

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

Held on Wednesday 8th January 2025 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andy Briers (Chair)
Cllr Becci Windsor (Vice Chair)
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer
Cllr Glenys Turner

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

ABSENT:

OS/6425 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6426 APOLOGIES FOR ABSENCE

All members were present.

OS/6427 DECLARATIONS OF INTEREST

There were no declarations of interest.

OS/6428 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 4th December 2024, having been circulated, be approved and signed as a correct record.

OS/6429 CEMETERY MANAGEMENT

Members considered the Town Clerk's report (*Annex A*) and annexes, prepared by Cllr Day. The Town Clerk introduced the item and provided background information on matters relating to management of the cemetery which required their decisions.

Cllr Day, who has led on this aspect of the base budget review, provided further details on income and expenditure and how there could be possibilities to reverse the decline in cemetery income by looking at the services the Council offer. Following discussions with local funeral directors, to try and understand the current 'trends', he found that there is a move away from coffin burials in favour of cremations and 'direct' cremations and, therefore, there is an increase

in demand for disposing of ashes by way of interment or scattering. It was noted that space is running out in the cemetery's 'garden of rest', although an adjacent area has recently been allocated for this purpose. In addition, the Columbarium project had stalled when tender quotes received were way in excess of funding proposed, which meant there would be little prospect of recovering the investment to the extent required.

It was suggested and agreed that a Working Party be formed to consider cemetery development matters, such as, memorial opportunities, the location and design of new areas in the cemetery for interment and scattering of ashes and a garden of remembrance. It could propose priorities and timings, but would need to take into consideration that Hightown Road allotment site (which is to be incorporated into the cemetery) would not be vacated until later in the year.

Cllr Day explained it had been hard to compare like for like services with other authorities, but presented his findings on fees charged. A fee schedule had been prepared, which showed current fees, inflation linked increases and his alternative fee proposals.

There followed a discussion on the principle of charging quadruple fees for non-parishioners as there are local parishes, which do not have their own cemetery, and the feedback from funeral directors had been that this was excessive. It was suggested that an additional tier be added to the fees so that residents from two adjacent parishes (St. Leonard's and St. Ives and Ellingham, Harbridge and Ibsley) be charged double the parishioner rate, rather than quadruple.

Members were happy for the proposed alternative fees to be put forward to Policy and Finance Committee for approval. It was noted that the fees schedule does not include grave maintenance contracts and this detail would be added.

Members thanked those concerned for their efforts in providing this comprehensive review.

- RESOLVED:**
- 1) That the 'Columbarium project' be cancelled;
 - 2) That a new 'Garden of Remembrance' be created as a place for the scattering of ashes;
 - 3) That a new area for the interment of cremated remains be planned;
 - 4) That a Working Party be formed and Cllrs Day, Georgiou, Turner and Windsor be appointed; and
 - 5) That the proposed table of fees (including grave maintenance) be prepared.

- RECOMMENDED:**
- 1) That the revised table of cemetery fees be considered and approved and to take effect from 1st April 2025; and
 - 2) That the proposed change to the multiplier on parishioner / non-parishioner fees, to allow for the 'local parishes' of St. Leonard's and St. Ives Parish and Ellingham, Harbridge and Ibsley Parish to pay double fees (rather than quadruple), be approved with immediate effect.

ACTION C Wilkins

**OS/6430
PROJECTS (current and proposed)**

RLOS4 Grounds department sheds replacement – The Town Clerk reported that there had been a delay in submitting the planning application, whilst advice was sought on meeting the requirement in respect of bio-diversity net gain.

RESOLVED: That the updated projects report (*Annex E*) be received.



ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 8:15pm.

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

RECEIVED
29th January 2025

APPROVED
5th February 2025

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

8th January 2025

Cemetery Management

1. Introduction and reason for report

- 1.1. The base budget review authorised by the Policy & Finance Committee in January (see minute ref. F/6264) has included an examination of the cemetery budget led by Cllr. Day. That examination has raised several issues relating to the management of the cemetery requiring member decisions.

2. Background information and options

- 2.1 The expenditure side of the cemetery budget predominantly comprises staffing costs based on estimates of the proportion of time spent by individual staff members on cemetery maintenance or administration. Although it is worth reviewing these estimates periodically to ensure they give a fair indication of costs related to the cemetery, adjusting them doesn't cost or save the council anything; the total staff cost remains the same whether it is spent on the cemetery or something else. It is also clear that some of the other expenditure appearing in the cemetery budget properly relates to the operations of the grounds department as a whole and is therefore rather over-stated. However, re-coding this would, again, achieve no saving overall and the sums involved are relatively modest anyway. In conclusion, the cemetery expenditure budget is best regarded as a very rough estimate rather than a precise figure and a poor prospect for achieving savings for local taxpayers.
- 2.2 Cemetery income is largely derived from fees charged to users and falls into three main categories – fees for the sale of exclusive rights, interment fees and memorial approval fees. This income varies considerably from year to year and is therefore impossible to predict with any accuracy but has fallen well short of covering cemetery expenditure in recent years and the gap seems to be widening ever further over time.
- 2.3 The review therefore focused on possible scope to reverse the decline in income. This included consideration of the services and facilities offered as well as the amounts charged and how the table of fees and charges is structured. Several local undertakers were consulted about these questions.
- 2.4 Whilst different views were expressed (no doubt to some extent dictated by the commercial interests of the different providers), there was wide agreement that cremation (especially "direct" cremation – where the cremation is unattended by mourners and the cremated remains are offered back to relatives) is growing in popularity at the expense of coffin burial. It seems likely that this trend reflects cultural changes and financial pressures but whatever the reason, it is likely to affect future use of the cemetery. There was also consensus that demand for less formal methods of disposing of cremated remains (for example scattering in a "natural environment") is growing more rapidly than demand for small plots for burial under a memorial slab. Although the scattering of ashes in parts of the Cemetery has been provided for in the past, there is currently no facility for this (other than the scattering of ashes on a purchased grave).
- 2.5 There were indications that our fees are generally lower than equivalents elsewhere (but precise comparisons are difficult because different burial authorities charge fees in so many different ways) but research undertaken by Cllr Day strongly suggests that in some respects, our fees are significantly lower than the norm. (A comparison of cemetery fees will be circulated separately and made available at the meeting.)

- 2.6 However, the one big exception to this is the differential between the fees charged to parishioners and non-parishioners, which was universally reported to be much higher than that maintained by other local burial authorities – we charge non-parishioners four times the “standard fee” whereas the “norm” is a multiplier of two. The justification for charging more is simply that parishioners, through their Council tax effectively subsidise the cemetery whereas non-parishioners do not.
- 2.7 Views differed about the effect of this – some thought that families with strong Ringwood connections but whose (deceased) relatives had moved outside the Parish itself were not “price sensitive”. Others pointed out some of that the adjoining parishes did not have their own cemeteries; that people who had retired to places such as Ashley Heath (to name but one) very much regarded themselves as “Ringwoodians”. It is however unclear the extent to which the “multiplier” discourages their use of the cemetery.
- 2.8 The main conclusions of the budget review are therefore as follows:
- 2.8.1 Little or nothing is to be gained from trying to reduce expenditure;
 - 2.8.2 There may be scope to increase income by increasing some fees and by offering new services (especially those related to cremated remains) likely to be of wider interest;
 - 2.8.3 Reducing the differential between fees charged to parishioners and non-parishioners may be considered desirable on grounds of fairness but the effect on net income overall is unpredictable.
- 2.9 Plans for the memorial wall (columbarium) were considered as part of the review. It was noted that the tender for this generated a very disappointing outcome - in summary, the original budget was some £35k but costs are likely to be closer to £70k to provide 90 spaces. It was reported that Bournemouth Christchurch & Poole Council has a waiting list for its facility of this kind and that the Harbour View Crematorium is investing a not insignificant sum in developing such a facility but local undertakers thought demand here in Ringwood uncertain and possibly weak. The combination of greatly increased costs and uncertain demand suggests at very least that the risk associated with this project is higher than previously thought. The near universal opinion that demand is stronger for less formal methods of disposal of cremated remains and memorialisation strongly suggests that the Council would be wise to consider these a higher priority than a memorial wall not least because the “return on investment” is unlikely in even the longer term.
- 2.10 We also considered the current “Memorial Gardens” used for the internment of cremated remains. Sadly, the “new” Garden has not turned out as well as it might have done. The memorials are not evenly spaced or level and present something of a sorry sight. This part of the Cemetery is almost full but can, in the short term be extended to provide probably about another 3- or 4-years’ worth of use. Conversely, there is significant space available in the new part of the cemetery for more traditional graves (including that part now dedicated to Muslim graves that are differently orientated).
- 2.11 There is an opportunity to provide an area for the scattering of ashes within the current cemetery with perhaps the opportunity for the bereaved to have a tree dedicated to the deceased – there are already a number of these but maybe scope for more. Other cemeteries provide a facility such as a “Tree of Remembrance” from which “medals” are hung. Alternatively, we could provide a Column onto which memorial plaques could be attached, rather like the ones that are currently placed under the trees that have been planted “in Remembrance”.
- 2.12 Whether such an area is provided now or in the future (once the allotment area is vacated at the end of September 2025) is another issue.

- 2.13 In any event, consideration needs to be given to a new place for the interment of ashes (for those who do not wish to simply scatter the same). This would almost certainly need to be in the current allotment site but care will need to be taken to ensure that the design and build of the same (and enforcement of our regulations) are such that we do not replicate the shortcomings of the current “garden”.
- 2.14 It should perhaps be noted that large areas of the current Cemetery (in particular the “old part”) appear to be simply laid to grass. In fact, there are graves in the entire area and unless the Government changes the law on the re-use of grave spaces, these parts are simply not available for “re-use”.
3. Issues for decision and any recommendations
- 3.1 Whether the “Columbarium project” should be cancelled (Recommended).
- 3.2 Whether to look to create a new “Garden of Remembrance” as a place for the scattering of ashes (as opposed to the interment of ashes). (Recommended) and if so, whether to proceed now or to await the “reclaiming” of the allotments? (Recommended that we proceed now)
- 3.3 If the view is that 3.2 should be approved, to instruct officers to identify an appropriate location and to investigate costings and options for memorials; (Recommended but it is suggested that a Working Party be established to assist in this aspect)
- 3.4 Whether to plan for a new area for the interment of cremated remains (Recommended but to be within the “reclaimed” allotment land).
- 3.5 To review the table of cemetery fees (detailed proposals will be circulated as soon as possible and made available at the meeting) and, if practicable to agree new charges to take effect on 1st April 2025.
- 3.6 In any event, to decide whether to change the “multiplier” that is currently applied to non-parishioners and, if so, whether there should be a difference for “local parishes” and, if so, which ones? (Recommended but Members are invited to consider how far this should extend)

Note: The foregoing recommendations are those of Cllr. Day.

For further information, contact:

Christopher Wilkins, Town Clerk
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Email: chris.wilkins@ringwood.gov.uk

PROPOSED FEES 2025/6 AS PER Cllr DAY

Assume inflation rate of:

2.50% **This figure can be changed and will flow through below**

Item	Current fee	Inflation	Cllr Day proposal	Notes
Interment Fees	Parishioner			See Notes below regarding Non-Parishioners
Young child (under 7)	£52.50	£53.81	£0.00	There have been none for several years
Child (between 7 and 17)	£52.50	£53.81	£75.00	Our fees for this and others below are under the "going rate"
Person aged 18 and over	£315.00	£322.88	£400.00	
Burial of Ashes	£157.50	£161.44	£200.00	This would apply only to the existing Gardens of Rest
Scattering or Pouring of ashes (but note this only applies to existing graves and not "general" scattering)	£80.00	£82.00	£100.00	See above re our comparative fees
Purchase of Exclusive Rights of Burial in space for coffin burial for 30 years				
Child's grave (under 12 years)	£315.00	£322.88	£400.00	See above re our comparative fees
Earth grave age 12 or over	£630.00	£645.75	£750.00	See above re our comparative fees
Construction of Walled Grave or Vault (old section only)	£0.00	£0.00	£100.00	Currently no fee but all costs to be borne by applicant
Purchase of Exclusive Rights of Burial of Ashes for 30 years				
Single plot with one plot number	£165.00	£169.13	£200.00	
Double plot (with two consecutive numbers)	£325.00	£333.13	£380.00	
Note - a new memorial garden might permit double depth plots				To be considered
Renewal of Exclusive Rights of Burial for further 10 years				
Plot of any kind	£47.50	£48.69	£60.00	
Registration of Transfer of Exclusive Rights of Burial				
Voluntary assignments	£100.00	£102.50	£120.00	
Involuntary transfers (usually after death of last registered rights owner)	£0.00	£0.00	£100.00	This is contentious - it takes up a huge amount of officers' time
Miscellaneous charges				
Search of records	15 minutes free then £48 ph			Change to £55 per hour
Disinternment	£80.00	£100.00	£120.00	Applicant must pay all fees for relevant consents

FEES FOR APPROVAL OF MEMORIALS - PURCHASED GRAVES ONLY

Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave - Unconsecrated	£95.00	£97.38	£105.00	
As above - consecrated	£130.00	£133.25	£140.00	Includes faculty fee of £35 - check
Vase with name inscribed	£95.00	£97.38	£105.00	
Additional inscriptions	£47.50	£48.69	£50.00	
Photo plaque on headstone	£0.00	£0.00	£30.00	Not sure why this is free
Flat stone (where no room on an existing memorial for added inscription)	£95.00	£97.38	£120.00	
Memorials in either Garden of Rest for Purchased Cremation Plot				
Each single plot has a plot number	£95.00	£97.38	£110.00	
Each double plot has two consecutive plot numbers	£190.00	£194.75	£220.00	
Possible additional fees - not currently on the list?				
Memorial tree and plaque - tree to be charged at cost but planted by RTC	£355.00	£363.88	£500.00	Includes replacement if tree dies within 2 years and ongoing care

Future possible fees - new Garden of Rest for Cremated Remains

Single depth plot
Double depth plot
Headstone
Vase
Grave maintenance package fees

Notes

The current Rules provide (inter alia) as follows:

"A person who is or was ordinarily resident in the civil parish of Ringwood at the date of the application, or when they died, or at any time up to two years prior to their death shall be regarded as a parishioner"

"The Town Clerk may, after consulting the Chairman of the Recreation, Leisure and Open Spaces Committee, treat any person as a parishioner in respect of the fees to be paid in any circumstances where it is judged that this is fair and consistent with the Council's scheme of fees and charges (even if the conditions set out in regulation 1.5.2 above are not fully met)" The exercise of this discretion appears not to have caused any issues.

It is suggested that the charges relating to any person not fulfilling these criteria but who at the time of their death is normally resident in the parishes of the following

Ellingham, Harbridge and Ibsley

St Leonards and St Ives

A

What	Where	Amount	Comment
<p>ALL RTC FEES QUADRUPLED FOR NON-PARISHIONERS ALL NFDC FEES DOUBLED FOR NON-RESIDENTS MOST BCP FEES DOUBLED FOR NON-RESIDENTS EHDC USUALLY DOUBLE FOR NON-RESIDENTS DORSET/WEYMOUTH - DOUBLE FOR NON-RESIDENTS GILLINGHAM TOWN COUNCIL - DOUBLE FOR NON-RESIDENTS</p>			
<u>Cremated Remains</u>			
Scattering or pouring on grave	RTC	£80	Note - "general scattering" not offered
Interment	RTC	£158	
Scatter in Woodland unattended	Bournemouth Crematorium	Free	
Scatter in Woodland unattended	Poole Crematorium	Free	
Interment in grave	Bournemouth Crematorium	£241	No witnesses
Scatter with witness	Bournemouth Crematorium	£57	
Scatter with witness	Poole Crematorium	£57	
Interment in grave	Poole Crematorium	£114	No witnesses
Interment in grave witnessed	Poole Crematorium	£159	
Cremated Remains	NFDC	£385	Child - free
Cremated Remains	Weymouth Crem	£211	
Cremated Remains	Gillingham Town Council	£52	
<u>Burials - Bodies</u>			
Adult	RTC	£315	Note: The larger fees below may be due the inclusion of the grave-digging
Child	RTC	£53	This appears to be the same for coffins and uncoffined - does not include grave-digging
Traditional	Bournemouth Crematorium	£775	Additional charge for Saturday and service
Woodland	Bournemouth Crematorium	£690	
Single, double lawn or woodland	NFDC	£825	
Traditional kerbed section	NFDC	£1,050	
Burial chamber or uncoffined graves	NFDC	£1,950	
Burial	EHDC	£2,593	More for double depth
Child Burial	Gillingham Town Council	Free	
Adult	Gillingham Town Council	£114	
<u>Grave purchase</u>			
Child 30 years	RTC	£315	
Earth Grave	RTC	£630	Note - these would now be lawn graves?
Cremated remains 30 years single	RTC	£165	
Cremated remains 30 years double	RTC	£325	
Woodland	Bournemouth Crematorium	£680	All Bournemouth double for non-residents and 50 year lease - no pre-purchase
Lawn Grave	Bournemouth and Poole	£888	But up to £1,690 for for selected
Adult Grave	Bournemouth and Poole	£1,690	
Cremated remains 4ft	Bournemouth and Poole	£732	
Cremated remains 30 years	NFDC	£430	Woodland £550
Single, double lawn or woodland	NFDC	£1,055	£1,160 in Eling and Calshot
Traditional kerbed area	NFDC	£1,645	
Burial Plot	EHDC	£2,593	More for double depth
Ashes Plot	EHDC	£883	

Burial plot 30 years	Weymouth	£923	Note - no facility for burying bodies
Transfer of rights	RTC	£100	Non-parishoner £380 - seems inconsistent. Only applies to voluntary assignments between living persons.
Transfer	Bournemouth and Poole	£105	Could be less
Transfer	NFDC	£165	
Transfer	EHDC	£72	
Transfer	Wymouth/Dorset	£55	
<u>Memorial fees Burials</u>			
Headstones etc - all unconsecrated	RTC	£95	
Headstones etc - all consecrated	RTC	£130	
Traditional flat stone	Bournemouth and Poole	£328	
Traditional monument	Bournemouth and Poole	£310	Height restrictions apply
Headstone Lawn Grave	Bournemouth and Poole	£164	
Child's memorial - lawn	Bournemouth and Poole	Free	
Additional inscription	Bournemouth and Poole	£56	
Vase	RTC	£95	
Vase (not being part of memorial)	Bournemouth and Poole	£56	
Permission for memorial or amend	NFDC	£205	
Permission for memorial or amendwith kerbstone	NFDC	£410	
Permission for memorial	EHDC	£178	
permission for memorial	Weymouth/Dorset	£243	But only for graves bought pre 1/6/24
<u>Memorial fees Cremations</u>			
Single plot	RTC	£95	
Double plot	RTC	£190	
Headstone	Bournemouth and Poole	£112	
Kerbset	Bournemouth and Poole	£112	
Flat stone	Bournemouth and Poole	£112	
Vase	Bournemouth and Poole	£56	
Additional inscription	Bournemouth and Poole	£56	
Permission for memorial	EHDC	£178	
<u>Vaults</u>			
10 year lease	Bournemouth and Poole	£1,638	Extras for plaques and inscriptions
<u>Maintenance packages</u>			
Adult grave	RTC		Various packages are available
Adult grave	Bournemouth and Poole	£99	More if it includes plants twice a year
Child grave	Bournemouth and Poole	£50	More if it includes plants twice a year
Cremated remains grave	Bournemouth and Poole	£50	More if it includes plants twice a year



Others

Searches 1st 15 minues free then per hour

Searches Per 30 minutes

Use of memorial garden

Research fees per hour

RTC

Bournemouth and Poole

NFDC

NFDC

£48

£25

£120

£65

Minimum fee of £65

Current Projects Update

B

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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).
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	A report is being prepared for consideration at an upcoming meeting.	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.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The property will now be re-furnished so it can be re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
PF12	Base budget review	Commenced Feb. 2024	Expected to conclude shortly with a report to committee about the cemetery budget and management issues.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
Recreation, Leisure & Open Spaces Committee						

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have consulted neighbours on the latest design. Biodiversity net gain options are being investigated ahead of a planning application.	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 complete by December 2024.)	Cancellation of this project is likely to be recommended following the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers have consulted the Anglers' Association about the proposal and are working to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these at a meeting on 13th November.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers have placed an order and are arranging the installation with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Contribution of £750 offered by Ringwood Carnival Committee	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

B

Proposed/Emerging Projects Update

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

Closed Projects Report

B

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

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