

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

Held on Wednesday 5th July 2023 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chairman)
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Kelvin Wentworth, Grounds Manager
Charmaine Bennett, Carvers Clubhouse and Events Manager
Nicola Vodden, Office Manager
Cllr Philip Day

ABSENT: Cllr Becci Windsor (Vice Chairman)

**OS/6260
PUBLIC PARTICIPATION**

There were two members of the public present.

An allotment tenant from the Upper Kingston (UK) site addressed the Committee in relation to unauthorised visitors to the site on numerous occasions and a proposal from the allotment association, to deter people gaining entry over the gate by raising its height.

He also expressed views in relation to the existence of community allotments, indicating there had been problems and distress caused to normal traditional tenants, which he says continue to occur. He questioned how the plots originated, their purpose, the suitability of UK for community plots, if there were any plans to increase the amount of community plots and if the Council would hold back on allowing any more until the association can make their views known to the Council.

The Chairman indicated that an email had been received from the Chairman of the Allotment Association covering these points and thanked the member of the public for his comments.

**OS/6261
APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

**OS/6262
DECLARATIONS OF INTEREST**

There were none.

**OS/6263
MINUTES OF THE PREVIOUS MEETINGS**



RESOLVED: That the minutes of the meetings held on 7th June 2023, having been circulated, be approved and signed as a correct record.

**OS/6264
CARVERS CLUBHOUSE**

The Manager's report (*Annex A*) had been circulated with the agenda. She presented a draft version of the Summer programme at the meeting and which had been created around feedback received from young people on the activities they would wish to see at Carvers. This included multi-sport sessions, tennis and basketball (with equipment available from the Clubhouse) and a repeat of the Skatejam.

Funding had been received to run a kayak club for 10-14 year olds who had experienced disadvantage. A few hours activity was of huge value to individuals who get the opportunity to take part.

She explained that there were difficulties in engaging with older teenagers and a late session on a Thursday would be trialled, with food and a variety of activities. 20 young people had signed up for the first session and it was hoped it would be popular. Any issue with behaviour would result in the session being stopped.

The 999 event in September was also highlighted. The emergency services wished to build on engagement in the community and other partners and this was seen as a nice round off to the Summer programme. Members commended the Clubhouse Manager for her work in organising the Summer programme at Carvers.

RESOLVED: That the Clubhouse Manager's report (*Report A*) be received.

**OS/6265
EVENTS MANAGEMENT**

The notes of the Events Management Sub-Committee meeting on 21st June 2023 (*Annex B*) had been circulated with the agenda. Cllr Frederick highlighted action point 6.3 and asked Members view on the flag signage and gazebo purchase. It was explained that the intention would be to have a 'Council gazebo' at events with news and information about Council business.

The Committee agreed in principle with the idea of replacing the damaged gazebos with more sturdy versions. The costs should be worked through and an item be taken to the Policy and Finance Committee for consideration of the proposal and, if agreed, to decide on the source of funding.

RESOLVED: 1) That the notes of the Events Management sub-committee meeting on 21st June 2023 (*Annex B*) be received; and
2) That the proposal for purchase of the flags and gazebos for events be drawn up and brought before the Policy and Finance Committee for consideration.

ACTION C Wilkins

Agenda items 8 and 9 were brought forward for the benefit of members of the public present.

**OS/6266
ALLOTMENT COMPETITION**



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

He explained Ringwood Gardening Club had given a timely indication that they would not be able to provide judges for this year's competition, but there had not been enough time to organise alternative judges and unfortunately the competition has been cancelled this year.

The Council wished to acknowledge the service which Ringwood Gardening Club had provided over many years and at no cost. It is grateful and extends thanks to all of the judges for their thorough and professional approach, and precision in applying the methodology and recording their findings.

This is an opportunity to think about how the competition could look in future. In relation to judges, replacement volunteers may not be easy to find and it may mean there is a cost for this in future. In relation to categories, there was a desire to review these, with suggestions such as 'best newcomer' being put forward. It would also give tenants different criteria to aim for. Should the categories change, the trophies would need reviewing accordingly.

Views were aired regarding repeat winners, some found it disheartening, some felt this was well deserved and set a standard for the site and other plots to aim for. It was suggested that the tenants be consulted about the review of the competition, categories and criteria.

RESOLVED: 1) That the Town Clerk's report (*Annex C*) be noted;
2) That the gratitude of the Council for the work of Ringwood Gardening Club in judging the allotment competition for many years be put on record;
3) That alternative judges be considered; and
4) That there be a thorough review of the allotment competition categories and criteria.

ACTION C Wilkins

At 7:40pm, Cllr Turner left the meeting for a few minutes.

OS/6267

SECURING LAND AGAINST UNAUTHORISED ENCAMPMENTS

The Town Clerk and Grounds Manager briefed Members on their review of security on Council owned land and indicated where defences should be bolstered. The merits of bollards and earth bunds were discussed and examples of where they have acted as a deterrent were given. Immediate priority actions were identified and it was agreed to recommend that a budget be allocated, from the General Reserve, to cover these costs. In addition, the Town Clerk and Grounds Manager would prepare costings on various proposals and present to a future meeting for inclusion in next year's budget.

RESOLVED: That costings be prepared to enhance security on Council owned land and be presented to a future meeting for consideration and inclusion in next year's budget.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

That a budget of £10,000 be funded from the General Reserve to fund the cost of immediate action identified, as a result of the security review.

ACTION C Wilkins

OS/6268

QUARTER PIPE AT NORTH POULNER PLAY AREA REQUEST



The Town Clerk provided some background to this item. The request for a skatepark ramp at North Poulner play area had been welcomed and members had expressed a clear desire to support the proposal in principle. It was thought a simple and inexpensive version could be trialled and replaced with a more durable one, if it proved popular and there were no issues.

Advice was sought from providers of skateparks and play equipment and both advised a better solution would be a half pipe, as there would be less concerns from a safety aspect. The kicking wall would have to be removed and the surface replaced.

Whilst initial thoughts on costs were mooted at the time, on further investigation and bearing in mind that a provision for public use needs to meet a higher standard of specification and inspection, the cheapest installation cost has been quoted as £45,000, which is vastly more than envisaged. Members were also asked to have in mind the ongoing routine maintenance and annual safety inspections required to any new installation, in addition to the initial outlay when considering this further.

It is understood that fundraising has commenced, but the Town Clerk was unsure of progress with this. Cllr Frederick indicated the Rotary Club of Ringwood are keen to support this proposal and are also looking at different options, alternative quotes and possible grant funding. More time is required to continue this work and they have not drawn any conclusions at this stage.

RESOLVED: That the update on this request be noted.

ACTION C Wilkins

OS/6269

COMPUTERISATION OF CEMETERY RECORDS

Members considered the Town Clerk's report (*Annex D*) and were asked to consider whether to proceed with further computerisation of the cemetery records. The digital map of the cemetery had been created and enables the tracking down of information quickly, but the data the map links into is incomplete.

Two options were detailed in the report, however if left to staff the task would take years and it was hard to justify the cost of an outside company given the limited benefit. Town Clerk kindly offered a third option at the meeting, to undertake the work himself in his spare time. He was very familiar with the software and had a deep understanding of how the cemetery was organised. Members thanked the Town Clerk for his kind offer.

RESOLVED: That the Town Clerk proceed with data entry of cemetery records onto the Epitaph software and progress be reviewed, as appropriate, every 3-6 months.

ACTION C Wilkins

OS/6270

POULNER LAKES WASTE PERMIT SURRENDER

The Town Clerk provided some background to this matter for the benefit of new Members.

The Council is seeking surrender of the waste permit and it had been agreed to engage an environmental consultant to assist with the process and the gas monitoring required by the Environment Agency. The Town Clerk had previously indicated a cost of between £8,000 -



£10,000, and now the consultant had provided a detailed proposal and costings, he wished to update Members.

Stage 1 – involves inspection of the bore holes, water testing and engagement with the Environment Agency to ascertain next steps at a cost of £2,015

Stage 2 – is dependant upon what the results are and the feedback from the Environment Agency, potentially further monitoring will be required, so costs could range from £0 - £5,095

Stage 3 – preparation of the surrender report at a cost of £2,500

The Environment Agency fee will depend on the level of risk £2,640 - £7,922

Total cost could range between £5,800 and £17,500

There is a commitment to Stage 1 and this is underway. Before taking Stage 2, and with the benefit of the Environment Agency’s view, total costs for the application can be revised.

RESOLVED: That the update in respect of surrender of the waste permit at Poulner Lakes be received.

ACTION C Wilkins

**OS/6271
PROJECTS (current and proposed)**

RESOLVED: That the possible addition of a skate ramp at North Poulner Play Area be added to the Report and subject to this change that the report on projects (*Annex E*) be noted.

There being no further business, the Chairman closed the meeting at 8.55pm.

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

RECEIVED
26th July 2023

APPROVED
6th September 2023

TOWN MAYOR

COMMITTEE CHAIRMAN



RECREATION, LEISURE AND OPEN SPACES COMMITTEE

July 2023

Report from Manager, Carvers Clubhouse

1. Background

Carvers Clubhouse is a small community centre situated on Carvers Recreation Ground. It is approx.. 7 years old. Our primary target is young people, children, and families but we provide a warm welcome to anyone in the community who wishes to enjoy the facilities.

In my role as Centre Manager, I oversee the operations, building management, finances and staffing of the centre. I make and take bookings for activities and promote our programmes.

2. Staffing and volunteers

In addition to myself, we employ p/t supervisors who run the café and take responsibility for the building in my absence, assistants who support the supervisor after school and at weekends and a cleaner. Most of our assistants are young people and this is their first job which fits into our objectives and in addition we support work experience placements. We have a relatively high turnover of staff due to the nature of the work but are now up to a full compliment in time for our busiest time of year.

We have very little flexibility in our staffing team which is why we have had to close for 2 weekends in July as have no-one who can cover annual leave. This is regrettable and something I would like to resolve in the longer term within budgetary and recruitment restraints.

This year we hosted a work experience placement from Ringwood School at the end of April.

3. Summer in the Park- activity programme

The school summer holidays are our busiest time of year and is an opportunity for us to engage more widely with the community. Although the café tends to be busy throughout the holidays (weather dependent) hosting activities tends to at least double our foot fall and income as well as meeting our objectives to provide fun and engaging activities for families and young people. My aim is to provide something for all age groups with an increasing focus on older children and teenagers. I will present the programme at the meeting.

4. Café

The café continues to be an important draw for those using the centre and the recreation facilities. We currently have lots of year 11s hanging out in the afternoons as they have finished their exams and are already bored! People continue to spend less, and it is regrettable when we have to increase our prices but we have little choice when many of our groceries have increased by such high percentages. We always seek to find balance in the items so that there is something for everyone.

5. Families in hardship support

I have been working with local schools who are meeting regularly to identify ways that schools and other agencies can support local families experiencing hardship. As per previous years, we will be providing free meals to young people who are eligible for free school lunches. We tend to support a small number of young people who come in daily and who may otherwise go hungry during the holidays.

6. Building management

As the building and its fittings reach a certain age, building management is taking up more time and resources. We are in the process of replacing our dishwasher which needed repairs beyond economic viability, and an expensive new part on the fridge. A visit from a plumber has identified that we have a structural problem with our drainage. Without an annual clean through all our toilets would block up (I will spare Councillors the photo!) so this is something I will add into our annual maintenance. We decorated the main hall last year, but the toilets need some attention- a post summer job!

7. Vandalism

The young person responsible for the spate of issues back in March was identified and brought in for police questioning with his parent. They will be looking at issuing a caution with an intervention by the youth offending team. This time of year is when we normally experience our highest levels of vandalism, we hope this year will be the exception!

8. Marketing, promotion, and community engagement

The centre is available at certain times for room hire but we have had very little uptake for the past few months. There are lots of reasons for this, but it impacts on our footfall and therefore the profile of the centre. Our summer programme will give us plenty of opportunity to promote ourselves and I have been running paid for social media promotions. The next one will be in early July targeting hirers who may be looking for a venue in September. We have also purchased New Forest Ice Cream umbrellas which are very striking and will hopefully help increase of visibility to people visiting the play area.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse

Direct dial: 01425 501309

Email: Charmaine.bennett@ringwood.gov.uk

Events Management Sub-Committee

Notes of meeting held on Tuesday 21st June 2023 at 1230, Carvers Clubhouse

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

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

1. Apologies for Absence

No Apologies

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 25th April 2023

RESOLVED: That the minutes of the meeting held on 25th April 2023 having been circulated, be approved, and signed as a correct record.

4. Appointment of Chair for Event Management Sub-Committee

Cllr Frederick welcomed everyone to the meeting (as current chair) and asked if the committee were happy if she continued with this role.

It was a unanimous decision that Cllr Frederick be appointed chair of the Events Management Sub-Committee.

5. Event video updates from Event Manager

Event sub-committee members thanked the event manager for providing video updates to the group highlighting to new members some background information and reasoning on how the events are currently run and managed.

There were no questions or queries raised relating to these videos.

6. King's Coronation Event 2023

Members agreed that this event was a huge success for the town and worked well on The Bickerley Village Green with the right amount of space and a good community atmosphere.

Moving forward it was discussed that The Bickerley should not be dismissed for other future events and ticks boxes when considering things such as the new "Martyn's Law" asking organisations to look at requirements to ensure public safety.

A discussion took place on exploring options on how chargeable events could be run from the Bickerley. A suggestion was made to investigate fencing options in the future to cordon

off parts of the ground so it can be run as a ticketed event, although it was highlighted by the event manager that this would come with a large price tag.

Following on from the wash up report the event manager is looking at options to invest in Feather Flags for some event signage rather than boards. These will be more visible and attractive on site. She is also looking at options to purchase some sturdy, high quality gazebos to be used at event control and around the event site which would include Ringwood Town Council branding on the sides for additional promotion.

A discussion took place with regards to recruiting younger volunteers to help at the events with the more fast paced/heavy labour roles that are required when setting up/taking down and during the event. It was agreed the current volunteers could help train up new recruits and team up together to share best practice and learn the ropes.

The committee wanted it to be noted that all volunteer groups who help at the events are invaluable and make the events what they are as well as being a great asset to the Ringwood community.

The committee wanted to send a particular thanks out to Poulner Baptist Church for their involvement in the Coronation event. They provided all the inflatables and support staff to run this area free of charge. It was a big feature at the event and great for the children to be able to enjoy these activities at no cost to families.

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| ACTIONS: | <ol style="list-style-type: none"> 1. The event manager to explore florescent signage on feathered flags with supplier. 2. SB to discuss with the office manager on the option of providing visitor information/council literature at future events in the event control area. 3. Committee members to discuss flag signage and gazebo purchases on the event updates section at the next Recreation, Leisure and Open Space Committee meeting. 4. The event manager to explore opportunities to work with Ringwood Job Centre in recruiting new volunteers at the event. 5. The event manager and Cllr Frederick to approach the local scout groups to see if their Explorer members would be interested in helping at the event. 6. Cllr Windsor to look volunteer options through Ellingham & Ringwood Rugby club. 8. Approach the Ringwood & Fordingbridge Army Cadets for volunteer event roles. 9. The event manager to write an Induction document for all new volunteers to follow. 10. The event manager to circulate finance figures from the Coronation Event. |
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7. Ringwood Winter Wanderland

Cllr Frederick confirmed to the group that she is exploring a Carousel option for this year's community Christmas event. The thought is to have this alongside some community stalls offering some Christmas themed activities. It was suggested that having activities that cater for all age groups and not just younger children would be ideal.

A list of community groups/organisations to approach was drawn up with a Councillor/Officer name attached to each to start communications as follows:

Ringwood Infant School – *Charmaine*
Ringwood Junior School - *Cllr Windsor*
Poulner Infant School – *Cllr DeBoos*
Poulner Junior School - *Cllr DeBoos*
Rotary Club of Ringwood - *Cllr DeBoos*
1st Poulner Scout Group – *Cllr Frederick*
3rd Ringwood Scout Group - *Charmaine*
Moyles Court – *Cllr Frederick*
Ellingham & Ringwood Rugby Club - *Cllr Windsor*
Ringwood Football Club - *Charmaine*
Ringwood Bowling Club - *Cllr Frederick*
Ringwood Cricket Club – *Cllr Haywood/Cllr Frederick*
Hoops Netball Club - *Cllr Frederick*
Unity Hall - *Cllr Frederick*
Ringwood Twinning Association - *Cllr Windsor*
Ringwood Veterans Hub – *Cllr Frederick*

The event manager started a discussion regarding the Santa's Grotto/Gateway Square area at this event. She is looking to extend the market to accommodate some stalls in this area. A decision also needs to be made about whether to have Reindeer on display at this location. Last year this attracted a few complaints from animal rights activists and the cost involved in having them at the event is also quite high.

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| <p>ACTIONS:</p> <ol style="list-style-type: none">1. After looking further into costings, logistics and cancellation policies Cllr Frederick will report back to the group on the Carousel option at the event.2. The event manager to explore further animation/show options with Steam Ship Circus at this year's event, after a successful run last year.3. The event manager to discuss options to offer further animation at The Furlong Centre to increase the offering and spread the event area out.4. Cllr Haywood to start discussions with new shop on the High Street, The Works, to look at how they can support the event, EG. Santa's Gifts at the grotto. |
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8. Councillor Roles

The event manager listed potential roles for councillors in the lead up to the events. This included:

- Exploring potential sponsorship opportunities (Cllr Frederick to lead on this).
- Engagement with businesses on the high street to keep them up to date and discuss stall options (the High Street could be divided into different areas and split between councillors).
- Community engagement for stalls (see list above).

On the event day, the event will be put into zones with each Councillor taking the lead in their confirmed zone.

ACTIONS: 1. The event manager will put together a list of job roles for members to sign up for in the lead up and on the day of events. This will include the lead in recruiting new volunteers.

AOB

The event manager has been approached by ex-Town Council councillor, Tony Ring to see if the committee would consider putting Fanfare for Spring back on the event calendar for Ringwood. He feels it is a huge loss for the community not to run this event.

A discussion took place, and it was agreed the costings for this event were extremely high but as an alternative the committee would like to look at a Ringwood Music Festival, following on from the success of the Coronation Event at The Bickerley which hosted a stage with live music all day.

The proposed date for this event would be the beginning of June 2024 and could include an aspect to thank all the volunteer groups in Ringwood for all their hard work on Ringwood Town Council events over the years.

Cllr John Haywood suggested he approach a small village he visited recently that hosted a similar one-day festival to gather feedback from them.

No further business to discuss.

There being no further business, the meeting concluded at 14:05

The next Event Sub-Committee meeting – 19th July 2023

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

5th July 2023

Allotment Competition

1. Introduction and reason for report

- 1.1 Ringwood Gardening Club has signalled that it is unable to provide judges for the Council's annual allotment competition. This provides an opportunity for members to review and reconsider the future of this competition.

2. Background information and options

- 2.1 Like many other councils which provide allotments, this Council has for many years organised an annual competition and Ringwood Gardening Club has provided a panel of volunteer judges at no cost. Unfortunately, the Club is unable to carry on and the competition has therefore had to be cancelled this year. It is both fitting and timely to acknowledge here the skill and generosity with which the Club provided this service to the Council and the community.
- 2.2 For the competition to resume a new judge (or judges) will have to be recruited. Before officers set about this task, however, (and in view of the impending acquisition of the new site off Crow Arch Lane) it was thought best to invite members first to review the competition and especially the categories (which are set out in the appendix and have remained unchanged for a long time).
- 2.3 Is the current format still suitable? Is there a desire for any new categories (e.g. Best Plot by a Young Gardener, Best Plot by a New Tenant, Most Improved Plot, etc.) in addition to or in place of the existing ones? Would members like to review the judging criteria? Should there be any limit on the number of times a category can be won by the same person?

3. Issues for decision and any recommendations

- 3.1 Members are invited to note this report and place on record the gratitude of the Council for the work of Ringwood Gardening Club in judging the Allotment Competition for many years.**
- 3.2 Do members wish to make any changes to the Allotment Competition or decide arrangements for a more thorough review of it?**
- 3.3 Do members wish to make any suggestions or decisions about the recruitment of a new judge or judges?**

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Appendix 1

ALLOTMENT COMPETITION CATEGORIES

Upper Kingston	1st place 2nd place
Southampton Road	1st place 2nd place
Hightown Road	1st place 2nd place
Mini plots (any site)	1st place 2nd place
Overall winner	

RECREATION, LEISURE & OPEN SPACES COMMITTEE

5th July 2023

Computerisation of Cemetery Records

1. Introduction and reason for report

- 1.1 A decision is needed on whether to proceed with further computerisation of the records relating to the municipal burial ground off Hightown Road and, if so, when.

2. Background information and options

- 2.1 The Council is the local burial authority and, as such, required by law to keep certain records relating to the cemetery and make them available for public access. The older records (covering the period from 1864 until 2003) mostly exist in paper form only but over recent decades the council has been progressively moving towards digital management of this data.
- 2.2 Since 2019 the Council has used a specialist cloud app called Epitaph (from Edge IT Systems) to support its cemetery management functions (in succession to earlier systems serving a similar role). In 2021 the Council commissioned the preparation of an interactive digital map linked to Epitaph and arranged for the cemetery registers (the Registers of Burials, the Grave Registers, etc.) to be scanned.
- 2.3 Most data about recent interments or purchases of grave rights is contained in Epitaph and therefore accessible via the map. However, the position is more patchy when it comes to data more than about 20 years old. Some of it is entered in Epitaph but much of it is not and is only to be found in the (scanned) registers or the (unscanned) grave files. As a result, officers cannot be confident that just because no sale of rights or interment is recorded in Epitaph in respect of a particular grave space it can be assumed that none ever happened.
- 2.4 The next step in the computerisation process would be the checking of the data in the scanned registers against Epitaph and the keying-in of missing details. This is no small task and, given the sensitivity of the subject matter and the possible consequences that might arise from errors, it is essential that the data entered/recorded is 100% accurate. The work could be done by officers but their capacity to do it whilst attending to their other duties is limited and it would take a very long time (i.e. years not months) to complete. The alternative would be to use outside specialists. A quote has been obtained from one such; the cost for the burial and purchase registers (the more important of the records) would be £10,781.
- 2.5 Putting a value on the benefits of computerisation is difficult. It would enable officers to identify graves that may be available for possible re-sale or use (which cannot be done at present). This may enable additional income to be generated and offer greater choice and flexibility to residents. Dealing with enquiries involves time-consuming cross-checking of both paper and digital records at present; computerised searching would be quicker and easier (and it may even be possible in time to offer direct online access to the public; avoiding officer involvement in some enquiries altogether).

3. Issues for decision and any recommendations

The sole issue for decision is whether to admit the further computerisation of cemetery records to the projects planner as a possible future project and include it in this committee's bid for funding in the next budget round (for completion in 2024-25 or perhaps spread over two financial years).

For further information, contact:
Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

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 early 2024)	The application for the PWLB loan has been approved. The artificial turf pitch has been completed and handed over. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 2024.	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						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation completed - responses have been reviewed by NP Steering Group and recommended amendments will be brought to this Committee in July.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £23,857.52 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £4,592.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Repair of original time capsule cover stone has failed and has been removed for repair. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover to be funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail to be carried out in August and stream clearance by volunteers in September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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. No other identified 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 - report indicates delivery in 2024/25.	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.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)

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PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	Official email accounts for all councillors in post following the recent election have been arranged and officers are planning a roll-out imminently.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
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Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Revised drawings are now being considered with the planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Renewal terms have been agreed in outline. Negotiations over the details are ongoing and decisions from members will be sought when needed.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress (aiming to complete by August 2023)	Charity Commission has been informed of the Club's dissolution.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	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	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, are being engaged to provide technical advice and support.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. The developer is preparing the site for handover around the end of June.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered at the next meeting on 5th July at which a public consultation will also be discussed.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	Officers have requested advice on options and costs from suitable equipments providers.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed

Staffing Committee

None



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.	
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
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	
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
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
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
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	