

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

30th January 2025

A meeting of the above Committee will be held on **Wednesday 5th February 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>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meetings held on 8 th January 2025	1 minute
5. OPEN SPACES MANAGEMENT REVIEW To receive the notes of the meeting on 7 th January 2025 (<i>Report A</i>)	3 minutes
6. EVENTS MANAGEMENT SUB-COMMITTEE To receive the notes of the meeting on 15 th January 2025 (<i>Report B</i>)	3 minutes
7. CARVERS WORKING PARTY To receive the notes of the meeting on 25 th January 2025 (<i>Report C</i>)	3 minutes
8. POULNER LAKES ACCESS ROAD To receive a verbal report from the Town Clerk and consider options for future maintenance work	20 minutes
9. CROW ARCH LANE ALLOTMENTS POLY-TUNNEL REQUEST To receive a verbal report from the Town Clerk and consider what restrictions (if any) should apply	10 minutes

10. PROJECTS (current and proposed)

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

11. EXCLUSION OF THE PRESS AND PUBLIC

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

12. CHRISTMAS LIGHTS CONTRACT

To receive a verbal report from the Town Clerk and consider what directions to give officers

Time estimate

3 minutes

1 minute

20 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.

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

Open Spaces Management Review Task & Finish Group

Notes of meeting held using Microsoft Teams on Tuesday 7th January 2025 at 4pm

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

In attendance: Christopher Wilkins – Town Clerk

Absent: Cllr Andy Briers
Cllr Janet Georgiou

1. APOLOGIES FOR ABSENCE

The Clerk reported that apologies for absence had been received from Cllrs Briers and Georgiou.

2. DECLARATIONS OF INTEREST

None.

3. NOTES OF PREVIOUS MEETING

The notes of the meeting on 13th November 2024 were taken as read and approved as a correct record for signature by the chair.

4. SITE MANAGEMENT PLANS

Group members agreed that enough information-gathering had been done to enable drafting work to start on management plans for those sites where these would be beneficial. (It was agreed that there is also a need for a separate document pulling together data on future infrastructure needs across all sites.) Members also agreed that some site management plans will need to be more detailed than others, with some being very short and simple but that a draft template prepared and circulated by Cllr. M. DeBoos before the meeting is a suitable starting point for each. The list of sites requiring management plans and allocation of responsibility for preparing the initial drafts were agreed as summarised in the table below:

Site name	Proposed plan author
The Bickerley	Cllr. Mary DeBoos
Silver Jubilee Garden	Town Clerk
War Memorial Garden	Town Clerk
Dr Little's Garden	Cllr. Andy Briers
Kingfisher Way P.O.S.	Cllr Peter Kelleher
North Poulner Play Area	Cllr Peter Kelleher
Ash Grove Play Area	Cllr. Gareth DeBoos
Forest Edge P.O.S.	Cllr Janet Georgiou
Poulner Lakes	Town Clerk
Castleman Way P.O.S.	Cllr. Janet Georgiou
Danny Cracknell Pocket Park	Cllr. Mary DeBoos

Southampton Road P.O.S.	Cllr. Gareth DeBoos
Toad Corner Play Area	Cllr. Gareth DeBoos
The Mount	Cllr. Andy Briers
Churchyard	Cllr. Mary DeBoos
Woodland at Folly Farm Lane	Cllr. Janet Georgiou
Forestside Gardens P.O.S.	Cllr. Peter Kellheer

<p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Proposed plan authors to prepare draft management plans for each site assigned to them using the agreed template and submit them to the Town Clerk by Tuesday 11th February 2. Anyone who cannot prepare a plan assigned to them to notify the Town Clerk as soon as possible so the task can be re-assigned.

5. NEXT MEETING

Members agreed to meet next on Tuesday 18th February using Microsoft Teams again.

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

There being no further business, the meeting closed at 4.57pm.

RECEIVED

APPROVED

COMMITTEE CHAIR

TASK & FINISH GROUP CHAIR

Events Management Sub-Committee

Notes of meeting held on Wednesday 15th Jan 2025 at 1230, at Ringwood Gateway

Present: Cllr Rae Frederick (Chair)
Cllr Mary DeBoos
Cllr Becci Windsor
Cllr James Swyer

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

1. Apologies for Absence

No apologies.

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 20th Nov 2024

RESOLVED: That the minutes of the meeting held on 20th November 2024 having been circulated, approved, and signed as a correct record.

4. To agree wash up from events in 2024

CB presented the wash-up notes from the 2024 Grand Fireworks event, and these were approved.

The event committee thanked CB for all her efforts to put together such comprehensive notes.

Key points discussed and highlighted:

- Online ticketing worked well with Ticket Tailor. CB has been approached by a few businesses offering online ticketing, but it was agreed that they will continue to use Ticket Tailor next year as their system is now familiar, credits are still on the account and can be used up next event along with a database of previous customers. The company also showed good value for money when a price comparison exercise was carried out before the 2024 event.
- CB highlighted an incident at the event where a member of the public got ash in their eyes and attended hospital. It was noted to ensure that Guys on the bonfire are filled with straw, not newspaper to minimise this risk.
- Food vendor feedback was okay, but some indicated that there were too many stalls. It was agreed that the balance between the number of stalls and queuing customers was about right on the night.
- Cllr Swyer informed the group that the Men Shed volunteers expressed they felt redundant on the night as the online ticketing ran so smoothly. It was agreed to assess if this group of volunteers would be needed for Fireworks this year or to concentrate their effort/time onto the Christmas event.
- Cllr Frederick asked for CB to explore using barriers to make lanes for the public to go into as they approach the entrance tent. It was agreed this may assist with managing the ques and helping with the flow into site.

CB presented the wash-up notes for the 2024 Winter Wanderland event, and these were approved.

It was agreed that most of the operational issues on the day of the event stemmed from issues with the light contactors. It was highlighted that despite the challenges hundreds of people came and enjoyed the event, not aware of any of the “behind the scenes” problems.

It was noted that the Big Wheel attraction was well received but there was an issue with the noise levels next to the stage. The operators have expressed an interest in coming back for 2025 so thoughts on where to position for maximum impact and minimal disruption would need to be considered.

Feedback on Santa/Grotto was that stewards experienced some difficulty getting Santa’s sleigh through the crowds. A suggestion was made to try to reposition the Grotto nearer the stage. It was agreed by the group that the Grotto has worked well in the Gateway as it is indoors if the weather is poor, and it drives footfall to this area of town/Furlong Centre.

It was also recognised by the group that the centrality of Santa is key to the success of the event so it was decided we ought to consider a deputy in case of on the day sickness.

CB shared her up to date finance report - covering all events – to the group. The contribution from reserves to event budget to be discussed and confirmed at the next Policy & Finance meeting.

The event committee acknowledged the great work that Cllr Frederick put into secure sponsorship for the events which helped to ensure for the first time, the Christmas event turned over a profit.

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| <p>ACTIONS:</p> <ol style="list-style-type: none">1. CB to continue working with HCC officers with regards to the public footpath closure issue, to find a cost-effective solution.2. CB/Cllr Frederick to look at logistics and solutions for moving Santa's sleigh safely through the town. RF to approach her contact to use a vehicle with flashing lights to lead the sleigh.3. CB to make amends to grotto time slots for 2025 to ensure less tickets are available for last two slots of the day so that Santa finishes on time, ready for the parade.4. RF to make contact with possible deputy Santa options.5. CB to look at market plan for 2025 event to see if food stalls can be moved up the site for better footfall.6. CB and RF to look at other alternatives to banners for sponsor promotion. A suggestion was to have sponsor logos projected on the stage area. |
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5. Event Committee work plan 2025

CB presented the Event Sub-Committee annual work plan for 2025. This has been produced to ensure meetings are kept on track and all actions are covered. This was approved.

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| <p>ACTIONS:</p> <ol style="list-style-type: none">1. Follow on from an action on our January meet, CB to approach current firework provider to see if they want to continue and approve a fixed price to cover a number of years. |
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6. Agreement to Mark the 80th Anniversary of VE Day on 8th May 2025

The groups agreed to mirror the 80th Anniversary Celebrations to commemorate D-Day that took place in June 2024, to mark the 80th Anniversary of VE Day on 8th May 2025. This will include the lightening of the Beacon at the War Memorial Gardens.

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| ACTIONS: | <ol style="list-style-type: none"> 1. CB to approach Ollie to see if there is a solution for better sound as it was poor at the D-Day event. 2. Cllr Windsor to look at costings to put the town crest on the beacon. 3. Cllr DeBoos and Cllr Frederick to liaise with RACE and Cllr Briers (surveyor) to explore a location for the beacon to be a permanent fixture in the War Memorial Gardens, then look at costings for fixtures and labour. |
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7. AOB

In 2026 Ringwood will be celebrating 800 years as a chartered market town. Following on from the previous meeting, Cllr Mary Deboos is continuing to look at the application process for a National Lottery Heritage grant. She informed the group that to have the best chance of achieving the funds, they need to show engagement on this project with members of the community who don't normally engage.

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| ACTIONS: | <ol style="list-style-type: none"> 1. Cllr Deboos to engage with Forest Forge, Ringwood school sixth formers and local Scout/Guide groups for ways to be involved with this project. 2. Cllr Deboos to speak with Ringwood Roundtable to see about producing a First Day Cover to mark the market anniversary. 3. To approach Mr Morant (Market Manager) to see how he can be involved. |
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No further business to discuss.

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

The next Event Sub-Committee meeting – Wednesday 26th February at 12:30 1st Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Carvers Working Party

Notes of meeting held using Microsoft Teams on Friday 24th January 2025 at 2pm

Present: Cllr Rae Frederick - Chair
Cllr Andy Briers
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Peter Kelleher

In attendance: Charmaine Bennett
Christopher Wilkins – Town Clerk

Absent: Cllr Becci Windsor

1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Cllr. Windsor.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 6th November 2024 were approved for signature by the Chair as a true and correct record.

4. OFFICERS' REPORTS

Members received the following verbal updates from officers:

- (a) The Town Clerk said that biodiversity net gain documentation is still being prepared in readiness for submission of a planning application but on the basis that it will be met by buying off-site credits.
- (b) The Clubhouse Manager reported that the 5-star hygiene rating has recently renewed, a roof survey is being arranged for the installation of the photo-voltaic panels, she is investigating renewing the locks to improve security and ease hiring arrangements and is working on a proposal to replace the picnic benches by the skate park using the £750 grant from Carnival and other funds.

5. MASTERPLAN IMPLEMENTATION

The Town Clerk referred to the email recently circulated about procuring the MUGA. He will prepare an e-ITT based on the simpler template circulated as soon as practicable.

The Clubhouse Manager confirmed that Veolia Environmental Trust has extended the time limit for submitting the tender papers to them.

Cllr M DeBoos reported that three issues arise in connection with the trees intended to serve as a natural "parasol" for the terrace in front of the Clubhouse. The first is species; both field maple and cherry are considered suitable. The second is the choice of guards. The third is the choice of supplier-contractor.

Cllr DeBoos also reported that the RACE funding will also extend to providing additional trees to extend create a row in line with the two elms recently planted. This will also require choices about species and guard-type.

Cllr De Boos referred to an email circulated about additional RACE funding for habitat survey and other items which requires decisions about priorities for use of the available money.

It was suggested that we might consider establishing a “Friends of Carvers” charitable organisation to arrange fund-raising for future maintenance and for new facilities, when officer time is available to advance this.

The content and timing of publicity was also discussed.

AGREED:

1. The preferences regarding the “parasol trees” were for cherries, the guard-type favoured by Cllr. DeBoos and Grass & Grounds.
2. The preferences regarding the “avenue” were for more elm trees with guards of the same type as the parasol trees for all (including the two existing).
3. The preferences for the additional funding are for a habitat survey, a bench of the same type as those to be installed by the skate park, a bug hotel wall and as much wildflower turf as can be met from the budget (but for this to wait until after installation of the MUGA)
4. That the bench described in 3 above be ordered alongside those for the skate park with the cost of this and the bug hotel wall being met from a donation from RACE to the Council
5. That the kind and generous support of RACE be gratefully acknowledged
6. That publicity be arranged when there are further developments on site to report/celebrate

ACTIONS:

1. Town Clerk to expedite work on completed the MUGA e-ITT.
2. The Clubhouse Manager to order the three benches referred to above
3. Cllr. DeBoos to obtain an updated quote for the agreed preferences and forward this to officers when available so orders can be placed
4. Cllr DeBoos to price up the additional works.

6. NEXT MEETING

Unless otherwise agreed, all future meetings will take place using Microsoft Teams on the third Friday of each month at 2pm.

There being no further business, the meeting closed at 3.22pm.

RECEIVED
5th February 2025

APPROVED
21st February 2025

COMMITTEE CHAIR

WORKING PARTY CHAIR

Current Projects Update

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No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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).
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
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	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
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	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 in first quarter of 2025 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)	Vacant possession has been recovered. The planned re-furbished prior to re-letting has been delayed by a damaging break-in.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
PF12	Base budget review	Concluded January 2025	Report to committees about the cemetery budget and management issues presented in January.	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.	Finance Manager	No anticipated costs other than staff time.
Recreation, Leisure & Open Spaces Committee						

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted.	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	Cancellation of this project has been agreed following the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves. Budget of £2,000 a year.
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	
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 have been instructed to implement an agreement 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)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	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 hand.	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	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers have placed an order and are arranging the installation with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Contribution of £750 offered by Ringwood Carnival Committee	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

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Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	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 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			
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
Full Council				
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	
Planning, Town & Environment Committee				
	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	
PTE4	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.	
PTE5	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				
Policy & Finance Committee				
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	
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