

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

Held on Wednesday 7th January 2026 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

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

IN ATTENDANCE: Charmaine Bennett, Town Clerk
Nicola Vodden, Office Manager
Charly Keith, Carvers Clubhouse and Event Manager
Cllr Gareth DeBoos

ABSENT: Cllr John Haywood

OS/6516 PUBLIC PARTICIPATION

There were no members of the public present.

OS/6517 APOLOGIES FOR ABSENCE

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

OS/6518 DECLARATIONS OF INTEREST

There were none.

OS/6519 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 3rd December 2025, having been circulated, be approved and signed as a correct record.

OS/6520 CEMETERY WORKING PARTY

The Grounds Manager will provide costings for site clearance and the initial drawings are being amended, in accordance with discussions on site.

The Town Clerk reported that there was a considerable amount of wood to dispose of and small bonfires have been planned and will take place if weather conditions are suitable.

Members thanked Ms Seager for putting the site plans and architect's impression together as this helped in visualising the proposals.

RESOLVED: That the notes of Cemetery Working Party meeting on 21st November 2025 (Annex A) be received

OS/6521
CARVERS CLUBHOUSE

Members welcomed Carvers Clubhouse Manager to the meeting.

The Clubhouse Manager presented a verbal report covering the last 6 months, from when she was appointed.

The activity programme was finalised and ran alongside the meal supplement scheme in the school Summer holidays.

The multi-use games area (MUGA) 'Carvers Courts' was installed and was being utilised, but less through the Winter. ERRFC has an arrangement to use this facility for training when the rugby ground is not available.

A pool table has been purchased at the cost of £500 to provide more for older teens and £150 has been received in income from its use already.

There has been an increase in room hire and there are regular bookings, such as, Youth Riders, yoga class, child practitioners supporting mental health, dance group, Forest Forge, young carers group, community haircuts, Under 1's and the stay and play group. A monthly nurse led teen targeted sexual health clinic has also been secured.

The manager has settled in and got to know the café team. There have been some staffing changes and long-term sickness to cover. A new rota/scheduling system has been introduced, which is working well and the manager explained how the structure manages the issue of lone working. The kitchen equipment is getting old and the manager is working on a cost-effective menu which can work within the constraints.

There are minor issues with antisocial behaviour which was described as coming in waves. There was support from the local policing team and this is appreciated, but the online reports still need to be submitted and take up a lot of the manager's time.

Looking ahead, there will be a full programme of activities in the Summer. She will continue to build on room hire. The Clubhouse and Events Assistant is focussing on social media marketing and working up party packages to provide an affordable place for celebrations. It is hoped there will be the opportunity to pilot youth activities.

In terms of finances, youth services is still within budget and there are funds available for activities. The staffing budget is fractionally overspent. Income from room hire is well above the target. The café and food sales budget is on track. A lot of the clubhouse costs are overheads arising from the building itself (and the installation of the solar panels has helped with electricity bills) and the manager has aims to reduce the gap between income and expenditure.

Members thanked the Manager for her report and congratulated her on all of the work done to further develop Carvers Clubhouse.

RESOLVED: That the Carvers Clubhouse Manager's report be received.

OS/6522
RESERVES

The Town Clerk explained the purpose of the item and asked that members use their expertise and knowledge to review reserve levels and transfers proposed for the 2026/27 budget, which fall to the Committee (*Annex B - amended*). Any proposed changes would be recommended to the Policy and Finance Committee to feed into the budget setting timetable.

There had been some changes to the schedule of reserves, since the agenda papers were circulated, and these were highlighted separately. The revised schedule also includes the current expected balance for each reserve at 1st April 2026.

Vehicle and Machinery Fund - It is thought that there is scope to review the content and the timeframes for replacement vehicle and machinery. No changes were recommended for 2026/27, however the Grounds Manager will review and bring forward proposals in September 2026 to impact on the following years' budget.

Events Fund – An updated forecast of the level of funds available at the end of 2026/27 was provided. This takes into account the surplus from 25/26 events, the planned transfer in and the 800th Market Charter anniversary programme. This is at an appropriate level to act as a contingency fund against possible losses incurred from events.

Christmas lights – The balance at 1st April 2026 will be £4,282.50 and it was suggested that this is split across the remaining 2 years of the contract to mitigate the increased costs incurred. It was suggested that this be moved to the General Reserve, but then the budget for the Christmas Lights for 2026/27 would need to increase by the corresponding amount.

Capital receipts – This fund relates to proceeds from sales of assets. It was proposed and agreed that £10,000 of this fund should be transferred to Carvers Sheds Feasibility.

Cemetery provision – This is the fund set aside for the columbarium project which has not been pursued. This amount is unlikely to meet the full cost of the cemetery development project, however this work is likely to be phased. Once there is a better view of cost and timeframe, CIL funding could be applied to this project. It was agreed, at this stage, that the annual contribution to this reserve was not required in 2026/27.

Buildings reserve – The necessity to aim for a balance of £75,000 was questioned given the significant work recently undertaken on 92 Southampton Road. It was suggested that there should be a planned maintenance schedule for all of the Council's assets, detailing lifespan of big expenditure, in order to determine an appropriate level for the reserve.

RESOLVED: 1) That the Reserves Policy be noted; and
2) That the proposals in the revised schedule of reserves be recommended to the Policy and Finance Committee, save that the annual transfer of £1,000 to 'Cemetery provision' be removed for 2026/27 budget.

ACTION	C Bennett
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OS/6523
PROJECTS

Grounds department sheds replacement – Planning permission has been approved. Progress will wait for capital projects to be taken forward before taking anything else on at this stage.

Waste Bins – The Town Clerk reported issues with the emptying of bins in the town, which has been highlighted due to changes in personnel at NFDC. The council has responsibility for 79 bins. In addition, since NFDC has changed to wheelie bins, household and commercial waste is being added to public bins and the council having to pay for removal of this waste besides general litter. The Grounds Manager is monitoring the situation and will provide an update at the next meeting with possible proposals to move or remove some bins. It was suggested that the Litter Project Co-ordinator at NFDC be contacted for suggestions to mitigate this.

Poulner Lakes track maintenance – The solicitor has been chased and it is hoped that there will be a response in relation to the revised plans submitted to the Land Registry soon.

Waste removal – The costs of NFDC removing council waste will double for 2026/27 and the Grounds Manager is looking into alternative providers. It is unlikely there will be a saving, but it is hoped this can be brought down to a similar level.

Christmas lights – The working party met to view and review this years' installation. The display is more stable and most areas look good. Some changes will be suggested to the contractor.

Improved walking routes – NFDC has acknowledged the council's support of the projects at Poulner Lakes and The Mount and updated concept designs will be shared in due course.

Carvers development Phase 1 – When the water fountain is installed Phase 1 will be complete. In relation to Phase 2, it was noted that a decision on the expression of interest application, for gates and path improvements, has been delayed until May.

It was noted that the EV charging points, in NFDC's short stay car park are still not operational and the parking spaces are not able to be used. Cllr Day had requested an update from District Councillors.

It was also noted that a series of posts would be released on social media to explain what the council does and this was welcomed.

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

**OS/6524
COMMUNICATIONS**

Nothing was raised under this item.

There being no further business, the Chairman closed the meeting at 8.01pm.

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

RECEIVED
28th January 2026

APPROVED
4th February 2026

TOWN MAYOR

COMMITTEE CHAIRMAN

CEMETERY REVIEW WORKING PARTY

Notes of meeting held on Monday 15 December, 11am on site

Present:

Cllr Philip Day
Cllr Janet Giorgieu
Cllr Glenys Turner
Cllr Mary Deboos
Lynn Seager (non-voting member)

In attendance:

Charmaine Bennett- Town Clerk
Tony Robinson- Grounds Manager

Absent:

Cllr Becci Windsor

1. Apologies

There were no apologies.

2. Declarations of Interest

There were no declarations of interest.

3. Clearance of Allotment Site and Remedial Works

The Grounds Manager updated the Working Party on progress to date and outlined the proposed approach to clearing and remediating the former allotment site.

The initial plan is to clear the site of re-usable plastics (including composters and similar items) by offering to residents via social media. All timber waste would then be disposed of via a controlled bonfire, with residents being informed in advance about smoke and timing. This approach was noted as significantly more cost-effective than removing the wood by skip.

Metal waste will still need to be removed separately, likely by transporting it to a recycling facility and weighing it in. Other remaining materials will be disposed of appropriately.

The Grounds Manager recommended commissioning a topographic survey to provide an accurate record of levels, boundaries, and features to inform the remediation and landscaping works.

The cost of the survey is £445 plus VAT, and this was agreed. He also advised that a partial Biodiversity Net Gain (BNG) assessment could be completed, with any required offsetting undertaken elsewhere.

It was noted that approximately 20cm of topsoil will need to be removed across the site to eliminate unwanted material within the soil. This will likely require a temporary road closure to allow two skips to be positioned for removal of the soil. Some levelling works will also be required.

The existing tarmac path, which extends from the main cemetery, will be retained in terms of alignment; however, due to its condition, it will need to be replaced. It was noted that retaining the existing base will reduce costs.

A soakaway will be required in the corner of the site nearest to the Morrisons boundary. This work can be undertaken by the Grounds Team.

Once works are complete, the area will be seeded so that it presents as an attractive landscaped space.

Actions	
Remove recyclable plastics (including composters) from the former allotment site and offer to residents for free	Grounds Manager
Arrange controlled bonfire for disposal of timber waste and notify residents in advance.	Grounds Manager
Remove metal waste for recycling and dispose of remaining materials appropriately.	Grounds Manager
Commission a topographic survey	Grounds Manager
Plan removal of topsoil	Grounds Manager
Undertake levelling works as part of site remediation.	Grounds Manager
Obtain quotes for replacement of existing tarmac path, retaining the current alignment and base where possible.	Grounds Manager
Install a soakaway in the corner of the site	Grounds Team
Seed the site following completion of remediation works to provide an attractive landscaped finish.	Grounds Manager

4. Review of First Draft Plans for Memorial Area

Lynn presented the first draft plans for the proposed memorial area. The Working Party reviewed the plans in situ, which was noted as helpful, and several minor amendments were discussed and agreed.

It was agreed in principle to plant espaliered trees along the southern boundary and a beech hedge along the eastern boundary. These would provide privacy and hide the somewhat mismatched fencing. The central section of the site will include ornamental silver birch trees, with the intention that these are pleached over time.

A question was raised regarding how many interment plots remain available before capacity is reached. The Town Clerk will investigate and report back.

It was agreed that Phase One of the project should focus on developing the western side of the site. It was noted that, if the remaining areas are laid to lawn, the space would still present attractively while the wider project is delivered in stages.

Lynn agreed to amend aspects of the draft plan in line with the discussion and to submit a revised version in the New Year.

Actions
Amend first-draft memorial area plans to reflect agreed changes (moved scattering area, boundary planting, beech hedge, pleached birch)- Lynn
Confirm remaining number of interment plots and report back to the Working Party- Town

Clerk

Prepare outline costings for Phase One development of the western side of the memorial area - Officers

Schedule next Working Party meeting once clearance works and initial costings are available – Town Clerk

5. Date of Next Meeting

A date for the next meeting was not set. It is suggested that the Working Party should reconvene in late winter, once some site clearance works have been completed and initial costings have been prepared.

RECEIVED

APPROVED

COMMITTEE CHAIR

WORKING PARTY CHAIR

**Recreation, Leisure and Open Spaces
Reserves 2026/2027**

1. Introduction and reason for report

- 1.1. To present the Council's Reserves Policy to this Committee so that Members can consider the earmarked reserves relating to the projects, assets, and services within this Committee's remit, and to provide any comments or recommendations to the Policy & Finance Committee.

2. Background

- 2.1. The Reserves Policy sets out the principles by which Ringwood Town Council establishes, manages, reviews, and applies its financial reserves. It provides the framework for ensuring that reserves are held at appropriate levels, used transparently, and aligned to the Council's financial risks, assets, and delivery plans.
- 2.2. In accordance with the policy, the document should be consulted during budget development, when assessing financial risks, and when decisions are taken that may impact reserves.

3. Current context

- 3.1. The Council is currently finalising its budget for the forthcoming financial year, and this Committee has already reviewed its proposed revenue and capital budgets. During the budget-setting process, questions have been raised as to whether earmarked reserves remain appropriate in level, purpose, and alignment with current and planned activity.
- 3.2. Rather than deferring this discussion solely to the Policy & Finance Committee, officers have considered whether it would be helpful for this Committee - given its detailed knowledge of the relevant services, assets, and projects - to review the reserves within its remit and provide informed comments or recommendations.
- 3.3. This approach is intended to support effective financial planning and to inform the subsequent consideration of reserves by the Policy & Finance Committee as part of the budget and precept-setting process.

4. Matters for Consideration

Members are asked to consider:

- 4.1. Whether the earmarked reserves relating to this Committee's services and projects remain appropriate in light of current delivery and future plans.
- 4.2. Whether there are any pressures, risks, or anticipated changes that should be reflected in the treatment or level of those reserves.
- 4.3. Whether the Committee wishes to make any recommendations to the Policy & Finance Committee ahead of final budget and precept decisions.

5. Recommendations:

That the Committee:

1. Notes the Reserves Policy; and

2. Considers the earmarked reserves within its remit and provides any comments or recommendations to the Policy & Finance Committee as part of the budget-setting process.

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk

Schedule of reserves					REVISED
Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management	
Cemetery provision	£1,000	£27,032 (£28,032)	To meet expected future capital costs of either extending or improving the cemetery owned and managed by the Council or of maintenance works to memorials there or to the closed churchyard for which the Council is liable. The Council is expected to provide further cemetery capacity once the existing cemetery is full.	<p>It was proposed in October 2025 that this reserve would be applied towards the development of cemetery facilities, including memorial opportunities and the design of new areas for interment, the scattering of cremated remains, and a garden of remembrance. It was further proposed that contributions of £1,000 per annum would be made to the reserve, up to a target balance of £10,000.</p> <p>It should be noted that this level of provision is highly unlikely to meet the full cost of the proposed works and is intended to contribute towards, rather than fully fund, the overall project.</p> <p>No expenditure has been incurred from this reserve during the current financial year. However, a survey has been commissioned, and a decision is now required as to whether the cost of this work should be met from this reserve or from the general budget.</p>	
Vehicle & Machinery Fund	£27,000 in 26/27, £32,000 in 27/28 and then £37,000 per annum	£51,546 (£31,596) (£31,041)	To meet the cost (currently estimated at £240,000 in total) of replacing each vehicle or large item of machinery used by the Council's Grounds Maintenance Staff every 10 years.	<p>Council has approved a 10 year forward plan with varying levels of annual reserves to be contributed and this amount was agreed for 2026/2027.</p> <p><i>Recommend that no changes are made for 2026/27 but that a fuller review conducted by Grounds Manager in Sept 2026 to impact on budget for 2027/28 after a full year in post.</i></p>	

Schedule of reserves

Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management	REVISED
Play Equipment Fund	£6,900 £10,000	£22,515.93 (£25,352)	To meet the cost of replacing/updating or conducting major repairs to children's play equipment on the various sites owned or managed by the Council according to a cyclical programme of prioritised works commissioned every 3 years (currently estimated at £40,000 per cycle)	It had been agreed that we intend to make annual contributions of £6,900 to achieve a total of £40,000 by FY 2027/28. However, it has since been noted that this amount may not even cover repair of existing equipment per year and so a recommendation had been put forward this year to increase the annual contribution to £10,000.	
Carvers Clubhouse Equipment Fund (Carvers Clubhouse Provision)	£1,000	£3988.49 (£4022.49)	To meet the capital costs of any equipment purchases, replacements or enhancements.	Annual contribution of £1,000	

Schedule of reserves

Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management	REVISED
Ringwood Events Fund	Varies	£18,152.12 (£26,658)	<ol style="list-style-type: none"> 1. To act as a contingency fund against possible losses incurred by the Council in organizing public events in Ringwood. 2. To provide a fund for the awarding of grants to other organisations to cover costs of putting on events in Ringwood. 	<p>Surpluses generated by events will be transferred into this reserve, and any deficits incurred by events will be met from it. Grants or donations received from other organisations in support of events will also be credited to this reserve.</p> <p>It has been budgeted that £10,000 will be applied towards the costs of the 800th Market Charter anniversary in the next financial year, and this expenditure will be met from this reserve.</p> <p>The figures for the current financial year indicate that events are forecast to generate a surplus of approximately £4,568. When combined with the agreed £5,000 contribution to the Council, this results in a total of around £9,568 being transferred into the Events Reserve.</p> <p>The 2026/27 financial year is expected to be a higher-spend year, reflecting the delivery of the 800th Market Charter anniversary programme and additional staffing costs that were agreed after the 25/26 budget was set. Taking these factors into account, it is currently forecast that the Events Reserve will stand at approximately £10,000 at the end of 2026/27. This balance would represent the contingency provision referred to in point 1.</p>	
Buildings Reserve (Buildings Repair Provision)	£5,500	£51,533.97 (£57,034)	To act as a sinking fund to cover costs of major building repairs (for which the Council is liable) at Greenways, Carvers Clubhouse or 92 Southampton Road (not currently expected to exceed £75,000)	We will transfer £5,500 each year into this fund to achieve a total of £75,000 by 2030-31, at which point contributions will be reconsidered and possibly suspended until funds are applied.	

Schedule of reserves

Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management
Carvers Recreation Ground Fund (Carvers Grounds Dev Provision)		£175.20	To Develop a masterplan for the entire site	<p>It is proposed that funds will be drawn from this reserve in 2023/24 and 2024/25 to support the development of the Council's Strategic Plan. Contributions to the reserve in later years will be reviewed in light of development plans that have yet to be agreed.</p> <p>It is also noted that maintaining a higher balance within this reserve would provide greater flexibility, particularly in enabling the Council to offer match funding in support of any future external funding bids.</p>
Carvers Sheds Feasibility	£10,000 for 26/27	£0 (£10,000)	To fund the "feasibility study" for redeveloping the sheds as a hub for the grounds team	<p>This approach was recommended to enable the project to commence in the next financial year. While it is anticipated that external funding may be sought for the construction phase, progress cannot be made until detailed plans have been developed.</p> <p>Without this provision, the Council would be unable to commission the necessary preparatory work, and the building project could not progress beyond the initial concept stage.</p>
Open Space Security Measures	0	£1,406	This fund was created during 2023/24 with a transfer of £1,500 from the general fund.	<p>This is a fund available to urgently protect sites and prevent unauthorised encampments- RTC agreed to fund a new height barrier at Loing Lane so this will clear the balance.</p>

Schedule of reserves

Title	Proposed annual contribution	Balance 1/4/25 (current expected balance 1/4/26)	Purpose(s)/Function(s)	Management	REVISED
Christmas Lights Provision		£10,282.50 (£4282.50)		This was from contract from gala to help mitigate the extra costs of new contract – the minute notes that <i>That the balance (£11,000) be transferred to an earmarked reserve which will be used to contribute to the cost of future Christmas Light displays</i> but does not say how this should be applied e.g. split over 3 years etc- has been budgeted to move £6000 this year.	
		Capital reserves			
Cemetery Maintenance		£270	A commuted sum received by way of contribution to the costs of maintaining burial grounds in the town.	A sum of £230 will be drawn down each year by way of such contribution until it is exhausted (in or about 2026-27)	
Capital Receipts		£18,942 (£8942)	Proceeds from past sales of Council-owned assets (currently standing at £18,942). It is proposed that the balance of this reserve be transferred to the vehicle replacement fund	Officers will bring forward proposals for making use of these funds by purchase of suitable assets when appropriate needs become apparent. Suggestion to use this fund as the contribution to Carvers Sheds Feasibility	
Grants Unapplied		£78,339 (£6349)	Unused balances from grants received	Miscellaneous grants held in this fund until applied to defray expenditure. Currently £18,269- Veolia grant now largely spent	

Adopted: xx 2025

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
No live projects						
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet in May 2026. Hoping to deliver artwork and information boards in advance of main project, to tie in with 800th anniversary of market charter celebrations.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
Greening Ringwood	Phase 2 completed	Phase 2 completed - report presented to PT&E on 05/12/2025. Climate Adaptation project being considered.	Greening Campaign Phase 2 focussed on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.			£50 signing up fee funded from General Reserve.
Bus Shelters	In progress	Action Plan prepared and in use. HCC launched Parish Council Bus Shelter Grant in October 2025. Funds secured from NFDC CIL to provide a new larger bus shelter in Gorley Road. No sponsor yet for repair of Taxi Shelter.	Review of Council owned bus shelters.			£1081 allocated from RTC CIL funds. Grant of £8505 secured from NFDC CIL.
Speed Indicator Devices	In progress	NFDC CIL funding awarded for purchase of 2 x SIDs. Protocol A joint project with Ellingham, Harbridge & Ibsley Parish Council to deploy Speed Indicator Devices at agreed locations around the parishes.		Deputy Town Clerk / Cllr Haywood	Grant of £6689 secured from NFDC CIL.	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in spring 2026.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.	
Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC		
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	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.	
PF14	Millenium Clock	New	Ringwood Society have offered to fund the full cost of all repairs of clock. This will be a donation to the town council, we will commission the work. Work scheduled for 24/02/16	Refurbishment of clock in NFDC Furlong Short Stay Car Park	Town Clerk	No financial implications
Recreation, Leisure & Open Spaces Committee						



RLOS4	Grounds department sheds replacement	In progress (Commenced April 2021.)	Planning permission has been approved. Next steps TBC design work in April 2021.)	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)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design for improved access, based on an agreement that RTC will fund essential maintenance and improvements to the vehicular access element, while NFDC will fund the remaining works. NFDC has indicated that they are willing to procure both elements within a single programme, which should result in significant cost savings for the Council compared to procuring the maintenance separately. Revised plans have been submitted to Land Registry via Frettem.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Wildflower turf and pollinator planting is in place. New trees and protection have been installed along the 'avenue'. Installation of a drinking water fountain is progressing.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met 15 December and work has begun to clear the allotment site	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed
RLOS 31	Waste removal	In progress	Grounds Manager has explored options for waste removal in light of significant increase expected in 2026/27. It is highly likely that we will move away from NFDC to a commercial provider.	To review the Council's waste removal service, ensuring we receive good value for money	Grounds Manager	TBC
RLOS 32	Christmas lights	In progress	The Christmas Illuminations Working Party met on site to review the Christmas lights and the Town Clerk will confer with Festive Lighting on some changes that could improve the display further.	To review the Christmas light display	Town Clerk	TBC
Projects being delivered by others but monitored by Town Clerk and reported back to this committee						
RLOS 32	Improved walking route: Poulner Lake	In progress	NFDC has acknowledged decision made by members and confirmed that updated concept design(s) will be shared in due course, with a view to finalising and agreeing the project scope by March 2026.	Part of the Greenway Project, managed by NFDC using CIL funds to prevent damage to sensitive sites within the national park by improving local walking routes to improve and encourage use	Town Clerk	No financial implications
RLOS 33	North Poulner, The Mount - Access and Open Space Enhancements.	In progress	NFDC has acknowledged decision made by members and confirmed that updated concept design(s) will be shared in due course, with a view to finalising and agreeing the project scope by March 2026.	Part of the Greenway Project, managed by NFDC using CIL funds to prevent damage to sensitive sites within the national park by improving local walking routes to improve and encourage use	Town Clerk	No financial implications

Staffing Committee

None

C

UPDATED

Proposed/Emerging Projects Update

C

No.	Name	Description	Lead	Recent developments	Progress / Status	Stage reached	Estimated cost	Funding sources	
Full Council									
	None								
Planning Town & Environment Committee									
	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				UPDATED
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square, as well as at entrances to the town.	Cllr Day			Included in Council Strategy for 2026/27.			
	Flood Relief	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane. Input to Action Plan for Avon Catchment Management Plan.						Developers contributions / CIL	
Policy & Finance Committee									
	None								
Recreation, Leisure & Open Spaces Committee									
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown		To be decided	
	Silver Jubilee Garden bridge repainting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000		To be decided	

War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Youth Work	Consider plans for future youth work	Clubhouse Manager	Consideration of budget	Need identified, awaiting scoping (strategic plan 26/27)		
Carvers Masterplan Implementation Phase 2	Consider options for phase 2 of the masterplan	Town Clerk	Submitted expressions of interest to CIL strategic projects	Need identified, awaiting scoping (strategic plan 26/27)	Unknown	Ext funding
Open Spaces Management Plans implementation	Strategic priority for 26/27	Grounds Manager	Consideration of budget	Need identified		
Bickerley tree-planting	Planting a row of trees alongside the through path- NB may need to reconsider this due to pipe works under that part of grounds	Grounds Manager	Hampshire Forest Partnership is has launched its 2025 free tree scheme- disease resistant elm trees. So this could be potentially used for that purpose but concern over tree guards- these could easily be vandalised and RTC may need to fund the guards.	Need identified. Awaiting funding.	Unknown	To be decided

floor of MUGA

C

UPDATED

Staffing Committee

None

Closed Projects Report

C

No.	Name	Description	Outcome	Notes
Full Council				UPDATED
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
PTE4	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	
	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
PTE5	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Maret Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
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)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted

PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	UPDTAED
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025	
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025	
PF13	Office IT overhaul	New hardware and IT support provider	Completed Sept 2025	

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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

RLOSS Cemetery development

A proposed columbarium/memorial wall

Cancelled in Jan 2024

Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A UPDATED renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.

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