relation to the buses.

- ACTIONS:**
1. CB to review project enquiry document to the National Lottery and to submit for their consideration and feedback.
  2. Cllr Day to compose a letter to the Royal Family asking for their attendance at the main event or at another time in the year of celebration to mark the occasion. He will share with the group before being sent.

## **5. Commemorative events**

The event manager went through the plan for the 80<sup>th</sup> Anniversary of VE Day to take place on Thurs 8<sup>th</sup> May 2025.

### **Timeline**

- Raising of the flag at Gateway Square at 9am – no service, but Mayor to be in attendance.
- Evening – Greyfriars to decorate their building and invite people to enjoy a fish & chip supper supplied by Prices Fish & Chips.
- At the War Memorial Gardens: 21:00 – pre music by Ringwood & Burley Band, then at 21:29 – The National Anthem. Beacon will be lit at 21:30 in line with national schedule. Mayor to read tribute as beacon is lit.

Ringwood Carnival will support by putting flag up down the high street and bunting will be put up in the War Memorial Garden. The soldier silhouettes will also go up, around the garden in the lead up to the event.

It was noted that the Beacon is now in a permanent position in the War Memorial Gardens.

It was agreed that we will support Reverend Terry Roberts with a service in the War Memorial Gardens for VJ Day on 15<sup>th</sup> Aug 2025. A maximum contribution of £400 can be made to assist with any running costs before we need to put this through committee.

- ACTIONS:**
1. CB to approach local choirs to start singing “I vow to thee my country” once the beacon has been lit and encourage those attending to join in.
  2. CB to create official event plan, purchase VE flag, and produce posters/artwork to promote the event.

## **6. To agree stallholder fees for 25/26**

The event manager needed a decision on prices for stalls at 2025 events, so this can be sent out to potential stall holders ASAP. It was agreed in principle to hold the prices for 2025. but as the meeting was low in attendance it is requested that any members who have an opinion on this, to contact CB by end of play – Mon 3<sup>rd</sup> March.

- ACTIONS:
1. Members to contact CB if they want to discuss 2025 stall holder prices before being sent out.
  2. When sending out information to potential stall holders, it was agreed that CB would put a note on the end to say there is potential for stalls at this years Pedal Car Grand Prix event and to contact the event organiser for further information, following a request from the event organiser.

## **7. Ringwood Grand Fireworks**

Following an action from the last event sub-committee meeting, CB has spoken to Hampshire County Council officers regarding the closure of the public footpath following an official complaint being submitted. An option discussed was to apply for a 21-day Emergency Footpath Closure which is at a cost of £750. This can be applied for annually and the price will increase by around 10% every year. It was agreed that CB will allow some time in the April meeting to look at alternative options to this and to do a cost comparison.

CB has had discussions with current fireworks provider who have offered to hold the price if a 3-year agreement is made.

- ACTIONS:
1. CB to speak to other firework companies to get some comparative quotes to share with committee members.

## **8. Event Committee workplan 2025**

Members went through the 2025 work plan document and made some slight adjustments to the meeting schedule. This will be circulated to the group.

No further business to discuss.

There being no further business, the meeting concluded at 13:30

The next Event Sub-Committee meeting – Wednesday 19th March at 12:30 1<sup>st</sup> Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## **Events Management Sub-Committee**

Notes of meeting held on Wednesday 19<sup>th</sup> March 2025 at 1230, at Ringwood Gateway

Present: Cllr Rae Frederick (Chair)  
Cllr Mary DeBoos  
Cllr Philip Day

In attendance:  
Charmaine Bennett, Events Manager  
Sam Bracher, Office Administrator

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

Apologies from Cllr James Swyer, Cllr John Haywood, Cllr Glenys Turner and Cllr Becci Windsor.

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

No interests were declared.

### **3. Minutes of the previous meeting – 26<sup>th</sup> February 2025**

**RESOLVED:** That the minutes of the meeting held on 26<sup>th</sup> February 2025 having been circulated, approved, and signed as a correct record.

### **4. Update on event(s) to mark Market Charter Anniversary**

Cllr Deboos confirmed feedback had been received from the National Lottery Heritage Fund regarding the application for funding the Market Charter Anniversary. She confirmed that overall, the feedback had been very positive. The next steps would be to continue with the consultation process ensuring as many groups as possible are involved. An online survey will also be created and distributed along with a drop-in session at Ringwood Gateway to explain about the project and receive feedback and ideas for the proposed plans.

Cllr DeBoos went through possible questions for the survey and the committee finalised these (*attached document*). It was agreed that these questions should be shared in the next edition of the R&F News with some consideration needed on how best to compile results from hard copy surveys.

It was suggested that the drop-in session should run on a Wednesday afternoon/ early evening to ensure current market stall holders and local shop owners could attend and have their say.

CB advised the group that she has been approached by a local artist who wants to look at becoming a local Poet Laureate so he can write poems for significant events in Ringwood. It was agreed to keep in touch regarding this as it may fit in well with the market charter anniversary and could be positive engagement for culture in our community.

ACTIONS:	1. CB and Cllr Deboos to look at a proposed date for the drop-in session. 2. SB/CB and Cllr Deboos to work on the Survey. 3. Cllr Deboos to begin putting together the main application for National Lottery Heritage Funding.
----------	--

- |   |
|---|
| <p>4. Cllr Frederick to look at gaining letters of support to submit with the application from local schools and current market charter holder, Edward Morant</p> |
|---|

## **5. Review of Events Manager Role**

CB went through the business case document for restructuring the Clubhouse and Event Manager role.

She highlighted the challenges faced with how this role is currently structured and stated that this role was not sustainable in the current format due to factors including increasing event demands, weekend & overtime costs and no scope for growth.

The proposed solution is to restructure the staffing model to include a single manager role at 30 hours per week with dedicated administrative support pitched at 20-25 hours per week.

The proposal was discussed by members of the committee and they highlighted the impact of this proposal, the main one being financing the administration role.

It was questioned if the new admin role could be considered on a short, fixed term contract to see how it works within the current set up with a review after an initial period.

It was agreed there needed to be further discussions on funding the additional support role and understanding the impact on council strategy, if this role was not funded.

<p><b>ACTIONS:</b> 1. CB to take the business case document to the next Carvers Working Party meeting for discussion and to then present a more detailed proposal at the next Policy &amp; Finance Committee Meeting.</p>
---

## **6. VE Day 80**

CB confirmed that on Thursday, 8th May 2025, the bells of St Peter and St Paul's Church in Ringwood will ring out at 6:30 pm as part of the nationwide 'Together We Chime' initiative.

CB confirmed that the Beacon had now been permanently fixed in the War Memorial Garden. Work has taken place to look at options on creating a plaque of some sort to explain more about the Beacon to include the Town Council Crest. It was agreed that a plaque positioned in the ground would be the best option.

Cllr Frederick confirmed a local choir have agreed to lead in singing "A Song of Peace" as part of the Beacon Lighting Ceremony on Thurs 8<sup>th</sup> May.

## **7. Ringwood Grand Fireworks**

Following the last meeting, CB has gone out to other firework providers for comparison quotes. These came in considerably higher than the current provider, so it was agreed to continue with this company who offer excellent value for money.

Cllr Frederick informed the group that she would not be present in the build up and on the event night this year. With this in mind she has made the decision to step down as chair and

member of the Event Sub-Committee group. It was noted that she would be available to assist with obtaining sponsorship for the 2025 events programme.

#### **8. Event Committee workplan 2025**

Amendments and additions to work plan were agreed moving forward.

ACTIONS: 1. SB to invite Reverend Terry Roberts to the April Events sub-committee meeting to discuss the Agenda item on VE Day.

No further business to discuss.

There being no further business, the meeting concluded at 13:50

The next Event Sub-Committee meeting – Wednesday 23<sup>rd</sup> April at 12:30 1<sup>st</sup> Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## **Events Management Sub-Committee**

Notes of meeting held on Wednesday 23<sup>rd</sup> April 2025 at 1230, at Ringwood Gateway

Present: Cllr Rae Frederick (Chair)  
Cllr Mary DeBoos  
Cllr James Swyer  
Cllr Glenys Turner

In attendance:  
Charmaine Bennett, Events Manager  
Sam Bracher, Office Administrator  
Reverend Terry Roberts

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

Apologies from Cllr Philip Day and Cllr Becci Windsor.

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

No interests were declared.

### **3. Minutes of the previous meeting – 19<sup>th</sup> March 2025**

**RESOLVED:** That the minutes of the meeting held on 19<sup>th</sup> March 2025 having been circulated, approved, and signed as a correct record.

### **4. VE Day 80**

The event plan presented by the event manager was signed off by committee members.

The committee agreed that the hymn sung once the beacon is lit should be changed to “I Vow to Thee My Country” as it was decided the “Song of Peace”, suggested for the event may not be familiar with many attending.

CB went through the task list for the event with committee members and confirmed/agreed the following:

- High Street will be decorated on bank holiday Monday (5<sup>th</sup> May) with the help of Cllr Frederick and the team from Ringwood Carnival.
- The War Memorial Garden will be decorated on the day. Committee members available have been asked to arrive from 7pm to help.
- Committee agreed with Reverend Terry Roberts to allow for a small stall to go on site selling VE poppies, badges and pins on the evening of the 8<sup>th</sup> May.
- It was also agreed that the timetable on the night would allow time for members of the public and organisation to lay wreaths at 9.15pm. Reverend Terry Roberts agreed to read out prayers whilst the wreaths are laid.

**Actions:**

1. Cllr Frederick to confirm with the fire service that they will light the beacon, and she will bring logs and firelighters to light the fire.
2. CB to purchase some straw ahead of the event to assist with lighting the Beacon.
3. CB to provide a microphone and sound box for the flag raising event outside the Gateway in the morning of the 8<sup>th</sup> May. Reverend Terry Roberts to see if anyone is available to sell badges and pins at this time.
4. CB to provide large blue event bins and black bags for additional rubbish accumulated from the event.

**5. Update on event(s) to mark Market Charter anniversary**

Cllr Deboos confirmed the National Heritage funding application was in progress. Survey to obtain public opinion is open for the next few weeks - [online survey](#)

Work is being done to follow up with community organisations regarding their involvement in the project and to obtain letters of support for the funding application.

It was confirmed that we should know by Sept/Oct this year the application has been successful, and then firm plans can put in place. In preparation committee members will provisionally look at what permanent structures would be possible in different locations round the town and what permission would be required.

**6. Update Ringwood Fireworks**

As discussed at a previous meeting, the company we are using for fireworks this year had agreed to hold their price, however they have been in touch to advise there has been a small increase to supplier costs. As the price increase is relatively small and still represents great value the committee agreed to cover these additional costs.

**Actions:**

1. CB to liaise with the supplier on the possibility of looking at using quieter firework at the request of Cllr Turner who explained the loud fireworks cause distress to some of the community and their pets.
2. Cllr Frederick to follow up with Frettons Solicitors re sponsorship options for 2025 events.

**7. Event Committee workplan 2025**

No amendments required

No further business to discuss.

There being no further business, the meeting concluded at 13:40

The next Event Sub-Committee meeting – Wednesday 21<sup>st</sup> May at 12:30 1<sup>st</sup> Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## Open Spaces Management Review Task & Finish Group

Notes of meeting held at Ringwood Gateway on Wednesday 26<sup>th</sup> February 2025 at 2pm

Present: Cllr Mary DeBoos (Chair)  
Cllr Gareth DeBoos  
Cllr Janet Georgiou  
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk  
Paul Ventham – Grounds Manager

Absent: Cllr Andy Briers

### 1. APOLOGIES FOR ABSENCE

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

### 2. DECLARATIONS OF INTEREST

None.

### 3. NOTES OF PREVIOUS MEETING

The notes of the meeting on 7<sup>th</sup> January 2025 were taken as read and approved as a correct record for signature by the chair.

### 4. SITE MANAGEMENT PLANS

The Town Clerk reported that most of the draft site management plans previously discussed have been received and saved into MS Teams from where they should be accessible and editable by all group members. It was agreed that there exists a need to compile a schedule of maintainable infrastructure for use in maintenance planning and provisioning. However, it is probably better to use a separate document for this (using data from the site management plans) rather than attempting to capture all the relevant details in the site management plans themselves.

A few of the draft plans were considered in detail and edited accordingly. It was agreed that the Town Clerk should insert in each plan a what3words locations for the main point of access and a suitable plan. It was agreed that the Grounds Manager would review the maintenance arrangements in each plan and edit as necessary. It was further agreed that group members would review each draft and add their own suggestions for improvements where necessary.

- |                 |  |
|-----------------|--|
| <b>ACTIONS:</b> | <ol style="list-style-type: none"> <li>1. Town Clerk to consider format of infrastructure maintenance needs schedule</li> <li>2. Town Clerk to insert in each draft site management plan a what3words location for the main point of access and a suitable plan.</li> <li>3. Grounds Manager to review the maintenance arrangements in each plan and edit as necessary.</li> <li>4. All group members to review each draft plan and add their own suggestions for improvements where necessary.</li> </ol> |
|-----------------|--|

**5. NEXT MEETING**

Members agreed to meet next in about four weeks' time in person again.

<b>ACTIONS: 1. Town Clerk to issue invitation to all attendees</b>
--

There being no further business, the meeting closed at 3.30pm.

RECEIVED

APPROVED

COMMITTEE CHAIR

TASK & FINISH GROUP CHAIR

## Open Spaces Management Review Task & Finish Group

Notes of meeting held at Ringwood Gateway on Wednesday 26<sup>th</sup> March 2025 at 2pm

Present: Cllr Mary DeBoos (Chair)  
Cllr Gareth DeBoos  
Cllr Janet Georgiou  
Cllr Peter Kelleher

In attendance: Christopher Wilkins – Town Clerk  
Paul Ventham – Grounds Manager

Absent: Cllr Andy Briers

### 1. APOLOGIES FOR ABSENCE

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

### 2. DECLARATIONS OF INTEREST

None.

### 3. NOTES OF PREVIOUS MEETING

The notes of the meeting on 26<sup>th</sup> February 2025 were taken as read and approved as a correct record for signature by the chair.

### 4. SITE MANAGEMENT PLANS

The Town Clerk reported that three of the site management plans appear complete but there are unresolved questions in each of the other thirteen (though many are very simple and likely to be easy to resolve). Each of these thirteen plans was considered in turn and the relevant issues discussed and resolved. It was agreed that where essential actions had been agreed these should be highlighted in bold text. The Town Clerk should review the plans for a final check of completeness and consistency.

<b>ACTIONS:</b> 1. Town Clerk to make final review of each plan.
--

### 5. OTHER ACTIONS

It was noted that officers are working on a schedule listing all known and anticipated infrastructure needs (including those mentioned in specific site management plans). It was agreed that there should also be a general statement of policy regarding sites that do not have specific management plans.

<b>ACTIONS:</b> 1. Town Clerk to prepare and circulate the schedule of infrastructure needs and the policy statement on other sites.
--

### 6. NEXT MEETING

Members agreed to consider whether any further meeting is needed once they have been able to review all the documents referred to in the actions noted above.

<b>ACTIONS:</b> None
----------------------

There being no further business, the meeting closed at 3.30pm.

RECEIVED

APPROVED

COMMITTEE CHAIR

TASK & FINISH GROUP CHAIR

## RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE

7<sup>th</sup> May 2025**Cricket Bookings**1. Introduction and reason for report

- 1.1. In view of recent changes to bookings of the cricket pitch and pavilion at Carvers Recreation Ground, officers seek guidance from members about the future management of these facilities.

2. Background information and options

- 2.1 Until last year Ringwood Cricket Club regarded Carvers Recreation Ground as their “home” and regularly booked the pitch and pavilion for their home fixtures. However, over the recent winter Ringwood Cricket Club resolved to re-locate elsewhere. They have not booked the facilities this year and there is no indication that they have any intention of doing so in future. Officers have had some contact with Ringwood & Ellingham Cricket Club but they also have made no bookings this year and given no sign of wishing to do so in future.

- 2.2 The recent history of cricket bookings is summarised below:

	2023	2024	2025	2026
Season	3 <sup>rd</sup> May – 2 <sup>nd</sup> Sept Ground conditions poor – unable to play first two weeks	4 <sup>th</sup> May – 31 <sup>st</sup> Aug Pitch not ready to use until 11 <sup>th</sup>	3 <sup>rd</sup> May – 6 <sup>th</sup> Sept	2 <sup>nd</sup> May – 5 <sup>th</sup> Sept
Fee for adult match	£102 + VAT	£107 + VAT	£110 + VAT	TBC
Bookings received (1)	Ringwood Cricket Club 8 fixtures booked (1 cancelled)	Ringwood Cricket Club 9 fixtures	Christchurch Cricket Club 8 fixtures – invoiced	
(2)	Christchurch Cricket Club 5 fixtures	Christchurch Cricket Club 5 fixtures booked (1 cancelled)	Dorset Indian CC 9 fixtures - invoiced	
(3)	Lytchett Cricket Club 1 fixture	Lord Toads 2 fixtures		
(4)		Parley Cricket Club 1 fixture		
(5)		Ellingham Cricket Club 3 fixtures		
Enquiries but no booking	Ringwood School Moyle's Court School Lord Toads	Mudford CC		As Christchurch CC have booked since 2023, expect them to book 2026  Dorset Indians CC possible repeat booking  Breamore Cricket Club have made an enquiry for 2026

Notes:-

-Christchurch Cricket Club is based at Hurn Bridge Sports Club. The site is shared with Christchurch Football Club and The Dorset Cricket Centre. Teams play across Hampshire and Dorset Cricket League.

-Dorset Indian Cricket Club do not have details on its website of where they are based.

- 2.3 Given that none of the bookings for the current season and none of the enquiries about next year are from Ringwood-based clubs or other organisations and that maintaining the facilities costs significantly more than the revenue generated by bookings, officers seek guidance from members as to whether the facilities should be maintained and kept available for hire beyond the current playing season.

3. Issues for decision and any recommendations

**3.1 Should the cricket square and cricket pavilion be maintained and made available for hire beyond the end of the current cricket season?**

For further information, contact:

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

**Monthly CIL Reserve report to Policy & Finance Committee**

**CIL Reserve balance as at 1st March 2025:** £44,908.67

Less funds applied 2024/25:

Columbarium/Memorial Wall - F/6248 22 Nov. 2023 £2,944.03

Carvers MUGA - F/6320 19 June 2024 £6,807.00

Total funds applied 2024/2025                      -£9,751.03

**Balance held in reserves at 31st March 2025** £35,157.64

Plus expected receipts:

Consent No.: 20/10976 £1,402.06

Consent No.: 23/10467 £1,353.07

Total anticipated receipt April 2025                      £2,755.43

## less agreed allocations:

Carvers MUGA - F/6365 20 Nov. 2024 (additional up to) £10,000.00

Poulner Skate Ramp - F/6343 18 Sep 2024 (note expenditure  
in 2024/25 fully funded from alternative grants received) £2,710.00  
-£15,465.13

**Unallocated balance as at 23rd April 2025** £22,447.94

Notes:

The balance at 1st March 2025 takes into account expenditure incurred in previous financial years. Expenditure incurred in 2024/25 has also now been transferred from the reserve. The agreed allocation amounts takes these transfers into account and so cancelling any project would not therefore necessarily release the entire allocation back to the unallocated balance.

The unallocated balance takes no account of expenditure which has not been formally allocated for a particular purpose even if it known or highly likely that it will need to be met from the CIL reserve.

A prioritised schedule of infrastructure projects that may depend on CIL funding appears in draft form on the second page below.

## Schedule of Anticipated Infrastructure Needs

Description	Item No.	Estimated cost (if known)			
		Mandatory			Discretionary/ Uncertain
		Immediate	1-5 years	5+ years	
Re-paint footbridge at Jubilee Gardens	1	£5,000	-	-	-
Access road re-surfacing at Poulner Lakes	2	£15,000	-	-	-
Cemetery - New provision for cremated remains	3	-	TBA	-	-
Access road maintenance at Crow Arch Lane Allotments	4	-	TBA	-	-
Access and boundary works at Southampton Road Allotments	5	-	-	-	TBA
Additional pedestrian gate at North Poulner Play Area	6	-	-	-	TBA
Boundary wall repairs at Dr Little's Garden	7	-	TBA	-	-
Replacement footbridge over Lin Brook	8	-	-	-	TBA
Boundary fence at Upper Kingston Allotments	9	£4,650	-	-	-
Bus shelter repairs and replacements	10	£18,000	-	-	-

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve. £960 spent in 2024/25.	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Working with NFDC and HCC to move the project forward. Consultation with stakeholders to be arranged, prior to wider public consultation.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed.	Review of Council owned bus shelters.		No agreed budget	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:							
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.	
Policy & Finance Committee							
PF5	Poulner Lakes Lease	On hold		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.	
PF11	92 Southampton Road	In progress (commenced March 2023)	Re-furbishment work is nearing completion and the property is expected to be available for re-letting by the end of May.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.	
Recreation, Leisure & Open Spaces Committee							
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered.	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	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. A panel has been appointed to consider alternative developments when officer time is available.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.	

RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors are preparing the documents required to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	Installation of the 'half-pipe' ramp is under way, with an official opening planned for 29 May.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in the final stages.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	A contract for the main elements has been awarded and signed following a public tender. The funding agreement with Veolia Environmental Trust has also been signed and consent to start granted. An order has been placed and the work is expected to be done before the start of the schools' summer holiday.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (90% from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	Installation has been completed.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	
RLOS28	Skate Park Picnic Tables	Completed in April 2025.	Benches now received and installed.	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

F

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	<div>Progress / Status</div> <div>Stage reached</div>	Estimated cost	Funding sources	
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	Ringwood Society proposal			Floated as possible future project			
	Rear of Southampton Road	Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			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				
Recreation, Leisure & Open Spaces Committee								
	None	(Current projects expected to absorb available resources for several years)						
Staffing Committee								
	None							

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
<b>Planning, Town &amp; Environment Committee</b>				
PTE4	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	
	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
<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)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

#### Recreation, Leisure & Open Spaces Committee

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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
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
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

#### Staffing Committee

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