

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

Held on Wednesday 4<sup>th</sup> October 2023 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andrew Briers (Chair)  
Cllr Becci Windsor (Vice Chair)  
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  
Charmaine Bennett, Carvers Clubhouse and Events Manager  
Cllr Philip Day

ABSENT: Cllr Gareth DeBoos  
Cllr Mary DeBoos

**OS/6283  
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6284  
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs G DeBoos and M DeBoos.

**OS/6285  
DECLARATIONS OF INTEREST**

There were none.

**OS/6286  
MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 6<sup>th</sup> September 2023, having been circulated, be approved and signed as a correct record.

**OS/6287  
CARVERS CLUBHOUSE**

The Manager presented her report to the Committee. She added that there had been some positive feedback received from an outdoor event instructor. Funding had been secured from an external local source by the organiser of kayaking sessions for groups of young people. It was promoted through the clubhouse and in partnership with Ringwood School and was offered to those who would not ordinarily get the opportunity. The funding was also used to train people to become an instructor.



Having met with representatives from Ringwood School, she also reported on some positive feedback from families who were eligible for free school lunches. Provision of lunches at the clubhouse through the holidays had been well received, they found they were staying the whole day and taking part in activities available at Carvers and they were meeting other families they would not normally connect with.

She also gave an update on the door lock issue, detailed in paragraph 5 of her report, in that the internal locks had been switched around to provide a more sensible approach which would suit use of the clubhouse better.

The Committee congratulated the Manager for the really good Summer programme provided and highlighted the 999 day, which looked spectacular.

**RESOLVED:** That the Clubhouse Manager's report (*Annex A*) and verbal update be noted.

#### **OS/6288**

#### **CARVERS WORKING PARTY**

Members receive notes of the meeting of Carvers Working Party on 6<sup>th</sup> September 2023 (*Annex B*). Cllr Frederick reported that another meeting of the Working Party had been held prior to this Committee meeting. The consultation on the Carvers Masterplan was complete and matters were progressing.

In answer to a question on Section 106 funding, the Town Clerk indicated that he and the Deputy Town Clerk had had a discussion with NFDC officers, prior to formal negotiations taking place between NFDC and Taylor Wimpey, developers of the Hightown Road site. Similar approach was expected for the Moortown Lane site.

There would be a briefing on the types of project, which would be suitable for this type of funding. NFDC had not appreciated the work done already on Carvers and Long Lane projects and they said this was exactly the sort of thing they were looking to take to developers.

In respect of CIL funding, there was no further information than what was reported at the full Council meeting, that a recommendation was being made to NFDC Cabinet that a task and finish group be established as part of a framework to review proposed CIL allocations. Information would be provided to town and parish councils on this process, in due course.

**RESOLVED:** That the notes of the Carvers Working Party meeting on 6<sup>th</sup> September 2023 be received.

#### **OS/6289**

#### **EVENTS MANAGEMENT**

Cllr Frederick presented the notes of the Events Management sub-committee meeting on 13<sup>th</sup> September 2023 (*Annex C*). She reported that despite offers of sponsorship being difficult to secure, a headline sponsor had come forward for the fireworks event and she would be following up on other requests made.

The plans for the Winter Wonderland Christmas event are progressing and the Mens Shed are making adaptations to the grotto and helping to create other decorations. There was a correction to the notes, at paragraph 7, in that there would now be a small funfair at the Christmas Market.

**RESOLVED:** That the notes of the Events Management sub-committee meeting on 13<sup>th</sup> September 2023 (*Annex C*) be received.



**OS/6290**

**FOOTBRIDGE AT POULNER LAKES PUBLIC OPEN SPACE**

The Town Clerk acknowledged the work done by the Deputy Town Clerk in preparing the report (*Annex D*). He explained it was likely that work would be needed to the foot bridge, which was an important link and well used by the public. As can be seen from the map, it lies wholly outside of the parish and is not on Council land.

The bridge was installed in 2000 as part of a community project by a local company and was part of a larger project overseen by the Council. It was acknowledged whilst the footbridge was within the boundary of Ellingham, Harbridge and Ibsley Parish Council, it was not on its land and the footbridge benefits both communities.

It was envisaged that a significant amount of money would need to be spent, however initially a structural survey would need to be prepared to ascertain the works required. A quote for the report had been obtained.

Before taking the matter further, the Town Clerk asked for an indication as to whether the Council would take responsibility for the works and, if not, then why should it accept responsibility for the survey. It was questioned why this should fall to the local council and following discussion agreed that this should not be the Council's responsibility. A higher authority at district or county level should take on the survey and repairs, due to the wider connectivity considerations.

**RESOLVED:** 1) That the Council should not take any responsibility for immediate repair work required and/or the future maintenance liability of the footbridge, given that it is outside the parish boundary; and  
2) That District and County Councillors be asked to take the matter up with the relevant officers at NFDC and HCC to resolve the matter.

<b>ACTION</b> C Wilkins
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**OS/6291**

**POULNER LAKES WASTE LICENCE**

The Town Clerk provided some background on the Council's aim of surrendering the waste licence and any liability in this respect (*OS/6270 and F/5714 refers*). This is a complicated process and a report needs to be prepared on the Council's behalf and submitted to the Environment Agency, who will indicate if it is satisfied there is no environmental risk and release the Council from the licence.

He reported that Stage 1 was complete and on budget at an approved cost of £2,015. An expert had been employed to inspect the bore holes, conduct tests and engage with the Environment Agency. There was nothing adverse to report from the gas testing, but the water testing showed slightly raised levels of some chemicals.

Stage 2 would be a programme of ongoing monitoring agreed with the Environment Agency. Limited gas monitoring over several months had been arranged at a cost of £250. The expert was in liaison with the Environment Agency as to what additional monitoring was required and it is envisaged this could vary between £2,500 and £5,000.

Once this information is available, the Town Clerk would prepare a written report which would include the additional costs involved and surrender fee.



**RESOLVED:** That the update on Poulner Lakes waste licence be received.

**OS/6292  
PROJECTS (current and proposed)**

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

**RESOLVED:** That the updated projects report be received.

There being no further business, the Chairman closed the meeting at 7.40pm.

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

RECEIVED  
25<sup>th</sup> October 2023

APPROVED  
1<sup>st</sup> November 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

## RECREATION, LEISURE AND OPEN SPACES COMMITTEE

October 2023

### Report from Manager, Carvers Clubhouse

I am pleased to present my quarterly Carvers Clubhouse Manager report and happy to provide further details as required.

#### 1. Summer in the Park holiday programme

I am pleased to report a very successful and busy summer holiday programme. The centre was busy throughout and we had an increase in sales in the Café of 57% from 2022 for the same 6 week period. Some highlights:

- *Skate Jam*: this was the second time we ran the event (since COVID). Attendance increased and we had the highest number of entrants that Team Rubicon, who ran the event, had ever had at a similar event. The youngest entrant was 3 years old all the way up to 20. We moved the event towards the end of the holidays, and I know that some of our skate park regulars were delighted that the practice they had put in during the summer paid off on the day.
- *Crafty Kidz*- a big thank you to the team of volunteers who run these craft days on behalf of the Kings Church Ringwood. We revised the way that we promoted the days and it meant that they were very busy and much appreciated by families as free local days out.
- *999 Day*: what a day! Despite the very hot weather (30+ degrees) the turnout was good, and the field looked fantastic with lots to see and do. Apart from an ice cream van we were the only food and drink provision. We completely changed the menu at the last minute (to avoid having the oven on) and to give you an idea of the level of footfall we took 50% more than fireworks night in 2022. A big, big thank you to the team who worked very hard that day.
- *Free school lunches* we provided 483 free lunches to children, and sometimes their families, who receive free school meals. This was spread over 60 individual children/families. In many cases, the families who accessed the service came not just for the lunch but spent the whole day at the centre.
- *Tennis courts* the courts were very popular this year. They were open 7 days a week and used daily.
- *Pizza and Pool* Sadly this activity didn't work as well as we had hoped. Although many had said that they would attend only a handful turned up. We think the age group that we were targeting was right but the time was wrong as many had summer jobs and they hadn't finished work by 5pm.

#### 2. Staffing and volunteers

At the end of the summer holidays, we said goodbye to two of our Café Assistants who are moving onto the next steps in their education. We have employed two new members of staff who are due to start in the next couple of weeks. Both are students at Ringwood School.

#### 3. Families in hardship support

I have continued to work with local schools to support local families experiencing hardship. I attended a strategic planning session recently and have agreed to sit on the interview panel for a Financial Inclusion Officer who will be employed to work directly with local schools.

#### 4. Building management

We have had our annual fire alarm test this quarter and require some electrical work as the external lights are not currently working. As noted at the last meeting, some of our equipment is getting a little tired due to the age and use of the centre. We will be replacing the café tables in the next couple of weeks. The ones we have very heavy and have to be dragged across the floor. The replacements will be much lighter and can be stacked so that the team are able to clear the room for hirers. We are also looking at options to replace all the door locks which had been vandalised and use codes for the front doors.

#### 5. Forward plan

One of the points of feedback from the Carvers consultation was that there aren't many play spaces in the town and could we look at developing this further at the clubhouse. We currently use one of the side rooms as storage. The grounds team have kindly agreed to let us use the cricket pavilion to store items in the winter period so we can test out using the room at the Clubhouse as a small play space.

We are working with the Community Sports Trust to run some football taster sessions on Carvers in the October half term and have a climbing cave booked for the same day.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse

Direct dial: 01425 501309

Email: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)

## Carvers Working Party

### Notes of meeting held at Ringwood Gateway on Wednesday 6<sup>th</sup> September 2023 at 6pm

Present: Cllr Rae Frederick (Chair)  
Cllr Mary DeBoos  
Cllr Janet Georgiou

In attendance: Christopher Wilkins – Town Clerk  
Charmaine Bennett – Clubhouse Manager

Absent: Cllr Andy Briers  
Cllr Peter Kelleher  
Cllr Becci Windsor

#### 1. APOLOGIES FOR ABSENCE

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

#### 2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

#### 3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 5<sup>th</sup> July 2023 were approved for signature by the Chair as a true and correct record.

#### 4. CARVERS MASTERPLAN

Responses received to date to the public consultation on the completed Masterplan prepared by Richard Connell were discussed generally. The themes that have emerged most strongly so far are as follows:

- Every element of the plan has been welcomed with the only negative comments being about the car park (where the concerns seem mainly to be about safety of pedestrians and park users)
- The MUGA has received particularly strong support (Playdale has offered to provide costings for some options for this and other elements. It was noted that there is a Playdale MUGA at Brockenhurst).
- Several comments include requests for a “pump track” (a simple form of BMX track, often of modular construction, designed principally for pre-teen users)
- The desire for a water feature (e.g. a paddling pool, splash park or play-fountain) – CB illustrated some examples from nearby towns and gave information about typical capital and revenue costs and other implications.
- The desire for toilets to be more accessible than at present (this could be addressed by opening the Clubhouse for longer if increased footfall would support it)

Cllr. M. DeBoos also observed that more use could be made of the Sports Pavilion if the front windows could be replaced to make it more attractive outside and light inside (the need to protect the windows was noted but ought to be achievable without excessive cost).

Members noted that some preliminary cost estimates have been obtained for various elements but no firm funding yet secured (other than a generous commitment of up to £6,000 from RACE for the planting to trees and hedging in the current financial year). The Town Clerk reported that he and the Deputy Town Clerk will shortly be meeting NFDC planning officers to discuss suitable local projects for s106 funding from the Nouale Lane development and will present the Masterplan (and the foregoing response data) for consideration in this context.

- ACTIONS:**
1. The Town Clerk will ask Brockenhurst Parish Council if it manages the MUGA.
  2. Once the consultation has closed on the 10<sup>th</sup>, officers will consider how best to compile and present the responses for formal consideration at the next meeting.
  3. The Town Clerk will ensure the next meeting also considers what further design work (if any) should be commissioned.
  4. The Town Clerk will investigate the possibility of s.106 funding and report back.

## 5. NEXT AND SUBSEQUENT MEETINGS

In order to maintain momentum it was agreed that an additional meeting should be inserted in the previously agreed programme so, the next meeting will now be at 6pm on Wednesday 4<sup>th</sup> October at Ringwood Gateway. (The next meeting after that will be the previously scheduled meeting on 1<sup>st</sup> November.)

There being no further business, the meeting closed at 6.53pm.

RECEIVED  
4<sup>th</sup> October 2023

APPROVED  
4<sup>th</sup> October 2023

COMMITTEE CHAIR

WORKING PARTY CHAIR



## **Events Management Sub-Committee**

### **Notes of meeting held on Wednesday 13<sup>th</sup> September 2023 at 1230, at Ringwood Gateway**

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

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

#### **1. Apologies for Absence**

Cllr John Haywood

#### **2. Declarations of interest**

No interests were declared.

#### **3. Minutes of the previous meeting – 19<sup>th</sup> July 2023**

**RESOLVED:** That the minutes of the meeting held on 19<sup>th</sup> July 2023 having been circulated, be approved, and signed as a correct record.

Update on actions from July Minutes:

The event reserve figure of £5000 was discussed at the Recreation, Leisure and Open Space Committee and was agreed. This will now go through to the next Policy & Finance Committee meeting for approval.

Cllr Frederick shared the revised sponsorship letter and package options PDF. It was agreed that these letters would be personalised by the person sending them out and then details of action recorded on the event management live spreadsheet.

It was also noted that when speaking to potential sponsors, if they sign up to a package option the price quoted is plus VAT. If a business just wants to make a small donation, they do not need to pay VAT. For any confirmed sponsors, an email needs to be sent to Alyson, Finance Officer at Ringwood Town Council so she can produce an invoice and notify when the payment has been received.

Cllr Haywood reported before the meeting, via email that he had no response from The Works when approaching them for Santa's Grotto gifts. Possible they won't engage as a big chain rather than a small local business.

ACTIONS:	<ol style="list-style-type: none"> <li>1. Cllr Frederick to send the sponsorship covering letter and package options document out to the group via email.</li> <li>2. Cllr Deboos to liaise with Kelvin at Ringwood Town Council regarding removing the old sponsorship plaques around the town.</li> <li>3. The Event Manager to look at other Santa present options. It was highlighted in the meeting that Smiggle are currently doing a five for a fiver option on selected books. Left over mugs from last year could be reused if a column is added to sales sheet to specify if they attended the grotto last year.</li> </ol>
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#### **4. Event Management Plan**

Event Management Plans have been previously forwarded to the group for Fireworks and Christmas with an update document on main changes. These plans were approved at the meeting.

It was agreed that both security and first aid at the events would be provided by Insight Security. Prices have increased for Ringwood Winter Wonderland but are less for fireworks realising a saving overall for an appropriate level of cover.

ACTIONS:	1. The Event Manager to submit the Event Management Plans to NFDC.
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#### **5. Event Budget**

The Event Manager went through the budget and forecast for 2023 events. It highlighted the following:

- As in previous years, we have planned the Fireworks event in order to generate a surplus which can be used to support Ringwood Winter Wonderland which doesn't cover all of its costs. Even with this support, there should (depending on weather etc) be enough to also contribute to building up event reserves, to purchase 4 x tear drop event promotion flags with base and new sturdy gazebos to use at all events.
- It was agreed to commission 2 gazebos immediately and a further 2 in the New Year, funding dependent. There is a possibility to share costings for these with Carvers Clubhouse.
- It was agreed by the group that the ticket prices for Fireworks would increase from £2 to £2.50 per ticket for advanced ticket sales and from £4.00 to £5.00 for on the gate ticket sales. This will cover increased costs, some additional entertainment and still be affordable for families in the town.

ACTIONS:	1. The Event Manager to contact Chris Wilkins to see if the purchase of the marquees needs to go through the Policy & Finance committee.
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## **6. Ringwood Grand Fireworks**

The Event Manager reported that all was going to plan with the organisation of this event. It was agreed that the main area of concern was the need to recruit more younger volunteers to assist on the event day.

There was a discussion for a need to incentivise this opportunity. Ideas discussed were to present all young volunteers with a certificate to highlight their work at the event and/or to offer them free entry to the event if they are helping at set up/early evening shift. It was highlighted that there would need to be a minimum age of 16 if they were working on the entrance gate selling tickets.

The Event Manager has been looking at entertainment options that families can enjoy FOC before the first fireworks display. The group discussed the possibility of the Soft Play Bus that was on site at Carvers over the summer. Other suggestions included a Fire Breathing act and a Churches Together craft tent, that has been popular at previous events.

Stage act, Swing Unlimited have been booked for a slot at the event. It was noted that for next year we need to review the staging area and evaluate if the live music element is needed at the event.

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| ACTIONS: | <ol style="list-style-type: none"> <li>1. The Event Manager to send volunteer role description brief to the careers team at Ringwood School to appeal to the year 11 and sixth form students.</li> <li>2. This document also to be emailed to Cllr DeBoos and Cllr Windsor so they can follow up and recruit any young volunteers they had in mind.</li> <li>3. The Event Manager to investigate putting a social media post out appealing to young people to volunteer at the events.</li> <li>4. The Event Manager to approach the Soft Play Bus to check availability and Cllr Frederick to speak with Adam Skirton with regards to the craft tent.</li> </ol> |
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## **7. Ringwood Winter Wanderland**

Cllr Frederick confirmed that the Helter Skelter was a no go for this event. She has sourced some miniature steam engines to be on site with the miniature steam train ride offered at the Southampton Road end of the site.

The marquee for the Community Stall to be located in Market Place with a confirmed size of 12m x 4m.

It was agreed that as the fun fair was not going to be on site this year, there is a need for further animation in Market Place. Pedal Cars used in the Pedal Car Grand Prix will be on display for people to have a go on. Other suggestions included tables for food and drink to be consumed or an inflatable game/attraction.

The Event Manager confirmed that Steamship Circus have been booked to do walk arounds at the event. They have also offered an Illuminated Aerial Show for an additional cost of

£670. It was agreed that this could be utilised in Gateway Square as a replacement for the Reindeers, which generates a lot of complaints from Animal Rights groups.

It was agreed that after this meeting the group would go for a walk around town to discuss site layout and spacing for additional attractions on site.

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| ACTIONS: | <ol style="list-style-type: none"> <li>1. The Event Manager to approach Men Shed to create a Christmas façade for the front of the Marquee.</li> <li>2. Cllr Frederick to speak Adam Skirton with regards to providing an inflatable game at the event.</li> <li>3. The Event Manager to discuss booking Illuminated Aerial show at The Gateway with Steamship Circus.</li> </ol> |
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### **8. AOB**

Cllr Frederick highlighted that next year (Thurs 6<sup>th</sup> June) is the 80<sup>th</sup> Anniversary of D-Day. Steer from the Government is asking towns and villages to mark this by lighting a beacon at 9.15pm.

It was agreed that the Event Manager will invest in more Ringwood Town Council reusable pint glasses to be used over all events.

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| ACTIONS: | <ol style="list-style-type: none"> <li>1. The event sub-committee to explore ideas on how to acknowledge the 80<sup>th</sup> D-Day anniversary with the possibility of tying in with Armed Forces Day on Sat 29<sup>th</sup> June 2023.</li> </ol> |
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No further business to discuss.

There being no further business, the meeting concluded at 14:20

The next Event Sub-Committee meeting – 18<sup>th</sup> October 2023 at 1230

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

4 October 2023

### Footbridge at Poulner Lakes Public Open Space

#### 1. Introduction and reason for report

- 1.1 Ownership of the footbridge to the north of Poulner Lakes Public Open Space is uncertain. The footbridge requires maintenance and possible replacement, and decisions are needed on whether the Council should take responsibility for any of the works required.

#### 2. Background information and options

- 2.1 The Council was contacted in July by the Countryside Access Manager at HCC to advise that the access ramp to the north of the footbridge had collapsed and required repair.
- 2.2 After some investigation by officers, the following facts have been established:
- 2.2.1 The footbridge is located within Ellingham, Harbridge & Ibsley parish and outside of land in the ownership of Ringwood Town Council (see attached map).
- 2.2.2 The bridge was installed by local company Dean & Dyball (since taken over by Balfour Beatty) as a community project to celebrate their 30<sup>th</sup> anniversary in 2000. This was done as part of a larger project overseen by the Town Council.
- 2.3 Work to repair the access ramp to the north has not yet been carried out. The access ramp to the south is intact, although it would be advisable to replace both ramps at the same time. Contractors have been approached for quotations, but have reported that further works are needed, and particularly that the steel frame of the footbridge is deteriorating and will need replacing, and that the stream banks are eroding and need reinforcement. This however has not been verified by a qualified structural engineer. One quotation of £3,250 has been obtained to undertake a structural survey with an accompanying report and recommendations.
- 2.4 Neither HCC nor NFDC has funds available to effect immediate repairs. However, NFDC say "...it may be possible to consider future improvements to the walking routes in this area as part of a wider recreational mitigation scheme, including future bridge works." They suggest that "RTC commission a structural engineer inspection/survey to determine the condition of the bridge and the extent of any remedial works required to ensure that it is safe to use."

#### 3. Issue for decision and any recommendations

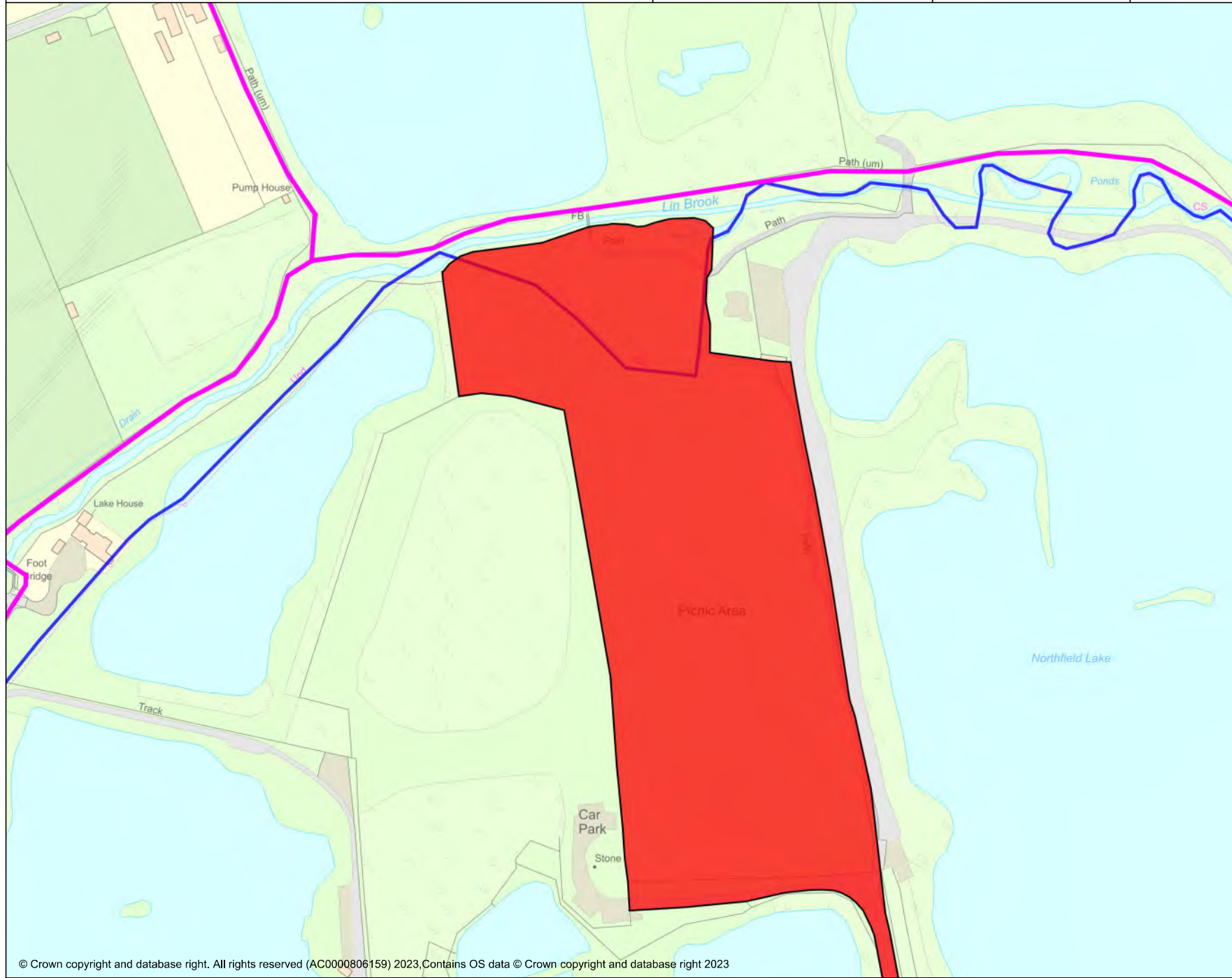
##### **Issue for decision:**

- 3.1 Should Ringwood Town Council take any responsibility for immediate repair work required and/or the future maintenance liability of the footbridge, given that it is outside the parish boundary?**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)



Parish

Rights of Way

ParishLand ●

FB - Footbridge D

## Current Projects Update

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No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC analysing survey work carried out in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. No other identified budget.
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
<b>Policy &amp; Finance Committee</b>						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF8	Bickerley legal title	Concluded (Commenced Dec 2020. Resolved Sept. 2023 expected imminently.)	The application has been dismissed by the Tribunal and cancelled by Land Registry. The issue of legal costs has been resolved. A fuller report will be given by the Town Clerk to the committee on 20th September.	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). Applicant was ordered to pay a contribution to the Council's legal costs.

PF10	Councillors' use of email	In progress (Commenced May 2022 and substantially completed in August 2023.)	Official email accounts for all councillors in post following the recent election have been rolled-out. Officers are helping members with a few teething problems.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.
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### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. The response to this second application for pre-application advice has been received and is being considered by officers.	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 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. The developer has been required to prepare the site for handover, which is expected imminently.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. A public consultation on this has now finished and responses are being evaluated.	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
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed

### Staffing Committee

None



## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	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
	Bus Shelters	Review of Council owned shelters		Added September 2023 (P/6200)			
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	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.	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
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
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
<b>Staffing Committee</b>				
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	