

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

Tel: 01425 473883

www.ringwood.gov.uk

PLANNING, TOWN & ENVIRONMENT COMMITTEE

Dear Member

1st April 2021

A meeting of the above Committee will be held on **Friday 9th April 2021** at 10.00am and your attendance is requested.



Mr C Wilkins
Town Clerk

Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the "Zoom" technology. Councillors are encouraged to join in good time ready for a start of the meeting proper at 10.00am. In the event of difficulty joining please contact Jo Hurd, Deputy Town Clerk on (01425) 484721 or by sending an email to jo.hurd@ringwood.gov.uk.

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Jo Hurd, Deputy Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/82882725620?pwd=cWJ6ZERBaFlaOTRDSjhaMHpaQkY0QT09>

Meeting ID: 828 8272 5620 Passcode: 909945

AGENDA

1. PUBLIC PARTICIPATION

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 5th March 2021

5. PLANNING APPLICATIONS

To consider applications and to note applications determined under delegated powers
(*Report A*)

6. NEIGHBOURHOOD PLAN

- i) To note Action Plan approved by the Steering Group (*Report B*)
- ii) To approve updated Terms of Reference (*Report C*)

7. STRATEGIC SITES

To receive an update regarding development of allocated sites

8. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

To receive a verbal update on progress from Cllr Deboos

9. A31 IMPROVEMENT SCHEME

To receive the notes of the meeting with Highways England on 25th March 2021
(*Report D*)

10. PROJECTS (current and proposed)

To consider the officers' report (*Report E*), receive any verbal updates and agree next steps where necessary

11. NFDC/NFNPA PDCC

To review applications that are due before NFDC/NFNPA Planning Development Control Committee

If you would like further information on any of the agenda items, please contact Jo Hurd, Deputy Town Clerk, on (01425) 484721 or email jo.hurd@ringwood.gov.uk.

Committee Members

- Cllr Philip Day (Chairman)
- Cllr Rae Frederick (Vice Chairman)
- Cllr Andrew Briers
- Cllr Gareth Deboos
- Cllr Hilary Edge
- Cllr Peter Kelleher
- Cllr Gloria O'Reilly
- Cllr Tony Ring
- Cllr Glenys Turner

Student Advisors

Permission (1)	Recommend Permission, but would accept planning officer's decision
Refusal (2)	Recommend Refusal, but would accept planning officer's decision
Permission (3)	Recommend Permission
Refusal (4)	Recommend Refusal
Officer Decision (5)	Will accept planning officer's decision

The Use Classes Order: Summary

- A1 Shops
- A2 Financial and Professional Services
- A3 Food and Drink

- B1 Business, including offices, research and development and light industrial
- B2 General industrial building
- B3 Special industrial: alkalis etc
- B4 Special industrial: smelting etc
- B5 Special industrial: bricks etc
- B6 Special industrial: chemicals etc
- B7 Special industrial: animal products etc

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Number	Name	Address	Proposal	Due date	P.O. brief	Recommendation
						Permission (1) Recommend Permission, but would accept planning officer's decision Refusal (2) Recommend Refusal, but would accept planning officer's decision (plus reasons) Permission (3) Recommend Permission Refusal (4) Recommend Refusal (plus reasons) Officer Decision (5) Will accept planning officer's decision
21/00133 NFNPA	Mr & Mrs Christopher	Briar Cottage, Hangersley Hill, Hangersley, Ringwood. BH24 3JR	Replacement ground floor extension; first floor extension; removal 1no. Chimney view online here	29.3 Extn to 9.4	Yes	
21/00269 NFNPA	Mr & Mrs Read	Uppacott, Bagnum Lane, Bagnum, Ringwood. BH24 3BZ	Swimming pool and associated building view online here	26.4	Yes	
21/10161	Mr Newey	Rose Cottage, Green Lane, Crow, Ringwood. BH24 3EB	Single-storey rear extension view online here	26.3 Extn to 9.4	Yes	
21/10233	Mr & Mrs Turville	31, North Poulner Road, Ringwood. BH24 1SN	Single-storey side extension to form attached garage view online here	26.3 Extn to 9.4	Yes	

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21/10257	Mr & Mrs Manner	Two Hoots, 86, Eastfield Lane, Ringwood. BH24 1UR	Variation of Condition 2 of Planning permission 11/97524 to allow amended plan SBA.3761-7-1 Rev A to allow amended layout view online here	26.3 Extn to 9.4	Yes	
21/10270	Walker	25, Watership Drive, Hightown, Ringwood. BH24 1QY	Single storey rear extension to existing bungalow (1.5m projection from previous consent) view online here	26.3 Extn to 9.4	Yes	
21/10283	Mr & Mrs Faulkner	27 Hampton Drive, Ringwood. BH24 1SL	Detached garage view online here	2.4 Extn to 9.4	Yes	
21/10297	Kamm Holdings	Bridge House, 21 West Street, Ringwood. BH24 1DY	Internal remediation works; removal of vehicle entrance gates (Application for Listed Building Consent) view online here	9.4	Yes	
21/10313	Mrs Morrel	73, Eastfield Lane, Ringwood. BH24 1UN	Raise roof height & roof alterations and to extend first floor; rear balcony; rooflights; single-storey rear extension view online here	16.4	Yes	
21/10315	Mr Wilson	270A Christchurch Road, Ringwood. BH24 3AS	Replacement of dying hedge with a 2m high feather edge board fence view online here	16.4	Yes	
21/10318	Mr & Mrs Collins	10, Fairlie, Ringwood. BH24 1TS	Replacement garage with garden room; demolition of existing view online here	9.4	Yes	

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21/10346	Mr Palmer	24, Highfield Avenue, Ringwood. BH24 1RH	Side extension utility room and car port. Rear extension to create lounge. Change roof line to add three bedrooms and two en suite bathrooms. view online here	9.4	Yes	
21/10350	Loungers UK Limited	12A, The Furlong, Ringwood. BH24 1AT	Installation of new extract/supply equipment; shopfront alterations view online here	16.4		
CONS/21/0144	Mrs Serjeant	Hangersley Cottage, Burcombe Lane, Hangersley, Ringwood, BH24 3JT	Fell 1 x Sycamore tree view online here	10.4		
TPO/21/0135	Mrs Rose	7 Lin Brook Drive, Ringwood, BH24 3LJ	Ash x 1 Fell view online here	20.4		
TPO/21/0151	Mr Ridsdale	Croquets, Linford Road, Hangersley, Ringwood. BH24 3JN	Pine x 1 Reduce Fir x 1 Reduce view online here	27.4		
TPO/21/0100	Mr Davie	7 Seymour Gardens, Ringwood.	Lime x 1 Reduce			Considered under delegated powers:- 23.3.21 P(1) Recommend Permission, but would accept the Tree Officer's decision.
CONS/21/0116	Ms Cameron	26 Woodstock Lane, Ringwood, BH24 1DT	Silver Birch - Reduce	8.4		Considered under delegated powers:- 26.3.21 P(1) Recommend Permission, but would accept the Tree Officer's decision.

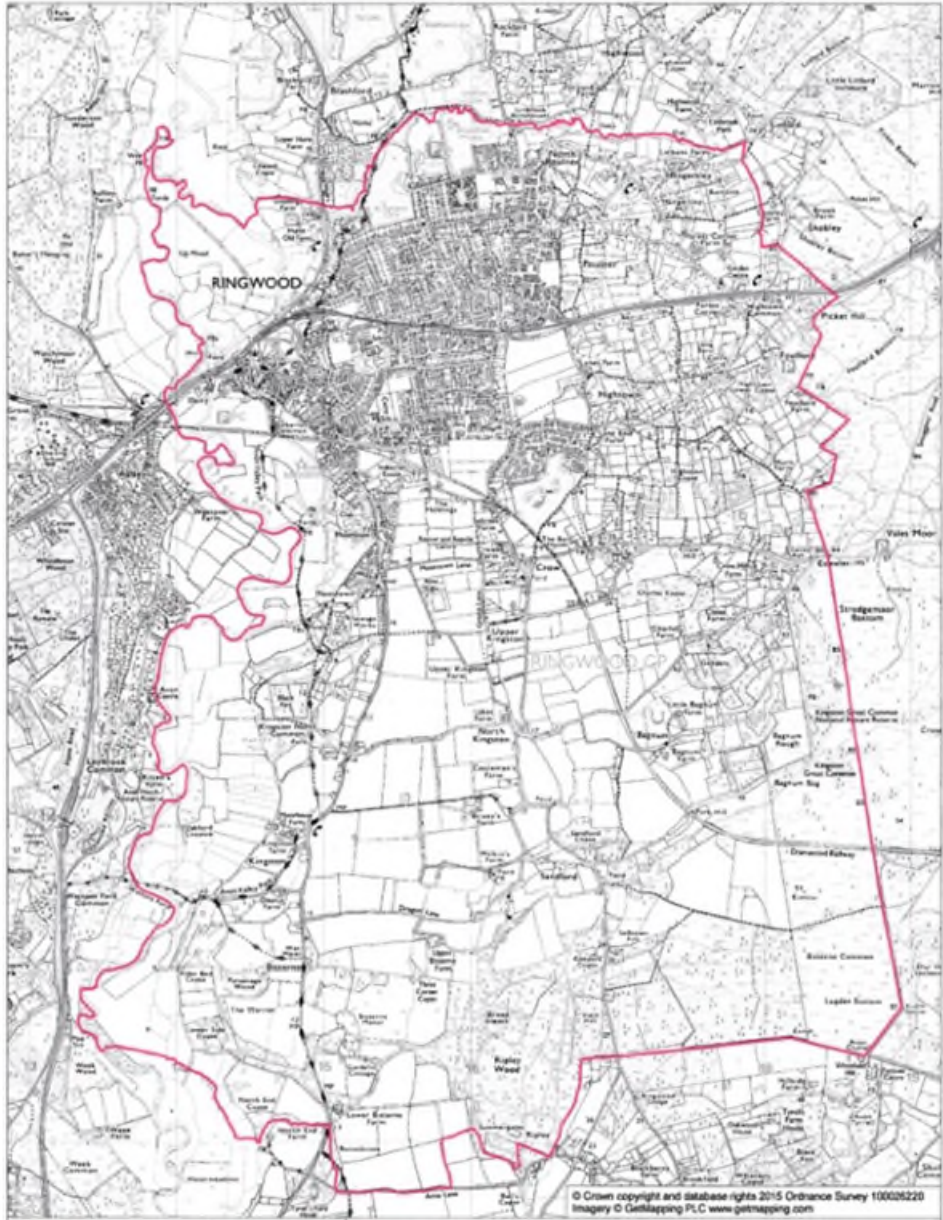
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CONS/21 /0137	Mr Broughton	Boundary Of Field Alongside Highwood Lane At The Ford, Linbrook Ringwood BH24 3LE	Fell 2 x Goat Will trees (one of which is multi stemmed where 1 stem is to be removed) Fell 1 x Elm tree	7.4		Considered under delegated powers:- 26.3.21 P(1) Recommend Permission, but would accept the Tree Officer's decision.
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RINGWOOD NEIGHBOURHOOD PLAN

ACTION PLAN

APRIL 2021



 Ringwood Town Council www.ringwood.gov.uk	Title Parish Boundary
	Date 23/03/15
	Scale 1:23000

1. INTRODUCTION

Ringwood Town Council (RTC) has engaged Oneill Homer (OH) to support the Project Steering Group (PSG) in the production of the first Ringwood Neighbourhood Plan (RNP). Three sessions took place with the 'shadow' PSG between September and November 2020 to enable the PSG to determine whether it wished to proceed with the Neighbourhood Plan project. On the 8th January 2021, RTC approved the recommendation of the 'shadow' PSG to proceed with the RNP to address a small number of policy areas and to seek designation of the neighbourhood plan coincident with the Ringwood Parish Boundary.

2. DEFINING A VISION AND GENERATING POLICY IDEAS

The RNP needs to establish a vision of the town in 2050 for how the town can successfully address both present issues and how it may become more self-sustaining and resilient as a significant market town in the face of uncertain times ahead. Although the RNP itself will have a shorter plan period to coincide with the recently adopted New Forest District and New Forest National Park Authority Local Plans, it will help to think about and to start planning for the longer term now.

It is unfortunate that the project is coming about at a time after many key decisions have been made in respect of housing growth. In that light, it will be important to consider the implication of this growth once the schemes are built and occupied. This does not need to be agreed now – although the pros and cons are probably known if not yet precisely quantifiable – but can be once other work is completed.

The broad policy ideas recommended by the PSG to the RTC were as follows:

Town Centre – setting out a vision for the town centre as to how it should be developed and what uses would be acceptable, and looking at unlocking key sites such as the Old Town Hall and Social Club and “de-risking” their development.

Design and Heritage – influencing the design of new homes and public open spaces to ensure quality development, with the potential to shape the details of at least one of the allocated strategic sites. This might also include design coding to manage the quality of infill and other schemes

Climate Change – to deliver impactful climate change actions through raising the standard of design of development and green infrastructure to improve environmental outcomes. This might include incorporating Zero Carbon Building Standards

Connectivity – to ensure good connectivity between new development and existing facilities, and that new development is sustainable.

Housing – to look at the possibility of identifying sites of 10+ dwellings and opportunities for community led and self-build housing, and to examine whether the demand for 1 and 2 bed dwellings is being adequately addressed.

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These policy ideas capture the essence of the previous discussion in Session 2, and act as prompts for a series of recommended actions for how the project should proceed in the coming months.

Oneill Homer will liaise with each task team to guide the necessary work once the Steering Group has agreed the schedule of policy ideas.

3. RINGWOOD TOWN CENTRE

While there is still some thinking to do in terms of what a successful and resilient Ringwood will be like in 2050. Aside from the challenge of climate change, the main challenge in planning the future of Ringwood lies, we believe, with the Town Centre area. Town Centre's up and down the country are experiencing challenging times and the need to 'reimagine' the role and function of town centres/high streets is exercising many minds¹. Planning for a sustainable town centre, in its widest sense, should be central to the Ringwood Vision.

We noted in the earlier sessions with the SG the many evidence reports related to the town centre area, but that many of the ambitions set out in these older studies appeared to come to nothing. There is now a strong policy drive nationally to transform town centres into complete community hubs and encouraging more residential development in town centres through mixed use schemes; having a residential element in the mix can make the difference between a viable and non-viable scheme, and in Ringwood's case, it could also help to divert the focus away from the Green Belt.

Informed by our subsequent visit to the town centre, we believe the RNP provides a timely opportunity to take a more holistic view of the future of the town centre and, in the first instance, use this opportunity to invite key town centre stakeholders around the table to discuss its future. This should include both local authority officers (including economic development and conservation officers) but perhaps more importantly those who the SG would want to encourage to invest in the town in the future; whether representatives of local businesses/traders or key town centre landowners.

We recommend that the first actions of the Town Centre Task Team are to prepare a town centre landownership plan, and to arrange a stakeholder meeting which Neil Homer will be happy to Chair. This will provide useful insights for a future vision for the town as a whole, and the Town Centre in particular. Following the meeting OH will prepare an action plan for the Town Centre Task Team to take forward the policy ideas that emerge.

¹ [The Grimsey Review 2](#): "It's time to reshape our town centres"

4. ACTION PLAN

The SG have set up four task teams to take forward the policy ideas outlined above. These are:

TOWN CENTRE TEAM

DESIGN AND HERITAGE TEAM

ENVIRONMENT TEAM

HOUSING TEAM

Ideally, the chairs of each Task Team should be on the Steering Group and should report progress to each meeting, to enable the Group to spot any crossovers or tensions between each teams' work (and to prevent two groups searching for the same data for example). The team members may be drawn just from the Steering Group membership and from others on the Town Council and in the local community with an interest or expertise in the subject.

We also recommend the SG sets up a small sub-group to plan and manage the community engagement work throughout the project. The sub-group should decide what form each 'conversation' should take: events, leaflets, social media content, surveys/questionnaires, exhibitions etc. Each will be designed to suit the timing and purpose of each 'conversation'. Although the second 'conversation' is framed by the statutory regulations, there is nothing to stop the team from planning actions to publicise and to inform those formal consultations.

Throughout this process, a record of consultation and updates needs to be kept and collated in the final Consultation Statement (prepared by SG) that will be submitted with the Submission Plan, along with the Basic Conditions Statement (prepared by OH). OH can provide worked examples of a Consultation Statement.

The essential content of each policy idea should be tested with local people, businesses and organisations, as well as others like the local planning authorities, landowners, and other statutory consultees.

In session 1, we prepared an initial stakeholder analysis to determine who might need to be engaged in the project. The sub group might wish to revisit this analysis to determine who might usefully be invited to join the SG or task teams.

TOWN CENTRE TEAM	
IDEA	ACTION PLAN
Future of Town Centres	<ul style="list-style-type: none"> o Review the 'Grimsey 2' Report for background and inspiration to determine a mix of uses to improve the vitality and viability of the town centre area in general and the High Street and Market Place in particular o Review the 'Digital High Street 2020' Report and 'Digital Placemaking'. <u>What role can data play a part in creating a vibrant town centre?</u> o Review section 1 of the recent MHCLG consultation on new Permitted Development Rights (PDR) to change use from Class E to residential and identify implications for the town centre
Landownership plan	<ul style="list-style-type: none"> o Prepare a town centre landownership plan based on the existing (and widely drawn) town centre boundary as defined in the NFDC Local Plan Part 2 o Note: the town centre boundary remains unchanged in LPP1. Overleaf is a map of NFDC landownership o Mark up and number on the landownership plan opportunity sites/areas within the town centre boundary (Note: this is high level, to provide an overview not a detailed assessment of every site) o Add sites within the TC boundary from the NFDC Brownfield Register and Local Plan Part 2 if not included above o Prepare a brief summary for each site/area of any past proposals/planning applications and the obstacles, if any, that have prevented their redevelopment, and those considered success stories and why.
Stakeholder meeting	<ul style="list-style-type: none"> o Using the plan and local knowledge determine key town centre stakeholders and arrange a roundtable meeting to explore future opportunities to inform a town centre vision and action plan o OH will prepare a note and updated action plan following the meeting

DESIGN AND HERITAGE TEAM	
IDEA	ACTION PLAN
Design	<ul style="list-style-type: none"> o Both Local Plans contain a comprehensive suite of design policies and supporting conservation area appraisals (CAA). Have all the CAA opportunity sites been addressed? o The Ringwood Local Distinctiveness Study (LDS) is quite precise in its design guidance, and the PSG (at session 2) is commonly used to improve poorly designed schemes. o Meet DM officers at NFDC to determine what is and what is not working to decide where interventions are needed. o Review the Ringwood CAA and LDS to determine what, if any, views, skylines, landmarks, existing street patterns, open spaces and other locally important features that maybe especially important to defining Ringwood o Include any notetaking and photos that describe these features and bring together in a short report, this may, for example, focus on the Town Centre Area where most change may happen in the coming years . o OH will convert this into a new Design Standard for the Town Centre to compliment the CAA that aligns with the Government's proposed National Model Design Code.
SS13 and SS14	<ul style="list-style-type: none"> o The Site Concept Master Plans are illustrative rather than prescriptive requirements. Informed by a landscape assessment and consideration of biodiversity potential, they illustrate how development can fit its landscape (or townscape) context and deliver a net environmental gain (subject to appropriate detailing and implementation). o NFDC confirm the layouts and details of development proposals will be subject to further consideration and discussion as sites come forward through the planning application process, including in pre-application discussions. o Meet with NFDC's officers to determine the extent to which the RNP may influence the design of development, given the timing of when applications on both sites may come forward (might be some overlap with Housing team – possibly one meeting to cover both issues) o Recommend to OH the approach the SG wish to take.
Local Heritage Assets	<p>Identify candidates for 'local heritage assets', i.e. buildings and structures that are not already listed that have local interest by way of their history, architecture and/or prominence in the village scape (see here for Historic England guidance) – identify by address, locate on map, take a photo and describe interest in one short paragraph (noting that this content will be used to determine how planning applications should be decided as per NPPF §197).</p>

ENVIRONMENT TEAM

IDEA	ACTION PLAN
Green Infrastructure/Biodiversity	<ul style="list-style-type: none"> o Review Policy ENV4 and saved policies of the NFDC LP1 and Policy SP9 of the NFNPA LP. o Contact officers at NFDC and the NFNPA to determine the current position with the preparation of their Green Infrastructure Strategy's and obtain copies of their latest evidence documents. Create a point of contact with their key officers. o Review all of the existing publicly available environmental data (e.g. Magic Map, local ecological surveys, Hampshire Biodiversity Information Centre etc.) and map all existing green infrastructure assets/designations. o Once environmental data mapped, identify opportunities for improvement e.g., potential for defining linked ecological corridors, renewable energy generation, carbon sequestration projects, flood alleviation/re-wilding, biodiversity 'net gain' opportunity areas, allotments, community orchards, and opportunities to green the urban environment, tree lined streets etc o Prepare a report summarising all of the above including the preparation of a GI plan, see a commissioned example here. o Note: This policy idea will involve a significant amount of mapping layers of existing and new information to create a single GI Plan which will form the basis of a GI policy map. The NFDC/NFNPA GIS teams may be able to assist with this.
Local Green Spaces	<ul style="list-style-type: none"> o Assess candidate greenspaces for Local Green Space designation against tests set out in §100 of the National Planning Policy Framework (NPPF). o OH can provide worked examples
Connectivity	<ul style="list-style-type: none"> o Review the updated Town Access Plan (Annex C) o Agree the relationship between the work of this task team and the Local Cycling and Walking Infrastructure Plan initiative NFDC/NFNPA (see Item 447.21) o As a sub set of the green infrastructure network mapping above, identify existing Public Rights of Way connections and the potential to improve existing and create new footpath and cycle (and bridleway?) connections with the aim of: <ul style="list-style-type: none"> o Improving links from residential areas to the Town Centre area including connections from SS13,14,15 o opportunities to reduce severance created by the A31 and B3347/Mansfield Road o opportunities to create/enhance 'safe routes to school' (including SS14 to Poulner schools)

	<ul style="list-style-type: none"> ○ improving links between residential and employment areas ○ enhancing links from the Furlong to Market Place/High Street/Bickerley - perhaps to create a circular heritage walk ○ Determine whether there are opportunities to create a Green Ring around the Parish which links to the Avon Valley path, improves links from residential areas to greenspaces, to the Forest, the Lakes and the Castlemain Trail? ○ Prepare a report and Connectivity Plan which summarises the above. ○ Working with the Town Centre team there may also be an opportunity to identify public realm problem areas in the Town Centre which inhibit safe walking and cycling. (These may also form non-statutory proposals (projects) to be funded through CIL). ○ See this commissioned report. OH has links with the consultants who prepared the report and will be happy to discuss this approach further with the task team.
Climate Change	<ul style="list-style-type: none"> ○ Review these two reports, Passivhaus Trust and RTPI ○ OH can provide a suite of climate change mitigation policies to inform a discussion with NFDC and NFNPA on their potential inclusion in the RNP. These policies are currently being tested through other NP's. ○ Review the attached note which outlines recent developments on climate change at national level. ○ Advise OH how the team wishes to proceed.

HOUSING AND INFRASTRUCTURE TEAM

POLICY IDEA	ACTION PLAN
Housing type, size and tenure	<ul style="list-style-type: none"> ○ Review local housing stock data in the 2011 Census data using Nomisweb and any larger scheme planning applications around the parish to compare with District wide stock data in the (now dated) Strategic Housing Market Assessment. Enquire if NFDC have commissioned a new version, and if so, when it will be published. ○ Review Policy HOU1, 2, 3 and 5 and their supporting evidence in the NFDC Local Plan Part One. ○ Establish from the review what information may be missing that demonstrates interest in/demand for first homes and older persons housing/downsizing within the community – a simple housing needs survey to research local housing data to inform the type of homes that are needed may be necessary – see example here ○ Prepare a short report of your findings with policy recommendations
Self-Build & Custom Build Housing (SBCB) / community led housing	<ul style="list-style-type: none"> ○ The SG has confirmed the desirability of new homes to serve the needs of young people and young families already resident in Ringwood (local connection) and in the potential for self-build/custom build and community led housing. ○ Review the attached note prepared by OH and interrogate the entries on the MHCLG SBCB monitoring dataset for NFDC and NFNPA ○ Review the NFDC Self Build and Custom Build 2020 Progress Report and request from NFDC the disaggregated demand for SBCB plots in Ringwood and the availability of suitable plots to meet demand. ○ Determine what proportion of SBCB housing is proposed for sites SS13 and SS14 (and SS15). Will this satisfy current demand and in what SBCB form is this demand proposed to be met? ○ Review the NFDC Community-led Housing guide (noting that the Community Led Housing Fund was relaunched in Feb 2021 as the Community Housing Fund) ○ Meet with the Housing Enabling team at NFDC to discuss your SBCB/community led housing aspirations and request the current position on SBCB and community led housing in the Parish and opportunities to identify land to meet this demand ○ Prepare a short report of your findings with policy recommendations



Small Site identification (10+ dwellings)	<ul style="list-style-type: none">○ In conjunction with the Town Centre team, assess the availability of small/medium sites in the parish suitable for community led or self-build housing based on local knowledge and a review of the 2018 SHLAA to identify any other relevant sites. Noting that the SHLAA identified 17 sites, of which only 4 were considered potentially suitable with a combined capacity of about 46 homes.○ Note, the NPPF contains provisions for community led development to come forward on Green Belt land under a Community Right to Build or Neighbourhood Development Order.○ OH can advise on how to take forward the summary information resulting from this preliminary land search.
Community infrastructure	<ul style="list-style-type: none">○ Meet with relevant service providers identified in the latest Infrastructure Delivery Plan and Hampshire School Places Plan, see here and here, to discuss the implications of growth on their services to understand how the RNP may support their proposals. Noting the Hampshire School Places Plan 2021 – 2025 proposes to expand Poulner Infant and Junior Schools by 1 form of entry

DRAFT

5. TECHNICAL STUDIES

If the Plan does not allocate or reserve development sites, then it is very unlikely that NFDC/NFNPA will require a Strategic Environmental Assessment (SEA), which is a parallel process designed to show that the Plan will have no significant environmental effects. If it does allocate one or more sites, then this may require an SEA, the support for which can be funded at no cost through the Locality Technical Support Programme (with some oversight support from OH needed to advise this process but the scope will need to be revised in that case). An SEA Screening Opinion will be required from both Council's in the first instance, but like most planning authorities, may want to see probable intent and scope of the RNP before issuing a Screening Opinion and OH can advise how to initiate this.

The RNP also needs to ensure it has taken proper account of the Government's Habitat Regulations of 2010 (as amended). They require that plans like the RNP must avoid or satisfactorily mitigate effects of development on internationally important nature sites. The Council's will also advise on this requirement, again once it knows more of the intent and scope of the RNP and OH can also advise how to initiate this.

6. TIMETABLE

The indicative project plan already circulated continues to reflect how the project may proceed and shows the sequence of activities and their dependencies, so it can be monitored and revised as necessary. If the Plan allocates or reserves development sites, the project plan timetable and the scope of OH support will need to be revisited, the cost of which may be met through additional grants available through Locality, for example if the SG decide they want to pursue community led development.

7. NEXT STEPS

- The Steering Group should review the content of this note, advise of any changes necessary or omissions and agree the approach to moving the project forward
- Once the final version of the Note is agreed, make it available publicly (published on Town Council website for example) and send it to NFDC/NFNPA to inform a first meeting with them
- Assign actions based on tasks identified in the Note, which might mean a re-distribution of actions if the SG feel there is not an equitable distribution of tasks
- Agree communications strategy and arrange a first 'Conversation' to validate the potential scope.



Ringwood Neighbourhood Plan Steering Group – Terms of Reference

Reports to: Ringwood Town Council (via Planning, Town & Environment Committee)

Administration by: Town Clerk and Deputy Town Clerk

General purpose

To plan and organise the production of a Neighbourhood Development Plan (NP) for Ringwood.

Constitution and rules

1. The Ringwood Neighbourhood Plan Steering Group (the Group) is constituted as a working party by the Planning, Town & Environment Committee (the Committee) of Ringwood Town Council (the Council). The Committee may appoint up to four (4) current members of the Council and up to eight (8) other persons to membership of the Group. In addition, the Town Clerk and Deputy Town Clerk for the time being shall be members of the Group *ex officio*. The Council's Code of Conduct shall apply to all persons appointed to membership of the Group (*see further detail on Conduct and Interests below*).
2. Primary responsibility for managing all aspects of the neighbourhood planning process in Ringwood will rest with the Group. No formal powers are delegated to the Group by the Council so any matters requiring a formal decision of the Council shall take the form of recommendations, agreed upon at a meeting of the Group, which will then be considered in accordance with the Council's Scheme of Delegation and processes (i.e. they may be implemented by Council officers under delegated powers or be referred to a Council committee for consideration and ratification).
3. The Group shall elect one of its members as Chair. The Group will decide when and where it meets. The quorum for any meeting of the Group at which a recommendation is agreed shall be five (5) members. Any recommendations agreed shall be recorded in writing.
4. The Chair of the Group will, if so required from time to time, attend meetings of the Committee, to provide reports on the progress of the plan and the proceedings of the Group and to answer questions from committee members.
5. The Council will act as the funds-holding body for the plan project. Grants and other monies received for use in the project will be remitted to the Council and all expenditure incurred in connection with the project shall be paid by the Council. The

Council's Financial Regulations and other proper practices shall apply to all monies so received or spent.

6. The Group shall be dissolved automatically if and when a Neighbourhood Plan for Ringwood is formally "made" and may be suspended or dissolved at any time by resolution of the Committee.

Specific functions and objectives

- To work with consultants O'Neill Homer on the agreed Project Plan and Action Plan, and to adhere to the timetable so far as is practicably possible.
- To agree a project communication, consultation and engagement strategy.
- To oversee the setting up of working groups to lead on different themes.
- To manage the gathering of evidence necessary to inform each of the issues within the scope of the Plan.
- To identify and assess options available in respect of each issue and prepare a draft plan for wider consideration.
- To actively support and promote the preparation of the Ringwood Neighbourhood Plan throughout the duration of the project.

Conduct and interests

The Steering Group will follow the Council's Code of Conduct. Whilst Members as individuals will be accountable to their parent organisations (if relevant), the Steering Group as a whole is accountable to the wider community for ensuring that the Plan reflects their collective expectations. The Steering Group will achieve this through applying the following principles:

- Work with mutual trust and respect, and combine expertise;
- Be clear when individual roles or interests are in conflict;
- Provide feedback from Steering Group meetings to parent organisations (if relevant);
- Assist parent organisations to bring appropriate ideas and concerns to the attention of the Steering Group;
- Inform the Steering Group when unable to deliver agreed actions;
- Treat everyone with dignity, courtesy and respect regardless of their age, gender, sexual orientation, ethnicity, ability, or religion and belief; and
- Actively promote equality of access and opportunity.

In situations where interests and roles are in conflict, this must be declared before the business is discussed and the Steering Group member should leave the room for that item.

Although the Town Clerk and Deputy Town Clerk are both appointed to membership of the Group, there is no expectation that they will both attend all its meetings or be equally involved in all its proceedings. Rather, Council officers will provide such support as the Group needs (and which cannot be provided more cheaply or conveniently in other ways) from time to time.

A31 Improvement Scheme

Notes from Preview of A31 Meet the Team session – 25 March 2021

Members of the A31 project team (from Highways England and its delivery partner Volker Fitzpatrick) gave members of the A31 liaison group a preview of the “Meet the Team” sessions they would be hosting for members of the public on 29 and 30 March via Microsoft Teams.

The following was noted in terms of the draft plan for traffic management for main works on the A31:

- October 2021 to the end of the year – eastbound lane closure for gantry removal (one nearest the church), installation of Advanced Directional Sign (ADS), drainage and fencing works.
- November 2021 to end of scheme – westbound on-slip (at main Ringwood junction) closed for whole period.
- January 2022 to November 2022 – contraflow in place on eastbound carriageway
- Verwood westbound off-slip and eastbound on-slip to be closed whilst contraflow is in place (although options are being investigated to enable on-slip to remain in use)
- There would be a limited number of total closures to implement traffic management and for installation of the new bridges.

Concerns were raised about the length of time the westbound on-slip would remain closed and the resulting additional journey times in to and out of Ringwood on all surrounding routes, and on the A31 itself.

It was noted that the traffic management plan had not yet been finalised and feedback from this and the public sessions would be reviewed as part of the process, and improvements made where possible. Highways England would engage further with RTC prior to finalising the plans and a meeting would be arranged in the summer to explain the programme, phasing and traffic management in details. Further public information events would be held later in the year to share these details. Newsletters would continue to be issued on a regular basis.

Other points of note:

Highways England is liaising with NFDC on noise mitigation measures during the construction period. The road surfacing material has yet to be specified, but traffic noise will be reduced as a result of new surfacing (in other areas road noise has been reduced by 6db) – further information will be shared when available.

Traffic management plans for the water main diversion works (beginning in May 2021) will be shared with the Town Council and through local press and the newsletter. Details have been agreed with HCC and permits issued.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning discussions initiated. VAT consultant engaged. Report given to members at RLOS meeting on 3rd March	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Steering Group Terms of Reference updated. Action Plan agreed by Steering Group. Press release issued seeking residents to join working groups (Housing; Environment; Design & Heritage; Town Centre).	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks due end March to treat Water Drop Wort	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street ongoing to end July 2021. Works to divert water main to commence May 2021. Works on A31 to commence October 2021 and due for completion by November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
Policy & Finance Committee						
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	
PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	In progress	Committee decided on 17 Feb 2021 to vire budget enabling use of outside parties to provide this service. Discussions with possible service providers proceeding	To provide youth workers for detached outreach work	Carvers Manager	
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk	
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	A site meeting to assess technical options for future track maintenance was held on 9th March and a specification on which to seek estimates is being prepared.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	





Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	In progress	The repair has been completed. An inspection and maintenance regime is being devised and a re-dedication ceremony is being planned for later in 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony to follow.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	In progress	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £933.60 remains uncommitted.
RLOS4	Grounds department sheds replacement	In progress	CLlr Briars met grounds staff to define needs and the project scope in order to prepare an outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21 to be rolled into £10,000 budget for joint feasibility study with car park in 2021-22.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	In progress	Attachment is with contractor awaiting parts needed for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	Order placed for first 17 bins.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Agent given instructions following report to January meeting	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk	
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk	

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Progress / Status		Estimated cost	Funding sources
				Recent developments	Stage reached		
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk	Included in budget agreed in January	Will move to current projects in April	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Carvers WP agreed to incorporate in strategic development plan for Carvers	Options and costs have been investigated.		
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Included in budget agreed in January	Will move to current projects in April	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Officers are assessing possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm Facilities for school-age teenagers	Developing and improving this woodland site Researching demand and possible options	Cllrs Heron & Ring Cllrs Frederick & Turner	Carvers WP agreed to incorporate in strategic development plan for Carvers	Floated as possible future project Options being investigated		
Staffing Committee							
None							

