

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

Held on Wednesday 4th February 2026 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

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

OS/6525 PUBLIC PARTICIPATION

There were three members of the public present for agenda items.

The Chairman of Mens Shed addressed the Committee in relation to the issue it has of finding alternative premises. Although there is an offer to place a shed at the Guide Hall site in Clough's Road, there are various issues with that, including the extensive underground drainage / sewer network where the hardstanding would be installed. A request had been submitted to the Council asking whether there is any suitable location on Council owned land for a shed. This was discussed later in the meeting.

The Chairman of Upper Kingston Allotment Association (AA) spoke in relation to agenda item 7. Allotment Rules and expressed concern about how structures would be judged and who would make decisions about whether they were fit for purpose and unsafe. He commented that 8ft x 6ft green house was not very big and that there were some larger structures in situ. The tenants would like a better definition of a clear plot and asked for more detail in terms of required insurance, as there is only a limited amount of cover through the National Allotment Association. He also requested that notification is provided to the AA, if agenda items of this nature are to be considered at future meetings, as has been the case in the past.

OS/6526 APOLOGIES FOR ABSENCE

All members were present.

OS/6527 DECLARATIONS OF INTEREST

It was noted that Cllrs Briers and Turner were allotment tenants at Upper Kingston allotment site.



OS/6528
MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 7th January 2026, having been circulated, be approved and signed as a correct record.

OS/6529
MENSSHED

Members considered the Town Clerk's report (*Annex A*). The work of the Mensshed was valued in the community and the Committee wanted to support it if it could. However, following the Open Spaces Management Review and understanding better which Council-owned land could be built on, this narrowed down the possibilities. A discussion followed and members asked that officers look at whether sites can be identified, which could be a long-term solution and provide the amenities needed.

RESOLVED: 1) That the request from Mens Shed be noted; and
2) That officers explore further, without commitment, and report back on feasibility, constraints and implications, as appropriate.

With agreement of Members, agenda item 7 Allotment Rules was brought forward due to the public present.

OS/6530
ALLOTMENT RULES

The Town Clerk presented her report on proposed rules amendments, fees and deposits (*Annex B*). The suggested changes to the current rules are shown in blue. Additional clauses to Section 5 of the rules are detailed in paragraph 3 of the report.

It was noted that the ground deposit of £24 had not been reviewed since 2015 and there were proposals to increase this to £50 for all new tenancies from 30th September 2026, plus the introduction of a time limit within which to claim any outstanding deposits at the end of a tenancy.

Apologies were conveyed for not informing the Allotment Association of the agenda item in advance.

RESOLVED: 1) That proposed amendments to the Allotment Rules be approved;
2) That the proposed increase to the allotment ground deposit to £50, for new tenancies be agreed; and
3) That the introduction of a time limit for repayment of allotment deposits be agreed, with detailed arrangements being delegated to officers.

ACTION C Bennett

OS/6531
BIN AND WASTE ISSUES

Members considered the Grounds Manager's report (*Annex C*). He provided additional detail on the teams' experience since NFDC changed its waste strategy, which has seen the introduction of wheelie bins and food waste recycling.

There has been an increase in the misuse of public bins, with households and businesses using public litter bins for domestic and commercial waste. This is the experience across the



New Forest District area and its hoped it will settle down as the new system beds in, but in the meantime has operational, health and safety and financial implications for the Council.

Officers will continue to monitor bin usage patterns, costs incurred and report to NFDC as appropriate for enforcement against fly-tipping. Proposals for any changes to provision of bins will be reported to the Committee, should this be necessary.

There was a request to consider the installation of a bin at the bus stop near the White Hart in Poulner and a suggestion to liaise with the officer leading the 'take your litter home' campaign at NFDC, as a possible alternative to bins in trouble spots.

The Town Clerk commented that this matter had been raised to NFDC's Chief Executive and there will be a meeting to share experiences and learning.

Members thanked the Grounds Manager for his report and attendance at the meeting.

RESOLVED: That the report and operational context is noted.

OS/6532

EVENTS MANAGEMENT SUB-COMMITTEE

Cllr Frederick presented the notes of the Events Management sub-committee meeting on 21st January 2026 (*Annex D*). She added that there is an outline of the 80th anniversary celebrations planned and work on this is progressing. In relation to any surplus generated from events this year, the sub-committee recommended this be put towards the cost of the anniversary event and therefore held in the Events Reserve.

The date of the next meeting is Tuesday 24th February 2026 at 12:30pm at Carvers Clubhouse and it was noted that Cllr Day and Turner were not available to attend.

RESOLVED: 1) That the notes of the Events Management sub-committee on 21st January 2026 be received; and
2) That any surplus generated from Council events 2025/26 be retained within the events budget.

ACTION M Gordon

OS/6533

PROJECTS

Grounds department sheds replacement

The Town Clerk advised that the project should transfer to Policy and Finance Committee at some point. It was agreed that, whilst in the design stage, it would remain with this committee and when it gets to scoping, costs and budgeting, oversight should revert to Policy and Finance Committee. A paper will be brought forward in relation to forming an overview and scrutiny panel for the project.

Christmas lights

There is a newly appointed contract manager and a meeting will be arranged to discuss possible changes to the Christmas lights for this year.

Potential projects

Following a suggestion by a member of the public at the last Council meeting, 'Town of Culture' has been included in the proposed projects report. The opportunity has been noted for future consideration as part of the Council's strategy review.



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

**OS/6534
COMMUNICATIONS**

The need to further publicise the date for 800th anniversary celebration and agreed that the events sub-committee would manage the communications in relation to this.

There being no further business, the Chairman closed the meeting at 8.04pm.

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

RECEIVED
25th February 2026

APPROVED
4th March 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

01/02/2026

Men's Shed – Request for Consideration of Council-Owned Land

1. Purpose of the Report

To advise members that Ringwood Men's Shed has approached the Council to ask whether any Council-owned land may be suitable for the siting of a replacement shed building, and to invite members to consider whether any locations merit further exploration.

2. Background/context

Ringwood Men's Shed is seeking a new premises following the proposed redevelopment of its existing location. The group has advised that securing a long-term and stable site is essential to continue operating and to support future applications for external grant funding.

Comparable Men's Shed projects in Wilton, Fordingbridge (Avon Valley) and Totton have been established on council-owned land, typically within sports grounds or community land holdings.

A potential relocation to the Guide Hall site has been explored previously; however, the group has identified a number of constraints relating to access, underground services, safeguarding, and conflicts with existing use, which mean it is not currently considered viable.

3. Recommendation

- That members note the request from Ringwood Men's Shed and consider whether any Council-owned land or buildings may be appropriate for officers to explore further, without commitment, and report back on feasibility, constraints, and implications as appropriate.

Further Information

For further information relating to this report, please contact:

Charmaine Bennett, Town Clerk, charmaine.bennett@ringwood.gov.uk

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

01/02/2026

Allotments – Proposed Rules Amendments, Fees and Deposits

1. Purpose of the Report

To seek the Committee's approval to amend the Allotment Rules, and to agree related changes to the allotment deposit, following recent experience and officer review.

2. Background/context

At its meeting in February 2025, the Committee considered a request for permission to erect a polytunnel. Members were supportive in principle but identified concerns around safety, anchoring and insurance.

In applying that decision in practice, officers found that the requirement for specialist insurance was difficult to implement, as such insurance is not readily available to individual allotment holders. This has highlighted a wider issue that the current Allotment Rules do not explicitly address polytunnels or similar modern structures.

3. Proposed Changes to the Allotment Rules

Officers are therefore seeking approval to amend the Allotment Rules to provide clearer, more workable arrangements.

The proposed amendments would:

- explicitly include polytunnels, greenhouses and similar installations as “structures” requiring written permission;
- focus regulation on size, siting, anchoring, safety and removability, rather than on the type of structure;
- clarify that all structures are erected at the tenant's risk and that the Council does not accept liability for loss, damage or injury;
- give the Council clear powers to require alteration or removal of structures that are unsafe or cause nuisance.

Officers consider this approach more proportionate and practical, recognising that polytunnels and greenhouses can serve different gardening purposes and that the principal risk arises from scale and installation rather than form.

4. Fees/deposits

Officers have undertaken a brief comparison of allotment charges locally and consider that current allotment rents remain fair and broadly in line with neighbouring councils. No change to rents is proposed at this stage except for an inflationary rise.

However, the allotment deposit, currently set at £24, has not been reviewed since 2015. Officers consider this amount no longer meaningful or effective. It is therefore proposed that the deposit for new tenancies be increased to £50.

In addition, it is proposed that a time limit be introduced for the repayment of deposits, as unclaimed deposits are currently being held for extended periods, sometimes for months or years.

Recommendation

That the Committee:

1. Approves the proposed amendments to the Allotment Rules, as appended;
2. Agrees that the allotment deposit for new tenancies be increased to **£50**; and
3. Agrees that a time limit for repayment of allotment deposits be introduced, with detailed arrangements delegated to officers.

Further Information

For further information relating to this report, please contact:

Charmaine Bennett, Town Clerk, charmaine.bennett@ringwood.gov.uk



RINGWOOD TOWN COUNCIL

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

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

INTERPRETATION OF TERMS

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

DEFINITION OF THE PERSONS ELIGIBLE TO BE TENANTS OF THE ALLOTMENT GARDENS

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

AGREEMENTS FOR LETTING ALLOTMENT GARDENS

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

NEW TENANCIES

4. All new tenants from 30th September 2015 will be required to pay a deposit of ~~£24~~ £50 this will be refundable if either the tenant leaves/or the Council terminates their tenancy and the allotment is left in a clean and tidy condition.

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GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED

5. The tenant of an allotment garden shall comply with the following conditions:-
 - a) The tenant shall keep the allotment garden clean and in a good state of cultivation and fertility and in good condition.
 - a)b) Standards of cultivation will be assessed proportionately, having regard to the season, plot size and recognised horticultural practices, and must not materially interfere with neighbouring allotment holders or the future re-letting of the plot.

~~b)c)~~ The tenant shall not cause any nuisance or annoyance to the occupier of any other allotment garden, or obstruct any path set out by the Council for the use of the occupiers of the allotment gardens.

~~e)d)~~ The tenant shall not take any dog in his charge onto the allotment site except on a lead and under control.

~~d)e)~~ The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.

~~e)f)~~ The tenant shall not, without the written consent of the Council, cut or prune any timber or other trees, or take, sell, or carry away any mineral, gravel, sand or clay.

~~f)g)~~ The tenant shall keep every hedge that forms part of the allotment garden properly cut and trimmed, keep all ditches properly cleansed, and maintain and keep in repair any other fences and any gates on the allotment garden.

~~g)~~ The tenant shall not, without the written consent of the Council, erect any building on the allotment garden, provided that consent shall not be refused under this sub-paragraph to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or for the storage of gardening implements. Consent under this Clause will not normally be given for any building, or buildings, that in total exceed 6' x 8' (2m x 2.4m) in size at the Hightown Road, Southampton Road and Upper Kingston sites. The maximum size permitted at the Crow Arch Lane site is 6' x 4' (2m x 1.2m). Under no circumstances is asbestos, or any form of asbestos, to be used on any building, fence or structure on the allotment garden.

~~h)~~ The tenant shall not, without the written consent of the Council, erect any building or structure on the allotment garden, provided that consent shall not be refused under this sub-paragraph to the erection of any building reasonably necessary for the purpose of keeping hens or rabbits or for the storage of gardening implements.

For the avoidance of doubt, "building or structure" includes sheds, polytunnels, fruit cages, netted structures and similar installations.

Consent under this Clause will not normally be given for any building, or buildings, that in total exceed 6' x 8' (2m x 2.4m) in size at the Southampton Road and Upper Kingston sites. The maximum size permitted at the Crow Arch Lane site is 6' x 4' (2m x 1.2m). Under no circumstances is asbestos, or any form of asbestos, to be used on any building, fence or structure on the allotment garden.

Consent may be made subject to reasonable conditions relating to size, height, siting, materials, anchoring and the requirement that the structure is temporary and removable.

~~i)~~ All buildings and structures are erected entirely at the tenant's risk.

~~j)~~ _____

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- k) The Council accepts no responsibility or liability for any loss, damage or injury arising from any building or structure on an allotment plot.
- l) _____
- m) Tenants are responsible for arranging any insurance they consider necessary in respect of their buildings, structures and personal property.
- n) The Council reserves the right to require the alteration or removal of any building or structure that is unsafe, poorly maintained, or causes nuisance, obstruction, or risk to other allotment holders or members of the public.
- h)p) The tenant shall not, without the written consent of the Council, keep any tree exceeding 2m in height on the allotment.
- i)p) The tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the allotment gardens.
- j)q) The tenant shall, as regards the allotment garden, observe and perform all conditions and covenants contained in the lease (if any) under which the Council holds the land.
- k)r) The tenant shall observe and perform any special condition which the Council considers necessary to preserve the allotment garden from deterioration, and of which notice to applicants for the allotment garden is given in accordance with these Rules.
- l) Watering: standpipes are provided for obtaining water for the Allotment Garden. **Under no circumstances may tenants connect sprinklers or automatic water systems to the water supply.** Use of open containers such as baths to collect water are prohibited, however covered water butts are permitted.
- m) The tenant shall not use the allotment garden for the purpose of any trade or business.
- n) The tenant shall be permitted to compost garden waste on the plot providing:
 - (i) the total area of any compost heaps shall not exceed 9 square metres (3m x 3m);
 - (ii) no household waste shall be brought onto the plot; and
 - (iii) the compost shall be properly managed to avoid infestation by vermin.
- o) Bonfires are permitted only on allotments at the Council's Upper Kingston site. At every other site bonfires are not permitted. Where bonfires are permitted, consideration shall be given to neighbouring properties and allotment holders and to weather conditions. No bonfires or incinerators shall be left unattended and must be completely out before they are left.
- p) The use of carpet as ground cover is prohibited on allotments.
- q) The use of weed-burning tools (of all descriptions) is prohibited anywhere on any Council allotment site.

PAYMENT OF RENT

6. The rent of an allotment garden shall, unless otherwise agreed in writing, be paid yearly on the 29th of September in each year.

POWER TO INSPECT ALLOTMENT GARDENS

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

TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN

8. The tenancy of an allotment garden shall, unless otherwise agreed in writing, terminate on the 29th of September each year.

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

- a) If the rent is in arrear for not less than 40 days, or
- b) If the tenant is not duly observing the Rules affecting the allotment garden, or any other term or condition of his tenancy, or if the tenant becomes bankrupt or enters into any form of compromise with his creditors.
- c) Any tenant wishing to terminate their tenancy after payment of their annual allotment fee shall receive a percentage of their rent in a refund, based on the date the tenancy is terminated. The rent retained is to cover administration fees.

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

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

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

EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES

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

SERVICE OF NOTICES

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

RECREATION, LEISURE AND OPEN SPACES COMMITTEE

01/02/2026

Bins and Waste issues

Purpose of the Report

To provide members with an operational update on waste bin usage and servicing across the town's open spaces, in response to concerns regarding increasing costs, misuse of bins, and changes in waste patterns.

No decisions are sought at this stage. The report is intended to support member understanding and provide context for conversations with residents.

1 Background/context

Over recent months, officers have observed a noticeable change in how public waste bins are being used, particularly following district-wide changes to household waste arrangements. This has resulted in increased operational pressures for the Town Council, both in terms of cost and staff health and safety.

The Council's Grounds Manager has therefore been invited to attend the meeting to provide a practical, on-the-ground explanation of the issues being encountered and the operational options being explored.

2 Current issues being experienced

Misuse of public bins

Since the move away from loose household waste bags at district level, this Council has seen a marked increase in household waste being deposited in public litter bins and left beside them. What was previously an occasional issue has become more frequent, with a significant spike observed over the Christmas period and no subsequent return to previous levels.

NFDC officers have confirmed that they are experiencing similar issues across their area and recognise this as a wider behavioural change rather than a Ringwood-specific problem.

Operational and health & safety implications

The increased volume and weight of waste has led to practical issues for staff, including:

- bin liners splitting due to excessive weight;
- exposure to dog waste and household refuse;
- some bags being too heavy to lift safely by a single operative.

Officers are exploring options to mitigate these risks, including sourcing heavier-duty liners and reviewing bin placement where persistent misuse occurs.

Waste collection arrangements

As reported previously, NFDC had advised us that their charges for waste collection would significantly increase from April 1st. This Council has reviewed its waste collection

arrangements and will be moving to an alternative contractor from April 2026. The use of larger, lidded bins will provide greater flexibility in storage and collection frequency and is expected to offer better value for money while maintaining service levels.

Approach to problem bins

Officers are reviewing the location and visibility of bins that are consistently misused. Evidence from other councils suggests that:

- relocating bins to more visible locations can reduce opportunistic dumping; and
- targeted removal or relocation of specific problem bins can reduce misuse.

It is important to stress that:

- there is no proposal to remove all bins, and
- any changes would be limited, evidence-led, and operational in nature.

Examples from other sites (such as country parks) are provided as contextual background only, rather than as models being adopted wholesale.

Fly-Tipping and Enforcement

The misuse of litter bins for household waste meets the legal definition of fly-tipping under the Environmental Protection Act 1990.

The Town Council will seek guidance from the principal authority's enforcement team to ensure that fly-tipping incidents are handled consistently, within the Council's legal powers, and in a way that protects both staff and the integrity of any subsequent enforcement action.

Next Steps

- Officers will continue to monitor usage patterns and costs.
- Any future proposals for changes to provision will be reported to committee in the usual way, should they be required.

Recommendation

It is recommended that the Committee notes the report and the operational context provided.

Further Information

For further information relating to this report, please contact:

Tony Robinson, Grounds Manager, grounds.manager@ringwood.gov.uk or Charmaine Bennett, Town Clerk, charmaine.bennett@ringwood.gov.uk

Events Management Sub-Committee

Notes of meeting held on Wednesday 21st January 2026 at 12pm, at The Gateway.

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

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

1. Apologies for Absence

Cllr James Swyer
Cllr Phillip Day

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 12th November 2025

RESOLVED: That the minutes of the meeting held on 12th November 2025 having been circulated, approved, and signed as a correct record.

4. To agree wash up notes from events in 2025

- CK discussed wash up notes from Ringwood Grand Fireworks and Winter Wanderland. Committee agreed to return to in person sales for Grotto tickets. There was a brief discussion of the main points that were raised. Full wash up notes were emailed to committee members.

5. Event Committee workplan 2026

- Discussed the current workplan and the dates of the meetings. Some attendees are unable to attend future meetings so the potential to move dates was discussed. The reasons for events being on Sundays was discussed.

Actions:

1. To discuss the dates of Sub Committee meetings going forward

6. Discuss updates on 800th Market Charter Anniversary

- The Meeting House is booked for August with the potential of holding an expedition.
- The committee discussed creating a social media post targeted to businesses/organisations who may be interested in doing an event related to the market charter.
- Discussed updates from Culture in Common regarding the Tail Trail and other suggested ideas.
- Discussed getting local schools involved, it would be a good idea if they could produce something for the stage during the day. Ideas included choirs or performances.
- There will be a church service from 10.30 – 11.30am with the event beginning after the service has ended.
The event is to finish at 7.30pm. Stalls to arrive from 9am.

- The committee agreed that we would be looking for approximately 20 market stalls and food vendors. These should be in keeping with the theme instead of holding open applications, for example: toffee apples, fudge etc.
- Scouts and girl guides should be approached
- Discussed entertainment ideas, including stage entertainment, funfair and bouncy castles
- There is an idea to hold an auction in keeping with the themes of the original market.
- The committee members discussed the use of animals and agreed that a petting zoo would be the best option.
- The committee discussed merchandise ideas – calendar for 2027, mugs, tea towels etc.
- Options for an organisation to run the bar were discussed. It was agreed for the bar to be run by Ringwood Carnival
- Discussed notice boards and the sculpture. It was advised that these items may not be available on time for the 12th of July event. However, the unveiling of the sculpture would be nice to hold following the 12th of July.
- Discussed the Ringwood Carnival and the idea of Ringwood Town Council having a float to nod to the 800th anniversary.
- It was suggested by The Chair that we may not be able to provide funds for Grant Aid as we have an added event this year. **The committee agreed to recommend that any events surplus be retained within the events budget.**

Actions:

1. Cllr DeBoos to find costings for merchandise
2. Cllr Frederick to discuss with Gary and Churches Together.
3. Cllr Frederick to discuss with NFDC about free parking
4. Cllr Frederick and Cllr Turner will meet with Ringwood Society

There being no further business, the meeting concluded at 13:57

The next Event Sub-Committee meeting –

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

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.	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.	Decision required: to agree transfer of this project to the Policy & Finance Committee for ongoing oversight.	Town Clerk		Proposed budget of £10,000 for next 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	NFDC have confirmed that they can fund a permanent art piece in the Market Place. Date selected for event (12 July)	Operational: time to deliver the project Reputational: need to keep partner organisations 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

Waste Bin Review and Replacement Programme	To review the number, location, ownership and servicing arrangements of litter and dog-waste bins across the town, and to implement a revised, sustainable bin provision and replacement programme that reflects current operational responsibilities and service constraints.	In progress	<p>Following a review of waste collection arrangements, it was identified that a number of litter and dog-waste bins were historically being emptied by New Forest District Council outside of formal service agreements. These arrangements have now ceased, increasing the Town Council's direct responsibility for waste servicing.</p> <p>In parallel, NFDC advised that charges for accepting Town Council waste were due to increase significantly from April 2026. In response, the Grounds Manager has sourced an alternative private-sector waste contractor, and notice has been given to NFDC to terminate the existing arrangement.</p> <p>Changes to household waste collection arrangements, including the introduction of wheeled bins, have also led to increased misuse of public litter bins for household and commercial waste, placing additional pressure on servicing capacity and disposal costs.</p>	<p>Financial: Increased waste disposal and servicing costs arising from revised collection arrangements and bin misuse.</p> <p>Operational: Greater servicing demand on Grounds staff, particularly at high-use locations.</p> <p>Behavioural / reputational: Ongoing misuse of public bins for household or commercial waste may undermine service sustainability and public satisfaction.</p>	Completion of a town-wide review of bin locations and servicing arrangements, followed by a report setting out options for rationalisation, relocation and replacement, including cost implications.	Note – and to receive a further report with options and recommendations once the review is complete.	Town Clerk	Grounds Manager	Not agreed
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)	New Forest District Council (NFDC) has developed a concept design for improved access arrangements. An in-principle agreement has been reached whereby Ringwood Town Council will fund essential maintenance and improvements to the vehicular access element, with NFDC funding the remaining works. NFDC has indicated a willingness to procure both elements as a single programme, offering potential cost efficiencies. Revised plans have been submitted to the Land Registry via Frettons.	<p>Financial: Council contribution and long-term maintenance costs have yet to be confirmed.</p> <p>Dependency: Progress is dependent on agreement with NFDC and completion of land registry matters.</p>	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	£15,000 CIL RTC CIL funding has been agreed
Carvers Development Phase 1	To deliver the first phase of improvements at Carvers Recreation Ground, including replacement of two tennis courts with a multi-use games area, enhanced informal play and seating features, and biodiversity improvements through planting, creating a more inclusive and environmentally sustainable recreational space.	In progress (commenced Sept 24)	Wildflower turf and pollinator planting have been completed, and new trees with protective measures have been installed along the avenue. Associated landscaping works are substantially complete. Installation of the drinking water fountain is currently progressing. Final grant payment from Veolia has been received.		Completion of remaining installation works and confirmation of practical completion of Phase 1.	Note – project update only.	Town Clerk	Clubhouse Manager	Approved project cost of £73,000 for the main elements. Supported by a £68,072 external grant, a 10% Council contribution, and up to £10,000 additional funding from the Council's CIL reserve.

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 met 15 December. Initial work has commenced to clear the former allotment site to enable further assessment and option development.	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 must balance operational need with community expectations and environmental considerations.	Development of initial options and recommendations by the Cemetery Review Working Party for consideration by the Committee.	Note – to receive the Working Party updates and to comment or raise any issues for consideration as the review progresses.	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 scheduled with potential local partners expressing interest in supporting or delivering youth work provision in the town.	Scope creep if expectations are not clearly defined at an early stage and Financial sustainability and affordability of any future provision	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 Christmas Illuminations Working Party met on site to review the current Christmas light display. Officers are engaging with the Council's lighting contractor to explore potential changes and enhancements for future displays. NB our main point of contact has left the company and his replacement not due to start until late February.	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.	Note – to receive the Working Party update and to comment or raise any issues for consideration.	Town Clerk		To be confirmed, subject to the scope of any agreed enhancements.
Projects delivered by external partners and monitored by officers									
Improved walking route: Poulner Lake	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 has acknowledged the decision made by Members and confirmed that updated concept design options will be shared in due course. Work is progressing towards finalising and agreeing the project scope by March 2026 .	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	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 has acknowledged the decision made by Members and confirmed that updated concept design options will be shared in due course. Work is progressing towards finalising and agreeing the project scope by March 2026 .	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.

4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:

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Ringwood Town Council
Proposed Projects

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1. Introduction

This report provides the Committee with visibility of proposed and emerging projects, service pressures, and improvement ideas within its remit. It is intended to support early awareness, inform future prioritisation, and assist with budget and work programme planning. Inclusion in this report does not indicate approval, funding, or a commitment to delivery.

2. Background

Officers maintain a record of proposed and emerging projects to ensure that potential future work is captured, reviewed, and considered in a structured way. These items may arise from asset condition, service changes, external opportunities, or member suggestions, and are reviewed periodically as part of the Council’s strategic and financial planning processes.

3. Scope of report

This report includes proposed or emerging items within the remit of this Committee only. The items listed are not live projects and are not subject to delivery timescales, risk management, or financial commitment at this stage. Projects governed through other Committees are recorded and considered separately.

Name	Issue/opportunity identified	Indicative scope or idea	Why now/trigger	Lead	Current position	Indicative cost (if known)	Potential funding cost
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Full Council
None

Planning, Town and Environment

A31 Roundabout Environmental Enhancements	Opportunity to improve the appearance and environmental quality of the roundabout through planting and landscape enhancements.	Consideration of planting, biodiversity features, and other low-maintenance environmental enhancements appropriate to a highway roundabout setting.	The area is currently being used by National Highways for storage of materials during widening works on the A31, creating an opportunity to consider future enhancement once works are complete.	Deputy Town Clerk	Early-stage idea only; no scoping or costings undertaken to date.	Unknown	TBC / external contributions (subject to discussion)
Town Signage Review	Inconsistent quality, visibility, and legibility of signage across the town, including at key visitor routes, public spaces, and town entrances.	A coordinated review of existing signage (e.g. Castleman Trailway, Pocket Park, Gateway Square, and gateway locations), with the potential development of a consistent approach to signage standards, locations, and presentation.	The Council has identified the need for a structured review of town signage, with the review scheduled for 2027/28 as part of the Council’s strategic programme.	Cllr Day/Deputy Town Clerk	Review phase programmed for 2027/28, with any implementation subject to subsequent prioritisation and funding in a later year.	Unknown	To be determined, subject to the outcome of the review and future budget setting.

Flood Relief – Crow Lane Ditch	Concerns regarding the capacity and flow of the ditch alongside Crow Lane, which may contribute to localised surface water and drainage issues.	Initial investigation of potential works to improve the capacity and flow of the ditch between Hightown Road and Moortown Lane, alongside consideration of wider catchment-based measures.	Opportunity to inform and align with the Avon Catchment Management Plan, ensuring local issues are reflected within wider strategic flood and water management planning.	Deputy Town Clerk	Early-stage proposal; no technical assessment or costings undertaken to date. Item identified for consideration as part of wider catchment planning discussions.	Unknown	Developer contributions / Community Infrastructure Levy (subject to eligibility and prioritisation).
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Recreation, Leisure and Open Spaces

Silver Jubilee Garden – Benches Replacement	Existing benches are reaching the end of their useful life and are vulnerable to flooding damage.	Replacement of all benches at Silver Jubilee Garden with more attractive, floodwater-resistant models.	Ongoing maintenance issues and asset condition concerns.	TBC	Proposed maintenance improvement; not yet scoped or costed.	Unknown	To be determined
Silver Jubilee Garden – Bridge Re-painting	Unclear responsibility for repainting and maintaining the footbridge leading to the Garden.	Repainting and associated maintenance of the footbridge, subject to confirmation of ownership and responsibility.	Clarification of responsibility requested from Hampshire County Council.	Town Clerk	Responsibility remains to be clarified; quote obtained pending outcome.	Unknown	To be determined, subject to legal responsibility
War Memorial Garden – Benches Replacement	Existing wooden benches require replacement.	Replacement of wooden benches with commemorative steel benches matching those recently installed elsewhere.	Asset condition and consistency with recent improvements.	Town Clerk	Proposed replacement; awaiting scoping and funding.	Unknown	
Town of Culture (Future Opportunity)	Potential future opportunity for Ringwood to develop a bid for Town of Culture status.	Early scoping: mapping eligibility, timescales, cultural strengths, delivery capacity and partnership requirements for a potential future bid.	Opportunity to apply for 2028 Town of Culture only realised. The most recent Town of Culture opportunity emerged too late for the Council to develop the necessary partnerships and bid infrastructure. This item is therefore being logged now to enable early consideration and preparation for any future rounds.	Town Clerk	No active bid. Opportunity noted for future consideration and exploratory work only.	Nil at this stage.	Unknown
Carvers Masterplan Implementation Phase 2	Opportunity to progress further elements of the Carvers Masterplan.	Consideration of options for Phase 2 of the masterplan.	Expressions of interest submitted to CIL strategic projects.	Town Clerk/ Carvers WP	Early-stage proposal; scope and priorities to be developed.	Unknown	External funding / CIL (subject to approval)

Open Spaces Management Plans – Implementation	Need to implement management plans across open spaces.	Phased implementation of agreed Open Spaces Management Plans.	Identified as a strategic priority for 2026/27.	Grounds Manager	Planned for consideration as part of 2026/27 budget and work programme.	Unknown	To de determined
Bickerley tree-planting	Opportunity to plant disease-resistant elm trees under Hampshire Forest Partnership’s 2025 free tree scheme.	Planting a row of trees alongside the through-path at Bickerley, subject to underground services constraints.	Availability of free trees through the 2025 scheme.	Grounds Manager	Feasibility under review; concerns regarding vandalism risk and potential cost of tree guards- also that grounds pipe would be where the tree roots would protude	Unknown	To de determined
Carvers Courts / MUGA – Surfacing Enhancement	The current MUGA surface limits the ability to host structured games and matches. An opportunity exists to enhance the play area following completion of the MUGA installation works.	Consideration of installing specialist play surfacing to the MUGA to support a wider range of games, training activities, and competitive matches.	The original MUGA installation included a budget provision for repairs, which were delivered at a lower cost than anticipated. This has prompted consideration of whether future enhancement of the playing surface would deliver greater long-term benefit.	Town Clerk	Early-stage enhancement opportunity; no design, specification, or costings developed to date.	Unknown	To be determined; potential to consider reallocation of underspend or future capital provision, subject to approval.

4. Recommendation

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