

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

Held on Wednesday 2nd November 2022 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Darren Loose
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Kelvin Wentworth, Grounds Manager
Nicola Vodden, Office Manager
Cllr Jeremy Heron

ABSENT: Cllr Gloria O'Reilly

OS/6202 PUBLIC PARTICIPATION

Twelve members of the public were present for the Cricket agenda item.

Representatives from Ringwood Cricket Club wished to address the Committee further to comments made at the meeting on 5th October. The club had held an emergency general meeting and members were keen to remain at Carvers. They wished to work with the Council to deal with whatever challenges were faced and any obstacles to prevent this continuing.

The Town Clerk's previous report had detailed income and expenses as relevant factors, however they noted that projects across town have costs and some will have no income, but the costs will be justified for the benefits they bring. Without knowing what it was the Council was looking for in relation to continuing the provision of a cricket pitch at Carvers, it was difficult for the club to make submissions.

The club had invited Hampshire Cricket Board's (HCB) Cricket Development Manager to the meeting. His role is to work with and provide advice and support to affiliated clubs and he indicated there were opportunities to reduce costs of materials by buying as a group and by working with the England and Wales Cricket Board trained pitch advisor, who could advise on efficiency and savings in respect of the maintenance regime. This was with a view to reducing the gap between provision of the facility and booking income. They were happy to meet with the Grounds Manager to discuss and commented it was common practice for maintenance to be split between landowner and club members. The clubs' insurance would cover work of this nature and Hampshire Cricket Board could provide training, if required.

The club had requested an indication on tasks which could be undertaken by members, as it was noted labour is a large expense. With all of that in mind, the club suggests it could provide a breakdown of the savings possible and costings over a season, to help identify the true cost of cricket at Carvers. The club felt it would be wrong for the Committee to make a decision without having that information.



**OS/6203
APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr O'Reilly.

**OS/6204
DECLARATIONS OF INTEREST**

There were none.

**OS/6205
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 5th October 2022, having been circulated, be approved and signed as a correct record.

**OS/6206
CRICKET AT CARVERS RECREATION GROUND**

The Committee agreed at the October meeting to postpone a decision on the future provision of cricket at Carvers at the request of Ringwood Cricket Club (RCC). RCC had submitted a letter (*Annex A*), which had been circulated to Members prior to the meeting. The Town Clerk clarified that the costs presented relate to maintenance of just the cricket square. If the decision was to stop maintaining it, the grounds team would still look after the area, but the actual cost would be minimal, so the figures represent savings in materials and time.

The Grounds Manager was unaware there was advice available and potential savings to be made through HCB. It was unfortunate this had not been made known sooner. He corrected the figure stated for Kaloam as this should read half the amount, due to the smaller area now prepared, and also confirmed cutting of the outfield was not included in the breakdown. He added that the Council do not want to 'get rid' of cricket and want to have a thriving club, but there are difficulties in making provision for cricket at Carvers viable. It is a lot of work and this season the pitch was used for nine games. He questioned the suitability of volunteers undertaking tasks and whether this would be workable, but was happy to meet directly with the club and HCB to discuss potential savings and what practically could be done by volunteers and bring details back to the Committee.

Members asked about current club membership levels and the clubs development plans. Current membership was one team of 25 playing members and 30 additional affiliated members. The Council wished to support all sports, including cricket, which was a traditional game and felt it would be a great shame if lost, but it had to consider if the cost to tax-payers was warranted, given the level of usage.

Regarding junior cricket, the club explained people are prepared to travel to clubs with multiple teams, junior sections, own grounds and facilities and it could not compete with this. RCC's model is an adult only club, although with a younger age profile than other teams. To run a colts team or junior side, the club would have to have 'club marked' accreditation for safeguarding and this would require investment and volunteer time. Support is provided by HCB to clubs wishing to do this.

The club Chairman asked what deficit the Council would be prepared to accept, as the costs have been at this level for a number of years, and why this has been highlighted now, although appreciated increasing financial constraints generally.



The main concern was that a large open space in the centre of town was costing the community to provide a facility, which is preserved for the whole of the year, for a small number of people to play cricket, a limited number of times a year. This space has potential to support a lot of other things in the town. If cricket was seen to be growing, for example, there was an increased number of games, lots of spectators, a junior team, etc. it would be supported. Over the years, however, there has been a decline in the number of games and the amount of people enjoying it.

Given that indication, the club were happy to take on board suggestions and if growing the club is what the Council are looking for, it will look at the feasibility of doing that. There was a genuine belief that the savings suggested in 2018 and agreement for a smaller square would be sufficient, but it's now clear those savings were not enough.

It was proposed that time is allowed for discussions to take place with the Grounds Manager to see what practically can be done in respect of the profit / loss on the budget, to see what RCC's ambitions are and how it sees the club thriving (making use of any support available from HCB), increasing usage of the pitch, possibilities of joint enterprise or sharing the ground with another sport or another club and making more of the community space for others to enjoy.

RESOLVED: That the matter be deferred to the next meeting on 7th December 2022 for discussions to take place on what savings can be made and what proposals may be brought forward by RCC before deciding on the future provision of the cricket pitch at Carvers.

ACTION C Wilkins, K Wentworth

**OS/6207
REVIEW OF GROUNDS TEAM WORK PROGRAMME**

The Grounds Manager highlighted several items for Members information.

Signage on Pocket Park, which has been in place for a number of years, is in the process of being replaced and the final phase for the replacement dog bins has been programmed in for next year. There has been some vandalism, but it is hoped this will die down.

The dragon's teeth for the Bickerley have been purchased however the equipment needed to install them will need to be hired in. Quotes are being obtained.

The beds in Jubilee Gardens will be changed to raise the planting areas and using more bee friendly plants and shrubs. It is hoped something similar will work on the main roundabout.

The team are working with a group of volunteers to improve the look of the gardens in Gateway square. The first bed has been dug over and composted in readiness for bulb planting, the cost of which has kindly been met by RACE.

He highlighted that there is no provision to replace smaller pieces of equipment, as these do not fall under the vehicle and machinery replacement plan. The aim would be to replace with battery powered versions and he provided Members with an idea of costings involved for budgetary consideration.

In relation to staff capacity and given the Grounds Manager role has evolved so that it's more office-based, the workload is being undertaken by four members of staff. The Summer has gone well, however, a lot of maintenance jobs have not been reached. The team is now catching up, but the pressures are expected to get worse. Consideration is being given to

taking grave digging 'in-house' and this may help contribute to the salary for an additional member of staff.

The Committee congratulated the Ground's Manager and the team for continuing to do a grand job. Recognition of their efforts for the town was very well deserved.

RESOLVED: That the Ground's Manager's review of the work programme be noted.

**OS/6208
EVENTS MANAGEMENT**

RESOLVED: That the notes of the Events Management Sub-Committee meeting on 25th October 2022 (*Annex B*) be received.

**OS/6209
MEMORIAL TREE FOR QUEEN ELIZABETH II**

Members considered and agreed a proposal by RACE for a memorial tree for Queen Elizabeth II. Consideration of a plaque and possible seat will take place once the tree has become established.

RESOLVED: 1) That the proposal for a memorial tree for Queen Elizabeth II be agreed;
2) That the preferred species is an English Oak; and
3) That the most appropriate location on the Bickerley is to be determined by the Grounds Manager and Town Clerk.

ACTION K Wentworth / C Wilkins

**OS/6210
PROJECTS (current and proposed)**

RESOLVED: That the update in respect of projects (*Annex F*) be noted.

There being no further business, the Chairman closed the meeting at 8.34pm.

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

RECEIVED
30th November 2022

APPROVED
7th December 2022

TOWN MAYOR

COMMITTEE CHAIRMAN





18th October 2022

SENT BY EMAIL

RECREATION, LEISURE AND OPEN SPACES COMMITTEE
Ringwood Town Council,
Ringwood Gateway,
The Furlong,
Ringwood.
BH24 1DH.

Re: Carvers Sports Field

Dear Sirs,

Thank you for your letter of 28th September 2022 and your invitation to Club members to attend your most recent meeting. I hope the large number of members that attended to make representations showed how importantly the membership take this issue. The club is keen to contribute as best we can to move this matter forward in the hope we can find a solution acceptable to all parties. Thank you further for deferring any decision on whether to continue maintaining the cricket square and preparing wickets for club bookings. Since that meeting the Club called an Emergency General Meeting of all members which took place on 15th October 2022 to discuss this matter and how best to move forward.

During the meeting the members considered and proposed many means by which the club can increase the Council Income from bookings and reduce costs thereby reducing the deficit the report of 5th October 2022 has noted.

However, it became clear during the course of the meeting that the club was unable to make proposals without further information from the Committee. I have been instructed to write this letter and make the following enquires.

What would be the Town Council's expenses for the space if the Club were no longer to make bookings at Carvers Sports Field?

Members have noted that the sports field, square and equipment as a whole require periodic maintenance whether bookings are made at Carvers Sports Field or not. Ground Staff time is required to cut the square, cut the outfield and service the equipment whether bookings are made or not, and it is not clear what expenses relate purely to the 9 bookings at Carvers Sports Field and which do not. It is also unclear how or if the equipment would be redeployed if there were no bookings made by the Club. It has also been anticipated that the Cricket pavilion would require

annual cleaning as part of a periodic maintenance plan. Therefore it is unclear what the actual deficit is that the committee is looking to reduce and what costs solely result from club bookings?

What tasks would the committee consider acceptable for Club members to undertake?

It was noted that a considerable expense to the Council was Ground staff time. During the meeting some members enthusiastically put themselves forward to assist in preparing the ground for matches which it was hoped would reduce demands on Ground Staff time.

What is the source and date of the figures within the report?

In 2018 the club corresponded with the Town Council and obtained in a letter, figures which evidenced expenses incurred when preparing a cricket pitch a readying the ground for bookings. In response to those observations the decision was made, following advisement, that the cricket square would be reduced by half. This was seen as a means to cut costs thereby ensuring the continuation of cricket at Carvers Sports Field. Upon review of the figures within the report of 5th October 2022, it has been noted that the figures share significant similarity with those of earlier correspondence. We were advised that reducing the number of wickets would save costs so the Club would ask for clarity on this issue if possible?

Are there any further savings that could be made and what deficit would be acceptable to the committee if at all?

The Club will do its utmost to assist the Committee because members have expressed a strong view that they wish for cricket to continue at Carvers Sports Ground. It is with this in mind that the club is investigating how costs can be lowered and incomes maximised. With that in mind however members have asked if any deficit amount would be acceptable to the Committee? Most activities and operations undertaken by the Town Council require some level of subsidisation so with that in mind the Club would like any indication the Committee may be able to give as to what level of support is acceptable?

We ask if this letter could be circulated to all Committee members prior to the next meeting in readiness for it. Members of the Club have also expressed a strong interest in making further representations at any later meeting if such opportunity possible? We would ask however, that the members be given notice of that meeting as soon as reasonably practicable. Any invitation to do so would be kindly received at the email address found at the top of this letter.

Yours Faithfully,



Hon Secretary
Ringwood Cricket Club

Events Management Sub-Committee

Notes of meeting held on Tuesday 25th October 2022 at 3pm on Zoom

Present: Cllr Rae Frederick (Chair)
Cllr Jeremy Heron
Cllr Philip Day
Cllr Andy Briers

In attendance:
Charmaine Bennett, Events Manager
Geoff Ridgway, Rotary Club of Ringwood

1. Apologies for Absence

None

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 27th September 2022

RESOLVED: That the minutes of the meeting held on 27th September 2022 having been circulated, be approved, and signed as a correct record.

4. Ringwood Grand Fireworks

Charmaine ran through the current ticket sales (on track for advanced sales as per 2021) and the action plan for event set up. Each member of the Event Committee (plus Cllr John Haywood) would have an area of responsibility on the day. Charmaine will provide all the information needed to the Committee member so that they are able to locate equipment, set up appropriately, know key contact information and how to pack away.

There are three areas of organisation left which need to be resolved:

- 1) Stewarding- numbers of helpers needed from Men's Shed and Lions
- 2) Rubbish- our desired position is that there are lots of bins located around the site so that rubbish is not dropped but we don't have a contract in place yet to do so
- 3) Reusable glasses: Charmaine reminded the committee that Comax had kindly provided Ringwood Events with a large number of branded pint and half pint glasses which can be used at events to reduce the amount of single use plastic. A figure of £1 per glass had been set as a deposit which covered the cost of replacing non-returned glasses. Unfortunately, the costs of replacing these now exceeded that figure. More glasses than expected had been lost or taken away at the Jubilee (test event). After much discussion it was agreed that we would increase the deposit to £2 a glass. We hope that this will encourage more people to return them and will enable us to replenish stock. To prevent long queues at the end of the event, which might provoke negative feedback, we will make sure that 2 return points are adequately staffed and with an appropriate float.

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| <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. To review the individualised notes sent to each Event Committee member about the area of responsibility for Fireworks event and come back to Charmaine with further questions 2. Jeremy to ask Ringwood Skips to come back to Charmaine with a proposal for rubbish collection 3. Jeremy to talk directing to Phil Hoyle this week about the reusable glasses including deposits, washing up and Charmaine to discuss with Roundtable in terms of messaging and practicalities and Candice so she is briefed about the returns |
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5. Ringwood Winter Wanderland

Charmaine went through the event plan and highlighted updates and areas where a decision needed to be made by the Committee. It was noted that the event plan included more than just the light switch on event and covered the window competition and also communications around the roadworks ending and promoting the town as a destination over December. The High Street are planning late night shopping on Thursdays in December

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| <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. It was agreed that the proposal for first aid provision from St Johns Ambulance be accepted. Charmaine to email and confirm. 2. That Philip will bring Santa in for the event and take him home again afterwards. That he needs to be ready for a parade at 11.30am. 3. Rae to speak to RMDS about potentially performing on stage at either 2pm or 2.30pm and Charmaine to email the choir leader who helped at the lighting of the beacon to see if they were able to perform 4. That all to consider Plan B options for transporting Santa on the morning parade should the weather be wet and Chitty was not available 5. To talk to Roundtable at the final planning meeting on Tuesday about the vehicle needed for transporting the sleigh 6. Rae to finalise plans for Soton Rd 7. Charmaine to ask Michael Thierry if an article about the Fireworks could be published this week |
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6. Remembrance Day Parade

The main update for the event was in regard to the maroon. It will be confirmed where and when it will be sounded later this week.

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| <p>ACTIONS:</p> <ol style="list-style-type: none"> 1. Someone will need to be allocated the road closure point at the top of Meeting House Lane on the day of the event. If the closure is roiling and follows the parade route, someone will need to ensure that no-one turns left down the High Street until the parade has finished 2. Charmaine will write a press release for R&F news about the parade once it is known which maroon will be sounded |
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7. Communications Plan

The communications plan was approved by the committee. A discussion took place about how we would maximise the messages around the end of the roadworks and making sure people outside the town realise the fantastic destination it will be over December.

8. The Coronation of King Charles and the Queen Consort

We now have a date for the Coronation, and it is only fitting that the town host an event to mark such an auspicious occasions. A discussion took place about the merits of different locations. Charmaine has made bookings for a screen, AV and toilets as these are most likely to be in demand.

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| <p>ACTIONS:</p> <ol style="list-style-type: none">1. The Committee recommends that the venue for an event to mark the Coronation of King Charles is the Bickerley. The two main reasons are that the Coronation will take place on a Saturday so a road closure may negatively impact some High Street traders. Secondly, that the potential to generate income to offset costs is much higher at the Bickerley than down the High Street.2. If the recommendation is approved, then we will speak to a fair operator as soon as possible as this will provide a good deal of income for the event3. We will work with other organisations in the town such as Churches Together to pool resources and ensure a true community event |
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No further business to discuss.

There being no further business, the meeting concluded at 16:45

The next Event Sub-Committee meeting is scheduled for Tuesday 22nd November at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

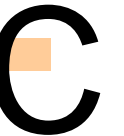
SUB-COMMITTEE CHAIRMAN



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 (phase 1 works scheduled for completion in 2023)	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Work on the artificial turf pitch is on schedule.	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).
FC2	Strategic Plan	Work resumed in March 2022	The first full draft will be considered at the meeting on 26th October.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. 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 - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
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 17/10/2022 to consider desires and opportunities in more detail. Further meeting scheduled for 28/11/2022. NFDC preparing a concept plan/visualisation.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress - NFDC Cabinet considering allocating S106 funds 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
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	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	



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.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming complete actions from initial audit by 31 Dec. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of all control measures needed will be assessed and factored into the next budget round.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures)	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)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete on or before 1st November)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to incorporate agreed plan in budget for 2023-24)	The Council's IT support provider has advised on options. The committee agreed further steps in September.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.

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 December 2022.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a 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 December 2022.)	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.	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.)	Draft heads of terms of new lease were considered at the committee meeting on 21st September and guidance given to the Council's representatives for the conduct of further negotiations.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). 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	Winding-up process and requirements are being researched.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed by Christmas.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	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
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).



RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and met with members. A topographic survey has been done.	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.	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. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	The committee agreed a response to the recommendations of the external consultant and officers when it met on 19th October.	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. The changes proposed will affect payroll budgets from 2022-23 onwards.
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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				
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	
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.
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
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	
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
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	