

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

The meeting took place in a virtual environment using “Zoom” video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

*NOTE: Although participation in or absence from the meeting is recorded below, for legal reasons participation in this meeting by councillors does not qualify as attendance at a meeting for the purposes of the Local Government Act 1972.*

Held on Wednesday 6<sup>th</sup> April 2022 at 7.00pm

**PRESENT:** Cllr Andy Briers (Chairman)  
Cllr Darren Loose (Vice Chair)  
Cllr Philip Day  
Cllr Hilary Edge (*from 7.04pm*)  
Cllr Rae Frederick (*from 7.04pm*)  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

**IN ATTENDANCE:** Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator

**ABSENT:** Cllr Gareth Deboos

### **OS/6148 PUBLIC PARTICIPATION**

There were no members of the public present.

### **OS/6149 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Deboos.

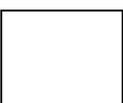
### **OS/6150 DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **OS/6151 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 2<sup>nd</sup> March 2022, having been circulated, be approved and signed as a correct record.

### **OS/6152 EVENTS MANAGEMENT**



Cllr Day added that a site meeting had taken place at Carvers and the Market Place, which aided the discussion on practicalities for the Queens Jubilee event. Finances require more work as it is not possible to have a fairground on the Bickerley, to coincide with the event.

It is intended to invite voluntary donations from those attending 'picnic in the park', half of which will be given to local charities. Members were invited to suggest local charities. This would be raised at the next sub-committee meeting on 26<sup>th</sup> April and a recommendation be brought before this Committee in May.

- RESOLVED:** 1) That the notes of the meeting of the Events Management Sub-Committee on 22<sup>nd</sup> March 2022 (*Annex A*) be received; and  
2) That the update in respect of events be noted.

**ACTION C Bennett**

**OS/6153  
VEHICLE AND MACHINERY REPLACEMENT PLAN**

The Town Clerk indicated the purpose of having a plan to cover anticipated costs to replace all vehicles and major grounds equipment (*Annex B*). The plan has been updated for the new financial year and he highlighted the changes since last year.

The red items are due for replacement this year, amber are scheduled to be replaced within 2-4 years and green, not for at least 4 years. Last year the boom-sprayer attachment was replaced so that is now green and is scheduled for replacement in 12 years' time. The Town Clerk consults the grounds foreman to determine the right time to replace items and confirmed that the roller mower needs to be replaced this year. The cost is fully covered by reserves and will not impact on the budget. Where possible trade-in estimates would be obtained.

The second page details the projected level of reserves over a number of years, with the start of year balance, planned transfer in (in yellow), expected expenditure and end of year balance. If the expenditure is approved for 2022/23 the end of year reserve balance will be £28,722. In order to keep the reserve in credit, based on these projections, the transfer in needs to increase year on year, as indicated. Trade-in values are not included.

The Town Clerk drew members attention to 'Note 1' which requires Committee approval for the replacement of each item. He questioned if that was still appropriate. Alternatively, once the Committee had approved the plan for the current financial year, the Town Clerk and Grounds Foreman could take that as authority to go ahead and follow the plan until the next financial year. Members agreed that 'Note 1' be updated to reflect this. He also explained that it was felt the plan did not require a line for contingencies. There is a reserve for unpredictable occurrences.

- RESOLVED:** 1) That the updated vehicle and machinery replacement plan (*Annex B*) be approved;  
2) That the Town Clerk is authorised to replace items planned for this financial year; and  
3) That the planned increases to the annual transfer to reserves be approved and, in due course, be built into the budget for 2023-24 and beyond.

**ACTION C Wilkins**

**OS/6147  
PROJECTS (current and proposed)**



The updated report was circulated with the agenda (*Annex C*).

Restoration of the Bickerley

South West Water contractors are still on site. The Deputy Town Clerk has a meeting scheduled with the lead contractor and the Council’s agent to discuss reinstatement works. She would deal with the matter of compensation separately, liaising with Cllrs Ring and Day regarding potential loss of income, due to the extended time on site. This would be a boost and could offset costs of the Jubilee weekend. A request was made to ask the contractor to clear the gutter out along the village green (near to White Lion Court) to prevent blockages.

Poulner Lakes

The Town Clerk reported on a meeting with NFDC about the design ideas for it’s scheme to make Poulner Lakes area more attractive and accessible. The proposed timeframe for the works is April 2023. A Service Level Agreement is proposed where NFDC deliver it’s project on Council land and include in the overall project the extra work the Council wish to do to improve the road. Saving would be made on the design work, tendering process, etc, and the Council would have to cover the construction costs.

When further information is available on design, options and costings, the Town Clerk would provide an update. He indicated this would be known by Autumn, in time to be included in next year’s budget discussions. Concerns were raised about the potential for conflict between pedestrians and cyclists.

In the meantime, temporary repairs would be made to the track to fill the potholes. The scheme would provide a longer-term solution.

**RESOLVED:** That the update in respect of projects be noted (*Annex C*).

**ACTION C Wilkins**

There being no further business, the Chairman closed the meeting at 7.42pm.

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

RECEIVED  
27<sup>th</sup> April 2022

APPROVED  
4<sup>th</sup> May 2022

TOWN MAYOR

COMMITTEE CHAIRMAN



## Events Management Sub-Committee

### Notes of meeting held on Tuesday 22nd March 2022 at 3pm on Zoom

Present: Cllr Philip Day  
Cllr Rae Frederick  
Cllr Jeremy Heron

In attendance:  
Cllr Tony Ring  
Charmaine Bennett, Events Manager  
Chris Wilkins – Town Clerk  
Sam Bracher – Meeting Administrator

#### **1. Apologies for Absence**

Apologies from Cllr Andy Briers

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

No interests were declared.

#### **3. Minutes of the previous meeting – 1<sup>st</sup> March 2022**

**RESOLVED:** That the minutes of the meeting held on 1<sup>st</sup> March 2022 having been circulated, be approved, and signed as a correct record.

To note, with agreement of members Agenda Item 9 (Event Reserves) was moved to the start of the meeting.

#### **4. Event Reserves**

Report submitted to the committee to recommend an amount to transfer to Event Reserves 2022/23 (**see Annex B**).

The Town Clerk asked the sub-committee to make a recommendation to committee on how 2021/22 events surplus should be spent and highlighted the fact that moving forward we must be transparent with the public and sponsors on how the surplus is spent.

He advised the committee to consider that pre-payment for fireworks to be taken from the surplus from events 2021/22 and wanted opinion on if the staff costings for the 2021/22 events should be taken from the event surplus 2021/22.

A lengthy discussion took place. The following key points were made:

- The current event reserve is in a good position with a healthy profit made, much larger than previous years. We must acknowledge that this may have been an unprecedented year for events due to Covid cancelling previous year's events.
- If all, or partial event staffing costs are not taken from the reserve is this masking the true costs of putting on quality, well received events in the town?
- Should surplus be used only for the benefit of the town and the people living in it and not on council salaries?

- It was noted that the dedicated Event Manager role has enhanced our offering and will only benefit the town further as the scale and success of these events grows.
- Up to now the staffing costs have not been attributed as an event cost and the event committee was run on a predominately voluntary basis. It was suggested the committee members now need to step up to offer more support as the events become larger scale.
- The Town Clerk pointed out that if all staff costs come out of the event surplus it does not leave a great amount to fund the events for young people in the town highlighted in Annex B.
- The Town Clerk encouraged members to make a recommendation so that the summer programme of events can start to be planned.
- The recommendation is highlighted (see **Annex C**) and would include taking the pre-payment for the fireworks out of event surplus 2021/22, charging the full staff costs and adding a Town Council contribution to staff costs of **£4000**. After allowing for the estimated net cost of the Platinum Jubilee event and making a prudent provision for other financial risks this would leave a surplus of £3,717.34 not earmarked or required for any other purpose from which an allocation of **£2380** to fund the events for young people could be made.

Cllr Philip Day left the meeting at 15:27

<p>ACTIONS: 1. Recommendation taken to the next Policy &amp; Finance Committee to finalise figures.</p>
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## **5. Queen's Jubilee Celebrations**

The Event Manager told the Committee that she had organised and attended an open community meeting earlier in the day for local businesses and organisations to express an interest to be involved in the Queen's Jubilee Celebrations. The meeting had gone well and was very positive with everything moving in the right direction for this event.

The Event Manager highlighted the need to organise a more informal meeting with members to discuss some of the finer details for the event. A group site visit was also proposed to further discuss the layout on the day.

Before Cllr Day left the meeting, he confirmed that he had been through the Event Management Plan with the Event Manager and was very pleased with this. He had made some small comments in relation to security levels at the event which he will pick up with the Event Manager direct.

Cllr Tony Ring left the meeting at 15:54

<p>ACTIONS: 1. The Event Manager to arrange an Informal meeting with Sub-Committee Members to discuss the event organisation further. 2. The Event Manager to arrange a site visit with Sub-Committee Members in a months' time. 3. Cllr Day and The Event Manager to finalise and submit the Event Management Plan.</p>
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## **6. Ringwood Grand Fireworks**

The Event Manager confirmed that after approval at the last Policy & Finance Committee, a price had now been agreed with the previous firework contractor who had confirmed the same price for the next three years.

## **7. Remembrance Day Parade**

No further updates at this stage.

## **8. Ringwood Winter Wanderland**

The Event Manager shared that there have been discussions to try and extend the event to incorporate more of Southampton Road. She expressed that she did not feel it would be appropriate to extend the market to this area. This would dilute the market in the main area and stall holders do not want to be positioned off the main thoroughfare.

An alternative option would be to use this area for a display of some sort. The initial suggestion was steam engines.

Cllr Frederick suggested that we should be asking the businesses in this area how they want to be involved and contribute to the event. The Event Manager asked the Committee if there was anyone who was willing to take the lead on this area of the event.

<p>ACTIONS:    1. To appoint a committee member to take the lead on the expansion of Southampton Road area at the event at the next Event Sub-Committee meeting.                          2. Cllr Frederick to approach local businesses on their involvement.</p>
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## **9. Purchase of Card Readers**

Report submitted to committee to seek approval to purchase card readers for the event (**see Annex A**).

This was supported by Event Sub-Committee members.

<p>ACTIONS:    1. The event manager to purchase two terminals for use at events.</p>
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## **10. Any other business**

The Event Manager has been having discussions with The Carnival Committee and The Ringwood & District Round Table on ways to reduce the environmental impact at the events and the suggestion is to use the Jubilee Event to be the test event for this.

Local Business Comax UK have agreed to sponsor the event by purchasing reusable, branded drinking glasses that can be used in the bars at our events. It is currently being looked at how this can be administrated. It is proposed that the customer pays a deposit on the glass to encourage them to bring it back after being used.

This would create a positive environmental story around the event programme and any money made from this could be used to replenish stock for future events.

<b>ACTIONS:</b> 1. Contact Bransgore Beer Festival organisers who do a similar sort of thing to share best practice on this.
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There being no further business, the meeting concluded at 16:11

The next Event Sub-Committee meeting is scheduled for Tuesday 26<sup>th</sup> April at 3pm via zoom.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

## Events Managements Sub-Committee

22 March 2022

### Events Reserve

It is our understanding that members established the Events Reserve to serve the following purposes:

1. To act as a receptacle for the “profits” from public events (i.e. the net surplus of income over relevant expenditure from all events in each year);
2. To act as a receptacle for grants and other contributions received to fund advance expenditure on events planned in the following year; and
3. To act as a contingency reserve against the risk of significant financial losses incurred on events in future years.

Referring to item 1 above, we would invite members to make a recommendation to Policy and Finance about the surplus generated by events in 2021 and the amount to be transferred to reserves.

In his report to P&F last month, Rory indicated that the annual surplus from events was £9,493.37 (if staff costs and prepayments are ignored), £1,555.58 (if staff costs are deducted) and £888.91 (if both staff costs and prepayments are deducted). The committee made no decision on how the surplus should be calculated and what should be transferred. The balance on the events reserve at the start of the year was £8,828. So, in principle, the sum available in Events Reserve from April 2022 could be as much as £18,321.37 (£8,828+£9,493.37) or £9716.

Should members recommend that the amount of £9,493 were to be transferred to reserves, we would seek a further recommendation to use some of that surplus to fund 2 events for young people in the town.

In the past we have held Skate Park Open Days. These are popular with teenagers who perhaps are least likely to engage with other events in the town. We would look to bring in an external provider to run the event which would likely include:

- Workshops throughout the day by 3 of the nation's top athletes in Skateboarding and BMX wherein the equipment is provided. These workshops are open to all.
- 2 x 15 minute demonstrations by professionals in skate and BMX
- An MC to host the event including the sound system and Gazebo for the day. An MC encourages public participation throughout the day ensuring the event is fun as well as orderly and structured
- A competition across multiple wheeled sports disciplines for the local youth, judged by top professionals, with an array of prizes ranging from skateboards, wheels, stickers, hats and clothing, BMX parts etc. Prizes provided.

The cost for this package would be £1680 plus VAT.

We are also developing plans for an Activity Open Day on Carvers during the Easter holiday. The day is aimed at 11–14-year-olds and would include a climbing wall, hands on activities and kick boxing demonstrations. We would bring in a local youth worker who would get feedback from young people about what activities they might like in the summer holidays. The total cost for this event is £700.

Decisions:

1. That members recommend an amount to be transferred to Event Reserves in 2022/23.
2. If members recommend that the annual surplus from events be transferred without staff costs and prepayments, would members support using an amount of £2380 to fund youth events in the town this year.

For further information please contact:

Charmaine Bennett, Events Manager  
Charmaine.bennett@ringwood.gov.uk

Events Reserve

ANNEX C

<b>Balance as at 17/3/2022</b>			<b>£ 8,828.43</b>
<b>Add surplus from events in 2021-22</b>			
Surplus per P&F Report A		£ 9,493.37	
Less prepayment?	£ 666.67	-£ 666.67	
Less staff costs?	£ 7,937.79	-£ 7,937.79	
Net surplus			£ 888.91
Town Council contribution to staff costs			£ 4,000.00
<b>Deduct provision for Jubilee event</b>			
Estimated net cost	£ 5,000.00		-£ 5,000.00
<b>Deduct provision for financial risk</b>			
Potential loss on other events in 2022-23			-£ 5,000.00
<b>Balance potentially available for other purposes</b>			<b>£ 3,717.34</b>
Recommended allocation for events for young people			£ 2,380.00

## **Events Managements Sub-Committee**

**22 March 2022**

### **Proposal to purchase card readers for events**

To date, we have relied on taking cash payments at events which includes Fireworks and Santa's Grotto (in 2021 the Rotary took card payments on our behalf). As a society we are increasingly moving away from cash towards card payments. A high risk at the Ringwood Grand Fireworks is our cash handling, which in 2021 amounted to over £15,000.

Although the suggestion of card readers was made for 2021, we didn't want to take the risk without having tested them out beforehand. With 7000 people coming through the gate, any failure would have caused huge issues with entry.

With the Jubilee event approaching, it would seem an ideal time to test out card readers on the same site as Fireworks. We can use the machines to take donations/entry fees on the gates as agreed previously. The proposal is to purchase 2 zettle machines (used by Rotary and Roundable at events). These can also be used at other events, such as the Santa's Grotto and elsewhere in the Council if needed. There is a flat rate of 1.75%. They come with a SIM card loaded with 4G and their experience is that there may be a slowing down of signal at large events but the connection should remain stable. If the trial is successful, we could purchase additional card readers to manage the volume needed at Fireworks.

Recommendation: to purchase 2 zettle terminals at a cost of £149 per terminal

For further information please contact:

Charmaine Bennett, Events Manager  
Charmaine.bennett@ringwood.gov.uk

Replace next year	Replace in 2-4 years	Replace 4 years+
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Updated: 22 March 2022

**Vehicles**

Type	Make & Model (current)	Purchase Date	Purchase Cost	Planned Replacement Year	Estimated Replacement Cost (gross)	Estimated disposal proceeds (R/A only)	Estimated Replacement Cost (net)	Illustrative replacement Make & Model
Tipper Truck	Ford Transit 350	Jan-17	£28,620.00	2031-32	£29,000.00			
Large tractor	John Deere 5085M	Jul-15	£30,500.00	2028-29	£30,000.00			Replace with lower spec.
Medium Tractor	Kubota M4062	Dec-19	£27,300.00	2029-30	£30,000.00			
Front-deck ride-on mower	Kubota F3890	Apr-18	£16,346.00	2026-27	£19,000.00			
Ride-on tractor mower	John Deere X750	May-16	£10,200.00	2024-25 & 2032-33	£12,000.00	£3,000.00	£9,000.00	
Small van	Volkswagen Caddy	Aug-20	£2,500.00	2023-24?	TBA	TBA		Replace with electric vehicle

**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	2025-26	£8,000.00			
Roller-mower attachment #1	Major 8400	Sep-12	£4,780.00	2022-23	£6,350.00	£1,500.00	£4,850.00	
Roller-mower attachment #2	Major 8400	May-18	£5,500.00	2028-29	£5,500.00			
Twin-axle trailer	Ifor Williams 8' x 4'	2008	£1,340.00	2029-30	£1,500.00			
30-inch cylinder mower	Dennis FT610	2009	£3,850.00	2032-33	£5,000.00			
Walk-behind litter vacuum	Parker Vac 35	1998	£2,260.00	2023-24	£3,800.00	£0.00	£3,800.00	SCH PSU Professional Suction Unit
Aerator	Weidenmann XP6/160	2007	£16,250.00	2027-28	£21,000.00			
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	2030-31	£1,188.00			
Slitter	Twose	2005	£983.00	2033-34	£2,000.00			
Spring tine harrow attachment	Twose	2005	£1,300.00	2030-31	£1,300.00			

Total Book Value: £160,465.59      Total Replacement Cost: £181,638.00

Notes

- 1 This document is intended as a contingent statement of expectations NOT an instruction to officers. Replacement of specific vehicles or machinery may be needed sooner or later than planned and will require member approval. The plan should be reviewed every year and adjusted as necessary.
- 2 Only items which are expected to cost roughly £1,000 or more to replace have been included.
- 3 Some existing items have not been included because the current expectation is that they will not be replaced (e.g. the older Dennis mower) or will not need to be replaced in the plan period (e.g. the Grader).
- 4 The primary purpose of the plan is to calculate the value of transfers into (or out of) the reserve required to sustain the predicted balance needed and so manage financial risk.

Financial Year	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
Start of year reserve balance	£ 16,365.00	£ 22,572.00	£ 28,722.00	£ 36,922.00	£ 40,922.00	£ 46,922.00	£ 42,422.00	£ 36,422.00	£ 16,422.00	£ 422.00	£ 13,934.00	£ 1,434.00	£ 4,434.00
Planned transfer in	£ 11,000.00	£ 11,000.00	£ 12,000.00	£ 13,000.00	£ 14,000.00	£ 14,500.00	£ 15,000.00	£ 15,500.00	£ 15,500.00	£ 16,000.00	£ 16,500.00	£ 17,000.00	£ 17,500.00
Additional transfers in	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Disposal proceeds		£ 1,500.00	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,000.00	£ -
Transfers out (planned purchases)	-£ 4,793.00	-£ 6,350.00	-£ 3,800.00	-£ 12,000.00	-£ 8,000.00	-£ 19,000.00	-£ 21,000.00	-£ 35,500.00	-£ 31,500.00	-£ 2,488.00	-£ 29,000.00	-£ 17,000.00	-£ 2,000.00
Transfers out (other)	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
<b>End of year reserve balance</b>	<b>£ 22,572.00</b>	<b>£ 28,722.00</b>	<b>£ 36,922.00</b>	<b>£ 40,922.00</b>	<b>£ 46,922.00</b>	<b>£ 42,422.00</b>	<b>£ 36,422.00</b>	<b>£ 16,422.00</b>	<b>£ 422.00</b>	<b>£ 13,934.00</b>	<b>£ 1,434.00</b>	<b>£ 4,434.00</b>	<b>£ 19,934.00</b>

No provision for  
van yet

Election years in purple

B

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Planning permission has been granted subject to conditions. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Preferred partner for other contracts now identified. The scrutiny panel has met to review the project budget, timeline and risk register.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Several members indicated that this should be prioritised. Initial ideas for a "strategy-on-a-page" are being worked-up for discussion at the March council meeting.	Exploring ideas for medium term planning	Town Clerk	N/A

## Planning Town &amp; Environment Committee

PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks to be undertaken first week of April, annual stream clearance to be scheduled for September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on requests about pavement repair and use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:

A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work on highway complete. Land at The Bickerley to be fully reinstated by SWW. Site compound at the southern end of Bickerley removed 23/03/2022.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Surfacing of Castleman Trailway	In progress	RTC carried out clearance on behalf of HCC so that the path was accessible through the summer, prior to surfacing. Work scheduled for early Spring for completion by Easter, subject to approval by Highway engineers.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	

**Policy & Finance Committee**

PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September. Committee terms of reference reviewed at the March meeting. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. Revised policy and manual approved. Awaiting initial audit visit.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete by July 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.

**Recreation, Leisure & Open Spaces Committee**

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Cllr Briers has kindly produced some initial drawings which are being considered.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Officers are working with CDS to produce a detailed design for consideration by members.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch were ordered in March 2022.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	Completed	A final settlement payment was received from the water company in March 2022.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	

RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Practical Completion of site agreed following inspection. Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	Registers have been scanned. Digital map is in the late stages of preparation.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Carvers Working Party met on 30 November to consider service proposals from landscape designers. Further proposals have been received and will be considered at meeting on 13 April.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS20	Detached youth outreach work	In progress	The work trial agreed in February 2020 has concluded. A report will be presented to the Carvers Working Party when it meets on 13 April.	Trialling the provision of detached outreach work by specialist youth workers.	Carvers Manager	Revised budget of £9,500 (originally £5,500). £3,109.80 spent to date.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign was approved in principle at the February committee meeting and further design work is now being arranged.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,200.

**Staffing Committee**

None at present

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## Proposed/Emerging Projects Update

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No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day	Judged to be unviable. Written report to follow.	Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
<b>Staffing Committee</b>							
	Re-grading of staff posts	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Cost of independent consultant support being researched	Initial appraisal		

## Closed Projects Report

No.	Name	Description	Outcome	Notes
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### Full Council

### Planning, Town & Environment Committee

	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	

### Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	

### Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed

### Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	