

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

Held on Wednesday 7th October 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 Peter Kelleher
Cllr Glenys Turner

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

ABSENT: Cllr John Haywood
Cllr Becci Windsor

OS/6580 PUBLIC PARTICIPATION

There was one member of the public present. The Chairman of Upper Kingston allotments welcomed the Allotment Rules agenda item and was pleased that the previous decision, which prevented the use of barbeques at this site, was being revisited.

OS/6581 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Haywood.

OS/6582 DECLARATIONS OF INTEREST

There were none.

OS/6583 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 1st July 2026, having been circulated, be approved and signed as a correct record.

OS/6584 USE OF BARBECUES AT UPPER KINGSTON ALLOTMENTS

Members considered the Town Clerk's report (*Annex A*) seeking to amend the Allotment Rules to permit controlled use of reusable barbeques on individual plots at Upper Kingston Allotments. This was a limited amendment due to an unintentional restriction on the use of barbeques at the Upper Kingston site created by a previous amendment to the rules.



RESOLVED: That the Allotment Rules be amended to permit the controlled use of reusable barbecues on individual plots at Upper Kingston Allotments, on the basis set out in paragraph 2.4, with all other provisions remaining unchanged.

ACTION C Bennett / H Short
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OS/6585

CARVERS CLUBHOUSE & RECREATION GROUND – SUMMER ACTIVITIES AND EVENTS REPORT

Members received the Carvers Clubhouse Manager's report (*Annex B*). The Town Clerk reported that the Manager was unable to attend the meeting.

It was noted that the summer had been a particularly busy period and, despite significant staffing challenges, following the 800th anniversary event, all advertised opening hours had been maintained.

The limited on-site parking pilot, in the area beside the skate park was highlighted. The arrangement had operated in a controlled manner for hirers of the clubhouse. Members supported extending the pilot through the autumn and winter.

They discussed the circus and motor show events held at Carvers this Summer. There was a concern that there was no Member consultation before these bookings were accepted as they were new and significant events. Other Members considered that event decisions fell within the Clubhouse Manager's delegated remit. It was confirmed that fees varied according to the nature of the event, that the circus had incurred no cost to the Council and had generated hire and clubhouse income.

When considering bookings for Carvers recreation ground the interests of neighbouring residents were a high priority. It was acknowledged that communication could be improved to inform Members of planned events, along with the need to balance community access to the recreation ground with an appropriate number and type of income-generating events.

Members recognised the positive community engagement, range of activities and considerable work undertaken by the Clubhouse team. It was suggested that the Manager attend the Committee periodically, including before and after the main summer season, to present reports and answer Members' questions.

It was noted that officers hoped to bring the findings of the forthcoming operational Deep Dive to Members shortly. This would include detailed financial information and the Summer 2026 report will form part of the wider evidence and context for that review.

RESOLVED: 1) That the activities, events, community engagement and associated outcomes delivered at Carvers Recreation Ground during Summer 2026 be noted; and
2) That the Carvers Clubhouse Manager's report (*Annex B*) be received.

OS/6586

EVENTS MANAGEMENT SUB-COMMITTEE

Cllr DeBoos presented the notes of the meetings, highlighting the introduction of optional wristbands for children at the Fireworks event. There had been a proposal to consider changing the fireworks event to a Saturday night in future years and this was being reviewed logistically. It was noted that Sunday night had originally been fixed so as not to clash with



Poulner School's fireworks event and this should also be a consideration. Future dates are to be finalised.

In answer to a question about the financial outcome of the 800th Anniversary event, Cllr DeBoos explained there was provision in the Council's 26/27 budget for the event and, with other funding, an expenditure budget of £20,000. That had not been fully spent. In respect of souvenirs, £1,000 in sales was needed to be back within that budget.

RESOLVED: That the notes of the Events Management Sub-committee meetings on 19th August 2026 and 23rd September 2026 (Annex C) be received.

ACTION C Bennett

OS/6587

CEMETERY CAR PARK – FUTURE MANAGEMENT

Members considered the Town Clerk's report (*Annex D*) on future management of the cemetery car park. Officers reported that, despite attempts to work in partnership with the school and Hampshire County Council, no joint approach had been secured. The focus, therefore, had been on measures within the Council's control to manage and protect its asset.

Members expressed disappointment at the limited engagement from the junior school and noted that the availability and size of the car park could be contributing to congestion in the surrounding area. Concerns were also raised about the cost of future repairs to the car park, inconvenience to genuine cemetery visitors and incidents of abuse towards Grounds staff by school-related car park users when asked to move vehicles obstructing operational access. Members considered the options detailed in the report, including reducing the available parking area and restricting access during one or both school peak periods.

It was suggested that restricting access could encourage alternative arrangements and engagement by the school. It was agreed that access should be restricted during both school peak periods for a three-month trial, with advance notice and clear signage, and that the impact on officer time, cemetery users and surrounding roads should be reviewed after Christmas.

RESOLVED: 1) That the work undertaken since the July 2026 report and the current position following engagement with Hampshire County Council, the school and the County Councillor be noted;
2) That option 4c to restrict access during both school peak periods be implemented for a trial period. This will prevent school-related use at both drop-off and collection times whilst maintaining appropriate access for cemetery visitors, funerals and operational requirements.
3) That officers review and report back to the Committee following the 3 month trial period.

ACTION C Bennett / T Robinson

OS/6588

RINGWOOD CEMETERY TREE MANAGEMENT PROGRAMME AND LAWSON CYPRESS REMOVAL

Members considered the Grounds Manager's report on tree management at Ringwood Cemetery (*Annex E*) and agreed that the cyclical programme be reinstated. The Lawson Cypress trees, which were originally intended to be a hedge, are now impacting on the public



amenity, causing significant damage to the path and causing access issues. They are considered of little ecological value and removal would not be detrimental to habitat.

RESOLVED: 1) That the programme of Holm Oak works and removal of the eleven Lawson Cypress trees as set out in the report;
2) That the preferred quotation of £16,865 plus VAT for the works described in the report be approved; and
3) That the use of £9,185 from the Infrastructure and Open Spaces earmarked reserve, with the balance of the expenditure being met from the existing tree management revenue budget be authorised.

ACTION C Bennett

OS/6589

RECREATION MITIGATION PROGRAMME FUNDING

The Town Clerk highlighted the opportunity to apply to NFDC for funding for recreation mitigation projects (deadline 19th October). This relates to projects which encourage use of recreational land in the town, rather than people travelling to use the forest. This would relate to larger pockets of Council owned land.

She raised the possibility of leasing a bigger area at Poulner lakes and whether to apply for funds towards the costs associated with any land transfer. In addition, the provision of car parking at Carvers recreation ground could be another option following the outcome of the current trial.

The Mount was already subject to a future project.

It was suggested that North Poulner playing fields could be considered for additional play equipment, however, Members did not want to pre-empt the outcome of the play area review.

RESOLVED: That expressions of interest be submitted for funding from NFDC's recreation mitigation programme in respect of 1) land transfer at Poulner Lakes and 2) car park at Carvers recreation ground.

ACTION C Bennett

OS/6590

PROJECTS

Carvers recreational ground – Pavillion future use – Mensshed have moved and are settling into its new premises. Publicity on change of location and to promote that they are open will follow.

Poulner Lakes Track Maintenance – It is hoped that there will be a start date soon. Members were asked to consider whether a name change would be appropriate.

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

OS/6591

COMMUNICATIONS

RESOLVED: That publicity should follow regarding:-



- 1) Mensshed's relocation to the former cricket pavilion (with accompanying contact details for prospective new members);
- 2) the change in opening hours for the cemetery car park, with the Town Mayor as spokesperson; and
- 3) the tree management programme at Ringwood Cemetery.

ACTION C Bennett

There being no further business, the Chairman closed the meeting at 8.15pm.

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

RECEIVED
28th October 2026

APPROVED
4th November 2026

TOWN MAYOR

COMMITTEE CHAIRMAN





COMMITTEE REPORT

Report title	Use of barbecues at Upper Kingston Allotments
Committee	Recreation, Leisure & Open Spaces Committee
Date	7 October 2026
Report author	Charmaine Bennett

Decision Summary

Purpose	To consider amending the Allotment Rules to permit controlled use of reusable barbecues on individual plots at Upper Kingston Allotments.
Decision type	Decision
Financial impact	None identified
Budget provision	Not applicable
Confidential / exempt	No

1. Introduction and reason for report

1.1 The revised Allotment Rules approved by this committee in April 2026 (OS/6547) introduced a restriction preventing barbecues on individual plots. Following approval, it was identified that this unintentionally removed the previous practical position at Upper Kingston, where individual barbecues had been permitted.

1.2 Members are asked to consider whether the Rules should now be amended to permit controlled use of reusable barbecues on individual plots at Upper Kingston.

2. Background Information

2.1 Before the revised Rules were adopted, the Rules were silent on the use of barbecues. Upper Kingston had therefore operated in practice on the basis that plot-holders could use barbecues.

2.2 The revised Rules introduced a new restriction on individual barbecues at all allotment sites. The issue was raised shortly after adoption, but the Rules could not be reconsidered immediately because of the six-month rule applying to reconsideration of Council decisions. It was therefore agreed that the matter would return to Committee once that period had expired.

2.3 It is proposed that the Rules are amended so that individual barbecues remain prohibited at Southampton Road, Hightown Road and Crow Arch Lane, but reusable barbecues are permitted at Upper Kingston subject to appropriate controls. Disposable barbecues would remain prohibited.

2.4 Proposed wording:

“Barbecues are not permitted on individual plots at Southampton Road, Hightown Road or Crow Arch Lane. At Upper Kingston, tenants may use a reusable barbecue on their individual plot, provided that it is attended at all times, raised off the ground, does not cause nuisance to neighbouring plot-holders or adjoining properties, and is fully extinguished before the tenant leaves the site. Disposable barbecues are not permitted. Barbecues may also be permitted at Council-approved or Allotment Association-organised communal events, subject to appropriate supervision and fire-safety precautions.”

2.5 A complete copy of the Allotment Rules should be updated following the Committee’s decision; there is no need to replace or reapprove provisions that are otherwise unchanged.

3. Financial Implications (if applicable)

3.1 None identified.

4. Issues for Decision and Recommendations

Members are asked to consider the proposed amendment to the Allotment Rules.

RECOMMENDED: That the Allotment Rules be amended to permit the controlled use of reusable barbecues on individual plots at Upper Kingston Allotments, on the basis set out in paragraph 2.4, with all other provisions remaining unchanged.



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.

1) INTERPRETATION OF TERMS

- a) 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.

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

- 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.

3) AGREEMENTS FOR LETTING ALLOTMENT GARDENS

- a) 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.

4) NEW TENANCIES

- a) All new tenants from 30th September 2026 will be required to pay a deposit of £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.

5) GENERAL CONDITIONS UNDER WHICH THE ALLOTMENT GARDENS ARE TO BE CULTIVATED

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.
- 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.
- 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.

- d) The tenant shall not take any dog in his charge onto the allotment site except on a lead and under control.
- e) The tenant shall not underlet, assign, or part with the possession of the allotment garden or any part of it.
- 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.
- 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.
- 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.
- i) For the avoidance of doubt, "building or structure" includes sheds, polytunnels, fruit cages, netted structures and similar installations.
- j) 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.
- k) 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.
- l) All buildings and structures are erected entirely at the tenant's risk.
- m) The Council accepts no responsibility or liability for any loss, damage or injury arising from any building or structure on an allotment plot.
- n) Tenants are responsible for arranging any insurance they consider necessary in respect of their buildings, structures and personal property.
- o) 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.

- p) The tenant shall not, without the written consent of the Council, keep any tree exceeding 2m in height on the allotment.
- q) 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.
- r) 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.
- s) 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.
- t) 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.
- u) The tenant shall not use the allotment garden for the purpose of any trade or business.
- v) The tenant shall be permitted to compost garden waste on the plot providing:
 - (1) the total area of any compost heaps shall not exceed 9 square metres (3m x 3m);
 - (2) no household waste shall be brought onto the plot; and
 - (3) the compost shall be properly managed to avoid infestation by vermin.
- w) The use of carpet as ground cover is prohibited on allotments.
- x) Fires of any kind on Council allotment sites are strictly controlled to ensure safety, prevent nuisance, and protect neighbouring properties. The Council reserves the right to prohibit fires temporarily or permanently where they give rise to substantiated nuisance, safety concerns, or repeated and reasonable complaints from neighbouring properties.
- y) Where fires are permitted (as set out below), the following conditions apply:
 - (a) only garden waste arising from the allotment plot may be burned; the importation of any waste from outside the site is prohibited;
 - (b) material must be dry, or as dry as reasonably practicable, to minimise smoke;
 - (c) fires must only take place in suitable weather conditions and must not be lit where smoke is likely to cause nuisance;
 - (d) fires must be kept small, controlled and attended at all times, and fully extinguished before leaving the site.
- z) Site-specific arrangements

(1) Upper Kingston Allotments

- (a) Bonfires are permitted at the Upper Kingston site, subject to the conditions set out at (y).
- (b) The Council encourages the use of enclosed incinerators in place of open bonfires where practicable.

(2) Southampton Road Allotments

- (a) No bonfires, incinerator fires, or any other form of open fire are permitted at this site.

(3) Crow Arch Lane Allotments

- (a) No bonfires, incinerator fires, or any other form of open fire are permitted at this site.

aa) The use of weed-burning tools (of all descriptions) is prohibited anywhere on any Council allotment site.

bb) Barbecues are not permitted on individual plots at Southampton Road, Hightown Road or Crow Arch Lane. At Upper Kingston, tenants may use a reusable barbecue on their individual plot, provided that it is attended at all times, raised off the ground, does not cause nuisance to neighbouring plot-holders or adjoining properties, and is fully extinguished before the tenant leaves the site. Disposable barbecues are not permitted. Barbecues may also be permitted at Council-approved or Allotment Association-organised communal events, subject to appropriate supervision and fire-safety precautions.

6) PAYMENT OF RENT

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

7) POWER TO INSPECT ALLOTMENT GARDENS

- a) 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.

8) TERMINATION OF A TENANCY OF AN ALLOTMENT GARDEN

- a) The tenancy of an allotment garden shall, unless otherwise agreed in writing, terminate on the 29th of September each year.
- b) It may also be terminated by the Council by re-entry after one month's notice:
- c) If the rent is in arrears for not less than 40 days, or
- d) 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.

9) 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.

10) 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.

- 11) If any items are left on the allotment after eviction the Council has the right to dispose of those items as they so wish.
- 12) 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.
- 13) EXEMPTION OF CERTAIN LETTINGS FROM THESE RULES
 - a) 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.
- 14) SERVICE OF NOTICES
 - a) 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.



COMMITTEE REPORT

Report title	Carvers Clubhouse & Recreation Ground - Summer 2026 Activities and Events Report
Committee	Recreation, Leisure and Open Spaces
Date	7 October 2026
Report author	Charly Keith, Carvers Clubhouse Manager

Decision Summary

Purpose	To provide Members with a summary of activities, events, facility usage, community engagement and associated outcomes delivered at Carvers Recreation Ground during Summer 2026.
Decision type	To note.
Financial impact	The programme generated grounds hire income, increased café revenue and a contribution from Party in the Park towards youth activity expenditure.
Budget provision	Existing budgets.
Confidential / exempt	No.

1. Introduction and reason for report

This report provides Members with a summary of activities, events, facility usage, community engagement and associated outcomes delivered at Carvers Recreation Ground during Summer 2026. It is presented as a snapshot of activity over the summer period while the wider Carvers Clubhouse Deep Dive remains in progress. The deep dive review includes operational performance and usage, financial performance, staffing and operational resourcing, future asset requirements, community benefit, events and recreation ground activity, and target audiences and demographics.

2. Background Information

Following the successful celebration of Ringwood's 800th Market Charter event, Carvers Recreation Ground implemented a comprehensive Summer Holiday Programme aimed at supporting local children, young people and families through a mixture of recreational, educational, sporting and community-focused activities.

The programme delivered significant social value, increased participation across a wide range of age groups, generated additional income through events and grounds hire, and further promoted the use of Carvers Recreation Ground as a key community facility.

Summer 2026 was also the first year in which cricket was not played at Carvers. This provided additional flexibility for the use of the recreation ground for events and activities, building on some of the wider activity that had already been developed and delivered in previous years.

The overall summer programme also delivered a wider positive impact for local community groups by providing a welcoming, flexible open space and access to facilities when needed. This enabled Thrive Festival and Forest Forge to deliver activities on site, supported weekly attendance by home-educated groups, and provided a useful base for charitable organisations such as Youth Riders. By making the grounds and clubhouse available to a broad range of local groups, Carvers Recreation Ground strengthened community connections, widened access to inclusive activities, and reinforced its role as a valued and adaptable community hub.

2.1 Summer Holiday Programme

Free School Meals Initiative

Working in partnership with local schools and STARF Charity, Carvers Clubhouse facilitated the provision of over 230 free school meals to local children throughout the summer holidays. This initiative helped support families during the holiday period, ensuring children had access to nutritious meals whilst also encouraging engagement with positive recreational activities.

Outcome: Over 230 free meals provided; strong partnership working with local schools and STARF Charity; and increased participation in holiday activities.

Pottery Workshops

The pottery programme continued to be one of the most popular elements of the summer offer. Sessions were fully booked throughout the holiday period, providing children with opportunities to develop creative skills, try new experiences, and produce handmade items to take home.

Outcome: Weekly sessions sold out; positive engagement from children and families; and successful delivery of creative learning opportunities.

DJ Workshops

A new addition to the summer programme was the introduction of DJ workshops. The sessions attracted a wider age range than many traditional activities and proved extremely popular with young people. Interest extended beyond participants, with many parents expressing an interest in future opportunities to take part. Given the success of the programme, officers are currently exploring the potential for DJ workshops to become a regular activity at Carvers.

Outcome: Strong attendance across multiple age groups; positive feedback from participants and parents; and potential opportunity for future programme development.

Multi-Sports and Boxing Outreach

Multi-sports and boxing sessions were delivered by qualified local providers throughout the summer. These activities provided structured and safe opportunities for physical activity while also promoting healthy lifestyles and social interaction among young people. The programme also supported increased use and awareness of the newly developed courts facility at Carvers Recreation Ground.

Outcome: Safe and accessible sporting provision; increased youth engagement; and effective promotion of the new courts facility.

Free Play and Family Activities

Using soft play toys and equipment, the clubhouse team ensured there were always free, safe and entertaining toys and play equipment available to keep family members of all ages engaged during the summer.

Kings Church played a pivotal role in providing weekly free arts and crafts activities at Carvers throughout the summer. This relaxed engagement was popular with the younger audience and gave parents a free local activity for children to attend.

2.2 Party in the Park

The summer programme concluded with the second annual Party in the Park event. The event brought together many of the activities and organisations involved throughout the holiday period and provided a community celebration to mark the end of summer. Attendance was strong, and the event successfully generated income that helped offset expenditure within the Youth Activities Budget.

Outcome: Well-attended family event; positive community engagement; and financial contribution towards programme costs.

2.3 Grounds Hire and Community Events

Cortex Circus

Carvers Recreation Ground welcomed Cortex Circus during Summer 2026. The event generated £1,500 in grounds hire income and provided local residents with a new and exciting family attraction. In addition to direct hire income, the increased visitor numbers resulted in a significant uplift in café sales and encouraged greater use of site facilities.

Outcome: £1,500 grounds hire income; increased café revenue; and enhanced visitor footfall and facility usage.

Annual SkateJam

The annual SkateJam event once again proved to be a successful addition to the summer events calendar. The event provided an opportunity for both new and experienced skateboarders to showcase their skills and celebrate the local skateboarding, scooting and BMX community. SkateJam continues to reinforce Carvers Recreation Ground as an important destination for young people and action sports participants across the area.

Outcome: Strong community participation; promotion of the skatepark facility; and positive engagement with local young people.

Ringwood Motor Show

Working in partnership with Ringwood Round Table, Carvers Recreation Ground hosted the highly successful Ringwood Motor Show. The event attracted significant public interest and has demonstrated strong potential to become an annual fixture within the Ringwood events calendar. Whilst generating a lower grounds hire fee than some commercial events, the wider benefits included

increased café revenue, enhanced promotion of the site, support for a local charitable organisation, and increased visitor awareness of the facilities available at Carvers Recreation Ground.

Outcome: Successful partnership event; £250 income for grounds hire; increased visitor numbers and café income; support provided to local charitable fundraising; and enhanced profile of Carvers Recreation Ground.

3. Financial Implications (if applicable)

The Summer 2026 programme generated a range of financial and operational benefits, including:

- £1,500 grounds hire income from Cortex Circus.
- £250 grounds hire income from the Ringwood Motor Show.
- Increased café revenue across several major events.
- Positive contribution from Party in the Park towards youth activity expenditure.
- Increased utilisation of facilities including the courts, skatepark, clubhouse and café.
- Greater awareness of Carvers Recreation Ground as a venue for community activities and events.

4. Issues for Decision and Recommendations

Members are asked to:

1. Note the activities, events, community engagement and associated outcomes delivered at Carvers Recreation Ground during Summer 2026.
2. Note that officers hope to bring the findings of the Deep Dive to Members shortly. This Summer 2026 report will form part of the wider evidence and context for that review.

Events Management Sub-Committee

Notes of meeting held on Wednesday 19th August at 11.30am at Carvers Clubhouse

Present: Cllr Mary DeBoos (Chair)
Cllr Luke Dadford
Cllr Becci Windsor

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

1. Declarations of interest

No interests were declared.

2. Minutes of the previous meeting

The minutes of the meeting held on 17th June 2026 were circulated and agreed.

3. 800th Market Charter Event – Event Wash Up

The Committee reviewed the 800th Market Charter Event. It was noted that adverse weather conditions had impacted attendance and operations on the day.

The event presented additional management challenges compared with the Council's recurring annual events – mainly that the recurring events follow similar structures each year and one off events are brand new.

The current status of the event budget was reviewed and the Committee noted that expenditure remained within the approved budget.

4. Ringwood Grand Fireworks

Wristbands

The Committee considered the introduction of wristbands as a lost child safeguarding measure and agreed to proceed with their purchase.

It was suggested that visitors collect wristbands when tickets are scanned and then move away from the entrance point to write emergency contact details on the wristband. The Committee agreed this would help maintain the flow of visitors entering the site.

The Committee noted that an additional volunteer may be required at the secondary entrance gate. The estimated cost of 3,000 wristbands is approximately £60.

Entertainment

The Committee received an update on entertainment provision. Children's entertainment is being sought to support the event from the 3.00pm opening time.

Nikki's Dance Parties has been booked to provide four Paw Patrol mascots. The Committee agreed to go ahead with an additional entertainment package providing the cost is within budget.

Security, First Aid and Infrastructure

The Committee noted that quotations are being sought for security and first aid provision.

Aurora Fireworks has been confirmed as the display provider. The final fireworks display will incorporate elements celebrating the 800th Market Charter and will be promoted through social media.

The Committee discussed the requirement for metal crowd control barriers and agreed that further quotations should be obtained before a decision is made.

Bollards

A concern was raised regarding the entrance bollards, which at times do not sit flush with the ground and may present a trip hazard.

It was noted that debris and stones may be preventing the bollards from fully retracting. This will be discussed with the Grounds Manager prior to the event.

Event Management Plan and Path Closure

The Committee received an update on the Event Management Plan. The path closure application has been submitted.

The Committee agreed for CK to submit the final Event Management Plan once completed.

Ticket Pricing

The Committee agreed that ticket prices should remain at the same, subject to overall event costs remaining broadly in line with those of the previous year.

Volunteers

The Committee discussed volunteer requirements and noted that additional support is needed at the event exit point when visitors leave the site.

Volunteer allocations will be reviewed once further arrangements have been confirmed.

Action –

CK to purchase wristbands to mitigate the risk of lost children.
CK to contact Nikki's Dance Parties RE entertainment package
CK to continue collecting quotes for security, first aid and metal barriers
CK to discuss with Tony RE bollards

5. Remembrance Sunday

The Committee considered feedback received regarding visibility during the wreath-laying ceremony.

The possibility of providing commentary throughout the service was discussed to improve accessibility for those positioned further from the memorial area.

Cllr DeBoos agreed to discuss the proposal with Sam at The Gateway and explore the availability of Chris Connaughton as a potential commentator.

Action –

Cllr DeBoos to discuss with Sam at the Gateway

6. Winter Wonderland

The Committee received an update on planning for Winter Wonderland.

Potential opportunities for Ringwood Carnival involvement were discussed, including:

- Operating the Grotto;
- Providing a snow globe photo opportunity;
- Running a snack stall at The Gateway.

Action –

CK to discuss with Ringwood Carnival team suggested opportunities for them to fundraise at Winter Wonderland

- Grotto pricing and capacity

The Committee agreed that Grotto tickets will be priced at £3.50 per child.

It was agreed that all children, including those under one year of age, will require a ticket as all attendees will receive a gift.

Cllr Windsor agreed to source gifts for the Grotto.

The Committee agreed that ticket sessions should be sold in 40-minute time slots, with capacity for 20 children per session. A 40-minute break between 2.00pm and 2.40pm will be included within the schedule. This arrangement will provide capacity for approximately 120 children.

The Committee noted that staffing arrangements had worked well at the previous event but that volunteer responsibilities should be more clearly defined.

Cllr DeBoos confirmed that she will assist with set up on the morning of the event. Cllr Windsor agreed to undertake the role of Head Elf on the event day.

Action –

Cllr Windsor to source gifts for the Grotto this year

- Sponsorship packages

The Committee considered proposed sponsorship packages for future events.

It was agreed that a separate headline sponsor should be explored for each major event, if possible.

The Committee agreed with the proposed sponsorship packages and associated pricing.

The Committee discussed Ticket Tailor functionality and whether sponsor logos can be displayed on event tickets.

Action –

Ticket Tailor to be looked into to see whether company logo's can be used on the tickets.

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

The next Event Sub-Committee meeting – 23rd September

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Events Management Sub-Committee

Notes of meeting held on Wednesday 23rd September at 11.30am at Carvers Clubhouse

Present: Cllr Mary DeBoos (Chair)
Cllr Luke Dadford

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

Apologies: Cllr Becci Windsor

1. Declarations of interest

No interests were declared.

2. Minutes of the previous meeting

The minutes of the meeting held on 19th August 2026 were circulated and agreed.

3. Ringwood Grand Fireworks Event Progress

CK provided an update on the current budget and overall event progress. The Event Management Plan has been submitted and amended following feedback received from the Safety Advisory Group (SAG).

The Committee reviewed the event budget and discussed outstanding actions. The path closure application is still awaiting confirmation. CK has updated us on the new security and first aid provisions that are in place, following recommendations from Ringwood Carnival, meetings with the companies and all relevant checks.

The updated Event budget will be referred to RLOS for information purposes.

The Committee discussed a meeting with event volunteers prior to the event.

Event Briefing Meeting

- Date: 20th October
- Time: 6:00pm
- Venue: London Tavern

CK will send invitations to councillors and volunteers. The Committee discussed reaching out to other local community groups to assist with provisions, such as Ringwood Carnival.

Action –

- Arrange a meeting with volunteers to provide a full event briefing.
- Ensure the TT app is added and included in event communications.
- Confirm arrangements for wristband volunteers.
- Continue promoting that all children require a ticket, despite tickets being free of charge.

4. Draft Event Management Plan for Winter Wonderland

The Event Management Plan is currently underway and remains largely in line with the arrangements used for last year's event. CK will circulate the draft Event Management Plan to the Committee for review prior to the next meeting.

Action –

- CK to circulate the EMP before the next meeting

5. Future Event Plans

○ Future Event Dates

CK raised the possibility of moving the events from their traditional day of Sunday to a Saturday. The Committee discussed the potential advantages and disadvantages of this change, including operational considerations, and event logistics. The Committee felt that Winter Wonderland was able to continue taking place on Sundays due to the early finish. CK will investigate the implications of moving Grand Fireworks to a Saturday including:

- Funfair arrival and setup requirements.
- Grounds Team availability and post-event litter picking arrangements.
- Any additional operational or staffing considerations.

Potential future event dates discussed:

- **6 November 2027**
- **28 November 2027**
- **4 November 2028**
- **3 December 2028**
- **3 November 2029**
- **2 December 2029**

Action –

- CK to consider implications of changing the day for Grand Fireworks from Sunday to Saturday

○ Potential Name Change

The Committee discussed the possibility of changing the event name from Ringwood Winter Wonderland to Ringwood Winter Wonderland. The advantages and disadvantages of a name change were considered, including brand recognition, public perception, and the potential costs associated with updating existing marketing materials and promotional assets.

EH suggested retaining the current Winter Wonderland name and introducing a supporting slogan to strengthen the event branding, such as "Wander Through Ringwood". The Committee agreed that this option should be explored further alongside any proposed name change.

6. Possibility of a Music Festival

CK discussed the possibility of introducing a music festival in the coming year. The Committee considered the concept and discussed potential cost implications.

It was noted that Ringwood Round Table intends to continue its Motor Show next year following the success of its 2026 event and is keen to establish it as an annual fixture. Preliminary discussions between CK and Ringwood Round Table have explored the possibility of collaborating to deliver a combined music festival and motor show weekend. The Committee discussed what such a partnership event could look like, including potential benefits, opportunities, and operational considerations. CK will gather further information regarding the proposed collaboration.

Should CK wish to request budget allocation for a new event, a formal proposal will be submitted for consideration at the October budget meeting.

Action –

- CK to gather further information on a collaboration.

7. Market Charter budget review

CK provided an update on the Market Charter budget and outlined current marketing initiatives aimed at increasing souvenir sales. The Committee reviewed the financial position and noted that the budget is currently tracking with an approximate overspend of £1,000. The Committee expressed confidence that the overspend can be recovered through continued souvenir sales. Additional opportunities to increase revenue were discussed, including the potential sale of souvenirs at future events such as Ringwood Winter Wanderland and through sales of 2027 calendars as it gets closer to the end of this year.

8. Any Other Business

None

There being no further business, the meeting concluded at 12:45pm

The next Event Sub-Committee meeting – 14th October at 11.30am

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN



COMMITTEE REPORT

Report title	Cemetery Car Park- Future Management
Committee	Recreation, Leisure and Open Spaces
Date	7 October 2026
Report author	Charmaine Bennett

Decision Summary

Purpose	To update Members on work undertaken since the July 2026 report and seek a steer on the options officers should investigate for the future management of the Cemetery Car Park.
Decision type	To provide direction
Financial impact	No immediate financial impact. Future expenditure will depend on the option(s) Members wish officers to investigate. The car park will require resurfacing in due course.
Budget provision	Not applicable/other
Confidential / exempt	No

1. Introduction and reason for report

In July 2026, Members received a report regarding the condition and use of the Cemetery Car Park. The car park is owned and maintained by Ringwood Town Council primarily for cemetery visitors and operational use but has, for many years, also been used extensively by parents and carers during school drop-off and collection periods.

Members were advised that the condition of the surface was deteriorating and that the level of use associated with the school was contributing to the maintenance pressure on the asset.

At that stage, officers did not recommend a particular course of action. Members supported further engagement and evidence gathering before the matter was brought back for consideration.

Considerable effort has been made to explore whether a partnership approach involving Hampshire County Council and Ringwood Junior School could help address the wider traffic and parking issues. No external intervention has subsequently been identified which is likely to materially change the position.

Officers therefore consider that the focus should now return to the matter within the Town Council's direct control: how it wishes to manage and protect its own asset.

2. Background Information

The Cemetery Car Park is owned and maintained by Ringwood Town Council primarily for cemetery visitors and operational use. It has, however, for many years also been used extensively by parents and carers during school drop-off and collection periods. This use has developed over time rather than through any formal arrangement between the Council and Ringwood Junior School, or as part of an agreed School Travel Plan.

As reported to Members in July 2026, officers became concerned about the deteriorating condition of the surface and the impact of the level of vehicle use. Based on monitoring and estimates undertaken by officers, officers estimate that the car park accommodates in the region of 9,500 school-related vehicle movements each year, compared with approximately 7,000 movements associated with cemetery/grounds use. These figures are necessarily approximate but indicate that school-related traffic represents a significant proportion of the overall use of the car park, despite its primary purpose being to serve the cemetery.

Before bringing options for the future management of the car park to Members, officers considered it appropriate to explore whether a wider solution could be identified. Restricting access could potentially displace vehicles onto surrounding roads and there was also concern about the impact on the school community if changes were perceived to increase traffic or road-safety pressures. The wider issues of school travel, parking and traffic management are outside the Town Council's direct control.

The Town Clerk therefore engaged with senior Hampshire County Council officers responsible for education and highways. HCC advised that its Travel Planning Officer had previously worked with the school and that the school had reminded parents not to use the Cemetery Car Park. The Town Council subsequently provided further monitoring information and explored possible financial and traffic-management solutions. HCC advised that funding was not available towards resurfacing and no practical highway intervention emerged from those discussions.

The Town Council subsequently sought the assistance of County Councillor Martin Eyre, who pursued the matter further within HCC. This included discussion of whether the school's voluntary one-way arrangement could be formalised. Cllr Eyre subsequently advised that a formal one-way arrangement on the relevant section of Hightown Road would involve a potentially lengthy and costly process with no certainty of success and was not considered feasible in the current circumstances.

Ringwood Junior School has been copied into, or provided with, correspondence throughout this process and has therefore been kept informed and provided with opportunities to contribute. At the time of writing, the Town Council has received no further communication from the school's senior management regarding the matter.

There has also been some practical experience of restricting access. Towards the end of the 2025/26 school year, the Council temporarily closed the car park during school peak periods following incidents in which Grounds staff experienced unacceptable behaviour when asking for vehicles obstructing operational access to be moved. The car park was temporarily closed again at the beginning of the new school term for operational/maintenance reasons.

Although there was initially noticeable disruption when access was first restricted, officers have subsequently observed reduced school-related use without the degree of continuing disruption on surrounding roads that had initially been anticipated. These observations are anecdotal and have not been subject to formal traffic monitoring or highways assessment.

This experience does, however, suggest that the effect of the car park on surrounding traffic should not be assumed. Whilst it provides additional parking capacity, it also generates vehicles entering, leaving, turning and manoeuvring during already busy periods. The Town Council is not the Highway Authority and cannot draw conclusions about the traffic-management effect, but the experience is relevant when considering future options.

The Council has therefore explored the potential for a wider partnership solution but no external intervention has been identified which is likely to materially change the current position. The issue now returns to the matter within the Town Council's direct control: how it wishes to manage and protect its own asset.

3. Financial Implications

There is no immediate expenditure arising from this report, as Members are being asked at this stage to identify the options or approaches they wish officers to investigate further.

The car park surface has already deteriorated and will require significant remedial work in due course. The current indicative cost of resurfacing is **in the region of £60,000**, although a detailed specification and quotation have not been obtained. Reducing vehicle movements would not reverse existing deterioration, but may slow further deterioration and potentially extend the remaining useful life of the surface.

Continuing the existing arrangements therefore also has a financial implication. Although it requires no immediate capital expenditure, the Council would continue to accommodate the current level of additional vehicle use and bear the associated maintenance and eventual resurfacing liability.

Any alternative options Members wish to pursue would be investigated further and brought back with indicative costs, operational implications and, where practicable, likely ongoing and whole-life maintenance costs before any commitment to expenditure is made.

4. Issues for Decision and Recommendations

The principal question for Members is how the Council wishes to manage the Cemetery Car Park in future, recognising both its primary purpose as a cemetery facility and the effect of the current level of school-related use on the Council's asset.

A number of potential options are set out below as a starting point for Members' consideration. These are not intended to be exhaustive, and Members may identify other approaches they would like officers to explore. The options are also not mutually exclusive and could potentially be considered in combination.

a) No change – retain the existing arrangements and accept the associated level of use, deterioration and future maintenance/resurfacing liability.

b) Restrict access during one school peak period – for example, close the car park during morning drop-off but retain access at collection time. This would reduce vehicle movements and may be more manageable operationally for the Grounds Team than operating restrictions twice each day.

c) Restrict access during both school peak periods – prevent school-related use at both drop-off and collection times whilst maintaining appropriate access for cemetery visitors, funerals and operational requirements.

d) Alter the physical layout – investigate whether landscaping, a planted central area or changes to vehicle circulation could make the car park less suited to high-volume school drop-off/collection use whilst retaining appropriate cemetery parking.

e) Reduce the surfaced/parking area – consider whether the existing size is necessary for cemetery requirements and whether a smaller parking area could reduce future maintenance and resurfacing liabilities.

f) Alternative surfacing – investigate whether a different surface or construction method could provide a more appropriate and cost-effective long-term solution.

The options are not mutually exclusive and Members may wish officers to investigate a combination of approaches.

Any restriction or physical alteration would need to consider operational practicality, access for cemetery visitors and funerals, accessibility, Grounds Team requirements and the potential displacement of vehicles onto surrounding roads.

Members are asked to:

1. Note the work undertaken since the July 2026 report and the current position following engagement with Hampshire County Council, the school and the County Councillor.
2. Indicate which of the options identified in section 4.2, or any alternative options proposed by Members, they wish officers to investigate further.
3. Agree that officers report back to the Committee on the options selected for further investigation, including their operational implications, indicative costs and other relevant considerations.



COMMITTEE REPORT

Report title	Ringwood Cemetery Tree Management Programme and Lawson Cypress Removal
Committee	Recreation, Leisure and Open Spaces
Date	7 October 2026
Report author	Tony Robinson

Decision Summary

Purpose	To seek approval for the proposed Holm Oak management programme, removal of eleven Lawson Cypress trees and use of the Infrastructure and Open Spaces earmarked reserve towards the cost of the works.
Decision type	To approve
Financial impact	£16,865 plus VAT
Budget provision	Partly within existing budget
Confidential / exempt	No

1. Introduction and reason for report

The purpose of this report is to seek approval for the reinstatement of a cyclical pollarding regime for mature Holm Oaks located on the western boundary of Ringwood Cemetery adjacent to the junior school, and for the removal of eleven Lawson Cypress trees adjacent to the cemetery footpath.

The report also seeks approval to use the Infrastructure and Open Spaces earmarked reserve towards the cost of the works, with the balance met from the existing tree management revenue budget.

2. Background Information

Holm Oak management programme

The NFDC Tree Officer has undertaken an assessment of the mature Holm Oaks situated on the western boundary of Ringwood Cemetery. These trees were historically managed through a cyclical pollarding programme; however, the programme has lapsed over time.

As a result, the crowns have become progressively larger and heavier, increasing management requirements and the potential for branch failure. The trees are located adjacent to Ringwood Junior School, historic graves and cemetery boundary structures. Reinstating a regular pollarding cycle is considered best practice to maintain public safety, protect adjacent assets and prolong the useful life expectancy of the trees.

The proposed works comprise two elements:

Schedule 1 – Crown Reduction

Crown reduction of two Holm Oaks to establish a new, lower pollarding height, together with the associated investigations specified by the Tree Officer.

Schedule 2 – Re-pollarding

Re-pollarding of three Holm Oaks to just above the existing pollarding points.

Following completion of the initial works, the intention is to return the Holm Oaks to an appropriate cyclical management programme. The detailed phasing and timing of subsequent works will be confirmed with the Grounds Manager and Tree Officer.

Lawson Cypress removal

Eleven Lawson Cypress/conifer specimens are located alongside a footpath within the cemetery. The Tree Officer has advised that these trees were originally planted and managed as a hedge. Over many years they have been allowed to develop into mature trees which are now unsuitable for the location.

Root growth from these trees is causing progressive lifting and damage to the adjacent footpath surface. The path is becoming increasingly uneven, creating potential trip hazards for cemetery visitors, contractors and staff. The root systems also have the potential to affect existing grave spaces, with one headstone already at an angle.

The principal reasons for removal are:

- to eliminate an increasing trip hazard and reduce the risk of injury to members of the public;
- to allow future reconstruction and/or resurfacing of the affected pathway;
- to prevent further root-related damage to cemetery pathways;
- to protect existing burial plots within the cemetery;
- to improve the long-term management of the cemetery pathways; and
- the trees are not historically significant specimens and were originally intended to function as a hedge rather than mature trees (NFDC).

Replacement and mitigation measures

Removal of the Lawson Cypress trees will be mitigated through the wider cemetery planting scheme during the design of the extension. New trees and shrubs will be explored by the Cemetery Working Party through the detailed design process, including native and ornamental replacement planting, biodiversity enhancement measures, improved visual screening where required and improved integration between the existing cemetery and extension areas.

Species more appropriate to the location and available root space could be planted in place of the removed trees.

Quotations received

Following the Tree Officer's assessment and specification of the works required, three quotations have been obtained for the proposed programme of tree works at Ringwood Cemetery, comprising the Holm Oak management works and removal of the eleven Lawson Cypress trees.

The preferred quotation is £16,865 plus VAT. The preferred contractor can undertake the works in phased sections throughout the winter period, providing greater flexibility and minimising disruption to the day-to-day operation of the cemetery. The other contractors indicated that the works would need to be completed as a single contract due to travel and logistical considerations.

3. Financial Implications (if applicable)

The Council's 2026/27 tree management revenue budget is £12,480, of which £1,716 has been spent to date, leaving £10,764 available. Whilst the majority of the proposed expenditure could therefore be met from the existing revenue budget, it is considered prudent to retain a proportion of this budget to meet reactive and other tree works which may arise during the remainder of the financial year, particularly over the winter period.

The Council also holds an Infrastructure and Open Spaces earmarked reserve, which includes provision for *major tree works or other environmental works or enhancements not covered by annual budgets*. The reserve stood at £18,370 at the start of the financial year, with a further £3,000 contribution to the reserve provided for within the current year's budget.

It is proposed that **£9,185** is met from the Infrastructure and Open Spaces earmarked reserve, with the remaining **£7,680** met from the existing tree management revenue budget. This represents the maximum amount proposed to be drawn from the reserve within the Committee's delegated authority and enables the works to be commissioned without the need for further approval from the Policy & Finance Committee.

Taking account of the £3,000 contribution to the reserve provided for within the current year's budget, the resulting Infrastructure and Open Spaces reserve balance would be approximately **£12,185**. This approach would also leave approximately **£3,084** available within the tree management revenue budget for the remainder of the financial year.

The Holm Oak works form part of the Council's ongoing tree management responsibilities and will establish a long-term cyclical maintenance programme. The programme will return the trees to a managed cyclical maintenance programme, allowing future expenditure to be planned and budgeted more effectively.

The proposed works represent a proactive investment in the management of the cemetery's tree stock and will help reduce the likelihood of larger unplanned expenditure arising from emergency tree works or associated asset damage. Removal of the Lawson Cypress trees will also address the progressive damage to the adjacent footpath, including the resulting trip hazard, and reduce the risk of further damage to cemetery infrastructure and burial plots.

4. Issues for Decision and Recommendations

Members are asked to:

1. Approve the programme of Holm Oak works and removal of the eleven Lawson Cypress trees as set out in the report.
2. Approve acceptance of the preferred quotation of £16,865 plus VAT for the works described in the report.
3. Authorise the use of £9,185 from the Infrastructure and Open Spaces earmarked reserve, with the balance of the expenditure being met from the existing tree management revenue budget.

Recreation, Leisure and Open Spaces
Project Oversight Report - October 2026

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. An initial meeting of the Grounds, Facilities and Projects Sub-Committee was convened but was not quorate. Two additional members have subsequently been appointed to the Sub-Committee to support effective member oversight. The first substantive meeting is now scheduled for October, immediately before the Policy & Finance Committee meeting.	Financial: Construction and professional costs. Delivery: Procurement route, professional support and detailed delivery arrangements need to be determined.	First quorate meeting of the Grounds, Facilities and Projects Sub-Committee in October, to consider options for progressing the project to the next stage and make any necessary recommendations to Policy & Finance.	RLOS: receives oversight through the new Sub-Committee and considers recommendations/decisions requiring Committee approval.	Town Clerk	Town Clerk	Proposed budget of £10,000 for next stage
Carvers Recreation Ground – Pavilion Future Use (Men's Shed Proposal)	To bring the former cricket pavilion back into sustainable community use through occupation by Ringwood Men's Shed.	Complete-remove from project oversight report	The lease has been completed and Ringwood Men's Shed has taken occupation of the former cricket pavilion. The project objective of bringing the building back into sustainable community use has therefore been achieved. Publicity regarding the new use is awaiting final confirmation.	No outstanding project-level issues. Any future property maintenance or landlord matters will be managed through normal Council arrangements.	Publicity/opening arrangements to be completed outside the project oversight process.	None. Project to be removed from the oversight report following this update.	Town Clerk	Town Clerk	No direct expenditure committed as part of the project. Any future maintenance obligations will be managed through normal property arrangements.
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	Closing – financial reconciliation only	The 800th Anniversary programme, including the main event on 12 July, has been successfully completed. All substantive project activity is now complete, with only final financial reconciliation outstanding.	Financial: Final project expenditure and the position against the approved Events Reserve allocation remain to be confirmed.	Completion of financial reconciliation and confirmation of final project outturn.	Final financial position to be reported as appropriate. Project can then be removed from the oversight report.	Town Clerk	Events Manager	Up to £10,000 was approved from the Events Reserve. Final expenditure and remaining balance are to be confirmed through the closing reconciliation.

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 – progressing towards delivery	NFDC has included the access improvements within its recreational mitigation work programme. Discussions with NFDC on 21 August considered the practical delivery of the works, including timing, site access and the scope of the procurement package. RTC will liaise with the Fishing Club over preferred timing for any route closures. NFDC will be encouraged to include repairs and maintenance and the full track length to the turning area within the works. Opportunities for interpretation and other site enhancements are also being explored. The future naming of the site will also be considered, with members invited to identify potential names ahead of community consultation.	Delivery: Timing needs to take account of Fishing Club activities and suitable ground/weather conditions for contractor access. Scope: Final extent of the works and associated site enhancements remains to be confirmed with NFDC. Land: Ownership around Hurst Pond and south of Kingfisher Lake is to be investigated.	Liaison with Fishing Club; confirmation with NFDC of final scope, timing and procurement arrangements.	Members to be kept updated on progress and consulted as required, including on potential site enhancements and future naming of the site.	Town Clerk	Grounds Manager	£15000 from RTC CIL agreed
Cemetery Development	To secure the Council's future cemetery capacity through phased development of the former allotment land, while providing improved options for the interment and scattering of cremated remains, memorialisation and a Garden of Remembrance.	In progress – site establishment and detailed planning	Initial site preparation is substantially complete. The former allotment site has been cleared, existing paths extended and the new cemetery area seeded. The area is establishing well and will shortly be mown and treated for weeds as required. Attention is now moving to detailed planning of the future use and layout of the site.	Design/capacity: The layout needs to make effective long-term use of the available land while providing appropriate areas for burials, ashes, memorialisation and a Garden of Remembrance. Service offer: Decisions are required on the types of plots, memorialisation and other options the Council intends to make available. Financial: Subsequent development and landscaping costs will depend on the agreed layout, facilities and phasing.	Cemetery Working Party meeting in October to consider and finalise the proposed location of the different cemetery zones, including burial areas, ashes, memorialisation and the Garden of Remembrance, and to consider the range of plots, memorial and other options to be offered.	Working Party to develop the next-stage layout and recommendations, with proposals subsequently reported to Committee as required.	Town Clerk	Grounds Manager	Cemetery Development Reserve available. £10,000 RACE funding has been requested for release. Costs for the next phase will be developed once the layout, service offer and proposed enhancements are agreed.
Youth Work – Initial Scoping and Partnership Development	To develop sustainable youth work provision in the town through a partnership-based model aligned to Council priorities and identified community need.	In progress – implementation and delivery development	Initial youth work activity has focused primarily on engagement within local schools. Recruitment of youth workers has proved more challenging than anticipated and work is continuing to establish the capacity needed to broaden delivery. A meeting with Adam Skirton is scheduled for October to consider the next stage of delivery, including developing youth work activity at Carvers.	Delivery: Recruitment and availability of suitable youth workers may affect the pace at which provision can be expanded. Sustainability: The longer-term delivery model will need to be financially sustainable and supported by appropriate partnership arrangements.	Meeting with Adam Skirton to review current delivery and agree how activity can be developed at Carvers, alongside continued work to establish appropriate youth-worker capacity.	Note progress at this stage. Further report to members once the delivery model has developed and any longer-term resource or funding requirements are clearer.	Town Clerk	Clubhouse Manager	£4,000 approved for initial/pilot youth work activity in 2026/27. Funding has not yet been drawn down/paid.

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	Following the review of the 2025 display, practical work has progressed to address installation issues, including replacement/new fixings where appropriate and alternative tree fixings following advice from the NFDC Tree Officer. It has subsequently been identified that some of the listed buildings in the Market Place require listed building consent before new or replacement attachments can be installed. Given the timescales, these elements may not be achievable for the 2026 display. Options are therefore also being explored to make this year's Christmas lights switch-on event more impactful.	Consent: New or replacement attachments to listed buildings may require listed building consent, which may not be achievable in time for the 2026 installation. Operational: Revised fixing arrangements need to be suitable and avoid damage to buildings or trees. Financial: Any additional enhancements remain subject to costs and available budget.	Confirm with Festive Lighting what can practically be delivered for the 2026 display; establish the consent requirements and longer-term options for listed buildings; and develop options for the 2026 switch-on event.	Note progress. Any material additional expenditure or significant changes to the scheme to be referred to members as required.	Town Clerk		Existing scheme budget applies. Any additional expenditure arising from enhancements to be identified and approved as required.
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Externally Led Projects – Council Oversight and Engagement

North Poulner and The Mount – Access and Open Space Enhancements (known as R19)	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 confirmed that the project is within its programme and considers community engagement to be the appropriate next stage before proposals are developed further. NFDC will prepare an engagement plan, talking points and consultation materials. RTC will identify relevant community groups and support member involvement. Opportunities for complementary enhancements, including public art/wooden sculptures, are also being explored.	Dependency: Programme and delivery remain led by NFDC. Community: Early engagement will be important to identify local concerns and issues, including any known antisocial behaviour considerations. Funding: Public art or similar enhancements would fall outside recreational mitigation funding and require alternative	NFDC to provide community engagement material and brief RTC members, anticipated November/December 2026, ahead of community engagement.	Members to receive an update before public engagement and be appropriately involved in the engagement process.	Town Clerk		No direct financial implications for the Town Council.
North Ringwood - walking route improvements project (known as R16 by NFDC)	NFDC-led recreational mitigation project to replace the bridge providing pedestrian access to the Poulner Lakes recreational area.	In progress – external delivery	NFDC is progressing the replacement bridge and has asked whether RTC would be willing to take on future management responsibility. Members have previously indicated broad support in principle, subject to understanding the associated long-term liabilities.	Asset liability: RTC needs to understand the future inspection, maintenance, repair and replacement obligations before accepting responsibility for the bridge. Dependency: Delivery remains dependent on NFDC's project programme.	NFDC to provide details of ongoing maintenance requirements and costs, together with a proposed Memorandum of Understanding.	Decision required on whether RTC should accept future management responsibility once the maintenance information and proposed MoU have been received.	Town Clerk		Replacement project funded/delivered externally by NFDC. Potential future financial liability for RTC if it accepts ongoing management responsibility.

4. Recommendation Members are asked to note the contents of this report.

For further information, please contact:
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