

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

Held on Wednesday 3rd June 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 Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr Glenys Turner

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

ABSENT: Cllr Becci Windsor

**OS/6555
PUBLIC PARTICIPATION**

There were two members of the public present for an agenda item.

**OS/6556
APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**OS/6557
DECLARATIONS OF INTEREST**

There were none.

**OS/6558
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meetings held on 1st April and 27th May 2026, having been circulated, be approved and signed as a correct record.

**OS/6559
FORMER CRICKET PAVILLION – PROPOSED OCCUPATION BY RINGWOOD MEN’S SHED**

The Town Clerk presented her report (*Annex A*) and asked the Committee to consider the recommendations therein. She summarised previous consideration of the proposal and provided further information on the matters raised:- change of use, proposed use and hours of operation, shared use, alternative commercial use of the pavilion, insurance, business rates and other costs, responsibility for maintenance, accessibility and health and safety. A fire risk assessment would need to be undertaken.



She highlighted that no significant issues had been identified in principle and it would provide an ongoing community use for an unutilised building. If agreed, the legal documentation would be progressed, along with any remaining due diligence. The position in respect of parking was clarified and it was suggested that a peppercorn rent would be appropriate.

- RESOLVED:** 1) That the further information provided regarding the proposed occupation of the former cricket pavilion by Men’s Shed be noted;
2) That formal lease arrangements, broadly in accordance with the draft Heads of Terms (*attached at Annex A*), be agreed in principle and proceeded with;
and
3) That officers be authorised to undertake any remaining due diligence and progress appropriate legal documentation for future consideration.

ACTION C Bennett

**OS/6560
EVENTS MANAGEMENT SUB-COMMITTEE**

The notes of the meetings on 22nd April and 20th May were presented by Cllr M DeBoos. Activities are focussed on 800th anniversary of the charter Market event and she asked for volunteers to help on the day of the event.

Cllr M DeBoos informed the committee of Cllr Frederick decision to stand down from the sub-committee. She said it would be a sad loss and expressed thanks for everything that she had done for events in the past.

The date of the next meeting was 17th June.

- RESOLVED:** That the notes of the meetings on 22nd April and 20th May 2026 (*Annex B*) be received.

**OS/6561
FUTURE YOUTH WORK PROVISION**

Members considered the Town Clerk's report on a partnership proposal for a youth outreach pilot (*Annex C*).

The Town Clerk explained that exploring options for future youth work formed part of the Council's Strategy and that £4,000 had been earmarked for this purpose. Previous discussions with Ringwood School and community organisations, together with a trial of detached youth work, had highlighted both the need for youth provision and the challenges of delivering a meaningful service directly through the Council.

It was explained that the level of funding available would not support a standalone service and that the Council did not currently have the management, safeguarding and operational infrastructure required to deliver youth work directly. As a result, opportunities for partnership working had been explored and progress on this work had been reported through the Projects Report.

The Town Clerk reported that discussions with Ringwood School, Churches Together and Youth for Christ had resulted in the current proposal. The model would combine school-based mentoring with community outreach, including support for a small group of Year 6 pupils during the transition to secondary education and detached youth work delivered through a converted outreach vehicle.



Members were advised that Youth for Christ would employ, supervise and manage qualified youth workers and that Ringwood School had been closely involved in the development of the proposal.

Members expressed a range of views regarding the proposal. Whilst many recognised the potential benefits of becoming involved at an early stage, some members questioned whether youth provision should form part of the Town Council's role and expressed concern about future expectations of funding given wider budget pressures.

Members sought further information regarding:

- the roles and contributions of the various partner organisations;
- the funding arrangements supporting the pilot;
- the specific benefits arising from the Council's proposed £4,000 contribution;
- the proposed duration of the pilot;
- the governance and decision-making arrangements for the pilot;
- the recruitment, qualifications, training and supervision arrangements for the youth workers;
- how success and value for money would be measured; and
- the potential longer-term financial implications should the pilot prove successful.

It was explained that there were limited options available for youth work and that this proposal differed from previous attempts as it would be delivered through organisations with existing experience, management arrangements and safeguarding structures. The proposal had emerged through Churches Together, which had secured funding and volunteer support and wished to take the project forward.

At this stage in the meeting, Cllr Haywood declared a pecuniary interest as he had donated some funding from his district council grant to the project.

It was agreed that further information was required.

RECOMMENDATION TO POLICY AND FINANCE COMMITTEE:

That the proposal for future youth work provision be considered by the Policy and Finance Committee at its meeting on 17th June and that it reviews the release of £4,000, subject to additional information being provided.

ACTION C Bennett

OS/6562

REPLACEMENT ROLLER MOWER ATTACHMENT

Members considered the report and recommendations therein (*Annex D*). The Grounds Manager provided further details on the differences between makes and models to assist them in making a decision on the replacement of the roller mower attachment, which is due this year, as part of the adopted Vehicle and Machinery Replacement Plan.

By moving to a different make, there would be less wear and tear on the tractors and lower fuel consumption. The cost would be more than a like-for-like replacement but there would be savings on the cost of fuel and would give a nicer cut for the areas maintained.

RESOLVED: 1) That the roller mower attachment be replaced with the Wessex RMX240 on the basis of its anticipated operational and whole-life benefits;
2) That authority be delegated to officers to determine the supplier, taking into consideration the quotes provided and trade-in value;



- 3) That any additional budget provision required be approved; and
- 4) That the draft Vehicle and Machinery Replacement Plan provided (for contextual information) be noted, acknowledging that a revised plan will be brought forward separately for formal approval.

ACTION T Robinson / C Bennett

**OS/6563
PROJECTS**

Cemetery development project – The contractor was on site and making good progress with the ground preparation work. The cost was coming in under budget. A very generous grant had been received from RACE which will enable the planting of trees and hedging.

Christmas Lights – The Town Clerk has a meeting scheduled with the contractor and the proposals put forward by the working party will be discussed. The local Tree Officer will be in attendance as he has concerns that the lighting is hung too tightly in the trees.

Poulner Lakes track maintenance – The land swap is complete. From the Council's position there is nothing holding the project from proceeding. There has been a change of officer at NFDC and they are being chased for a project update.

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

**OS/6564
COMMUNICATIONS**

There were no matters raised under this item.

There being no further business, the Chairman closed the meeting at 7.48pm.

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

RECEIVED
24th June 2026

APPROVED
1st July 2026

TOWN MAYOR

COMMITTEE CHAIRMAN



RECREATION, LEISURE AND OPEN SPACES COMMITTEE
3rd June 2026

Former Cricket Pavilion – Proposed Occupation by Ringwood Men’s Shed

1. Purpose of Report

- 1.1. To provide Members with further information following previous consideration of the potential occupation of the former cricket pavilion at Carvers Recreation Ground by Ringwood Men’s Shed.
- 1.2. To seek Member direction on whether officers should proceed with preparation of formal lease documentation broadly in accordance with the draft Heads of Terms attached at Annex A.

2. Background

- 2.1. At its meeting on 4th March 2026, Members considered a report regarding the potential occupation of the former cricket pavilion at Carvers Recreation Ground by Ringwood Men’s Shed.
- 2.2. Members discussed a range of matters including lease terms, rent, insurance implications, planning compliance, maintenance responsibilities, safeguarding, operational flexibility and wider community use of the building.
- 2.3. Members subsequently resolved that officers continue to explore the potential occupation of the pavilion by Ringwood Men’s Shed and bring the matter back to a future meeting when further information was available to assist Members in making a decision.

3. Planning Position

- 3.1. Informal written pre-application advice has now been received from New Forest District Council. The planning officer has advised that the proposed Men’s Shed use is considered compatible with the existing recreation/community use of the wider site and would not constitute a material change of use requiring planning permission.
- 3.2. The advice further notes that some external alterations, including replacement windows, signage or balcony alterations, may require planning permission and/or advertisement consent depending on the detailed specification proposed.
- 3.3. Any agreement would therefore remain conditional upon compliance with any relevant planning, building control or statutory requirements relating to future works.

4. Further Information

4.1. Proposed Use and Hours of Operation

- 4.1.1. Ringwood Men’s Shed has advised that the building would primarily be used for community-based DIY, repair and social activities.
- 4.1.2. Normal use would generally be Monday to Friday between approximately 10:00am and 2:00pm. The organisation has advised that the proposed operating pattern is not expected to vary seasonally and that no regular evening use is currently envisaged.
- 4.1.3. Occasional weekend access may be required in connection with community events including Carnival, Winter Wonderland, ECO Fair and similar activities.
- 4.1.4. The organisation has advised that safeguarding and health and safety policies are in place, that membership is open to all genders and that persons under 18 are not admitted.

4.2. Shared Use and Operational Flexibility

- 4.2.1. Ringwood Men’s Shed has advised that it would be willing to accommodate occasional wider use of the building associated with recreation ground events,

including changing facilities where appropriate notice and safeguarding arrangements are in place.

- 4.2.2. The organisation has noted that workshop machinery and tools would require securing prior to any shared use arrangements.

4.3. Wider Use and Occupation Considerations

- 4.3.1. Members previously queried whether the pavilion could alternatively be let on a commercial basis. Whilst theoretically possible, officers consider that wider site constraints may limit the attractiveness or practicality of commercial occupation, including:

- 4.3.1.1. limited direct vehicle access;
- 4.3.1.2. limited dedicated parking provision;
- 4.3.1.3. operational relationship with the wider recreation ground;
- 4.3.1.4. planning context associated with community/recreation use; and
- 4.3.1.5. compatibility with the wider Carvers Masterplan and recreation setting.

- 4.3.2. Members also queried whether occupation by a single organisation represented an appropriate use of the building. Whilst Ringwood Men's Shed has indicated willingness to accommodate occasional wider community or event-related use where appropriate arrangements are in place, the organisation has advised that the nature of its activities, tools and equipment would not readily lend themselves to a fully shared or multi-user community space arrangement.

- 4.3.3. Officers further consider that, irrespective of the proposed tenant, the size, layout, location and operational relationship of the pavilion to the wider recreation ground may in practice limit its suitability as a general shared-use community facility.

4.4. Insurance Position

- 4.4.1. The Council's insurer has been consulted regarding the proposed occupation and workshop-style use.

- 4.4.2. The insurer has advised that this type of community occupation is increasingly common and does not raise any significant concerns in principle; that no material premium implications are anticipated at this stage; that appropriate health and safety procedures should be in place where relevant; and that the organisation should maintain appropriate insurance arrangements and provide evidence of renewal annually.

- 4.4.3. The insurer further advised that the Council should ensure the organisation maintains appropriate liability insurance to reflect the nature of the activities undertaken and potential reinstatement liabilities arising from negligence.

4.5. Business Rates Position

- 4.5.1. Officers have made preliminary enquiries regarding business rates implications.

- 4.5.2. The pavilion is not currently separately assessed for business rates purposes and forms part of wider existing arrangements relating to the pavilion/clubhouse facilities.

- 4.5.3. Advice received indicates that formal occupation arrangements could potentially trigger separate assessment by the Valuation Office Agency. However, charitable relief provisions may apply, including mandatory charitable relief and potential discretionary relief.

- 4.5.4. Officers have been advised that no formal approach to the Valuation Office Agency is necessary unless Members determine to proceed further with the proposal.

- 4.5.5. Any business rates liability arising from occupation would be expected to fall to the tenant.

4.6. Maintenance, Repairs and Improvements

- 4.6.1. The draft Heads of Terms currently propose that:
 - 4.6.1.1. Ringwood Men's Shed would be responsible for internal repairs, decoration and day-to-day maintenance; and
 - 4.6.1.2. the Council would retain responsibility for structural and external elements of the building together with retained building services.
- 4.6.2. The organisation has indicated willingness to undertake minor improvement works and decoration subject to Council consent.
- 4.6.3. Proposed internal improvements are expected to be limited and primarily comprise additional electrical sockets, additional lighting and installation of work benches.
- 4.6.4. The organisation has advised that any electrical works would be undertaken by a qualified electrician.
- 4.6.5. The organisation has also indicated willingness to assist with minor external maintenance works such as painting, subject to agreement.

4.7. Accessibility and Health & Safety

- 4.7.1. Ringwood Men's Shed has advised that, whilst no current wheelchair users are members, removable ramps could be introduced if required to improve accessibility.
- 4.7.2. The organisation has further advised that safeguarding, health and safety and anti-bullying policies are already in place.
- 4.7.3. Further advice is currently awaited from the Council's Health & Safety adviser regarding landlord/tenant responsibility split, pre-occupation considerations and any recommended controls associated with workshop use.

5. Conclusions and Next Steps

- 5.1. The additional information requested by Members has now largely been obtained and no significant issues have been identified in principle regarding the proposed use.
- 5.2. The proposal would provide an ongoing community use for an underutilised building whilst retaining wider Council oversight and control through the proposed lease arrangements.
- 5.3. Should Members wish to proceed, the next stage would involve progressing proportionate legal documentation and completion of any remaining due diligence matters.
- 5.4. Ringwood Men's Shed has indicated willingness in principle to contribute toward the Council's reasonable legal costs associated with formalising any agreement.

6. Recommendations

- 6.1. It is recommended that:
- 6.2. Members note the further information provided regarding the proposed occupation of the former cricket pavilion by Ringwood Men's Shed;
- 6.3. Members indicate whether they are minded in principle to proceed with formal lease arrangements broadly in accordance with the draft Heads of Terms attached at Annex A; and
- 6.4. Subject to Member agreement in principle, officers be authorised to undertake any remaining due diligence and progress appropriate legal documentation for future consideration.

For more information please contact:
Charmaine Bennett, Town Clerk
Charmaine.bennett@ringwood.gov.uk

ANNEX A

Draft Heads of Terms

Former Cricket Pavilion – Carvers Recreation Ground

These Heads of Terms are intended for discussion purposes only and do not constitute a legally binding agreement.

Parties

Ringwood Town Council (“the Council”) and Ringwood Men’s Shed (“the Charity”).

Property

Former cricket pavilion at Carvers Recreation Ground, Ringwood, as shown edged red on the attached plan.

Permitted Use

Use as a Men’s Shed for community-based DIY, repair, workshop and social activities and for no other purpose without the prior written consent of the Council.

The Charity shall not cause nuisance or unreasonable disturbance to neighbouring occupiers or users of the recreation ground and shall comply with any relevant planning, environmental health or statutory requirements relating to its activities, including noise and hours of operation.

No residential use shall be permitted.

Planning and Statutory Requirements

Any agreement shall remain subject to compliance with all relevant planning, building control and statutory requirements relating to occupation of the premises and any future works.

The Charity shall be responsible for obtaining any consents required in relation to alterations or activities proposed by it.

Term

Five years from commencement date.

Renewal

Any continuation beyond the initial term shall be subject to further agreement between the parties and shall not be automatic.

Security of Tenure

The lease shall be contracted out of the security of tenure provisions of the Landlord and Tenant Act 1954.

Rent

Community rent of £[] per annum / peppercorn rent, payable annually in advance.

The Charity shall remain responsible for utility costs and any other operational costs associated with its occupation and use of the premises.

Business Rates

The Charity shall be responsible for any business rates liability arising from its occupation of the premises, subject to any charitable or discretionary reliefs that may apply.

Condition at Commencement

The parties shall agree a brief schedule of condition, including photographs, prior to commencement in order to record the condition of the premises.

Insurance

The Council shall insure the building.

The Charity shall:

- maintain public liability insurance of not less than £5 million, or such other level as reasonably required by the Council;
- maintain employer's liability insurance where required;
- maintain insurance for its own contents, tools and equipment; and
- provide evidence of insurance renewal annually upon request.

The Charity shall ensure appropriate health and safety procedures are in place for activities undertaken within the premises.

Utilities

Utilities shall either:

- be paid directly by the Charity where separately metered; or
- be recovered through an agreed contribution arrangement.

Repairs and Maintenance

The Charity shall be responsible for:

- internal repairs;
- internal decoration;
- day-to-day maintenance; and
- maintenance of its own equipment and fittings.

The Council shall retain responsibility for:

- structural and external elements of the building, including roof, walls and windows;
- retained building services including fixed plumbing and electrical installations; and
- landlord statutory compliance obligations relating to retained elements.

The Charity shall promptly notify the Council of any defects or damage affecting the building.

Alterations and Improvements

No structural alterations shall be permitted without the prior written consent of the Council.

Minor internal works may be undertaken with the prior written consent of the Council, such consent not to be unreasonably withheld.

Any external alterations, including signage, painting or changes affecting the appearance of the building, shall require prior written consent from the Council and any necessary statutory approvals.

Any approved improvements shall become part of the building unless otherwise agreed in writing.

Assignment and Subletting

Assignment, subletting or sharing occupation shall be prohibited without the prior written consent of the Council.

Health & Safety and Safeguarding

The Charity shall be responsible for compliance with all health and safety legislation relating to its occupation and activities within the premises, including:

- risk assessments;
- safe use of tools and equipment;
- operational fire safety measures; and
- safeguarding arrangements where applicable.

The Council shall retain responsibility for statutory compliance relating to retained structural elements and retained building services.

Access and Parking

No general parking rights are granted under the agreement.

Vehicle access shall be limited to deliveries, collections and agreed operational requirements.

Any required accessibility arrangements shall be considered as part of detailed occupation arrangements.

Shared Use / Reserved Rights

The Council reserves the right, upon reasonable notice and subject to appropriate safeguarding arrangements, to require occasional shared use associated with wider recreation ground or community events.

Inspection Rights

The Council shall retain the right to inspect the premises upon reasonable notice.

Break Clause

Either party may terminate the agreement upon giving not less than six months written notice.

Default and Termination

The Council shall retain the right to terminate the agreement in the event of:

- serious breach of agreement;
- unlawful use;
- abandonment of the premises;
- insolvency; or
- loss of charitable/community status where relevant.

Conditions Precedent

Prior to completion, the Charity shall provide:

- evidence of insurance;
- constitution and trustee details;
- any relevant policies reasonably requested by the Council; and
- evidence of financial viability if reasonably required.

Legal Costs

Each party shall bear its own legal costs associated with the transaction.

Events Management Sub-Committee

Notes of meeting held on Wednesday 22nd April at 11.30am at Carvers Clubhouse

Present: Cllr Rae Frederick
Cllr Mary DeBoos (Chair)

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

Apologies: Cllr Glenys Turner
Cllr James Swyer

1. Declarations of interest

No interests were declared.

2. Minutes of the previous meeting

The minutes of the meeting held on 18th March 2026 were noted

3. Review the Terms of Reference for the Sub-Committee

- As the full committee wasn't present, the terms of reference were not reviewed at the meeting.

4. Update on Farmyard Circus

- CK met with Farmyard Circus to discuss their positioning on the day. Options include under the tree or along the church wall. The meeting went well and they are confident that the act will be a success and the setting brings character to the performances. If Farmyard Circus go alongside the church wall, this would allow for more space however would potentially block off the Petting Zoo. Other potential positions for the petting zoo could be The Gateway or outside the old cinema. The old cinema would be an ideal position for allowing the Petting Zoo to leave along the one-way street.
- The committee discussed other aspects of the day that were being supported by Culture in Common and it was suggested that a meeting should take place to update on progress.

Action – CK to arrange a meeting with Jacqui and Helen to get an update on Culture in Common progress
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5. Updated Event Management Plan

- CK advised that the Event Management Plan was almost complete, awaiting confirmation of details such as the Petting Zoo location. This was discussed previously and so the Event Management Plan can be finished.

6. Discuss auction and update on auction box

- Cllr Frederick is in contact with John regarding the making of the Woolley & Wallis auction box. The next step will be to send a photo of the original box so that the amount of wood needed can be decided in order to obtain a quote for the materials.

- Members are still looking for auction items

Actions:

- **Cllr Frederick to send a picture to work out the wood costings**
- **CK to discuss with Liberty's about bringing a bird along to display in the auction**

7. Review of the budget

- The committee members looked over the budget and agreed good progress is being made.

8. Any other business

- Cllr Frederick suggested commemorating Mr Morant on the 12th of July event. The committee discussed different ideas, such as a mention within the programme, discussing with the church adding a plaque to his usual church chair and a personal invite to Mr Morant's family for the 12th July event.
- Cllr Frederick advised she had a discussion with the chair of Ringwood archaeology society who would like to attend the event.
- CK updated on the BBQ and advised that Ringwood Round Table are interested in hosting this.
- It was confirmed that Waldorf school are going to attend with their forge and craft activities.
- Avon Valley Young Farmers will be invited
- There was a discussion regarding Jay Cox films, and it was agreed that it would be a good idea to have the event filmed.

Actions:

- **Cllr Frederick to discuss the town crier competition with schools**
- **Cllr DeBoos to discuss with Nicola from Time2Display regarding programme costings**
- **CK to contact Nicola regarding the Ringwood pound note and printing to be used for the village game activities**
- **Cllr DeBoos to order more stickers from Time2Display**
- **Cllr Frederick to discuss with the church about putting chairs and tables into the churchyard and doing a cake sale**

There being no further business, the meeting concluded at 13:15

The next Event Sub-Committee meeting – 20th May

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Events Management Sub-Committee

Notes of meeting held on Wednesday 20th May at 12pm at Carvers Clubhouse

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

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

Apologies: Cllr James Swyer

1. Declarations of interest

No interests were declared.

2. Minutes of the previous meeting

The minutes of the meeting held on 22nd April 2026 were circulated and agreed.

3. Final preparation plans for Market Charter event

- CK provided an update on the event layout and Master Plan. Due to site exit logistics, the location of the petting zoo has been amended. Local community groups are being incorporated into the event plans. The Committee also discussed additional interactive elements for the day, including involvement from Forest Forge.
- The White Hart will place tables and chairs outside for customer seating and to allow Forest Forge to interact with members of the public.
- CK updated the Committee following a meeting with Charlie from The Furlong. The Committee agreed that street entertainment and crowd engagement would enhance the overall atmosphere of the event. Charlie confirmed that The Furlong will fund two Steamship Circus walkabout performers to engage with visitors between The Furlong and the Market Place throughout the day.
- CK advised that a 10ft promotional banner will be installed outside The Furlong car park in mid June. In addition, a promotional banner could potentially be placed at Greyfriars.
- The Committee discussed the need for tent cards to be displayed within local pubs to advise customers of the no parking arrangements in the Market Place. Letters will also be distributed to residents.
- Town Crier competition - schools would each get a 10 minute block for their students to practice announcing. This doesn't need to be before every act; space is needed for 4 slots.
- The Committee noted that a four-page editorial feature will be included within Dorset Viewpoint magazine, helping to promote the event to a wider audience including surrounding areas such as Verwood and Ferndown. Members agreed that this would provide valuable exposure for the event.
- CK advised that Nigel from The Freemasons had made contact regarding participation in the event. The Committee discussed the possibility of providing a stall space, noting that any involvement should be interactive and community focused. It was also noted that historical artifacts owned by the group may be suitable contributions to the auction.

- The Committee discussed interest from Yoli (Woodwork) to attend the event. Members agreed that the woodworking display would complement the historical and artisan theme of the celebration and suggested positioning the stall next to the Waldorf School area. Further details regarding the display are to be confirmed.
- Cllr DeBoos provided an update regarding event merchandise. Proofs for the limited-edition whisky tumblers haven't yet been received, Cllr DeBoos will chase this.
- Cllr DeBoos will also obtain a quotation for the official event programme. An initial print run of 100 copies was proposed, with advance sales to take place through The Gateway. Additional copies may be ordered if needed.
- The Committee discussed arrangements for the Town Crier Competition involving local schools. Each participating school will be allocated a 10-minute slot for students to practise public announcements throughout the day. It was agreed that these slots would not need to take place before every act.

Action – Tent cards and letters to be generated for Cllr Frederick and Cllr Turner to distribute
Cllr DeBoos to speak to Cllr Day regarding stocks
Cllr DeBoos to chase the proofs for the whisky tumbler and discuss the programme
Send the glove collection poster to local schools

4. Volunteer structure for the event – timings of the day

- Cllr Frederick advised that Churches Together will be responsible for the setup and pack down of chairs and tables used for their church service.
- It was confirmed that all vehicles must be off site by 10:00am. Market stall holders are to arrive from 8:30am, with joining instructions to be circulated 2–3 weeks prior to the event. Vendors will access the site via the High Street and exit via Meeting House Lane. An alternative access/egress route for the petting zoo may be required and will be confirmed by CK.
- The committee discussed whether event control will be required to remain on site until the end of the funfair. This will be reviewed and confirmed at a later date.
- CK confirmed that a full event day schedule will be developed to determine volunteer requirements across designated zones. Once established, specific volunteer roles will be allocated accordingly.

Action –

- **CK to draw up a plan of the different event zones and the number of volunteers that are needed for each role. This will be available for the next committee meeting**
- **CK to discuss with the Freemasons whether they can assist with stewarding**

5. Reference to publicity plan on the Master Plan

- CK referred the committee to the publicity plan outlined within the Master Plan. The committee discussed the auction and the lots secured to date. Publicity activity will commence in June, including the release of auction information and the brochure. Photographs will also be taken of the individual auction lots for promotional purposes.
- It was agreed that weekly spotlight features highlighting different elements of the event will be shared in the lead up to the event.

- The deadline for submission to the front page of the R&F News was confirmed as 10 June.

Action –

- **EH will be creating the vouchers for the Chitty Chitty Bang Bang ride.**

6. Any other business

- Discuss with the Gateway about using their display cabinet for promoting merchandise.
- A letter will be sent to Mr Morant's family to invite them to the 12th of July event.

Actions:

- **Cllr Frederick to draft a letter to Mr Morant's family to invite them to the 12th of July event.**

There being no further business, the meeting concluded at 13.27

The next Event Sub-Committee meeting – 17th June

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Future Youth Work Provision – Partnership Proposal

1. Purpose of Report

- 1.1. To consider a partnership proposal for youth outreach provision within Ringwood and whether the Council wishes to release previously earmarked youth funding toward the Ringwood element of the project.

2. Background

- 2.1. The Council has identified youth provision as a strategic priority and the adopted Strategy 2026–2029 includes a commitment to “explore options for future youth work”. Officers have therefore been exploring possible partnership opportunities with local schools, churches, community organisations and other agencies to help provide support for young people within Ringwood.
- 2.2. Discussions have now taken place regarding a possible shared youth and community worker operating approximately 2.5 days per week within Ringwood and 2.5 days per week within New Milton.
- 2.3. Officers consider that partnership working may provide a more realistic and sustainable approach than the Council attempting to establish and directly operate its own youth service.
- 2.4. Discussions are ongoing regarding the most appropriate organisation to administer the project locally. At this stage it is anticipated this may be through either STARF or Churches Together, subject to final arrangements being agreed.

3. Outline Proposal

- 3.1. The proposed role would combine school-based mentoring and support with community outreach youth work.
- 3.2. *School-Based Support*: The role would involve working alongside schools to support young people who may:
 - struggle with transition into secondary school;
 - be vulnerable to disengagement;
 - require additional support or mentoring; or
 - potentially become involved in anti-social behaviour.
- 3.3. This could include work with selected Year 6 pupils ahead of transition into Year 7 so relationships and support are already in place before the new school year begins.
- 3.4. *Community Outreach and Detached Youth Work*: Alongside school work, the proposal includes community outreach youth work through a “Pop-Up Youth Café” model.
- 3.5. This would involve youth workers engaging with young people within the community at locations where they naturally gather, including:
 - Carvers Recreation Ground;
 - skate park areas; and
 - other identified locations.
- 3.6. The proposal includes the possible use of a mobile youth engagement vehicle (see picture below), including facilities such as gaming and informal social space designed to encourage engagement.
- 3.7. The intention is to provide a flexible and visible youth presence within the community rather than operate from a single fixed location.
- 3.8. A particular strength of the proposal is that the same trusted adults may work with young people both in school and in the community.

- 3.9. Locations and times would remain flexible and informed by youth engagement needs and liaison with police and community safety partners regarding emerging ASB hotspots.
- 3.10. Whilst some activity may particularly focus on boys and young men, reflecting current anti-social behaviour concerns and engagement patterns, any provision would remain open and accessible to all young people.

4. Partnership Working and Delivery Model

- 4.1. Officers consider there are significant practical advantages in pursuing a partnership approach rather than direct Council delivery.
- 4.2. The Council does not currently operate an in-house youth service or employ specialist youth work staff. Direct delivery would likely require recruitment of qualified staff together with management, safeguarding and operational arrangements.
- 4.3. Officers understand that recruitment within youth work is currently challenging nationally and many councils now work through partnership arrangements to deliver this type of provision.
- 4.4. The proposed partnership model may therefore allow the Council to support youth provision locally whilst benefiting from:
 - existing expertise;
 - established safeguarding processes;
 - school relationships; and
 - wider community partnerships already in place.
- 4.5. Discussions have taken place regarding possible links with planned summer activities at Carvers Clubhouse.

5. Faith and Inclusivity Considerations

- 5.1. Some partner organisations involved in discussions are church-based organisations.
- 5.2. However, any provision supported by the Council would be open to all young people and Council funding would support community youth work activities only, not worship or religious activities.

6. Financial Implications

- 6.1. The Council has previously earmarked funding toward youth-related initiatives.
- 6.2. Approximately £4,000 has already been set aside for this purpose and therefore any initial contribution toward the proposal would not currently place additional pressure on the Council's general revenue budget.
- 6.3. The proposal is also based on partnership delivery rather than direct Council employment of youth workers, avoiding a number of longer-term staffing and operational costs.
- 6.4. Any future expansion or additional financial commitment would be subject to further member consideration and approval.

7. Recommendation

Members are asked to:

- 1) support a partnership-based approach to youth outreach provision within Ringwood; and
- 2) release the previously earmarked youth funding allocation of £4,000 toward the Ringwood element of the project.

Recreation, Leisure and Open Spaces Committee
3rd June 2026

Replacement Roller Mower Attachment

1. Purpose of Report

To consider replacement of the existing roller mower attachment used by the Grounds Team.

2. Background

The existing roller mower attachment (Major 8400) had already been identified within the Council's adopted Vehicle and Machinery Replacement Plan for replacement during the current financial year.

The roller mower attachment is used by the Grounds Team to maintain larger grassed areas, sports surfaces and formal open spaces where a high-quality striped finish is required.

The existing machine is currently out of service. Officers have considered repair options but, given the machine was already due for replacement this year, do not consider it represents best value to incur further repair expenditure at this stage, particularly during the main grass-cutting season when operational reliability is important.

Although officers are currently undertaking a wider review of the Vehicle and Machinery Replacement Plan, it is not considered practical to delay this decision until that review is completed due to the operational requirement for the machine during the current cutting season.

Officers have obtained quotations from three suppliers for both a direct replacement Major machine and an alternative Wessex RMX240 option as follows:

Supplier Major Wessex		
1	£6,925	£7,650
2	£7,350	£7,350
3	£6,500	£8,350

All figures are exclusive of VAT.

The lowest quotation received for a direct like-for-like Major replacement is £6,500 plus VAT, which broadly sits within the assumptions already included within the replacement programme.

However, the Grounds Manager has recommended consideration of the Wessex RMX240 on the basis that it is expected to provide:

- lower fuel consumption and running costs;
- improved cut and finish quality;
- simpler cutting height adjustment for staff; and
- improved long-term operational value.

Staff have advised that changing the roller height on the current machine can be time-consuming and cumbersome, sometimes taking up to 30 minutes to complete manually. The proposed Wessex machine has a substantially simpler adjustment system which should improve day-to-day usability and operational efficiency for the Grounds Team.

The Wessex option would represent an additional upfront cost of approximately £850 compared to the lowest Major quotation. Officers consider there is a reasonable argument that this additional cost may be offset over the life of the machine through reduced fuel consumption, maintenance requirements and operational efficiencies, particularly given the current machine has remained operational for approximately 14 years.

3. Financial Implications

Officers are currently reviewing the wider Vehicle and Machinery Replacement Plan. Early review work suggests there may be reduced replacement pressure in some areas where machinery replacement can reasonably be deferred through enhanced servicing and maintenance arrangements.

This includes removal of the previously anticipated aerator replacement from the immediate programme, although future replacement of the Grounds Team van may need to be brought forward. Overall, officers currently anticipate that the revised programme should still reduce overall pressure on reserves.

A draft updated Vehicle and Machinery Replacement Plan is attached for contextual information only. The document remains under officer review and will return to Members separately for formal consideration once completed.

4. Recommendations

Members are recommended to:

1. Determine whether replacement should proceed:
 - a. on a like-for-like basis with a Major machine within existing replacement programme assumptions; or
 - b. with the Wessex RMX240 on the basis of its anticipated operational and whole-life benefits;
2. Approve any additional budget provision required should Members support the Wessex RMX240 option; and
3. Note the draft Vehicle and Machinery Replacement Plan attached for contextual information, acknowledging that a revised plan will be brought forward separately for formal approval.

For further information please contact:

Charmaine Bennett, Town Clerk

Charmaine.bennett@ringwood.gov.uk

OR

Tony Robinson, Grounds Manager

grounds.manager@ringwood.gov.uk



Replace in 2026-27	Replace in next 4 years	Replace 4 years+	Do NOT replace, lease
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DRAFT NOT APPROVED

Updated: 27 May 2026

Vehicles

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	subsequent replacement year	Estimated Replacement Cost Oct 2023 (gross) Actuals	Estimated disposal proceeds (selected) Actuals	Estimated Replacement Cost (net) Actuals	Illustrative replacement Make & Model and notes
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	2031-32		£35,000.00	£7,500.00	£27,500.00	Will consider EV and alternatives to outright purchase in planned replacement year
Large tractor	John Deere 5085M	Jul-15	£30,500.00	2028-29		£59,950.00	£15,000.00	£44,950.00	May replace with slightly lower spec.
Medium Tractor	Kubota M4062	Dec-19	£27,300.00	2032-33		£39,500.00	£5,000.00	£34,500.00	
Front-deck ride-on mower and flail deck and beacon	John Deere 1570	Sep-25	£34,380.00	2033-34	2041-42	£70,000.00	£15,000.00	£55,000.00	Updated with replaced vehicle. NB est rreplacement years and cost CB has estimated, check with Tony
Ride-on tractor mower	John Deere X940	Sep-25	£16,940.00	2033-34	2041-42	£30,000.00	£7,500.00	£22,500.00	Updated with replaced vehicle. NB est rreplacement years and cost CB has estimated, check with Tony
Small van	Volkswagen Caddy	Aug-20	£2,500.00	2027-28		£15,000.00	£2,500.00	£12,500.00	Replace with EV and consider alternatives to outright purchase in planned replacement year- Sept 2025, consider updating with Luton van to make more practical - NB have changed replacement year and reduced disposal proceeds. Tony: proposal on what needed to be replaced with and then work with Michelle on pros and cons of lease vs purchase

Machinery

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year		Estimated Replacement Cost	Estimated disposal proceeds (R/A)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Wood-chipper	Timber Wolf TW PTO/150H	Jul-15	£5,500.00	2027-28		£12,595.00	£4,500.00	£8,095.00	Two options: don't replace, work it till it becomes non-repairable and hire in on the occasions when needed OR replace with a small track chipper. Hasn't been serviced so suggest adding in servicings costs to 26/27 to extend its life
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	2026-27		£7,350.00	£750.00	£6,600.00	Changed the disposal based on Englands latest figures 26/05. They suggest that we replace it with a Wessex RMx240 which would be 7650. Also updated the newer replacement cost quote is from hunts
Roller-mower attachment #2	Major Swift	May-18	£5,500.00	2028-29		£5,500.00	£500.00	£5,000.00	
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	2029-30		£3,295.00		£3,295.00	
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	2032-33		£7,000.00	£700.00	£6,300.00	
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	N/A	N/A	N/A	N/A	N/A	Not to be replaced
Aerator	Weidenmann XP6/160	2007	£16,250.00					£0.00	Don't replace: run it until it dies. Has no disposal/2nd hand value. Would be £28,000 to replace and only needed on occasion, better to hire in. Also has not been serviced suggest adding that to next years budget to extend its life.
Boom sprayer attachment	Team Club	Jul-21	£4,793.00	2033-34		£6,000.00		£6,000.00	
Walk-behind sprayer	Supaturf Evenspray Professional	Jul-20	£943.59	2033-34		£1,188.00		£1,188.00	
Slitter	Twose	2005	£983.00	2033-34		£2,000.00		£2,000.00	

Vehicles

Type
Tipper Truck
Large tractor
Medium Tractor
Front-deck ride-on mower and flail deck an
Ride-on tractor mower
Small van

Machinery

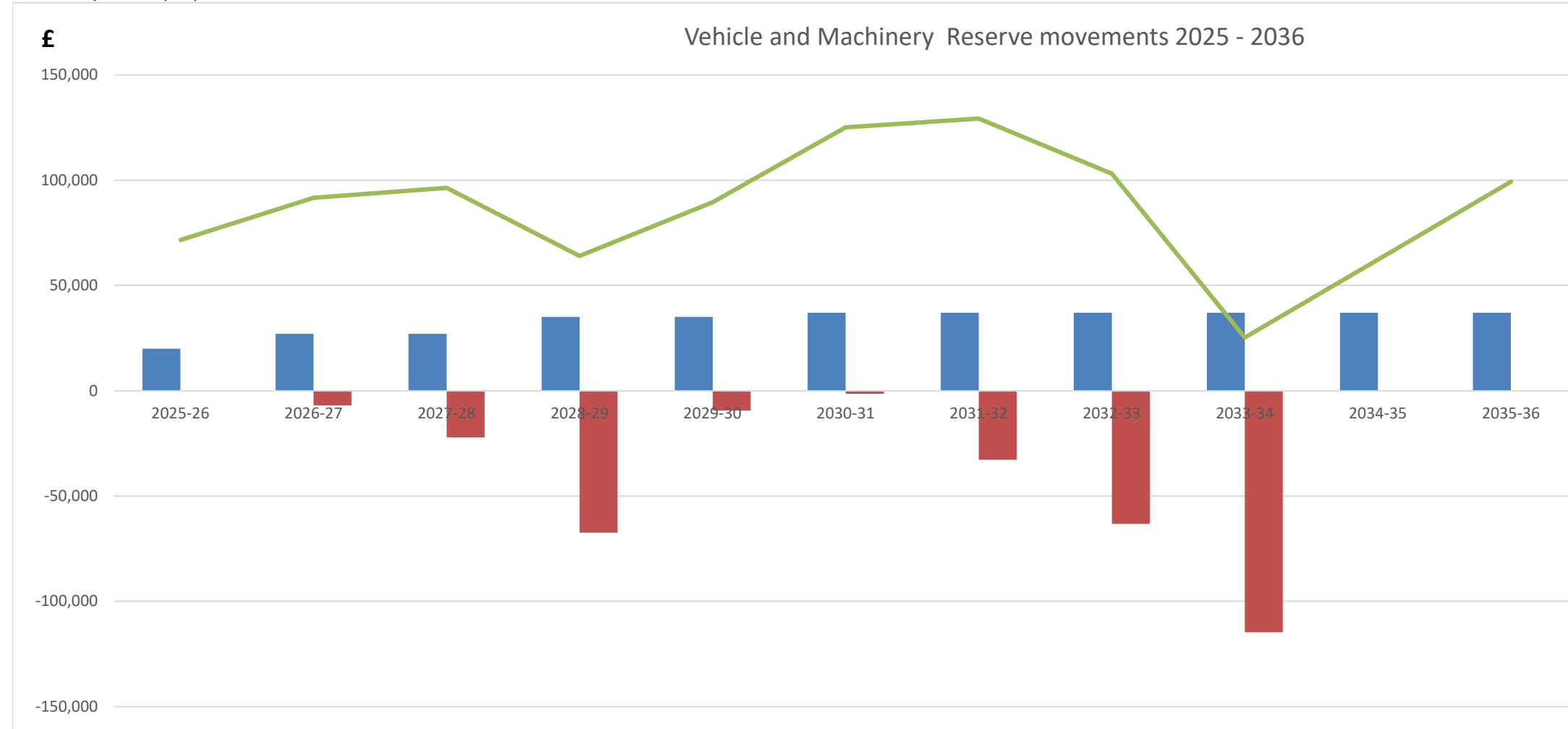
Type
Wood-chipper
Roller-mower attachment #1
Roller-mower attachment #2
Twin-axle trailer
30-inch cylinder mower
Walk-behind litter vacuum
Aerator
Boom sprayer attachment
Walk-behind sprayer
Slitter
Spring tine harrow attachment
Battery-powered hand tools #1
Batteries for hand tools #1
Powered hand tools #2
Batteries for hand tools #2

	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37
£	£	£	£	£	£	£	£	£	£	£	£	£
Tipper Truck							27,500					
Large tractor				44,950								
Medium Tractor								34,500				
Front-deck ride-on mower and flail deck an									55,000			
Ride-on tractor mower									22,500			
Small van			12,500									
Wood-chipper			8,095									
Roller-mower attachment #1		6,600										
Roller-mower attachment #2				5,000								
Twin-axle trailer					3,295							
30-inch cylinder mower								6,300				
Walk-behind litter vacuum												
Aerator												
Boom sprayer attachment									6,000			
Walk-behind sprayer									1,188			
Slitter									2,000			
Spring tine harrow attachment						1,300						
Battery-powered hand tools #1				5,910				5,910				
Batteries for hand tools #1				5,110				5,110				
Powered hand tools #2					5,000				5,000			
Batteries for hand tools #2					0				0			
	0	6,600	20,595	60,970	8,295	1,300	27,500	51,820	91,688	0	0	0
Inflation factor (2023-24 base):	1.026	1.052676	1.0789929	1.10596772	1.13361692	1.16195734	1.19100627	1.22078143	1.25130096	1.28258349	1.31464808	1.34751428
Forecast replacement costs	0	6,948	22,222	67,431	9,403	1,511	32,753	63,261	114,729	0	0	0

Total
318,257

Financial Year	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 51,546.10	£ 71,546.10	£ 91,598.44	£ 96,376.58	£ 63,945.73	£ 89,542.38	£ 125,031.83	£ 129,279.16	£ 103,018.26
Planned transfer in	£ 20,000.00	£ 27,000.00	£ 27,000.00	£ 35,000.00	£ 35,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00	£ 37,000.00
Additional transfers in	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds									
Transfers out (planned purchases) net	£ -	-£ 6,947.66	-£ 22,221.86	-£ 67,430.85	-£ 9,403.35	-£ 1,510.54	-£ 32,752.67	-£ 63,260.89	-£ 114,729.28
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
End of year reserve balance	£ 71,546.10	£ 91,598.44	£ 96,376.58	£ 63,945.73	£ 89,542.38	£ 125,031.83	£ 129,279.16	£ 103,018.26	£ 25,288.98

Election years in purple



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 sub-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. Clerk has sought initial advice from colleagues at NFDC procurement to understand options for next steps	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).	NFDC have confirmed that planning permission for change of use is not required. However, any external changes may need planning save for painting etc	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). Festive Lighting have advised they will review the points raised and provide feedback and indicative costings in March / early April. - chased in May as not heard. Also issue has arisen as cable dropped	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.
Projects delivered by external partners and monitored by officers									
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:
Charmaine Bennett, Town Clerk
charmaine.bennett@ringwood.gov.uk
01425 484720

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