

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
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www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

30th June 2022

A meeting of the above Committee will be held in the Forest Suite, Ringwood Gateway on **Wednesday 6th July 2022 at 7.00pm** and your attendance is requested.



Mr C Wilkins
Town Clerk

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. APOLOGIES FOR ABSENCE**
- 3. DECLARATIONS OF INTEREST**
- 4. MINUTES OF THE PREVIOUS MEETING**
To approve as a correct record the minutes of the meetings held on 1st June 2022
- 5. EVENTS MANAGEMENT**
To receive the notes of the Events Management Sub-committee meeting on 28th June 2022 (*Report A*) and consider possible recommendations
- 6. CARVERS CLUBHOUSE**
To receive a verbal report from the Clubhouse Manager
- 7. KICK PARK GOAL PROPOSAL**
To consider the Town Clerk's report (*Report B*)
- 8. PROJECTS** (current and proposed)
To consider the officers' report (*Report C*), receive any verbal updates and agree next steps where necessary

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

Committee Members

Cllr Andrew Briers (Chairman)
Cllr Darren Loose (Vice Chairman)
Cllr Philip Day
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Rae Frederick
Cllr John Haywood
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Glenys Turner

Officers

Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager

Copied by e-mail to other Members for information

Events Management Sub-Committee

Notes of meeting held on Tuesday 28th June 2022 at 3pm on Zoom

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

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

1. Apologies for Absence

No Apologies

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 24th May 2022

RESOLVED: That the minutes of the meeting held on 24 April 2022 having been circulated, be approved, and signed as a correct record.

4. Queen's Jubilee Celebrations

The Event Manager gave a finance update after the Jubilee events.

The group were told that final figures are still being worked on as there are some outstanding income and expenditure costings to be added in. Expected expenditure over both events is £9300 with a total income of around £8200. This means approx. £1500 - £2000 of the £5000 from the earmarked event reserves fund will be used. Based on these figures there is more money in the event reserves fund than expected at this time, which can be used on future events where necessary.

Thanks were expressed to Adam Skirton of Churches Together Ringwood who funded the bouncy castles at the event.

The committee agreed that the Event Manager could spend £75 to create a legacy page on the Town Council website. This will showcase to the community how Ringwood celebrated the Queen's Jubilee.

It was confirmed the council have been able to allocate £500 to each of the three selected charities benefitting from the event.

ACTIONS: 1. Cllr Frederick and the Event Manager to liaise with the three selected charities to discuss where they would like their cheques to be presented. The Mayor and Deputy Mayor will the make these presentations.

5. Ringwood Grand Fireworks

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

The Event Manager went through the report and looked for approval from events sub-committee in order to book in most suppliers before September.

The following items were discussed from the proposal.

- The overall programme line up was presented and approved.
- A discussion took place on if there should be a bonfire at the event due to the environmental impact. Whilst it was noted through feedback that the fireworks were the most important aspect at the event to many people, it was agreed by the events sub-committee that they should continue with a Bonfire at the event for the time being. When all aspects were considered (travel to the event for example), it would only have a minimal effect on reducing the carbon footprint and was still a well-loved part of the line-up. However, this would be reviewed each year.
- It was agreed that as per last year Ringwood Roundtable would lead on the co-ordination of material and the build of the bonfire.
- It was agreed that The Event Manager would book Swing Unlimited for the event and that a budget would be allocated to provide free children's entertainment at the event.
- It was agreed that a purpose-built stage should be hired in for the event. A discussion would take place with Swing Unlimited as to whether a smaller stage would suffice.
- A discussion took place on ticketing for the Fireworks event. Cllr Fredrick suggested tickets prices at £2.00 in advance and £4.00 on the gate. This was agreed.
- It was agreed to print 5000 advance tickets which would be sold at both Carvers Clubhouse and Ringwood Gateway. There would also be a date advertised regarding when advanced ticket sales stops. Looking at the week before the event.
- It was decided not to look at online advanced ticket sale options this year, as this may encourage people to travel from further afield meaning we may need to turn away local people wanting to attend.
- No tickets to be issued on the gate, to stop unnecessary littering.
- It was agreed that there was still a need for a clicker to be used to count the amount of people coming in and out of the event site. It was noted that this can be difficult when people are leaving on mass (for example after the first "low bangs" display).
- Proposed new layout was agreed by sub-committee giving the fairground a limited space and a food and drink area between the skate park and Carvers Clubhouse.
- Cllr Day pointed out that the bar at the event needed to be much bigger with more people serving to cope with demand.
- Agreed to remove spaces available for blue badge parking due to it being inadequate and dangerous.
- It was agreed to go for Portaloo toilet options. This includes 10 x event toilets and 2 urinal units. These options can be flexible on where they go on site, so location can be decided once other onsite facilities have been confirmed.
- It was agreed by the committee that we will use the same fairground supplier from the previous event. It was confirmed that when meeting with the fairground operator it must be made clear that their vehicles need to be removed from site once unloaded and we need to ask them to supply a list well in advance detailing what rides will be at the event.

- Suggestions for food suppliers was agreed. In the discussion it was noted the need for a coffee supplier and a supplier that offers quick food options like loaded chips. Suggestions also included Crow Farm Shop and a local company that offers Paella.
- The Event Manager informed the group that she had been approached by a new hog roast company that came to the Jubilee event. We also have a supplier who has done previous events with us but highlighted there is no need for two suppliers offering the same product.
- It was agreed to increase paid security up to 10.
- There was also a suggestion to contact the Ringwood 41 Club to invite members to volunteer at the event.

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| ACTIONS: | <ol style="list-style-type: none"> 1. Cllr Frederick to Liaise with Elliotts Builders Merchants regarding providing pallets for the Bonfire at Fireworks night. 2. The Event Manager to check that Swing Unlimited will fit on the proposed stage for fireworks. 3. The Event Manager to liaise with partners in the community to make arrangements to offer free tickets to families struggling in Ringwood who would not be able to afford tickets. Suggestion to contact local food banks and local Ukraine charity. 4. The committee to explore options to create a funnel entrance and exit on Southampton Road to help with counting spectators in and out. 5. The Event Manager to speak with Phil Hoyle regarding increasing the size of the Roundtable Bar at the event. 6. Cllr Frederick to write to fairground operator to state the type of rides that we want on site and agree on a list of rides well in advance. Support offered from Cllr Day and Cllr Heron if required. 7. The Event Manager to speak to our regular Hog Roast supplier to discuss costings for the event. 8. Cllr Frederick to contact Cllr Derek Scott who is a member of the Ringwood 41 Club, to see about members volunteering at the event. 9. The Event Manger to seek quotes from first aid suppliers based on our requirements and report back at the next meeting. |
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6. Remembrance Day Parade

Cllr Heron has been approached by Revd Terry Roberts to highlight the costs associated for all Remembrance events taking place throughout the year in Ringwood. He has asked if the Town Council would consider picking up all associated costs including funding for a band at the Remembrance Parade.

Support was also offered from committee members if needed for organising these events.

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| ACTIONS: | <ol style="list-style-type: none"> 1. The Event Manager to take recommendation to next Policy & Finance Committee that Ringwood Town Council fund all costs associated with Remembrance events throughout the year. |
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7. Ringwood Winter Wanderland

It was agreed to pick up on event prep for this event at the July meeting when the Event Manager will issue a report similar to the fireworks proposal report.

The committee agreed for the Event Manager to order a similar stage set up to Fireworks for the Christmas event and to order two professional snow blowers at a cost of £75 to enhance the event offering.

8. Protocol on the Death of a Senior Royal

The Town Clerk had requested that the current protocol be reviewed by the sub-committee.

The Event Manager informed the group that NFDC were due to update their protocol this summer. It was agreed to review ours once we had seen their updates.

9. Any Other Business

No further business to report.

There being no further business, the meeting concluded at 16:30.

The next Event Sub-Committee meeting is scheduled for Tuesday 26th July at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

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Events Management Sub-Committee

June 28th

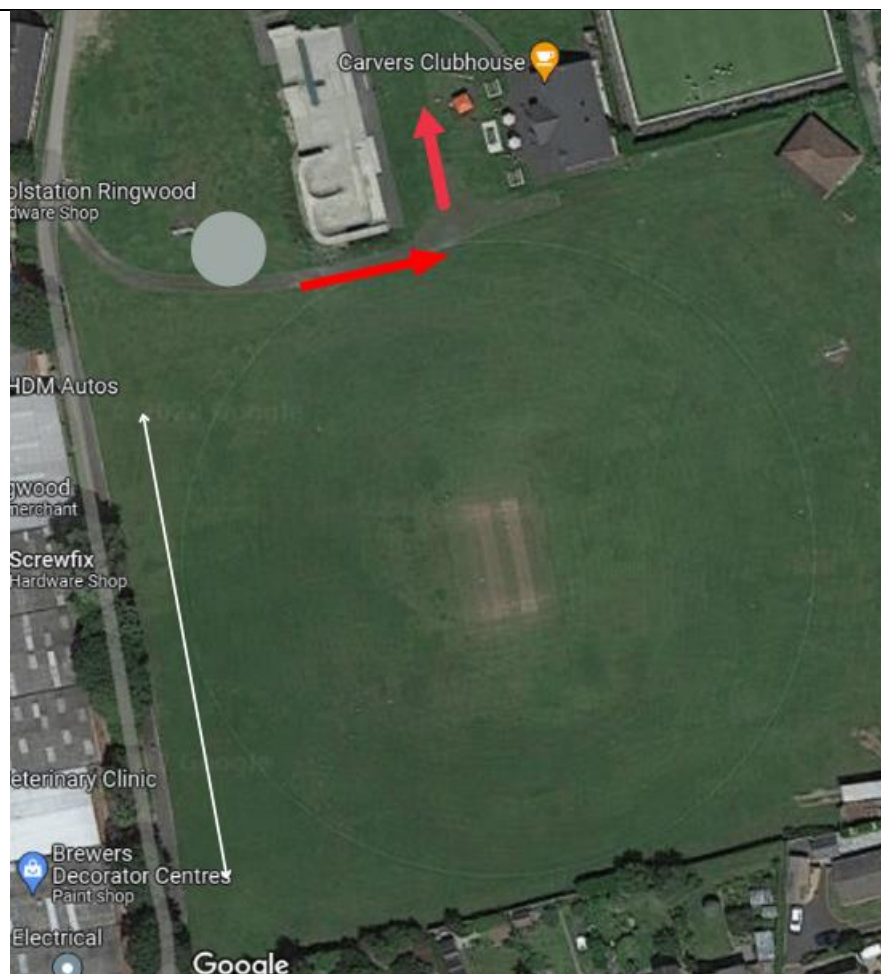
Item 3 Proposal for Ringwood Grand Fireworks event

To ensure we allow sufficient time for organising events during the Autumn, I would request that the committee consider and approve the recommendations below for Fireworks. This should be read in conjunction with the wash up notes from last year's events circulated previously. This will allow me to have booked in most suppliers before September. I will suggest a similar set of proposals for Ringwood's Winter Wonderland at the July meeting.

Overall programme	No major changes from 2021 to the overall programme proposed: 3:00 Gates Open, small fairground, food and drinks stalls 4:00 Children's entertainment 5:30 'low noise' display 5:45 low noise ends, at this point a lot of families with younger children will leave 5:45 band (live music) 6:15 bonfire (see below) 7:00 main display, followed by band 8:00 all entertainment ends Recommendation: broad programme outline is agreed
Firework display	Deposit has been paid to Aurora, no further action required at this stage
Bonfire	We have received increasing feedback about the environmental impact of this event. Whilst there is a perception that the fireworks themselves release a lot of carbon (in fact it is similar to that of an approximately 20 min car journey in a family car) the bonfire does of course by its very nature release a lot of carbon into the air. However, there is also a lot of tradition in the bonfire element of the event and many people may be disappointed if it were to disappear altogether without a suitable replacement. Perhaps this is something we could consider on a year-by-year basis? Decision: whether a bonfire should be included in this year's event Recommendation: that if we do continue with the bonfire, that we confirm that we are happy for Roundtable to collate materials and build as per last year
Entertainment	We have booked Swing Unlimited for the past few years at the event. No-one has ever commented that we ought to book a new band for the sake of variety and they suit the event extremely well. Recommendation: that we book Swing Unlimited for this year's event , cost would be [REDACTED]
Children's entertainment	Recommend that we continue with the tradition of providing free children's entertainment with a budget of around [REDACTED]
Stage	We have been using a soft sided lorry for the past few years at the event. Whilst this has been good from a cost perspective (its free) there are always issues with getting performers on and off, lighting, soft ground and getting the curtain to open. There are also H&S

	<p>considerations as if a performer were to fall off and injure themselves, we could be liable as the 'stage' is not actually designed to be a stage. The additional cost for fireworks for a proper stage (similar to that of the jubilee but 6x4) would be [REDACTED] through South Coast Hire Group. A second quote has been sought which was more expensive.</p> <p>Recommendation: that this year we use a purpose-built stage and AV as usual</p>
Tickets	<p>Last year, tickets were £1.50 in advance and £3.50 on the gate. Preschoolers and disabled people (plus a carer) are free.</p> <p>Ticketing, in my view, needs to be considered carefully. Last year we were getting very close to capacity and if we had many more people attending, we would have had to start turning people away. I would suggest we would like to avoid this at all costs as no-one wants to disappoint children looking forward to a firework display! We may well have had a 'peak' year as many other displays were cancelled due to covid, so people did travel a very long way (Portsmouth?!) to attend.</p> <p>We are also very reasonably priced and offer excellent value for money with the additional entertainment.</p> <p>As a reminder, advanced tickets are non-refundable. They have been considered an essential part of our financial safeguarding should we have to cancel the event at the last minute. Last year we had to do a second run of advanced tickets as we had run out.</p> <p>Suggestions have been made for online ticketing. I would suggest this is very carefully considered as it may mean more people from out of town will be able to enjoy the advanced discounted rate and limit the number of locals able to attend at the more affordable rate. Online providers also tend to charge an admin fee and we would need to work out systems to scan people in at the gates.</p> <p>Depending on issues agreed above, we may have agreed to additional costs this year which we could cover by a small increase in tickets. And of course any additional income will help to support the cost of Christmas events.</p> <p>Recommendation: to have a small increase in ticket fees this year, with advanced tickets £2.50, £4 on the gate.</p> <p>Recommendation: Suggest we print the larger number of advanced tickets we sold last year and have the Tuesday 23rd as the last day to buy advanced tickets (although in reality we could sell more if we needed to)</p>

Event set up



Please see appendix below for the 2021 set up of the site. The main change I would propose is to put stricter limits on the fairground. So the white line and circle is where the fair can be positioned and red is for food and drink that we have booked. The reason is that we were very, very squashed into the area between the skate park and clubhouse and I propose we add to our food and drink offering this time.

I would also propose sadly not having a parking area for blue badge holders. The area designated last time was too small and was dangerous.

The change to the firing line worked well and I suggest we keep these.

Recommendation: to reduce the space provided to the fairground

Decision: that we remove the space available for blue badge parking due to it being inadequate and dangerous

Toilets	<p>Last year we had a 6 bay trailer for toilets. They looked much nicer but they were inadequate number wise (we knew this would be the case but had no choice as everything booked up!)</p> <p>Two options:</p> <p>1) Portaloos: 10 x Event Toilets [REDACTED] 2 x Urinals @ [REDACTED] Delivery/Collection @ £50.00 each way [REDACTED]</p> <p>2) Or the bays as last year: 1x luxury 6 bay trailer and 1x luxury 3+1 unit required at a rate of [REDACTED]</p> <p>Decision: which toilet option would the committee prefer?</p>
Fairground	<p>As per recent conversations, suggest that we go out to 'tender' for fairground providers for this and Christmas but be firmer with what we want to see. We may give more 'carte blanche' for fireworks but be more specific about what we want at Christmas.</p> <p>If this is something we decide to do, I would suggest that this needs to be worked on sooner rather than later and that 1 or 2 members of this sub-committee work on this together. For information, we bought in [REDACTED] of income from the Fair and one of the main complaints about it was the charges- £3.50 per ride is very unaffordable for many families.</p> <p>Decision: to tender for a new fairground provider at fireworks and/or Christmas. Recommendation: to suggest 1 or 2 members of the sub-committee to work on this separately as would suggest this needs to be started prior to Sept</p>
Food and drink	<p>Suggest as follows:</p> <ul style="list-style-type: none"> - Hog roast/bbq - Bratwurst - Pizza - Pancrepes - One other
Security and first aid	<p>I suggest we increase our security by 2 people for this event.</p> <p>First Aid is an issue which we need to address from 2021. I am happy to seek quotes from providers for first aid for this event, and suggest that we base our requirements on a risk assessment as outlined in the purple guide. 5. Medical Page 2 - Page 2 (thepurpleguide.co.uk)</p> <p>Decision: that members agree on the level of medical cover required at the event</p>

For further information please contact:

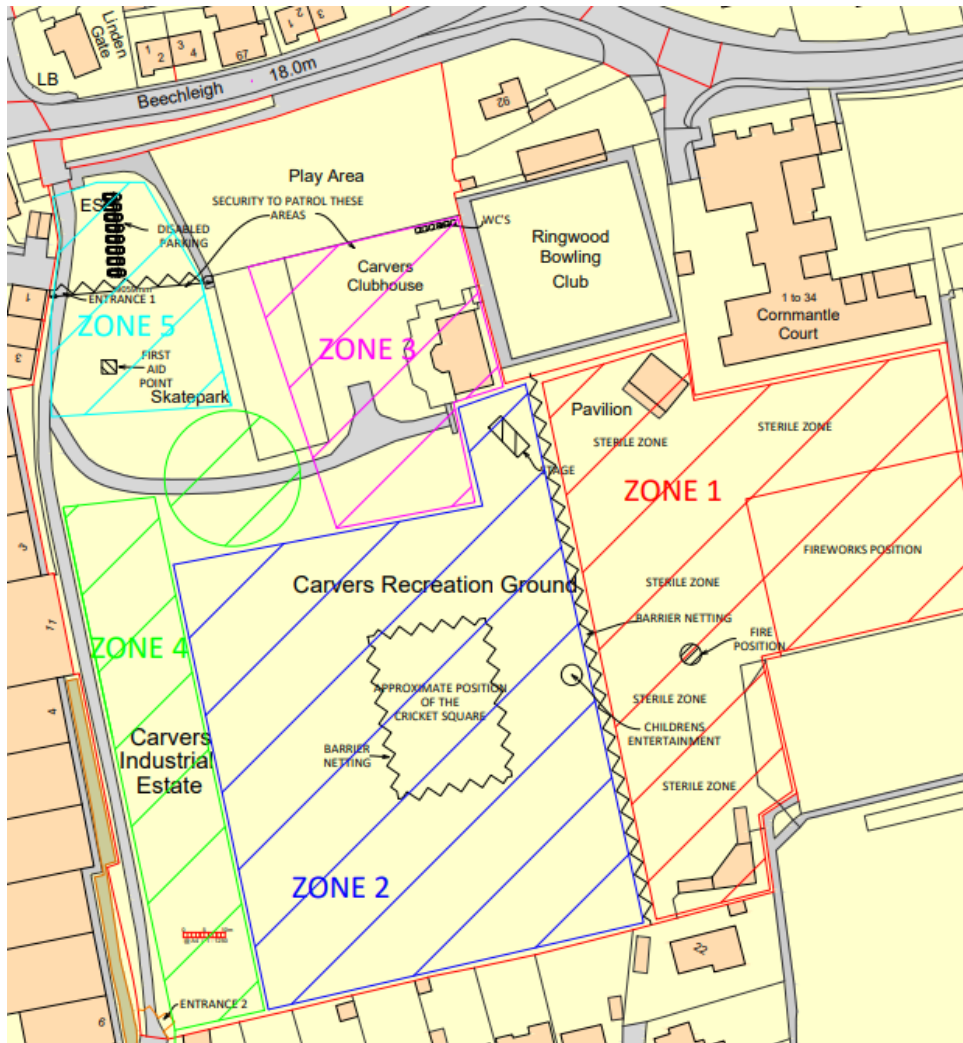
Charmaine Bennett, Events Manager

A

Annex A

Charmaine.bennett@ringwood.gov.uk

Appendix One- event set up 2021



- ZONE 1 - STERILE ZONE
- ZONE 2 - PUBLIC AREA
- ZONE 3 - BEER & FOOD CONCESSIONS
- ZONE 4 - FAIRGROUND & OTHER CONCESSIONS
- ZONE 5 - MAIN ENTRANCE & DISABLED PARKING

Proposal to install a football goal at North Poulner Play Area

1. Introduction and reason for report

A request has been received on behalf of Poulner Junior School that the Council install one football goal at the North Poulner Play Area.

2. Background information and options

2.1 Poulner Junior School has experienced increasing numbers of youths breaching their fence to play football on their premises. The attraction of the school grounds seems to be their goals (of which there are presently none at the adjoining North Poulner Play Area). The harm being caused by the youths is limited to the damage to the fencing and the safeguarding issue with incursions whilst there are pupils on site (neither of which would be an issue North Poulner Play Area). The school has therefore asked the Council to install a football goal at North Poulner Play Area thereby helping to reduce the likelihood of youths coming into school grounds.

2.2 North Poulner Play Area is leased to the Council by New Forest District Council subject to a covenant to use it "only in accordance with the provisions of section 19(2) of the Local Government (Miscellaneous Provisions) Act 1976 for the purpose of recreational use". Section 19(1) empowers local authorities to provide such recreational facilities as they see fit (including both indoor and outdoor sports and play facilities) and section 19(2) reads "A local authority may make any facilities provided by it in pursuance of the preceding subsection available for use by such persons as the authority thinks fit either without charge or on payment of such charges as the authority thinks fit." This Council therefore has the power to grant the request, if members so decide.

2.3 Local councils must exercise their functions with due regard to their likely effect, if any, on crime and disorder (including anti-social and other behaviour adversely affecting the local environment), the misuse of drugs, alcohol and other substances and re-offending in their area and the need to prevent them.

2.4 Officers recall that there was once a playground on this site with climbing frame, slide and monkey bars, with sand/wood chip underneath (but no goals). There were complaints of noise, bad language, drinking and antisocial behaviour at that time. The grounds maintenance staff used frequently to find broken glass in the sand and litter everywhere.

2.5 Members will also recall that in 2020 officers installed a surplus bench at the site and this generated numerous objections from local residents, seemingly because it attracted youths to the site. The bench was subsequently stolen and has never been recovered.

2.6 A single football goal without net (best omitted for safety reasons at this unsupervised site) might typically cost about £500-£1,000. There is no specific provision for this expenditure in the budget for the current financial year.

3. Issues for decision and any recommendations

Whether the Council should grant the request and arrange the installation of a single football goal at North Poulner Play Area, whether local residents should be consulted first (and, if so, how) and, if the installation is to proceed, what budget should be set for it and how it should be funded.



Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	All of the required funding has now been confirmed and Football Foundation grant offers are being accepted. The application process for the PWLB loan will commence shortly. Steps are under way to comply with pre-commencement planning conditions. Contracts are entering the mobilization phase.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps will be planned in consultation with the new Town Mayor shortly.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual stream clearance to be scheduled for September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						



PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	An initial discussion with the Council's IT support provider has taken place.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and is being considered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers hope to present this and options for financing the project and future fee structure for consideration by members at the meeting on 6th July.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability. 2		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability. 1		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability. 3	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	



RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed. Staff consultations will commence shortly. Report and recommendation expected by end of August	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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

No.	Name	Description	Outcome	Notes
Full Council				
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
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)	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
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	