

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

Held on Wednesday 6th March 2024 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chair)
Cllr Becci Windsor (Vice Chair)
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer

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

ABSENT: Cllr Glenys Turner

At the start of the meeting, it was explained that agenda item 8. Grounds Shed Project would not proceed as planned and is deferred to the April meeting.

**OS/6330
PUBLIC PARTICIPATION**

There were five members of the public present.

In relation to the deferred Ground Shed Project item, a resident indicated she had prepared a statement and had planned to read it out to the Committee. She requested that she be notified of when this will be considered, as she would like to attend the meeting.

The Chair of Southampton Road allotment association and other plot holders were in attendance to speak on the recent fire at the site. She expressed the tenants' understanding of the Councils reaction to ban bonfires and flame weed killers given the unfortunate incident. They explained the difficulties encountered with the disposal of non-compostable green waste, and how this ban reduces their options, as many previously used burning bins. In addition, the tip at Somerley is under threat and its closure, if this were to happen, would make things even more difficult.

The Committee were asked to consider the issue of waste disposal going forward, as they need a way of getting rid of it. The allotment holders put forward some ideas for the Southampton Road site, like having a skip in the Winter or an area manned by the association in the centre of the site, for incinerating once a month, as it was pointed out not everyone has access to a car or NFDC's green waste collection. It was suggested the same rules should apply to all sites.

A request was also made for hoggin at the entrance to the site to suppress the ground water as it was like a swamp currently.



**OS/6331
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Turner.

**OS/6332
DECLARATIONS OF INTEREST**

There were none.

**OS/6333
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 7th February 2024, having been circulated, be approved and signed as a correct record.

**OS/6334
CARVERS WORKING PARTY AND STORAGE PROPOSAL**

It was agreed that agenda items 5. Carvers Working Party and 7. Storage at Carvers Clubhouse be combined.

The meeting of Carvers Working Party had taken place prior to this meeting. The only item arising was the urgent need to find a storage solution at Carvers Clubhouse for large items, gazebos, events equipment, etc. The Manager had considered available options and prepared a report for consideration (*Annex A*).

Although it was unlikely to attract any external funding, it was proposed that a sympathetically clad shipping container be installed near the bin store. This would provide a large amount of space, which was waterproof and secure. It was proposed that the base be wooden, rather than concrete, to enable it to be moved in future.

The Manager explained it was understood this would be within permitted development rights and planning permission would not be required, however she had arranged a meeting with NFDC (the planning authority) to confirm this.

A quote of £7,015 had been obtained and this would include the container, cladding, a suitable base and shelving. It was suggested that the cost be shared between the Events Reserve and the Clubhouse Building Reserve. Security arrangements and anti-vandalism measures would be considered further. The proposal was agreed.

RESOLVED: That a sympathetically clad shipping container be enacted for storage at Carvers.

RECOMMENDATION TO POLICY AND FINANCE COMMITTEE:

That the shipping container at Carvers be funded from the Events Reserve (50%) and Carvers Clubhouse Building Reserve (50%).

ACTION C Wilkins / R Fitzgerald
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**OS/6335
EVENTS MANAGEMENT**

Preparations for the Fireworks and Christmas events are well under way. A headline sponsor has already been secured which is great news.



D-day anniversary

On 6th June, a beacon will be lit at 9:15pm on the Bickerley. A beacon is being sourced for this date and for use on other future occasions. National Fish & Chips Day has been moved from 7th June this year, to coincide with the anniversary and the team have been approaching local businesses to see if they wish to be involved, with some offering promotions on food or donations to charity. The Sub-Committee have chosen Ringwood Veteran’s Hub as its chosen charity.

Family Fun Days

Money had been secured from the levelling up fund for two Family Fun Days. A variety of activities are being arranged for different age groups. It was suggested there is a stall for Council information and projects and feedback on the event will be requested from attendees, so that this can be fed into future events.

The Events Manager requested volunteers to assist with the Family Fun Days on 5th April and 24th July and asked that Members contact her directly if they are able to assist.

RESOLVED: That the notes of the Events Management Sub-Committee on 21st February 2024 (*Annex B*) be received.

**OS/6337
GROUNDS SHEDS PROJECT UPDATE**

At the start of the meeting, the Committee was informed that the Grounds Manager was not available to attend the meeting and the item could not go ahead without his report.

RESOLVED: That the grounds shed project agenda item be deferred until the next meeting on 3rd April when officers will report on the project and the Committee will be asked to consider whether to submit the planning application at Carvers Recreation Ground.

ACTION C Wilkins / K Wentworth

**OS/6338
PROJECTS (current and proposed)**

The updated report had been circulated with the agenda (*Annex C*).

RESOLVED: That the updated projects report be received.

There being no further business, the Chairman closed the meeting at 7:34pm.

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

RECEIVED
27th March 2024

APPROVED
3rd April 2024

TOWN MAYOR

COMMITTEE CHAIRMAN



REPORT FOR CARVERS WORKING PARTY AND RECREATION, LEISURE & OPEN SPACES COMMITTEE

6th March 2024

Carvers Clubhouse & Events Storage

1. Introduction and reason for report

- 1.1 Decisions are needed from members on storage for equipment for Carvers Clubhouse and Events.

2. Background information and options

- 2.1 The Carvers Recreation Ground master plan has identified the need to increase the storage capacity in/around Carvers Clubhouse. There is only very limited storage space and what is available is either full (see photos annex B) or is inaccessible for either heavy or bulky items which unfortunately makes up the majority of our storage requirements.
- 2.2 This is exacerbated by the fact that the Clubhouse is used to store events equipment which has grown in scope to match the scale of the events and has no-where else to be stored.
- 2.3 No funding sources have been identified in the masterplan for this project and it is officer's view that external sources would be very difficult to identify or likely to find success and that the lead in time exceeds the immediate need for a solution.
- 2.4 The issue needs urgently addressing as we have a good deal of equipment stored in the cricket pavilion which needs to be moved out again before the beginning of the season.
- 2.5 After discounting other options, the recommendation is to purchase and site a shipping container which can be used for storing larger items or items that tend to be used outside. It would need to be clad so that it would blend in to the surroundings rather than act as an eyesore, a suitable base put down and to be adapted inside to stop condensation. There are two options for the location which will be considered, these are highlighted in annex A.
- 2.6 The benefit of this solution is that we can remove the container should it no longer be required, and it is likely that there will still be some value in the container so that it can either be sold on or used elsewhere by this Council. It fits within the Carvers master plan but could be moved if needed.
- 2.3 We have looked at whether planning permission is required, and it is our interpretation that the dimensions of the container are such that it is well within the permitted development of the Town and Country Planning (General Permitted Development) Order 1995 – Schedule 2 – Part 12 – Class A and so not required.
- 2.4 The cost of the project is estimated to be in the region of £4000-£10,000. Officers are working at pace to find exact figures which we hope will be ready for the meeting. It is proposed that the costs be drawn from the Events Reserve and Carvers Clubhouse reserve.
- 2.5 This proposal is being considered in detail at the Carvers Working Party which is immediately prior to Recreation, Leisure and Open Spaces.

3. Issues for decision and any recommendations

Issue for decision:

- 3.1 **Should the option for a sympathetically clad shipping container be enacted for storage at Carvers in one of the locations proposed?**

3.2 Should the proposals for funding be recommended for approval at Policy and Finance Committee?

For further information, contact:

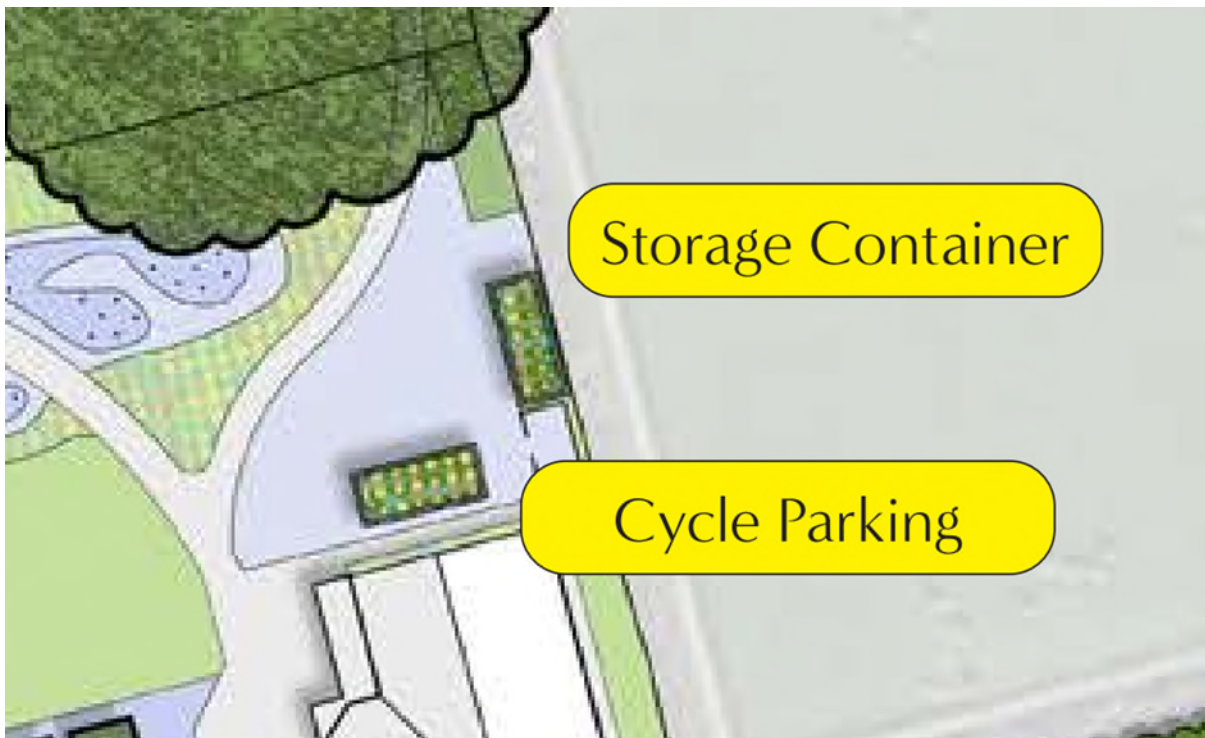
Charmaine Bennett, Carvers Clubhouse Manager and Events Manager

Direct Dial: 01425 484727

Email: charmaine.bennett@ringwood.gov.uk

Annex A

Proposed location – EITHER where marked as storage container or cycle parking
(dependent on a number of factors)



Annex B- the Loft at Carvers



Events Management Sub-Committee

Notes of meeting held on Wednesday 21st February 2024 at 1230, at Ringwood Gateway

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

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

1. Apologies for Absence

Cllr Mary DeBoos

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 24th January 2024

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

4. End of year events financial outturn

The Event Manager went through the Event Expenditure and Income for 2023/24 report which was presented to the Policy & Finance Committee last month.

There are a few outstanding payments which will tweak the figures slightly, but the projected balance of the events reserve is around £18,000.

It was agreed by all around the table that this amount was a huge achievement and means that £5000 can be put aside for contingency planning and £1000 allocated for the D-Day Anniversary commemorations in June.

The Event Manager outlined pricing details for a storage container and event gazebos that she would like to purchase using some of the reserve funding.

She explained that the current locations where event stock is stored is not fit for purpose. A quote for a shipping container has been received with the total costings of approx. £3500-£4000 to purchase this, deliver to Carvers and clad the exterior and paint the interior. It was suggested that this figure could be split between the event reserves fund and The Carvers Building budget.

The group talked about approaching Elliotts Building Supplies and Men Shed to assist with work on cladding out and decorating the container. Another suggestion was to use the exterior as a play feature E.g.– blackboard and chalk or look for advertising opportunities.

The Event Manager went through revised, updated prices for purchasing a new 6m x3m and 3m x3m Gazebo, to include our logo printed on the fabric. A suggested colour option for the fabric was green.

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| ACTIONS: | <ol style="list-style-type: none"> 1. Prices for the storage shipping container and new gazebos to be taken to the next Recreation, Leisure, and Open Spaces Committee meeting to be agreed. 2. Cllr Frederick to find out about any planning issues with having the storage container at Carvers Recreation Ground. 3. Cllr Haywood to confirm if he can contribute to the event equipment needed with his New Forest District Council, councillor allowance. |
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5. D-Day 80th Anniversary

RTC planned activities to take place on Thursday 6th June in line with national celebrations.

The Event Manager has reached out to Royal British Legion, Reverend Terry Roberts, Churches Together and local Scout Groups to see if they could be involved.

Initial conversations with Reverend Terry Roberts indicate he is happy with initial plans and will look to do a separate wreath laying service, separate from the proposed activities.

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| ACTIONS: | <ol style="list-style-type: none"> 1. Event Manager to send letter to Ringwood Veterans Hub lead now she has an email contact. 2. Cllr Windsor to follow up with company on pricing to supply a Beacon for this event, which is proposed to be lit at 9.15pm on Bickerley Village Green. 3. Cllr Frederick to speak to her contact at New Forest Metal Work to see if they can provide an alternative price for a Beacon. 4. Cllr Frederick to speak with owners of Price Fish & Chips in the Town Centre to see if they can do a food offer on the event day and act as a collection point for donations made to Ringwood Veterans Hub. 5. The Event Manager to get back to Ringwood & Burley Band to confirm we can offer a £200 donation if they play at the event. |
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6. Family Fun Days

The Event Manager went through the proposed plans for two family fun days funded by the New Forest District Council Levelling Up funding.

First date is Friday 5th April during the Easter holidays, running from 11am – 3pm. The event will host free activities to families attending and showcase local community groups. It will also tie in with the funding of free food offered to Pupil Premium students at local schools.

The second date is proposed for Wednesday 24th July which is the first day of school summer holidays. Looking towards a “Picnic in the Park” theme for this event with live music, and activities. A suggestion of including a giant water fight activity was well received.

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| ACTIONS: | <ol style="list-style-type: none"> 1. The Event Manager to send information on proposed fun days to local schools. 2. The sub-committee members to ask councillors for support at these events at the next Recreation, Leisure and Open Spaces Meeting to cover leave of members of the Event Sub-Committee. |
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3. The Event Manager and Cllr Windsor to look at sourcing an Ice Cream Van for these events.

7. Ringwood Winter Wanderland

Bookings for stalls already coming in. The Event Manager will be sending out official “How to book” details in the next couple of weeks.

ACTIONS: 1. Cllr Swyer to continue work on new online voting form for shop window competition.
2. The Event Manager and Cllr Frederick to look at Bar options for the Christmas event as it is unlikely the Rotary Club with run one this year.

6. Ringwood Grand Fireworks

No actions required at this stage.

No further business to discuss.

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

The next Event Sub-Committee meeting – Wednesday 20th March at 12:30, First Floor Meeting Room, Ringwood Gateway Office.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

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 has been completed and is now in use. The PWLB loan has been drawn down. A Construction Contract for the pavilion and other works has been entered into. Work on these started on 5th June 2023. Weather and other dependencies permitting, completion is now expected in mid-March 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	Examination commenced - responses to Examiner's questions agreed by Steering Group and submitted 11/01/2024. Examiner's Fact Checking Report received and commented on - final report awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 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. Time capsule cover stone replaced on 21/07/2023. 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 Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years.	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. HCC survey work completed November 2023. Project Brief agreed by HCC, NFDC & RTC at meeting on 19/02/2024.	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).
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Official launch of Phase 20/04/2024 in Gateway Square. Update from coordinator to be presented to PT&E on 01/03/2024.	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	HCC framework contractor has completed survey of shelters free of charge. This has yet to be reviewed. Results and availability of funding will be discussed with HCC.	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 - report indicates delivery in 2024/25. HCC working on design.	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 awaiting determination (23/11081).	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 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	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.
PF11	92 Southampton Road	In progress (commenced March 2023)	One of the tenants has left. A new letting agent has been instructed, notice to quit has been served and possession proceedings commenced. Urgent repairs have been completed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.
PF12	Base budget review	Commenced Feb. 2024	Final call for volunteers issued.	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.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft and discussions with neighbours begun.	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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed to prepare the invitation to tender for the construction contract.	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.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. An order for the final round of replacements has been placed.	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, have been engaged to provide technical advice and support. A fuller picture of the surrender requirements and process is expected to emerge early in 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. Responses to the public consultation on this have been evaluated and an updated plan prepared. This will be considered by the Working Party on 6th March.	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 - decision expected in March 2024.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
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 likely costs and wider implications of installing this are being investigated.	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
RLOS24	Poulner Lakes Circular Path	In progress	Works to reduce and landscape the drainage retention pond completed. It's performance will be monitored through the winter.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only

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				
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
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.
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	