

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 June 2022

A meeting of the above Committee will be held in the Forest Suite, Ringwood Gateway on **Friday 10th June 2022** at 10.00am and your attendance is requested.



Mr C Wilkins
Town Clerk

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 6th and 25th May 2022

5. PLANNING APPLICATIONS

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

6. NEIGHBOURHOOD PLAN

To receive the notes of the Steering Group meeting on 9th May 2022 (*Report B*) and the notes from the GoFour team meeting on 31st May 2022 (*Report C – to follow*) and to consider any recommendations therein

7. STRATEGIC SITES

To receive updates in relation to strategic sites:-

- i) Land off Crow Lane / Crown Arch Lane (Beaumont Park) (*Report D*)
- ii) Land north of Hightown Road
- iii) Land off Moortown Road
- iv) 2 Market Place and Meeting House Lane

8. A31 RINGWOOD BRIDGE REPLACEMENT AND WIDENING SCHEME

To receive the notes of the meeting with National Highways and Hampshire County Council on 12th May 2022 (*Report E*) and a verbal update from the meeting on 9th June 2022

9. DRAFT TRANSPORT PLAN 4

To consider making a response to the consultation (deadline for comments 26th June) <https://www.hants.gov.uk/transport/localtransportplan>

10. REAL WORKING PARTY

To receive the notes of the REAL Working Party meeting on 6th May 2022 (*Report F*)

11. ISSUES RAISED AT ANNUAL TOWN ASSEMBLY

To note issues raised at the Annual Town Assembly on 11th May 2022 (*Report G*)

12. PROJECTS (current and proposed)

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

13. 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 Derek Scott
Cllr Glenys Turner

Officers

Jo Hurd, Deputy Town Clerk
Nicki Vodden, Office Manager

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

A

Number	Name	Address	Proposal	Deadline for comment	P.O. brief	<u>Recommendation</u> 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
20/10129	Surereed Ltd	25, Market Place, Ringwood. BH24 1AN	Convert 25A Market Place into a dwelling, conversion of Coach House into dwelling, change of use of 25 Market Place from A4/A3 with staff accommodation above to a flexible use for B1(a) offices, A2 (professional services) or A1 (retail) and self-contained flat, new access to Strides Lane and the construction of six dwellings with associated gardens, parking spaces and car ports (AMENDED PLANS) view online here	30.5		
22/00320 NFNPA	Miss Amy Wills	Merryhill Farm, Hightown Hill, Ringwood. BH24 3HG	Manege view online here	31.5		
22/00322	Mr & Mrs Kay	Greenways, Hightown Hill, Ringwood. BH24 3HG	Two storey extension; single storey front infill extension; porch and front canopy; rear bay window; additional first floor window view online here	20.6		

A

22/00341	Mr M Clark	Long Barn, Hightown Hill, Ringwood. BH24 3HG	Installation of 2no. ground frame mounted Solar PV arrays and associated infrastructure view online here	1.6		
22/10288	Mr Perrett - Capitol Group	33 High Street, Ringwood. BH24 1AD	Replacement of rear concrete tile hanging with natural slate; removal of first floor rear projection and ground floor lean-to; replacement of intermediate roof with mono-pitched roof including increased height of boundary wall and replacement windows to rear elevation (AMENDED PLANS & DESCRIPTION) view online here	3.6		
22/10340	PDG Developments	20-22 Southampton Road, Ringwood. BH24 1DE	Use of ground floor as retail unit; creation of separate office at first floor with lobby entrance extension; shopfront alterations view online here	3.6		
22/10370	Mr & Mrs Peacock	40A, Northfield Road, Ringwood. BH24 1LX	Rear two storey extension and new rear orangery view online here	17.6		
22/10376	Miss Cameron	13 Highfield Road, Ringwood. BH24 1RF	Two-storey front & rear extension; increase ridge to allow first floor; dormers; balcony; single-storey side & rear extension view online here	10.6		
22/10387	Kay-Lightfoot	8, Forestlake Avenue, Hightown, Ringwood. BH24 1QU	Remove existing garage roof; raising pitch to create new accommodation view online here	10.6		

A

22/10497	Mr Jones	1, Kingfisher Way, Ringwood. BH24 3LP	Sever existing plot; detached dwelling; access; parking view online here	3.6		
22/10504	Mr Bennet	33, Addison Square, Ringwood. BH24 1NY	Alterations and extension to form additional storey view online here	3.6		
22/10541	Ringwood and District Community Association	Greyfriars Community Centre, 44 Christchurch Road, Ringwood. BH24 1DW	Installation of a new steel beam to support of the first floor above (Application for Listed Building Consent) view online here	3.6		
22/10546	Loungers UK Limited	12 The Furlong, Ringwood. BH24 1AT	External Seating areas to be used in conjunction with Arboro Lounge (Retrospective) view online here	3.6		
22/10547	Loungers UK Limited	12, The Furlong, Ringwood. BH24 1AT	Display non illuminated letter sign to planters (Application for Advertisement Consent) (Retrospective) view online here	3.6		
22/10555	Ms Flynn	25, Swan Mead, Hightown, Ringwood. BH24 3RD	Two-storey side extension view online here	3.6		
22/10560	Miss Atkinson	Lake House, 23 Christchurch Road, Ringwood. BH24 1DG	Chimney Repairs; re-roof using slate; secondary glazing to front elevation; re-roof outbuildings (Application for Listed Building Consent) view online here	24.6		
22/10565	Mr Hepburn	Norwood, Gorley Road, Ringwood. BH24 1TL	Roof alterations in association with new first floor; front & rear extensions; cladding view online here	10.6		

A

22/10591	Mr Meyer - Meyson Properties Ltd	Plot 9, Forest Gate Business Park, Spring Lane, Ringwood. BH24 3FH	New two-storey office building and associated parking view online here	17.6		
22/10613	Screwfix Direct Limited	Unit 4, Carvers Trading Estate, Southampton Road, Ringwood. BH24 1JR	Display of 1 no. externally illuminated fascia sign (Application for Advertisement Consent) (Retrospective) view online here	17.6		
22/10617	Mr Marshall	4, Ashley Close, Ringwood. BH24 1QX	Two-storey rear extension view online here	17.6		
22/10642	Mr Clothier	49, Seymour Road, Ringwood. BH24 1SQ	First-floor extension to extend existing loft conversion; front dormer and cropped gable view online here	24.6		
22/10653	Mr & Mrs Morrison	4, Shaw Road, Poulner, Ringwood. BH24 1XH	Single-storey rear extension; removal of existing conservatory view online here	1.7		
CONS/22/02 44	Mr Tremlett	Quaker Court, Eynon Mews, Ringwood. BH24 1EW	1x Ash - Prune 1x Oak - Prune 3x Silver Maple – Prune view online here	10.6		
CONS/22/02 31		Bickerley Green, Residential and Nursing Home, Kingsbury Lane, Ringwood. BH24 1EL	Red Oak and other nearby trees - prune where necessary relating to garden works. New garden lay-out and footpath works (see application form for full details)	3.6		<u>Considered under delegated powers:-</u> <u>20.5.22 P(1) Recommend Permission, but would accept the Tree Officer's decision.</u>



Ringwood Neighbourhood Plan Steering Group

Notes of meeting held on Monday 9th May 2022 at 6pm on Zoom

Present:

- Cllr Philip Day
- Cllr Gareth DeBoos
- Mary DeBoos (Secretary)
- Janet Georgiou
- Cllr John Haywood (Chair)
- Joe Moorhouse
- Tim Moxey
- Geoff Ridgeway
- Chris Treleaven

1. Apologies were received from Cllr Tony Ring and James Swyer
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from Planning, Town and Environment (PT&E) Committee

Philip reported that the monthly report had been received and the following matters were arising:

- No progress on the promised meetings with NFDC.
- The funding request for the Design Study was well received, however the Committee asked for more investigation of the funding options prior to the next meeting.
- The funding for engaging the young people of Ringwood would be put to Policy and Finance on 18th May.

Joe suggested that we raise the Design Study with HCC and Philip agreed to do this

ACTION: Philip

Although it is thought to be unlikely that National Highways would fund this Philip offered to raise it at their next meeting.

ACTION: Philip

5. Liaison with Local Planning Authorities (LPAs)

As above Mary reported that there is still no response from NFDC. O'Neill Homer have spoken to Mark Williams who is going to ascertain what support he can give.

It was agreed that a letter should be sent to the Principal Legal Officer and the Portfolio Holder to express our need for support and to confirm their legal obligations.

ACTION: John

6. Finances

Mary reported that the Locality Grant submission had been made.

Philip requested that a simple view of budget and commitments be created

ACTION: Mary to discuss with Jo Hurd

7. Working Group Updates and Proposals

Design and Heritage (D&H)

Joe reported that the D&H Working Group had assessed the Opportunity sites across the town and a copy of this had been circulated to the team. Some of these sites may be Housing sites, others are sites where improvements could be made to the appearance or to the facilities available. (Copy below)

Joe also reported that the team is currently carrying out some design code work which may be available for the next Steering Group.

Environment

Gareth reported that progress on the Green Infrastructure plan had been delayed again due to one of the working group having a family member illness. However, the Parish Nature Recovery Plan Steering Group will be meeting on 10th May and support from Natural England has been secured.

The outstanding parts of the LCWIP work are also now being progressed.

Housing

Chris reported that the Housing Working Group are looking at 2 policies but they do need NFDC input. These policies are in relation to

- A greater proportion of smaller dwellings
- Specifying that some affordable housing will be for those with local connections

He also reported that there is a concern about the amount of work required to allocate sites given the reduction in funding available from Locality. He requested help from the Steering Group on identifying owners of the sites on the list.

ACTION: All

Mary asked whether other Neighbourhood plans had had the same challenge in terms of the amount of work needed. Chris agreed to talk to the New Milton and Petersfield NP teams.

ACTION: Chris.

Town Centre

There was nothing new to report from the Town Centre Working Group.

8. Communication and Engagement

John reported that the use of the Gateway foyer for a small exhibition had been agreed and that the printers would also be able to do some design work on the posters.

Mary noted that the GoFour team would be looking at content at the next meeting on 31st May but an early draft could be sent to John for discussion with the printers. Further it was noted that the team was targeting 11th June to start the exhibition.

Nearer the time a rota for manning the exhibition would be advisable.

A press release for the exhibition will be required

ACTION: John

Other press releases were discussed and it was agreed that there should be proactive press release available for after Policy and Finance in the event that the funding for engaging young people is approved and a reactive objection handler is available in case the funding is not agreed.

ACTION: John

9. Support Facilities

John explained that the Google subscription is per user per month and suggested that we could reduce the number of people with access. The following asked to retain their accounts: Chris, Geoff, Joe, John and Mary

ACTION: John

10. Any other Business

There were no items

11. Date of next meeting

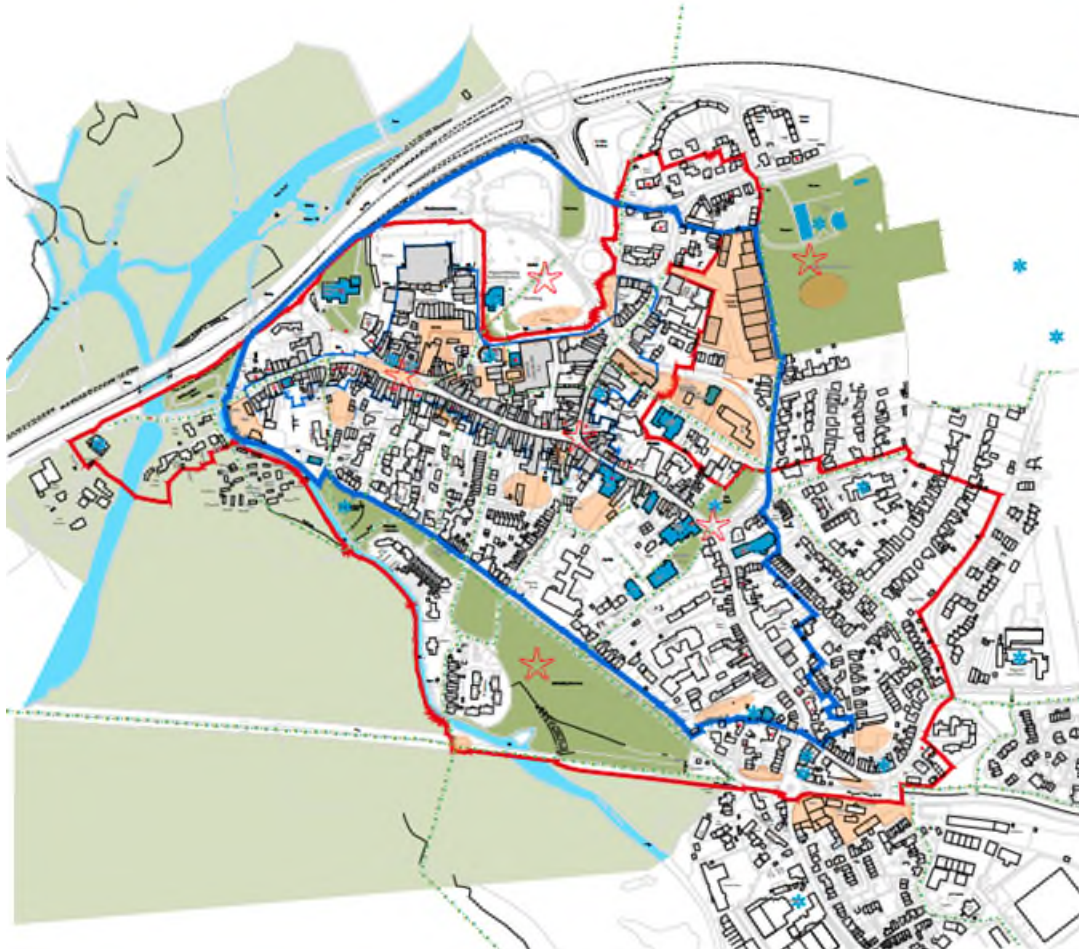
The June date will be agreed via a Doodle Poll

ACTION: John

Ringwood Town Centre Preliminary Assessment Work

© 2018 Strategic & Planning Services

Work In Progress



- Town Centre Boundary
- Conservation Area Boundary
- Primary Shopping Area
- * Listed Building
- Areas of Opportunity for Improvement
- Pedestrian & Cycle Routes
- * Landmarks
- Community Use Buildings
- * Strategic Hubs

RND Opportunity Sites - Design & Heritage Team

No	Site Description	TOTAL SCORE	Enhanced amenity	Enhancement to heritage	Repair / strengthen urban fabric	Improved connectivity	Feasibility of smaller dwellings	More Housing than others	Times Green vitality	Sustainable & active street	Improved access to open space (5 min)	Boundary New gains	Availability	Difficulty
1	Market Place	12	2	1	1	2			3	2	1			
2	Old Town Hall	13	3	2	2	2	2		2					
3	The Parking Drive	14	1	2	3	3			3	1	1			
4	Road of St High Street	8	3						3	1	1			
5	Road of 25 Market Place	0												
6	Road of Cox club & Keyman	9	2		2	1	2		2					
7	Bus stop/ car park	7	1			2			1	3				
8	Mansewood Court	7	3		2	1				1				
9	Mt Co / Catholic Church RT site	15	3		3	2	3		2	1	1			
10	Garra Industrial	13	2		1	3	2			2	3			
11	Kings Arms Road	10	2	1	1	1	3		2	1				
12	Service Yard, Northumberland Court	11	2	2	2	2			2	1				
13	Bullion Walk Court	14	2	3	2	3			3			1		
14	MHS new extension	8	3	1	1		1		2					
15	Wall by fishing path	12	2	2	2	3			3					
16	Bickley access to Colston Yard	1	1											
17	Kingwood Trading Estate	16	3	2	2		3		1	2	2	1		
18	Nanny Road	6	1		1		2		2					
19	Road of Colston Lane	6	1		1		2		2					
20	Parking CV Church/tenable Bickley	12	2	1	1	2	1		1	2	2			
21	English Yard	12	2	2	1	2	1		1	2	1			
22	Garra Extension	15	2		1	2			3	2	3	2		
23	White Meadows	13	1			2			3	2	3	2		
24	Bus Depot	10	2	2	1		2		2	1				
25	Bickley Court	10	1	1	3	2			2		1			
26	Eyton Lane Court	10	2	1	1	2			2	1	1			
27	Duck Mead Lane	6	1	1	2		1		1					
28	Area beneath A11 overbridge	4	2						2					
29	Land at Folly Farm (?)	0												
30	Town Square	11	2	2		2			2		3			
31	Buckton Lakes	4	1								2	1		



Ringwood Neighbourhood Plan

C

NEIGHBOURHOOD PLAN (NP) UPDATE TO PLANNING, TOWN AND ENVIRONMENT COMMITTEE (PT&E)

2nd June 2022

This document provides a brief update on progress from the GoFour team to the PT&E Committee

Overall.

- The Housing team has had a meeting with NFDC officers and the results of this are below.
- Both NFDC and HCC support the concept and see the need in Ringwood for the Thriving Market Place but no resources or funding are forthcoming at the moment.
- An exhibition to share work so far and invite comment is planned for early July
- The grant submission for the final £4,750 of Locality funding has been approved.
- Both NFNPA and NFDC have been asked for screening opinions and indicated that a Strategic Environmental Assessment (SEA) and a Habitats Regulations Assessment (HRA) will be needed if any sites are being put forward (whether for housing or other purposes). We will therefore apply for these packages from Locality in the near future.
- **The team was disappointed by the lack of support for funds to use a specialist consultancy to engage the young people of Ringwood. It was felt that the importance of quality engagement, albeit from a smaller number of people, had not been understood fully. It is this quality that results in young people having ownership for their ideas. In previous projects the engaged young people have been willing to present their ideas to sometimes sceptical councils. The team admits that engagement of young people is not a core strength of theirs and believes that this approach of specialist help will have benefits beyond the Neighbourhood Plan. This is, in the team's view, a great opportunity to get quality input from the young about the future of their town. We propose that this is**

Page 1 of 3

Ringwood Neighbourhood Plan Steering Group
The Gateway, Meeting House Lane, Ringwood, BH24 1AT
plan@ringwoodnp.org.uk www.ringwoodnp.org.uk

@RingwoodNP

resubmitted to the next P&F committee with this further explanation. (Further information from SPUD is included in Appendix 1)

Housing

- A policy to increase the % of smaller houses would not be possible since it is against National Policy. NFDC had tried to implement this in their local plan without success.
- It is not possible to have a policy that states no sites for retirement homes only - this has been tried and cases have been lost in other towns in the district.
- The AECOM HNA appears to be based on the wrong demographic data, the housing team are seeking to understand the correct data and ascertain whether AECOM can redo the report.
- NFDC are likely to redo the Local Plan based on potentially not having a 5 year supply of housing and it may be that the number of 1,300 dwellings for Ringwood increases.
- Based on the above and a lack of funding to carry out necessary work the Housing team has decided not to allocate any sites, they may however put forward some aspirational sites.
- The team is also investigating the potential for a First Homes register.

Design and Heritage

- The D&H team has a provisional date for a meeting with the NFDC Conservation Officer of 14th July, the intention is to discuss local listings and Article 4 justifications.
- D&H team are also seeking to understand assessment frameworks used by NFDC in order to ascertain whether they should progress a policy around the Building for a Healthy Life framework.
- AECOM draft design code / guide will be discussed on 10th June.
- As part of the AECOM Master Planning package D&H will ask for a visualisation of the Market Place and several other priority opportunity sites.

Environment

- The Steering Group for the Parish Nature Recovery Plan will meet again on 6th June.

GoFour team members

Cllr Gareth DeBoos
Mary DeBoos (secretary)
Janet Georgiou
Joe Morehouse
Chris Treleaven

Appendix 1

Lymington High Street workshops:

- Youngsters produced a scale model of the High Street, exhibition and full report as part of a week-long intensive engagement at spudWORK Gallery in Sway.
- Their work was then exhibited and members of the public and local authority members and officers were able to attend and see the exhibition and process and discuss with young people.
- An open call to local schools, through our networks and social media recruited the young people rather than targeting any one group.
- Since completing the project the young people's report has been circulated to all council members and key stakeholders and has now been adopted as part of their Neighbourhood Plan work and is being referenced by the urban designers undertaking this work on L&PTC's behalf.
- SPUD has been commissioned to deliver a £12,000 public art intervention in Lymington High St based on the young people's recommendations - pending funding from Locality.

SPUD has delivered projects around the region for 10 years working with hundreds of young people of all ages - some where young people have influenced key decision makers and others where their ideas have actually been built out, with projects ranging in scale from £5000 to £500,000 - none of these projects had funding prior to the young peoples' engagement. The groups have always been around 12 young people, but their impact locally has been very significant. Projects include seating and bike shelters, interpretation and entrance sculptures for an Iron Age Hill fort and a hugely successful cycle cafe (run as a CIC). These projects all resulted from young people and did not exist prior to their engagement.

Engagement in Ringwood:

- SPUD would send information out to local schools in Ringwood and offer to follow up with a talk/assembly if schools were keen. Having key contacts at the schools would be helpful if these are available.
- SPUD would promote the workshops on social media
- SPUD would send the information to any local youth groups - help with contacts for local groups would be required
- SPUD can offer various forms of engagement within the available budget 1) a more focused and intensive set of workshops; 2) drop in sessions with light touch engagement or 3) a combination of both. This will largely be determined by the contacts we form with schools and local groups and the nature of their interest. It could be that we do a series of mini workshops in a school for example. It is important to understand that our process isn't a one size fits all and that we will, where possible, respond to local circumstances. We do, however, require the support of the Council and others to help access these contacts as the gatekeepers to reaching young people are critical.

RING 3 – Beaumont Park, (Land at Crow Arch Lane and Crow Lane), Crow, Ringwood BH24 3DZ
Planning Permission Refs: 13/11450 Outline Application 175 dwellings

Details granted through:

16/11520 – Phase 1 - 62 dwellings;

17/11358 – Phase 2/3, care home, business use, POS, landscaping;

17/11309 Reserved Matters– Phase 2, 113 dwellings.

18/11648 - Development of 20 dwellings comprised of semi-detached houses; terraces; 1 block of flats, bin & cycle store; detached garages; public open space, landscaping, internal access arrangement and ancillary infrastructure.

NFDC new owners of the employment site:

20/11208 FULL – COU of buildings B, C, D, E from B1 (granted under 17/11358) to use E and B8

Developer: Lindens Homes (now part of Vistry)

The Developer has agreed to lay mulch shortly in the central section of the triangular flood area as the trees have been planted outside the planting season. The mulch will retain water and give the trees a better chance of survival. There is also a watering schedule in place. The outer area has been tidied up and grass seeded. There are a few small infill patches due to be grass seeded too.

The path due to be constructed across the swale into the Employment Land at the Northern end of the Western linear SANG has largely been installed, including the required larger 225mm pipe. The top layer of hoggin is due to be carried out shortly.

The culvert pipe (150mm) crossing under the path at the Northern end of the Western linear SANG has been replaced with the larger 225mm pipe. This also has a top layer of hoggin due to be laid shortly.

The reshaping and banking up of the bunding on the path side of the culvert along the whole length of the ditch in the Western linear SANG has been carried out.

The grassed area requiring remediation at the Southern end of the Western linear SANG is being levelled off ready for sowing with wildflower meadow seed across the whole area.

The bund along the boundary to the Southern end of this SANG (near the infiltration crates) up to the sub-station, is being created. This will be over sown with grass seed. There is a small area of bunding still due to be created. This will be carried out once the works to the wildflower meadow area have been completed. This is so the contractor can access the area.

I met with the Developer's Site Manager, who is inspecting the works on site, making sure they are of a satisfactory standard. We walked the site so that I could show him exactly what is left to be done, and where. He will contact me if he is unsure of anything.

The Developer is still responsible for the maintenance of the development currently, alongside the housing association.

Monitoring of this site by the Site Monitoring Officer or the Open Spaces Officer will continue in the short and medium term.

A31 Improvement Scheme

Agenda and Issues for Stakeholder Meeting – 12 May 2022

Present:

Daniel Kittredge (DK), Project Manager, National Highways (NH)

Ian Ackerman (IA), NRSWA Permit Scheme Manager / Traffic Manager, Hampshire Highways, HCC

Cllrs Day, Heron, Lane, Rippon-Swaine and Thierry

Jo Hurd, Deputy Town Clerk, Ringwood Town Council

DK confirmed the project was still on track for completion in November, and on budget.

1) Update on issues raised at the last meeting (14 April 2022):

Issue	Noted at meeting (<i>updates in italic</i>)
Deployment of cameras or camera vans by Police on ad-hoc basis	<p>DK asked local police to provide some enforcement with a safety camera van and is making enquiries about use of a CCTV monitoring van.</p> <p><i>DK is working on putting measures in place so that the Police speed enforcement van can have a presence on site</i></p>
Implementation of TTRO at junction of A338 Salisbury Road with Northfield Road to prevent cars parking and adding to congestion	<p>IA proceeding with TRO, DK to arrange line markings – plans progressing.</p> <p><i>DK reported that the cost of implementing such a short section of lining might be prohibitive against the benefit it would provide. DK to discuss further with IA.</i></p>
Pedestrian Crossing in Southampton Road	<p>Permit approved for hedge cutting works to be carried out on 21/22 April. No progress on repainting zebra crossing as yet.</p> <p><i>No update.</i></p>
Signage to discourage rat-running	<p>At the January meeting, DK agreed to deploy signs to encourage vehicles to stay on A31. Not yet progressed – DK to look at in conjunction with 50mph zone and after monitoring traffic over the Easter weekend.</p> <p><i>Not yet progressed, costs just received.</i></p> <p>Noted that sat-navs are unnecessarily diverting drivers away from A31 - DK will follow up on this issue.</p> <p><i>DK to follow up.</i></p> <p><i>It was noted that there had been a number of break downs and accidents during the week that had caused long delays and had a knock on effect further afield, such as through Harbridge and via the Avon</i></p>

	<i>Causeway. Noted that the barriers had been lifted on the northbound A338 to relieve pressure by allowing traffic to exit onto Matchams Road.</i>
Junction of Southampton Road with Poulner slip road	<p>DK agreed to trial temporary traffic lights at peak pm times on junction of Southampton Road with Poulner slip road.</p> <p><i>DK now has costs and will implement as soon as possible.</i></p> <p>Request from member of public since last meeting for Keep Clear markings on road and Keep Left signs to facilitate vehicles turning right into Southampton Road.</p> <p><i>Keep clear markings will be implemented to support the temporary traffic lights.</i></p>
B3347 northbound approach to main roundabout	<p>DK will look to see if there is anything that can be done to improve traffic flow out of Ringwood.</p> <p><i>A permit is in place to allow one lane to be closed when needed. It was not thought necessary to extend this closure into Stallards Lane – DK agreed to take this up with the TM team.</i></p>
Meeting House Lane TRO	<p>Discussions ongoing within HCC re. current one-way direction being made permanent.</p> <p><i>Remove from future agendas – IA to provide details to JHu of officer at HCC dealing with this.</i></p>

2) Other issues:

i) Communication with local businesses

One attendee from Ringwood Business Association had attended the last meeting; there was nothing new to report.

ii) Piling works

Works should be complete by Sunday 22 May.

iii) Ringwood Church

DK was waiting for proposals and costings from his supplier and would then arrange a meeting with Church and RTC representatives.

iv) Footpath Signs in Merton Grove/Gravel Lane

DK still looking at mitigation measures for footpath signs in Merton Grove, alleged to have been installed on private land.

3) Any Other Business

DK reported that, following complaints about speeding traffic on the slip roads east of the main roundabout, the speed limit had been reduced to 50mph and signage improved. As this was strictly outside the remit of the project, there was no further action that could be taken. If complaints continued, these should be referred to the Police who could enforce the speed limit.

It was noted that a 750 tonne crane would arrive on site on Monday 16 May and from Tuesday 17 to Friday 20 May it would be necessary to stop traffic on the A31 in order to remove the old bridge beams, which would oversail the eastbound carriageway. There were 7 beams to remove in total and it was anticipated that each operation would take under 10 minutes, with the impact on the network being up to 15 minutes. This would take place outside peak times to minimise the impact.

PD said that people were very interested in the work taking place on site and asked if information could be produced to let people know what was happening, what equipment was being used for etc. DK said that he would be on site in West Street on Wednesday 18 May to explain to anyone interested.

4) Date of Next Meeting – 2pm, Thursday 9 June 2022

Ringwood Environmental Action Leadership (REAL) Working Party

Notes of meeting held on Friday 6th May 2022 at 7pm on Zoom

Present: Lindsay Andrews
Francis Charlton
Cllr Gareth DeBoos (Chair)
Mary DeBoos
Cllr Rae Frederick
Milinda Harding
Chantelle Monck
Cllr Glenys Turner

In Attendance: Christopher Wilkins (Town Clerk)

Absent: Cllr Tony Ring

1. Apologies for absence

Apologies received from Cllr Tony Ring

2. Declarations of interest

No disclosable pecuniary interests were declared.

3. To agree notes of last meeting

The notes of the last meeting were agreed as accurate.

4. Feedback from Ringwood Town Council Committees

Cllr DeBoos reported that the Recreation, Leisure & Open Spaces Committee had invited this working party to consider how Council staff could best manage the grass growing round 'dragon's teeth' on open spaces (especially at Bickerley where parked vehicles make strimming hazardous). Suggestions included fitting guards, laying a membrane and mulch/wood-chip, arranging road closures and using a low-power electric strimmer for sensitive locations.

5. Ringwood Neighbourhood Plan Update

Cllr DeBoos reported that the steering group is recruiting help for the Parish Nature Recovery Plan and the Green Infrastructure Plan. Mary DeBoos added that the Design & Heritage Team are assessing the usefulness and relevance of "Building for a Healthy Life" in preparing suitable policies for inclusion in the Plan.

6. Greening Campaign

Cllr Frederick gave a report on the public meeting and the eight items selected for inclusion on the postcard we will use. She explained that a further meeting is planned on 19th May to prepare for the Launch event on 2nd July (at which there will be stalls for each of the eight themes plus a stand to take details from volunteers).

A press release has been drafted and the Town Clerk was asked to send comments on this to Mary DeBoos as soon as practicable.

It was agreed that 8,000 postcards should be ordered ahead of further consideration of how they will all be delivered.

7. Workstream updates and proposals

Cllr Turner reported that NFDC has inaugurated an Annual Parish Tree Meeting later this month (which she will attend). She will invite the working party to consider adding

a formal description of the role of Tree Warden to the Council's Tree Policy when it meets next.

Mary DeBoos gave an update on tree-planting (completed and planned) by RACE under the '20,000 trees in 2020' initiative: 2020: 20,000+, 2021: 5,000 & 2022: 17,000+. RACE is discussing with NFDC further planting on its sites in the parish.

Lindsay Andrews praised the efforts of the Council's Events Management Sub-Committee (and Charmaine Bennet, the Events Manager in particular) to reduce or eliminate altogether the involvement of single-use plastic items in the forthcoming Jubilee celebrations and other events.

Lindsay Andrews also reminded members about the forthcoming Great Big Green Week (24th September to 2nd October)

8. Any other business

None.

9. Date of next meeting – to note the following:

Monday 27th June 2022 7pm (Zoom)

Monday 5th September 2022 at 7pm (Zoom)

There being no further business, the meeting closed at 7.49pm.

DRAFT

EXTRACT From Minutes of the Annual Town Assembly for the Town of Ringwood held on Wednesday 11th May 2022 at 7pm

8. To Consider Any Other Item of Business by Permission of the Deputy Town Mayor

Janet Georgiou, a member of the Neighbourhood Plan Steering Group, invited the Town Council to explore the possibility of acquiring the water meadows, to retain them as a community asset and open up access for all to enjoy. She said that government funding was available for communities to take ownership of places and spaces that matter to them, and further funding was available for the creation of woodlands, which would add to the attraction of the area and create an area for wildlife to thrive. 9 residents supported the proposal and it was agreed that this should be discussed further by the Council.

Peter Crutcher, a resident of Market Place, asked that more flexibility be given by HCC parking wardens in the Market Place both in the evenings, when people were visiting local restaurants, and on Wednesdays after the market has cleared away. The Deputy Town Mayor reported that HCC had announced this week that parking restrictions would not be enforced after 4.30pm on Wednesdays.

Mr Georgiou said that he had developed a website (<https://www.ringwood.world/>) for the sole purpose of promoting Ringwood as a market town. However, he had stopped actively managing it a few months ago due to the perfect storm of the closure of West Street and works on the A31. The turnover of some retailers had fallen significantly and several had closed and he asked if the Council could do anything to help those shops affected. The Deputy Town Mayor said that the Council had limited powers in this respect, but various initiatives were being considered, including developing a thriving market place.

A resident of Bickerley Gardens was concerned about the volume of traffic using the road due to there being only a single exit from Greyfriars and the Library. She said parked vehicles had been damaged and it was dangerous for pedestrians. The Deputy Town Mayor said that he would bring this to the attention of HCC, which was the highway authority.

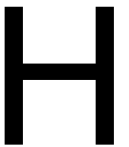
Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	The scrutiny panel has met to review the project budget, timeline and risk register. All of the required funding has now been confirmed. The project is now entering the contract mobilization phase.	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	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps will be planned in consultation with the incoming Town Mayor after the Annual Council Meeting.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	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 undertaken 21/04/2022, annual stream clearance to be scheduled for September.	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
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and due for completion by end 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
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	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
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						
PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only

PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	An initial discussion with the Council's IT support provider has taken place.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been applied for from NFDC.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers hope to present this and options for financing the project and future fee structure for consideration by members at the meeting on 6th July.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	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 (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only

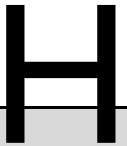


RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
----	---------------------------	-----------------------------------	---------------------------------	---	------------	---

Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
-----	------	-------------	------	---------------------	------------------------------------	----------------	-----------------

Full Council
None

Planning Town & Environment Committee

	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	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	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions

Policy & Finance Committee

	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
--	------------------	---	-------------	---	--	--	--

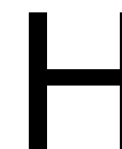
Recreation, Leisure & Open Spaces Committee

	None	(Current projects expected to absorb available resources for several years)					
--	------	---	--	--	--	--	--

Staffing Committee

	None						
--	------	--	--	--	--	--	--

Closed Projects Report



No.	Name	Description	Outcome	Notes
-----	------	-------------	---------	-------

Full Council

Planning, Town & Environment Committee

Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22