

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

Held on Wednesday 3<sup>rd</sup> December 2025 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr James Swyer (Vice-Chairman)  
Cllr Philip Day  
Cllr Mary DeBoos  
Cllr Rae Frederick  
Cllr John Haywood  
Cllr Peter Kelleher

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

ABSENT: Cllr Andy Briers (Chairman)  
Cllr Janet Georgiou  
Cllr Glenys Turner  
Cllr Becci Windsor

### **OS/6506 PUBLIC PARTICIPATION**

There were no members of the public present.

### **OS/6507 APOLOGIES FOR ABSENCE**

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

### **OS/6508 DECLARATIONS OF INTEREST**

Although it was not a disclosable pecuniary interest, Cllrs DeBoos and Haywood indicated they were trustees of Youth Riders (YR) and would leave the meeting when YR's proposal was being considered.

### **OS/6509 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 5<sup>th</sup> November 2025, having been circulated, be approved and signed as a correct record.

### **OS/6510 CARVERS WORKING PARTY**

Cllr Frederick confirmed more planting is to take place for Phase 1 of Carvers Masterplan and it will then be complete. Phase 2 is dependent on funding becoming available and will now include improvements to the pavilion. An expression of interest (in order to apply for a grant) for £115,000 had been sent to NFDC. This would fund gates, a new entrance, outdoor gym and signage to encourage people to walk and cycle to Carvers and the Clubhouse. It was



noted the pump track cannot go around the skatepark, as hoped, and there is no other suitable area.

*At 7:05pm, Cllrs DeBoos and Haywood left the meeting as they are trustees of Ringwood Riders.*

Members considered the proposal from Youth Riders to rent The Oak Room at Carvers Clubhouse, for use as a shop / workshop, a few times a month. There would be someone present who is qualified to carry out scooter repairs. It is intended to make parts and scooters available to purchase, however the position regarding planning consent for retail sales needs to be understood.

An assurance was given that the booking would not impact negatively on other activities at the clubhouse and the room could still be used by other hirers and for other purposes.

**RESOLVED:** 1) That the notes of Carvers Working Party meeting on 21<sup>st</sup> November 2025 (*Annex A*) be received; and  
2) That the proposal from Youth Riders be agreed in principle, subject to a formal agreement that allows the use of the space by others, and that officers are satisfied regarding planning consent for retail sales.

<b>ACTION</b> <b>C Bennett</b>
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*Cllrs DeBoos and Haywood rejoined the meeting at 7:13pm.*

#### **OS/6511**

##### **EVENTS MANAGEMENT SUB-COMMITTEE**

Cllr Frederick highlighted the success of the Christmas Market and Lights switch-on event on 30<sup>th</sup> November. This massive event is planned by a very small events team of councillors and staff, who had done a brilliant job. Thanks were extended to those involved and all of the volunteers on the day. The event had drawn in many people and there had been some fantastic feedback. It had been the first Christmas event for the Events Manager and Assistant and they were congratulated on a superb event. Well done everyone!.

The Events Sub-committee would benefit from having more members and there was a plea for other councillors to put themselves forward.

**RESOLVED:** That the notes of the Events Management Sub-Committee meeting on 12<sup>th</sup> November 2025 (*Annex B*) be received.

#### **OS/6512**

##### **GATEWAY SQUARE: CASUAL TRADING**

Members considered the Town Clerk's report (*Annex C*). This matter has arisen due to requests received from individual traders wanting to book a pitch in Gateway Square. The current management policy does not cover this.

**RESOLVED:** 1) That the introduction of a new category of use for Gateway Square: *casual individual trading* be approved;  
2) That there be a maximum of two casual stalls set up at any one time;  
3) That Casual trading pitches should be priced higher than standard market stalls at £25 per booking;  
4) That the trigger for consultation with the Charter Holder be set as detailed in Section 4 of the report; and



- 5) That officers prepare an operational policy based on these strategic principles.

<b>ACTION</b> <b>C Bennett</b>
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**OS/6513**

**NFDC – RECREATIONAL MITIGATION PROGRAMME**

The Town Clerk indicated there is NFDC CIL funding available through the recreational mitigation programme to improve local areas and encourage people to use those areas more and to take pressure away from the National Park. Two schemes have been identified in Ringwood, at Poulner Lakes and The Mount, and details are provided in *Annex D*.

A discussion followed with regards to the proposed replacement bridge being outside of the Ringwood parish boundary and the expectations of NFDC with regard to future responsibility and maintenance of it. It was noted that Ringwood residents benefit from the bridge and that no commitment was required at this stage. It is hoped that there would be some discussion with Ellingham, Harbridge and Ibsley Parish Council with regard to this, at the appropriate time.

*Cllr Haywood declared a pecuniary interest as he is also Chair of Ellingham, Harbridge and Ibsley Parish Council.*

Members were supportive of the proposals but requested that the concept stage includes consideration of low maintenance design and materials. It was also noted that funding for the Carvers Masterplan may fall within the mitigation programme.

Members confirmed they are supportive of:

1. NFDC's concept-stage proposals for improvements to walking routes in North Poulner and for these to progress to further design development;
2. NFDC commissioning a survey of the Poulner Lakes footbridge, noting NFDC's expectation that RTC would adopt and maintain any future replacement structure, with survey findings returned to Committee before any final decision is made; and
3. NFDC's concept-stage proposals for improvements at The Mount and for these to progress to further design development.

**RESOLVED:** That NFDC's proposals be supported.

<b>ACTION</b> <b>C Bennett</b>
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**OS/6514**

**PROJECTS**

RLOS4 Grounds department sheds replacement - Planning permission has been granted and it was suggested a nominal amount be included in the budget to initiate the project. It is intended that a Working Party will be formed and a scrutiny panel, in due course.

RLOS30 Cemetery development – The Town Clerk and two members of the Working Party joined a seminar on setting up memorial gardens, as this is what is intended for the extension to the cemetery. The next meeting is on 15<sup>th</sup> December 'on-site' where clearance of the vacated allotment area will be assessed.

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

<b>ACTION</b> <b>C Bennett</b>
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**OS/6515  
COMMUNICATIONS**

Results of the CIL applications submitted to NFDC to be published when known.

<b>ACTION    C Bennett</b>
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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  
17<sup>th</sup> December 2025

APPROVED  
7<sup>th</sup> January 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

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## Carvers Working Party

### Notes of meeting held at Ringwood Gateway on Friday 21 November 2025 at 2pm

Present: Cllr Rae Frederick – Chair  
Cllr Mary DeBoos  
Cllr Becci Windsor (until 15:02)

In attendance: Charmaine Bennett – Town Clerk  
Charly Keith - Clubhouse Manager

Absent: Cllr Peter Kelleher  
Cllr Andy Briers

#### 1. APOLOGIES FOR ABSENCE

Cllr. Andy Briers and Cllr. Peter Kelleher

#### 2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

#### 3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 26 August 2025 were approved for signature by the Chair as a true and correct record.

#### 4. OFFICERS' REPORTS

The Clubhouse Manager reported that:

- Winter closing hours will be introduced shortly, and steps are being taken to advertise the changes to customers.
- Attempts have been made to display opening and closing times on the gates, but the signs continue to be removed or vandalised. A more permanent solution will be developed as part of Phase Two of the Carvers Masterplan.
- The new pool table has been very popular, demonstrating the strong demand for activities for young people.
- There is potential for a sexual health clinic to operate from the Oak Room;

The Town Clerk reported that she will propose the implementation of a Scrutiny Panel to oversee the construction of the new Grounds Sheds. This will sit outside the remit of this meeting and will be brought forward separately.

#### Actions:

1. Officers to develop a plan to raise awareness of Carvers Courts and increase usage for Spring 2026.
2. Town Clerk to present a report on governance oversight arrangements for the Grounds Sheds project.

#### 5. YOUTH RIDERS PROPOSAL

This item was not discussed, as the meeting would not have been quorate for a decision. The proposal will be deferred to the Recreation, Leisure & Open Spaces Committee (RLOS).

#### 6. CARVERS MASTERPLAN REVIEW

##### Phase 1

The following items remain outstanding for Phase 1:

- Installation of wildflower turf, and planting of new trees with guards - expected November/December.
- Installation of the drinking fountain- expected early in the new year.

## **Phase 2**

The group noted that the use and condition of the cricket pavilion will now form part of Phase 2 discussions. Initial ideas included kitchen improvements, window and shutter upgrades, and general refurbishment. The practicalities of storage in general were also considered, particularly while the new sheds are being built.

The Clubhouse Manager reported that no pump track can be sited around the skate park due to the NFDC CCTV camera and its associated electrics. No suitable alternative site could be identified.

The Grounds Manager has suggested adding planting to improve the presentation of the area around the skate park.

Other Phase 2 elements include signage, revised entrances, and outdoor exercise equipment. Expressions of interest for CIL funding have been submitted. Further discussion will take place once a response is received.

### **Actions:**

- 1. Grounds Manager to look at costs for installing benches in a way that allows them to be moved for events.**
- 2. Grounds Manager to propose options for planting around the outside of the skate park.**
- 3. Town Clerk to ask the Grounds Manager to report back on the condition of the pavilion, particularly the roof.**

## **7. WORKING PARTY WORKPLAN**

The group discussed whether the Working Party remained necessary. It was agreed that it does, but that meetings can be reduced to every 2–3 months in the short term.

The next meeting will be arranged once the outcome of the CIL expression of interest is known. Items will include the pavilion, Phase 2 funding, and youth work proposals.

## **8. NEXT MEETING**

TBC

There being no further business, the meeting closed at 15:10pm.

RECEIVED

APPROVED

COMMITTEE CHAIR

WORKING PARTY CHAIR



## **Who are we?**

Some of you may know us, but for those who don't:

Youth Riders is a recently formed charity that organises regular meets at the skateparks in Ringwood and Verwood. Riders learn new skills and come together as a group to support each other.

The aim of Youth Riders is to encourage riders of all ability levels to meet for training, development and social purposes to generate a sense of identity, belonging and pride. We encourage them to be an active part of the wider community through Ringwood Carnival and their Christmas Elf Riders efforts.

The Riders love nothing more than to show off their skills to their peers. We provide an environment where our young people can excel, which for many is vital to improve their confidence and sense of purpose. Older riders coach and encourage the younger ones.

Not only does this benefit the Riders (and their families) it also creates a sense of pride in the Skateparks and provides opportunities for the whole community to get involved or come along as spectators.

We do this for the young people of our towns, we love to see the positive behaviours that being part of something brings and to see them all grow and flourish.

## **Keeping our riders safe**

Thanks to funds donated by Ringwood Town Council and other grants we have acquired some spare safety equipment and replacement parts. We now have an agreement with one of the scooter companies, Blunt Envy, allowing us to buy spares at a heavily discounted rate, and to then sell them on at retail prices. This means that the provision of spares will be self-funding.

We have always said that we needed spares and a space, so this new development means that we have spares and now, more than ever, we need a space. Having a permanent home where we can set up a workshop will allow us to help our riders (and their families) to maintain their scooters and be self-sufficient in simple repairs. They will be learning new skills, and this will add to their sense of achievement as well as ensuring they better understand some of the safety aspects of scooting.

We know that the Clubhouse at Carvers was intended to be a space for young people so feel that this would be a perfect home for us. We would, therefore, like to use the Oak Room at Carvers Clubhouse. We realise that Ringwood Town Council can generate income from the use of this room so are requesting that you consider renting it to us at a rate of £200 per month. We appreciate that there is an opportunity cost to the Council, but hope that this will, in some part, be offset by guaranteed income.

If this request is approved, we will fundraise and seek grants to cover at least 18 months of rental plus funding for fixtures and fittings such as a table, lockable cupboard and shelving. We see the inclusion of a lockable cupboard as a way of still allowing the space to be used on an ad hoc basis by others (for example for the storage of prams and children's buggies when events are in the clubhouse and the workshop is not in use).

To reassure you:

- we have insurance coverage in place for our repairs service
- anyone carrying out repairs has been appropriately trained
- where we know that families are in need we will still offer some free spares

## **Who do we help?**

We have over 170 members across our current sites, with more sites interested in joining.

We are focussed on young people up to age 25 and we operate a policy of inclusivity, welcoming everyone and enabling those that may struggle in an academic environment to develop practical and social skills.

## Events Management Sub-Committee

Notes of meeting held on Wednesday 12<sup>th</sup> November 2025 at 1230, at The Gateway.

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

### **2. Declarations of interest**

No interests were declared.

### **3. Minutes of the previous meeting – 15<sup>th</sup> October 2025**

**RESOLVED:** That the minutes of the meeting held on 15<sup>th</sup> October 2025 having been circulated, approved, and signed as a correct record.

### **4. Ringwood Winter Wanderland – progress update, outstanding actions, and decisions required**

- CK discussed updates on Winter Wanderland.
- Logistics of entering the High Street, set up of Santa's Grotto and volunteer numbers.
- Discussed entertainment booked, food vendors and market stalls

#### Actions:

1. Consider for wash up notes the length of queues for entering and whether this can be reconsidered next year.
2. Inform performers RE parking and logistics CK.
3. CK order sweets from Bookers
4. Update tent cards for distribution
5. Cllr Frederick and Cllr Turner to distribute letters to residents

There being no further business, the meeting concluded at 14:12

The next Event Sub-Committee meeting – 17<sup>th</sup> December 2025

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN



## RECREATION, LEISURE & OPEN SPACES COMMITTEE

3<sup>rd</sup> December 2025

### Gateway Square: Casual Trading

#### 1. Introduction and reason for report

- 1.1. To seek Members' views on the strategic principles governing the use of Gateway Square for casual trading (single stalls).
- 1.2. These principles, if agreed, will form the foundation of a new operational policy to be applied consistently by officers.

#### 2. Background information

##### 2.1. Gateway Square currently hosts:

- Regular established markets (e.g., Farmers' Market, Antiques & Decorative Arts Market).
- Community events and full-site bookings (e.g. Wanderland, Ecofair)
- One off charitable activity such as collections.

2.2. These are managed through the existing Gateway Square Management Policy and this report does *not* ask Members to reconsider or review any existing or long-established uses of Gateway Square but to suggest a third category, "casual individual trading."

2.3. The reason for bringing this report now is that several new enquiries from individual traders wishing to book a single pitch have highlighted gaps in the existing Gateway Square Management Policy, specifically in relation to whether we can accept casual (one-off) individual stalls, what the charge should be, and when consultation with the Charter Holder is required.

2.4. To be able to respond to these request, Members are asked to consider the principles below.

#### 3. Casual individual trading

##### 3.1. **Definition and purpose**

Casual individual trading refers to one or two small, stand-alone stalls operating on a day when Gateway Square is not already in use for an organised market or full-site event. These stalls:

- Would be booked directly with the Town Council
- Are intended to be occasional, rather than regular or guaranteed spots
- Must not resemble or be advertised as a "market"
- Would be subject to an operational procedure including specific locations of stalls, booking procedure and cancellation.

##### 3.2. **Maximum number of stalls**

To ensure casual trading does not become market-like, and remains proportionate to the space, it is recommended that a maximum of two stalls be permitted at any one time.

##### 3.3. **Pricing (strategic principle)**

Because casual traders are administered directly by the Town Council rather than a market organiser, Members are asked to agree the principle that casual trading pitches should be priced higher than standard market stall fees. A suggested starting point for Member consideration is £25–£40 per pitch per day.

#### 4. Charter Holder considerations

##### 4.1. To respect long-standing Charter rights:

- 1–2 casual stalls are not considered a market and do not require Charter Holder consent nor would it adversely affect the use of the Gateway square.
- Casual trading should not normally be accepted on Wednesdays unless expressly agreed by the Charter Holder.

#### 5. Decisions

Members are asked to consider and decide whether to:

1. Approve the introduction of a new category of use for Gateway Square: *casual individual trading*.
2. Set a maximum of two casual stalls at any one time.
3. Confirm that casual trading pitches should be priced higher than standard market stalls, with the exact fee determined operationally.
4. Adopt the Charter Holder consultation triggers set out in section 4.
5. Instruct officers to prepare an operational policy based on these strategic principles.

For further information, contact:

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

## RECREATION, LEISURE & OPEN SPACES COMMITTEE

3<sup>rd</sup> December 2025

### NFDC - recreational mitigation programme - review of planned/future projects within Ringwood

#### 1. Introduction and reason for report

- 1.1. NFDC has shared outline proposals for access and open-space improvements at Poulner Lakes and The Mount as part of their Green Way walking-route programme. They have asked whether the Town Council, as landowner, is supportive of these proposals progressing to the next stage.
- 1.2. NFDC is seeking landowner permission in principle to undertake survey work and develop concept designs. This report invites Members to consider whether they wish to support this early-stage work and enable the projects to move forward.

#### 2. Background

- 2.1. NFDC is progressing CIL-funded access and mitigation works across the district. The attached presentations set out proposals affecting two RTC sites:
- 2.2. **Poulner Lakes (Ri6)**
  - NFDC wishes to commission a survey of the existing footbridge linking the site to HCC Footpath 078/719/1 and explore options for repair or replacement. The bridge sits on land within the parish of Ellingham, Harbridge & Ibsley Parish Council, although it appears historically to have been installed by RTC.
  - A separate new bridge across Lin Brook (connecting the Avon Valley Path to Hurst Pond) lies on private land owned by Kingfisher Lakes and does not involve RTC.
- 2.3. The Town Council's Open Space Management Plan (Site 11 – Poulner Lakes) identifies pathway and access improvements as desirable future developments.
- 2.4. **The Mount (Ri9)**

NFDC proposes to prepare landscape concept designs for improved access routes, viewpoints, signage, and vegetation management. These align with priorities set out in RTC's Management Plan for The Mount.
- 2.5. NFDC aims to implement works during 2026/27, subject to survey findings, approvals and Member sign-off of final designs.

#### 3. Note for Members

- 3.1. NFDC's presentation states that their request to survey the Poulner Lakes footbridge is made on the understanding that RTC would formally adopt and maintain a future replacement bridge if one is pursued. This reflects the longstanding local use of the structure and the likelihood that it was originally installed by RTC, even though it lies just outside the parish boundary.
- 3.2. The survey will provide clear information on the bridge's condition, design options and costs. This evidence will place the Town Council in a strong position to consider future maintenance planning – including whether a dedicated reserve may be appropriate – before any final decision is required.

#### 4. Consideration for Members

- 4.1. NFDC will fund and undertake the survey and design work.
- 4.2. No immediate financial commitment is required from RTC.
- 4.3. Both proposals align with priorities identified in the Council's Open Space Management Plans.
- 4.4. The proposed new Lin Brook bridge does not involve RTC land, although they are seeking support for the improvements.
- 4.5. Further reports would be brought back to Committee before any final agreement on adopting and maintaining a replacement bridge.

#### 5. Recommendation

That Members indicate whether they are supportive of:

That Members indicate whether they are supportive of:

1. NFDC's concept-stage proposals for improvements to walking routes in North Poulner and for these to progress to further design development;
2. NFDC commissioning a survey of the Poulner Lakes footbridge, noting NFDC's expectation that RTC would adopt and maintain any future replacement structure, with survey findings returned to Committee before any final decision is made; and
3. NFDC's concept-stage proposals for improvements at The Mount and for these to progress to further design development.

For further information, contact:

Charmaine Bennett, Town Clerk

Direct Dial: 01425 484720

Email: [Charmaine.bennett@ringwood.gov.uk](mailto:Charmaine.bennett@ringwood.gov.uk)

# North Poulner walking route improvements

## Concept proposals

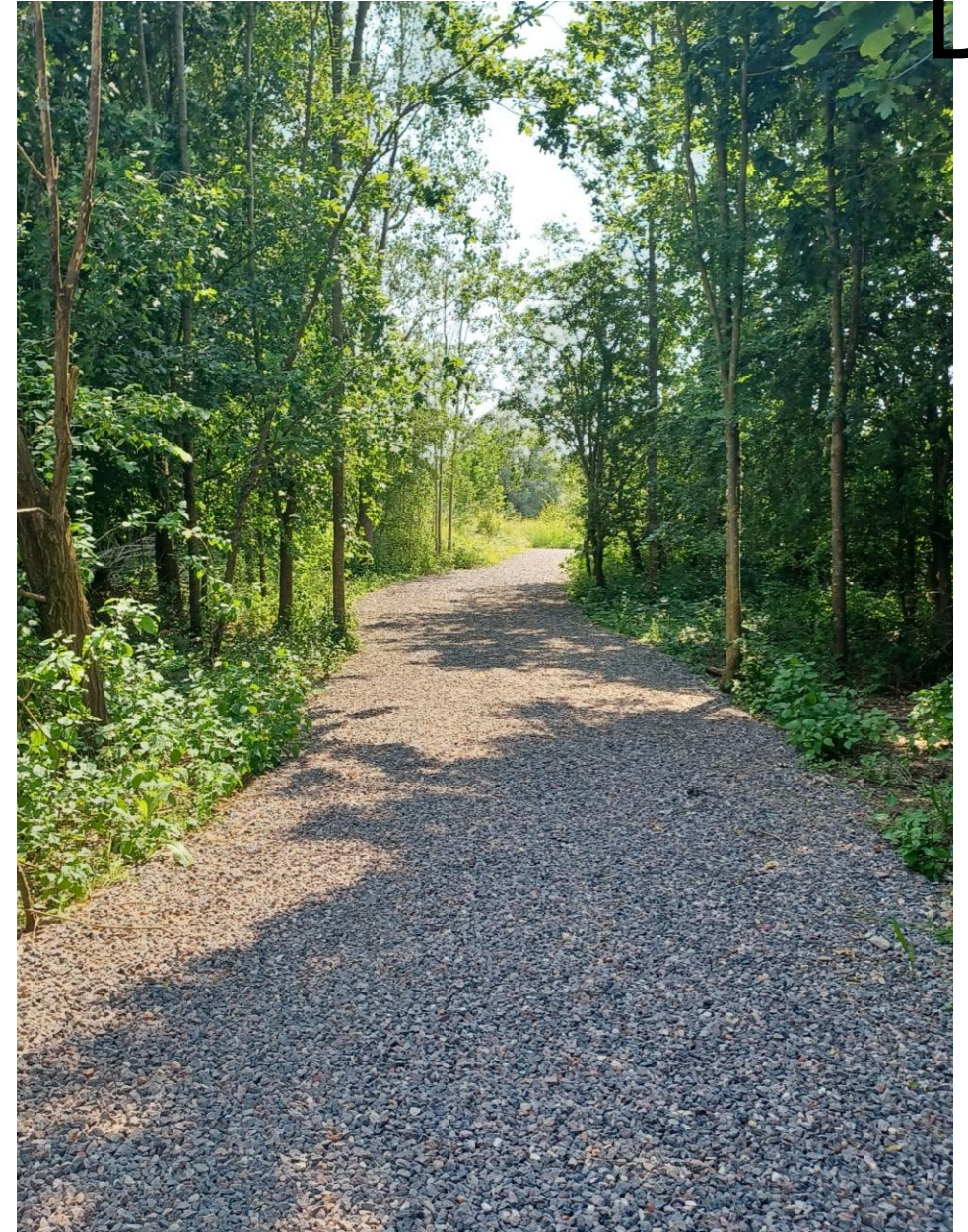
RTC Recreation, Leisure & Open Spaces Committee 3<sup>rd</sup> Dec. 2025





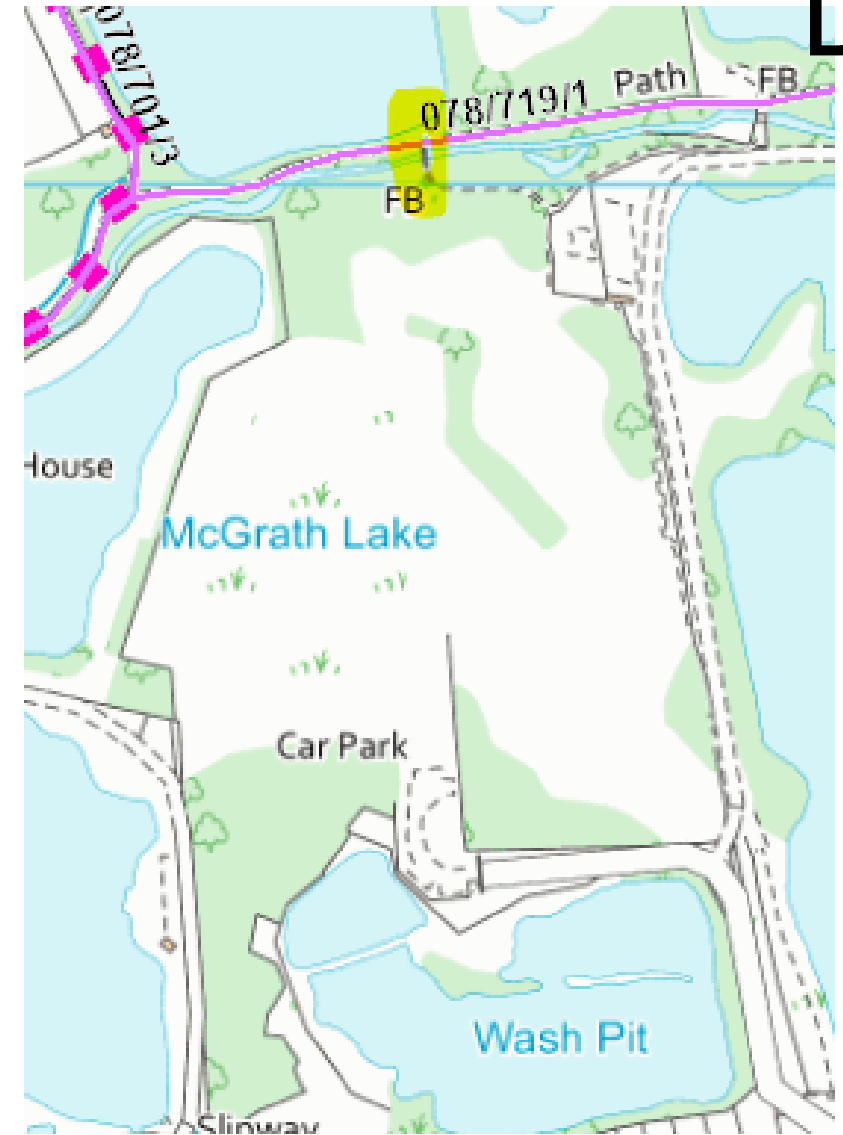
To prevent damage to sensitive sites within the New Forest National Park, NFDC have a rolling programme of improvements to public open spaces and walking routes outside the National Park to improve access and encourage use.

Green Way projects are funded by CIL developer contributions.



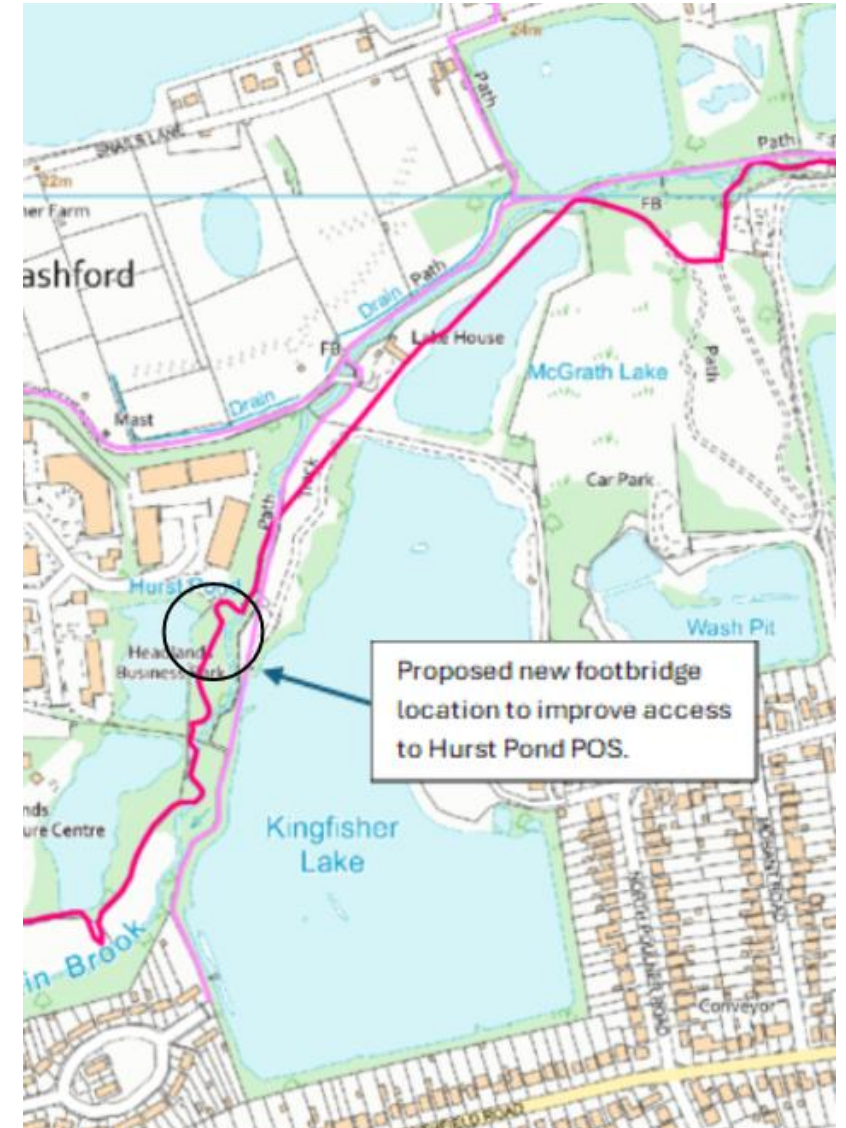


Further to the previous Green Way walking route improvements at Poulner Lakes (and the planned works to improve the site access road, which are on-hold pending completion of a land transfer agreement), NFDC wish to investigate the repair/replacement of the footbridge that connects the Poulner Lakes to HCC footpath 078/719/1. The bridge sits on land owned by Ellingham, Harbridge and Ibsley Parish Council but there is no record of who owns or maintains it. Safeguarding this link will help facilitate future Green Way projects to improve onward connections to Snails Lane and Hurst Pond (Public Open Space).



In addition, and as part of the wider recreational mitigation programme, NFDC also plan to investigate the feasibility of constructing a new bridge over Lin Brook to connect the Avon Valley Path (PRoW 195/71/1) to Hurst Pond public open space (owned by NFDC).

The new bridge will be need to be partly located on private land (owned by Kingfisher Lakes). Subject to obtaining all relevant permissions, surveys and approvals, the new bridge could be constructed as part of the North Poulner walking route improvement project or a future Hurst Pond open space enhancement project.





NFDC seek agreement from RTC to commission a survey of the existing footbridge and explore options for the repair/replacement of the bridge (as deemed necessary) on the understanding that RTC will formally adopt the bridge and be responsible for its future maintenance thereafter.

The agreed project will be implemented by NFDC during the period 2026/27 subject to obtaining all relevant surveys and approvals.





[newforest.gov.uk](http://newforest.gov.uk)

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# The Mount improvements

## Concept proposals

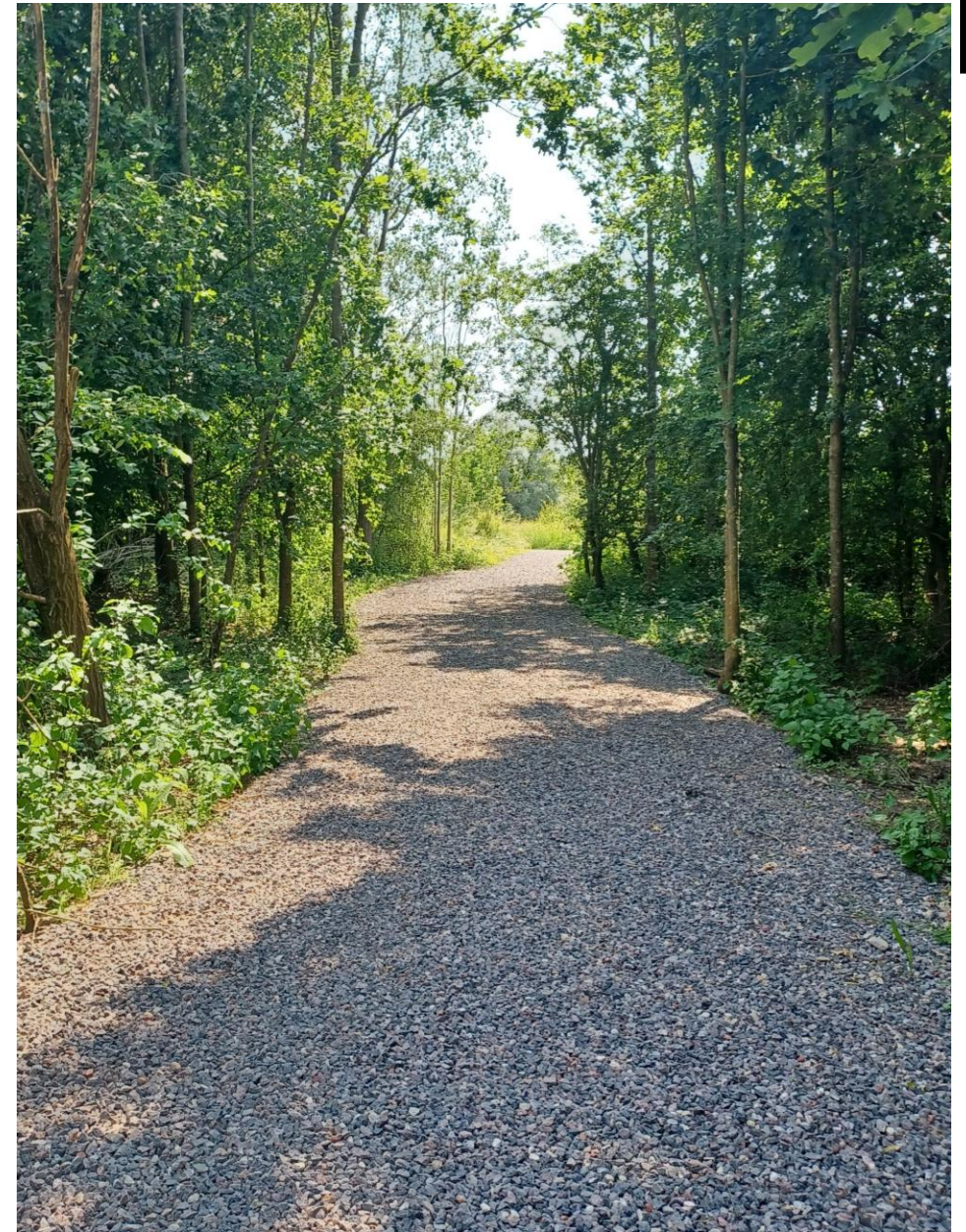
RTC Recreation, Leisure & Open Spaces Committee 3<sup>rd</sup> Dec. 2025





To prevent damage to sensitive sites within the New Forest National Park, NFDC have a rolling programme of improvements to public open spaces and walking routes outside the National Park to improve access and encourage use.

Green Way projects are funded by CIL developer contributions.

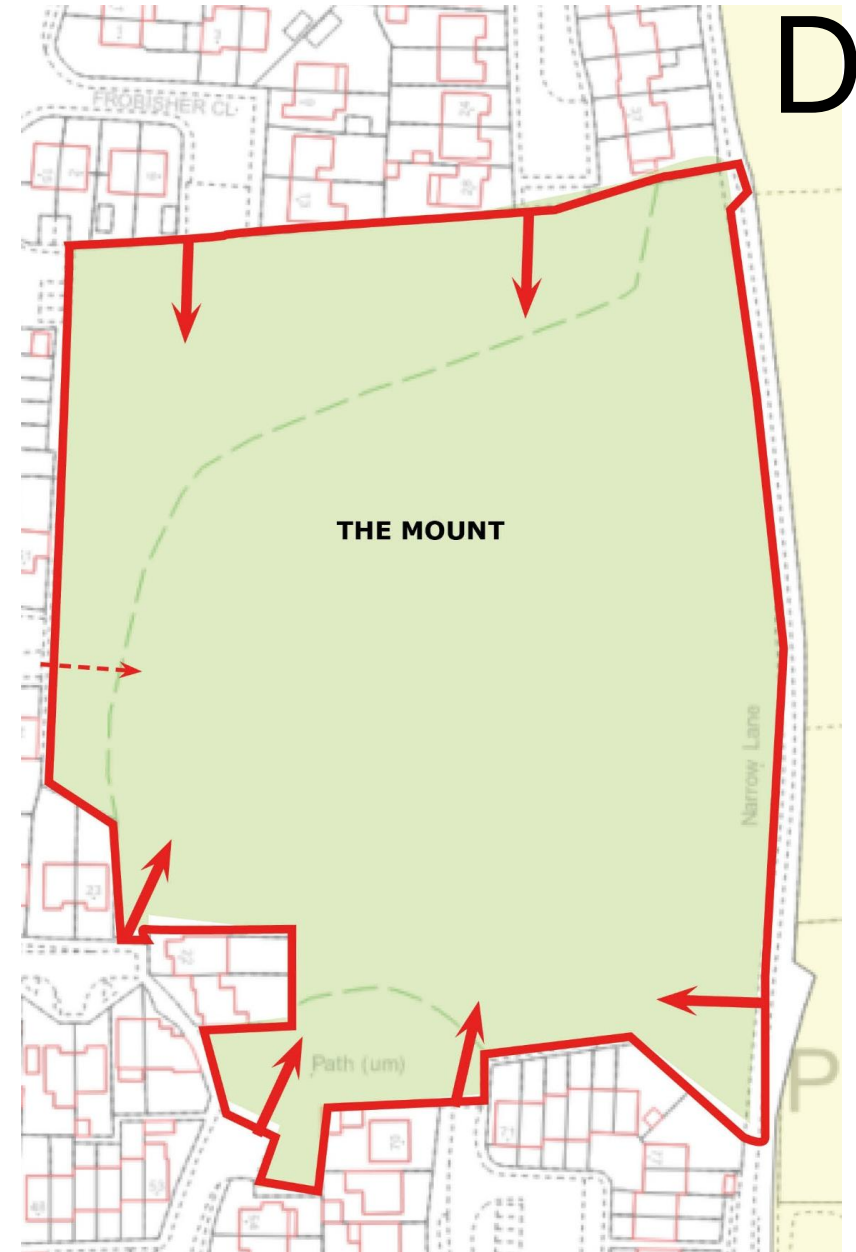


The Mount has been identified as a site that would benefit from improvements to accessibility and amenity.

These might include:

- Hoggin-surfaced footpaths to allow access to the summit benches
- Signage
- Opening long views to the south
- Improved links to the eastern bridleway
- Management of vegetation to improve biodiversity and public amenity

NFDC seek agreement from RTC to develop landscape concept designs for The Mount (Public Open Space). Subject to RTC approval, the agreed project will be implemented by NFDC during the period 2026/27.





# Concept plan for further exploration and development





[newforest.gov.uk](http://newforest.gov.uk)

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Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet in February 2026. Hoping to deliver artwork and information boards in advance of main project, to tie in with 800th anniversary of market charter celebrations.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Phase 2 completed - report to be presented to PT&E on 05/12/2025. Climate Adaptation project being considered.	Greening Campaign Phase 2 focussed on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launched Parish Council Bus Shelter Grant in October 2025. 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 yet 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 spring 2026.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.	
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. 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 taking place week ommencing 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. An order for new devices has been placed.	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. They have been chased and also in the process of arranging a meeting with NFDC about this and other recreation mitigation projects in the town.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Met with Playdale following Play Inspection Report. Installation of a drinking water fountain is progressing, waiting final quote from local supplier. Accepted quote for supply and installation of wildflower turf and pollinator planting as well as 6 new trees and guards and moving the 2 broken elms. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party date in October	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed

Staffing Committee

None

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources	
Full Council								
None								
Planning Town & Environment Committee								
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project			
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square, as well as at entrances to the town.	Cllr Day		Floated as possible future project			
	Flood Relief	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane. Input to Action Plan for Avon Catchment Management Plan.					Developers contributions / CIL	
Policy & Finance Committee								
None								
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	
	Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided	

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

**Staffing Committee**  
None

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Closed Projects Report

No.	Name	Description	Outcome	Notes
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				
PTE4	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completedby HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completedby HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Maret 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 Developoment 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

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