

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 2nd February 2022 at 7.00pm

PRESENT: Cllr Andy Briers (Chairman)
Cllr Darren Loose (Vice Chair)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O’Reilly
Cllr Tony Ring

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Meetings Administrator
Cllr Jeremy Heron

ABSENT: Cllr Glenys Turner

**OS/6133
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6134
APOLOGIES FOR ABSENCE**

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

**OS/6135
DECLARATIONS OF INTEREST**

There were no declarations of interest.

**OS/6136
MINUTES OF THE PREVIOUS MEETING**

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

**OS/6137
EVENTS MANAGEMENT**

Cllr Frederick presented the notes of the Event Management Sub-Committee meeting on 24th January. Event dates had been confirmed as follows:-

Sunday 5th June 2022 – Queens Jubilee celebration
Sunday 6th November 2022 – Fireworks event
Sunday 13th November 2022 – Remembrance Service
Sunday 27th November 2022 - Christmas market and lights switch-on

She added that the beacon for the Queens Jubilee will be on the top of the parish church and it's planned for the choir to sing the commemorative anthem. Action plans for the events are being put in place. The sub-committee will next meet on 1st March 2022.

RESOLVED: That the notes of the meeting of the Events Management Sub-Committee on 24th January 2022 (*Annex A*) be received.

ACTION C Bennett

OS/6138

POLICY FOR USE OF METAL DETECTORS ON COUNCIL-MANAGED LAND

Members considered the Town Clerk's report (*Annex B*), which was prompted by a request to use a metal detector on the Bickerley. It seeks to create a policy to guide officers and save individual requests from having to be brought before the Committee on each occasion. A brief discussion followed and proposals were agreed.

RESOLVED: 1) That the Council adopt a policy in respect of the use of metal detectors (on Council-managed land) for licensed use and for formal research only;
2) That any application received be considered on its own merits and, should a license be granted, conditional limitations and/or restrictions be imposed, subject to the specific detail of the research and use proposed.

ACTION C Wilkins

OS/6139

SIGN PROPOSAL FOR BICKERLEY

The Town Clerk presented his report (*Annex C*) and asked Members to consider the proposal in principle. If agreed, further details in relation to suitable materials, durability, design and costings would be obtained. He suggested that it could be funded from the infrastructure reserve or the CIL reserve.

Members were in favour of the signage proposed for the Bickerley, the suggested location and specification. It was noted that there would be ongoing maintenance and provision should be made to ensure funds were available to repair or replace in 10 years time.

RESOLVED: 1) That the sign proposal for the Bickerley be pursued further;
2) That officers agree the panel design with the designer and in consultation with other interested people, as they see appropriate; and
3) The project be funded from the CIL reserve.

ACTION C Wilkins



**OS/6140
PROJECTS (current and proposed)**

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

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 19.33pm.

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

RECEIVED
23rd February 2022

APPROVED
2nd March 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

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Events Management Sub-Committee

Notes of meeting held on Monday 24th January 2022 at 2pm on Zoom

Present: Cllr Philip Day
Cllr Rae Frederick
Cllr Jeremy Heron

In attendance: Charmaine Bennett, Events Manager
Christopher Wilkins, Town Clerk
Cllr Tony Ring

Absent: Cllr Andy Briers

1. Election of a Chairman

Cllr Rae Frederick was proposed by Cllr Day and seconded by Cllr Heron. There were no other nominations. Cllr Frederick was duly elected as Chairman of the Sub-Committee until the first meeting after the next Annual Meeting of the Council.

2. Apologies for Absence

Apologies for absence had been tendered by Cllr Briers and were accepted.

3. Declarations of interest

No interests were declared

4. Urgent Business

i. Programme of Events for 2022

The dates proposed by the Events Manager in her report circulated with the agenda and with these notes were agreed. It was further agreed that a decision on whether to include Fanfare in the Programme would be made at the next meeting and that Cllr Day would speak to his contacts at the Rotary Club in the meanwhile to ascertain their members' views about this event and the level of support likely to be needed from the Council if it proceeds.

ACTIONS: 1. Events Manager to maintain the Programme of Events for consideration at future meetings. 2. Cllr. Day to speak to Rotary contacts about Fanfare

ii. Review of Events Manager's job description

It was agreed to delegate this task to Cllr Frederick as Chairman.

ACTIONS: 1. Events Manager and Cllr. Frederick to undertake review and report back.
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iii. Firework Display contract procurement

It was agreed that the current supplier has provided an outstanding service and such good value for money that it is hard to envisage any alternative coming near to it. Nevertheless, the procurement proprieties ought to be observed and the Events Manager tasked to obtain at least two alternative estimates if practicable without undue trouble or chasing. If these reveal that the current supplier is clearly offering

best value, the Events Manager was authorised to conclude an agreement with them and simply report back on the outcome at a future meeting.

ACTIONS:	1. Cllr Day to provide contact details for alternative suppliers to Events Manager. 2. Events Manager to apply for estimates and proceed accordingly.
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5. Conduct of future business

It was agreed that, until further notice, the Sub-Committee will meet monthly on the fourth Tuesday of each month at 3pm via Zoom. Meeting agendas will address the business requiring attention event by event, so far as practicable. The Office Manager will make the necessary arrangements including the provision of clerical support by the Office Administrator.

ACTIONS:	1. Town Clerk will brief the Office Manager.
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6. Any other business

The Events Manager reported that grant funding from the County Council/County Councillor may be available (even up to (£5,000) for the Big Jubilee Lunch event but an application form needs to be completed and submitted within the next few days. It was agreed that she be authorised to do this.

The Events Manager also invited the sub-committee to consider settling key details of that event, especially the venue(s), so that more detailed preparation can proceed without delay. Members considered that the choice of venue is finely balanced given the competing considerations involved but agreed that the main Lunch event should be hosted at Carvers, with a possible funfair at the Bickerley. The possibility of looking into buying tables and chairs for events like this was considered but no decision was made.

ACTIONS:	1. The Events Manager will complete and submit the funding application. 2. Cllr Day will speak to showmen about the possibility of hosting an extended funfair over the bank holiday weekend and try to gauge their interest in being involved and the level of income it might generate.
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There being no further business, the meeting closed at 3.16pm

RECEIVED
2nd February 2022

APPROVED
22nd February 2022

COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Events Managements Sub-Committee

24th January 2022

Event Manager's Report

This report has been prepared to support items on the agenda and to provide an update on work of the Event Manager on this year's programme of events.

Item 4i) Programme of Events for 2022

1. Queens Platinum Jubilee: *Sunday 5th June* – community party as part of the 'Big Jubilee Lunch' and Thursday 2nd June- lighting of Platinum Jubilee Beacon (smaller 'event').
2. Ringwood Grand Fireworks: *Sunday 6th November* as the closest Sunday to 5th November and avoiding the Saturday so as to not clash with Poulner Junior School.
3. Remembrance Day Parade: *Sunday 13th November*
4. Ringwood Winter Wonderland: *Sunday 27th November*

Context: our preferred option was always to have first Sunday in December but in practice for the past 3 years it has been in November because the first Sunday has fallen later (6th December for example) and this means not maximising the benefit of the Christmas lights for the community and businesses. This year options would be Sunday 27th November or Sunday 4th December. The 27th gives the high street an extra week of lights but us one week less of organising in between fireworks and Christmas.

Prior to the ending of the event team last year, we had discussions which suggested a preference for Saturday as this might attract more shops to open etc. However, this year a lot more shops opened for us and Sunday is a day when footfall would otherwise be lower. Also need to consider impact on buses etc. A lot of our market stalls expect the Sunday so perhaps the benefit for a Saturday over Sunday has passed?

5. Fanfare (for Spring): a request has been put to RTC that we provide extensive events support to Fanfare (normally for Spring but a date has not been agreed as yet). With the addition of the Jubilee this year we should consider our internal capacity and resources to take on more events. At this inaugural meeting of the Events Sub-Committee we perhaps do not have the scope to discuss in full so it is suggested that we delay this discussion to the next meeting.

Recommendations: 1) It is recommended that members approve the dates presented in italics above for our major events this year

2) That a decision about providing event support for Fanfare for Spring be added to the next agenda of the Events Sub-Committee

Item 4iii) Fireworks 2022- Procurement of fireworks provider

Aurora Fireworks have provided our fireworks display certainly since 2018 if not before. We receive excellent feedback about the quality of the display. The price [REDACTED] includes 2 displays. One is a quiet display aimed at young children and those who do not enjoy the loud bangs. It is a very popular element of the event. We estimate that around 2000 people came just for that element in 2021. The second is a much more significant display lasting at least 15minutes and set to music.

The finance manager suggested in 2021 that we test the market in terms of price for the firework display. Our standing orders state:

“When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the budget manager shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the budget manager shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply. “

And financial regulations also state:

“When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be set out in a recommendation to the council...”

I have asked Aurora for an indicative price for a display in 2022 along the same lines as previous events. We were expecting a price increase in 2022 due to costs of importing the fireworks. However, we have received an email stating that even though their costs have increased substantially this year they can, as a valued client hold the price for 2022. This would again include a lower noise preshow and pyro musical. Also, they would help with the bonfire as previously.

Decision: Is the recommendation from this committee for the Event Manager (or another member of the committee) to test the market with other providers or to recommend to the council that we waive financial regulations in this case and continue with Aurora Fireworks?

AOB: Plans for the Queens Jubilee

To bring you up to speed with discussions and arrangements to date (in no particular order):

- Ringwood Roundtable are looking at the potential of running the Pedal Car Grand Prix on Saturday 4th June which would make for a wonderful weekend but perhaps may add to frustrations on local businesses and residents with two days of consecutive road closures. I have made an enquiry with NFDC about how they would consider this as well. *NB date has since been set for July.*
- Location is TBC- first choice for most in terms of location is Market Square, although there are those who feel that a ‘community picnic’ in a green open space would be an easier event to manage (no road closure, less security and stewarding, no disruption for businesses or buses etc) and perhaps more popular with families. Especially due to tables and chairs issues (see below)
- A screen is available, and we have booked one (no deposit paid). The screen would enable us to link up to events in London. I need to firm up what equipment we need alongside it
- I have asked Jay Cox to pencil us in which he has done (but not sure if or what we need him for as yet!)
- Ollie Angell is firming up a quote for AV
- We have pencilled in 6-8 portaloos. Will firm up the booking this month
- RACE are looking at options to plant some trees to commemorate the occasion, possibly one per class across the main schools in the area and also
- I did a considerable amount of work back in September/October to find tables and chairs that we can hire. None of our previous suppliers can help us (they have such demand for weddings that were postponed). The only positive quote I received was for £7k which I didn’t take further
- We have pencilled in Swing Unlimited and also Scarlet Swing. We need to firm times up with them. [REDACTED]

[REDACTED] Tony has suggested that we contact Harrison Perks at HP music for up and coming acts.

- There is potential for a small steam train which would make a great attraction for children
- Our general approach has been to plan to not ask our usual supporters for funding as sponsorship, to leave that for our regular events. Any income could come via vendors
The main source could be through a fun fair for 4 days on the Bickerley. We need to make sure we get a good amount of money for that – *Philip, could you find out from the Showman's Guild what this might be?*
- Carnival are happy to support and will lend us bunting
- Plastic free picnic- RACE and Adam Skirton have asked us if we would consider combining the two

For the next meeting I will prepare a draft programme that we can review and amend.

For further information please contact:

Charmaine Bennett, Events Manager

Charmaine.bennett@ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd February 2022

Policy for use of Metal Detectors on Council-managed land

1. Introduction and reason for report

A person has applied to the Council office for permission to use a metal detector on the Bickerley. At present, the Council has no policy about such requests. Members are invited therefore to agree a policy to guide officers' responses to this and any similar requests received in future.

2. Background information and options

- 2.1 The use of metal detectors is prohibited by law on some types of land (scheduled monuments and sites of special scientific interest, for example) but is otherwise generally permissible with the consent of the land-owner. Additional laws apply to the reporting of certain finds.
- 2.2 Legal considerations aside, the use of metal detectors and the resulting excavation of finds can cause both ecological and archaeological damage; harming eco-systems, disturbing habitats and impairing the archaeological value of finds by removing them from their context. For these reasons, those local authorities which have adopted a policy, tend to be quite restrictive in what they allow.
- 2.3 This Council's powers extend only to the land which it owns or controls but the policy options for these are:
 - 2.3.1 a total ban on use – the most cautious and restrictive but simplest option (and the one adopted by many councils). It avoids the risk of accidental complicity in the potential harms and saves staff from having to spend time investigating or licensing specific requests. However, it would be unpopular with the potential applicants and might lead some to resort to surreptitious unauthorised use (also known as 'nighthawking') that is completely uncontrolled and illegal but difficult to prevent.
 - 2.3.2 licensing use for formal research only – less restrictive than a total ban in theory but unlikely to differ much from one in practice
 - 2.3.3 licensing use by holders of written permits only – could be regarded as striking a fairer balance between environmental protection and individual freedom but would require officer time to prepare permit conditions and paperwork, investigate individual applications, etc.
 - 2.3.4 allowing unrestricted use – probably unwise.

3. Issues for decision and any recommendations

- 3.1 **Should the Council adopt a policy about the use of metal detectors on land which it owns or controls and, if so, what should that policy be?**
- 3.2 **If a policy of licensing use by written permit holders only is favoured are there any specific conditions which members wish to see imposed?**

For further information, contact:

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

RECREATION, LEISURE & OPEN SPACES COMMITTEE

2nd February 2022

Sign Proposal for the Bickerley

1. Introduction and reason for report

Whilst arranging new “No Parking” signs for the Bickerley, as previously discussed, officers have investigated the possibility of installing a more decorative sign to welcome visitors and convey information (including reinforcement of the parking ban).

2. Background information and options

- 2.1 At present there is nothing on the Bickerley to inform visitors or residents that it is a registered town or village green, or to give information about its history, features, bye-laws, etc.
- 2.2 A sign such as that shown in Figure 1 below could be installed beside the entrance at the junction of Bickerley Road and Kings Arms Lane. Assuming a panel size of A0, the cost for a sign of this type would be; FSC Oak frame and posts: £595, 3mm Premium panel – Powder-coated 3mm aluminium with a direct to substrate print and a graffiti & UV resistant coating over (life span 10 years+): £395 & panel design: £210 (total £1,200).
- 2.3 The costs cited are indicative only since other options for the frame, panel and design are available (powder-coated metal instead of timber frame, lower specification panel, etc.). Whatever the final cost, however, it could be funded from the infrastructure reserve, the CIL reserve or otherwise as members decide.

3. Issues for decision and any recommendations

3.1 **Should this possibility be pursued further?**

3.2 **If so:**

- **Are members content with the suggested location and specification or should alternatives be explored further?**
- **Should the panel design be left for officers to settle with the designer or do members wish to suggest an alternative process for finalizing it?**
- **How should the project be funded?**

For further information, contact:

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



Figure 1: Suggested type of sign

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	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. The total project cost is now clearer and funding arrangements are being discussed and finalized between the parties.	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	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
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 completed on 1 April. Annual stream clearance carried out by volunteers on 9 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	REAL WP recommend supporting free bus initiative currently being investigated. A further £1,000 has been put forward for inclusion in 2022/23 budget.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited on issues raised by councillors	Request by ClearChannel for RTC to licence the bus shelters in Meeting House Lane and the advertising on them	Town Clerk	No financial implications
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. Contraflow in place from 26 January 2022. 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)	In progress	Work on highway complete. Some work still required on Bickerley - land to be fully restored by SWW. Site compound remains in place at the southern end of Bickerley.	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	In progress	RTC carried out clearance on behalf of HCC so that the path was accessible through the summer, prior to surfacing. Work scheduled for early Spring for completion by Easter, subject to approval by Highway engineers.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Replacement Tree - Market Place	In progress	Tree stump has been ground out and replacement tree (Field Maple) will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
	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



PF1	Website renewal	In progress - nearing completion	Transition to the new site and hosting arrangements has completed. Site is being checked for errors and updated.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.
PF4	Review of governance documents	In progress	Revisions to Financial Regulations completed in September. Committee terms of reference and the Scheme of Delegation will be considered next.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
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	
PF6	Health & Safety Management Support	In progress	Worknest appointed. Revised policy and manual prepared for approval. Collating materials for initial review of documents and arrangements.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	
PF7	Financial Procedures Manual	In progress	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	
PF8	Bickerley legal title	In progress	Negotiations are ongoing. 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	
PF9	Greenways office leases	In progress	A schedule of condition has been prepared and heads of terms are now being discussed.	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	
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers has kindly produced some initial drawings which are being considered.	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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	An update on the columbarium proposal was given at the meeting on 6th October and further planning of the work is proceeding.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed. The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	
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	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	A final settlement has been agreed in principle and should be concluded this financial year.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
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		Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals are being sought.	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	
RLOS20	Detached youth outreach work	In progress	Work trial has concluded. A report is being prepared for consideration by Carvers Working Party in first instance	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Funded from agreed budget
RLOS21	Poulner Lakes track maintenance		Costs estimates for re-surfacing schemes obtained from two suppliers. Consulting officers at other councils about related mitigation schemes and possible funding.	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	"No Parking" signs and replacement timber for "dragon's teeth" have been ordered and will be installed shortly. Designs for a decorative sign are being arranged.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk
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Staffing Committee

No current projects

Proposed/Emerging Projects Update

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

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	

Policy & Finance Committee

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	
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