

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

## SUMMONS

Dear Member

24<sup>th</sup> March 2022

You are hereby summoned to attend a meeting of the Town Council at the Forest Suite, Ringwood Gateway on 30<sup>th</sup> March 2022 at 7.00pm.



Mr C Wilkins  
Town Clerk

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## AGENDA

### 1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

### 2. To receive Apologies for Absence

### 3. To receive Declarations of Interest

### 4. To approve as a correct record the Minutes of the meeting on 23<sup>rd</sup> February 2022

### 5. To receive Minutes of Committees and approve recommendations contained therein:

Recreation, Leisure & Open Spaces

DATE :- 2<sup>nd</sup> March 2022

Planning, Town & Environment

DATE:- 4<sup>th</sup> March 2022

Staffing Committee

DATE:- 16<sup>th</sup> March 2022

Policy & Finance

DATE:- 23<sup>rd</sup> March 2022

(Recommendation: F/6016 Committee Terms of Reference – see separate agenda item)

### 6. COMMITTEE TERMS OF REFERENCE AND DELEGATED POWERS

To consider a recommendation from Policy and Finance Committee to adopt updated committee terms of reference (*F/6016 refers*) (*Report A*)

### 7. COUNCIL STRATEGY

To receive a verbal report from the Town Clerk, to consider a suitable form for a strategy document and to agree next steps in the development of a strategy

### 8. MEMBERS ALLOWANCES

To consider the Finance Manager's report (*Report B*)

**9. SPORTS DEVELOPMENT PROJECT AT LONG LANE**

To receive a report from Cllr Loose (the Council's representative on the Steering Group) or Cllr Briers (deputy) on project developments

**10.** To receive such communications as the Town Mayor may desire to lay before the Council(Councillors are reminded that no decision taking may take place as a result of this item)

**11.** To Receive Reports from Ringwood Town Councillors and Student Advisors (Councillors are reminded that no decision taking may take place as a result of this item)

**12.** To receive Reports from County and District Councillors (Councillors are reminded that no decision taking may take place as a result of this item)

**13.** Forthcoming Meetings – to note the following dates:

Planning, Town & Environment	10.00am	Friday 1 <sup>st</sup> April 2022
Recreation, Leisure & Open Spaces	7.00pm	Wednesday 6 <sup>th</sup> April 2022
Policy & Finance	7.00pm	Wednesday 20 <sup>th</sup> April 2022
Full Council	7.00pm	Wednesday 27 <sup>th</sup> April 2022

**14. PURCHASE OF LAND AT FORESTSIDE GARDENS**

To receive a verbal report from the Town Clerk and consider whether in principle to renew efforts to purchase the land

**15. EXCLUSION OF THE PRESS AND PUBLIC**

To consider exclusion of the press and public from the meeting, in accordance with the Public Bodies (Admission to Meetings) Act 1960, section 1(2), to transact business for which publicity would be prejudicial to the public interest by reason of its confidential nature

**16. PURCHASE OF LAND AT FORESTSIDE GARDENS**

To approve instructions to the Town Clerk if it is agreed to renew efforts to buy this land

If you would like further information on any of the agenda items, please contact Mr Chris Wilkins, Town Clerk, on 01425 484720 or [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Council Members:

Chairman: Cllr Tony Ring, Town Mayor  
Vice-Chairman: Cllr Philip Day, Deputy Mayor  
Cllr Andy Briers  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Jeremy Heron  
Cllr Peter Kelleher  
Cllr Darren Loose  
Cllr Gloria O'Reilly  
Cllr Steve Rippon-Swaine  
Cllr Derek Scott  
Cllr Glenys Turner

Student Advisors:

## RINGWOOD TOWN COUNCIL

### TERMS OF REFERENCE

#### PLANNING, TOWN AND ENVIRONMENT COMMITTEE

1. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
  - i) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall be referred by the Committee with its recommendations to the Council for determination.
  - ii) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
  - iii) Determination of the Council's response to any appeal against a planning decision by the District Council including the preparation of submissions to be made to an Inspector.
  - iv) Determination of any responses to be made by the Council in relation to applications for licenses issued by the District Council including those relating to entertainment premises, justices licenses, taxi and private hire licensing and street collections.
  - v) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall make recommendations to the Council.
  - vi) To be responsible for all matters relating to the provision and control of street lighting.
2. To advise the Council on its responses to be made in relation to:-
  - i) Hampshire structure plan.
  - ii) New Forest District local plan.
3. To advise Policy and Finance Committee on planning and environment issues in relation to the New Forest National Park and the Town Plan for Ringwood.

**RINGWOOD TOWN COUNCIL****PLANNING, TOWN AND ENVIRONMENT COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
  - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
  - a) Responding on behalf of the Council to all consultations on applications for development under Planning legislation, provided that where an application would have a significant effect on the character of the town such application shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
  - b) Determination of responses on behalf of the Council in respect of all applications relating to the preservation, felling or other works with respect to trees and tree preservation orders.
  - c) Determination of the Council's response to any appeal against a planning decision by the local planning authority including the preparation of submissions to be made to an Inspector.
  - d) Determination of any responses to be made by the Council in relation to applications for premises licenses issued by the District Council.
  - e) Acting as the consultee in respect all matters relating to the built environment, roads and highways, car parking, traffic management, footpaths, traffic regulations and bus shelters provided that where any proposals in relation to these matters would have a significant impact on the character of the town the Committee shall (where relevant deadlines for comments allow) be referred by the Committee with its recommendations to the Council for determination.
  - f) To be responsible for all matters relating to the provision and control of street lighting
  - g) Oversight of the preparation of any Neighbourhood Plan, Neighbourhood Development Order or any similar document or process which the Council may decide to approve, sponsor or undertake
  - h) Measures (whether taken by the Council or any other person or agency) to protect the built environment from flooding or mitigate the effects of flooding and oversight of any Flood Emergency Plan

- i) Acting as the consultee on planning, environment and management issues in relation to the New Forest National Park
- 3) The Committee shall also have the following subsidiary functions:
- a) To advise the Council on its response to climate change and other threats to the environment, the well-being of people in Ringwood or the town's economy.
  - b) To advise the Council on its responses to planning policy documents affecting the civil parish of Ringwood or any part of it and proposed by any competent authority.
  - c) To consider and make recommendations to the Policy & Finance Committee on the use of Community Infrastructure Levy (CIL) or other developer contributions received by the Council.

### **DELEGATED POWERS**

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve the submission of a comment or response in the name and on behalf of the Council to any relevant authority on any matter which falls to be considered or determined by the Committee within its terms of reference above;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
  - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
  - B. The CIL reserve shall not be considered as being within the Committee's remit in this context; and
  - C. In any single financial year commencing on 1<sup>st</sup> April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: *[date]*

**RINGWOOD TOWN COUNCIL****TERMS OF REFERENCE****RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

1. To undertake, within the overall policies and approved budgets of the Council, the following powers, duties and functions:-
  - i) Management, control and development of all playing fields, sports grounds, open spaces, play areas, skate parks and other leisure and recreational facilities.
  - ii) Management and control of the Council's statutory and non-statutory allotments.
  - iii) Management and control of the Cemetery and closed churchyard.
  - iv) Maintenance of public seats and bus shelters.
  - v) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other areas held by the Council on lease or license.
  - vi) Management of any fishing rights owned by the Council.
  - vii) Implementation of a recreational strategy for the town.
  - viii) Promotion of the provision of community buildings, including where appropriate, the allocation of grants.
  - ix) Protection of rights of way and public footpaths.
  - x) Recommending fees and charges to Policy and Finance Committee.
  - xi) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
  - xii) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.
2. To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
3. To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park and the Town Plan for Ringwood.
4. To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.
5. To undertake the Council's functions in relation to flooding and to liaise with other public bodies on flood prevention schemes and other initiatives.

**RINGWOOD TOWN COUNCIL****RECREATION, LEISURE AND OPEN SPACES COMMITTEE****TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
  - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
  - a) Management, control and development of all playing fields, sports grounds, town or village greens, public open spaces, play areas, skate parks and other leisure and recreational facilities (including the development and implementation of recreational strategies relating to them).
  - b) Management and control of the Council's statutory and non-statutory allotments.
  - c) Management and control of the Cemetery and closed churchyard.
  - d) Maintenance of public seats and bus shelters in the ownership of the Council.
  - e) Maintenance of flowerbeds, tubs, troughs and fence railing planters and any other public spaces owned by the Council or managed by it by virtue of any lease, licence or other arrangement.
  - f) Management of trees and tree safety on all sites owned or managed by the Council.
  - g) Maintenance of rights of way and public footpaths (insofar as this task is undertaken by Council staff in respect of land owned or managed by the Council, under the Parish Lengthsman Scheme or otherwise).
  - h) Management of the public services delivered from Carvers Clubhouse now or in future (but not including matters relating to the management of the building as a capital asset)
  - i) Management of such youth services as are provided by the Council from time to time
  - j) The programme of public events provided by the Council including oversight of their management, the town centre Christmas illuminations and any display tree or trees
  - k) Management of any fishing rights owned by the Council.
  - l) Recommending fees and charges relating to facilities or services within its remit to the Policy and Finance Committee.
  - m) Determination of any Tenders to be submitted for ground works and ground maintenance for other public bodies.
  - n) Determination of the Terms and Conditions, including the level of commuted payments, for the transfer of open space land to the Council.

- o) Monitoring the Council's inventory of vehicles, machinery and infrastructure and overseeing any plans for its replacement
- 3) The Committee shall also have the following subsidiary functions:
- a) To advise the Council on its recreational, open space, cemetery and allotment strategies and once adopted to implement those strategies.
  - b) To advise the Policy & Finance Committee on Recreation, Leisure and Open Spaces issues in relation to the New Forest National Park.
  - c) To advise the Council on Bye-laws with respect to open space and once adopted to ensure compliance with those Bye-laws.

## DELEGATED POWERS

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To agree on behalf of the Council changes to the Job Description and the Person Specification for the role of Events Manager (but not changes to the Terms and Conditions of the employment of any officer);
- ii. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- iii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers; and
- iv. To authorise on behalf of the Council the use of funds held in any earmarked reserve relating to a matter within its remit PROVIDED that:
  - A. "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment; and
  - B. In any single financial year commencing on 1<sup>st</sup> April no more than 50% of the reserve balance at the start of that year may be used.

Approved on: *[date]*



## RINGWOOD TOWN COUNCIL

### TERMS OF REFERENCE

#### POLICY AND FINANCE COMMITTEE

1. To advise the Council on its Corporate Policies and Strategies.
2. To advise the Council on the budget proposals of all Committees and the level of the precept to be levied each year.
3. To be responsible for all aspects of the financial administration of the Council including arrangements for preparation of the accounts, audit of accounts and for ensuring preparation of, and compliance with, the Council's financial regulations.
4. To advise the Council on the level of allowances to be payable to Councillors.
5. To be responsible for authorising legal proceedings in relation to contentious matters, subject to the likely costs associated therewith being included within the Council's budget.
6. To advise the Council on responses to be made to:-
  - i) New Forest District Council corporate plans and policies.
  - ii) The strategy for the New Forest.
  - iii) The New Forest National Park.
  - iv) The structure of Local Government, including proposals for Regional Government.
  - v) Hampshire County Council's corporate plans and policies.
  - vi) All other consultation documents where responsibility for responding is not otherwise allocated to another Committee.
7. To advise the Council on Community Awards.
8. To be responsible for advising the Council on Standing Orders in respect to the Conduct of Meetings, Code of Conduct for members and all similar documentation relating to the overall administration of the Council's affairs.
9. To undertake within the overall policies and approved budgets of the Council the following duties and functions:-
  - i) Determination of applications for grant aid submitted to the Council.
  - ii) Determination of fees and charges for services provided by the Council.
  - iii) Determination of subscriptions to be paid by the Council.

Cont'd/...

- iv) All matters relating to the preparation of the Council's accounts and the implementation of appropriate audit procedures.
  - v) Maintenance and development of IT facilities for the Council including the development of the Council's web-site.
  - vi) Development of the Council's public relations and its interface with the community.
  - vii) All matters relating to Ringwood Festival and Carnival Committees.
  - viii) Management and development of CCTV.
  - ix) Management and development of markets, including the Farmers Markets.
10. To exercise all the powers, duties and functions of the Council and of any Committee where in the interest of the town, it is essential for decisions to be taken notwithstanding the fact that ordinarily the matter would have been referred to another Committee or Council for determination.

**RINGWOOD TOWN COUNCIL**  
**POLICY AND FINANCE COMMITTEE**

**TERMS OF REFERENCE**

- 1) The primary purpose of the Committee is to exercise on behalf of the Council all its powers, duties and functions with regard to the matters listed in paragraph 2 below. In exercising this function, the Committee shall:
  - a) be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - b) supervise the work of relevant officers and hold them to account.
- 2) The matters within the Committee's remit are the following: -
  - a) Advising the Council on the budget proposals of all committees and the level of the precept required for each year
  - b) Monitoring income and expenditure against budget and, when deemed necessary, either making recommendations to the Council for or approving any or all of the following:
    - i) revisions to budget figures;
    - ii) virements between budget headings;
    - iii) transfers to or from reserves.
  - c) Overseeing all other aspects of the financial administration of the Council including arrangements for the preparation of accounts, audit of accounts, it's system of financial controls and their effectiveness, the management of financial risk, banking arrangements, investments and treasury management and the preparation of and compliance with the Council's Financial Regulations.
  - d) Overseeing the Council's formal policies, Standing Orders, strategies and governance documents, undertaking periodic reviews of these and, when deemed necessary, either making recommendations to the Council for or approving changes to them.
  - e) Advising the Council on the level of allowances to be payable to Councillors
  - f) Overseeing all Council business of a legal nature including:
    - i) the acquisition or disposal of any freehold or leasehold interests in land;
    - ii) the granting or acquisition of any licences for the occupation of land (whether for the purposes of holding a fair, market or event of any kind or otherwise);
    - iii) the conduct of any dispute, claim or proceedings of any kind.
  - g) Overseeing the management of the Council's assets (save for those included within the remit of any other committee) and the Council's insurance needs and arrangements
  - h) Managing the Council's Grant Aid scheme

- i) Reviewing the Council's scale of fees and charges annually (or at such other intervals as are thought fit) and determining changes to these
- j) Reviewing the Council's subscriptions annually (or at such other intervals as are thought fit) and determining renewals or cancellations of them
- k) Reviewing the Council's contracts, service level agreements and other legal arrangements with other parties annually (or at such other intervals as are thought fit) and, where necessary and practicable, giving guidance or directions about their variation, termination or renewal
- l) Advising the Council on responses to be made to any plans, policies or strategies proposed or published by New Forest District Council, New Forest National Park Authority, Hampshire County Council, the Local Government Boundary Commission for England or any other competent authority where such response has been requested or is appropriate having regard to the powers and functions of the Council
- m) Overseeing the management of the Council's office functions including the Information Service, IT hardware and software, the Council's website and official social media accounts, data protection policies and arrangements, publication scheme and freedom of information responsibilities.
- n) The exercise of any other power, duty or function of the Council that may lawfully be delegated to a committee, where this is judged to be in the interests of the town and necessary without delay, notwithstanding the fact that ordinarily the matter would have been referred to another committee or the Council for determination.

## **DELEGATED POWERS**

The following powers are delegated to the Committee to enable it to discharge its functions:

- i. To give any instruction, direction or guidance relating to any matter within its remit to any officer which the Council could lawfully have given and which is either consistent with the delegation of powers to officers or has been requested by the officer concerned;
- ii. To approve on behalf of the Council any contractual or expenditure commitment for a matter within its remit that is within approved budgets and not inconsistent with decisions delegated to officers;
- iii. To authorise on behalf of the Council the use of funds held in any earmarked reserve PROVIDED that "use" in this context shall include spending funds, committing funds to future expenditure or putting funds at risk of being called upon to meet a contractual or expenditure commitment;
- iv. To revise the Council's budget or approve a virement between budget headings;
- v. To approve changes to any Council policy, governance or strategy document (except Standing Orders or Financial Regulations);
- vi. To approve the initiation of any legal proceedings in the name of the Council or any steps in connection therewith; and

- vii. To authorise the execution of any deed, agreement, notice or other instrument on behalf of the Council.

Approved on: *[date]*

DRAFT

**REPORT TO FULL COUNCIL – 30<sup>th</sup> March 2022**  
**MEMBERS ALLOWANCES**

**1. BACKGROUND**

- 1.1 New Forest District Council have increased their basic members allowances by 1.75 % from the 1<sup>st</sup> of April 2021 in line with the National Local Government pay award. This has an impact on the recommended basic allowance paid to members of Town and Parish Councils within the District.

**2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS**

- 2.1 For 2020/21 and for the year to date, Ringwood Town Council paid a basic members allowance of £769.60 per annum. Currently twelve members are in receipt of the allowance.
- 2.2 The District Council have just announced that their allowance is now £6,718 per annum and the recommended allowance for this Council is 12.5% of the District Council allowance, or £839.75. This would represent an increase of 9.1%.
- 2.3 The Town Council does not have to accept the increase, and need not adhere strictly to it, but 'must have regard to' the recommendations of the Independent Remuneration Panel when setting any allowance it has chosen to pay.
- 2.4 If the full increase is applied, spend will increase by £841.80 in 2021/22 which would exceed the revised budget. The budget was based on a more modest increase in line with the predicted pay award for staff. Note that this will also exceed the approved budget for next year before any 2022/23 increase is applied.
- 2.5 An increase of 1.75%, in line with the increase awarded to staff, would increase total costs by £162 per year and bring the basic allowance up to £783.07 per annum, which is within the current budget provision and will allow a further modest increase in 2022/23.

**3. Recommendations**

- 3.1 It is recommended that the members allowance be increased by 1.75% per annum in line with the pay award granted to officers.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)