

# Ringwood Town Council

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

Dear Member

30<sup>th</sup> December 2025

A meeting of the above Committee will be held on **Wednesday 7<sup>th</sup> January 2026** at 7.00pm in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mrs C Bennett  
Town Clerk

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### AGENDA

	<u>Time estimate</u>
<b>1. PUBLIC PARTICIPATION</b> There will be an opportunity for public participation at the start of the meeting	Up to 15 minutes
<b>2. APOLOGIES FOR ABSENCE</b>	1 minute
<b>3. DECLARATIONS OF INTEREST</b>	1 minute
<b>4. MINUTES OF THE PREVIOUS MEETING</b> To approve as a correct record the minutes of the meeting held on 3 <sup>d</sup> December 2025	1 minute
<b>5. CEMETERY WORKING PARTY</b> To receive the notes of the meeting on 15 <sup>th</sup> December 2025 ( <i>Report A</i> )	5 minutes
<b>6. CARVERS CLUBHOUSE</b> To receive a report from Carvers Clubhouse Manager	10 minutes
<b>7. RESERVES</b> To consider levels of reserves and proposed transfers for the Budget 2026/27 ( <i>Report B</i> )	15 minutes
<b>8. PROJECTS</b> (current and proposed) To consider the officers' report ( <i>Report C</i> ), receive any verbal updates and agree next steps where necessary	5 minutes
<b>9. COMMUNICATIONS</b> 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](mailto:Charmaine.bennett@ringwood.gov.uk).

Committee Members

Cllr Andrew Briers (Chair)  
Cllr James Swyer (Vice Chair)  
Cllr Philip Day (ex-officio)  
Cllr Mary DeBoos  
Cllr Rae Frederick (ex-officio)  
Cllr Janet Georgiou  
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*

## **CEMETERY REVIEW WORKING PARTY**

**Notes of meeting held on Monday 15 December, 11am on site**

**Present:**

Cllr Philip Day  
Cllr Janet Giorgieu  
Cllr Glenys Turner  
Cllr Mary Deboos  
Lynn Seager (non-voting member)

**In attendance:**

Charmaine Bennett- Town Clerk  
Tony Robinson- Grounds Manager

**Absent:**

Cllr Becci Windsor

### **1. Apologies**

There were no apologies.

### **2. Declarations of Interest**

There were no declarations of interest.

### **3. Clearance of Allotment Site and Remedial Works**

The Grounds Manager updated the Working Party on progress to date and outlined the proposed approach to clearing and remediating the former allotment site.

The initial plan is to clear the site of re-usable plastics (including composters and similar items) by offering to residents via social media. All timber waste would then be disposed of via a controlled bonfire, with residents being informed in advance about smoke and timing. This approach was noted as significantly more cost-effective than removing the wood by skip.

Metal waste will still need to be removed separately, likely by transporting it to a recycling facility and weighing it in. Other remaining materials will be disposed of appropriately.

The Grounds Manager recommended commissioning a topographic survey to provide an accurate record of levels, boundaries, and features to inform the remediation and landscaping works.

The cost of the survey is £445 plus VAT, and this was agreed. He also advised that a partial Biodiversity Net Gain (BNG) assessment could be completed, with any required offsetting undertaken elsewhere.

It was noted that approximately 20cm of topsoil will need to be removed across the site to eliminate unwanted material within the soil. This will likely require a temporary road closure to allow two skips to be positioned for removal of the soil. Some levelling works will also be required.

The existing tarmac path, which extends from the main cemetery, will be retained in terms of alignment; however, due to its condition, it will need to be replaced. It was noted that retaining the existing base will reduce costs.

A soakaway will be required in the corner of the site nearest to the Morrisons boundary. This work can be undertaken by the Grounds Team.

Once works are complete, the area will be seeded so that it presents as an attractive landscaped space.

#### **Actions**

Remove recyclable plastics (including composters) from the former allotment site and offer to residents for free	Grounds Manager
Arrange controlled bonfire for disposal of timber waste and notify residents in advance.	Grounds Manager
Remove metal waste for recycling and dispose of remaining materials appropriately.	Grounds Manager
Commission a topographic survey	Grounds Manager
Plan removal of topsoil	Grounds Manager
Undertake levelling works as part of site remediation.	Grounds Manager
Obtain quotes for replacement of existing tarmac path, retaining the current alignment and base where possible.	Grounds Manager
Install a soakaway in the corner of the site	Grounds Team
Seed the site following completion of remediation works to provide an attractive landscaped finish.	Grounds Manager

#### **4. Review of First Draft Plans for Memorial Area**

Lynn presented the first draft plans for the proposed memorial area. The Working Party reviewed the plans in situ, which was noted as helpful, and several minor amendments were discussed and agreed.

It was agreed in principle to plant espaliered trees along the southern boundary and a beech hedge along the eastern boundary. These would provide privacy and hide the somewhat mismatched fencing. The central section of the site will include ornamental silver birch trees, with the intention that these are pleached over time.

A question was raised regarding how many interment plots remain available before capacity is reached. The Town Clerk will investigate and report back.

It was agreed that Phase One of the project should focus on developing the western side of the site. It was noted that, if the remaining areas are laid to lawn, the space would still present attractively while the wider project is delivered in stages.

Lynn agreed to amend aspects of the draft plan in line with the discussion and to submit a revised version in the New Year.

#### **Actions**

Amend first-draft memorial area plans to reflect agreed changes (moved scattering area, boundary planting, beech hedge, pleached birch)- Lynn
Confirm remaining number of interment plots and report back to the Working Party- Town

Clerk

Prepare outline costings for Phase One development of the western side of the memorial area - Officers

Schedule next Working Party meeting once clearance works and initial costings are available – Town Clerk

#### **5. Date of Next Meeting**

A date for the next meeting was not set. It is suggested that the Working Party should reconvene in late winter, once some site clearance works have been completed and initial costings have been prepared.

RECEIVED

APPROVED

COMMITTEE CHAIR

WORKING PARTY CHAIR

## **Recreation, Leisure and Open Spaces Reserves 2026/2027**

### **1. Introduction and reason for report**

- 1.1. To present the Council's Reserves Policy to this Committee so that Members can consider the earmarked reserves relating to the projects, assets, and services within this Committee's remit, and to provide any comments or recommendations to the Policy & Finance Committee.

### **2. Background**

- 2.1. The Reserves Policy sets out the principles by which Ringwood Town Council establishes, manages, reviews, and applies its financial reserves. It provides the framework for ensuring that reserves are held at appropriate levels, used transparently, and aligned to the Council's financial risks, assets, and delivery plans.
- 2.2. In accordance with the policy, the document should be consulted during budget development, when assessing financial risks, and when decisions are taken that may impact reserves.

### **3. Current context**

- 3.1. The Council is currently finalising its budget for the forthcoming financial year, and this Committee has already reviewed its proposed revenue and capital budgets. During the budget-setting process, questions have been raised as to whether earmarked reserves remain appropriate in level, purpose, and alignment with current and planned activity.
- 3.2. Rather than deferring this discussion solely to the Policy & Finance Committee, officers have considered whether it would be helpful for this Committee - given its detailed knowledge of the relevant services, assets, and projects - to review the reserves within its remit and provide informed comments or recommendations.
- 3.3. This approach is intended to support effective financial planning and to inform the subsequent consideration of reserves by the Policy & Finance Committee as part of the budget and precept-setting process.

### **4. Matters for Consideration**

Members are asked to consider:

- 4.1. Whether the earmarked reserves relating to this Committee's services and projects remain appropriate in light of current delivery and future plans.
- 4.2. Whether there are any pressures, risks, or anticipated changes that should be reflected in the treatment or level of those reserves.
- 4.3. Whether the Committee wishes to make any recommendations to the Policy & Finance Committee ahead of final budget and precept decisions.

### **5. Recommendations:**

That the Committee:

1. Notes the Reserves Policy; and

2. Considers the earmarked reserves within its remit and provides any comments or recommendations to the Policy & Finance Committee as part of the budget-setting process.

For further information, contact:

Charmaine Bennett, Town Clerk

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Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management
Cemetery provision	£1,000	£27,032 (£28,032)	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works to memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	<p>It was proposed in October 2025 that this reserve would be applied towards the development of cemetery facilities, including memorial opportunities and the design of new areas for interment, the scattering of cremated remains, and a garden of remembrance. It was further proposed that contributions of £1,000 per annum would be made to the reserve, up to a target balance of £10,000.</p> <p>It should be noted that this level of provision is <b>highly unlikely to meet the full cost</b> of the proposed works and is intended to contribute towards, rather than fully fund, the overall project.</p> <p>No expenditure has been incurred from this reserve during the current financial year. However, a survey has been commissioned, and a decision is now required as to whether the cost of this work should be met from this reserve or from the general budget.</p>
Vehicle & Machinery Fund	£27,000 in 26/27, £32,000 in 27/28 and then £37,000 per annum	£51,546 (£31,596)	To meet the cost (currently estimated at £240,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	Council has approved a 10 year forward plan with varying levels of annual reserves to be contributed and this amount was agreed for 2026/2027



Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management
Play Equipment Fund	£6,900 £10,000	£22,515.93 (£25,352)	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every 3 years (currently estimated at £40,000 per cycle)	It had been agreed that we intend to make annual contributions of £6,900 to achieve a total of £40,000 by FY 2027/28.  However, it has since been noted that this amount may not even cover repair of existing equipment per year and so a recommendation had been put forward this year to increase the annual contribution to £10,000.
Carvers Clubhouse Equipment Fund (Carvers Clubhouse Provision)	£1,000	£3988.49 (£4022.49)	To meet the capital costs of any equipment purchases, replacements or enhancements.	Annual contribution of £1,000
Ringwood Events Fund	<i>Varies</i>	£18,152.12 (tbc)	<ol style="list-style-type: none"> <li>1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood.</li> <li>2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood.</li> <li>3. <i>To provide additional funds for grants?</i></li> </ol>	<p>Surpluses generated by events will be transferred into this reserve, and any deficits incurred by events will be met from it. Grants or donations received from other organisations in support of events will also be credited to this reserve.</p> <p>It has been budgeted that £10,000 will be applied towards the costs of the 800th Market Charter anniversary in the next financial year, and this expenditure will be met from this reserve.</p>
Buildings Reserve (Buildings Repair Provision)	£5,500	£51,533.97 (£57,034)	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at Greenways, Carvers Clubhouse or 92 Southampton Road (not currently expected to exceed £75,000)	We will transfer £5,500 each year into this fund to achieve a total of £75,000 by 2030-31, at which point contributions will be reconsidered and possibly suspended until funds are applied.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management
Carvers Recreation Ground Fund (Carvers Grounds Dev Provision)		£175.20	To Develop a masterplan for the entire site	<p>It is proposed that funds will be drawn from this reserve in 2023/24 and 2024/25 to support the development of the Council's Strategic Plan. Contributions to the reserve in later years will be reviewed in light of development plans that have yet to be agreed.</p> <p>It is also noted that maintaining a higher balance within this reserve would provide greater flexibility, particularly in enabling the Council to offer match funding in support of any future external funding bids.</p>
Carvers Sheds Feasibility	£10,000 for 26/27	£0 (£10,000)	To fund the "feasibility study" for redeveloping the sheds as a hub for the grounds team	<p>This approach was recommended to enable the project to commence in the next financial year. While it is anticipated that external funding may be sought for the construction phase, progress cannot be made until detailed plans have been developed.</p> <p>Without this provision, the Council would be unable to commission the necessary preparatory work, and the building project could not progress beyond the initial concept stage.</p>
Open Space Security Measures	0	£1,406	This fund was created during 2023/24 with a transfer of £1,500 from the general fund.	This is a fund available to urgently protect sites and prevent unauthorised encampments- RTC agreed to fund a new height barrier at Loing Lane so this will clear the balance.

Schedule of reserves				
Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management
Christmas Lights Provision		£10,282.50		This was from contract from gala to help mitigate the extra costs of new contract – the minute notes that <i>That the balance (£11,000) be transferred to an earmarked reserve which will be used to contribute to the cost of future Christmas Light displays</i> but does not say how this should be applied e.g. split over 3 years etc.
			<b>Capital reserves</b>	
Cemetery Maintenance		£270	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about 2026-27)
Capital Receipts		£18,942	Proceeds from past sales of Council-owned assets (currently standing at £18,942). It is proposed that the balance of this reserve be transferred to the vehicle replacement fund	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent.
Grants Unapplied		£78,339	Unused balances from grants received	Miscellaneous grants held in this fund until applied to defray expenditure. Currently £18,269- Veolia grant now largely spent

Adopted: xx 2025

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
No live projects						
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet in May 2026. Hoping to deliver artwork and information boards in advance of main project, to tie in with 800th anniversary of market charter celebrations.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Phase 2 completed - report presented to PT&E on 05/12/2025. Climate Adaptation project being considered.	Greening Campaign Phase 2 focussed on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launched Parish Council Bus Shelter Grant in October 2025. Funds secured from NFDC CIL to provide a new larger bus shelter in Gorley Road. No sponsor yet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds. Grant of £8505 secured from NFDC CIL.
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in spring 2026.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Funds secured from NFDC CIL to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	Grant of £6689 secured from NFDC CIL for SIDs.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold		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.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered. An additional plan has been requested and sent but otherwise we are still waiting to hear the outcome of the decision.	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)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.

RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The documents required to resolve the boundary discrepancies are with the solicitors for completion. They have been chased and also in the process of arranging a meeting with NFDC about this and other recreation mitigation projects in the town.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Met with Playdale following Play Inspection Report. Installation of a drinking water fountain is progressing, waiting final quote from local supplier. Accepted quote for supply and installation of wildflower turf and pollinator planting as well as 6 new trees and guards and moving the 2 broken elms. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party date in October	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed

Staffing Committee

None

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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			
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square, as well as at entrances to the town.	Cllr Day		Included in Council Strategy for 2026/27.			
	Flood Relief	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane. Input to Action Plan for Avon Catchment Management Plan.					Developers contributions / CIL	
Policy & Finance Committee								
None								
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	
	Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided	

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War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Bickerley tree-planting	Planting a row of trees alongside the through path	None	None	Need identified. Awaiting funding.	Unknown	To be decided

Staffing Committee

None

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## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
<b>Planning, Town &amp; Environment Committee</b>				
PTE4	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	
	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted



PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025	
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025	
PF13	Office IT overhaul	New hardware and IT support provider	Completed Sept 2025	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

RLOS5 Cemetery development A proposed columbarium/memorial wall Cancelled in Jan 2024

Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.

#### 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