

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

Held on Wednesday 7<sup>th</sup> September 2022 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Gloria O'Reilly  
Cllr Glenys Turner

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

ABSENT: Cllr Philip Day  
Cllr Peter Kelleher  
Cllr Darren Loose

## OS/6184 PUBLIC PARTICIPATION

There were no members of the public present.

## OS/6185 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Day, Kelleher and Loose.

## OS/6186 DECLARATIONS OF INTEREST

There were none.

## OS/6187 MINUTES OF THE PREVIOUS MEETING

**RESOLVED:** That the minutes of the meeting held on 6<sup>th</sup> July 2022, having been circulated, be approved and signed as a correct record.

## OS/6188 EVENTS MANAGEMENT

Cllr Frederick presented the notes of the Events Management sub-committee meeting on 26<sup>th</sup> July 2022.

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

<b>ACTION</b> C Bennett
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**OS/6189  
SMALL TOOLS BUDGET**

Members considered the Town Clerk's report and recommendation therein (*Report B*). He explained the situation regarding the stolen equipment further and that the Council's insurers would not cover the loss. A replacement hedge cutter had been purchased without delay and Members were now asked to recommend an increase to the small tools budget of £600.

The Grounds Manager was present and answered questions on normal work practices, the circumstances surrounding the theft, lessons learned and measures taken to prevent this happening in future. Members thanked him for his attendance and the additional detail given, had a better understanding of how the theft had occurred and agreed the way in which had been managed was appropriate.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That the small tools budget be increased by £600.

<b>ACTION</b> R Fitzgerald
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**OS/6190  
CEMETERY DEVELOPMENT**

Members considered the Town Clerk's report (*Annex C*). The design for the columbarium had been included as an addendum to the report and the technical drawing included photographs of a similar installation elsewhere. The concept, dimensions and shape would be the same, but the colour proposed for the wall at Ringwood Cemetery would be more sensitive to its character and in keeping with local stone, which is darker and more grey. There may be a possibility of re-using some of the failing wall it is replacing and it is proposed that the white areas shown would be slate.

The columbarium would provide 45 stone niches either side of the wall (90 in total) with a bed either side for planting. He indicated this would meet the need for interment of ashes for the next few years and there were other small areas of the cemetery which could be considered for similar treatment in the future.

When the design is finalised, further planning and financial modelling will be required. In respect of funding, a budget of £25,000 has been allocated to this project and a discussion followed on how the shortfall of £6,000 would be met.

**RESOLVED:** That the refined design concept form the basis of further project planning and the increase in project costs be accepted.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That the shortfall of £6,000 for the Columbarium project be funded from CIL receipts.

<b>ACTION</b> C Wilkins
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**OS/6191  
PROJECTS (current and proposed)**

Members considered the updated project report which had been circulated with the agenda (*Annex D*). The Town Clerk gave further update as follows:-

RLOS4- Grounds department shed replacement



Drawings were prepared to meet all needs of the grounds team and pre-application advice was sought from the planning authority. A detailed response highlighted a number of issues. The designs will be reviewed with those in mind and with non-essential requirements stripped out. In addition, further information will be provided on the decisions to eliminate alternative options, for example, the leasing of an industrial unit, when further pre-application advice is sought from NFDC probably in December, which would be a suitable time to discuss funding of the project from a budget planning perspective.

#### RLOS7 – Bowling Club lease

The Town Clerk explained that this project would sit better under the terms of the Policy and Finance Committee. The lease runs until April and a new lease will be granted for the existing site only. Due to the pandemic, the bowls club expansion plans have slowed and there remains a lot of planning and fundraising to do.

#### RLOS8 – Ringwood Youth Club

There is a specific process to wind up the CIO and it is hoped that the Town Clerk will be able to have time to devote to this over the next few months.

#### RLOS10 – Waste bin replacement programme

Currently, in the second year of the rolling 3-year programme to replace waste bins. A second batch of bins have been delivered and will be installed when the grounds team work programme permits.

#### RLOS12 – Van replacement

This relates to the aspiration to replace the works van with a replacement electric vehicle. It is most likely this project will be progressed next year when office time permits.

#### RLOS 14 – Poulner Lakes waste licence

In order to dispense with the waste licence, issued by the Environment Agency, an elaborate procedure needs to be followed. The Town Clerk will assemble the information required, however the application may require specialist assessment on emissions by a consultant. A paper will possibly be ready to bring before the November meeting.

#### RLOS 16 – Town Safe

This was hoped to be a simple, inexpensive, community project to smarten up the Town Safe. However, due to its location in the conservation area and the 'Listed' status of the Church, the wall and the safe itself, it now appears to be a more complex project than originally envisaged and its achievability was questioned, given the Council's other priorities.

#### RLOS17 – New allotments site

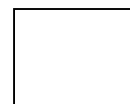
The Town Clerk has the transfer deed for sealing, however progress of the Land Registry documentation is awaited. This ensures the Council has its own vehicular right of way over the only access track to the allotment site. An update has been requested from the solicitors.

#### RLOS 18 – Cemetery map and registers digitalisation

The first phase of the project, which involved scanning of registers and creation of an electronic map, has been completed. A quote is being obtained for the next phase which requires a lot of data to be keyed into the software so the digital record is complete. The work could be completed by staff however specialists could do this much quicker. The Grounds Manager commented on the amount of work the Town Clerk put in and the Committee thanked him for this.

#### RLOS19 – Carvers Strategic Development

The Town Clerk and Cllr Frederick met with the landscape designer to agree terms and conditions and the process to be followed. A meeting of Carvers Working Party will be



arranged on site before he commences any design work. He will facilitate obtaining the topographical survey. A design sketch will form the basis for further discussion, before producing an initial draft of the masterplan for Carvers, before then proceeding to public consultation. In addition to looking at Carvers in isolation, the designer will look at the wider context and seek to create links to other areas of town. A topographical survey will also be arranged at an early stage.

RLOS21 – Poulner Lakes track maintenance

This project relates to general issues with track maintenance at Poulner Lakes. A formal lease has not yet been completed. NFDC designs for the site were considered a number of months ago, but there is no update from officers on any progress. The Town Clerk was minded to contact the Angling Club to review the lease and suggested it may be appropriate to put a lease in place to cover the temporary maintenance regime, until NFDC’s project emerges.

RLOS22 – Bickerley parking problem

‘No Parking’ signs have been put up on the Bickerley and some dragon’s teeth have been replaced, which have possibly had some effect. The decorative sign is to be installed in the next few weeks.

**RESOLVED:** That the update in respect of projects be noted.

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 8.12pm.

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

RECEIVED  
28<sup>th</sup> September 2022

APPROVED  
5<sup>th</sup> October 2022

TOWN MAYOR

COMMITTEE CHAIRMAN



## Events Management Sub-Committee

### Notes of meeting held on Tuesday 26<sup>th</sup> July 2022 at 3pm on Zoom

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

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

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

Cllr Andy Briers

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

No interests were declared.

#### **3. Minutes of the previous meeting – 28<sup>th</sup> June 2022**

**RESOLVED:** That the minutes of the meeting held on 28<sup>th</sup> June 2022 having been circulated, be approved, and signed as a correct record.

#### **4. Ringwood Winter Wanderland**

Winter Wanderland Planning Proposal submitted to the committee (*see Annex A*).

Before the Event Manager went through the document, Cllr Frederick pointed out that she felt we should be working together with Ringwood Business Association to make sure the Christmas event is as successful as possible. It was agreed that they would be added to the list of consultees when talking with community organisations and groups.

It was also agreed that the biggest impact is made when having one to one discussion with the local shop and business owners, which will also be actioned.

When going through the events planning document the following items were discussed:

**Overall Programme timings** – Following feedback the Event Manager proposed to move the light switch on forward by half an hour from 18:00 to 17:30. A discussion took place, and a few concerns were highlighted, including if there was enough time for families to visit the grotto, as one of the main attractions at the event and a shorter lead time for the market to operate.

The Event Sub-Committee recommended not to change timings this year and to monitor how a possible change next year could affect the stall holders and families attending the event.

**Grotto and Parade** – Discussions took place on how to sell tickets for the grotto including pros and cons for selling tickets in advance and in time slots. Main points that came out of the discussion were concerns that if tickets were sold in advance, they may sell out too quickly, additional work for the Gateway staff when selling the

tickets at the office and how to manage the time slots on the day. It was pointed out that if tickets were only sold on the day, would this cause another queuing problem?

The event sub-committee agreed that a time slot system on ticket sales would allow the grotto to run more smoothly and stated that a clear instruction would be given when purchasing the ticket, that customers must stick to their allotted time slot. Further discussion was needed to confirm if the tickets would be sold in advance or on the day.

Cllr Frederick raised the point of the possibility of needed two Santa's on shift during the event as the length of time required in the grotto and on the parade is long with no breaks.

The Event Sub-Committee agreed to increase the price of Santa's Grotto admission ticket to £4 from £3 per person.

It was also agreed that a member of the committee would speak to Café Velo in advance with regards to the volume of their festive music at the event, which made it difficult for Santa to hear the children.

Discussions took place regarding the daytime and evening parade. Cllr Day confirmed the horses would not be part of the parade in the evening and more than likely not available in the day as well. The Event Manager stated that they were looking at having the Roundtable vehicle with music and lights and the Chitty Chitty Bang Bang vehicle, which she thought would provide enough animation.

**Reindeer** – The Event Sub-Committee agreed to having the Reindeer on site at the event for 2022 but said location of the Reindeer would need to be considered as at the 2021 event the location was too tight and caused issues with movement of people.

**Stage** – The Event Manager asked the committee to offer suggestions for acts on the stage. A suggestion was to approach the community choir who attended the Jubilee Beacon event. The Event Committee supported re-booking the Michael Bubl  Tribute act used in 2021 as the headline act again this year.

**Road Closure** – The Event Sub-Committee agreed to the recommendations in the report and stated that further discussion was needed to iron out the details of road closures and communications with the public and local businesses affected by this.

**Southampton Road Activity** – Consideration will be made as to extending some activity into Southampton Road, during the event.

It was agreed that on the day of the event, each committee member would take a lead on a particular zone to ensure the smooth running of the event.

The budget for street entertainment was agreed by the sub-committee. The Event Manager confirmed that the Ringwood & Burley Band had been booked and she was liaising with local schools to look at performing at the event. Noted that when liaising with these groups we must make sure we ask them to specify any requirements for on the day, in advance so the event can run smoothly.

With regards to non-event activities, it was agreed to keep the window competition to the same format as last year and do a small print run of route maps for people to pick up at the Gateway.

It was agreed to not run the "Spot the Oddity" competition for 2022 as take up in 2021 was low.

It was agreed to commission an article in the local paper to promote Ringwood in December. There was also discussion about linking this with the message that the A31 roadworks would be finished by then with a completion date in November expected.

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| ACTIONS: | <ol style="list-style-type: none"> <li>1. The Event Manager to look further into selling grotto tickets in advance and report back to the group.</li> <li>2. Committee member to engage with a Men's Shed representative to see if they are happy to construct the Grotto this year.</li> <li>3. The Event Manager to talk to Lara and Charlie at The Furlong Centre regarding the possibility of having the Reindeer there. Also look at exploring the church yard as another possible location.</li> <li>4. The Event Manager to look at options for acts on the stage and book the professional acts.</li> <li>5. The Event Manager to submit Road Closure Application as early as possible for the event, ideally early September.</li> <li>6. The Event Manger to circulate the event plan with the sub-committee via email before the Road Closure Application goes in, and ready for approval at September's event sub-committee meeting.</li> <li>7. The Event Manger to speak to the fairground supplier to work out a stacking system in the car park to enable the rides and stalls to be positioned on site smoothly.</li> <li>8. Cllr Frederick and Cllr Ring to look at activity/attraction options for the Southampton Road area.</li> <li>9. Cllr Frederick to speak to the film maker used last year to discuss a film for 2022 to incorporate more about the destination as a whole in December and not just focus on the one-day event.</li> <li>10. Cllr Frederick to liaise with the Ringwood Business Association with regards to running an event in December to add to the Winter Wanderland offering.</li> </ol> |
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## **5. Event Sponsorship**

Sponsorship Package document submitted to the committee (**see Annex B**).

The sponsorship framework submitted by the Event Manger was discussed. Cllr Day questioned if we should be putting a cap on sponsorship as in the past businesses have paid a lot more than the proposed prices.

The sub-committee agreed to look at different options to move away from putting up banners around the town promoting event sponsors businesses in the lead up to the event.

Cllr Frederick commented that she would like to look at approaching the larger companies in Ringwood to see if they would contribute with sponsorship. She asked if the report and discussion could be put on hold so she could look at the approach for this in more detail.

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| ACTIONS: | <ol style="list-style-type: none"> <li>1. Cllr Frederick to research opportunities for event sponsorship and report back at the next committee meeting.</li> </ol> |
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## **6. Ringwood Grand Firework**

<p>ACTIONS:</p> <ol style="list-style-type: none"><li>1. Cllr Frederick to write to fairground operator to discuss logistics for this event.</li><li>2. Cllr Fredrick to arrange a meeting at The London Tavern with Cllr Day and Cllr Heron to discuss outstanding issues including glasses at the event, which can be discussed with the landlord at the meeting.</li></ol>
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## **7. Queen's Jubilee Celebrations**

No updates.

## **8. Remembrance Day Parade**

The Event Manager has asked that if any members of the committee see Rev'd Terry Roberts over the summer, to check event schedule for Remembrance in Ringwood.

The Event Committee agreed they are happy to offer organisational support to Terry for these events.

## **9. Any Other Business**

No further business to discuss.

There being no further business, the meeting concluded at 16:43.

The next Event Sub-Committee meeting is scheduled for Tuesday 27<sup>th</sup> September at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

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## RECREATION, LEISURE & OPEN SPACES COMMITTEE

7<sup>th</sup> September 2022

### Small Tools Budget

#### 1. Introduction and reason for report

- 1.1 Exceptional unplanned expenditure has been incurred to replace stolen tools as a result of which officers need members to review the budget for the purchase of small tools.

#### 2. Background information and options

- 2.1 On 28<sup>th</sup> July a long-reach hedge-trimmer and a leaf blower were stolen from a Council vehicle whilst it was parked in the car park at Poulner Infant School. The vehicle in question had no lockable compartment. The equipment was placed out of sight and only left unattended for about ten minutes.
- 2.2 The loss was notified to the Council's insurer but, after due consideration, it has declined to meet the claim, referring to the condition in the policy requiring that 'reasonable care' be taken to prevent such losses.
- 2.3 A long-reach hedge trimmer is needed urgently at this time of year to fulfil the Council's maintenance contract with the School and many other tasks. (Leaf blowers are less essential.) Research revealed that a battery-powered option would be only slightly more expensive but could not be supplied for several months. With considerable reluctance, officers concluded that there was no alternative to the immediate purchase of a replacement petrol-powered hedge trimmer at a cost of about £600. This has completely exhausted the budget for small tools purchase for the year. It is clearly foreseeable, though, that further purchases will be necessary.
- 2.4 Consideration was given to the possibility of disciplinary action against the members of staff involved. After due consideration, however, managers judged that the more appropriate response was to issue a formal managerial advisory about security of equipment including a warning that failure to heed this in future would result in disciplinary action.
- 2.5 Members are respectfully invited to recommend an increase in this budget of £600. This committee's recommendation would need to be considered by the Policy & Finance Committee.

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

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

- 3.1 Whether to recommend an increase of £600 in the budget for Small Tools Purchases this financial year as requested and recommended by officers?**

For further information, contact:

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

Kelvin Wentworth, Grounds Manager  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

7<sup>th</sup> September 2022

### Cemetery Development

#### 1. Introduction and reason for report

- 1.1 This project needs further discussion and decisions pursuant to the decisions made in 2021 about the columbarium wall concept (7<sup>th</sup> July 2021, minute ref. OS/6088) and project financial modelling (6<sup>th</sup> October 2021, minute ref. OS/6103).

#### 2. Background information and options

- 2.1 In consultation with officers, CDS Group has produced the drawing attached (as Annexe A) of a design for a wall-type structure, two of which would be built back-to-back in the location shown in Figure 1 below. This design would provide a total of 90 cineraries (or 'niches'). This is many fewer than the number on which previous calculations had been based but produces a more pleasing appearance to the structure than one which fills the available space with cineraries and virtually nothing else.
- 2.2 The length of the wall is rather constrained by the need to avoid damage to the roots of a large lime tree growing by the existing wall. In time, however, it would still be possible to extend the wall or build a similar structure nearby.
- 2.3 The full construction cost of this design has now been estimated at £28,800-30,600 (equivalent to £340-360 per 'niche'). A sum of £25,000 has previously been set aside in an earmarked reserve for this project. Decisions are now needed in principle on how the balance of the construction cost should be met (or whether, in light of altered circumstances, it might be better to fund the entire cost in other ways and release the funds in earmarked reserve back into general funds). This committee's recommendation would then need to be considered by the Policy & Finance Committee.
- 2.4 Subject to the decisions about design and funding, officers would next:
- plan a process and timetable for discussions with planning officers, procurement of the construction contract and the build process; and
  - prepare options for a charging structure for further consideration by members (with the default being whatever would come closest to sustaining current income as previously indicated by members).

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

##### Issues for decision:

- 3.1 Should the refined design concept form the basis of further project planning (and, if not, what changes do members wish to be made to it)? and**
- 3.2 What recommendation does the Committee wish to make regarding the funding of the anticipated construction cost?**

For further information, contact:

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

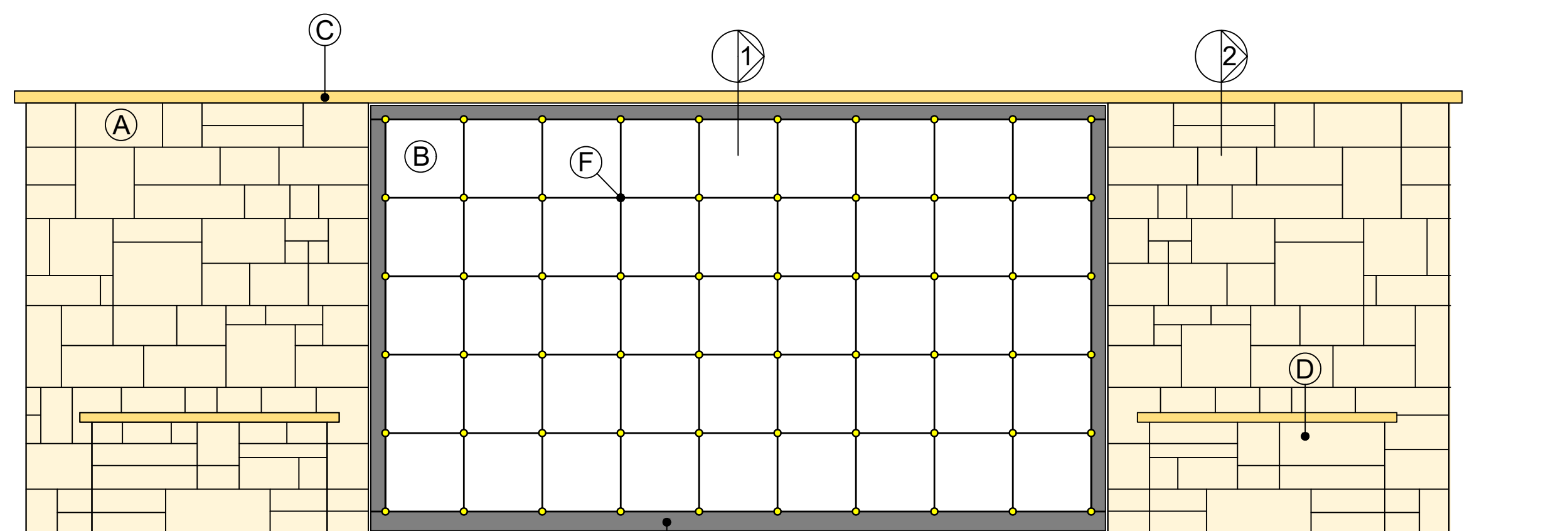
Kelvin Wentworth, Grounds Manager  
Direct Dial: 07918 615200  
Email: [kelvin.wentworth@ringwood.gov.uk](mailto:kelvin.wentworth@ringwood.gov.uk)



*Figure 1 – Proposed location of new columbarium wall*

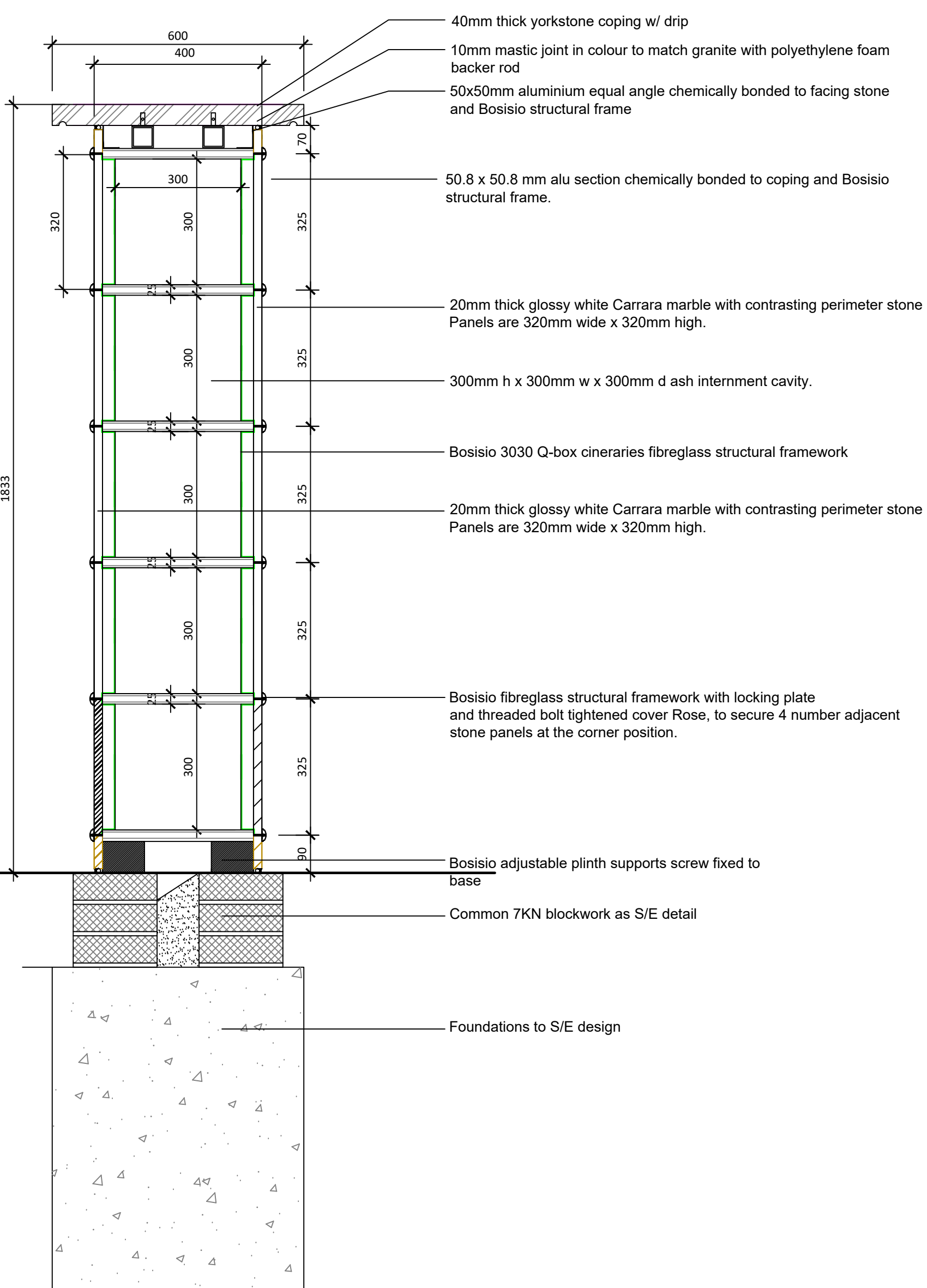


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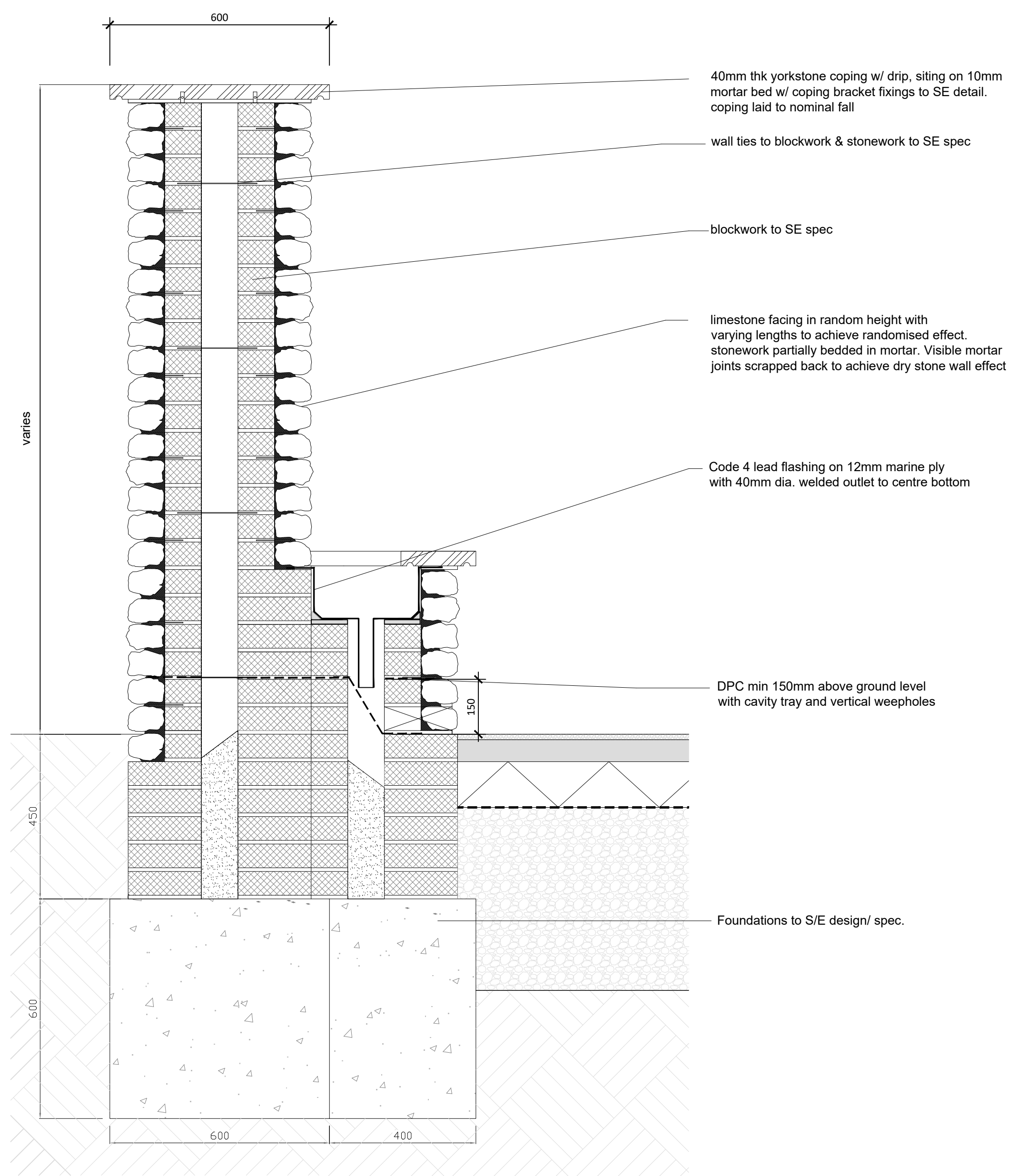


- (A) Limestone facing in random height with varying lengths to achieve randomised effect. Stonework partially bedded in mortar.
- (B) 20mm thick glossy white Carrara marble Panels are 320mm wide x 320mm high
- (C) 40mm thick yorkstone coping w/ drip
- (D) Raised flower display
- (E) Contrasting marble surround
- (F) Bosisio fibreglass structural framework with locking plate and threaded bolt tightened cover Rose, to secure 4 number adjacent stone panels at the corner position.

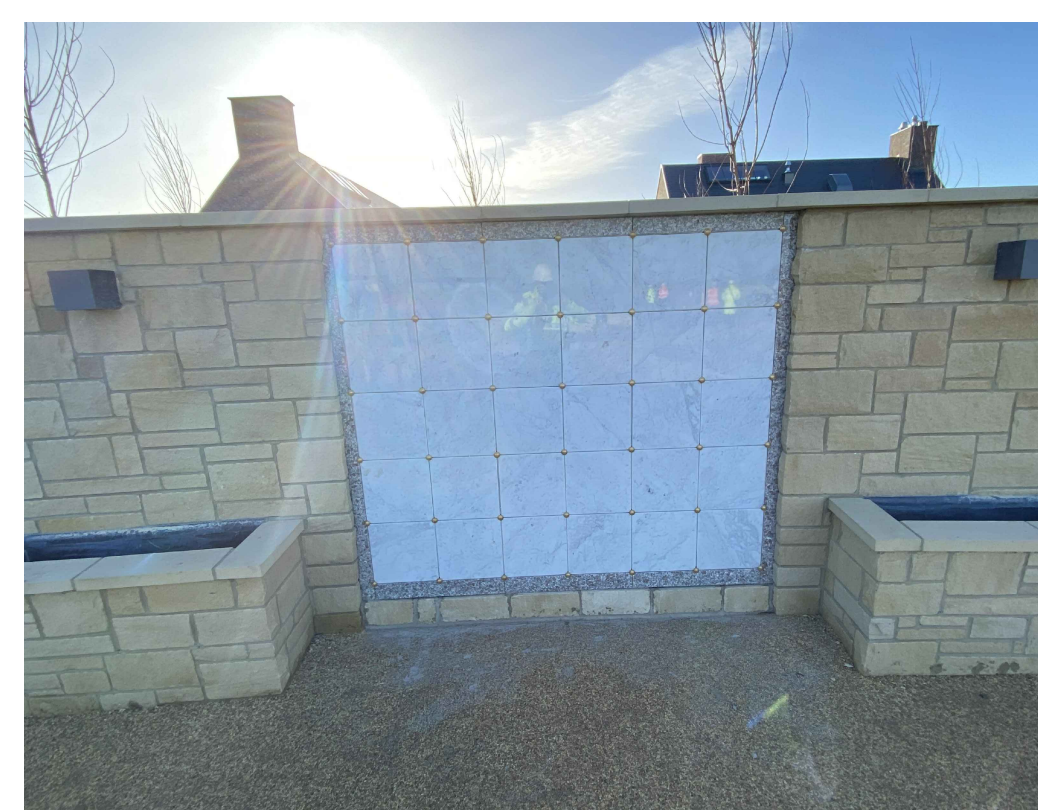
1 MEMORIAL WALL ELEVATION  
 10 Scale: 1:10 @ A1



2 WALL SECTION 1  
 10 Scale: 1:10 @ A1



3 WALL SECTION 2  
 10 Scale: 1:10 @ A1



Rev	Date	Description	By
CLIENT RINGWOOD COUNCIL;			
PROJECT RINGWOOD			
TITLE PROPOSED MEMORIAL WALL			
CDS			
	The CDS Group Building 51, Wrest Park Silsoe, Bedfordshire MK45 4HS		
	+44 (0)1525 864387 <a href="http://www.thecdsgroup.co.uk">www.thecdsgroup.co.uk</a>		
	Drawn by: AJM	Approved by: JS	Drawing Status: PRELIMINARY
Scale AS NOTED @ A1 Sheet 1 of 1		Date: MAY 2022	
Drawing: <b>RW-10</b>			



## Current Projects Update

D

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
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	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. Contracts are entering the mobilization phase.	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	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
<b>Planning Town &amp; Environment Committee</b>						
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 CL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out by end August and stream clearance scheduled for 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	Site visit held with NFDC & HCC on 10/08/2022 and Workshop now to be arranged to consider desires and opportunities in more detail.	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. Additional funds required to progress.	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 to have new arrangements fully in place by Sept. 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 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 version is now in use by officers	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 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 1st September)	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 complete by Oct. 2022)	The Council's IT support provider has advised on options and officers expect to present a full report to the committee meeting in September.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time.

### 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. Officers will present this at the committee meeting in September and invite members to comment on the design and consider the financial implications.	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 will be considered at the committee meeting on 21st September.	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 Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
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	
RLOS16	Town Safe	On hold awaiting officer availability. 2		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)	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 is starting work.	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 been purchased and will be installed in August.	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).	External consultants instructed. Staff consultations have been completed. Report and recommendation expected by end of September	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. Any changes will affect payroll budgets from April 2023.
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## 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
<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>				
<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	
<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.
<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
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
<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	