

MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 29th May 2024 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andrew Briers
Cllr Luke Dadford
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Ingrid De Bruyn
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Michael Thierry
Cllr Glenys Turner
Cllr Becci Windsor

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk
Cllr Jeremy Heron
Cllr Steve Rippon-Swaine

ABSENT: Cllr Janet Georgiou

There were 6 members of public present. There is no public participation at the Annual Meeting.

Cllr Gareth DeBoos welcomed everyone to the Annual Meeting of the Town Council. He took the Chair for the first matter on the agenda.

C/7148 ELECTION OF THE TOWN MAYOR

Nominations for the office of Chairman and Town Mayor were invited and only one candidate, Cllr Rae Frederick, was proposed and seconded. Cllr Frederick was duly elected. She thanked Members and said she would be honoured to take on the role.

RESOLVED: That Cllr Rae Frederick be elected as Town Mayor for the ensuing year.

Cllr Frederick took the chair for the remainder of the meeting.

Members expressed their thanks and appreciation to the outgoing Town Mayor, Cllr Gareth DeBoos, for serving the town and Council in an exemplary manner with charm and dignity.

C/7149 DECLARATION OF ACCEPTANCE OF OFFICE BY THE TOWN MAYOR

Cllr Frederick read and signed the Declaration of Acceptance of Office, witnessed by the Town Clerk.

**C/7150
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies had been received from Cllr Georgiou.

**C/7151
DECLARATIONS OF INTEREST**

There were none.

**C/7152
APPOINTMENT OF DEPUTY TOWN MAYOR**

The Town Mayor invited nominations. One candidate was put forward for the position of Deputy Town Mayor, and Cllr Day was duly elected.

RESOLVED: That Cllr Day be appointed as Deputy Town Mayor for the ensuing year.

**C/7153
DECLARATION OF ACCEPTANCE OF OFFICE BY THE DEPUTY TOWN MAYOR**

Cllr Day read and signed the Declaration of Acceptance of Office, witnessed by the Town Clerk. He said he was honoured and privileged to take on the role.

**C/7154
PRESENTATION OF COMMUNITY AWARD**

The Town Mayor presented an Award for Outstanding Community Service to Chris Treleaven:

“We, Ringwood Town Council, desire to acknowledge your many years’ service as a District Councillor and Town Councillor and as a Rotarian. Your outstanding contributions to the development of local planning policy documents has helped to preserve the distinctive buildings and features of our town and will have a lasting impact. We loudly applaud and sincerely thank you for your passion and dedicated service to our community.”

He was honoured and gratified to receive the Award from the new Town Mayor. He joined many others who had given their time voluntarily to the community over the years, contributing to the wellbeing of the town, which has such a wonderful community spirit.

**C/7155
COMMITTEE AND WORKING PARTY MEMBERSHIP**

Members considered appointments to Standing Committees and Working Parties. Standing Orders provide for Councillors to be appointed for a four-year period (2023 to 2027), subject to amendments being possible at each Annual Meeting. It was noted the Mayor and Deputy Mayor are ex-officio members of all Committees.

RESOLVED: 1) That the following Members be appointed to the Recreation, Leisure and Open Spaces Committee for the remainder of period of office: Cllrs Briers, Day (ex-officio), G DeBoos, M DeBoos, Frederick (ex-officio), Georgiou, Haywood, Kelleher, Swyer, Turner and Windsor;

2) That the following Members be appointed to the Planning, Town and Environment Committee for the remainder of period of office: Cllrs Dadford, Day (ex-officio), G DeBoos, M DeBoos, Frederick (ex-officio), Georgiou, Kelleher, Swyer, Turner and Windsor.

3) That in addition to the Town Mayor and Chairman of Policy and Finance Committee, the following Members be appointed to the Staffing Committee for the remainder of period of office: Cllr Haywood, Kelleher, Swyer and Turner;

4) That it be noted that the Town Clerk and Cllr Briers are the Council's representatives on the Sports Development at Long Lane Steering Group with Cllr Swyer acting as deputy to Cllr Briers, if required; and

5) That it be noted that Cllrs M DeBoos, Frederick, Georgiou, Swyer and officers have been appointed to the Communication Plan Task & Finish Group. Cllr Turner stood down.

C/7156

ADJOURNMENT OF THE MEETING

At 7.14pm, it was

RESOLVED: That the meeting be adjourned until the end of the individual meetings of Recreation, Leisure & Open Spaces Committee and Planning, Town & Environment Committee, in order to allow Members to elect a Chairman and Vice Chairman and make appointments to sub-committees and working parties.

On resumption of the meeting, at 7.20pm:

C/7157

APPOINTMENT OF MEMBERS TO THE POLICY AND FINANCE COMMITTEE

Meetings of the Planning, Town & Environment Committee and the Recreation, Leisure & Open Spaces Committee had been held during the adjournment.

At the Recreation, Leisure and Open Spaces Committee, Cllr Briers was elected as Chair and Cllr Windsor elected as Deputy Chair.

At the Planning, Town and Environment Committee, Cllr Day was elected as Chair and Cllr Turner elected as Deputy Chair.

The Chair of both Committees were automatically appointed to the Policy & Finance Committee.

RESOLVED:

- 1) That the following Members be appointed to the Policy and Finance Committee for the remainder of period of office: Cllrs Briers, Dadford, Day (ex-officio), G DeBoos, M DeBoos, Frederick (ex-officio), Georgiou, Haywood, Kelleher, Swyer, Turner and Windsor; and
- 2) That the updated list of membership of committees be noted (*Annex A*).

C/7158

ADJOURNMENT OF THE MEETING

At 7.21pm, it was

RESOLVED: That the meeting be adjourned until the end of the meeting of the Policy and Finance Committee, in order to allow Members to elect a Chairman and Vice Chairman.

On resumption of the meeting at 7.23pm:

At the Policy and Finance Committee meeting, during the adjournment, Cllr Mary DeBoos was elected as Chair and Cllr Kelleher elected as Vice Chair.

**C/7159
MINUTES OF PREVIOUS MEETING**

RESOLVED: That the minutes of the Meeting held on 24th April 2024, having been circulated, be approved and signed as a correct record.

**C/7160
REPRESENTATIVES ON OUTSIDE BODIES**

It was agreed that Cllr Dadford would replace Cllr Frederick as one of the Council's representatives on Ringwood Society.

RESOLVED: That Members be appointed as representatives on Outside Bodies as shown in *Annex B*, for the remainder of the period of office.

**C/7161
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 1st May 2024. All matters were resolved.

RESOLVED: That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 3rd May 2023 be received.

**C/7162
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning, Town & Environment Committee meeting held on 3rd May 2024. All matters were resolved.

P/6289: It was noted that the Neighbourhood Plan Referendum would now be held on 4 July to coincide with the General Election.

P/6290: Land off Moortown Lane – the date for consideration by NFDC Planning Committee has yet to be confirmed.

RESOLVED: That the minutes of the Planning, Town & Environment Committee meeting held on 3rd May 2024 be received.

**C/7163
POLICY AND FINANCE COMMITTEE**

Cllr Kelleher presented the minutes of the Policy and Finance Committee meeting held on 22nd May 2024. All matters were resolved.

RESOLVED: That the minutes of the Policy and Finance Committee meeting held on 22nd May 2024 be received.

C/7164

COMMUNICATIONS PLAN TASK AND FINISH GROUP

Cllr Swyer presented the notes of the Communications Plan Task and Finish Group meeting held on 7th May 2024 (*Annex C*).

RESOLVED: That the notes of the Communications Plan Task and Finish Group meeting held on 7th May 2024 be received.

C/7165

DELEGATION OF ANNUAL GOVERNANCE REVIEWS

It was proposed to continue the practice of delegating the duty of reviewing annual governance to the Policy and Finance Committee, which undertakes formal reviews spread across the year.

RESOLVED: That annual governance reviews be delegated to the Policy & Finance Committee.

C/7166

SPORTS DEVELOPMENT PROJECT AT LONG LANE

The Town Clerk reported that construction of the sports pavilion had reached the point it could not continue without service connections. It was expected that the electricity supply would be connected at the beginning of August, after which there would be about 4 weeks of decoration and testing before the final sign off. It was hoped that disruption to the football season would be kept to a minimum.

RESOLVED: That the verbal report be received.

C/7167

COMMUNICATIONS TO BE RECEIVED

The Town Mayor had nothing to report.

C/7168

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County Cllr Thierry reported that the HCC Leader had stood down at the Annual Meeting and Cllr Nick Adams-King had been elected to this position. The Council had agreed to sign up to the LGA's 'Debate Not Hate' campaign, which aims to raise public awareness of the role of councillors in local communities, encourage healthy debate, and improve the response to and support for those in public life facing abuse and intimidation. He said he intended to submit a Notice of Motion recommending that the Town Council also sign up.

Cllr Thierry also reported that he had used some of his District Councillor community grant to fund the beacon that would be lit in the War Memorial Gardens on 6 June to commemorate the 80th anniversary of D-Day.

District Cllr Rippon-Swaine reported that he had been re-elected Chairman of the Environment Scrutiny Panel. He added his congratulations to Chris Treleaven on receipt of the Community Award.

C/7169
REPORTS FROM TOWN COUNCILLORS

Cllr Day reminded Members of the events taking place to commemorate D-Day and encouraged attendance.

Cllr Swyer thanked the outgoing Mayor who had made him feel welcome in his short time on the Council.

Cllr G DeBoos recommended reviewing Standing Orders in relation to the maximum term of the Town Mayor.

Cllr Haywood reported that Ellingham, Harbridge & Ibsley Parish Council had experienced similar flooding issues to Ringwood and were looking at a similar approach to reporting. He recommended sharing intelligence in future, and it was noted this applied to Sopley Parish Council also.

C/7170
FORTHCOMING MEETINGS

Recreation, Leisure & Open Spaces	7.00 pm	Wednesday 5 th June 2024
Planning, Town & Environment	10.00 am	Friday 7 th June 2024
Policy & Finance	7.00 pm	Wednesday 19 th June 2024
Full Council	7.00 pm	Wednesday 26 th June 2024

C/7171
EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Confidential minutes - Annex D*).

C/7172
LEGAL MATTERS

The Town Clerk reported on developments in the Football Club project.

RESOLVED:

- 1) That an in-person informal briefing with the architect be arranged, to which all councillors would be invited;
- 2) That a standing confidential item be retained on the Full Council agenda until further notice.

ACTION C Wilkins

There being no further business, the Town Mayor closed the meeting at 8:41pm.

APPROVED
26th June 2023

TOWN MAYOR

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Chairman's initials

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	RINGWOOD TOWN COUNCIL COMMITTEE MEMBERSHIP 2024-25				A
	FULL COUNCIL	PLANNING, TOWN & ENVIRONMENT	RECREATION, LEISURE & OPEN SPACES	POLICY & FINANCE	STAFFING COMMITTEE
Chair	Cllr Rae Frederick	Cllr Philip Day	Cllr Andy Briers	Cllr Mary DeBoos	Cllr John Haywood
Vice Chair	Cllr Philip Day	Cllr Glenys Turner	Cllr Becci Windsor	Cllr Peter Kelleher	
Members & Ex officio Members (NB Town Mayor and Deputy Mayor are entitled to be ex officio members of all committees)	Cllr Andrew Briers Cllr Luke Dadford Cllr Ingrid De Bruyn Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr James Swyer Cllr Michael Thierry Cllr Glenys Turner Cllr Becci Windsor	Cllr Luke Dadford Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Janet Georgiou Cllr Peter Kelleher Cllr James Swyer Cllr Becci Windsor	Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Janet Georgiou Cllr John Haywood Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner	Chair PTE – Cllr Philip Day Chair RLOS – Cllr Andy Briers Cllr Gareth DeBoos Cllr Luke Dadford Cllr Janet Georgiou Cllr John Haywood Cllr James Swyer Cllr Glenys Turner Cllr Becci Windsor	Mayor - Cllr Rae Frederick Chair P+F - Cllr Mary DeBoos Cllr Peter Kelleher Cllr James Swyer Cllr Glenys Turner
Ex-Officio Members		Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day	Cllr Rae Frederick Cllr Philip Day

RINGWOOD TOWN COUNCIL - Representatives on Outside Bodies 2024-25

B

ORGANISATION / POSITION	COMMENTS	REPRESENTATIVE
New Forest Association of Local Councils (NFALC)	Two councillors needed. Representatives from every town and parish council in New Forest district are invited to meet quarterly to consider reports from NFDC and NFNPA and other issues of mutual interest	Cllr Janet Georgiou Cllr Gareth DeBoos
Flood Wardens	Two councillors needed to join a co-opted volunteer: Peter Street. Invited to attend meetings of the Flood Action Working Party, held as required (but not usually more than twice a year)	Cllr Peter Kelleher
New Forest Business Partnership	Two councillors	Cllr Mary DeBoos Cllr Rae Frederick
New Forest Consultative Panel	One councillor needed	Cllr Janet Georgiou
New Forest National Park Authority - South West Quadrant	One councillor needed Representatives from every town and parish council in the SW quadrant of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives	Cllr Gareth DeBoos
Ringwood Twinning Association	The Mayor is President <i>ex officio</i> Two other councillors are needed. Organizes exchange visits and fund-raising.	Mayor-Cllr Gareth DeBoos Cllr Luke Dadford Cllr Becci Windsor
The Ringwood Society	Two councillors needed. Monthly meetings to monitor planning applications and discuss local development issues.	Cllr Luke Dadford Cllr Glenys Turner
Tree Warden	One councillor needed. Works with Town Clerk and other staff on tree management issues especially those involving members of the public.	Cllr Glenys Turner
Western Escarpment Conservation Area Steering Group	One councillor needed. Representatives from every town and parish council in this Conservation Area on the edge of the National Park are invited to meet quarterly to consider relevant National Park issues and initiatives	Cllr Janet Georgiou
Ringwood United Charities	Three trustees appointed to the role by the Council. Legal office with associated duties	Cllr Mary DeBoos Cllr John Haywood Cllr Michael Thierry DC Jeremy Heron DC Rippon-Swaine

Communications Plan Task & Finish Group

Notes of meeting held on Tuesday 7 May 2024 at 2pm in Teams

Present: Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr James Swyer (Chairman)

In attendance: Christopher Wilkins – Town Clerk
Jo Hurd – Deputy Town Clerk
Charmaine Bennett – Clubhouse & Events Manager

Absent: Cllr Glenys Turner

1. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Turner.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The notes of the meeting held on 5 March 2024 were approved.

4. REVIEW OF OBJECTIVES DOCUMENT

Since the last meeting, a column for 'Tone' and 'Positioning and Key Messages' had been added to the Objectives document and had been populated for most subject areas.

It was agreed that it would be useful to add triggers for each subject area. For example, the Neighbourhood Plan has a set timetable for LPA approval and Referendum. The next trigger for the Carvers Masterplan might be when a funding bid is successful, and for the Columbarium when construction work is due to commence.

Members discussed the possibility of including a standing item on Committee agendas to determine whether there was anything at the meeting that should be communicated. It was thought better, rather than include a specific agenda item, that officers and/or Chairmen and members of this T&FG raise communications when necessary, and also that communications be included in any reports if relevant. It would then be for Members to agree what should be communicated, why and to whom.

Officers will need to take the lead on most communications, save for those relating to major projects, where an agreed action plan will be in place.

A draft action plan for the Neighbourhood Plan was circulated prior to the meeting, and it was noted this would be the first real test of putting a plan into action.

It was noted that the R&F News is read by an audience that doesn't have access to social media and/or Council websites. Therefore, a trial newsletter was suggested, possibly in June (to promote D-Day events and the Neighbourhood Plan referendum) or October (to promote fireworks and Christmas events, a reminder of how to report

flooding and recap on things that have happened over the past few months). It was suggested that the Council's presence in the R&F News could be improved in any case by more active communication and the issuing of more press releases.

It was agreed there needed to be a cultural change within the Council, with more active reporting of business. This would provide more content for a regular newsletter.

However, there are resource and training implications that need to be addressed, and officers would benefit from a more structured framework.

It was agreed the focus should be on identified subject areas first and foremost, whilst reacting and/or sharing information when necessary, whilst being conscious of the need to sometimes get messages out to pre-empt negative conversations.

Rather than continue adding to the Objectives document, it was agreed that a detailed page for each subject would be more user friendly.

ACTIONS AGREED:

- i) Consideration of communications be included in reports to Council/Committee in future, if relevant.
- ii) Chairmen/members of this T&FG to raise the issue of communications at meetings, if relevant and not already included in a report.
- iii) Consideration to be given to a Council News advert in the R&F News.
- iv) Creation of a page (action plan) for each subject area, to include triggers – Cllr M DeBoos (RNP), Cllr Frederick (Carvers Masterplan), Cllr Swyer (Columbarium), Town Clerk (Business as Usual) – template to be agreed and pages created before the next meeting.

5. DATE OF NEXT MEETING

2pm, 4 June 2024 in Teams.

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

RECEIVED
29 May 2024

APPROVED

TOWN MAYOR

WORKING PARTY CHAIRMAN