

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

Held on Wednesday 4th March 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
Nicola Vodden, Office Manager
Cllr Gareth DeBoos

ABSENT:

OS/6535 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6536 APOLOGIES FOR ABSENCE

All members were present.

OS/6537 DECLARATIONS OF INTEREST

There were none.

OS/6538 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 6th February 2026, having been circulated, be approved and signed as a correct record.

OS/6539 FORMER CRICKET PAVILLION – PROPOSED USE BY MEN’S SHED

Members considered the Town Clerk’s report (*Annex A*). She outlined the background to the request and reported that Men’s Shed had confirmed the pavilion would meet its needs. There is no other Council owned land that is available or suitable. The benefits of leasing the facility to Men’s Shed were outlined along with the risks and constraints which required consideration.

Planning advice had been sought from New Forest District Council in relation to change of use. Any agreement would be conditional on the planning permission required.



The draft heads of terms had been provided as a discussion framework, to assist Members when talking about the detail and provided an example of what the agreement might look like, should the proposal be agreed.

A discussion followed and views were shared in relation to:-

- lease length and terms (including a break clause)
- level of rent payable
- insurance implications
- funding / grant opportunities for Men's Shed
- hours of use and potential multi-use of the building
- adaptations/improvements needed to the pavilion and funding for this
- assigning exclusive use of a community building to a sole user
- taking other potential users into consideration
- flexibility to accommodate Council events at Carvers
- maintenance responsibilities
- alignment with the Council's intention for Carvers to serve all age groups
- safeguarding
- access and lighting
- issues with leaving the pavilion unused
- planning compliance

Given there are many aspects to consider and additional detail was required before a decision could be made, the recommendation was amended to enable officers to explore further the occupation of the cricket pavilion by Mensshed.

RESOLVED: 1) That Members agree in principle that officers explore the potential occupation of the former cricket pavilion by Ringwood Men's Shed; and
2) That the matter be brought back to a future meeting when further information is available to assist Members to make a decision.

OS/6540 EVENTS MANAGEMENT SUB-COMMITTEE

The notes of the meeting were presented by Cllr M DeBoos. The focus is on the arrangements for the celebration of the 800th anniversary of the Market Charter on 12th July 2026.

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

OS/6541 PROJECTS

The Town Clerk advised that the 'Waste bin review and replacement programme' and 'Carvers Masterplan Phase 1' will be moved from the project oversight report as they are now completed.

A meeting of the Cemetery Development working party is scheduled and an update will be provided at the next meeting regarding clearance of the site and plans.

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

OS/6534 COMMUNICATIONS

Publicity of the 800th anniversary celebration is to be considered for the next publication of RF News.



There being no further business, the Chairman closed the meeting at 7.35pm.

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

RECEIVED
25th March 2026

APPROVED
1st April 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

Annex A to Planning, Town Environment Committee Minutes 6th March 2026
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
25/11146	Avon Edge, The Bridges, Ringwood. BH24 2AA	Shepherd's hut in the rear garden for use as holiday let	Refusal (2)	The flood risk assessment is inadequate for this proposal, particularly as it is in the flood zone and as noted in the Environment Agency's comments. In addition, this type of development is not appropriate given the locality and is out of keeping with the other properties in the vicinity.
26/10088	Cabin, 210 Christchurch Road, Ringwood. BH24 3AS	Use of cabin for the provision of short- term holiday accommodation (Use class C1) (Retrospective).	Permission (1)	
26/10095	Lamb Inn, 2 Hightown Road, Hightown, Ringwood. BH24 1NW	Redevelopment and conversion of public house with associated demolition and rebuild/replacement to create 6 dwellings - 2no. 2- bed ; 3no. 1-bed flats; 1no. 3-bed townhouse; demolition of existing commercial and storage premises at the rear and replacement with new detached commercial unit with 1no.1-bed flat above; associated parking, cycle storage & landscaping.	Permission (1)	It was noted that there was no Conservation Officer's report available.

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
26/10105	115 Christchurch Road, Ringwood. BH24 3AQ	Single-storey side / front extension to provide additional room for existing dental practice.	Refusal (2)	The Committee had no objection in principle to the proposal, but on the basis that a condition is imposed in relation to construction traffic, to ensure this remains on site and does not obstruct Christchurch Road.
26/10128	66 Northfield Road, Ringwood. BH24 1LX	Two-storey outbuilding for use as a home office, following demolition of existing garage, workshop & shed.	Refusal (2)	The proposal was considered overdevelopment of the site and is contrary to Ringwood Local Distinctiveness SPD which refers to 'retention of gardens front and back'. Given the proximity to the boundary, the outbuilding would cause overshadowing and loss of amenity to the neighbouring property at No.68. There were concerns that this would be used for accommodation and the Committee felt a Granny's law condition be imposed to ensure that the outbuilding remains incidental to the main building. There was also a question whether RNP R10 should apply given this proposal could be classed as a new build.
26/10150	43 Bickerley Road, Ringwood. BH24 1EG	Erect detached garage and store following removal of existing shed; pavement crossing with dropped kerb	Permission (1)	
26/10151	Three Elms, Kingston Common, Kingston, Ringwood. BH24 3AZ	Single-storey side extension	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
26/10152	National Westminster Bank, 11 High Street, Ringwood. BH24 1AB	Change of use from commercial to x5no. 1 bedroom flats and x1no. 2 bedroom flat with part of ground floor to be kept as commercial (Prior Approval Application)	Refusal (4)	The application is contrary to Policy R2 Clause C of the Neighbourhood Plan in that it does not maintain active commercial frontage of the whole of the ground floor located on the High Street.
26/10167	2 Broadshard Lane, Ringwood. BH24 1RR	New roof with side dormer window to allow creation of first floor accommodation; rooflights and fenestration alterations	Permission (1)	The Committee wished to ensure that the Parking Standards are satisfied given the proposal would increase the number of bedrooms.
CONS/26/0098	The Silver Jubilee Gardens, West Street, Ringwood, BH24 1DZ	Willow x 4 - Reduce Willow x 1 - Fell Sycamore x 1 - Fell		No comment.
CONS/26/0103	32 College Road, Ringwood, BH24 1NX	Bird cherry x 1 Fell	Refusal (2)	There was no justification provided for the felling of the tree.

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal
5 - Will accept officer's decision

Annex A to Planning, Town Environment Committee Minutes 6th March 2026

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
CONS/26/0020	Hillcroft, Hangersley Hill, Hangersley Hill, Hangersley Ringwood. BH24 3JP	Prune 1 Sweet Chestnut Coppice Hazel	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal
5 - Will accept officer's decision

Events Management Sub-Committee

Notes of meeting held on Tuesday 24th February 2026 at 12.30pm, at The Gateway.

Present:

Cllr Rae Frederick (Chair)

Cllr Mary DeBoos

Cllr James Swyer

In attendance:

Charly Keith – Clubhouse and Events Manager

1. Apologies for Absence

Cllr Glenys Turner

Cllr Phillip Day

Ebony Hooper – Clubhouse and Events Assistant

2. Declarations of interest

No interests were declared.

3. Resignation of Chair

Cllr Frederick stood down as Chair of the Sub-Committee temporarily due to external factors.

RESOLVED: Cllr Mary DeBoos was nominated and seconded as Chair. Given that two members of the Sub-Committee were unavailable, should anyone else wish to stand as Chair, they are invited to raise this at the next meeting.

4. Minutes of the previous meeting – 21st January 2026

RESOLVED: That the minutes of the meeting held on 21st January 2026 having been circulated, approved, and signed as a correct record.

5. Discuss updates for the 800th Market Charter Anniversary

i) Layout and stage requirements

- One of the entertainers have offered the use of a lorry with a stage and are happy for this to be used more widely.
- Discussed other entertainment including maypole, country dancing and Morris dancing.
- The Forest Forge 'Act Your Age' participants are providing a piece focusing on conversations that would have taken place at the market.

ii) Budget review

- Discussed the budget and were confident all is within the suggested budget outlined and approved in the annual budgetary process.

iv) Update on Culture in Common projects

- Cllrs Frederick and DeBoos have walked the route of the story trail. A writer and illustrator have been appointed and will be visiting schools to co-create the content. Intention is for it to be finished by late May/early June.
- NFDC to put illustrations in empty shop windows.
- CiC to work with market stallholders to design and create flags which will be used in the run-up to the event.
- They will provide two 45-min acts that we be performed, likely to be in-front of the stage.
- They are working on an installation of 800 Things, in this instance gloves, to reflect a heritage trade of the town. Various local businesses have offered to provide drop-off points.

v) Volunteer roles on the day

- Rotary have offered support and ideas for their role were discussed.
- Alternative quotes for security provision have been sought. CK to proceed with best provider.
- All councillors encouraged to contact CK with their availability and likely roles.

vi) Update on market stalls, Town Crier competition, funfair and auction

- CK is working with local vendors to secure a balance of produce that complement each other.
- Carnival to run a bar, tea/coffee and ice cream vendors to be approached.
- Chris Connaughton has offered to act as town crier and to mentor children from local primary schools as mini town criers.
- Funfair will be on the Bickerley and likely to be held on Saturday and Sunday to maximise opportunity.
- Cllr DeBoos has created a spreadsheet for auction lots and all are invited to help source them.
- Discussed merchandise and decided to proceed with pens, coasters, glasses, enamel badges and calendars for retail, in addition to children's items for giveaways.
- Discussed the potential of a face painter or balloon animals.

Actions:

1. Cllr Frederick to approach local primary schools about the town crier opportunity.
2. Cllr Frederick to approach Poulner Players and RMDS about costumes and involvement.
3. Charly Keith to approach Liberty's Owl & Raptor Centre about involvement.
4. Cllr DeBoos to proceed with merchandising.
5. Cllr Day to source stocks, as per previous meeting.

There being no further business, the meeting concluded at 14:19

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.	Note- to receive next steps and options in due course.	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	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: 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.	Review completed	The initial review phase has now been completed and revised servicing arrangements are in place. Waste bin management and replacement will therefore move to ongoing operational oversight under the Town Clerk and Grounds Manager. No further Member direction is required at this stage, and the item can be removed from the project list and recorded as completed.	Financial: Increased waste disposal and servicing costs arising from revised collection arrangements and bin misuse. Operational: Greater servicing demand on Grounds staff, particularly at high-use locations. Behavioural / reputational: Ongoing misuse of public bins for household or commercial waste may undermine service sustainability and public satisfaction.	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.	Members are asked to note completion of the review and agree that this item be moved to the completed section of the project list.	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. The latest maps were not accepted by Land Registry and NFDC have revised further.	Financial: Council contribution and long-term maintenance costs have yet to be confirmed. Dependency: Progress is dependent on agreement with NFDC and completion of land registry matters.	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.	Near completion	Wildflower turf and pollinator planting have been completed, along with installation of new trees and associated landscaping works. The drinking water fountain is scheduled for installation this month, after which the physical works for Phase 1 will be complete. Final grant funding from Veolia has been received. Financial reconciliation is underway pending receipt of the final invoice to confirm the remaining CIL balance.		Completion of remaining installation works and confirmation of practical completion of Phase 1.	Members are asked to note progress and agree that, subject to installation of the drinking fountain and completion of financial reconciliation, this project be moved to the completed section of the project list.	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 scheduled for March to review costings for site clearance and revised 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.	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 held with interested partners in the town including Ringwood School, Churches Together and a local youth work organisation.	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 at this stage.	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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