

## Officer Decision Record – 14.10.2025

### Ringwood Depot Accommodation Refurbishment Project

Classification	Public
<b>Decision taken</b>	<b>Transfer up to £350,000 of the £500,000 earmarked in the Council's Capital Programme to support welfare improvements across the Council's depot estate to the Ringwood Depot Accommodation Refurbishment project.</b>
Reasons for the decision	<p>The Ringwood Depot Accommodation Refurbishment project seeks to provide a significant improvement to the existing facilities, which are at end of economic life and no longer fit for purpose. The project was originally allocated £250,000 of capital funding in the 2025/2026 financial year, but following a reassessment of the project scope, extensive market testing and end user engagement, this budget is not proportionate to the scale of improvements required to the site.</p> <p>At Cabinet on Wednesday 2 July 2025, it was stated that there had been positive variations within the General Fund totalling £3.366 million, that would enable £500,000 to be allocated to the Capital Programme for welfare improvements across the Council's depot estate.</p> <p>By supplementing the existing budget, the improvement works can take a whole-site approach, and include enhancements to lighting, fencing, site layout and bay markings, washdown repairs, the install of a washdown screen, and new storage facilities. It will also ensure that adequate provision of welfare facilities can be provided to frontline staff working at this depot.</p>
Consultations undertaken	On 14 July 2025, the Cabinet approved the addition of £500,000 to the Capital Programme to facilitate improvements across the Council's depot estate.

	<p>At the Waste Programme Board on 8 October 2025, the Board, including the Portfolio Holder for Corporate and Finance, endorsed the allocation of up to £350,000 of these additional funds to contribute to the Ringwood Depot Accommodation Refurbishment project.</p> <p>This project will therefore have a total budget of up to £600,000, which includes appropriate contingency.</p> <p>A minimum of £150,000 of the additional £500,000 remains available for investment into welfare improvements at other Depot sites.</p>
Finance and Resourcing implications	There are no financial implications over and above those set out within this decision record. The project is adequately resourced from existing establishments.
Legal implications	There are no legal implications as a result of this decision.
Risk assessment	A detailed Risk Register has been produced to highlight potential risks, their impacts, and ways that these risks can be mitigated. This is linked within the Background Papers section of this Decision Record.
Impact assessment	<p><b>Environmental, Climate, and Nature Impact</b></p> <p>The new facility will incorporate a range of sustainable features, including LED lighting, a photovoltaic (PV) array, and Waste Water Heat Recovery systems for showers. These enhancements will deliver a significantly more energy-efficient building compared to the existing accommodation.</p> <p><b>Equalities Impact</b></p> <p>The upgraded accommodation will provide sufficient toilet, washroom, drying, and changing facilities to meet the needs of the projected headcount who will be using the site. This addresses current shortfalls and ensures full compliance with workplace regulations,</p>

	<p>promoting a more inclusive and equitable environment for all staff.</p> <p><b>Crime and Disorder Impact</b></p> <p>The project specification includes substantial improvements to site security, such as enhanced pedestrian and vehicle entry controls, and expanded CCTV coverage. These measures address existing security deficiencies at Ringwood Depot, and draw on best practices established at Hardley Depot.</p> <p><b>Data Protection, Information Governance, and ICT Impact</b></p> <p>The scope of the project includes upgrades to ICT infrastructure, such as the installation of an additional line to improve connectivity, compliant data cabling, and improved integration with card access systems. These enhancements will strengthen data protection and support robust information governance.</p> <p><b>New Forest National Park impact</b></p> <p>There are no impacts.</p>
Any conflict of interest by officer taking the decision	No
Decision taken by	<p>Alan Bethune, Strategic Director Corporate Resources and Transformation</p> <p>Alan Bethune</p> <p>Date of Decision: 14.10.2025</p>
Background information	
Ward(s)	All
Portfolio Holder(s)	Councillor Jeremy Heron – Finance and Corporate

Strategic Director(s)	Alan Bethune, Strategic Director Corporate Resource and Transformation
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**Appendices**

None

**Background Papers:**

Capital Board 30.09.25 -  
Ringwood Depot Slide Deck

Report of Cabinet - 2 July 2025

Ringwood Risk Register