

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

26th February 2026

A meeting of the above Committee will be held on **Wednesday 4th March 2026** at 7.00pm in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mrs C Bennett
Town Clerk

AGENDA

	<u>Time estimate</u>
1. PUBLIC PARTICIPATION There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
2. APOLOGIES FOR ABSENCE	1 minute
3. DECLARATIONS OF INTEREST	1 minute
4. MINUTES OF THE PREVIOUS MEETING To approve as a correct record the minutes of the meetings held on 4 th February 2026	1 minute
5. FORMER CRICKET PAVILLION – PROPOSED USE BY MEN’S SHED To consider the Town Clerk’s report and options therein (<i>Report A</i>)	15 minutes
6. EVENTS MANAGEMENT SUB-COMMITTEE To receive the notes of the meeting on 24 th February 2026 and consider possible recommendations (<i>Report B</i>) – <i>to follow</i>	5 minutes
7. PROJECTS (current and proposed) To consider the officers’ report (<i>Report C</i>), receive any verbal updates and agree next steps where necessary	5 minutes
8. COMMUNICATIONS Members to decide on items requiring publicity and to confirm a spokesperson if required.	2 minutes

If you would like further information on any of the agenda items, please contact Charmaine Bennett, Town Clerk on (01425) 484720 or email Charmaine.bennett@ringwood.gov.uk.

Committee Members

Cllr Andrew Briers (Chair)
Cllr James Swyer (Vice Chair)
Cllr Luke Dadford
Cllr Philip Day (ex-officio)
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr Rae Frederick (ex-officio)
Cllr John Haywood
Cllr Peter Kelleher
Cllr Glenys Turner

Officers

Charmaine Bennett, Town Clerk
Nicola Vodden, Office Manager

Copied by e-mail to other Members for information

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

4 March 2026

Former Cricket Pavilion – Proposed Use by Ringwood Men’s Shed

1. Purpose of Report

- 1.1. To seek Members’ direction on whether to agree in principle to grant occupation of the former cricket pavilion at Carvers Recreation Ground to Ringwood Men’s Shed and, if so, to provide guidance on the key parameters for a draft agreement.

2. Background

- 2.1. At the previous meeting, representatives of Ringwood Men’s Shed asked whether the Council had any suitable land or buildings available for use as new premises.
- 2.2. Members agreed that officers should explore potential options and report back on feasibility and implications, without commitment.
- 2.3. Ringwood Men’s Shed has since confirmed that the former cricket pavilion at Carvers Recreation Ground would meet their needs, subject to formal agreement.
- 2.4. No alternative Council-owned sites have been identified as available or suitable.
- 2.5. Initial planning advice has been sought from New Forest District Council. The pavilion is designated for sports use and a change of use may be required. Confirmation is awaited. Any agreement would be conditional upon planning compliance.

3. Benefits

3.1. Community Wellbeing

Ringwood Men’s Shed is an established community organisation that delivers community value through structured, skills-based activity and peer engagement.

3.2. Activation of an Underused Asset

The pavilion is currently underutilised and generates no rental income. Regular occupation would increase activity, provide informal oversight and reduce risks associated with vacancy.

3.3. Potential Building Improvements

The group has indicated willingness and practical capability to improve both internal and external elements of the building, subject to Council consent. This may enhance the asset in ways other groups may not be able to support.

3.4. Strategic Fit – Carvers Recreation Ground

The Carvers Masterplan promotes multi-generational use of the site. Current facilities primarily serve younger users. A Men’s Shed would broaden age diversity and strengthen the site’s community function.

4. Risks and Constraints

4.1. Loss of Operational Flexibility

Granting occupation would remove the option of using the pavilion for Council storage, including during construction of a new grounds shed. Temporary container hire is estimated at approximately £11 per week and could mitigate this if required.

4.2. Building Condition and Maintenance

Occupation will increase day-to-day wear. However, vacant buildings may deteriorate through lack of ventilation and oversight. The overall maintenance impact will depend on lease terms and the allocation of repair responsibilities.

4.3. Planning Position

Use may require confirmation of compliance or a formal change of use application. Any agreement must be conditional upon securing appropriate planning clearance.

4.4. Asset Flexibility

A lease of five years (or similar) would limit the Council’s ability to repurpose the building during that term, unless a break clause is included.

4.5. **Residential Amenity**

Nearby residents may raise noise considerations. Appropriate safeguards relating to hours of operation and avoidance of nuisance would be required.

4.6. **Repair Responsibilities**

The building should be handed over in a documented condition, with clear allocation of responsibility for structure, services and internal maintenance.

4.7. **Officer Resource**

Progressing this proposal will require officer time for drafting Heads of Terms, legal documentation, condition recording and ongoing monitoring. While similar work would arise under any future use, occupation would bring this forward.

4.8. **Security of Tenure and Viability**

If the charity intends to apply for grant funding, a meaningful lease term is likely to be required to support financial viability.

4.9. **Financial Approach**

Members will need to determine whether rent should be community, nominal or peppercorn.

5. **Key Decision Points**

5.1. If Members are minded to proceed, direction is required on:

- Lease term
- Rent level
- Allocation of repair responsibilities
- Planning conditionality
- Inclusion of break clauses
- Any parking or operational limitations

5.2. A draft Heads of Terms framework is attached at Annex A for consideration. Any formal lease would be referred to Policy and Finance Committee for approval prior to completion.

6. **Options**

Members are invited to resolve one of the following:

A. Do not proceed.

B. Agree in principle to grant occupation, subject to planning compliance, and instruct officers to prepare draft Heads of Terms based on Annex A (with any amendments as directed).

C. Agree in principle to proceed and provide alternative direction on preferred terms.

7. **Recommendation**

That Members determine whether to agree in principle to grant occupation of the former cricket pavilion to Ringwood Men's Shed and, if so, provide direction on key lease parameters to enable preparation of a draft agreement for future consideration.

Further Information

For further information relating to this report, please contact:

Charmaine Bennett, Town Clerk, charmaine.bennett@ringwood.gov.uk

Proposed Heads of Terms (Draft for Member Steer)

Parties

Ringwood Town Council (“the Council”) and Ringwood Men’s Shed (“the Charity”).

Property

Former cricket pavilion, Carvers Recreation Ground, as shown edged red on the attached plan (TBA).

Permitted Use

Operation of a Men’s Shed for community-based DIY, repair and social activity, and for no other purpose without the prior written consent of the Council.

The Charity shall not cause nuisance or disturbance to neighbouring occupiers and shall comply with any planning or environmental health requirements relating to noise or hours of operation.

Planning

Any agreement to be conditional upon confirmation that the proposed use complies with planning requirements or the receipt of any necessary planning consent.

Term

5 years from commencement date.

Security of Tenure

Lease to be contracted out of the Landlord and Tenant Act 1954.

Rent

Community rent of £[X] per annum (or peppercorn if Members prefer), payable annually in advance.

Condition at Commencement

The parties will agree a brief schedule of condition (including photographs) prior to commencement to record the state of the building.

Insurance

The Council to insure the building and recharge the premium proportionately (if Members so resolve).

The Charity to maintain public liability insurance of not less than £5 million and insure its own contents and equipment.

Utilities

The Charity to pay utilities directly where separately metered, or a fixed contribution to be agreed.

Alterations, Repair and Services

The Charity shall be responsible for internal repairs, decoration and day-to-day maintenance.

The Council shall retain responsibility for structural and external elements of the building (including roof, walls and windows) and fixed building services (including plumbing and electrical installations), subject to confirmation of condition at commencement.

No structural alterations shall be permitted.

Minor internal works may be undertaken with the prior written consent of the Council (such consent not to be unreasonably withheld).

Any external alterations, including painting, signage, or changes to the appearance of the building, shall require the prior written consent of the Council (such consent not to be unreasonably withheld).

The Charity may propose externally funded improvements to the building, subject to prior written consent and compliance with planning and building regulations. Unless otherwise agreed, approved improvements shall become part of the building.

Assignment / Subletting

Prohibited without prior written consent of the Council.

Compliance and Health & Safety

The Charity shall be responsible for compliance with all health and safety legislation relating to its occupation and activities within the premises, including risk assessments and safe use of equipment.

The Council shall retain responsibility for statutory compliance relating to retained structural elements and building services.

Parking

No general parking rights are granted. Parking shall be limited to deliveries and collections only, with provision for disabled parking to be considered and agreed separately (TBC).

Break Clause

Either party may terminate on 6 months' written notice.

Conditions Precedent

Evidence of insurance, constitution, trustee details and financial viability to be provided prior to completion.

Legal Costs

Each party to bear its own legal costs.

DRAFT

Events Management Sub-Committee

Notes of meeting held on Tuesday 24th February 2026 at 12.30pm, at The Gateway.

Present:

Cllr Rae Frederick (Chair)

Cllr Mary DeBoos

Cllr James Swyer

In attendance:

Charly Keith – Clubhouse and Events Manager

1. Apologies for Absence

Cllr Glenys Turner

Cllr Phillip Day

Ebony Hooper – Clubhouse and Events Assistant

2. Declarations of interest

No interests were declared.

3. Resignation of Chair

Cllr Frederick stood down as Chair of the Sub-Committee temporarily due to external factors.

RESOLVED: Cllr Mary DeBoos was nominated and seconded as Chair. Given that two members of the Sub-Committee were unavailable, should anyone else wish to stand as Chair, they are invited to raise this at the next meeting.

4. Minutes of the previous meeting – 21st January 2026

RESOLVED: That the minutes of the meeting held on 21st January 2026 having been circulated, approved, and signed as a correct record.

5. Discuss updates for the 800th Market Charter Anniversary

i) Layout and stage requirements

- One of the entertainers have offered the use of a lorry with a stage and are happy for this to be used more widely.
- Discussed other entertainment including maypole, country dancing and Morris dancing.
- The Forest Forge ‘Act Your Age’ participants are providing a piece focusing on conversations that would have taken place at the market.

ii) Budget review

- Discussed the budget and were confident all is within the suggested budget outlined and approved in the annual budgetary process.

iv) Update on Culture in Common projects

- Cllrs Frederick and DeBoos have walked the route of the story trail. A writer and illustrator have been appointed and will be visiting schools to co-create the content. Intention is for it to be finished by late May/early June.
- NFDC to put illustrations in empty shop windows.
- CiC to work with market stallholders to design and create flags which will be used in the run-up to the event.
- They will provide two 45-min acts that will be performed, likely to be in-front of the stage.
- They are working on an installation of 800 Things, in this instance gloves, to reflect a heritage trade of the town. Various local businesses have offered to provide drop-off points.

v) Volunteer roles on the day

- Rotary have offered support and ideas for their role were discussed.
- Alternative quotes for security provision have been sought. CK to proceed with best provider.
- All councillors encouraged to contact CK with their availability and likely roles.

vi) Update on market stalls, Town Crier competition, funfair and auction

- CK is working with local vendors to secure a balance of produce that complement each other.
- Carnival to run a bar, tea/coffee and ice cream vendors to be approached.
- Chris Connaughton has offered to act as town crier and to mentor children from local primary schools as mini town criers.
- Funfair will be on the Bickerley and likely to be held on Saturday and Sunday to maximise opportunity.
- Cllr DeBoos has created a spreadsheet for auction lots and all are invited to help source them.
- Discussed merchandise and decided to proceed with pens, coasters, glasses, enamel badges and calendars for retail, in addition to children's items for giveaways.
- Discussed the potential of a face painter or balloon animals.

Actions:

1. Cllr Frederick to approach local primary schools about the town crier opportunity.
2. Cllr Frederick to approach Poulner Players and RMDS about costumes and involvement.
3. Charly Keith to approach Liberty's Owl & Raptor Centre about involvement.
4. Cllr DeBoos to proceed with merchandising.
5. Cllr Day to source stocks, as per previous meeting.

There being no further business, the meeting concluded at 14:19

**Recreation, Leisure and Open Spaces
Project Oversight Report**

1. Introduction and reason for report

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate report is required for decision-making.

2. Background

The project planner is updated weekly by officers and forms part of the Council's wider arrangements for project oversight and governance. Projects are reported by exception, with operational delivery managed by officers under existing delegations.

3. Scope of report

This report includes projects within the remit of this Committee only. Projects governed through other Committees are reported separately and are not included here.

Project title	Purpose/intended outcome	Status	Progress update	Key risks/issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery lead	Financial position
Grounds Department Sheds Replacement	To replace the Grounds team's sub-standard workshop, garaging, office and storage facilities with a fit-for-purpose building, improving operational efficiency, health and safety, and long-term asset resilience.	In progress	Planning permission for a new Grounds Department building has been granted. The project is now at a transition point between feasibility and delivery planning.	Financial: Construction and professional costs. Governance: Delivery arrangements have not yet been agreed, which may affect pace and oversight.	Agreement to transfer routine project oversight to the Policy & Finance Committee, ahead of a subsequent proposal on delivery governance.	Note- to receive next steps and options in due course.	Town Clerk		Proposed budget of £10,000 for next stage
The 800th Anniversary of the Market Charter	To hold and or facilitate a series of events to mark the 800th Anniversary of Ringwood's Market Charter	In progress	Event Committee have agreed programme and activities for the event on 12 July. Sculpture can now be progressed to design stage.	Operational: time to deliver the project Reputational: need to keep partner organisations in the loop	Agreement of key principles in the event	Note- to receive the Event Committee updates and comment as and when reqd.	Town Clerk	Events Manager	Proposed £10,000 to be spent from event reserve
Waste Bin Review and Replacement Programme	To review the number, location, ownership and servicing arrangements of litter and dog-waste bins across the town, and to implement a revised, sustainable bin provision and replacement programme that reflects current operational responsibilities and service constraints.	Review completed	The initial review phase has now been completed and revised servicing arrangements are in place. Waste bin management and replacement will therefore move to ongoing operational oversight under the Town Clerk and Grounds Manager. No further Member direction is required at this stage, and the item can be removed from the project list and recorded as completed.	Financial: Increased waste disposal and servicing costs arising from revised collection arrangements and bin misuse. Operational: Greater servicing demand on Grounds staff, particularly at high-use locations. Behavioural / reputational: Ongoing misuse of public bins for household or commercial waste may undermine service sustainability and public satisfaction.	Completion of a town-wide review of bin locations and servicing arrangements, followed by a report setting out options for rationalisation, relocation and replacement, including cost implications.	Members are asked to note completion of the review and agree that this item be moved to the completed section of the project list.	Town Clerk	Grounds Manager	Not agreed

Poulner Lakes track maintenance	To establish a sustainable and cost-effective approach to maintaining and improving the access tracks at Poulner Lakes to an acceptable standard, ensuring continued safe use while clarifying long-term maintenance responsibilities.	In progress (under discussion since Jan. 2021)	New Forest District Council (NFDC) has developed a concept design for improved access arrangements. An in-principle agreement has been reached whereby Ringwood Town Council will fund essential maintenance and improvements to the vehicular access element, with NFDC funding the remaining works. NFDC has indicated a willingness to procure both elements as a single programme, offering potential cost efficiencies. Revised plans have been submitted to the Land Registry via Frettons. The latest maps were not accepted by Land Registry and NFDC have revised further.	Financial: Council contribution and long-term maintenance costs have yet to be confirmed. Dependency: Progress is dependent on agreement with NFDC and completion of land registry matters.	Confirmation of legal position following Land Registry submission and agreement of scope, cost-sharing arrangements, and delivery approach with NFDC.	Note – and to receive a further report once costs and delivery arrangements are confirmed.	Town Clerk	Grounds Manager	£15,000 CIL RTC CIL funding has been agreed
Carvers Development Phase 1	To deliver the first phase of improvements at Carvers Recreation Ground, including replacement of two tennis courts with a multi-use games area, enhanced informal play and seating features, and biodiversity improvements through planting, creating a more inclusive and environmentally sustainable recreational space.	Near completion	Wildflower turf and pollinator planting have been completed, along with installation of new trees and associated landscaping works. The drinking water fountain is scheduled for installation this month, after which the physical works for Phase 1 will be complete. Final grant funding from Veolia has been received. Financial reconciliation is underway pending receipt of the final invoice to confirm the remaining CIL balance.		Completion of remaining installation works and confirmation of practical completion of Phase 1.	Members are asked to note progress and agree that, subject to installation of the drinking fountain and completion of financial reconciliation, this project be moved to the completed section of the project list.	Town Clerk	Clubhouse Manager	Approved project cost of £73,000 for the main elements. Supported by a £68,072 external grant, a 10% Council contribution, and up to £10,000 additional funding from the Council's CIL reserve.
Cemetery Development	To review and develop the Council's cemetery facilities, including options for additional burial capacity, new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and the creation of a garden of remembrance, in order to meet future demand in a sensitive and sustainable manner.	In progress	Cemetery Review Working party scheduled for March to review costings for site clearance and revised designs.	Financial: Detailed costings have not yet been developed; affordability and funding options will need to be confirmed once outline plans are costed. Capacity: Long-term burial capacity remains finite and will require phased planning. Sensitivity: Proposals	Development of initial options and recommendations by the Cemetery Review Working Party for consideration by the Committee.	Note – to receive the Working Party updates and to comment or raise any issues for consideration as the review progresses.	Town Clerk	Grounds Manager	An earmarked reserve has been established for cemetery development. It is anticipated that future Community Infrastructure Levy (CIL) receipts may also be used to support delivery, subject to costs being confirmed and the usual approvals.
Youth Work – Initial Scoping and Partnership Development	To explore and scope future youth work provision in the town, including partnership-based delivery models aligned to Council priorities and community need.	In progress (early scoping stage)	An initial meeting has been held with interested partners in the town including Ringwood School, Churches Together and a local youth work organisation.	Scope creep if expectations are not clearly defined at an early stage and Financial sustainability and affordability of any future provision	Development of an outline options paper setting out potential delivery models, costs, and governance arrangements.	Note at this stage. Future decision required on preferred option and any associated funding, subject to a report.	Town Clerk	Clubhouse Manager	Indicative potential budget of up to £4,000 for initial scoping / pilot activity in 2026/27 (subject to member approval).

Christmas lights review	To review the existing Christmas light display and identify proportionate improvements that enhance the town centre's festive offer, while ensuring value for money and operational practicality.	In progress	The Christmas Illuminations Working Party met on site to review the current Christmas light display. Officers are engaging with the Council's lighting contractor to explore potential changes and enhancements for future displays. NB our main point of contact has left the company and his replacement not due to start until late February.	Financial: Scope of potential enhancements and associated costs have not yet been confirmed. Operational: Installation and maintenance requirements must remain achievable within existing resources and timescales.	Receipt of options and indicative costs from the lighting contractor, to inform further consideration by the Working Party.	Note at this stage.	Town Clerk		To be confirmed, subject to the scope of any agreed enhancements.
Projects delivered by external partners and monitored by officers									
Improved walking route: Poulner Lake	Part of the Greenway Project, led by New Forest District Council and funded through Community Infrastructure Levy (CIL), aimed at protecting sensitive sites within the National Park by improving local walking routes and encouraging more sustainable use.	In progress	NFDC has acknowledged the decision made by Members and confirmed that updated concept design options will be shared in due course. Work is progressing towards finalising and agreeing the project scope by March 2026 .	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.
North Poulner and The Mount – Access and Open Space Enhancements	Part of the Greenway Project, led by New Forest District Council and funded through Community Infrastructure Levy (CIL), aimed at protecting sensitive sites within the National Park by improving local walking routes and encouraging more sustainable use.	In progress	NFDC has acknowledged the decision made by Members and confirmed that updated concept design options will be shared in due course. Work is progressing towards finalising and agreeing the project scope by March 2026 .	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.

4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:
 Charmaine Bennett, Town Clerk
charmaine.bennett@ringwood.gov.uk
 01425 484720