

Ringwood Town Council

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

Tel: 01425 473883


www.ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

Dear Member

26th April 2023

A meeting of the above Committee will be held on **Wednesday 3rd May 2023 at 7.00pm** in the Forest Suite, Ringwood Gateway 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 3rd March 2023

5. CARVERS CLUBHOUSE

- i) To note the Manager's quarterly report – circulated April (*Report A*)
- ii) To consider and approve terms of reference for Carvers Working Party (*Report B*)

6. EVENTS MANAGEMENT

To receive the notes of the meeting on 25th April 2023 (*Report C*)

7. POULNER LAKES PUBLIC OPEN SPACE

To consider the Town Clerk's report (*Report D*)

8. PROJECTS (current and proposed)

To consider the officers' report (*Report E attached*), 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

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

April 2023

Report from Manager, Carvers Clubhouse

I am pleased to share this report with you.

1. Staffing and volunteers

In January, our weekend team (a Café Supervisor and Café Assistant) resigned from their positions. Despite every attempt to fill their posts, we had to temporarily close at the weekends as we were not able to staff the café. I am pleased to say that we have now recruited and after a period of training will be opening back at the weekend on 1st April. In the end, two good candidate for the position of Café Supervisor were interviewed and we have offered them both the role. This will give us more flexibility which is much needed to prevent these sorts of issues arising again.

We are looking forward to our work experience placement from Ringwood School at the end of April and some Duke of Edinburgh volunteers over the coming months. I have been invited to assist Ringwood School pupils with some job interview practice which I am pleased to accept to maintain a good relationship with the school.

2. NFDC Warm Spaces funding

The majority of activity under the Warm Spaces funding has now come to an end. We provided a special free menu between 12 and 2pm Weds-Fri as well as after school. In total, 180 people accessed the service. This was split between 54 adults, 42 children and 84 young people.

3. Vandalism

Sadly, after a very quiet period in regard to vandalism we had a challenging week in March. A group of young people broke a wooden gate one evening behind the clubhouse and the following night superglued all the external locks, preventing a hirer from accessing the building and having to cancel her classes and the centre being closed for much of the next day as we couldn't access the building. CCTV has been provided to the police and the offender has been identified.

The vandalism does of course impact on our ability to hire the centre out

4. Room hire/private use

We only have one regular paying hirer now and others such as young carers youth club who use the centre once a month and pay for staff hours working during the club. We will do a publicity drive in the New Year. However, we are being affected by the wider economy as finding that people aren't willing to pay for activities so new hirers aren't coming forwards.

For further information, contact:

Charmaine Bennett, Manager, Carvers Clubhouse
Direct dial: 01425 501309
Email: Charmaine.bennett@ringwood.gov.uk

RECREATION, LEISURE & OPEN SPACES COMMITTEE

3rd May 2023

Carvers Working Party Terms of Reference

1. Introduction and reason for report

- 1.1 In the course of preparing for the recent review of committee terms of reference by the Policy & Finance Committee officers observed that no such terms of reference are currently specified by the committee for the Carvers Working Party.

2. Background information and options

- 2.1 It is desirable that every committee and working party have written terms of reference (so it is clear what aspects of council business fall within its purview) and, if appropriate, delegated powers (so its members are clear about what they can and cannot do).
- 2.2 The attached draft document has therefore been prepared by officers for consideration by members and approval subject to any changes thought fit.

3. Issues for decision and any recommendations

Issue for decision:

Whether to approve terms of reference and delegated powers for Carvers Working Party.

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

RINGWOOD TOWN COUNCIL

TERMS OF REFERENCE

CARVERS WORKING PARTY

1. To oversee the Council's youth provision and co-ordination arrangements and to advise the Town Council and its relevant committees on:-
 - i) Initiatives taken, through research and consultation, to determine the suitability of the existing provision;
 - ii) Proposals for altering, enhancing or replacing the existing facilities so that future provision more closely matches young people's aspirations;
 - iii) Young people's preferences for the location, the form of construction and the facilities to be provided;
 - iv) The management of Carvers Clubhouse and any other relevant facilities, including relevant staff;
 - v) Possible partnership arrangements with other organisations that would assist the Council in meeting its overall objectives for the provision of youth facilities; and
 - vi) Action to be taken to identify sources of funding for capital and revenue costs and arrangements to be made to submit applications for that funding.
2. To oversee the development and implementation of plans for the addition and improvement of recreational facilities of all kinds at Carvers Recreation Ground.
3. The quorum for meetings of this Working Party shall be three members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved:

Events Management Sub-Committee

Notes of meeting held on Tuesday 25th April 2023 at 3pm on Teams

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

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 – 28^h March 2023

RESOLVED: That the minutes of the meeting held on 28th March 2023 having been circulated, be approved, and signed as a correct record.

4. Gathering on the Green – Ringwood Celebrates the Coronation of the King

The event manager confirmed that she had conducted a meeting with the grounds team regarding jobs they can assist with in the lead up to the event.

A discussion took place with regards to the Fun Fair at the event. It was highlighted that the layout of the site needs to change with the possibility of moving all activities into one area, as the fair operator has confirmed they will not be able to provide a full fair over the bank holiday. This is disappointing at such short notice when previous discussions had indicated that this would happen. The event manager confirmed that this development would reduce the expected income received for the event and could potentially cause reputational damage to the council. With an event being held in almost every town in the country, we would not be able to replace the fair with other entertainment at this late notice.

Cllr Frederick confirmed that she is still in discussions with the fair operator with regards to what they can provide on the event day (Sunday 7th May) and has made it clear that we need confirmation from them urgently. The fair operator has confirmed that a message has been sent out to his contacts to try and get a selection of rides on site for the event day.

It was agreed that public interest for this event has not been as popular as previous events. It appears to the group that reading the mood of the nation, the appetite for this event is not as great as it was for the Queens Jubilee celebrations.

It was confirmed that as part of the layout there will be members areas laid out for a Rotary Club of Ringwood and Ringwood & District 41 clubs. It was agreed that there needs to be

flexibility in the lead up to the event as to where these areas are positioned, depending on what fun fair offering we have.

Cllr Frederick confirmed that the event sub-committee members would assist the Ringwood Carnival team with putting up the decorative flags in the town on Thurs 27th April.

It was also confirmed that the final informal events meeting before the event would take place at Frampton's on Tuesday 2nd May at 19:00

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| ACTIONS: | <ol style="list-style-type: none"> 1. Cllr Frederick to continue discussions with the Fair Operator to confirm what rides will be site. 2. Cllr Heron to speak with Ollie who looks after the staging and sound, to discuss sound and power requirements on the day, in more detail. 3. Cllr Day to respond to Ringwood Rotary Club email with regards to their members area at the event. He will also see if a representative can attend the final informal events meeting next Tuesday (2nd May). 4. The event manager to provide a list to Cllr Briers as to where the event signage needs to be displayed. |
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5. Update on other events

To be discussed further at the next meeting.

The event manager confirmed that so far, 50 stalls have been booked for the Christmas event.

6. Future Items

First aid levels at the 2023 events, to be discussed at the next meeting.

No further business to discuss.

There being no further business, the meeting concluded at 15:25

The next Event Sub-Committee meeting – 26th May 2023

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE

3rd May 2023

Securing Poulner Lakes Public Open Space against Unauthorised Encampments

1. Introduction and reason for report

- 1.1 An unauthorised encampment was established on The Furlong Car Park on 27th March. Given the heightened risk to the public open space at Poulner Lakes, officers strengthened the defences there by arranging the hire and delivery of several large concrete blocks. Decisions are needed about the length of time to retain these and options for future protective measures.

2. Background information and options

- 2.1 Poulner Lakes Public Open Space is an unsuitable site for encampments with vehicles; it has no welfare facilities and encampments are incompatible with both the ecological aims of the restoration and conservation of this former quarry and landfill site and the leisure functions (which are well-used). The site is valued by residents and threats to it always draw public comment to the Council. However, it is vulnerable because of the easy road access and because very limited occasional vehicular access is needed for legitimate purposes.
- 2.2 Following the last unauthorised encampment with vehicles, the height restrictor was renewed, lockable drop-down bollards were installed behind the main entrance gate and low soil banks were added around the car park. Officers were concerned, however, that these measures might not resist determined efforts to overcome them and so arranged the delivery of the blocks. The total cost of these (including delivery, hire for up to three months and removal) was £950.
- 2.3 As it happens, vehicular access is needed immediately to clear the rubbish left at an abandoned encampment (the quantity and nature of this is such that a skip lorry needs to be admitted). The Council owns several concrete blocks of its own but has no in-house capacity to move them. So, officers need to arrange contractors to remove the blocks as soon as conveniently possible. It would also be better to have a solution in place so that anyone contemplating an incursion is deterred and officers do not have again to react at short notice and without prior authority from members.
- 2.4 It would make no financial sense for the Council to acquire a vehicle capable of lifting the blocks (it would not get enough use to justify the cost). Neither, unfortunately, are any of our local contacts able to offer help at low cost. Officers suggest therefore that the blocks are replaced with larger soil banks. The grounds staff could create and remove these as needed using a mini-digger which could be hired locally at modest cost. There would also be a cost in terms of staff-time (but it is, of course, the time to remove the banks which would serve to deter incursions).

3. Issues for decision and any recommendations

Issues for decision:

- 3.1 **Whether to approve retrospectively the expenditure on the hire and delivery of the concrete blocks;**
- 3.2 **Whether (i) to make the blocks permanent (and accept the cost of using contractors to move them whenever needed) or (ii) to remove the blocks and create the additional soil banks or (iii) to remove the blocks and rely on the other existing measures.**

3.3 If option (ii) is favoured whether to direct the removal of the blocks immediately (to allow removal of the waste) or only when the new soil banks can be created without delay.

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Kelvin Wentworth, Grounds Manager
Direct Dial: 07918 615200
Email: kelvin.wentworth@ringwood.gov.uk



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 (scheduled for completion in 2023)	The application for the PWLB loan has been approved. The artificial turf pitch has been completed and handed over. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation completed - responses to be reviewed by NP Steering Group and any recommended changes considered for approval by RTC.	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. Repair of original time capsule cover stone has failed and has been removed for repair. 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 contributon of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th 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 - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC will carry out some survey work in May to establish travel and parking patterns and count vehicles, pedestrians and cyclists.	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	Complete	Scheme complete and road re-opened on 19 November.	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. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	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						
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.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk 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)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has supplied further cost information and changes will be implemented following the election in May.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in 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 April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	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 April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	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.)	Renewal terms have been agreed in outline. Negotiations over the details are ongoing and decisions from members will be sought when needed.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). 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	In progress (aiming to complete by August 2023)	Charity Commission has been informed of the Club's dissolution.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process are being investigated and discussed with Environment Agency and New Forest District Council.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for site remediation and completion of the deed are being pursued.	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	On hold.	All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	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)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered over the coming weeks and a public consultation is being planned for early summer.	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 bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	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. The decorative sign cost £1,244.



Staffing Committee

None

Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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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			
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Recreation, Leisure & Open Spaces Committee

	None	(Current projects expected to absorb available resources for several years)					
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Staffing Committee

	None						
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Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
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	
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
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	