

MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE

Held on Wednesday 1st October 2025 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)
Cllr James Swyer (Vice-Chairman)
Cllr Philip Day
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou

IN ATTENDANCE: Charmaine Bennett, Town Clerk
Nicola Vodden, Office Manager
Cllr Gareth DeBoos

ABSENT: Cllr John Haywood
Cllr Peter Kelleher
Cllr Glenys Turner
Cllr Becci Windsor

OS/6488 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6489 APOLOGIES FOR ABSENCE

The Town Clerk reported that apologies for absence had been received from Cllrs Haywood, Kelleher and Turner.

OS/6490 DECLARATIONS OF INTEREST

There were no declarations of interest.

OS/6491 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Meeting held on 3rd September 2025, having been circulated, be approved and signed as a correct record.

OS/6492 EVENTS MANAGEMENT SUB-COMMITTEE

The date of the next meeting was to be confirmed.

RESOLVED: That the notes of the events management sub-committee meeting on 17th September 2025 (*Annex A*) be received.

OS/6493



STRATEGIC PLAN 2026-29

The Town Clerk explained the process for updating the Strategic Plan (*Annex B*) and that each committee and sub-committee would consider its specific areas. This would be fed back into a collated response and be presented at the Council meeting in October.

The draft strategy had been prepared on the basis of the four previously agreed objectives, two of which related directly to the committees' remit. Members were asked for their views on the priorities detailed, any additional areas to be included and corresponding budgetary implications to be fed into budget discussions for 26/27.

'Improving our facilities, services and green spaces'

In relation to play strategy, the scope is to be decided. This could go beyond repair and maintenance of playgrounds and include development of play facilities. If there is a strategy in place, the plan can be referred to when funding becomes available. This is to include North Poulner kick park.

It was suggested that a replacement plan, similar to the vehicle and machinery replacement plan, could be put in place for play equipment. It has become apparent that there are a limited number of companies who can make repairs, and it was suggested that it may be helpful to work with a play equipment provider to facilitate this better.

An addition to the strategy is to explore options for future youth work. The Town Clerk indicated there is a desire in the town to develop the offering for young people and youth work. This would seek to understand proposals by other parties, how this would work, how the council could offer support and resource implications, for example, use of the Clubhouse. It was agreed that this should fall within the scope of Carvers Working Party.

The Cemetery Development Group will meet this month to work up plans and provide an indication of what the aims are for next year.

The decision is awaited from NFDC in relation to the new grounds department facility.

'Develop, energise and facilitate events'

The Annual Town Assembly could be treated as an event in future, as well as a civic function, with earlier planning and some consultation, with the aim of making it more open and engaging and to generate more public interest. This may fit in with the 800th anniversary celebrations next year.

800th anniversary of Market Charter – The celebrations can be put forward as a bid for funding in the budget 2026/27 discussions.

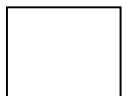
RESOLVED: That the observations made be fed into the draft strategy 2026 – 29 to be presented at the October council meeting.

ACTION C Bennett

OS/6494

MEMORIAL BENCHES

Members considered the Town Clerk's report (*Annex C*). She highlighted the need for more clarity when officers are dealing with requests for memorial benches. The recent open spaces management review had identified locations for new benches. Five benches could be



accommodated along the Bickerley and Dr Little Gardens also has capacity. A discussion followed in relation to style of benches, provision of bins, costings and future maintenance.

RESOLVED: 1) That the designation of Dr Littles Garden and the Bickerley Path be approved as memorial bench locations (until they reach capacity);
2) That a consistent bench style be set and any new benches at the Bickerley do not need to match the existing metal bench;
3) That families cover the cost of the bench, plaque, installation and a contribution to future maintenance;
4) That the decision about whether to install a bin be delegated to officers (budget permitting) with benches installed on larger bases, but bins only installed where there is a genuine need; and
5) That the capacity for new benches be considered annually as part of the Open Spaces management review.

ACTION C Bennett

**OS/6495
PROJECTS**

Following an observation by Cllr G DeBoos, signage regarding the bridge surface at Jubilee Gardens would be reinstated.

RLOS4 Grounds department sheds replacement – Decision on the planning application is awaited.

RLOS50 Cemetery Development – The Working Party will meet in October.

RLOS26 Carvers Development – There has been a meeting with the company that installed the MUGA, following receipt of the inspection report, and issues raised are being worked through. Quotes for the water fountain, trees, tree guards and wild planting (between Cornmantle Court and Carvers Courts) are awaited.

RLOS21 Poulner Lakes track – there was no update to report.

RESOLVED: That the updated projects report (*Annex D*) be received.

ACTION C Bennett

**OS/6496
COMMUNICATIONS**

Nothing was raised under this item.

There being no further business, the Chairman closed the meeting at 7:38pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
29th October 2025

APPROVED
5th November 2025

TOWN MAYOR

COMMITTEE CHAIRMAN

Page 3 of 3
Chairman's initials



Events Management Sub-Committee

Notes of meeting held on Wednesday 17th September 2025 at 1230, at The Gateway.

Present: Cllr Rae Frederick (Chair)
Cllr Mary DeBoos
Cllr James Swyer
Cllr Phillip Day

In attendance:
Charmaine Bennett, Town Clerk
Charly Keith – Clubhouse and Events Manager
Ebony Hooper – Clubhouse and Events Assistant

1. Apologies for Absence

Cllr Becci Windsor
Cllr Glenys Turner

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 17th July 2025

RESOLVED: That the minutes of the meeting held on 17th July 2025 having been circulated, approved, and signed as a correct record.

4. Welcome to Ebony, new Clubhouse and Events Assistant

Ebony was welcomed to the group by event sub-committee members.

5. Ringwood Grand Fireworks

Sub-committee discussed Event Management Plan and questions were raised RE capacity. It was agreed that the scope for capacity varies due to different factors that could make the evacuation time longer. The event was well managed last year, and the number of tickets sold was under the 8500 capacity.

It was agreed that the capacity will stay at 8500 and the Event Management Plan will be submitted to NFDC.

CK opened discussion around entertainment. The fire show and circus skills are well received but the fire show lacks visibility. Emphasis placed on providing free entertainment for families. Circus skills can stay on the Event Management Plan but be replaced if an alternative is found.

Cllr Frederick advised Round Table to be informed that the Guy Fawkes needs to be stuffed with straw.

Sub-committee discussed advertising sponsors using a projector or media wall. Concerns were raised about electric and cable safety in the cricket area. Everyone in agreement for projector and using the cricket area as crowd space.

CB discussed Martyn's Law. Updated risk assessment shared, with emphasis on proportional measures for the event. ACT training to be refreshed for all.

Discussed Ticket Tailor - Gate B should be covered by 3 people; Gate A needs 9. Rotary Club to provide volunteers. CB suggests we use Carnival for the busy entrance period. All volunteers will receive a briefing prior to the event.

A1 insurance has kindly agreed £2000 sponsorship. Charlie Reed- Furlong agreed sponsoring £700. Cost of footpath closure confirmed and procedures for informing public to be clarified.

Sub-committee in agreement that all ticket sales will be online and 100 tickets will be on the gate for emergencies as last year.

Actions:

1. CK to update Event Management Plan and submit to NFDC
2. CK to meet with Round Table and inform RE Guy Fawkes/Bar
3. Children's entertainment to be considered
4. CK to confirm projector use for advertising sponsors this year

6. Ringwood Winter Wanderland

CK advised Event Management Plan will be circulated tomorrow. Cllr Frederick suggested reviewing the layout for the Ferris wheel and food vendors. CK discussed the Punch and Judy show and sub-committee agreed more people need to be drawn to the Market Place. Entertainment to be discussed for the Market Place and Gateway. CB suggested using the cave at the Gateway.

Cllr DeBoos suggests putting marketplace stalls and Adam together. Discussion about potential PA system in the Gateway facilitating a link between the Gateway and Market Place. to draw the public towards the Gateway and Market Place. It was agreed we would ask Alexa to comper at the Gateway.

Sub-committee agree to conduct a site visit to decide the best layout for the Winter Wanderland event.

Actions:

1. Agree date for site visit
2. CK to send out Event Management plan to be agreed prior to submitting to NFDC
3. CK to send invites to people (Santa)
4. Confirm entertainment for The Gateway and Market Place

7. 800th Market charter event

Discussed National Lottery funding being rejected. Cllr Frederick suggests we work from the current plan. CB advised there may be funding available from NFDC she and Jo will

progress this. Thriving Marketplace will fund notice boards, footprints and project manager. Concerns raised about overlap between funding for infrastructure vs events. CB will discuss with Jo the scope of funding.

Sub-committee need to inform the individuals that were involved in making the application. Cllr DeBoos and Cllr Frederick are going to meet with Forest Forge RE funding. Cllr Swyer offers support with Forest Forge.

It is suggested that the Sub-committee revisits funding in January once the budget is clearer post Fireworks and Winter Wonderland. Sponsors could also be approached for additional support.

Actions:

1. All Cllrs to inform individuals of the rejected National Lottery funding
2. Sub-committee to revisit the budget once this year's events are finished

8. Martyn's Law

Discussed prior. No actions necessary

9. Event Committee workplan 2025

No changes needed.

There being no further business, the meeting concluded at 13:42

The next Event Sub-Committee meeting due– 21st Oct - Cllr Frederick has proposed an alternative date of Wednesday 15th October, please confirm your preference.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

RECREATION, LEISURE & OPEN SPACES COMMITTEE**1st October 2025****Ringwood Town Council Strategy 2026-2029****1. Introduction and reason for report**

- 1.1. The Council reviews its Strategic Plan annually. The draft for 2026–2029 has been prepared to extend members' agreed priorities into the next three years. Each Committee is invited to review the draft in October, focusing on the areas most relevant to its remit but also considering how these fit within the overall strategy. This will ensure that the specified actions are first considered and scrutinised by the relevant committees before the full plan is brought to Full Council in October for final approval.

2. Background information

- 2.1. The Council first adopted a Strategic Plan in October 2022 and has reviewed it annually since. The draft 2026–2029 plan is based on the existing vision and objectives, with minor wording adjustments to improve clarity and consistency.
- 2.2. In November, each Committee will be asked to review its draft budget for the following year. Reviewing the Strategic Plan now provides essential context: it ensures that budget discussions are guided by the Council's agreed priorities, and that resources are allocated to deliver the actions and outcomes identified in the strategy.

3. Committee focus

- 3.1. Members are invited to consider:
 - Which parts of the draft strategy fall most directly within this Committee's remit?
 - Do the listed priorities and actions reflect members' intentions?
 - Are there additional actions or priorities that should be noted?
 - What budget implications, bids, or projects should be worked up for the Committee's next meeting as part of the budget-setting process?
 - Any comments on enablers, disruptors, or other points in the draft strategy that the Committee feels are relevant.

4. Issues for Decision and Recommendation

That the Committee reviews and comments on the draft Strategic Plan 2026–2029, with observations to be collated and considered when the final draft is presented to Full Council in October.

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: Charmaine.bennett@ringwood.gov.uk



Ringwood Town Council – Strategy 2026–2029

B

VISION

Our Council will remain focussed on helping our market town to thrive by improving the things that matter most to Ringwood residents, businesses and visitors

Today

Today, Ringwood Town Council is recognised for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer.

Year 3: 2028–29

Implement play strategy

Year 2: 2027–28

Develop Play Strategy
Finalise phase 2 of Carvers Masterplan
Review requirements for Phase 3.
Review outcome of any piloted youth work. Develop longer term plan.

Year 1: 2026–27

Deliver the Cemetery Development Plan
Progress the new Grounds Department facility
Deliver and monitor Open Space Management Plans
Advance Phase 2 of the Carvers Masterplan
Explore options for future youth work

Improve our facilities, services and green spaces

Year 3: 2028–29

Ringwood Events review - plan for next 3 years

Year 2: 2027–28

Depending on outcome of Thriving Market Place, consider options for Town Centre events to support local economy

Year 1: 2026–27

Hold and/or facilitate series of events to mark 800th Anniversary of Market Charter

Develop, energise and facilitate events

Year 3: 2028–29

Launch new website
Community consultation for Town Council Strategy

Year 2: 2027–28

Draft requirements for new website
Develop proposals for community consultation for Town Council Strategy 2029+

Year 1: 2026–27

Enhance meeting technology at the Gateway
Refresh the Annual Town Assembly
Strengthen engagement with local businesses

Improve communication and engagement with local community and businesses

Year 3: 2028–29

Identify infrastructure needs to support new development and guide CIL spending

Year 2: 2027–28

Review and update the Neighbourhood Plan in response to revised Local Plans
Carry out signage review

Year 1: 2026–27

Progress design and implementation of the Thriving Market Place project

Protect and enhance the town’s character while shaping sustainable development

Tomorrow

Ringwood Town Council will continue to be known for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer. We will act as the first point of contact for local public services, engage residents on the issues that matter most to them, and provide valued support to Ringwood’s businesses and the local economy.

ENABLERS and DISRUPTORS

Our ability to deliver this strategy depends on a number of enablers. New IT, skilled and dedicated staff and councillors, and a culture of civility and respect will all support success. We are further strengthened by volunteers, community groups, and the Neighbourhood Plan. However, there are also disruptors that may slow progress. Staff changes, financial and resource constraints, or delays with new technology could hold us back. Local government reorganisation may create new opportunities and assets, but also risks disruption to existing services.

RECREATION, LEISURE & OPEN SPACES COMMITTEE

1st October 2025

Report on Memorial Benches

1. Introduction and reason for report

- 1.1. To set out a consistent approach for handling requests from members of the public for memorial benches, informed by the Open Spaces Review, and to seek guidance from members on the issue of associated litter bins.

2. Background information

- 2.1. The Open Spaces Review identified limited remaining scope for additional benches in town.
- 2.2. Requests for memorial benches continue to be received from members of the public.
- 2.3. At present, each request is being considered on an ad hoc basis, creating uncertainty and additional work for staff.

3. Proposed approach

- 3.1. It is suggested that the Council adopt a standardised scheme to ensure clarity, fairness, and ease of maintenance:

Approved Locations:

- Dr Little's Garden
- The Bickerley- (alongside the path on Bickerley Road) .

Bench Style:

- To ensure ease of maintenance, predictable costs, and longevity, officers recommend that the Council agree a consistent bench style for new installations. This will allow staff to respond to families with clear information, e.g. *"We use this style of bench in this location, as it is durable and easy to maintain. The cost is £X."* An example of the recommended style is included at the end of this report.
- The Open Spaces Review notes that benches along the Bickerley should match existing ones. However, the one metal bench currently in place was installed by a previous councillor and, while very attractive, is costly to purchase, difficult to maintain, and expensive to replace like-for-like.
- Other benches in the area are not the same style as this metal one.
- For reasons of cost and ease of maintenance, officers recommend that new benches at the Bickerley should not match the existing metal bench but instead follow the suggested consistent style.

Costs and Responsibilities:

- Families would be expected to cover in full:
 - The purchase cost of the agreed bench style.
 - The plaque inscription.
 - Installation of the bench, including provision of a suitable base.
- The Council would cover:
 - Ongoing maintenance and repair once installed.
 - The cost of bins, if agreed (see below).

4. Litter bin issue

- 4.1. Benches often attract litter. Officers are unclear as to whether members expect/proposed a bin to be installed alongside every new bench.

4.2 The current cost of providing a new bin is approximately **£250** (plus installation).

4.3 Officers propose that all new bench bases be constructed slightly larger than before. This improves accessibility and also allows a bin to be added later if required, without the need for a new base.

4.4 However, in officers' view, installing a bin beside every new bench would be excessive. For example, with capacity for up to five new benches along the Bickerley path, five bins in close succession would look cluttered and be out of keeping with the setting.

5. Options for Members

a) Require a bin with every new bench with the cost met by families.

b) Require a bin with every new bench with the cost met by the Council.

c) Delegate the decision about whether to install a bin to officers (budget permitting), with benches installed on larger bases to allow a bin to be added later.

Officer View: Option (c) is preferred – prepare for bins by building larger bases, but only install bins where genuinely needed.

6. Issues for Decision and Recommendation

Members are asked to:

- Approve the designation of Dr Littles Garden and the Bickerley Path as approved memorial bench locations (until they reach capacity).
- Agree that a consistent bench style is set, with officers' recommendation that new benches at the Bickerley do not match the existing metal bench.
- Confirm that families cover the cost of the bench, plaque, and installation, while the Council funds maintenance.
- Confirm the Council's policy on bins (options a-c above).

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: Charmaine.bennett@ringwood.gov.uk

Recommended style of new benches:

Memorial Bench

AS LOW AS **£570.00**

Order Today

Description **Specifications** **Colours** **Benefits**

- Remember your loved ones with a memorial bench
- Completely maintenance free and built to last
- Made from 100% recycled plastic
- Does not splinter and is resistant to insects & bacteria
- Strong, durable and wear resistant & will not rot
- Will not break, even in extremely hot or cold conditions
- Choose from black or brown
- Engraved plaques available in a choice of either silver or brass material, size: 200mm x 50mm
- Wordings up to 100 characters, maximum of 4 lines
- Silver plaque manufactured from anodised aluminium with a satin silver finish
- Delivered fully assembled
- **Free Delivery to all UK Mainland* addresses**

Once you've selected your memorial bench, please submit your engraving wording via email to sales@recycledfurniture.co.uk 4 week lead time



Operations and Maintenance Manual



Request a Quote

Prices

Prices excludes VAT at 20%

Product Code	Description	Dimensions	Capacity	Plaque	Colour	Per Bench	Quantity
RFMPBE01	Memorial Bench	W1500 x D600 x H870mm	2-3 Person	Brass	Black	1+ £570.00	0
RFMPBE02	Memorial Bench	W1500 x D600 x H870mm	2-3 Person	Aluminium	Brown	1+ £570.00	0



Existing bench at the Bickerley.

Current Projects Update

D

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 on 05/11/2025.	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	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing 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 launching Parish Council Bus Shelter Grant on 1 October 2025. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road - outcome expected by end of 2025. No sponsor vet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.	
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 summer 2025.	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. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	No financial implications.	
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.	
PF13	Office IT overhaul	In progress	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.	Multi-year programme to upgrade staff computers and office network hardware and provide training for staff and councillors. Includes switch to new support provider. Will include consideration of providing devices to councillors and seeking Cyber Essentials accreditation.	Town Clerk	Capital costs incurred in current year will be met from IT reserve.	
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.	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	The MUGA has been christened Carvers Courts and with the timber trail is now in use. Installation of a drinking water fountain and the wildflower turf and pollinator planting are being arranged. 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 graffiti 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 looking to meet 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

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	<div>Progress / Status</div> <div>Stage reached</div>	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	Ringwood Society proposal			Floated as possible future project			
	Rear of Southampton Road	Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			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	ClIr 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								
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
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						

D

Closed Projects Report

No.	Name	Description	Outcome	Notes
-----	------	-------------	---------	-------

Full Council

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	

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	
PTE4	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.	
PTE5	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.	

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
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

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
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