

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

Held on Wednesday 1st July 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 Peter Kelleher

IN ATTENDANCE: Charmaine Bennett, Town Clerk
Nicola Vodden, Office Manager
Cllr Gareth DeBoos (*until 7:18pm*)

ABSENT: Cllr John Haywood
Cllr Glenys Turner
Cllr Janet Georgiou
Cllr Becci Windsor

**OS/6565
PUBLIC PARTICIPATION**

There were no members of the public present.

**OS/6566
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllr Haywood and Turner and Windsor.

Cllr Georgiou had sent her apologies, but the message had not been picked up until after the meeting.

**OS/6567
DECLARATIONS OF INTEREST**

There were none.

**OS/6568
MINUTES OF THE PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 3rd June 2026, having been circulated, be approved and signed as a correct record.

**OS/6569
CARVERS WORKING PARTY**

The Committee received the notes of the Carvers Working Party meeting held on 15th June 2026. Members were informed of the proposed parking pilot and potential funding from NFDC CIL. Funding of the small pump track (in the vicinity of the existing skate park) from the Council’s CIL funds had been considered by Policy and Finance Committee.



The recommendations therein were approved.

- RESOLVED:**
- 1) That the notes of the Carvers Working Party meeting on 15th June 2026 be received;
 - 2) That officers approach NFDC to seek an indication of the likely success of Strategic CIL bids for Phase 2 projects;
 - 3) That, should Strategic CIL funding not be secured, the trim trail be prioritised for the next CIL funding round, followed by signage and wayfinding improvements;
 - 4) That a pilot scheme be undertaken for the use of the area adjacent to the skatepark for overflow parking associated with clubhouse bookings;
 - 5) That clear wording be developed to explain the pilot arrangements, including arrangements for access and disabled users;
 - 6) That health and safety matters, including fire risk, be fully considered.
 - 7) That cost estimates for the proposed pump track include an appropriate contingency before being reported to the Policy and Finance Committee.
 - 8) That security arrangements for the car park pilot be reviewed, including consideration of periodic code changes and potential lighting arrangements.

ACTION C Bennett / C Keith
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**OS/6570
EVENTS MANAGEMENT SUB-COMMITTEE**

The Committee received the notes of the Events Management Sub-Committee meeting held on 17th June 2026. Planning for the 800th Anniversary event was progressing well, although a couple of traders had cancelled. Volunteer arrangements have been communicated and letters will be posted to residents impacted by the road closure.

RESOLVED: That the notes of the meeting on 17th June 2026 (*Annex B*) be received.

**OS/6571
GROUNDS FACILITIES PROJECT – GOVERNANCE ARRANGEMENTS**

The Committee considered the Town Clerk's report (*Annex C*) regarding governance arrangements for the Grounds Facilities Project. It was proposed that the project remain under the oversight of the Recreation, Leisure and Open Spaces Committee, with financial reporting directed through the Policy and Finance Committee. Membership nominations for a dedicated Sub-Committee were invited.

- RESOLVED:**
- 1) That a Grounds Facilities Project Sub-Committee be established;
 - 2) That the Constitution and Terms of Reference attached at Appendix A be approved; and
 - 3) That membership of the Sub-Committee comprise Cllrs Andy Briers, Philip Day and Rae Frederick.

ACTION C Bennett

OS/6572

SERVICES DEEP DIVE

The Town Clerk asked for volunteers to undertake a services review for Carvers Clubhouse.

RESOLVED: That Cllrs M DeBoos and Swyer be appointed to undertake the Carvers Clubhouse service review alongside the Town Clerk.

ACTION C Bennett

**OS/6573
CEMETERY CAR PARK**

The Committee considered the Town Clerk's briefing (*Annex D*) regarding issues with the condition of the cemetery car park surface. High usage of the Cemetery Car Park, particularly in connection with school-related traffic was highlighted. Officers are monitoring the situation and engaging with the school. Data will be gathered by surveying users with support from a parent teacher association representative, to gain a better understanding of why people are using it. It was acknowledged that restricting access could adversely affect cemetery users and would present practical enforcement difficulties. When the evidence is available it will be presented to a future meeting for consideration.

RESOLVED: That the contents of the briefing and support the proposed evidence-gathering and stakeholder engagement work be noted.

ACTION C Bennett

**OS/6574
LEGEND ON THE BENCH – PROPOSED DONATION OF COMMUNITY SUPPORT BENCH**

Members considered the Town Clerk's report (*Annex E*) and a request from Bickerley Care Home to install a 'Legend on the Bench' community bench. The suggested location for the bench is War Memorial Gardens. The bench would be funded through a donation by a former resident and could replace an existing bench nearing the end of its serviceable life. There would be no cost to the Council as the current base could be reused.

RESOLVED: 1) That installation of a 'Legend on the Bench' community bench be supported; and
2) That the bench be installed at the War Memorial, replacing one of the existing benches that is nearing the end of its serviceable life.

ACTION C Bennett

**OS/6575
PROJECTS**

The Committee received an update on current projects.

Carvers recreational ground – Pavillion future use - Men's Shed had agreed to meet the Council's legal costs associated with preparation of a lease, which it was hoped would be presented to the Policy and Finance Committee in July.



Cemetery development project – The ground preparation works are nearing completion.

Christmas Lights – A meeting had taken place with Festive Lights. The Christmas lights in Gateway Square will be taken down between displays, on the recommendation of NFDC’s Tree Officer, due to potential damage to the trees and health and safety concerns. This will happen in the next few weeks.

The Christmas Lights Working Party had put forward suggestions to emphasis some areas of town which had looked sparse in comparison to others and to resolve a gap in the lights in the High Street. The Town Clerk would update the working party when proposals had been received from the contractor.

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

**OS/6576
COMMUNICATIONS**

There were no matters raised under this item.

At 7:18pm, Cllr G DeBoos left the meeting.

**C/7577
EXCLUSION OF THE PRESS AND PUBLIC**

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Confidential minutes - Annex G*).

**OS/6578
LEGAL MATTERS**

The Committee received a confidential report (*Confidential Annex H*) from the Town Clerk relating to legal matters. Members agreed the recommendations therein.

RESOLVED: That the Town Clerk proceed as directed.

ACTION C Bennett

There being no further business, the Chairman closed the meeting at 7.25pm.

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

RECEIVED
29th July 2026

APPROVED
2nd September 2026

TOWN MAYOR

COMMITTEE CHAIRMAN



Carvers Working Party

Notes of meeting held using Microsoft Teams on Monday 15 June 2026 at 2pm

Present:

Cllr Andy Briers
Cllr Mary DeBoos
Cllr Peter Kelleher

In attendance:

Charmaine Bennett – Town Clerk
Charly Keith – Clubhouse Manager

Absent:

Cllr Rae Frederick

1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Cllr Rae Frederick. In her absence, Cllr DeBoos chaired the meeting.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The Notes of the meeting held on 21 November 2025 were approved as a true and correct record.

4. OFFICERS' REPORTS

Members received the following verbal updates from officers:

The Clubhouse Manager reported on the launch of the summer programme, noting that this had been successfully introduced. The Carvers Courts continue to be very well used and the newly marked 5-a-side pitch for summer use is also being well used.

It was further reported that there has been no anti-social behaviour associated with the courts and that the equipment remains in good condition. The newly planted trees are also establishing well.

The Clubhouse Manager advised that she will be meeting with local schools to discuss the Council's offer of free school lunches for children in receipt of free school meals.

Members expressed their thanks to the Clubhouse Manager for her work.

The Town Clerk provided a verbal update on the grounds building planning application and confirmed that a proposal will be submitted to the next meeting of the Recreation, Leisure and Open Spaces Committee to establish a councillor working party. This will enable the project to progress with appropriate member and officer scrutiny.

5. CARVERS MASTERPLAN PHASE 2 – REVIEW OF FUNDING OPPORTUNITIES AND DELIVERY PRIORITIES

The Town Clerk outlined her understanding of the projects comprising Phase 2 of the Carvers Masterplan. These include a proposed pump track to be constructed alongside or around the skate park, providing a dedicated wheeled sports facility for children and young people. It was noted that this would also serve a secondary function of acting as a barrier to prevent loose stones and gravel from reaching the skate surface.

Other elements of Phase 2 were identified as including a trim trail, signage and wayfinding, and the installation of new gates.

It was reported that outline bids for these projects had been submitted to NFDC for Strategic CIL funding in October 2025, but these had not yet been assessed. Members discussed whether an approach should be made to NFDC to seek an indication of the likely success of these bids.

Members agreed that, should the Strategic CIL bids not be successful, the trim trail would be the priority project for submission to the next CIL funding window (closing 1 August), followed by signage and wayfinding.

A discussion took place regarding car parking arrangements. The Clubhouse Manager proposed running a summer pilot to test the use of the area adjacent to the skate park for parking by users of the clubhouse/booked events on site. It was suggested that access arrangements would be managed through the booking process, with users being responsible for access, security and ensuring the area is vacated after use.

Members discussed how to respond to enquiries regarding disabled access and agreed that it should be clearly communicated that the arrangements form part of a pilot for private use linked to clubhouse bookings, with issues to be reviewed as part of the pilot. Appropriate wording will need to be developed.

In relation to the pump track, Members noted the need to include an appropriate contingency within cost estimates prior to submission to Policy & Finance Committee and further work to assure that the costs are fully inclusive of all works.

Members also discussed the need to ensure security arrangements for the car park pilot are robust, including the potential to change access codes periodically. Consideration may also be required for lighting during winter months and whether planning permission would be needed for any longer-term arrangements.

RECOMMENDED:

- That officers approach NFDC to seek an indication of the likely success of the Strategic CIL bids for Phase 2 projects.
- That, should Strategic CIL funding not be secured, the trim trail be prioritised for the next CIL funding window, followed by signage and wayfinding.
- That a pilot be undertaken for the use of the area adjacent to the skate park for car parking associated with clubhouse bookings.
- That clear wording be developed to explain the pilot arrangements, including in relation to access and disabled users.
- That H&S be considered including fire risk assessment.
- That cost estimates for the pump track include an appropriate contingency prior to reporting to Policy & Finance Committee.
- That security arrangements for the car park pilot be reviewed, including consideration of periodic code changes and potential lighting requirements.

ACTIONS:

- **Town Clerk** to contact NFDC regarding indications of Strategic CIL bid outcomes.
- **Town Clerk** to present CIL funding strategy/prioritisation to P&F for approval.
- **Clubhouse Manager** to develop and implement the summer car park pilot including appropriate wording for communication of pilot parking arrangements and H&S requirements.
- **Town Clerk** to ensure revised pump track costs (including contingency) are reported to Policy & Finance Committee.

6. DATE OF NEXT MEETING

In September to review the parking pilot, in time to report back to RLOS.

Events Management Sub-Committee

Notes of meeting held on Wednesday 17th June 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
Charmaine Bennett – Town Clerk

1. Declarations of interest

No interests were declared.

2. Minutes of the previous meeting

The minutes of the meeting held on 20th May 2026 were circulated and agreed.

3. Final Briefing for Volunteers and Councillors

- Cllr Windsor confirmed that she will provide venison and pulled pork, with the potential addition of Ploughman's lunches and/or cheese boxes.
- Cllr DeBoos provided an overview of the event for Cllr Windsor and Cllr Dadford, as new members.
- CK talked through the volunteer timings and arrangements for the day.
- There was a discussion regarding the Deputy Lord Lieutenant's attendance. An optional church service will take place from 10.30am to 11.30am. The Deputy Lord Lieutenant will formally announce the opening of the event at 11.25am. Chairs will be moved from 11.30am while the Morris Dancers are performing.
- It was agreed that marketing should continue to highlight that different activities will be taking place throughout the day, encouraging attendees to refer to the programme.
- Marketing is progressing well, with banners, correx boards and other promotional materials being distributed around the town. A QR code linking to the programme will be added to the posters.
- CB left the meeting at 12.14pm.

Action –

- EH to send event map and volunteer timings with the minutes
- EH to contact Cllr Turner re delivering letters to residents
- CK to discuss with Cllr Frederick re inviting Mr Morant's family
- Cllr DeBoos and CK to deliver tent cards to local pubs regarding the road closures, one week before the event and the evening before the event.
- Cllr Windsor to speak with the Freemasons to confirm what they will be bringing to the event and to ask if they have a bell that can be used for the Town Criers.

4. Final details and event walk through

- Final details and walk through of the event were discussed as part of the event briefing.

There being no further business, the meeting concluded at 12:44pm

The next Event Sub-Committee meeting – 15th July

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

**RECREATION, LEISURE AND OPEN SPACES
GROUNDS FACILITIES PROJECT – GOVERNANCE ARRANGEMENTS
1 JULY 2026**

1. Purpose of Report

- 1.1. To consider the establishment of a Grounds Facilities Project Sub-Committee and approve its Constitution and Terms of Reference.

2. Background

- 2.1. Planning permission has now been obtained for the proposed Grounds Department building at Carvers Recreation Ground.
- 2.2. The approved scheme provides a modern facility for the storage of machinery, equipment and materials together with associated welfare facilities for grounds staff. The wider project will also require consideration of the future use of the Council's existing grounds facilities and associated operational arrangements.
- 2.3. Whilst planning permission has been secured, a number of important decisions remain before construction can commence. These include consideration of procurement and delivery options, the appointment of professional advisers, project governance arrangements, detailed design development, project costs and funding arrangements.
- 2.4. Given the scale and complexity of the project, it is considered appropriate to establish a dedicated Sub-Committee to provide member oversight and support effective project governance.

3. Proposed Sub-Committee

- 3.1. It is proposed that a Grounds Facilities Project Sub-Committee be established as a temporary sub-committee of the Recreation, Leisure & Open Spaces Committee for the duration of the project.
- 3.2. The proposed role of the Sub-Committee is set out in the attached Constitution and Terms of Reference and includes oversight of project development, procurement arrangements, risk management, budget monitoring and project delivery.
- 3.3. The Sub-Committee would report to the Recreation, Leisure & Open Spaces Committee and provide updates to the Policy & Finance Committee on financial and project governance matters as appropriate.

6. Recommendations

That:

1. A Grounds Facilities Project Sub-Committee be established.
2. The Constitution and Terms of Reference attached at Appendix A be approved.
3. Membership of the Sub-Committee be determined by the Committee.

For more information:

Charmaine Bennett

Charmaine.bennett@ringwood.gov.uk



Grounds Facilities Project Sub-Committee Terms of Reference

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

1. Status, membership and quorum for meetings

- 1.1 The Grounds Facilities Project Sub-Committee is a sub-committee established by the Recreation, Leisure & Open Spaces Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Grounds Facilities Project Sub-Committee is a temporary sub-committee established for the duration of the project.
- 1.3 Membership of the Grounds Facilities Project Sub-Committee shall comprise such members of the Council as the Recreation, Leisure & Open Spaces Committee or the Council shall from time to time appoint.
- 1.4 Members of the Grounds Facilities Project Sub-Committee shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Recreation, Leisure & Open Spaces Committee or the Council.
- 1.5 The quorum for meetings of the Grounds Facilities Project Sub-Committee shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

2. Terms of reference

- 2.1 The primary purpose of the Grounds Facilities Project Sub-Committee is to exercise on behalf of the Recreation, Leisure & Open Spaces Committee all its powers, duties and functions relating to the planning, procurement, governance, delivery and completion of the project. In exercising this function, the sub-committee shall:
 - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls;
 - 2.1.2 supervise the work of relevant officers and hold them to account; and

- 2.1.3 make recommendations to the Recreation, Leisure & Open Spaces Committee, Policy & Finance Committee and/or Council, as appropriate, on matters requiring approval outside its delegated authority.
- 2.2 The matters within the sub-committee's remit are the following:
 - 2.2.1 To oversee the development and delivery of the Grounds Department Building Project.
 - 2.2.2 To oversee the development of an appropriate delivery strategy for the project, including project governance arrangements, procurement options and project management arrangements.
 - 2.2.3 To consider and recommend procurement and contract management arrangements for the project, including the appointment of consultants, project managers, quantity surveyors, contractors and other professional advisers.
 - 2.2.4 To oversee the preparation of project specifications, designs, tender documentation and procurement exercises.
 - 2.2.5 To monitor project budgets, expenditure, financial risks and funding arrangements.
 - 2.2.6 To review project progress against agreed milestones, programmes and budgets.
 - 2.2.7 To oversee and regularly review the project risk register and ensure that appropriate mitigation measures are identified and implemented.
 - 2.2.8 To oversee the performance of consultants, contractors and professional advisers and hold relevant officers to account for the management of those relationships.
 - 2.2.9 To consider proposed changes to project scope and make recommendations to the appropriate committee or Council where such changes have financial, operational or programme implications.
 - 2.2.10 To make recommendations at key stages of the project before progression to the next stage of delivery.
 - 2.2.11 To oversee stakeholder engagement and communications relating to the project.
 - 2.2.12 To oversee the successful completion, handover and post-completion review of the project.
 - 2.2.13 To submit regular progress reports to the Recreation, Leisure & Open Spaces Committee and regular reports to the Policy & Finance Committee on the financial position, risks and progress of the project.

- 2.3 The Sub-Committee's remit shall not extend to the day-to-day management of consultants, contractors, construction activities or operational matters delegated to officers or appointed professional advisers.

3. Delegated powers

- 3.1 The following powers are delegated to the Grounds Facilities Project Sub-Committee to enable it to discharge its functions:
- 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.
 - 3.1.2 To commission professional advice, surveys, reports, feasibility work and other preparatory activities within approved budgets.
 - 3.1.3 To approve project documentation, specifications and tender documentation prior to procurement exercises, provided that such approval does not commit the Council to expenditure beyond approved budgets.
 - 3.1.4 To oversee the project on behalf of the Council and provide direction to officers in relation to matters within its remit.

4. Rules about meetings

- 4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Grounds Facilities Project Sub-Committee.
- 4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 4.3 The Town Clerk shall attend every meeting and act as clerk to the Grounds Facilities Project Sub-Committee and if unable to attend shall arrange for another officer to deputise.
- 4.4 The Grounds Manager and Finance Manager shall normally attend meetings of the sub-committee in an advisory capacity.

Adopted by: Ringwood Town Council on (minute ref. no.)

Reviewed by: Ringwood Town Council on (minute ref. n.)

**RECREATION, LEISURE AND OPEN SPACES COMMITTEE
CEMETERY CAR PARK – CONDITION AND USAGE REVIEW
1 JULY 2026**

1. Purpose

- 1.1. To make members aware of an issue identified by officers regarding the condition of the Cemetery Car Park and to outline proposed next steps.

2. Background

- 2.1. The Cemetery Car Park is owned and maintained by Ringwood Town Council primarily for cemetery visitors and operational use.
- 2.2. Members will be aware that the car park has, for many years, also been used by parents and carers during school drop-off and pick-up periods. The use of the car park in this way appears to have developed gradually over time rather than through any formal arrangement between the Council and the school.
- 2.3. Officers understand that the school has previously asked parents not to use the car park for drop-off and pick-up purposes. However, these requests appear to have had limited effect, likely reflecting the wider parking and traffic pressures experienced on roads surrounding the school.
- 2.4. Whilst this use provides a valuable local resource, officers have recently become concerned about the condition of the car park surface. The Grounds Manager has advised that deterioration appears to be accelerating. This is not unusual, as surfaces often deteriorate more rapidly once defects begin to develop, resulting in increasing maintenance requirements and future repair costs for the Council.

3. Work Undertaken

- 3.1. Officers have:
 - 3.1.1. Monitored use of the car park during peak periods;
 - 3.1.2. Discussed maintenance concerns with the Grounds Team; and
 - 3.1.3. Made preliminary enquiries with Hampshire County Council as Highway Authority, although no immediate solutions were identified.

4. Proposed Next Steps

- 4.1. At this stage, officers are not recommending any particular course of action.
- 4.2. Instead, it is proposed to:
 - 4.2.1. Meet with the Headteacher to discuss the issue and explore opportunities for partnership working;
 - 4.2.2. Undertake a short survey of users to better understand who is using the car park and why; and
 - 4.2.3. Gather further evidence regarding usage patterns and future maintenance implications.
 - 4.2.4. A further report will then be brought back to members setting out findings and any options for consideration.

5. Recommendation

- 5.1. That members note the contents of this briefing and support the proposed evidence-gathering and stakeholder engagement work.

For more information:

Charmaine Bennett

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Tony Robinson

grounds.manager@ringwood.gov.uk

RECREATION, LEISURE AND OPEN SPACES COMMITTEE
LEGEND ON THE BENCH – PROPOSED DONATION OF COMMUNITY SUPPORT
BENCH
1 JULY 2026

1. Purpose of Report

- 1.1. To consider a request from Bickerley Green Care Home to fund the installation of a specialist "Legend on the Bench" community support bench within Ringwood and to determine whether the Council wishes to support the proposal and the suggested location.

2. Background

- 2.1. The Council has been approached by Bickerley Green Care Home with a proposal to fund the installation of a "Legend on the Bench" community support bench.
- 2.2. The proposal has arisen following the passing of one of the Care Home's residents, who left a legacy to the Home. The gentleman was a veteran and the Home wishes to use part of his legacy to provide a lasting benefit to the local community through the installation of a bench promoting mental health awareness and access to support services.
- 2.3. The "Legend on the Bench" initiative is a registered charity that installs benches displaying contact details and QR codes for organisations offering support to people experiencing mental health difficulties or emotional crisis. The benches are intended to provide both a place for reflection and a reminder that help is available.

3. Proposed Location

- 3.1. The original suggestion was to install the bench on the Bickerley.
- 3.2. However, Members have previously expressed a preference for maintaining a consistent style of seating on the Bickerley, with replacement benches matching the Council's adopted specification.
- 3.3. Officers therefore suggest that the War Memorial would provide a more appropriate location. This would also recognise the veteran status of the resident whose legacy is funding the bench.
- 3.4. An existing bench, which is approaching the end of its serviceable life, could be replaced using the existing concrete base. This would avoid increasing the overall number of benches whilst providing a respectful and well-used location.

4. Financial Implications

- 4.1. Bickerley Green Care Home will fund the purchase and installation of the bench using the legacy received from its former resident.
- 4.2. Following installation, the bench would become part of the Council's street furniture and would be maintained in the same way as other Council-owned benches.

5. Recommendations

- 5.1. It is recommended that Members:
 1. support the installation of a "Legend on the Bench" community support bench within Ringwood; and
 2. agree that the preferred location should be at the War Memorial, replacing one of the existing benches which is almost at the end of its serviceable life.

For more information:

Charmaine Bennett

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Recreation, Leisure and Open Spaces Project Oversight Report

1. Introduction and reason for report

This report provides the Committee with an overview of live projects within its remit, enabling members to monitor progress, risks, and financial implications, and to identify where further information or a separate report is required for decision-making.

2. Background

The project planner is updated weekly by officers and forms part of the Council's wider arrangements for project oversight and governance. Projects are reported by exception, with operational delivery managed by officers under existing delegations.

3. Scope of report

This report includes projects within the remit of this Committee only. Projects governed through other Committees are reported separately and are not included here.

Project title	Purpose/intended outcome	Status	Progress update	Key risks/issues	Next milestone/ decision point	Committee interaction required	Senior Officer (oversight)	Delivery lead	Financial position
Grounds Department Sheds Replacement	To replace the Grounds team's standard workshop, garaging, office and storage facilities with a fit-for-purpose building, improving operational efficiency, health and safety, and long-term asset resilience.	In progress	Planning permission for a new Grounds Department building has been granted. The project is now at a transition point between feasibility and delivery planning. Clerk has sought initial advice from colleagues at NFDC procurement to understand options for next steps	Financial: Construction and professional costs. Governance: Delivery arrangements have not yet been agreed, which may affect pace and oversight.	Agreement to transfer routine project oversight to the Policy & Finance Committee, ahead of a subsequent proposal on delivery governance.	Note- to receive next steps and options in due course.	Town Clerk		Proposed budget of £10,000 for next stage
Carvers Recreation Ground – Pavilion Future Use (Men's Shed Proposal)	To determine and, if approved, formalise an appropriate future community use of the former cricket pavilion	Exploration agreed in principle (subject to planning clarification).	NFDC have confirmed that planning permission for change of use is not required. However, any external changes may need planning save for painting etc	Planning permission/change of use requirement	Receipt of planning clarification.	Direction on Heads of Terms and approval of any formal lease.	Town Clerk	Town Clerk	No direct expenditure committed at this stage.
The 800th Anniversary of the Market Charter	To hold and or facilitate a series of events to mark the 800th Anniversary of Ringwood's Market Charter	In progress	Event Committee have agreed programme and activities for the event on 12 July. Sculpture can now be progressed to design stage.	Operational: time to deliver the project, Reputational: keeping partners in the loop	Agreement of key principles in the event	Note- to receive the Event Committee updates and comment as and when reqd.	Town Clerk	Events Manager	Proposed £10,000 to be spent from event reserve
Poulner Lakes track maintenance	To establish a sustainable and cost-effective approach to maintaining and improving the access tracks at Poulner Lakes to an acceptable standard, ensuring continued safe use while clarifying long-term maintenance responsibilities.	In progress (under discussion since Jan. 2021)	NFDC have confirmed that this is in their workplan for 2026/2027 subject to completion of the land transfer agreement by RTC and RDAA. Frettons have confirmed that the revised plans look satisfactory and are carrying out some final checks with Land Registry and getting agreement with RDAA's solicitor. Expecting to be able to bring papers back to next P&F meeting.	Financial: Construction and professional costs. Governance: Delivery arrangements have not yet been agreed, which may affect pace and oversight.	Confirmation of legal position following Land Registry submission and agreement of scope, cost-sharing arrangements, and delivery approach with NFDC.	Note – and to receive a further report once costs and delivery arrangements are confirmed.	Town Clerk	Grounds Manager	£15000 from RTC CIL agreed

Cemetery Development	To review and develop the Council's cemetery facilities, including options for additional burial capacity, new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and the creation of a garden of remembrance, in order to meet future demand in a sensitive and sustainable manner.	In progress	Cemetery Review Working party took place in March with proposed costings for clearance of site and updated designs	Financial: Detailed costings have not yet been developed; affordability and funding options will need to be confirmed once outline plans are costed. Capacity: Long-term burial capacity remains finite and will require phased planning. Sensitivity: Proposals	Development of initial options and recommendations by the Cemetery Review Working Party for consideration by the Committee.	Decision required re spending of reserves to clear the site	Town Clerk	Grounds Manager	An earmarked reserve has been established for cemetery development. It is anticipated that future Community Infrastructure Levy (CIL) receipts may also be used to support delivery, subject to costs being confirmed and the usual approvals.
Youth Work – Initial Scoping and Partnership Development	To explore and scope future youth work provision in the town, including partnership-based delivery models aligned to Council priorities and community need.	In progress (early scoping stage)	An initial meeting has been held with interested partners in the town including Ringwood School, Churches Together and a local youth work organisation.	Scope creep if expectations not clearly defined at an early stage. Must be financially sustainable.	Development of an outline options paper setting out potential delivery models, costs, and governance arrangements.	Note at this stage. Future decision required on preferred option and any associated funding, subject to a report.	Town Clerk	Clubhouse Manager	Indicative potential budget of up to £4,000 for initial scoping / pilot activity in 2026/27 (subject to member approval).
Christmas lights review	To review the existing Christmas light display and identify proportionate improvements that enhance the town centre's festive offer, while ensuring value for money and operational practicality.	In progress	The Clerk met with the new Account Manager and CEO of Festive Lighting to review the 2025 Christmas lighting scheme. Photos and videos taken during December were shared to illustrate several observations. Discussion focused on potential adjustments to improve the overall impact of the display, including relocating certain elements to strengthen lighting in key areas of the town centre, reviewing the colour warmth of the tree lights (yellow rather than the intended gold), and exploring the potential scope and cost of enhancing elements of the scheme (for example additional lighting around the church). Festive Lighting have advised they will review the points raised and provide feedback and indicative costings in March / early April. - chased in May as not heard. Also issue has arisen as cable dropped	Financial: Scope of potential enhancements and associated costs have not yet been confirmed. Operational: Installation and maintenance requirements must remain achievable within existing resources and timescales.	Receipt of options and indicative costs from the lighting contractor, to inform further consideration by the Working Party.	Await response and proposals from Festive Lighting (expected March / early April).	Town Clerk		To be confirmed, subject to the scope of any agreed enhancements.
Projects delivered by external partners and monitored by officers									
North Ringwood - walking route improvements project (known as Ri6 by NFDC)	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 have confirmed that this project will be included in their programme for 2026/2027. Clerk has asked when further concept designs will be available.	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.
North Poulner and The Mount – Access and Open Space Enhancements (know as Ri9)	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 have confirmed that this project will be included in their programme for 2027/2028.	Dependency: Progress is dependent on NFDC timescales and decision-making.	Receipt of updated concept designs from NFDC and confirmation of agreed scope.	Note – monitoring update only.	Town Clerk		No direct financial implications for the Town Council.

4. Recommendation

Members are asked to note the contents of this report.

For further information, please contact:
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