

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

Held on Wednesday 1<sup>st</sup> April 2026 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Andy Briers (Chairman)  
Cllr James Swyer (Vice-Chairman)  
Cllr Luke Dadford  
Cllr Philip Day  
Cllr Mary DeBoos  
Cllr Janet Georgiou  
Cllr Peter Kelleher  
Cllr Glenys Turner

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk  
Nicola Vodden, Office Manager

ABSENT: Cllr Rae Frederick  
Cllr John Haywood

**OS/6543  
PUBLIC PARTICIPATION**

There were 6 members of the public present.

Members of the public, some from Kestrel Court, addressed the Committee, expressing their concerns about the proposed amendments to the allotment rules, which would formalise the supervised use of an incinerator on the communal plot at the Southampton Road site, to burn non-compostable allotment green waste.

They were disappointed that fires had been lit when they had understood that the Council had made a decision in 2024, that none would be permitted, following the incident. Recently, they witnessed wood being burnt, not green waste, and this had created fumes and smoke which carried towards their houses.

In their view any permission, even under controlled conditions, will increase the potential of another fire and impact on re-sale of properties and they felt very strongly that there should be measures in place to stop this happening again.

There were further objections from an environmental perspective in that there should be a move away from burning and polluting and alternative solutions should be looked at.

**OS/6544  
APOLOGIES FOR ABSENCE**

All members were present.

**OS/6545  
DECLARATIONS OF INTEREST**

Apologies for absence were received from Cllr Frederick and Haywood.

**OS/6546  
MINUTES OF THE PREVIOUS MEETING**



**RESOLVED:** That the minutes of the meeting held on 4<sup>th</sup> March 2026, having been circulated, be approved and signed as a correct record.

**OS/6547  
ALLOTMENTS – PROPOSED RULES AMENDMENTS (fires)**

Members considered the Town Clerk’s report and proposed amendments to the allotment rules. Having heard from nearby residents to the Southampton Road allotment site, in the public participation section of the meeting, they expressed how sorry they were about the incident and its lasting impact.

They took into consideration comments made in respect of the history of the event at the site and ongoing concerns, problems encountered by neighbours from use of the current incinerator, proximity of neighbouring properties and that prevailing winds blow smoke towards the residential area.

It was felt there would be issues with enforcement of any conditions surrounding incinerators. Other allotment holders manage their waste without the need to burn it and that allotment tenants’ issue with non-compostable waste, should not impact on their neighbours.

It was agreed that even controlled burns should not be allowed on the Southampton Road site due to its proximity to residential areas. There would be no change in respect of Upper Kingston (where fires are allowed, subject to conditions) or Crow Arch Lane (where fires are not permitted). Members agreed that the rules could be amended to permit the use of barbeques.

**RESOLVED:** That that allotment rules be amended at z)(2) to show that no bonfires, incinerator fires, or any other form of open fire are permitted at Southampton Road allotments and to include clause bb) relating to the use of barbeques, subject to conditions (*Annex A*).

*Note – Annex A includes the approved allotment rules and incorporates details on decisions made at the Committee meetings on 4<sup>th</sup> February and 1<sup>st</sup> April 2026 (shown in blue).*

**OS/6548  
EVENTS MANAGEMENT SUB-COMMITTEE**

The notes of the meeting were presented by Cllr M DeBoos. The focus has been on arrangements for the celebration of the 800<sup>th</sup> anniversary of the Market Charter.

She provided an outline of the events which will run on 12<sup>th</sup> July from 11:30am until 7:30pm and included a fun fair and inflatables on the Bickerley. In the Market Place, there will be a petting zoo, stage entertainment, town crier competition, a children’s activity area and hot food. Market stalls will be interactive and in keeping with the theme. An auction will be held with proceeds being split between two charities. The Deputy Lord-Lieutenant will be attending.

**RESOLVED:** That the notes of the meeting on 24<sup>th</sup> February 2026 (*Annex B*) be received.

**OS/6549  
CEMETERY REVIEW WORKING PARTY**

Cllr Day presented the notes of the meeting on 10<sup>th</sup> March 2026 (*Annex C*). He thanked the Grounds Manager for his help and advice on practical considerations with the proposed development of the cemetery extension.

Members considered the recommendation that officers be authorised to utilise up to £27,000 from the Cemetery Reserve for this project. Utilisation of these funds, along with possible grant funding for trees, would make this part of the site usable quite quickly and this will provide additional ashes plots and an area for the scattering of ashes.

**RECOMMENDED TO POLICY AND FINANCE COMMITTEE:**

That officers be authorised to utilise up to £27,000 from the Cemetery Reserve to complete the clearance and remediation of the former allotment site and prepare the area for grass seeding, subject to further information being provided on costings.

**ACTION T Robinson / C Bennett**

**OS/6550  
PROJECTS**

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

**OS/6534  
COMMUNICATIONS**

There were no issues raised.

There being no further business, the Chairman closed the meeting at 7.43pm.

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

RECEIVED  
29<sup>th</sup> April 2026

APPROVED  
6<sup>th</sup> May 2026

TOWN MAYOR

COMMITTEE CHAIRMAN



# RECREATION, LEISURE AND OPEN SPACES COMMITTEE

01/04/2026

## Allotments – Proposed Rules Amendments (fires)

### 1. Purpose of the report

- 1.1. To seek the Committees approval to amend the Allotment rules.

### 2. Background/context

- 2.1. This Committee considered and approved amendments to the Allotment Rules in January this year, primarily relating to structures on plots, including matters such as polytunnels and related rule clarifications. The proposals set out in this report do not seek to revisit that earlier decision. They respond to a recent operational issue and a recent complaint and so seek to clarify the Council's rules in relation to fires, incinerators and barbecues to ensure they are clear and enforceable across all allotment sites
- 2.2. Members previously considered the issue of allotment fires in April 2024. At that time, the Committee formalised a ban on bonfires at Southampton Road, Hightown Road and Crow Arch Lane, but deferred a decision on incinerators, fire pits and barbecues. Officers were asked to explore options for safe, controlled arrangements (including communal facilities) and to bring proposals back to Committee for a further decision.
- 2.3. Since that time, officers have progressed this work operationally. In particular, at Southampton Road, officers have worked with the Allotment Association to allow the controlled use of a communal incinerator. This arrangement has operated periodically without previous complaint and has provided a practical means for tenants to dispose of uncompostable green waste.
- 2.4. However, while the operational position has evolved, the matter has not yet been formally brought back to Committee as originally intended and the allotment rules were not updated to reflect these arrangements. As a result, there is currently a lack of alignment between established practice on site and the written rules, which the recent complaint has brought into sharper focus.
- 2.5. The complaint from a neighbouring resident also highlighted a difference in understanding regarding the Council's position on fires. The resident's view was that the Committee had previously determined that fires should not take place on allotment sites, and they raised concerns about smoke nuisance and safety following the incident.
- 2.6. Officers recognise these concerns and the impact that such incidents can have on neighbouring properties. However, as set out above, the Committee's previous decision distinguished between bonfires and the potential for controlled arrangements, and did not establish a blanket prohibition in all circumstances. The current proposals therefore clarify and formalise that position, both for tenants and for neighbouring residents, by setting out a clear, controlled framework for any permitted activity.

- 2.7. Officers have subsequently worked with the Southampton Road Allotment Association to further strengthen the existing arrangement and identify enhanced safety measures, should a controlled communal incinerator be formally permitted within the rules. These include:
- the creation of a defined base using recycled concrete slabs from the former Hightown Road allotment site, providing a stable, non-combustible surface;
  - the use of a suitably sized enclosed incinerator unit to further reduce smoke and improve control.
- 2.8. These measures are intended to formalise and improve the existing arrangement, ensuring that any incinerator use is safe, contained and properly managed, while further reducing the likelihood of nuisance to neighbouring properties.
- 2.9. The revised wording attached to this report therefore seeks to complete the process initiated by Members in April 2024 by aligning the Council's formal rules with the arrangements developed in practice. In doing so, it clarifies:
- where bonfires are permitted and where they are not;
  - the circumstances in which controlled incinerator use may take place; and
  - the position regarding barbecues and other open fires on allotment sites.
- 2.10. Members are therefore invited to consider the updated wording so that the Council's expectations are clear to tenants and neighbouring residents alike, helping to prevent similar issues arising in future and ensuring consistency between policy and practice.
- 2.11. Members may also wish to note that the Crow Arch Lane site currently does not permit bonfires or incinerators. This reflects the layout of the site and the absence of a suitable communal area in which a controlled incinerator could safely be located. Members may, however, wish to consider whether this creates an unintended imbalance between sites.
- 2.12. If Members were minded to allow the possibility of a controlled communal incinerator at Crow Arch Lane in the future, the Committee could choose to delegate authority to officers, in consultation with the relevant allotment association (if applicable), to amend the rules accordingly should a suitable location and safe arrangement be identified. This would avoid the need for the rules to be brought back to Committee for a minor operational amendment.
- 2.13. Officers have sought informal advice from the Environmental Health team at New Forest District Council in relation to smoke and potential statutory nuisance. The advice received was supportive of the Council's proposed approach. It was noted that smoke from an incinerator and a bonfire is broadly comparable, and that statutory nuisance is assessed based on factors such as frequency, duration, and any detrimental impact on health. It was acknowledged that, in an allotment context, a complete prohibition on fires would not be considered realistic. The proposed controls, including limiting fire size and encouraging the use of contained incinerators, were considered proportionate and appropriate to mitigate nuisance. It was also advised that tenants should be encouraged to burn dry (or as dry as possible) material to further reduce smoke. Overall, activity carried out within such a controlled framework would be unlikely to meet the threshold for statutory nuisance.

2.14. Members may wish to note that a full prohibition on all forms of burning (including incinerators and barbecues) would remove the potential for smoke nuisance entirely. However, this would also remove a long-established means by which allotment tenants dispose of uncompostable green waste and may create practical challenges for site management. The approach set out in this report therefore seeks to balance those considerations by allowing only controlled, limited and clearly defined activity. For these reasons, officers consider the controlled approach set out in this report to be the most proportionate and practical option.

## **2. Recommendation**

That the Committee:

1. Approves the proposed amendments to the Allotment Rules, as appended (changes shown in italics); and
2. Delegates authority to officers, in consultation with the relevant allotment association where appropriate, to amend the rules in future to allow a controlled communal incinerator at Crow Arch Lane should a suitable location and safe arrangement be identified.

## Appendix A

Location of communal allotment plot (in orange)



## Appendix B

Photo of current set up at Southampton Road





## **RINGWOOD TOWN COUNCIL**

### THE ALLOTMENT ACTS, 1908 to 1950 RULES AS TO ALLOTMENT GARDENS

Made by the Ringwood Town Council with respect to allotment gardens for the Town.

#### 1) INTERPRETATION OF TERMS

- a) Throughout these Rules the expression “the Council” means the Ringwood Town Council and includes any Committee of the Council or any officers appointed by the Council to undertake duties under the Allotments Acts, 1908 to 1950.

#### 2) DEFINITION OF THE PERSONS ELIGIBLE TO BE TENANTS OF THE ALLOTMENT GARDENS

- a) Allotments are provided for any resident, over the age of 18, who lives within the Ringwood parish boundary, subject to availability. A chronological waiting list will be kept and allotments will only be let to residents, over the age of 18, of neighbouring parishes if there are no suitable residents within the Ringwood Town Council boundaries on the list. Whilst there is a waiting list, a tenant may not be allocated more than only one full allotment plot.
- b) For the purposes of this clause, the Council, acting through its Town Clerk, may determine that a resident shall not be deemed to be a “suitable resident” if he/she has previously held an allotment, the tenancy of which was terminated as a result of non-payment of the rental or a failure to comply with any of the General Conditions set out in Clause 4 of these Rules.

#### 3) AGREEMENTS FOR LETTING ALLOTMENT GARDENS

- a) An agreement to let an allotment garden to an applicant may be signed by the Town Clerk or Deputy Town Clerk on behalf of the Council.

#### 4) NEW TENANCIES

- a) All new tenants from 30<sup>th</sup> September 2026 will be required to pay a deposit of £50, this will be refundable if either the tenant leaves/or the Council terminates their tenancy, and the allotment is left in a clean and tidy condition.

#### 5) GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED

The tenant of an allotment garden shall comply with the following conditions:

- a) The tenant shall keep the allotment garden clean and in a good state of cultivation and fertility and in good condition.
- b) Standards of cultivation will be assessed proportionately, having regard to the season, plot size and recognised horticultural practices, and must not materially interfere with neighbouring allotment holders or the future re-letting of the plot.
- c) The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden, or obstruct any path set out by the Council for the use

of the occupiers of the allotment gardens.

- d) The tenant shall not take any dog in his charge onto the allotment site except on a lead and under control.
- e) The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.
- f) The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay.
- g) The tenant shall keep every hedge that forms part of the allotment garden properly cut and trimmed, keep all ditches properly cleansed, and maintain and keep in repair any other fences and any gates on the allotment garden.
- h) The tenant shall not, without the written consent of the Council, erect any building or structure on the allotment garden, provided that consent shall not be refused under this sub-paragraph to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or for the storage of gardening implements.
- i) For the avoidance of doubt, "building or structure" includes sheds, polytunnels, fruit cages, netted structures and similar installations.
- j) Consent under this Clause will not normally be given for any building, or buildings, that in total exceed 6' x 8' (2m x 2.4m) in size at the Southampton Road and Upper Kingston sites. The maximum size permitted at the Crow Arch Lane site is 6' x 4' (2m x 1.2m). Under no circumstances is asbestos, or any form of asbestos, to be used on any building, fence or structure on the allotment garden.
- k) Consent may be made subject to reasonable conditions relating to size, height, siting, materials, anchoring and the requirement that the structure is temporary and removable.
- l) All buildings and structures are erected entirely at the tenant's risk.
- m) The Council accepts no responsibility or liability for any loss, damage or injury arising from any building or structure on an allotment plot.
- n) Tenants are responsible for arranging any insurance they consider necessary in respect of their buildings, structures and personal property.
- o) The Council reserves the right to require the alteration or removal of any building or structure that is unsafe, poorly maintained, or causes nuisance, obstruction, or risk to other allotment holders or members of the public.
- p) The tenant shall not, without the written consent of the Council, keep any tree exceeding 2m in height on the allotment.

- q) The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the allotment gardens.
- r) The tenant shall, as regards the allotment garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.
- s) The tenant shall observe and perform any special condition which the Council considers necessary to preserve the allotment garden from deterioration, and of which notice to applicants for the allotment garden is given in accordance with these Rules.
- t) Watering: standpipes are provided for obtaining water for the Allotment Garden. **Under no circumstances may tenants connect sprinklers or automatic water systems to the water supply.** Use of open containers such as baths to collect water are prohibited, however covered water butts are permitted.
- u) The tenant shall not use the allotment garden for the purpose of any trade or business.
- v) The tenant shall be permitted to compost garden waste on the plot providing:
  - (1) the total area of any compost heaps shall not exceed 9 square metres (3m x 3m);
  - (2) no household waste shall be brought onto the plot; and
  - (3) the compost shall be properly managed to avoid infestation by vermin.
- w) The use of carpet as ground cover is prohibited on allotments.
- x) *Fires of any kind on Council allotment sites are strictly controlled to ensure safety, prevent nuisance, and protect neighbouring properties. The Council reserves the right to prohibit fires temporarily or permanently where they give rise to substantiated nuisance, safety concerns, or repeated and reasonable complaints from neighbouring properties.*
- y) *Where fires are permitted (as set out below), the following conditions apply:*
  - (a) only garden waste arising from the allotment plot may be burned; the importation of any waste from outside the site is prohibited;*
  - (b) material must be dry, or as dry as reasonably practicable, to minimise smoke;*
  - (c) fires must only take place in suitable weather conditions and must not be lit where smoke is likely to cause nuisance;*
  - (d) fires must be kept small, controlled and attended at all times, and fully extinguished before leaving the site.*
- z) *Site-specific arrangements*
  - (1) Upper Kingston Allotments**
    - (a) Bonfires are permitted at the Upper Kingston site, subject to the conditions set out at (y).*
    - (b) The Council encourages the use of enclosed incinerators in place of open bonfires where practicable.*

**(2) Southampton Road Allotments**

*(a) No bonfires, incinerator fires, or any other form of open fire are permitted at this site.*

**(3) Crow Arch Lane Allotments**

*(a) No bonfires, incinerator fires, or any other form of open fire are permitted at this site.*

aa) The use of weed-burning tools (of all descriptions) is prohibited anywhere on any Council allotment site.

*bb) Barbecues are not permitted on individual allotment plots. However, barbecues may take place as part of a Council-approved or Allotment Association-organised communal event, subject to the following conditions:*

*(a) only sturdy, reusable barbecues may be used; disposable barbecues are strictly prohibited;*

*(b) barbecues must take place within the designated communal area only;*

*(c) where an Allotment Association exists, a representative must be present to supervise;*

*(d) barbecues must only take place in suitable weather conditions and must not cause nuisance to neighbouring properties;*

*(e) barbecues must not be left unattended and must be fully extinguished before the event concludes.*

**6) PAYMENT OF RENT**

a) The rent of an allotment garden shall, unless otherwise agreed in writing, be paid yearly on the 29<sup>th</sup> of September in each year.

**7) POWER TO INSPECT ALLOTMENT GARDENS**

a) Any member or officer of the Council shall be entitled at any time when directed by the Council to enter and inspect an allotment garden.

**8) TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN**

a) The tenancy of an allotment garden shall, unless otherwise agreed in writing, terminate on the 29<sup>th</sup> of September each year.

b) It may also be terminated by the Council by re-entry after one month's notice:

c) If the rent is in arrears for not less than 40 days, or

d) If the tenant is not duly observing the Rules affecting the allotment garden, or any other term or condition of his tenancy, or if the tenant becomes bankrupt or enters into any form of compromise with his creditors.

9) Any tenant wishing to terminate their tenancy after payment of their annual allotment fee shall receive a percentage of their rent in a refund, based on the date the tenancy is terminated. The rent retained is to cover administration fees.

10) The tenancy may also be terminated by the Council or tenant by twelve months' notice in writing expiring on 29<sup>th</sup> of September in any year.

11) If any items are left on the allotment after eviction the Council has the right to dispose of those items as they so wish.

12) Any deposit not claimed within six months of the termination or expiry of the tenancy shall be retained by the Council, having made reasonable attempts to contact the former tenant.

13) EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES

- a) These Rules shall not apply to any land let to an association, or to any allotment garden which the Council, under special circumstances, to be recorded in their minutes, may exempt from these rules, but shall apply, except as aforesaid, to an allotment garden though held under a tenancy made before these Rules come into operation, but not so as to affect any right to compensation for an improvement executed before these Rules come into operation.

14) SERVICE OF NOTICES

- a) Any notice may be served on a tenant either personally or by leaving it at his last known place of abode, or by registered letter addressed to him there, or by fixing the same in some conspicuous manner on the allotment garden.

## **Events Management Sub-Committee**

**Notes of meeting held on Wednesday 18<sup>th</sup> March at 11.30am at Carvers Clubhouse**

Present: Cllr Rae Frederick  
Cllr Mary DeBoos (Chair)  
Cllr Glenys Turner  
Cllr James Swyer

In attendance: Charly Keith – Clubhouse and Events Manager  
Ebony Hooper – Clubhouse and Events Assistant

### **1. Declarations of interest**

No interests were declared.

### **2. Minutes of the previous meeting**

**RESOLVED:** That the minutes of the meeting held on 24<sup>th</sup> February 2026 having been circulated, approved, and signed as a correct record.

### **3. Resignation from Sub-Committee**

- Cllr Day has indicated his intention to resign from the Sub-Committee, and this will be reported to the Recreation, Leisure and Open Spaces Committee for formal noting.

### **4. Discussion on future meetings**

- It was raised that there are some difficulties with everyone being available to attend the meetings so an option to move the meetings to an evening is being considered

### **5. Ringwood 800<sup>th</sup> Market Charter**

#### **I. Draft Event Management Plan**

- CK discussed whether or not the Church service and funfair should be included in the Event Management Plan. Whilst these activities are not a part of the official event, the Church service will be in the Market Place and using the stage. Visitors from the event would be using the funfair and, from a formality point of view, these additional activities should be included in the Event Management Plan.
- There was a discussion in regard to event security and whether members of security would be needed on site until the funfair ended that evening.

**Resolved – The Committee agreed that the church service and funfair would be included in the Event Management Plan and a number of security members would need to stay on site until the funfair ended at the end of the evening.**

- The committee discussed different roles and aspects of stewarding and marshalling on the event day. It was highlighted that the most hands would be needed for event set up and pack down. Main areas highlighted were – road closure set up (barriers), co-ordination of vehicles, gazebo set up and stewarding of the petting zoo and stage entertainment. Options for volunteers were discussed and the committee agreed that between volunteers, councillors and staff a rota system could be developed to allow for shifts and breaks.

- It was advised that Cllr Day would like to be responsible for the stocks and whether he could source these for a fun, interactive idea on the day.

**Actions**

- **Cllr Frederick to approach community groups regarding support for the event day**
- **CK to contact funfair organiser to discuss plans for arrival**
- **CK to distribute final plan before submittal**

II. To discuss Master Plan

- CK to attend a site meeting to discuss layout of Market Place for entertainment. Once the site meeting has taken place, decisions can be made on other aspects of the day – such as seating arrangements.
- There was a suggestion that community groups, such as RMDS and Poulner Players, could be invited to attend in periodic costume (if they are planning to come along).

III. Details of Town Crier Competition

- Chris Conaughton is working with the local schools to give children the opportunity to take part in a 'town crier competition.' 6 local schools have been approached and 5 children from each school are nominated to take part – 30 children. The committee discussed the possibility of finding extra bells to be used to hopefully reduce the amount of waiting time.

**Actions**

- **Cllr Frederick to source 3 bells**

IV. Update on budget

- CK updated on entertainment costs – specifically face painting costs. The quote for 2x face painters for the full day has come back as £800

**Resolved – The Committee agreed to book the face painters and charge £5 per face paint**

V. Update on road closure

- Road closure will be from Friday's Cross and the top of Meeting House Lane. The committee confirmed there will be barriers at Friday's Cross, another barrier at Kings Arm Lane and further barriers will be in place on West Street, Strides Lane and Deweys Lane.
- Closer to the event date, letters will be posted to residents to inform them of the road closures.

VI. Discuss variety of market stalls

- The committee discussed the variety of market stalls that have been confirmed so far. There are still a few options to follow up with and developments coming together. Waldorf School may be able to assist with blacksmithing, woodworking, children's activities such as needle spinning.
- In regard to the auction, Chitty Chitty Bang Bang confirmed has been confirmed and will be able to take 3 people on carnival day. The committee discussed the options for proceeds of the auction to go to local charities, with options including Greyfriars Community Centre and Moyles Court Wildlife Centre. The committee were in agreement that the proceeds should be split 50/50 between the two charities.

**Actions**

- CK to follow up with crow farm and the railway RE BBQ
- EH to discuss with Dan Tanner RE market stall - Four Acre Farm could be an alternative
- Cllr DeBoos to talk to Greyfriars and Moyles Court to let them know that the committee had agreed to split the auction proceeds 50/50
- Cllr Frederick to discuss options for making Woolley & Wallis auction box – Men’s Shed
- Cllr Frederick to talk to Angela from Ringwood Fabrics with regards to taking part on the event day

**6. Ringwood Grand Fireworks vendor pricing (opening applications)**

- Ringwood Grand Fireworks applications will be opening soon and the committee discussed the vendor pricing. Current prices are Market stalls £40, Sweet treats/hot drinks £100, Food £150 and the bar £500. The committee agreed to keep the fees the same this year.

**RESOLVED – The fees for this year will remain the same**

There being no further business, the meeting concluded at 12.50

The next Event Sub-Committee meeting –

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## **CEMETERY REVIEW WORKING PARTY**

**Notes of meeting held Tuesday 10 March 2026, 2pm (online)**

### **Present:**

Cllr Philip Day  
Cllr Janet Georgiou  
Cllr Glenys Turner  
Cllr Mary DeBoos  
Lynn Seager (non-voting member)

### **In attendance:**

Charmaine Bennett – Town Clerk  
Tony Robinson – Grounds Manager

### **1. Apologies**

There were no apologies.

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

No declarations of interest were made.

### **3. Minutes of Previous Meeting**

The notes of the meeting held on 15 December 2025 were approved.

### **4. Review of Actions from Previous Meeting**

All actions had either been completed or were being addressed through items on the current agenda. Lynn also provided an updated plan for the overall scheme (copy attached).

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

The Grounds Manager provided an update on progress in clearing the former allotment site. Significant progress has been achieved and, wherever possible, materials have been recycled or reused, meaning that only minimal costs have been incurred to date. Members thanked the Grounds Manager and the grounds team for the work undertaken.

Members also reviewed the topographic survey that had been commissioned to support the future planning and layout of the cemetery extension. The survey provides an accurate plan of the site, including levels and boundaries, to inform the design and development of the area. Members noted that the survey confirmed the Council's land boundaries and did not identify any encroachments or boundary disputes.

The Grounds Manager explained that a number of options had been considered to deal with the soil on the former allotment site and remove any remaining debris from previous allotment use before the area is seeded for grass. One option would have been to remove the upper layer of soil across the site and replace it with clean topsoil. However, this would have required the removal of a very large volume of material, estimated at around 60 skips, making the approach prohibitively expensive.

Instead, the Grounds Manager is exploring the use of a trammel machine which would screen the existing soil on site. This would allow stones, plastic and other debris left from allotment use to be removed while keeping the majority of the soil in place, creating a suitable base for grass seeding.

Members noted that the site is awkward in terms of access, meaning several approaches had been explored before identifying the most practical and cost-effective option.

While the initial preference had been to appoint a single contractor to undertake the works, quotations received were very high. It is therefore likely that the project will proceed through a combination of local contractors and the Town Council's grounds team, which should help keep costs manageable.

Members were advised that approximately 62x62x40m of drainage should be installed around the perimeter of the site, with the Town Council grounds team installing a soakaway to assist with surface water management.

The Working Party discussed the possibility of extending the existing tarmac path at the "Y" junction shown on the plans. Lynn confirmed that this had been considered within the concept plans and would help improve disabled access, which is currently difficult in this part of the cemetery.

Members noted that residents had raised concerns about the removal of trees during the clearance works. However, the Grounds Manager confirmed that no trees of any value had been removed and that replacement planting was included in the overall scheme.

In order to provide an evidence base and demonstrate ecological improvements, the Grounds Manager proposed commissioning a Biodiversity Net Gain baseline survey using satellite mapping. The cost of the survey would be approximately £270. This would provide a baseline ecological score for the site and allow the Council to demonstrate that any habitat loss has been offset through future planting. Members noted that this approach may also generate biodiversity credits which could potentially support other projects.

Members were also advised that various items recovered during site clearance had been reallocated to other allotment sites where appropriate. It was noted that any stone recovered through the trammel process may also be suitable for sale as aggregate or used on site, which could help offset project costs.

### **Actions**

- Grounds Manager to obtain a quotation for the use of a trammel machine to screen the soil and remove debris.
- Grounds Manager to explore delivering the works through a combination of local contractors and the Town Council grounds team.
- Grounds Manager to go ahead with the Biodiversity Net Gain baseline survey (subject to approval from RLOS).
- Officers to consider the feasibility and cost of extending the path at the "Y" junction to improve accessibility.

### **Recommendation**

Members agreed to recommend to the Recreation, Leisure and Open Spaces Committee, and subsequently to Policy and Finance Committee, that officers be authorised to utilise up to £27,000 from the Cemetery Reserve to complete the clearance and remediation of the former allotment site and prepare the area for grass seeding.

## **6. Burial Capacity Update and Development Phasing**

The Town Clerk introduced the report circulated with the meeting papers, which reviewed current burial capacity and the implications for the future development of the cemetery.

Members noted that current trends indicate the cemetery has capacity for approximately 12–13 years of coffin burials. However, capacity for ashes interments is significantly more limited, with approximately 1–2 years remaining within the ‘new’ Garden of Rest.

Members were advised that the final double ashes plot in T Row, which permitted upright memorials, has now been sold. Images of this format were shown to Members. It was noted that this style of interment has proved significantly more popular with families than the Garden of Rest tablet format, meaning the Council is no longer able to offer this option to residents.

Members recognised this as an urgent issue, as demand for ashes interments is increasing.

### *Future Ashes Provision*

Members considered whether part of the land currently reserved for future coffin burials could be reallocated for ashes interments. However, Members expressed a preference to develop the triangular area shown at the lower section of the draft plans as a new ashes interment space incorporating upright memorial stones. Members noted that the proposed layout could be illustrated and communicated to residents purchasing plots in advance of development.

Members also agreed that the area beneath the large beech tree within the newer burial ground should be allocated for ashes interments rather than coffin burials, enabling longer-term growth of ashes provision.

It was also noted that any new ashes plots should be located within the developing extension area of the cemetery, and that the areas currently identified for future coffin burials should not be brought into use at this stage in order to preserve longer-term burial capacity.

### *Regulatory Considerations*

A question was raised regarding whether planning permission or other regulatory consent may be required for these changes. The Town Clerk agreed to investigate the position and report back.

### *Funding and Landscaping*

Members discussed potential funding sources for the wider improvement of the cemetery extension. It was noted that grant funding opportunities for cemetery improvements appear limited and that future development may need to rely largely on Community Infrastructure Levy (CIL) funding.

Members reiterated the importance of ensuring that the space becomes an attractive landscaped area including grassed areas, tree planting, hedging, improved paths, seating or covered seating, and memorial sculptures.

It was noted that RACE had previously offered £8,000 towards tree planting on the Bickerley and would consider whether this funding could instead support tree planting within the cemetery project at a board meeting in May.

Members agreed that further costings should be prepared to determine:

- the cost of constructing the proposed paths
- the potential extension of the path linking the older cemetery with the newer section

These figures will help determine whether the £27,000 cemetery reserve allocation would cover only essential works or whether additional improvements could be included.

#### *Actions*

- Town Clerk to confirm whether planning permission or any other regulatory consent is required for the proposed development of ashes interment areas within the cemetery extension.
- Officers to prepare outline costings for the proposed path works within the extension area, including the path within the triangular section and the potential extension linking the older cemetery with the newer section.
- Officers to confirm how the potential £8,000 contribution from RACE for tree planting can be incorporated into the cemetery development.
- Officers to consider how the proposed ashes interment layout within the extension area could be illustrated.

#### *Agreed direction*

Members agreed in principle that future ashes interments should be located within the developing cemetery extension area, specifically the triangular section of land.

Members also agreed that the areas currently identified for future coffin burials should not be brought into use at this stage so that longer-term capacity is preserved.

#### *Recommendation*

No formal recommendation was required at this stage, but the matter will be brought forward to Recreation, Leisure and Open Spaces Committee once further costings and regulatory advice have been obtained.

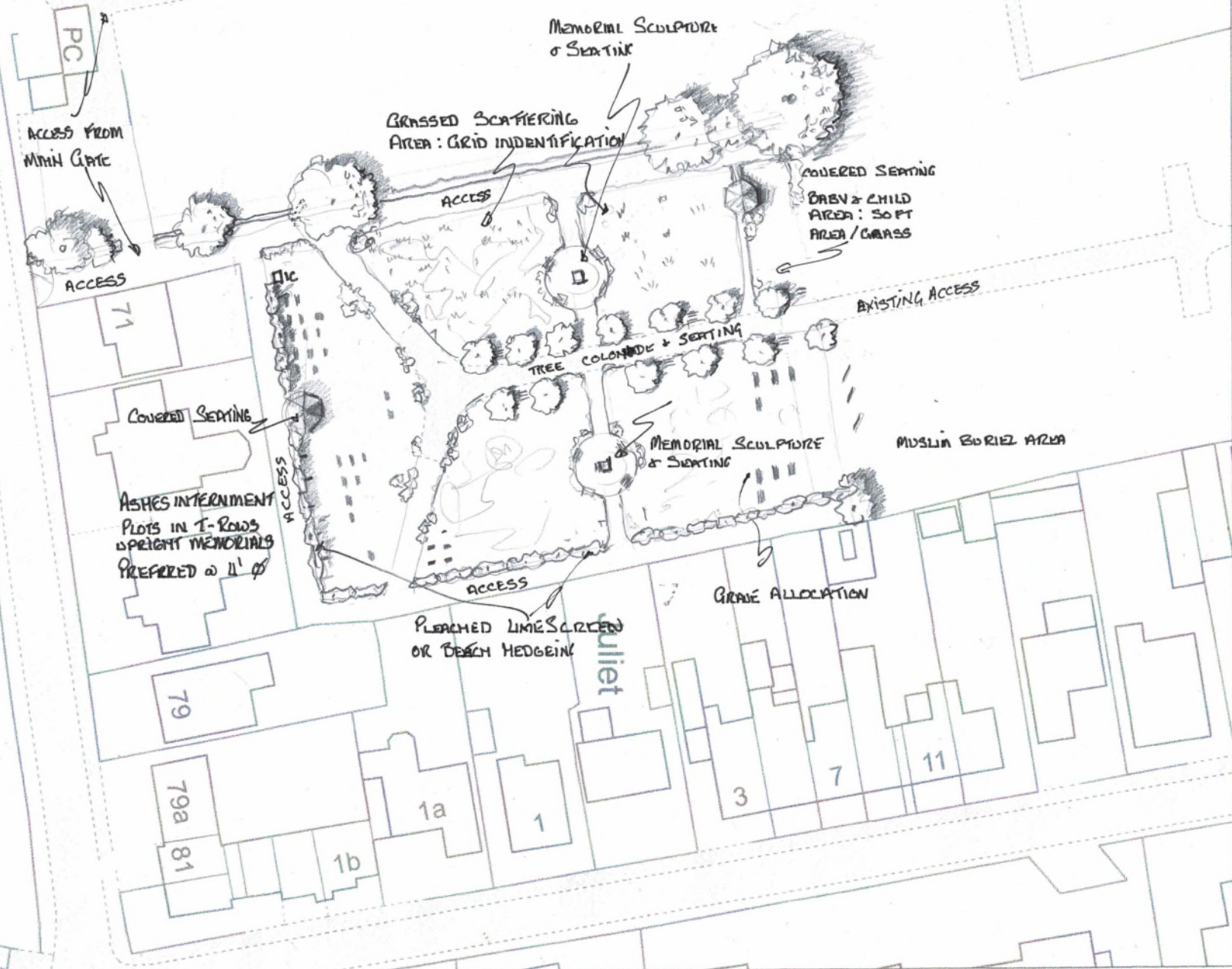
## **7. Date of Next Meeting**

Members agreed that the next meeting would be arranged if further decisions are required following officer enquiries and preparation of additional costings.

6 MARCH 2026

CHANGES FROM LAST SITE MEETING

- 1. SCATTERING AREA MOVED AWAY FROM HOUSING
- 2. COLONADE TREES TO BE AGREED
- 3. PLEACHED LIME TREES OR SIMILAR TO SCREEN FROM HOUSES

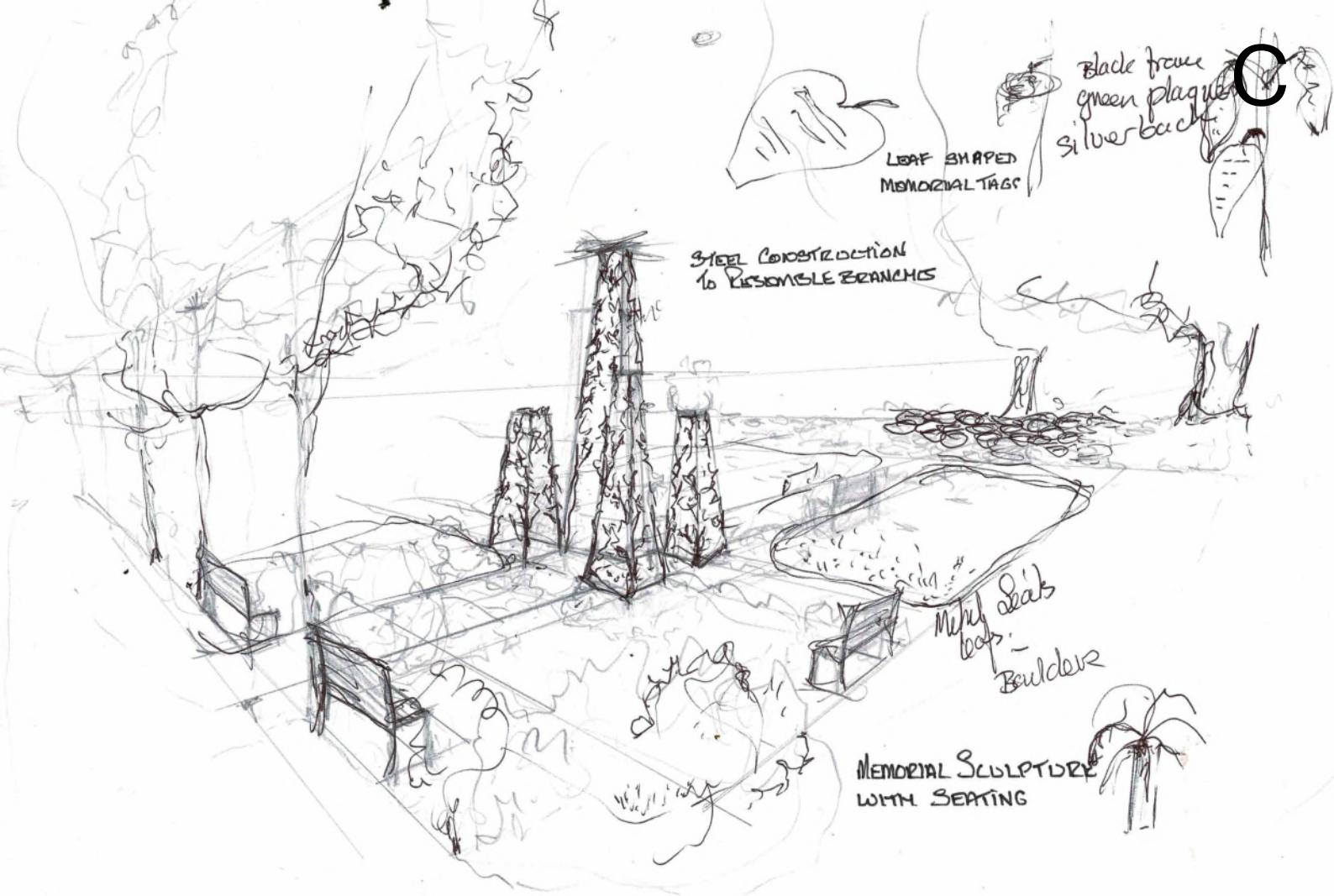


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Ringwood  
 Author: C. Wilkins  
 Date: 14/08/2025

PARISH  
 ONLINE



COLONNADE VIEW  
WITH SEATING



## Recreation, Leisure and Open Spaces Project Oversight Report

### 1. Introduction and reason for report

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

### 2. Background

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

### 3. Scope of report

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

Project title	Purpose/intended outcome	Status	Progress update	Key risks/issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery lead	Financial position
Grounds Department Sheds Replacement	To replace the Grounds team's standard workshop, garaging, office and storage facilities with a fit-for-purpose building, improving operational efficiency, health and safety, and long-term asset resilience.	In progress	Planning permission for a new Grounds Department building has been granted. The project is now at a transition point between feasibility and delivery planning.	Financial: Construction and professional costs.  Governance: Delivery arrangements have not yet been agreed, which may affect pace and oversight.	Agreement to transfer routine project oversight to the Policy & Finance Committee, ahead of a subsequent proposal on delivery governance.	Note- to receive next steps and options in due course.	Town Clerk		Proposed budget of £10,000 for next stage
Carvers Recreation Ground – Pavilion Future Use (Men's Shed Proposal)	To determine and, if approved, formalise an appropriate future community use of the former cricket pavilion	Exploration agreed in principle (subject to planning clarification).	Committee has resolved to explore occupation in principle, subject to planning compliance. Initial site visit undertaken with Ringwood Men's Shed. Planning advice sought from NFDC regarding change of use from sports to community use. Still awaiting clarification.	Planning permission/change of use requirement	Receipt of planning clarification.	Direction on Heads of Terms and approval of any formal lease.	Town Clerk	Town Clerk	No direct expenditure committed at this stage.
The 800th Anniversary of the Market Charter	To hold and or facilitate a series of events to mark the 800th Anniversary of Ringwood's Market Charter	In progress	Event Committee have agreed programme and activities for the event on 12 July. Sculpture can now be progressed to design stage.	Operational: time to deliver the project, Reputational: keeping partners in the loop	Agreement of key principles in the event	Note- to receive the Event Committee updates and comment as and when reqd.	Town Clerk	Events Manager	Proposed £10,000 to be spent from event reserve
Poulner Lakes track maintenance	To establish a sustainable and cost-effective approach to maintaining and improving the access tracks at Poulner Lakes to an acceptable standard, ensuring continued safe use while clarifying long-term maintenance responsibilities.	In progress (under discussion since Jan. 2021)	NFDC have confirmed that this is in their workplan for 2026/2027 subject to completion of the land transfer agreement by RTC and RDAA. Frettons have confirmed that the revised plans look satisfactory and are carrying out some final checks with Land Registry and getting agreement with RDAA's solicitor. Expecting to be able to bring papers back to next P&F meeting.	Financial: Construction and professional costs.  Governance: Delivery arrangements have not yet been agreed, which may affect pace and oversight.	Confirmation of legal position following Land Registry submission and agreement of scope, cost-sharing arrangements, and delivery approach with NFDC.	Note – and to receive a further report once costs and delivery arrangements are confirmed.	Town Clerk	Grounds Manager	£15000 from RTC CIL agreed

Cemetery Development	To review and develop the Council's cemetery facilities, including options for additional burial capacity, new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and the creation of a garden of remembrance, in order to meet future demand in a sensitive and sustainable manner.	In progress	Cemetery Review Working party took place in March with proposed costings for clearance of site and updated designs	Financial: Detailed costings have not yet been developed; affordability and funding options will need to be confirmed once outline plans are costed. Capacity: Long-term burial capacity remains finite and will require phased planning. Sensitivity: Proposals	Development of initial options and recommendations by the Cemetery Review Working Party for consideration by the Committee.	Decision required re spending of reserves to clear the site	Town Clerk	Grounds Manager	An earmarked reserve has been established for cemetery development. It is anticipated that future Community Infrastructure Levy (CIL) receipts may also be used to support delivery, subject to costs being confirmed and the usual approvals.
Youth Work – Initial Scoping and Partnership Development	To explore and scope future youth work provision in the town, including partnership-based delivery models aligned to Council priorities and community need.	In progress (early scoping stage)	An initial meeting has been held with interested partners in the town including Ringwood School, Churches Together and a local youth work organisation.	Scope creep if expectations not clearly defined at an early stage. Must be financially sustainable.	Development of an outline options paper setting out potential delivery models, costs, and governance arrangements.	Note at this stage. Future decision required on preferred option and any associated funding, subject to a report.	Town Clerk	Clubhouse Manager	Indicative potential budget of up to £4,000 for initial scoping / pilot activity in 2026/27 (subject to member approval).
Christmas lights review	To review the existing Christmas light display and identify proportionate improvements that enhance the town centre's festive offer, while ensuring value for money and operational practicality.	In progress	The Clerk met with the new Account Manager and CEO of Festive Lighting to review the 2025 Christmas lighting scheme. Photos and videos taken during December were shared to illustrate several observations.  Discussion focused on potential adjustments to improve the overall impact of the display, including relocating certain elements to strengthen lighting in key areas of the town centre, reviewing the colour warmth of the tree lights (yellow rather than the intended gold), and exploring the potential scope and cost of enhancing elements of the scheme (for example additional lighting around the church).  <i>Festive Lighting have advised they will review the</i>	Financial: Scope of potential enhancements and associated costs have not yet been confirmed. Operational: Installation and maintenance requirements must remain achievable within existing resources and timescales.	Receipt of options and indicative costs from the lighting contractor, to inform further consideration by the Working Party.	Await response and proposals from Festive Lighting (expected March / early April).	Town Clerk		To be confirmed, subject to the scope of any agreed enhancements.
<b>Projects delivered by external partners and monitored by officers</b>									
North Ringwood - walking route improvements project (known as Ri6 by NFDC)	Part of the Greenway Project, led by New Forest District Council and funded through Community Infrastructure Levy (CIL), aimed at protecting sensitive sites within the National Park by improving local walking routes and encouraging more sustainable use.	In progress	NFDC have confirmed that this project will be included in their programme for 2026/2027. Clerk has asked when further concept designs will be available.	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.
North Poulner and The Mount – Access and Open Space Enhancements (know as Ri9)	Part of the Greenway Project, led by New Forest District Council and funded through Community Infrastructure Levy (CIL), aimed at protecting sensitive sites within the National Park by improving local walking routes and encouraging more sustainable use.	in progress	NFDC have confirmed that this project will be included in their programme for 2027/2028.	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.

#### 4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:  
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