

**OPEN SESSION:** There were 8 members of the public present, one of whom wished to speak on an item not on the agenda. Mr Phil King, Chairman of Ringwood Town Football Club, asked for a progress update on the Long Lane 3G pitch project. The Town Clerk reported that there continued to be difficulties with the land purchase. However, funding from developers' contributions had been allocated, and it would therefore be possible to progress the scheme as soon as the land ownership issue was resolved. Mr King informed Members that the Club had been in discussions with the rugby club about utilisation of the site and he hoped to come back to the Council with options in due course. It was noted that the cricket club was also interested in use of the site, and Mr King agreed to make direct contact in order that their needs could also be considered.

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on 18<sup>th</sup> February 2015 at 7.00pm

**PRESENT:** Cllr J D Heron (Chairman)  
Cllr W S Rippon-Swaine (Vice Chairman)  
Cllr L C Ford  
Cllr S Burgess-Kennar  
Cllr B H Terry  
Cllr G J O'Reilly  
Cllr A C Wiseman  
Cllr B Woodifield

**IN ATTENDANCE:** Steve Nash, Town Clerk  
Jo Hurd, Deputy Town Clerk

### **F/5204 DECLARATIONS OF INTEREST**

Cllr Heron declared a pecuniary interest in cheque number 2000775 as the recipient was a family member. Cllr Ford declared a non-pecuniary interest in the grant request from the Ringwood and District Twinning Association as she was a member of the Committee.

### **F/5205 MINUTES OF THE LAST MEETING**

**RESOLVED:** That the minutes of the meeting held on 21<sup>st</sup> January 2015, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5206 MONTHLY FINANCIAL REPORTS**

Members considered the Monthly Financial Reports attached to these minutes as *Annex A*.

#### **RESOLVED:**

- 1) That the list of cheque payments on the Imprest account be authorised. Cllrs Heron and Burgess-Kennar signed the report.
- 2) That the list of Petty Cash payments be authorised. Cllrs Heron and Burgess-Kennar signed the report.
- 3) That the Statement of Town Council Balances be received and noted.
- 4) That the Inter Account Transfer be authorised. Cllrs Heron and Burgess-Kennar signed the report.
- 5) That the list of Petty Cash Food Purchase and Sales for the Drop In be noted.

<b>ACTION</b> R Fitzgerald
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**F/5207  
FESTIVAL GRANTS**

The Committee considered three applications for Festival Grants (*Annex B*).

- i) Fanfare for Spring 2015 organised by Ringwood Rotary Club and Friends

Roger Bettle spoke in support of this application. He said they had received a very positive response from businesses in the town to requests for sponsorship but, as costs were expected to be higher than the previous year, it was hoped that the Council would support the application for the same amount as last year.

Members were pleased to support this successful event and thanked Roger and his team for all the work they put into its organisation.

**RESOLVED:** That, under Section 137 of the Local Government Act 1972, a grant of £1,000 be awarded to the Rotary Club of Ringwood to support Fanfare for Spring.

- ii) Ringwood Family Fun Day organised by Churches Together in Ringwood & District

Members of Churches Together presented a video of the previous year's event and explained that they hoped this year's event would be bigger and better, attracting up to 8,000 people. Members were keen to support the event, but there was some concern that the £1,500 requested was too much. Cllr Thierry wished to support the event and agreed to use his £600 District Council community grant for this purpose. In light of this, it was

**RESOLVED:** That, under Section 137 of the Local Government Act 1972, a grant of £1,085 (being 10% of the total estimated cost of the event) be awarded to Churches Together in Ringwood & District to support Ringwood Family Fun Day.

- iii) Civic Reception for French Twinners organised by Ringwood and District Twinning Association

In advance of Members considering this application, Cllr Ford offered to support the event with the remaining £100 of her District Council community grant.

In response to a question from Cllr Wiseman, it was noted that the twinning Charter was set up in 1986 and many local organisations now had direct links with Pont Audemer, including Ringwood School, RMDS and the chess, rugby, table tennis and camera clubs. The Association was trying to raise awareness and hoped to increase support from local residents.

**RESOLVED:** That, under Section 137 of the Local Government Act 1972, a grant of £300 be awarded to Ringwood and District Twinning Association to fund a Civic Reception for French twidders in May.

<b>ACTION    A Greenfield</b>
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**F/5208  
PROPOSED FEES AND CHARGES 2015/16**

Members considered a recommendation from Recreation, Leisure and Open Spaces Committee to approve proposed fees and charges for 2015/16 - OS/5526 (*Annex C*).

It was noted that costs had been increased in line with inflation. Cllr Thierry asked if any cost comparison had been carried out with neighbouring towns. Cllr Terry confirmed that a benchmarking exercise had been carried out three years ago, and some costs compared more recently, and costs were in line with other towns in the District.

Members asked for the policy relating to long-term Ringwood residents who move out of the town late in life to be reviewed. It was agreed that an item would be included on the agenda for the next meeting of the Recreation, Leisure and Open Spaces Committee.

**RESOLVED:** That the fees and charges for allotments, sports facilities, Bickerley and cemetery, as set out in Annex C, be approved and introduced from 1<sup>st</sup> April 2015.

<b>ACTION A Greenfield, N Vodden (agenda)</b>
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**F/5209  
BANNERS**

The Committee considered a recommendation from Recreation, Leisure and Open Spaces Committee on the use of lamppost banners – OS/5529 (Annex D)

It was noted that the banners promoting the French Market had been installed by the event organiser, and not the Town Council. Although no permission had been obtained for their erection, and they had now been removed, it was noted that they had been easy to read and were an effective form of advertising.

Cllr Thierry suggested that banner sites on slips roads or A roads could be distracting to drivers and it was agreed that such should be excluded.

Cllr Heron recommended some amendments to the Conditions of Use, as shown in Appendix B.

**RESOLVED:**

- 1) That the use of lamppost banners for advertising community events be approved.
- 2) That the use of the lampposts identified in Appendix A, excluding any on A roads or slips roads, be approved.
- 3) That the Conditions of Use, as amended at the meeting and attached as Appendix B, be approved.

<b>ACTION S Nash</b>
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**F/5210  
TOWN DEVELOPMENT**

Members considered the notes of the Town Centre Working Party meeting held on 3rd February (Annex E).

Cllr Burgess-Kennar reported that members of the Working Party would be conducting a short survey of businesses in the town, some of whom would be invited to the next meeting when it was hoped to identify the main concerns in the High Street and agree actions to address these.

The Working Party had recommended that income from markets be ring-fenced for use on town development. Members agreed that “appropriately used” would be a better term.

**RESOLVED:**

- 1) That the notes of the Town Centre Working Party meeting held on 3<sup>rd</sup> February be received and the actions therein be approved.
- 2) That income to the Council from markets be appropriately used for town development.

**ACTION J Hurd**

**F/5211**

**EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED:** That in view of the confidential nature of the business about to be transacted, it was advisable in the public interest that the press and public be temporarily excluded and they were instructed to withdraw (*Confidential Annex F*).

**F/5212**

**SUSPENSION OF STANDING ORDERS**

Members considered the Town Clerk's report recommending the suspension of Standing Orders in respect of the proposed new Skate Park (*Confidential Annex G*).

**RESOLVED:** That at least three companies be invited to tender for the design of the new Skate Park, in accordance with the Council's Financial Regulations and Standing Orders relating to Contracts.

**ACTION S Nash**

**F/5213**

**71 CHRISTCHURCH ROAD**

Members considered a report on the valuation of 71 Christchurch Road and the building plot to the rear, which concluded that the full value of the site could not be achieved without first resolving the access issues (*Confidential Annex H*).

**RESOLVED:** That planning consent for land at the rear of 71 Christchurch Road be maintained, but that no further action with regards to the sale of the land be taken at this time.

**ACTION S Nash**

There being no further business, the Chairman closed the meeting at 8.20pm.

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

RECEIVED  
25<sup>th</sup> February 2015

APPROVED  
18<sup>th</sup> March 2015

TOWN MAYOR

COMMITTEE CHAIRMAN

**A**

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**18TH FEBRUARY 2015**

**POLICY AND FINANCE COMMITTEE 18TH FEBRUARY 2015****LIST OF PAYMENTS FROM IMPREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JANUARY 2015**

Date	Trans No	Payee	Location	Description	Amount £
Jan					
2015-01-05	2000748	Tulip Crafts	Christmas Event	Lantern Workshop	300.00
2015-01-05	2000747	Alpha Care Ambulance Service	Christmas Event	First Aid Cover	180.00
2015-01-06	2000749	Kim Allis	Gateway	Admin services 30/12, 31/12 and 2/1/15	59.01
2015-01-07	2000751	Peter Noble	Cemetery Re Break In	Steels sheets and new lock for Cemetery door and strimmer cord	512.50
2015-01-07	2000752	Peter Noble	Cemetery Re Break In	Supply and weld new clasp on Cemetery door	218.40
2014-12-29	2000742	Hampshire County Council	Gateway	Stationery and cleaning	28.61
2015-01-09	2000754	SITA UK Ltd	Cemetery	Refuse Collection	516.43
2015-01-09	2000753	Institute Of Cem. and Crem. Management	Gateway	Cemetery Training on 28.1.15 For SN & CS	300.00
2015-01-05	2000744	New Forest Wines	Civic Service	Sherry	74.78
2015-01-07	2000750	Ringwood Motor Company Ltd	Vehicles	Repair indicators	123.57
2015-01-13	2000758	BT	Cemetery	Broadband	42.00
2015-01-13	2000759	ITEC	Gateway	Photocopying and gold support	49.15
2014-12-31	2000743	Nicholas Owen Associates Ltd	The Space	Water survey/design fee	118.80
2015-01-13	2000757	J Martin	Allotments	Refund of rent	15.00
2015-01-14	2000767	T H White	Machinery	Solid Tines	182.26
2015-01-15	2000769	Hampshire County Council	Gateway	Stationery and cleaning	97.21
2015-01-15	2000770	Hampshire County Council	Gateway	Cleaning	23.41
2015-01-15	2000768	Trevor Childs	Cemetery	Supply and fit pane of glass in Cemetery toilet window	38.00
2015-01-20	2000772	Elliott Brothers Ltd	Open Spaces	Tanalised Timber	4.87
2015-01-20	2000771	Lamps & Tubes Illuminations Ltd	Christmas Event	Supply, installation & removal of Christmas lights and completion certificate	2,010.00
2015-01-21	2000775	Robert Heron	North Poulner Road	Demolition of Drop In and tree work	3,980.00
2015-01-21	2000774	Sarum Asbestos Ltd	Old Drop In Centre	Asbestos demolition survey report	210.00
2015-01-21	2000776	New Forest District Council	The Space	Building Regs fee	646.80
2015-01-20	2000773	Fleet Line Markers	Machinery	Fleet line marker and paint	527.59
2015-01-23	2000778	Hampshire County Council	Gateway	Stationery and paper towels	39.29
2015-01-23	2000777	Elliott Brothers Ltd	Carvers Pavilion	New lock for pavilion door	21.04
2015-01-23	2000780	Wessex Water	Groundsmans House	Sewerage charge when vacant 1/12/13 - 3/2/14	33.42
2015-01-26	2000782	Central Computer Management Ltd	Gateway	Postage and packing for payslips	1.27
2015-01-26	2000781	Supplies Team	Cemetery	Ink Cartridges for Cemetery printer	35.25
2015-01-26	2000783	HH&DE Drew Ltd	Machinery	Superwhite powder	56.78
2015-01-23	2000779	Nicholas Owen Associates Ltd	The Space	Review Tender Returns for The Space	1,440.00
2015-01-26	2000784	Ringwood Carer's Group	Gateway	P&F 21/01/15 Grant towards website upgrade	325.00
2015-01-26	2000785	U-Nite Club	Gateway	P&F 21/01/15 Grant towards running costs of bi monthly meetings	300.00
2015-01-13	2000766	Ringwood Parish Church	Civic Service	Organist and heating of Church	80.00
2015-01-13	2000756	Vodafone	Groundsmen	Mobile phone bill to 8th January 2015	68.20
2015-01-29	2000786	Ringwood & Fordingbridge Skip Hire	Cemetery	Hire and collection of 8 yard skip	270.00
2015-01-02	SO	TLC On-line	Gateway	Web Site Maintenance - January 2015	80.00
2015-01-02	DD	New Forest D.C.	Cemetery	Rates - January 2015	344.00
2015-01-02	DD	Aviva	Gateway	Business Insurance - January 2015	818.99
2015-01-02	DD	Southern Electric	Carvers	Street Lighting Qtr3	65.96
2015-01-05	DD	ITEC	Gateway	Photocopier Quarterly Charge & Annual Fee	538.80
2015-01-19	Lloyds CC	Sainsburys	Christmas Event	Sweets For Elves To Hand Out	30.00
2015-01-19	Lloyds CC	Amazon	Christmas Event	Snow Fluid	25.98
2015-01-19	Lloyds CC	AJR Engraving	Tennis Courts	Keys For New Floodlight Box	38.50
2015-01-19	Lloyds CC	Reeves	Civic Service	Mince Pies	47.40
2015-01-19	Lloyds CC	NFDC	Gateway	Payroll Emoluments	1,140.00
2015-01-19	Lloyds CC	Sainsburys	Civic Service	Orange Juice, Foil, Napkins & Tablecloths	23.00
2015-01-19	Lloyds CC	Waitrose	Civic Service	Chocolates for Choir	60.00
2015-01-19	Lloyds CC	Land Registry	Dr Little Gardens	Search	3.00
2015-01-14	On-Line	Hampshire C.C.	Gateway	Pension December 2014	5,139.45
2015-01-22	On-Line	Inland Revenue	Gateway	December 2014	5,379.99
2015-01-23	Telepay	Staff	Gateway	January 2015	20,155.59
				TOTAL	46,819.30

**AUTHORISATIONS**

DATE

18th February 2015

18th February 2015

**POLICY AND FINANCE COMMITTEE 18TH FEBRUARY 2015****LIST OF PAYMENTS FROM PETTY CASH RTC ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JANUARY 2015**

Date	Voucher No	Payee	Location	Description	Amount £
<b>Jan</b>					
2015-01-01	01/01	Waitrose	Gateway	Milk	1.89
2015-01-01	01/02	Ringwood Electrical	Carvers Pavilion	Light Strip	4.68
2015-01-13	01/03	AJR Shoe Repairs	Carvers Pavilion	Key	5.95
2015-01-13	01/04	Ringwood Electrical	Carvers Pavilion	Lights	2.58
2015-01-23	01/05	Mr White UK28A	Allotments	Key Deposit Return	10.00
2015-01-23	01/06	RG Duckworth	Taxi Shelter & Notice Board	Cleaning	20.00
2015-01-21	01/07	WH Smiths	Gateway	Stationery	7.98
2015-01-21	01/08	Waitrose	Gateway	Coffee	6.00
2015-01-13	01/09	Waitrose	Gateway	Milk	2.00
2015-01-14	01/10	Verwood Surplus Stores	Temporary Drop In Centre	Door Handle & Extension Lead	12.85
2015-01-14	01/11	Boots	Gateway	Plasters	3.58
2015-01-14	01/12	AJR Shoe Repairs	Carvers	Main Gate Key	5.95
2015-01-28	01/13	Sainsburys	Gateway	Milk	1.38
2015-01-28	01/14	Waitrose	Gateway	Coffeemate	2.25
TOTAL					87.09

**LIST OF PAYMENTS FROM PETTY CASH YOUTH ACCOUNT  
FOR THE PERIOD 1ST TO 31ST JANUARY 2015**

Date	Voucher No	Payee	Location	Description	Amount £
<b>Jan</b>					
2015-01-02	01/01	Morrisons	Drop In Centre	Food Purchases To Be Sold	4.45
2015-01-07	01/02	Sainsburys	Drop In Centre	Food Purchases To Be Sold	1.29
2015-01-26	01/03	Asda	Drop In Centre	Food Purchases To Be Sold	7.18
2015-01-14	01/04	Morrisons	Drop In Centre	Food Purchases To Be Sold	5.42
2015-01-19	01/05	Morrisons	Drop In Centre	Food Purchases To Be Sold	2.32
TOTAL					20.66

**AUTHORISATIONS**

DATE

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18th February 2015-----  
18th February 2015

**POLICY AND FINANCE COMMITTEE 18TH FEBRUARY 2015****BANK BALANCES**

<b>Account Name</b>	<b>Year Ended 31/03/2014</b>		<b>As At 31/12/2014</b>		<b>As At 31/01/2015</b>
	<b>£</b>		<b>£</b>		<b>£</b>
Imprest (Current) Account	6,287		29,752		24,528
Business Account	142,313		139,520		139,550
Investment Account	150,000		300,000		280,000
Ground Floor G/Ways Rent Deposit	7,011		7,017		7,017
Petty Cash - Imprest	87		173		86
Petty Cash - Youth	50		30		50
VIC Change Float	50		50		50
Information Desk Float	0		75		75
<b>TOTAL BANK BALANCES</b>	<b>305,798</b>		<b>476,617</b>		<b>451,357</b>

**Note**

1. The bank accounts were reconciled as at 31st January 2015.
2. With reference to the Ground Floor Greenways Rent Deposit Account, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.
3. A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.
4. A nominal account has been implemented to reflect the float held by the Information Desk.



**POLICY AND FINANCE COMMITTEE 18TH FEBRUARY 2015****INTER ACCOUNT TRANSFER AUTHORISATIONS**

£

**IMPREST ACCOUNT TO BUSINESS ACCOUNT**

0

**BUSINESS ACCOUNT TO IMPREST ACCOUNT**

0

**INVESTMENTS & RE-INVESTMENTS**

2 Months

280,000

**AUTHORISATIONS**

DATE

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18th February 2015-----  
18th February 2015

**POLICY AND FINANCE COMMITTEE 18 FEBRUARY 2015****Drop In Centre Petty Cash (Food Purchases & Sales)**

	Food Purchases	Food sales	Surplus/ (-Deficit)	Cumulative Surplus/ (-Deficit)
	£	£	£	£
April	82.40	98.00	15.60	15.60
May	125.34	100.00	-25.34	-9.74
June	36.79	61.60	24.81	15.07
July	75.05	67.00	-8.05	7.02
August	62.14	56.00	-6.14	0.88
September	97.20	182.00	84.80	85.68
October	33.12	0.00	-33.12	52.56
November	52.67	114.00	61.33	113.89
December	19.98	48.50	28.52	142.41
January	20.66	37.50	16.84	159.25
February			0.00	159.25
March			0.00	159.25
<b>Total</b>	<b>605.35</b>	<b>764.60</b>	<b>159.25</b>	

NB Due to the break in at the Drop In Centre, it was necessary to replenish food stocks in May

**POLICY & FINANCE COMMITTEE – 18<sup>TH</sup> FEBRUARY 2015****FESTIVAL GRANT AID**

In the previous financial year Councillors made a provision in the budget to support festival type events.

Last year grants were awarded to:

1. The Rotary Club Of Ringwood (Fanfare For Spring 2014) £1,000
2. Churches Together in Ringwood & District (Ringwood Family Fun Day ) £800

This year we have received the following applications:

1. The Rotary Club Of Ringwood (Fanfare For Spring 2015) £1,000 requested
2. Churches Together in Ringwood & District (Ringwood Family Fun Day) £1,500 requested
3. Ringwood & District Twinning Association (Civic Reception For French Twinners) £400 requested

The budget available is £3,000.

For further information, please contact:

Alyson Greenfield, Finance Officer  
Tel: 01425 473883  
Email: [town.council@ringwood.gov.uk](mailto:town.council@ringwood.gov.uk)



Ringwood's International Festival of Street performance **B**  
Saturday MAY ~~17th~~ 2014  
16<sup>th</sup> 2015.



To, Town Clerk.

RINGWOOD TOWN COUNCIL Ringwood Town Council

GATEWAY.

THE FURLONG.

RINGWOOD.

10 DEC 2014

Dear Mr Nash,

re. FANFARE FOR SPRING. 2015

I enclose for the Council's consideration an application for grant monies in respect of FANFARE FOR SPRING 2015.

We are now in harness for this event which we all hope will be as successful this coming year as it was last May.

We are anticipating that costs will be more this time round and fund raising for the event will be more of a challenge.

The Council's support is greatly appreciated and we hope members will be sympathetic to our cause as it was previously.

Yours sincerely,



# RINGWOOD TOWN COUNCIL

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
 Tel: 01425 473883. Email: town.council@ringwood.gov.uk

## APPLICATION FOR GRANT AID

Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council.

Please complete the following questionnaire and return to the Council together with a copy of your last year's audited accounts. All sections must be completed. Please do not staple anything to the form, as it needs to be copied.

### Applicant's Details

Name of Organisation requesting grant	THE ROTARY CLUB OF RINGWOOD
Postal Address	[REDACTED]
Name of Contact	MR. ROGER BETTLE-
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

### Details of Grant Request

Amount requested	£ 1000 — 00
What is the purpose of the grant?	FANFARE FOR SPRING 2015. RINGWOOD'S INTERNATIONAL FESTIVAL OF STREET PERFORMANCE ART. TO HELP FACILITATE THE SUCCESS OF THE EVENT.
How would the people of Ringwood benefit from your receiving this grant?	THE DAN LONG STREET ENTERTAINMENT WILL PUT RINGWOOD ON THE VISITORS DESTINATION MAP. THEREBY ATTRACTING VISITORS AND SHOPPERS TO SAMPLE THE DELIGHTS TO THE TOWN.
How many Ringwood people would benefit?	1000's
Total cost of project	£ 4500 APPROX. LAST YEAR (2014) THE COST WAS IN THE REGION OF £3500. THIS YEAR WE ANTICIPATE COSTS WILL HAVE RISEN CONSIDERABLY.


**B** (i)

If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	THE ROTARY CLUB OF RINGWOOD
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**Information about your Organisation**

Membership: 37.	What facilities do you provide? JUST BRAIN & BODIES ! AND WILLINGNESS NO "FACILITIES OF OUR OWN. ....
Subscription: £ 120 pa.	
Names of competing or similar organisations	RINGWOOD & FORDING BRIDGE LIONS CLUB RINGWOOD EX TABLERS CLUB

**Funds available to your organisation**  
(apart from this grant application)

Cash in hand: £ 2779-81 HELD AS A RESERVE.	Annual income: £ 3530 (2014) INC. £1000 FROM RINGWOOD TOWN COUNCIL
Other sponsoring bodies and amounts donated by them NONE AS YET.	LAST YEAR (2014) FANFARE ALSO GENERATED £1134 IN DONATIONS WHICH WAS DIVIDED EQUALLY BETWEEN FOUR CAUSES. SCOUTS
	GUIDES. 1ST RESPONDERS. YOUNG FIRE FIGHTERS. £
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	YES. RINGWOOD RETAIL, BUSINESS & RESTAURANTS IN TOWN AND ON THE VARIOUS TRADING ESTATES
Signature of Applicant	 Date 9/12/14
Position within the Organisation:	ROTARIAN AND COORDINATOR OF FANFARE FOR SPRING.

Next Policy & Finance meeting where grant applications will be considered	
Date by which all documentation should be received to be included on the Agenda for the above meeting	

**Additional comments**

Please write any additional comments on a separate sheet..

FANFARE FOR SPRING 2015  
16<sup>th</sup> MAY 2015.

B (1)

" RINGWOOD'S INTERNATIONAL FESTIVAL OF  
STREET PERFORMANCE ART. "

<u>FUNDING BUDGET 2015</u>	BUDGET	ACTUAL
ADMINISTRATION	150-00	
P.A. SYSTEM / AUDIO / LIGHTING	300-00	
ADVERTISING.	600-00	
PRINTING.	300-00	
LICENSING / FEES.	200-00	
TRANSPORT.	100-00	
STAGING. / BARRIERS	300-00	
HOSPITALITY & HQ.	250-00	
BANNERS / DECORATIONS / BALLOONS. SWEAT SHIRTS / TOWARDS FOR STEWARDS	400-00	
PERFORMERS EXPENSES	1800-00	
SUNDRIES.	200-00	
	<u>4600-00</u>	



24 OCT 2014

# RINGWOOD TOWN COUNCIL

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

## ANNUAL PROJECT / EVENT GRANT APPLICATION

Ringwood Town Council offers grants to assist with community events within the Town, such as festivals, fetes, fairs, music, arts etc. Please note that this application for a grant does not necessarily entitle your organisation to an award and any funds given are at the discretion of Ringwood Town Council. The information provided by applicants may be published on the Council's website. Signatures will be redacted; please indicate on the form if any contact information is private. All sections must be completed. Please do not staple anything to the form, as it needs to be copied.

This form and all supporting documents should be returned to the address above.

### Section 1: ORGANISATION DETAILS

<b>1. Name of Organisation:</b>		Churches Together in Ringwood and District	
<b>2. Contact Details</b>			
Name:	Adam Skirton		
Position:	Senior Pastor Poulner Baptist Chapel		
Address:	[REDACTED]		
Postcode:	[REDACTED]	Telephone:	[REDACTED]
E-mail:	[REDACTED]		
<b>3. How is your group constituted? Eg voluntary organisation, charity, other (please specify)</b>			
Churches Together in Ringwood and District			
<b>4. Please provide details on the background to your group and its aims and objectives:</b>			
For Churches Together in Ringwood and District to organise a free, fun day enabling us to support the whole community, and bringing everyone together. Similar to, but bigger than the one last year. Expecting about 8000 people.			
<b>5. If the organisation is successful in securing a grant, to whom should the cheque be made payable?</b>			
Poulner Baptist Chapel			



**B**(ii)**Section 2: PROJECT / EVENT DETAILS**

<b>1. Name of Project / Event</b>	Ringwood Family Funday
<b>2. Description of Project / Event including its aims, objectives and duration:</b>	
A free, fun event for the whole community – food, music, bouncy castles, entertainment etc	
<b>3. Location of Project / Event (NB must be in Ringwood)</b>	The Bickerley
<b>4. Anticipated Frequency of Project</b> <i>eg once only, annual, other (please specify)</i>	Annual
<b>5. Please indicate how the Project / Event will be managed</b> <i>eg volunteers, other (please specify)</i>	
Volunteers – from the churches <b>Last year we had about 150</b>	
<b>6. Please explain how the community will benefit from your Project / Event.</b>	
Having a free, fun event that will bring the community together. Local businesses and Community groups able to advertise too (but not take money on the day in order to maintain the value of everything being free).	
<b>7. Are there any particular areas of the community that will be focused on or excluded?</b> <i>eg disabled / disadvantaged / ethnic groups</i>	
Should be accessible to all.	
<b>8. If applicable, who owns the land and/or building where the Project / Event will take place?</b>	
Council kindly already given permission	
<b>9. Please explain how you plan to publicise the Project / Event before, during and after it takes place?</b>	
Schools, Activity groups such as Scouts, Brownies, Cadets and other children's groups Facebook page Local Radio, Shops and businesses, Newspapers (3 press releases in Ringwood and Fordingbridge News last year), Churches etc	
<b>10. Would the Project / Event still take place if the application was only partially awarded or unsuccessful?</b>	<b>Yes / <input checked="" type="checkbox"/> (delete as applicable)</b>
Yes – but not on the scale we would like, therefore not being as effective in achieving the objectives	
<b>Note: As a condition of any grant all publicity and advertising material must show that Ringwood Town Council has provided sponsorship to assist the project.</b>	

**Section 3 - FINANCE**

<b>1. If applicable, how is your organisation currently funded:</b>																																																	
Giving from the churches																																																	
<b>2. What is the total cost of the Project / Event?</b>	£ 10,850																																																
<b>3. How much are you requesting from Ringwood Town Council:</b>	£ 1,500																																																
<b>4. Will there be a charge for members of the community to attend / take part in the Project / Event? If so, please provide details.</b>																																																	
Free – this is really important to us - that the whole community is able to come together and have a really fun day, regardless of financial status																																																	
<b>5. Please provide a breakdown of budgeted costs and possible revenue for the Project / Event</b>																																																	
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>Advertising</td><td align="right">£</td><td align="right">300.00</td></tr> <tr><td>Bouncy Castles</td><td align="right">£</td><td align="right">900.00</td></tr> <tr><td>Cooking equip</td><td align="right">£</td><td align="right">300.00</td></tr> <tr><td>Crafts</td><td align="right">£</td><td align="right">500.00</td></tr> <tr><td>Food</td><td align="right">£</td><td align="right">3,000.00</td></tr> <tr><td>Insurance</td><td align="right">£</td><td align="right">750.00</td></tr> <tr><td>Kitchen build</td><td align="right">£</td><td align="right">300.00</td></tr> <tr><td>Marquees</td><td align="right">£</td><td align="right">1,500.00</td></tr> <tr><td>PA Equip hire</td><td align="right">£</td><td align="right">1,000.00</td></tr> <tr><td>Plumbing</td><td align="right">£</td><td align="right">200.00</td></tr> <tr><td>Power</td><td align="right">£</td><td align="right">350.00</td></tr> <tr><td>St Johns</td><td align="right">£</td><td align="right">150.00</td></tr> <tr><td>Toilets</td><td align="right">£</td><td align="right">400.00</td></tr> <tr><td>t-shirts</td><td align="right">£</td><td align="right">200.00</td></tr> <tr><td>Contingency</td><td align="right">£</td><td align="right">1,000.00</td></tr> <tr><td></td><td align="right"><b>£</b></td><td align="right"><b>10,850.00</b></td></tr> </table>		Advertising	£	300.00	Bouncy Castles	£	900.00	Cooking equip	£	300.00	Crafts	£	500.00	Food	£	3,000.00	Insurance	£	750.00	Kitchen build	£	300.00	Marquees	£	1,500.00	PA Equip hire	£	1,000.00	Plumbing	£	200.00	Power	£	350.00	St Johns	£	150.00	Toilets	£	400.00	t-shirts	£	200.00	Contingency	£	1,000.00		<b>£</b>	<b>10,850.00</b>
Advertising	£	300.00																																															
Bouncy Castles	£	900.00																																															
Cooking equip	£	300.00																																															
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Contingency	£	1,000.00																																															
	<b>£</b>	<b>10,850.00</b>																																															
<b>6. Please list any other sponsoring bodies and amounts donated:</b>																																																	
Last year the churches gave																																																	
<b>7. Are you applying to any other sponsoring bodies for funding? If so please give details.</b>																																																	
Supermarkets to donate food – last year they gave small amounts More £ coming from the churches Other funding bodies we might find																																																	

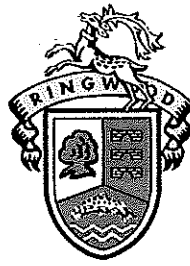
**B**(ii)**Section 4 – ENCLOSURES (WHERE APPLICABLE)**

<b>Most recent annual audited accounts</b>	<input type="checkbox"/> / No (delete as applicable)
<b>Public liability insurance and amount of cover</b>  In process	<input type="checkbox"/> / No (delete as applicable) £
<b>Vehicle Insurance</b>	<input type="checkbox"/> / No (delete as applicable)
<b>Health &amp; Safety Policy</b>  In process	<input type="checkbox"/> / No (delete as applicable)
<b>Constitution</b>	<input type="checkbox"/> / No (delete as applicable)
<b>Any other relevant material</b>  Flier and programme from last year You tube – Ringwood Family Funday <a href="http://www.youtube.com/watch?v=emxJ7kZMhOw">http://www.youtube.com/watch?v=emxJ7kZMhOw</a>	Yes / <input type="checkbox"/> (delete as applicable)

**Section 5 – DECLARATION**

<b>I confirm that to the best of my knowledge the above information is correct, that the Project / Event will be carried out as described and Ringwood Town Council sponsorship, if awarded, will be incorporated in publicity and advertising materials.</b>			
<b>Signature</b>	<input type="checkbox"/>	<b>Date</b>	22/10/14
<b>Name</b>	Adam Skirton		
<b>Position</b>	Fun day committee member		
<b>This form and all supporting documents should be returned to Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT</b>			

29 JAN 2016



## Ringwood Town Council Grant Aid

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

### APPLICATION FOR GRANT AID

#### Applicant's Details

Name of Organisation requesting grant	RINGWOOD AND DISTRICT TWINNING ASSOCIATION
Postal Address	[REDACTED]
Name of Contact	[REDACTED]
Contact's telephone number	[REDACTED]
Contact's email:	[REDACTED]

#### Details of Grant Request

Amount requested	£ 400
What is the purpose of the grant?	CIVIC RECEPTION FOR FRENCH TWINNERS FROM POYT-ANDEMER 23/05/2015.
How would the people of Ringwood benefit from your receiving this grant?	CULTURAL EXCHANGE BETWEEN FRANCE AND ENGLAND


**B** (iii)

How many Ringwood people would benefit?	200+
Total cost of project	£ 1,000
If the organisation were to be successful in securing a grant, to whom should the cheque be payable?	RINGWOOD TWINNING ASSOCIATION

**Information about your Organisation**

Membership: 16	What facilities do you provide?
Subscription: £10 PER HEAD	
Names of competing or similar organisations	NONE

**Funds available to your organisation**  
(apart from this grant application)

Cash in hand: £ 7 BANK £ 900 APPROX	Annual income: £ 140	
Other sponsoring bodies and amounts donated by them	NONE	£ NIL
		£
		£
Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.	NO	
Signature of Applicant		Date 28/1/2015
Position within the Organisation:	CHAIRMAN	

Next Policy & Finance meeting where grant applications will be considered	Office use only
Date by which all documentation should be received to be included on the Agenda for the above meeting	

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.

**RINGWOOD TWINNING ASSOCIATION**  
**UNAUDITED INCOME AND EXPENDITURE ACCOUNT**  
 Period ending 31st March 2014

**INCOME**

	£
Subscription	140.00
Socials	576.50
Raffles	40.00
Other	30.00
	<u>786.50</u>

**EXPENDITURE**

	£
Visits	800.05
Socials	£342.58
Administration	£40.92
Other	£0.00
	<u>1183.55</u>

Excess income over expenditure:

-397.05

31/03/2014

	£
HSBC Current Account	£1,330.04
Cash in Hand	£8.19
	<u>1338.23</u>

31/03/2013

	£
Uncashed Cheque (cashd 24/4/13)	-13.60
Bank	1740.69
Cash	8.19
	<u>1735.28</u>

Examined by Sarah Nye BSc (Hons) CMIIA



18/3/2014

**RECREATION, LEISURE AND OPEN SPACES COMMITTEE**  
**3<sup>rd</sup> December 2014**  
**PROPOSED FEES AND CHARGES FOR 2015/16**

**ALLOTMENTS**

SITE		2014/15 Residents	2014/15 Existing Non Residents	Proposal for 2015/16 Residents	Proposal for 2015/16 Existing Non Residents
Southampton Road	Full Plot	£37.00	£74.00	£37.50	£75.00
Southampton Road & Hightown Road	Half Plot	£23.50	£47.00	£24.00	£48.00
Hightown Road	Mini Plot	£11.75	-	£12.00	-
Upper Kingston	Full Plot	£43.00	£86.00	£43.50	£87.00
Upper Kingston	Single Plot	£26.75	£53.50	£27.00	£54.00

The Council has agreed that from April 2009 fees for non-resident Ringwood allotment holders will be double that charged to residents the increase to be phased in over 5 years.

**SPORTS FACILITIES - CARVERS**

<b>Cricket</b>	<b>Proposal for 2015/16</b>
Block Booking: £68.50 per match – seniors £34.25 per match – juniors	£70.00 £35.00
Casual Booking (plus VAT): £78 – seniors at w/ends and full weekdays £72 – seniors weekday evenings £48 – juniors at w/ends and full weekdays £43 – juniors weekday evenings	£80.00 £74.00 £49.00 £44.00

**LONG LANE**

<b>Football</b>	<b>Proposal for 2015/16</b>
Block Booking: £64 per match - seniors £32 per match - juniors £73 per session – mini – use of 5 pitches	£65.00 £33.00 £74.00
Casual Booking (plus VAT): £72 per match - seniors £32 per match - juniors	£74.00 £33.00

**BICKERLEY**

Each overnight stay (plus cost of portable toilet)	£125	<b>Proposal for 2015/16</b> £127
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# C CEMETERY FEES

1A	Interment	Dimension	2014/15	Proposal for 2015/16
1	Child not over 16 years *	2.44m/8' deep	No charge	No charge
2	Person over 16 years *	2.44m/8' deep	£270 / £1080	£275 / £1095
3	Burial of Ashes	0.60m/2' deep	£135 / £540	£138 / £548
4	Scattering of Ashes	N/A	£56 / £224	£56 / £225

- Excluding grave digging

1B	Purchase of Reserving Exclusive Right of Burial for 5 yrs In Grave Space in Cemetery	2014/15		Proposal for 2015/16	
		Dimensions			
1	Earth Grave	2.44m/8' deep	£437/£1748	£ 440 / £1760	
2	Infant's grave	1.22m/4' deep	£195/£780	£197 / £788	
3	Construction of Walled Grave or Vault in Old Section only	2.44m/8' deep	Cost to be borne by Applicant	Cost to be born by Applicant	

1C	Renewal of Reserving Exclusive Right of Burial for 5 years in Grave Space in Cemetery	Proposal for 2015/16
1	Earth Grave	£75
2	Infant's Grave	£35

1D	Purchase of Exclusive Right of Burial for 30 yrs at time of interment In Grave Space in Cemetery	2014/15		Proposal for 2015/16	
		Dimensions			
1	Earth Grave	2.44m/8' deep	£ 437 / £1748	£ 440 / £1760	
2	Infant's grave	1.22m/4' deep	£195 / £780	£197 / £788	
3	Construction of Walled Grave or Vault in Old Section only	2.44m/8' deep	Cost to be borne by Applicant	Cost to be born by Applicant	

1E	Purchase of Exclusive Right of Burial of Ashes for 5 yrs in the New Garden of Rest. *Each single plot has a plot number. **Each double plot has two consecutive single plot numbers	Price per plot 2014/15	Proposal for 2015/16
	Per Single Plot	£118/£472	£120/£480
	Per Double Plot	£235/£940	£240/£960

1F	Renewal of Exclusive Right of Burial of Ashes for 5 years in New Garden of Rest	Proposal for 2015/16
1	Single Ashes Plot	£27
2	Double Ashes Plot	£54

1G	Purchase of Exclusive Right of Burial of Ashes for 30 yrs at time of interment in the New Garden of Rest. *Each single plot has a plot number. **Each double plot has two consecutive single plot numbers	Price per plot 2014/15	Proposal for 2015/16
	Per Single Plot	£118/£472	£120/£480
	Per Double Plot	£236/£944	£240/£960



NOTE: FEES ARE QUADRUPLED FOR NON-PARISHIONERS (FEES IN RED)

C

<b>1H</b>	<b>Cemetery and Memorial Search Fees</b>	First 15 minutes free of charge, thereafter <b>£39</b> per hour. Proposal for 2015/16 <b>£40</b>
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## 2A APPLICATION FOR A MEMORIAL IN PURCHASED GRAVES ONLY

		Price for 2014/15	Proposal for 2015/16
Headstone with base Book Memorial Lawn type headstone or other memorial Name plaque on grave	900 x 300 x 900mm 3' x 1' x 3'	<b>Unconsecrated</b> £134 / <b>£536</b>	£135 / <b>£540</b>
Headstone with base Book Memorial, Lawn type headstone or other memorial, Name Plaque on grave and Charge to meet faculty in Consecrated Ground where work is required to monuments payable with memorial fees		<b>Consecrated</b> £390 / <b>£1560</b>	£395 / <b>£1580</b>
Vase with name inscribed		£62 / <b>£248</b>	£63 / <b>£252</b>
Each inscription after the first		£62 / <b>£248</b>	£63 / <b>£252</b>
Photo plaque on headstone		No charge	No charge
Flat stone (where no room on an existing memorial for added inscription)	12" x 18"	£72 / <b>£288</b>	£73 / <b>£292</b>

## 2B Memorials in New Garden of Rest for Purchased Cremation Plots

Each single plot has a plot number Each double plot has two consecutive plot numbers	Memorial size 22" x 11" x 4" 550 x 275 x 101mm	£72 / <b>£288</b>	£73 / <b>£292</b>
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## 2C Memorials in Old Garden of Rest (note size differs)

Single plot size	Memorial size 24" x 12" x 4"	£72 / <b>£288</b>	£73 / <b>£292</b>
Faculty for Exhumation in Consecrated Ground		£230	£235

## REPORT TO RECREATION LEISURE AND OPEN SPACES COMMITTEE 4<sup>th</sup> February 2015

### BANNER PROJECT (REVISED)

#### 1. Introduction

The Town Council supports a variety of groups within the town through funding but then fails to support those same groups in promoting themselves by restricting how they advertise within the town. This is very understandable as without sufficient controls in place the town would quickly become a haven for fly posters and unregulated signage. The regular events put on by local theatre groups are well placed around the town on highly visual boards which remain in place for some considerable time and receive different treatment to banners placed out by other charitable groups. This lack of continuity does not sit well with members of the community but the solution may be simpler than it may seem.

The opportunity here is to allow promotion to local charitable groups while controlling how that information is displayed and in future potentially generating some income for the Town Council. If we fail to support these groups in promoting their activities they are in danger of failing to sustain themselves because of poor advertising, which in turn will mean less numbers supporting local events.

#### 2. Roadside Banners

While roadside banners are amongst the most visual they are low down and open to vandalism and are often placed near road junctions or roundabouts drawing attention away from drivers entering those junctions and potentially creating a hazard.

Because they are easy to put up they are often larger than required and carry huge amounts of information which requires more time for people to read them. They are all different types of shapes and sizes which means the majority of the time they are ill fitting to their location and not well presented.

#### 3. Control Opportunity

A car park will never be a 'pretty area' to walk through or relax despite the greenery that is in place and the hedging that surrounds it. So to use a car park as a place to set out some well positioned, well thought out, set sized banners is unlikely to upset anyone or spoil views, while providing a valuable service to the community groups which operate within the town.

With thousands of visitors passing through the car parks of Ringwood every day we are throwing away an opportunity to inform people of events, when we have a virtual captive audience coming to an advertising space.

#### 4. Examples

There are examples of 'lamppost banners' attached to this document which would provide us with opportunities in a variety of ways, by:

- i Allowing us to control the size and location of banners
- i Allow us to control the length of time banners are in place
- i Allow us to limit the number of banners provided
- i Allow us to promote local groups and events
- i Allow us to promote our own events and services
- i Provide an opportunity to sell advertising space
- i Ensure banners are well fitted
- i Create a more vibrant space

# D

## 5. Other Examples

Both small towns and cities use lamppost banners very effectively, not only to promote events, but also as 'Welcome' signs to their towns and to give out seasonal messages. The city of Bath which is a World Heritage Site uses banners to promote a variety of events within the city and probably has fewer issues with roadside banners than we have here in Ringwood.

## 6. New Locations

Following the trial of 2 lampposts in the short stay car park to promote the Council's Christmas event and no complaints received from any direction it is recommended that the use of banners be extended and that a more formal arrangement be entered into with local organisations over their use (*Appendix B*). Potential locations are shown on a map *Appendix A* to this report which would provide sufficient coverage for the whole town and could be used by all local groups in a controlled way.

## 7. Permissions

The lampposts are owned by NFDC, HCC and Highways. The initial trial period was easy to get permission for but we will need to apply for long term permissions if this is to become a more permanent arrangement. There is a set procedure for this which other councils in the county have followed and can be achieved in the next few months if Councillors approve.

## 8. Funding

There is no additional need for funding at this time outside of existing budgets and grants which will be available for advertising and promotion. The Town Council is only supplying the brackets for the posts and obtaining the permissions needed to hang those brackets. Our own staff are able to hang the banners fairly simply and that can be programmed so as not to interrupt the normal workload of the grounds team. However, Councillors should consider a small charge for hanging once the project becomes more popular with local event organisers.

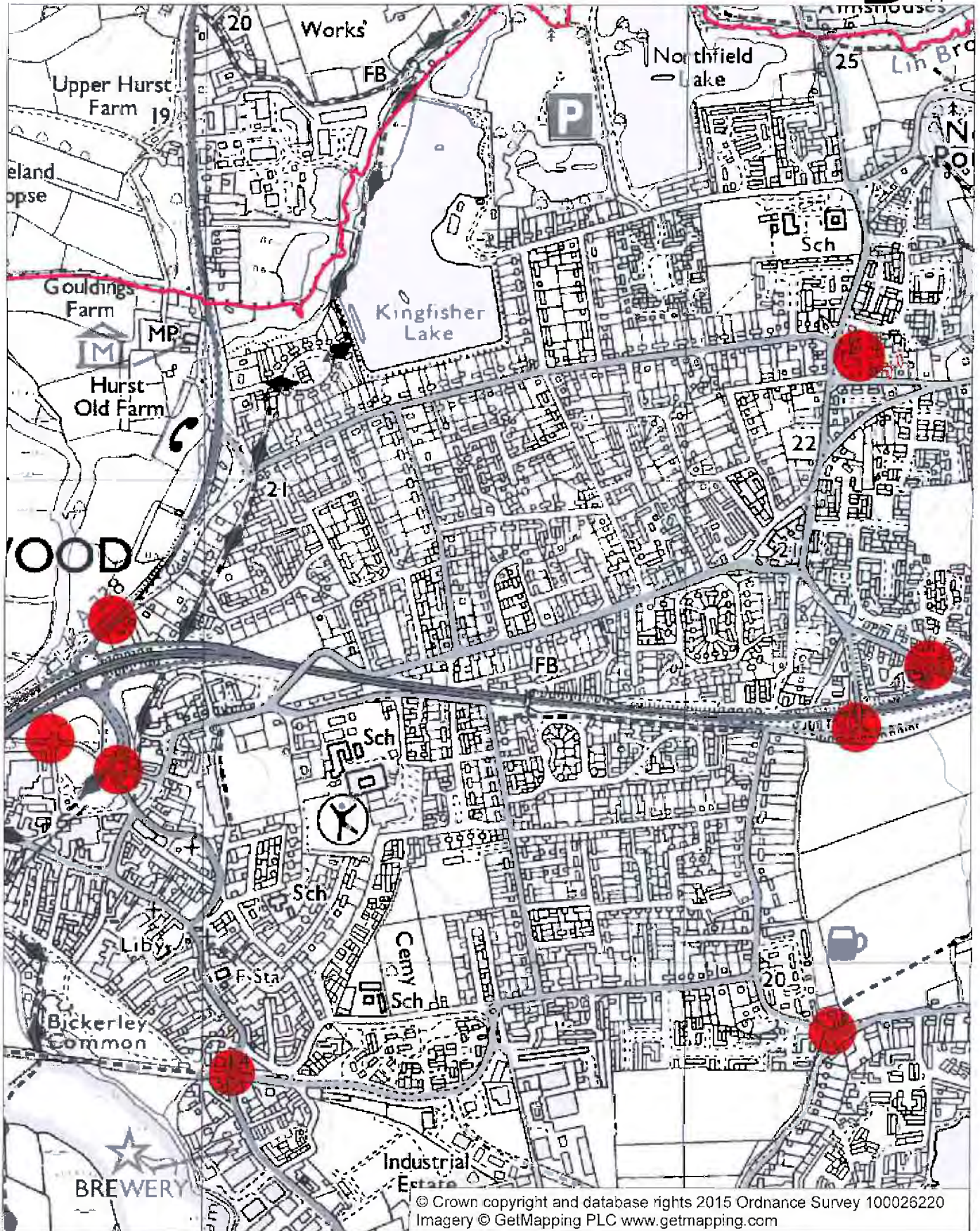
## 9. Recommendation

It is RECOMMENDED that:

- i) The use of lamppost banners for advertising community events as outlined in this report be approved.
- ii) That the use of the lampposts identified in Appendix A be approved.
- iii) That the Conditions of Use, as outlined in Appendix B, be approved.

For further information, please contact:

Steve Nash  
Town Clerk  
01425 484720  
steve.nash@ringwood.gov.uk



Ringwood Town Council

[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

Title Proposed Lamppost Banner Locations

Date 29/01/15

Scale 1:10583

## **Banner Advertising Conditions of use**

While not a comprehensive list the information below is provided to outline the general use of lamppost banners around Ringwood Town. It does not include lampposts owned privately and does not include any other lamppost other than those indicated on the attached map (Annex A).

1. An application form must be completed at least 28 working days prior to intended use and receipt confirmed by the Town Council.
2. An example of the design to be used must be provided along with the application (the application will not be confirmed without this).
3. Only banners complying with the technical specifications attached may be used. Where banners do not comply, the Town Council reserves the right to refuse use of its registered lampposts.
4. The banners may only be displayed a maximum of One Month prior to an event and will be taken down **no later than 10pm on the fifth day following the event**.
5. Where there is another event request within one month of each other the display period may be shortened to support both events and provide a 'down period' **of a minimum of 48 hours** where no advertising is available.
6. The size of the banner must comply with the technical specification attached. While other sizes are permissible there will be a fee applied to each banner which requires adjustment upon application.
7. Banner information must be minimal in text and should be limited to 'Event Title, Date, Time, Location. It may carry contact details of the organiser only as a phone number or email.
8. As per the specification, each banner must have a 'tie point' to secure the banner from slipping off. Where banners require additional intervention to repair, remove or secure them, then a fee will apply for this service.
9. Banners which become damaged during the display period will be removed as soon as is reasonably practical and only be replaced if another banner is provided at this time. If a replacement banner becomes available after removal of a damaged banner then a fee will be charged for hanging.
- 10. Ringwood Town Council reserves the right to refuse permission if, in the Council's opinion, the content is inappropriate.**
- 11. No banner site shall be used for political purposes during the Purdah period.**  
(Note: Cllr Heron will check this condition is valid under electoral law and will be removed if not appropriate).

## Town Centre Working Party

### Notes of meeting held on 3<sup>rd</sup> February 2015

Present: Cllr S Burgess-Kennar  
Cllr C Ford  
Cllr G O'Reilly  
Cllr A Wiseman  
Jo Hurd

#### 1. Minutes of Last Meeting

**AGREED:** That the notes of the meeting held on 11<sup>th</sup> November 2014 were approved as a correct record.

#### 2. Terms of Reference

Members considered the draft Terms of Reference for the Working Party. It was noted that, although the Working Party would report to the Planning, Town & Environment Committee, there would also need to be close liaison with the Recreation, Leisure & Open Spaces Committee, particularly with reference to events and markets. It was agreed this should be reflected in the Terms of Reference.

**AGREED:** That the Terms of Reference attached as *Annex A* be approved.

#### 3. Funding

The Town Clerk had suggested that income from the French and Italian markets (and any other markets that may be organised) could be ring-fenced for use on town development.

If a Town Partnership could be established, membership would be by subscription creating a fund for town development.

There may be grants available for specific projects, such as a Town Trail (see item 6), although it may be necessary for a Town Partnership to be formed in order to access some sources of funding.

**RECOMMENDED:** That income to the Council from markets be ring-fenced for use on town development.

#### 4. Partners

A list of potential partners was identified, including local businesses, community organisations and other authorities. It was agreed that a selection of these would be invited to the next meeting of the Working Party to consider a way forward for town development.

In order to identify possible partners in the town centre, and to get a feel for some of the key issues and whether businesses would be interested in becoming members of a Town Partnership, Members agreed to conduct a short door-to-door survey.

**AGREED:** That the Deputy Town Clerk write a short questionnaire for Members of the Working Party to conduct a survey of shops and businesses in the town centre.

# E

## 5. Working with New Forest District Council

The Deputy Town Clerk summarised a meeting she and the Town Clerk had attended with the District Council's Employment and Tourism Manager Tony Climpson and Project Assistant Carol Seymour.

Historically, the District Council has struggled to engage with Ringwood businesses and they were hoping to work with the Town Council to improve this. Brand New Forest and the New Forest Business Partnership (NFBP), both managed by NFDC, are examples of opportunities available to businesses to network, share knowledge and market themselves to a wider audience.

It was suggested that, if a Town Partnership could be established, this could then become part of the NFBP, a Ringwood chapter so to speak, giving an opportunity to feed in and influence the wider picture.

## 6. Ideas for Town Development

A list of ideas was considered (*Annex B*).

Members were keen that more should be made of the history of the town, perhaps in the shape of a town trail. It was hoped that the local history group at the Meeting House (Dennis Whitfield) could assist in putting this together. This could include reference to glove making, lace making, brewing, watercress, brickworks and pottery to add interest. Cllr Wiseman suggested that an historical Time Line could also be developed and displayed somewhere in the town.

It was noted that the Council was already working to increase the number of events and markets and to improve the existing market, which would bring more people into the town. Increased publicity of the events would promote the town as a whole.

Members agreed it would be important to establish the current situation in the town so that success could be monitored. It was noted that two former consultants from Towns Alive had formed People and Paces Partnership and were offering services such as National Town Centre Benchmarking, Partnership Development & Local Leadership and Business & Visitor Surveys.

Members also discussed the need to identify the types of new businesses/shops local people would like to see in the town.

It was noted that Cllr O'Reilly was in the process of compiling a list of all businesses in the town, which she would be happy to share with the Council when complete.

## 7. Next Meeting

**AGREED:** That the next meeting be held before the end of March (date to be agreed) and that a selection of local businesses be invited to discuss the formation of a Town Partnership and the way forward for town development.

**RINGWOOD TOWN COUNCIL**  
**TERMS OF REFERENCE**  
**TOWN CENTRE WORKING PARTY**

**Purpose**

To be an advisory working party in respect of town centre development, to enable research and discussion on town centre management issues and to coordinate, support and develop initiatives to reinvigorate and strengthen the town centre.

**Membership**

The working party will be made up of four Town Councillors, with support from the Deputy Town Clerk.

In addition, partners will be identified from local businesses, community organisations and other authorities, with the objective of establishing a Town Centre Partnership.

**Reporting Arrangements**

Minutes of all working party meetings will be reported to the Planning, Town & Environment Committee, to which the working party will make recommendations for approval.

Close liaison with the Recreation, Leisure & Open Spaces Committee will be required, particularly with regard to events and markets.

**Key Tasks**

- i To identify partners from local businesses, community organisations and other authorities and work in partnership on all issues relating to town centre development.
- i To identify and follow up funding opportunities to implement town centre development proposals.
- i To review/action relevant issues in the Ringwood Town Plan and Strategic Implementation Programme.
- i To identify issues of concern, research best practice and identify potential solutions.
- i To identify unique qualities of the town and create a distinctive brand.
- i To promote the town to residents and potential visitors.



## Town Centre Development – Ideas!

### Promotion

Town brand

Promotional material – town guide

Marketing campaign

New town centre map

Interactive digital map

Town Trail

Website

### What is unique?

Traditional Market town of the New Forest – market charter dates back to 1226

Western gateway to New Forest

Crossing point of the River Avon

History of the town

### Markets/Events

Improve and develop charter market

Organise more speciality markets in town centre

Encourage local food and craft producers to trade in town centre

Regular events and street entertainment

Coordinate events with other towns – share resources

Free WiFi in town centre – to assist with wayfinding, promote events and offers (e.g. Brand New Forest app)

Promote use of 'click and collect' points to encourage footfall – Boots, Waitrose (John Lewis), Sainsbury's etc.

### Pop up shops

Community/temporary use of vacant units

### Parking

Is there enough

2 hours free?

Park and ride for events

### Town Partnership / Business Partnership

### Town Development Manager

### Business database

Improve communication and networking

### Work with NFDC and other New Forest towns

New Forest Business Partnership – Ringwood section

### BID (Business Improvement District)

### Surveys

Need to establish current situation so that success can be monitored, e.g. footfall, vacant shop rates, visitors opinions, business confidence

### Safe and attractive environment

Improve street furniture, planting, paving

Pedestrianisation?