

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

Held on Wednesday 2nd October 2024 at 7.00pm in the Forest Suite, The Gateway, Ringwood

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

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager

ABSENT: Cllr Becci Windsor (Vice Chair)

OS/6394 PUBLIC PARTICIPATION

There were eight members of the public present for agenda items.

OS/6395 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

OS/6396 DECLARATIONS OF INTEREST

There were no declarations of interest.

OS/6397 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 4th September 2024, having been circulated, be approved and signed as a correct record.

With agreement of Members, agenda item 6. was brought forward as there were members of the public present.

OS/6398 PROPOSED WORKS AT THE BICKERLEY

The Town Clerk introduced the item and referred to his report (*Annex A*). The residents of Old Mill House flats, via their agent, had applied to the Council for consent to install three semi-submerged concrete blocks on one of the tracks, as indicated in the diagram, to discourage unauthorised vehicular use of the private track across the Bickerley to the Old Mill House flats

The track is for the benefit of the residents, but despite 'private road' signage, this is exceedingly difficult to enforce in practice and other people are using the track to get to



Bickerley Terrace and Riverside. Creation of a road with an impermeable surface is not permitted and this additional use of the track by others is resulting in deterioration of the surface and has increased the maintenance burden on residents.

He explained that when the area was re-developed, the Council granted private rights of way on condition that residents of the flats maintain the track. The Bickerley itself is registered as a town green, which is a special designation and means the type of work allowed is severely restricted by law and there is no means of getting consent. It was recommended, should the Committee be minded to grant the request in principle, that it be on condition the applicant seeks legal advice to satisfy the Council that the works proposed are 'permitted' on a town or village green. Should they be minded not to grant, the Town Clerk invited Members to consider where that leaves the residents and whether there should be any relief from the maintenance obligation.

A representative of the residents addressed the Committee and said that a lot of thought had been put into this, particularly since the planning application 6 months ago. The issues raised at that time had been taken into account, for example, the blocks being a trip hazard. It was felt the blocks would be of sufficient height and difficult to miss, but there could be a way of illuminating them and adding hazard signs.

The cost to residents of repairs in March was £4,600 and further work is required to repair damage caused since then, estimated at £1,200. Residents feel this is unfair, when they can do nothing to stop unauthorised use.

Members sympathised with residents and acknowledged that people and delivery companies use the track as a short cut, but also raised concerns about the legality of the works proposed. The height and nature of the blocks, being set above ground level to allow certain vehicles (bin lorry, ambulances) to pass was questioned, as it was thought that 4x4 vehicles would be able to pass over them. In addition, the height the blocks protrude would vary when the gravel surrounding the blocks moves. There was also potential for claims to be made against the Council for damages.

Questions were raised around why the link track exists at all, who uses it, rights of way and, in relation to the proposal, why it was felt access should be retained for some vehicles. It was noted at the time of development and agreement of the maintenance condition, that the link was a footpath. Members decided not to make a decision on the proposal before them, but asked that the Town Clerk investigate a further option of restoring part of the link track to green, whilst allowing a turning point for lorries at the Riverside end.

RESOLVED: That the Town Clerk investigate the option of restoring part of the link track on Bickerley Green to 'green'.

OS/6399

MEMORIAL APPROVAL APPLICATION

The Town Clerk provided a summary of his report (*Annex B*). At the last meeting, Members were advised that the only issue raised by the memorial approval application was regulation 4.7 and the prohibition of new kerb-sets in the cemetery. It was decided that the regulation be modified to give officers discretion to allow kerbstones, but only if they reasonably judge that in the particular circumstances of each case, kerbstones would make no significant difference to the overall appearance of the cemetery or the complexity of maintenance.

However, it has transpired that the width of the proposed headstone exceeds the dimensions permitted in the regulations and this also requires a decision from the Committee. He outlined the options available (paragraph 2.4) and a discussion followed.



RESOLVED: That the Cemetery Regulations be amended to allow, where a kerb-set is permitted, for the maximum permitted width of the headstone to be the same as the kerb-set (and the other dimensions to be the same as for headstones on lawn graves).

ACTION C Wilkins

**OS/6400
CARVERS WORKING PARTY**

It was noted that a meeting had been held earlier this evening, the notes of which will be presented to next Committee meeting, and first date for the 'Under 1's' group at Carvers Clubhouse is 3rd October.

RESOLVED: That the notes of the Carvers Working Party meeting on 11th September 2024 (*Annex C*) be received.

**OS/6401
EVENTS MANAGEMENT**

Cllr Frederick reported that all ticket sales for the fireworks event will be online this year.

RESOLVED: That the notes of the events management sub-committee meeting held on 18th September 2024 (*Annex D*) be received.

**OS/6402
OPEN SPACES MANAGEMENT REVIEW TASK AND FINISH GROUP**

Cllr M DeBoos presented the notes and explained the next step was to meet with the Grounds Manager to gain further knowledge of each open space and his views on the review.

RESOLVED: That the notes of the Open Spaces Management Review Task and Finish Group on 4th September 2024 (*Annex E*) be received.

**OS/6403
PROJECTS (current and proposed)**

RLOS5 Cemetery development - Cllr Day reported that he had a meeting with the Town Clerk and Finance Manager regarding the cemetery budget. Some expenses posted against it had been re-allocated. Unfortunately, the columbarium project looks unviable and a couple of alternatives are being researched. Meetings are planned with local undertakers to understand trends better. A report will be presented to a future meeting.

RLOS21 Poulner Lakes track maintenance - The Town Clerk reported that a meeting had been held with the Ringwood and District Angling Association in relation to the design and land ownership rights and comments had been fed back to NFDC. Parties are working to resolve issues and to enable NFDC to proceed with the project. If agreed in principle, it will take a while to complete, so the Grounds Manager will be asked about some interim measures to maintain the access track.

RLOS23 North Poulner Play Area skate ramp request – It was noted that the Policy and Finance Committee on 18th September had agreed to fund the shortfall in fundraising (for this £15,000 project) up to £2,410 plus the cost of the post-implementation inspection of £300 from the CIL reserve.



RESOLVED: That the updated projects report (*Annex F*) be received.

There being no further business, the Chairman closed the meeting at 8.17pm

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

RECEIVED
30th October 2024

APPROVED
6th November 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd October 2024

Proposed works at The Bickerley

1. Introduction and reason for report

- 1.1. An agent representing the residents of Old Mill House has applied on their behalf for this Council's consent to install three concrete blocks on The Bickerley to discourage unauthorised vehicular traffic along the private road leading off Bickerley Road to Old Mill House.

2. Background information and options

- 2.1 When Old Mill House was redeveloped as flats, this Council granted a private right of way across the Bickerley subject, amongst other things, to the grantee being responsible for maintenance of the surface.
- 2.2 The Bickerley is registered as a Town or Village Green. As a result, the types of works which can be accrued out upon it are severely restricted by law. In particular, the Council cannot create itself (or allow others to create) roads or ways with an impermeable surface (like tarmac).
- 2.3 Although, the Old Mill House residents provided (with this Council's permission) signs making clear the private nature of the road in question, these are widely ignored and the road is currently used regularly by all manner of traffic having no connection with Old Mill House. This has increased wear and tear of the road which, owing to the regulatory restriction on the type of surface allowed, has resulted in the maintenance burden on the Old Mill House residents being heavier than was originally anticipated.
- 2.4 The proposal to install the concrete blocks has been designed to allow exercise of rights of way where these exist and access by emergency vehicles and bin lorries but to discourage improper and unauthorised use of the private roadway. It would require this Council's permission as the landowner but would not require any other involvement by or expense falling upon this Council.
- 2.5 Members of the Planning, Town & Environment Committee may recall seeing details of this proposal previously in connection with an application for planning permission. However, that application was withdrawn when it became apparent that planning permission isn't needed for the work.
- 2.6 If members are minded to grant the permission sought, it is strongly recommended that it be made conditional upon the applicant providing (at no expense to this Council) legal advice that the works proposed can lawfully be carried out on a Town or Village Green.
- 2.7 If members are minded not to grant the permission sought, consideration should be given to whether it is fair to expect the Old Mill House residents to continue to bear the expense of providing what would remain, in effect, a public road or way and whether therefore this Council should either grant some relief from their maintenance obligation or agree to share in it. Members should be aware in this respect that any such relief or sharing would have potentially significant financial consequences which have not yet been quantified or allowed for in the Council's financial planning.

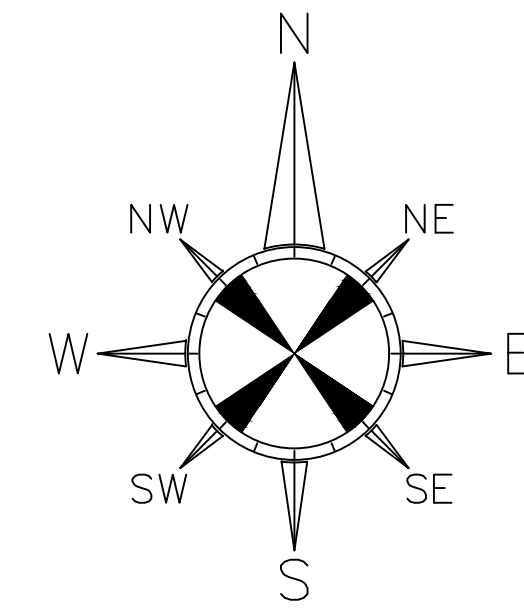
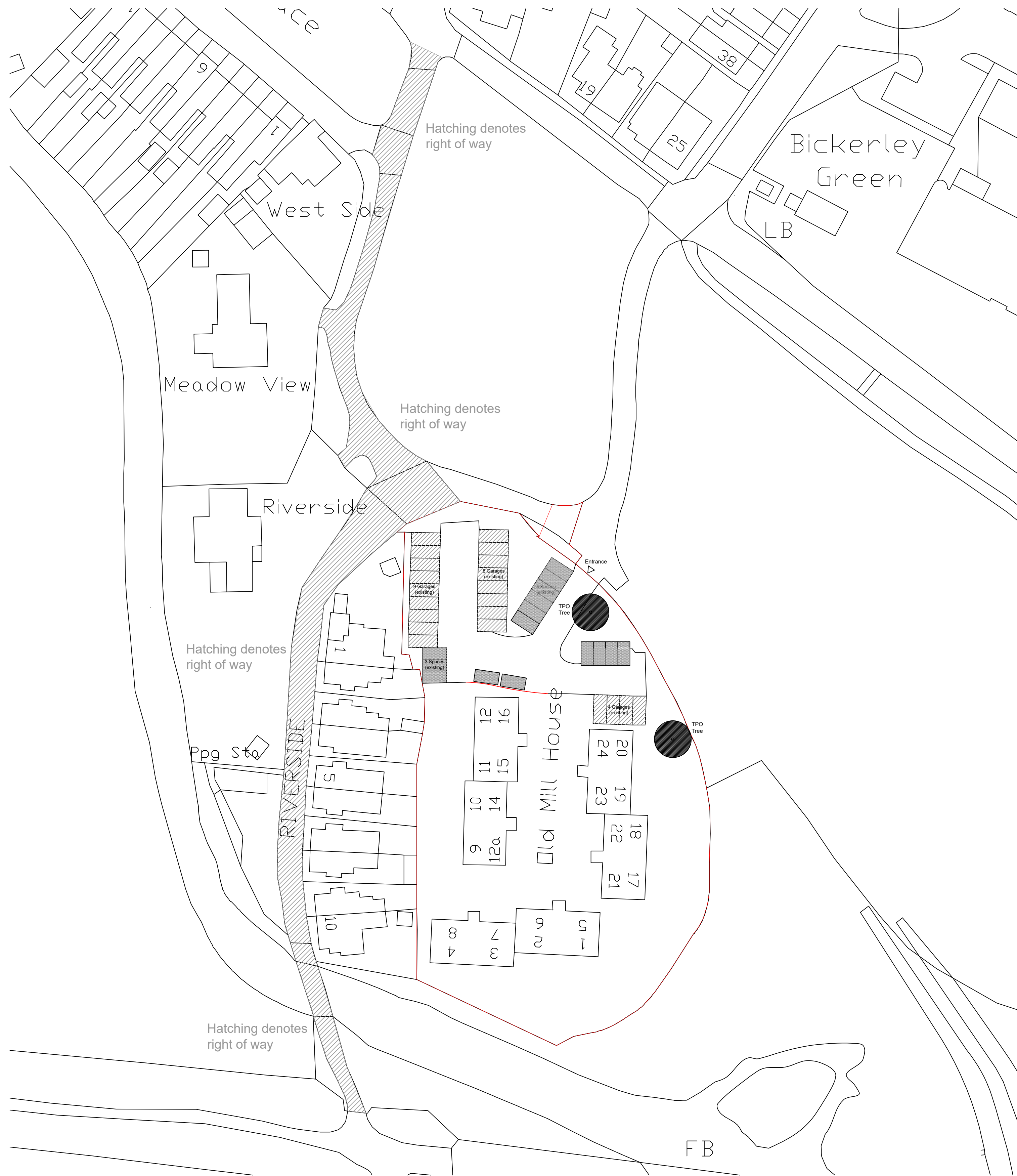
3. Issues for decision and any recommendations

- 3.1 **Whether to grant permission for the works detailed in the drawings attached as annexes 1, 2 and 3.**

- 3.2 If so, what conditions to attach to the grant.**
- 3.3 If not, whether to propose any alternative measures to address the problems caused by the unauthorised use of the private road.**

For further information, contact:

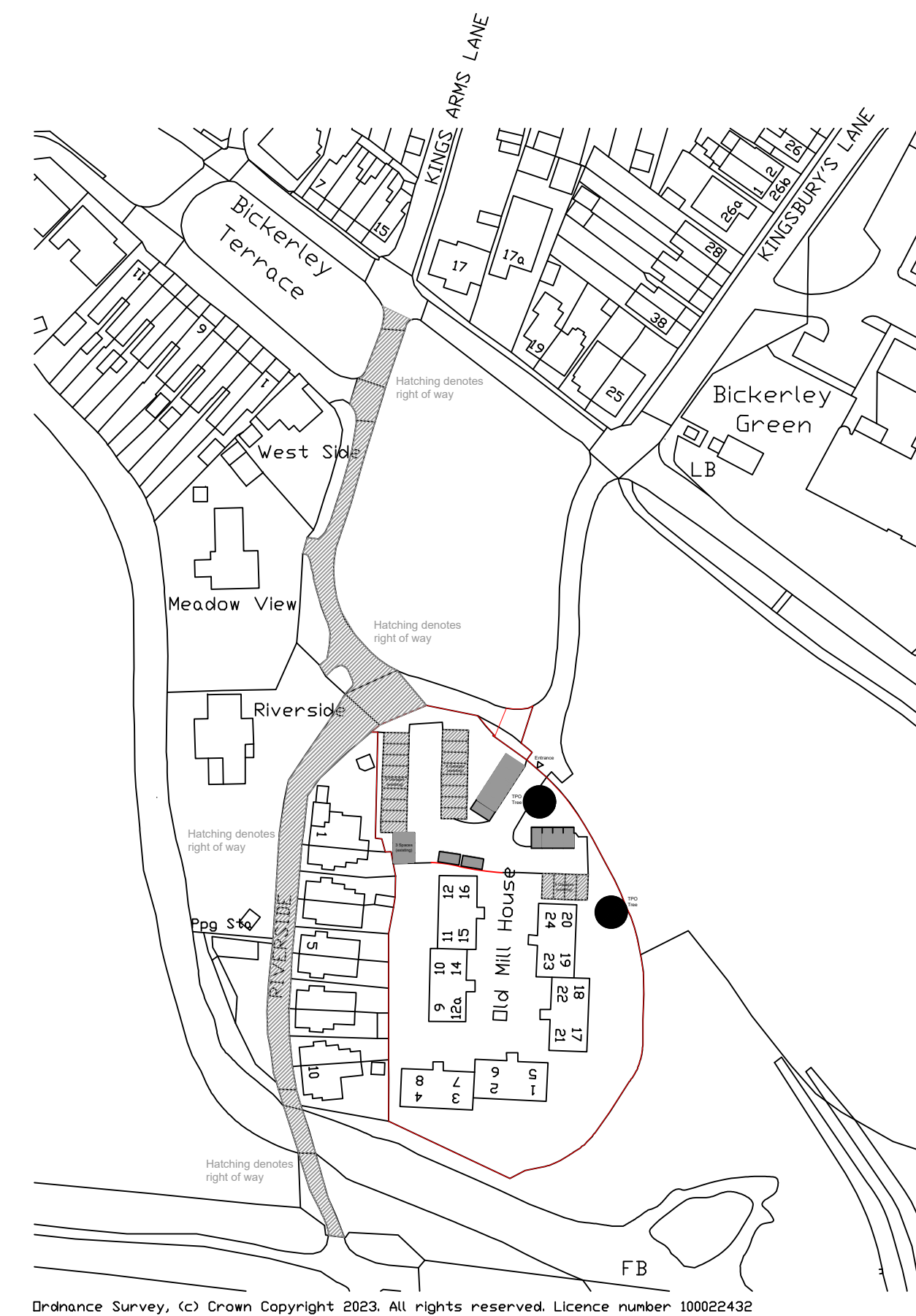
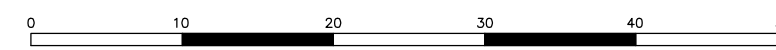
Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk



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BLOCK PLAN - 1:500

Scale Bar (1:500)



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LOCATION PLAN - 1:1250

General Notes

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PROJECT STATUS

Planning

MBA Architecture Ltd.

306 Lymington Road
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Tel: 01590 624794
Email: matt@mbauktd.co.uk

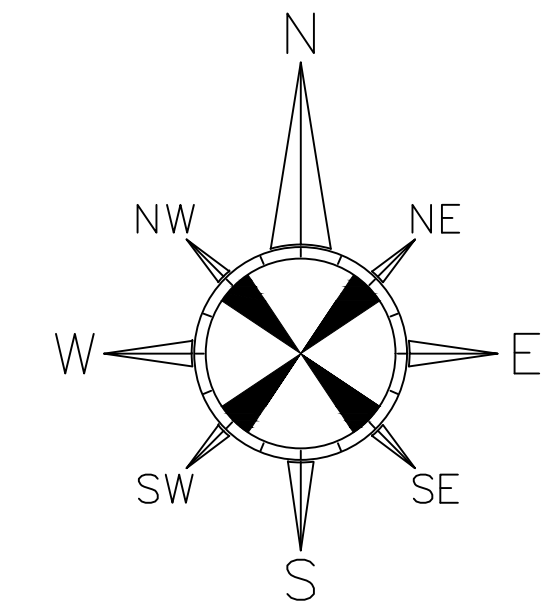
Client: Old Mill House Flats
Bickerley
Ringwood
BH24 1EQ

Job Title:
Proposed Traffic calming measure

Drawing Title:
Existing Site Location Plans

Drawn By: MBA	Dwg. No. MBA/100/101
Date: February 2024	Rev.
Scale: 1:1250 1:500 and 1:200 @ A1	

A



Work View

Hatching denotes right of way

Riverside

3No. Concrete blocks sunk into gravel track with 200mm projecting above gravel track level

Entrance

TPO Tree

TPO Tree

MILL HOUSE

9 Garages (existing)

8 Garages (existing)

5 Spaces (existing)

3 Spaces (existing)

4 Garages (existing)

10 11 12
14 15 16

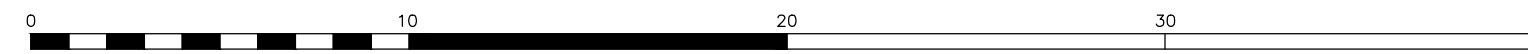
20 21
24 23 19

RIVERSIDE

19 St

SITE PLAN - 1:200

Scale Bar (1:200)



General Notes

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PROJECT STATUS

Planning

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Email: matt@mbauktd.co.uk

Client: Old Mill House Flats
Bickerley
Ringwood
BH24 1EQ

Job Title:

Proposed Traffic calming measure

Drawing Title:

Proposed Site Plan

Drawn By:

MBa

Dwg. No.

MBA/100/102

Date:

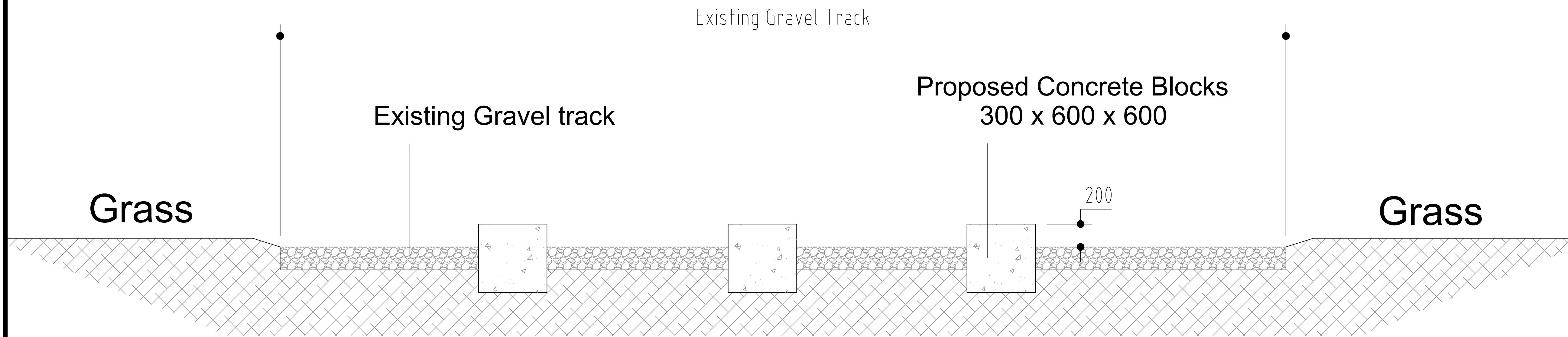
February 2024

Rev.

Scale:

1:200 @ A1

A



Note

Proposed concrete blocks by PPC Concrete Products or similar. Blocks to be fair faced concrete and set down into track to allow 200mm to protrude above track level.

Proposed blocks chosen to prevent cars but to still allow farm traffic access from adjacent farm.

Scale Bar (1:20)



General Notes

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PROJECT STATUS

Planning

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E-mail: matt@mbauktd.co.uk

Client: Old Mill House Flats
Bickerley
Ringwood
BH24 1EQ

Job Title:

Proposed Traffic calming measure

Drawing Title:

Section Through Gravel Track

Drawn By:

MBeit

Dwg. No.

MBA/100/103

Date:

February 2024

Rev.

Scale: 1:20 @ A1

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd October 2024

Memorial Approval Application

1. Introduction and reason for report

1.1. The Council office has received further details about the application for approval of a proposed memorial which was considered by members at last month's meeting. At that meeting members were advised "[t]he only issue raised by the ... application is the prohibition on new kerbstones contained in regulation 4.7". It transpires this was incorrect and that the width of the proposed headstone also requires a decision from members.

2. Background information and options

2.1 The current Cemetery Regulations are published on the Council's website at www.ringwood.gov.uk/cemetery and prescribe maximum dimensions for memorials. Those applying to headstones are replicated in the drawing attached as Annexe 1. No distinction is currently drawn between headstones on graves which include kerb-sets and those which do not (since the Regulations prohibited new kerb-sets, no need for this appeared).

2.2 The applicant desires to install a headstone which spans the full width of the kerb-set and would therefore exceed the current maximum width allowed. See drawing attached as Annexe 2. It will be noted that no dimensions are shown on this drawing so the issue was not identified until after the last meeting.

2.3 An equalities impact assessment on the specific issue now raised has been conducted and it does not appear to officers that it poses any risk of potential discrimination on the grounds of a protected characteristic.

2.4 Turning to the options now available, these are:

2.4.1 Direct that the rules about memorial sizes be altered to add a new category for kerb-sets (where permitted) and provide in this for such measurement of maximum headstone size as members judge appropriate (which may or may not effectively permit the current application depending on what members decide).

2.4.2 Confirm that the existing size restriction applying to headstones applies to all new headstones whether in a kerb-set or not (which would have the effect of preventing the current proposal).

2.4.3 Retain the regulation as it stands but allow headstones within kerb-sets to exceed the normal dimensions by special "dispensation" on a case-by-case basis (with decisions being made either by members or officers). This approach risks creating such uncertainty and vagueness that the possibility of bias or discrimination (albeit unintentional) arising would be unacceptable unless reasonable criteria for granting dispensations were to be specified in advance (which may be very difficult and restrict flexibility). This option is not recommended.

3. Issues for decision and any recommendations

3.1 Which of the options described in paragraph 2.4 above should be adopted?

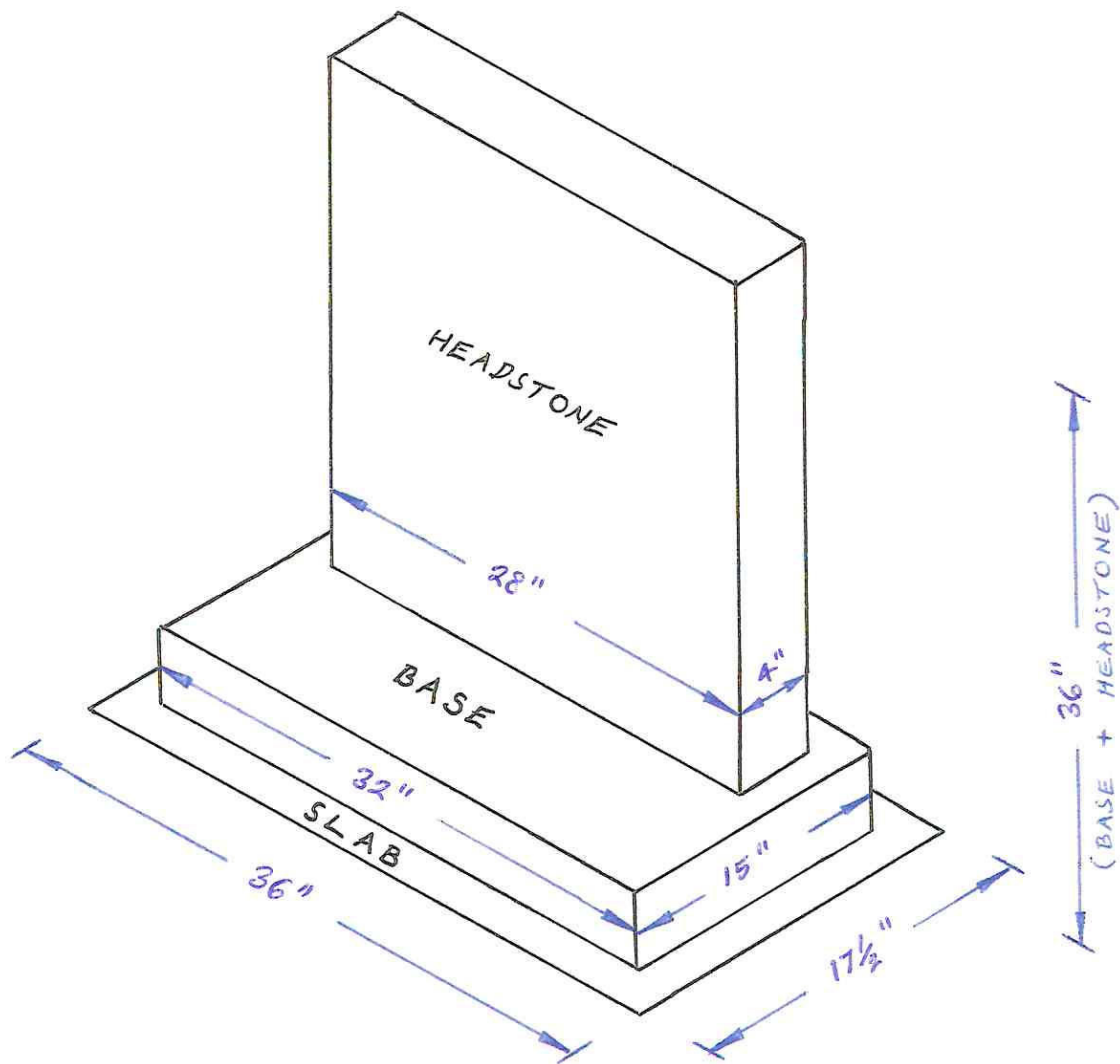
3.2 If 2.4.1 is favoured, what dimensions for headstones should be prescribed?

For further information, contact:

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

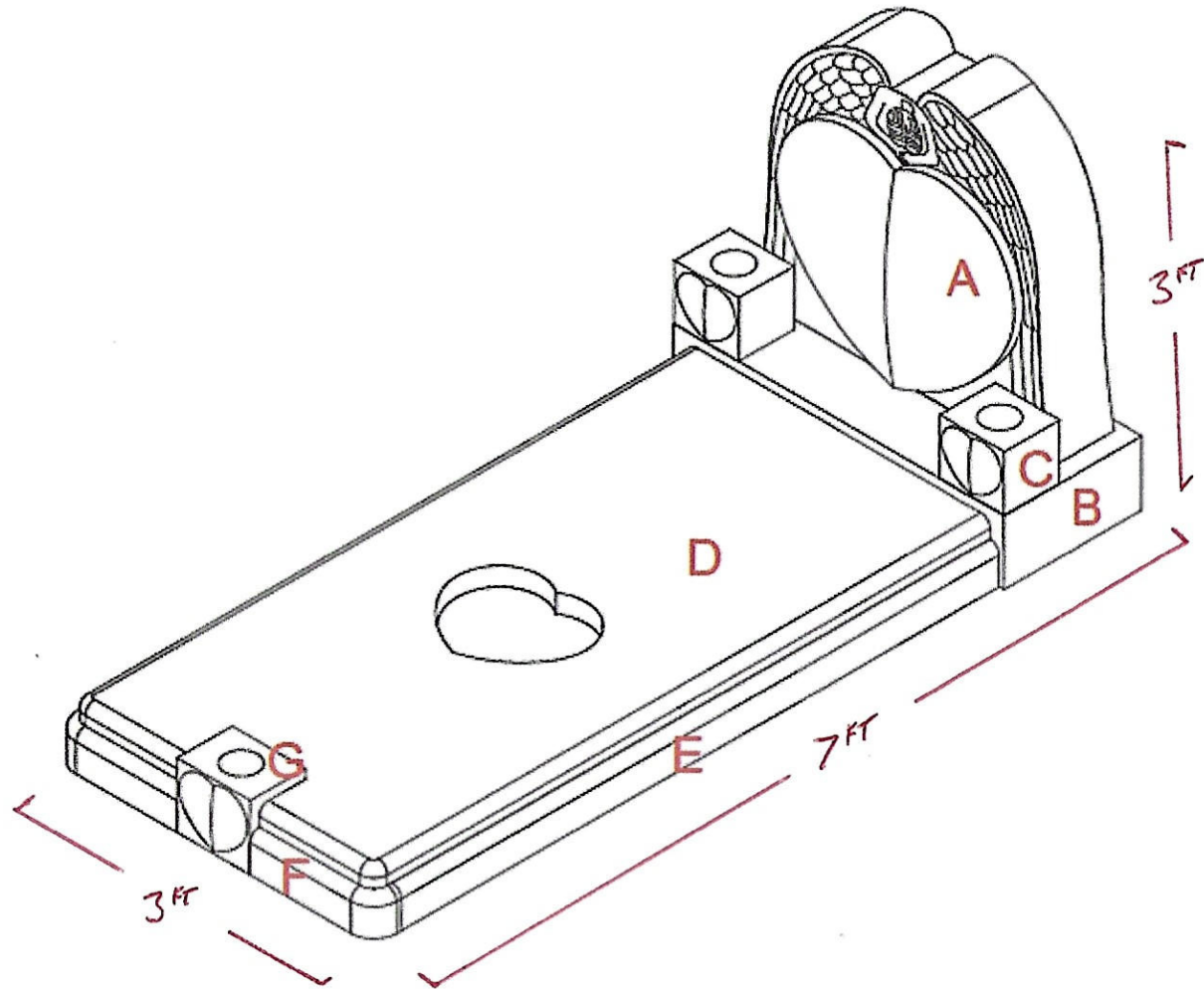
Kelvin Wentworth, Grounds Manager
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk

ADULT COFFIN BURIAL PLOTS



please note - The angel headstone will be 3D Carved
drawing for illustration purpose only.

B



REF: COOMBE MEMORIAL

Carvers Working Party

Notes of meeting held at Ringwood Gateway on Wednesday 11th September 2024 at 6pm

Present: Cllr Rae Frederick - Chair
Cllr Andy Briers
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Becci Windsor

In attendance: Charmaine Bennett
Christopher Wilkins – Town Clerk

Absent: Cllr Peter Kelleher

1. APOLOGIES FOR ABSENCE

Apologies for absence were reported from Cllr. Kelleher.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 3rd July 2024 were approved for signature by the Chair as a true and correct record.

4. OFFICERS' REPORTS

Members received the following verbal updates from officers:

- (a) The Town Clerk said that work on the planning application for the new grounds maintenance building is continuing and it will be submitted as soon as it is ready;
- (b) The Clubhouse Manager reported that:
 - a. The **Summer Programme** had run for six weeks and included activities designed to cover a range of ages and types of activity. The total cost was between £8,000 and £9,000 but only about £2,000 of this had fallen on Council funds. She wished to thank everyone who had helped but wanted to mention the King's Church and Culture in Common in particular. Less happily, the planned girls' cricket and football drop-in sessions hadn't happened and reasons for these failures were being considered. The washed-out Skate Jam will be re-scheduled. 191 free lunches had been provided to recipients of free school meals over the summer. Staff management had been demanding and consumed a significant portion of her time.
 - b. A new **Under-ones Club** will be starting shortly to provide critical early support. Various support organisations have been scheduled to attend and give presentations on what they can offer to ensure local families do not miss out.
 - c. She had attended a recent multi-agency meeting to discuss **anti-social behaviour** and the need for co-ordinated early intervention measures to identify vulnerable primary school age children and tackle issues before they escalate to youth offending. She expressed her frustration that the behaviour of a very small number of children too frequently denies use of local facilities to many other children.

Members thanked the Clubhouse Manager for her report and commended her work, noting in particular how her focus on young families and choice of opening hours have, over time, transformed the offer at Carvers.

5. MASTERPLAN IMPLEMENTATION

The award of the grant from Veolia Environmental Trust was noted and celebrated. Cllr. M. DeBoos was thanked for her thoughtful and detailed work on preparing the application which had clearly impressed the judges. It was noted that the grant supports three elements of the Masterplan; the MUGA, the drinking fountain and some of the landscaping and planting. Officers will begin work on implementing the required works after the grant award briefing on 17th September. It was agreed to describe these works collectively as “Phase 1” and from now on to track them on the Projects Report in place of the Masterplan preparation.

It was noted that the principal elements of the Masterplan not included in Phase 1 are the rest of the landscaping, the access improvements, the car park, the pavilion upgrade, the water-play feature, the covered seating area and the fitness trail.

Cllr. M. DeBoos reported that RACE has applied for grants for a large bug hotel (which has been awarded) and for further tree-planting (on which a decision is awaited). It was agreed that members should consider other possible sources of funding for the remaining elements but that further grant applications or detailed planning should await the availability of sufficient staff capacity to implement the works.

ACTIONS:

- 1. Town Clerk and Clubhouse Manager to attend grant award briefing**
- 2. Town Clerk to update Projects Report as discussed**
- 3. All members to continue research and informal discussions about funding for outstanding elements of the Masterplan**

6. NEXT MEETING

Wednesday 2nd October 2024 at 6pm in the Forest Suite.

There being no further business, the meeting closed at 6.52pm.

RECEIVED
2nd October 2024

APPROVED
2nd October 2024

COMMITTEE CHAIR

WORKING PARTY CHAIR

Events Management Sub-Committee

Notes of meeting held on Wednesday 18th September 2024 at 1230, at Carvers Clubhouse

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

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

1. Apologies for Absence

Cllr Windsor and Cllr Swyer stated that they would have to leave early, due to other commitments at the start of the meeting.

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 17th July 2024

RESOLVED: That the minutes of the meeting held on 17th July 2024 having been circulated, approved, and signed as a correct record.

4. Ringwood Grand Fireworks

Charmaine shared the planning doc. and budget with the group, going through actions in the months leading up to the event, on the day and after.

It was confirmed that the expenditure and income is on track with a generous £2000 sponsorship in from Frettons Solicitors, to be split between the Fireworks event and the Christmas Event.

A discussion took place on what (if any) entertainment was needed in the lead up to the fireworks, to compliment the fun fair, stage and stalls. Last year there was a fire show act but feedback suggested that as the site was so busy only a small amount of people could view this. It was suggested to look at two different acts positioned at different locations on site.

Online firework ticket prices, sold via Ticket Tailor were confirmed as follows:
(for comparison, last year's ticket prices (not sold online) were £2.50pp in advance and £5 on the gate).

Super early bird – from 1st Oct – 11th Oct - £2.50 (plus 50p booking fee) per ticket
Early bird – from 12th Oct – 27th Oct - £3.50pp (plus 50p booking fee) per ticket
Final week – from 28th Oct – Right up until the event starts - £5.00pp (plus 50p booking fee) per ticket.

All promotion will be for advanced tickets only. There will be a limited number of tickets available on the gate for £5.50 (card only).

Ticket Tailor will allow us to monitor ticket sales and change over allocated amounts of tickets for each period if required.

All tickets to be non-refundable.

- | | |
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| ACTIONS: | <ol style="list-style-type: none"> 1. CB to look at how best to position the pre firework show acts for maximum prominence. 2. RF to approach a local Fordingbridge company who are looking to start up a Hog Roast business. 3. CB to get approval from P&F committee to use Stipe for online ticket sales. 4. CB to work out how many bundles of tickets to initially purchase from Ticket Tailor for best value and quantity required. 5. RF to look at how best to include information on the event and how to purchase tickets in the next edition of Ringwood & Fordingbridge News. 6. RF to approach Gary who operates the funfair to discuss rides and fees. |
|----------|--|

5. Winter Wonderland

Charmaine went through the event budget and acknowledged a generous £1365 sponsorship amount from Churchill Living.

It was confirmed that Ringwood Roundtable are unable to run the bar at this year's event, so another option is required. Charmaine has been approached by a business that are looking to offer a Prosecco and Mince Pie stand which may work in Gateway square where the grotto and other stalls and activities will be positioned.

The group agreed to approach the cave attraction used at previous events, which can be branded as an igloo, to go in Gateway Square for families to enjoy after the grotto. It was agreed that a £1.50 charge per person would help towards the cost of hiring it.

It was agreed the Cllr DeBoos would manage the grotto on the day of the Christmas event and that main set up would take place on the Friday before rather than the Saturday. The external castle will go up Sunday morning.

It was agreed that the grotto pricing would be the same as last year - £5 per person (babies in arms go free, with no present). Ticket prices to be sold from Ringwood Gateway, to ensure the slots are allocated to local residents.

Cllr Frederick has sourced a prize from local business, Fred Olson for a 7-night cruise for 2 adults. She is hoping to run this as a Christmas raffle to support future funding of free community events.

It was agreed that the morning Santa Procession would not parade round the town – instead, Santa would arrive by sleigh from the long stay car park to The Gateway Square allowing more time for meet and greet/photo opportunities.

The group discussed the Ringwood Reindeer Ramble Trail and agreed to ensure it is branded well and easy for children to follow. The group will pick nine locations around the town ensuring the trail incorporates Christchurch Road, Southampton Road, Market Place,

High Street, Furlong and Gateway Square. Children will look for Santa's nine Reindeer and write their name and nose colour next to each location. Correct entries will be picked at Random with prizes to be won.

- | |
|---|
| <p>ACTIONS:</p> <ol style="list-style-type: none">1. RF to approach The Fish Inn to run the main bar at the event.2. MD to approach Forest FM on bringing their unit to play Christmas music in the area outside Ringwood Gateway.3. CB to approach the Cave/Igloo attraction.4. RF to contact the Christmas Tree contact to decorate the courtyard at the exit of the grotto.5. MD to liaise with RTC ground team to arrange delivery of the nutcrackers and penguins from Carver's storage back to the Men's Shed for maintenance.6. RF to arrange for the Castle structure to be delivered back to Men Shed.7. MD to look at back drop for sleigh in the foyer.8. CB to source Christmas mugs and picnic package boxes for Santa gifts.9. RF to approach Forest Forge Theatre Company to see if they have any suggestions for a finale act on the stage.10. RF to approach the person who runs the steam engines to see if they want to display at the event this year.11. RF to do more research on how best to run the Christmas raffle to ensure all legal aspects are covered, costings to produce raffle tickets are kept to a minimum and ticket pricing is pitched right. |
|---|

No further business to discuss.

There being no further business, the meeting concluded at 14:00

The next Event Sub-Committee meeting – Wednesday 16th October at 12:30, 1st Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Open Spaces Management Review Task & Finish Group

Notes of meeting held at Ringwood Gateway on Wednesday 4th September 2024 at 6pm

Present: Cllr Andy Briers
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou

In attendance: Christopher Wilkins – Town Clerk

Absent: Cllr Peter Kelleher

1. ELECTION OF CHAIRMAN

Cllr Mary DeBoos was the sole nominee and therefore elected unopposed to chair this group until the first meeting after the next Annual Meeting of the Town Council. She took the chair for the remainder of the meeting.

2. APOLOGIES FOR ABSENCE

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

3. DECLARATIONS OF INTEREST

Cllr Briers declared an interest as tenant of an allotment plot at Upper Kingston in any item of business concerning that site.

4. SCOPE OF REVIEW

Members referred to the list of sites prepared by officers and circulated before the meeting. It was agreed that no sites needed to be added to or removed from this and the information there is sufficient for present purposes.

5. REVIEW AIMS AND OUTPUTS

Members agreed that that the aims of the review should be):

- Identifying and prioritising needs and opportunities to improve the **public amenity** of each space
- Identifying and prioritising needs and opportunities to improve the **ecological value** of each space
- Understanding the **maintenance needs** of each space and exploring opportunities to reduce these
- Cataloguing foreseeable demands for **capital investment** in infrastructure renewal and improvements, prioritising these and developing a plan to meet them.

Members further agreed that the group should aim to develop draft management plans for each site (which might be unique and specific in some cases or generic for groups of similar sites) and an overall open spaces delivery plan for consideration by the Recreation, Leisure and Open Spaces Committee.

The Town Clerk reported three sites with issues that need early specific consideration:

- (i) The Silver Jubilee Gardens where the footbridge requires re-painting and a review of a recently-identified entrapment hazard (to dogs) posed by the non-slip surface mesh - the significant expense these will entail sits awkwardly with this Council's current lack of title and status as an informal licensee;

- (ii) The Raymond Brown Nature Reserve where the grazing arrangements have changed; forcing a suspension of public access and suggesting that a review of the Site Management Statement may be necessary; and
- (iii) The North Poulner Play Area where recent use for a commercial purpose (not pursuant to a booking or licence from the Council) has been challenged by Cllr Kelleher

ACTIONS: 1. **Town Clerk to report the issues at the Silver Jubilee Gardens to Hampshire County Council and ascertain their willingness either to take responsibility themselves or confer a better title or standing on the Town Council.**

6. NEXT STEPS

Members expressed a desire to receive from the Grounds Manager more detailed and site-specific information about current maintenance activity, needs for repairs already identified, his team members' ideas for suitable developments and relevant history.

ACTIONS: 1. **Town Clerk to arrange for the Grounds Manager to provide the information either in the form of additional columns in the site list or verbally at a meeting to be arranged (preferably late one weekday afternoon other than a Friday).**

There being no further business, the meeting closed at 6.47pm.

RECEIVED
2nd October 2024

APPROVED

COMMITTEE CHAIR

TASK & FINISH GROUP CHAIR

Current Projects Update

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No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. The new pavilion was completed and handed over on 16th September. The old pavilion will be demolished shortly. A formal opening ceremony/open day is being arranged.	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	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFPA and is now part of the NFDC Development Plan and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers will be held on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet considering allocating a share of £4.5 million CIL funds on 02/10/2024.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked through with intention of bringing report with recommendations to cttee in November.	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 approved (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)	Vacant possession has been recovered. Details about possible alternatives to re-letting are being obtained and will be reported to committee before any further repairs are commissioned or re-letting agreed.	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	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	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.
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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. The draft planning application is being revised and will be submitted as soon as practicable.	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. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim. The project is being re-appraised alongside the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Draft surrender rereport and application have been prepared for submission to Environment Agency once their requirements have been clarified. It is currently expected that this will be done by the end of October.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers are consulting the Anglers' Association about the proposal.	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 costs are now clearer and the funding arrangements will be discussed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group members met for the first time on 4th September. A list of sites with relevant information was approved and next steps agreed.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Notice of award of grant from Veolia Environmental Trust received. Officers attended briefing on 17 Sept. Publicity is being arranged and officers are beginning work on delivering the project.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)

Staffing Committee

None

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Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
	None						
Planning Town & Environment Committee							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report



No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.

RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22