

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.

Held on Wednesday 4th May 2022 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Darren Loose (Vice Chair)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge (*from 7.08pm*)
Cllr Rae Frederick
Cllr Peter Kelleher (*from 7.01pm*)
Cllr Gloria O’Reilly
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Charmaine Bennett, Manager Carvers Clubhouse (*until 7.25pm*)
Cllr Jeremy Heron (*from 7.08pm*)

ABSENT: Cllr John Haywood
Cllr Tony Ring

OS/6155 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6156 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Haywood and Ring.

OS/6157 DECLARATIONS OF INTEREST

There were no declarations of interest.

Cllr Kelleher joined the meeting at 7.01pm

OS/6158 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 6th April 2022, having been circulated, be approved and signed as a correct record.



**OS/6159
CARVERS CLUBHOUSE**

The Manager reported things are going well at the centre. Two members of staff have moved on and there are new staff at the weekends who are settling in well. A number of young volunteers have come forward following an advert through Ringwood School, as the experience is suitable for their Duke of Edinburgh awards. The café has been quieter than it usually is, but is doing well for the time of year and footfall varies according to the weather. Group bookings are steady and there is not much capacity to take on any new hirers.

There are a number of building management issues and she provided detail in relation to the CCTV, front entrance door and fire door. There will be a closure of the Clubhouse for a few days to redecorate.

Cllr Edge and Cllr Heron joined the meeting at 7.08pm.

An activity day was organised at Easter, aimed at the 10-15 year age group and an estimated 300-400 people attended. There was positive feedback received on last year's Summer activities and some good suggestions, which will help shape this year's Summer programme. In addition, there will be access to football, table tennis, tennis and basketball seven days a week and a Skatepark competition on 19th August.

There had been a recent report of anti-social behaviour in the evenings and people are being encouraged to pass details on to the police. The Manager was working with the local Neighbourhood Policing Team and NFDC to hold on to CCTV footage.

The Manager was congratulated on the work invested in getting the Clubhouse moving in the right direction.

Carvers Working Party had met earlier in the day (4th May 2022) and the notes will be presented to the next Committee meeting.

RESOLVED: That the update in respect of Carvers Clubhouse be received.

ACTION C Bennett

**OS/6160
EVENTS MANAGEMENT**

Cllr Frederick presented the notes of the Events Management Sub-Committee meeting on 26th April 2022 (*Report A*) and indicated all was in hand for the Queens Platinum Jubilee Celebrations.

RESOLVED: That the notes of the meeting of the Events Management Sub-Committee on 26th April 2022 (*Annex A*) be received.

ACTION C Bennett

**OS/6161
PLATINUM CELEBRATION MEMORIAL TREE PROPOSAL**

Members considered and agreed, in principle, a proposal from 41 Club for the donation of a memorial tree. The Town Clerk suggested the war memorial gardens may be the preferred



location, with jubilee gardens as an alternative, and he would liaise further with 41 Club to finalise the details.

RESOLVED: That the offer from 41 Club to donate a memorial tree to celebrate the Platinum Jubilee be accepted, in principle, with the final location to be decided in consultation with the Town Clerk.

ACTION C Wilkins

OS/6162

MANAGEMENT OF BICKERLEY COMMON

Unauthorised Parking

The Town Clerk indicated, although the matter had been considered before, in view of repeated requests from a member of the public, he added it as an agenda item for Members to give special consideration to the point and to ascertain if they wanted to consider possible further measures to address unauthorised parking on the Bickerley.

The impact of the newly installed 'No Parking' signs had been limited. It would be up to the Council to prosecute, but there are difficulties in bringing that into effect. The practicalities of enforcing against unauthorised parking was discussed and was hard to see an effective remedy. The Police nor NFDC/HCC traffic wardens could issue tickets, as it's privately owned land and in order for the Council to do this would involve some arrangement with DVLA for the disclosure of car owners' details.

Members were asked to indicate how important addressing this was to the Council, given that it would involve a great deal of staff time and effort. Costly legal advice would need to be sought which would never be recoverable. It was noted that complaints had been made by two members of the public and this prompted the Committee to question how much of an issue there was.

On balance and seeking to serve the interests of the whole community, Members agreed that there was a limit to what the Council could do. It had taken the matter seriously and sought to address the issue reasonably and practically, within the resources of the Council. It was decided that no more action be taken in respect of unauthorised parking on the Bickerley, at this time.

Strimming on the Bickerley

The Town Clerk explained that the grounds team had been unable to maintain areas of the Bickerley for a while, due to the water main works, which had now largely been removed. This had now resumed, however they were experiencing difficulties cutting the long grass around the dragon's teeth. Where they are in close proximity to the cars, the powerful petrol trimmers cannot be used, as there is no way of checking that there would be no damage from stones, etc.

He invited Members to consider whether to leave the grass, trim it or use weedkiller, although environmental issues surrounding the use of weedkiller were acknowledged. In the longer term, there would be a plan to move towards electric trimmers, but a solution was needed in the shorter term.

Observations and suggestions were put forward including referring the matter to the REAL Working Party for further expert consideration. This was agreed. In the meantime, it was decided that strimming should continue around the dragon's teeth (but not necessarily to ground level) and advance notice should be given when strimming will take place, so that anyone parking in the area is aware and parks at their own risk.



- RESOLVED:** 1) That no further action be taken in respect of unauthorised parking on the Bickerley at this time;
2) That strimming around the dragon's teeth on the Bickerley resume and advance notice being given in the vicinity of the parking bays; and
3) That the REAL Working Party consider alternative solutions to strimming around the dragon's teeth at it's meeting on 6th May 2022.

ACTION C Wilkins

OS/6163

PROJECTS (current and proposed)

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

Members were asked to consider whether the emerging projects should remain as aspirations of this Committee. It was agreed that Brockey Sands was unviable and there were unlikely to be resources to pursue enhancements to Poulner Lakes (separate to NFDC looped path scheme) or land at Folly Farm, given the Councils other priorities and projects.

- RESOLVED:** 1) That the update in respect of projects be noted (*Annex C*); and
2) That Poulner Lakes, Brockey Sands and land at Folly Farm be removed from the proposed/emerging projects update.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8pm.

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

RECEIVED
25h May 2022

APPROVED
1st June 2022

TOWN MAYOR

COMMITTEE CHAIRMAN



Events Management Sub-Committee

Notes of meeting held on Tuesday 26th April 2022 at 3pm on Zoom

Present: Cllr Rae Frederick (Chair)
Cllr Jeremy Heron
Cllr Andy Briers
Cllr Philip Day (*Due to other commitments Cllr Day only attended part of the meeting*).

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

1. Apologies for Absence

No Apologies

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 22 March 2022

RESOLVED: That the minutes of the meeting held on 22 March 2022 having been circulated, be approved, and signed as a correct record.

4. Queen's Jubilee Celebrations

Event Management Report submitted before the sub-event committee meeting (**see Annex A**).

Event Management Plan and Risk Assessment for the Lighting of the Beacon event on 2nd June, submitted to the committee to approve (**see Annex B & C**).

The Event Manager went through details for the Lighting of the Beacon event on 2nd June. She informed the group that herself and Cllr Day went for a site visit to the church and advised that there was a lot of detail to take into consideration, hence the need for the plan and risk assessment.

Key points agreed:

- Scaffolding to be assembled to clamp the beacon into place. The Event Manger will ask the scaffolding company to carry equipment needed up to the location of the Beacon and will request that that grounds team assemble the equipment prior to this.
- There is a need for two fire marshals to attend when the Beacon is lit and for an hour after this. The Event Manager requested assistance from Event Sub-Committee members to find suitable fire marshals. *Action agreed below.*

The Event Manager highlighted the need for the current Mayor to narrate at the event, welcoming people and introducing the Piper/Bugler/Choir etc.

The Event Manager asked the committee if they thought there was a need to write to residents in the area detailing the event to avoid minimal traffic and car movement in the area. *Action agreed below.*

The Event Manager will liaise with the Grounds Team for the benches and bike racks to be removed from Market Place and put metal barriers out on the day before the event (Wed 1st June).

The Event Sub-Committee approved the event plan and risk assessment for the Lightening of the Beacon Event.

The Event Manager moved on to discussions regarding the second Jubilee event – **Party in the Park on Sunday 5th June.**

Highlighted that there will be an online programme available for this event that will be accessed via a QR code at the gate. There was a request for someone to write some introduction text for this. *Action agreed below.*

With regards to marketing for the event, the Event Manager confirmed that The Furlong Shopping Centre have agreed that a banner can be installed on the fence by Waitrose. It was agreed by sub- committee members to take up this offer with a celebration banner, directing them to the events page on the website for more info, using similar design to poster already created. *Action agreed below.*

Sub-committee members also agreed that there was a need to purchase a full-page advert for Party in the Park in the next edition of the Ringwood & Fordingbridge news using the poster artwork already created. *Action agreed below.*

The Event Manager highlighted that a Compere was needed for this event and future events in Ringwood. The ideal scenario would be to have a bank of compares available to call upon. *Action agreed below.*

Also looking to obtain historical images of Ringwood to showcase “Seven Decades of Ringwood” on the big screen. *Action agreed below.*

Following the Community Meeting for the event, Ringwood 3rd Scouts approached the Event Manager to have a small gazebo on site with a fire pit and cooking base. They also wanted a small static display to showcase Scouting memorabilia. After a short discussion it was agreed, taking into consideration fire safety issues, that the best place for this activity could perhaps be in the same area as the Punch & Judy tent when they have finished their shows. There will also a Tug of War competition between local schools being organised by Adam Skirton of Poulner Baptist Church.

Discussions also took place with regards to having a conversation with voluntary organisations – Rotary Club of Ringwood, Ringwood Men’s Shed and Ringwood Carnival to state that the Jubilee event is non-profit making so there will be no donations available to the organisations. Thought it would be best to have this conversation before the event.

The Event Manager asked the group if anyone was willing to run a Pimms Stall at the event, as this is usually organised and run by Councillors. *Action agreed below.*

The Event Manager asked for an update on Sponsorship for the event. *Action agreed below.*

The Event Manager to deal with Bins for site and First Aid. Currently no response from St Johns Ambulance. *Action agreed below.*

“Reusable Glass Process at Events” report submitted to committee (Annex D). The event manager went through the report and process for this.

Key points made:

- All returned glasses should be kept in a secure area.
- Good opportunity to make profit on this for re-investment into the scheme and great to be able to show the environmental impact from initiatives like this.
- As we want people to return the glasses it was suggested that the return point/deposits back area should be by the bar rather than at the exit gate.
- The Event Manager has approached the Town Clerk and Finance Manager to request a float so the deposits back process is smooth.
- It was noted that the sponsor company for this scheme should receive some good recognition for this at the event and in the lead up.

The final item discussed on this Agenda Item was donations on the gate. Cllr Frederick suggested that we do not advertise a suggested donation amount and leave it opened ended in the hope that people are more generous. If asked the suggested amount is £2 per adult.

It was highlighted that 50% of donations will go towards event running costs and 50% goes to selected charities. *Action agreed below.*

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| <p>ACTIONS:</p> | <ol style="list-style-type: none"> 1. Cllr Heron to try and source two volunteer fire marshals to attend the Beacon of Light event. 2. The Event Manager to co-ordinate a letter to residents regarding the Beacon of Light event details and requests to them. 3. The Event Manager to liaise with the grounds team regarding getting the site ready on Wed 1st June, in preparation for Beacon of Light event. 4. Cllr Frederick and Cllr Ring to test the wrap around tree Christmas lights prior to the event. 5. The Event Manager to co-ordinate with the leader of the choir to check their preparations are going to plan. 6. Cllr Frederick to write Introduction text for programme and pass onto the Event Manager. 7. The Event Manager to purchase a banner for the Furlong site and co-ordinate advertising in the Ringwood & Fordingbridge news. 8. Members of the committee to send any suggestions for Comperes over to Rae to co-ordinate. 9. Cllr Frederick to approach Memories of Ringwood Facebook page to see if they can provide historical images for the big screen. |
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10. The Event Manager to send big screen spec details to Cllr Frederick to co-ordinate images on screen.
11. The Event Manager to liaise with Ringwood 3rd Scouts for suitable location for their activities.
12. The Event Manager to arrange an informal meeting with Reps from the Rotary Club, Men's Shed and Ringwood Carnival to go through jobs on the day and have discussion regarding the fact there are no donations to organisation available for this event.
13. The Event Manager to continue to try and contact a rep from the Round Table with regards to logistics of the event.
14. Cllr Heron to speak with Cllr Day (after he had to leave the meeting) with regards to the logistics and timings for running a Pimms stall. He will also ask Cllr Day his advice on what fees to charge the Fairground operators on the day if we are looking for a maximum of five rides and asking them to keep the costs low to the members of public attending.
15. The Event Manager to order bins from commercial company for the event.
16. The Event Manager to chase St Johns Ambulance re first aid cover. If no success she will approach other companies.
17. Local charities Spiral Blue, Stable Family Home Trust and Ringwood United Charities were put forward to receive a contribution from donations received at the event. Cllr Frederick will take this recommendation to the next Recreation, Leisure and Open Spaces meeting for approval.

5. Ringwood Grand Fireworks

No updates to report in this meeting.

6. Remembrance Day Parade

No updates to report in this meeting.

7. Ringwood Winter Wanderland

The Event Manager confirmed that 50% of capacity for stalls has been booked and anticipating being fully booked by September.

It is hopeful that there will be a local produce area at the event in collaboration with New Forest Marque.

8. Any Other Business

<p>ACTIONS: 1. The Event Manager to arrange weekly informal meetings for members of the sub-committee to attend in the run up to the Jubilee events. These will be on a Tuesday at the London Tavern 18:30.</p>
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There being no further business, the meeting concluded at 16:18.

The next Event Sub-Committee meeting is scheduled for Tuesday 24th May at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	The scrutiny panel has met to review the project budget, timeline and risk register. All funding other than Football Foundation grant has been confirmed. FF grant application due for decision in April.	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	Strategy-on-a-page approach approved at meeting on 30 March. Meeting arranged after Annual Assembly to discuss initial ideas.	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 stream clearance to be scheduled for 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	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	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. Now at preliminary design stage.	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						
PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only

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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 to have new arrangements fully in place by Sept. 2022)	Worknest appointed. Revised policy and manual approved. Initial audit visit scheduled for 12 May.	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 any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
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 (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers 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 in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	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.

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.)	Cllr Briars has kindly produced some initial drawings which will be considered by Carvers Working Party when it meets on 4th May.	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.)	Officers are working with CDS to produce a detailed design for consideration by members.	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 under discussion	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	On hold awaiting officer availability		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 were ordered in March 2022.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	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)	Registers have been scanned. Digital map is in the late stages of preparation.	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).

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RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals have been received and will be considered at next meeting.	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).
RLOS20	Detached youth outreach work	In progress	The work trial agreed in February 2020 has concluded. A report will be presented to the Carvers Working Party when it meets next.	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Revised budget of £9,500 (originally £5,500). £3,109.80 spent to date.
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 ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and will be ordered shortly.	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

None at present

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Proposed/Emerging Projects Update

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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							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Judged to be unviable. Written report to follow.	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
Staffing Committee							
	Re-grading of staff posts	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Cost of independent consultant support being researched	Initial appraisal		

Closed Projects Report

No.	Name	Description	Outcome	Notes
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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)

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

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