

## **MINUTES OF THE MEETING OF THE PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Held on Friday 7<sup>th</sup> October 2022 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)  
Cllr Rae Frederick (Vice Chairman) (*from 10.05am*)  
Cllr Gareth Deboos  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Derek Scott  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Andrew Briers  
Cllr Hilary Edge

### **P/6060 PUBLIC PARTICIPATION**

There were four members of the public present for items on the agenda.

### **P/6061 APOLOGIES FOR ABSENCE**

There were no apologies for absence reported at the meeting.  
(*Note:- Apologies from Cllr Briers had been received after the meeting had commenced*).

### **P/6062 DECLARATIONS OF INTEREST**

There were none.

### **P/6063 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Meeting held on 2<sup>nd</sup> September 2022, having been circulated, be approved and signed as a correct record.

*For the benefit of those present, agenda item 6. Memorial Bench proposal was brought forward.*

### **P/6065 MEMORIAL BENCH PROPOSAL**

The proposed memorial bench for the Market Place was considered at the last meeting and deferred for further information to be provided. In principle, the Council supported



the proposal, however suitability of the chosen location had been questioned (*P/6053 refers*).

HCC had already approved the application, including the location of the new bench, however this had not been communicated to the Town Council. This information had been circulated to the Committee as soon as possible.

There was a concern with the prevailing wind conditions, but there seemed to be no greater risk in this position than anywhere else in Market Place. Alternative sites had been considered and all those involved in the project approved of the chosen location.

Funding of the bench, licence fees and costs of installation will be met by Ringwood Carnival Society and Rotary Club of Ringwood. The Council would need to enter into a legal agreement with HCC for future maintenance.

*Cllr Frederick joined the meeting during discussion of this item.*

**RESOLVED:** 1) That the proposal for installation of a memorial bench in Market Place be supported, subject to there being no cost to the Council;  
2) That authority be given to sign the necessary legal agreement with HCC; and  
3) That use of the Council's town crest within the design be approved.

<b>ACTION</b> Jo Hurd
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**P/6064**

**PLANNING APPLICATIONS**

*With the agreement of members, application 22/11067 was brought forward and dealt with first, as the applicant was present at the meeting.*

Although it was not a declarable pecuniary interest, it was noted that some Members were an acquaintance of the applicant on 22/11001, 22/11089 and CONS/22/0493.

Although it was not a declarable pecuniary interest, Cllr Deboos made Members aware of a family connection with the applicant on 22/11013.

**RESOLVED:** That the observations summarised in *Annex A* be submitted.

<b>ACTION</b> Nicola Vodden
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*Cllr Turner left the meeting briefly.*

**P/6066**

**NEIGHBOURHOOD PLAN (NP)**

The Town Clerk reported that SPUD's work is ongoing. Three sessions had been held at Carvers Clubhouse and sessions were also being held at Ringwood School. A full report will be presented to the Committee at its next meeting.

A public exhibition is planned for this month and the dates are to be confirmed.



The workshop for the Thriving Market Place has been rearranged for 17<sup>th</sup> October and the meeting with NFDC/NFNPA to discuss policies and progressing the Plan is arranged for 18<sup>th</sup> October.

- RESOLVED:** 1) That the notes of the Neighbourhood Plan Steering Group meeting on 12<sup>th</sup> September 2022 (*Annex B*) be received; and  
2) That the update on SPUD's engagement work with young people be noted.

<b>ACTION</b> Jo Hurd
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**P/6067**

**STRATEGIC SITES**

Land off Crow Lane / Crown Arch Lane (Beaumont Park) - NFDC's Monitoring Officer's report (*Annex C*) had been circulated with the agenda papers. An update on the allotments had been reported to Recreation Leisure and Open Spaces Committee (*OS/6201 refers*)

Land north of Hightown Road (21/10042) – NFDC have confirm the application will not be considered until the Town Council have been briefed and formally comments. It is hoped the briefing will be arranged for November.

Land off Moortown Road (21/11723) – An extension of time had been agreed until 23<sup>rd</sup> September. No further information was available.

2 Market Place and Meeting House Lane (not a SS but major development in town)

As the phosphate issue is releasing, the applicant is pressing ahead with the plans. Actual costs are awaited in relation to mitigation credits to enable completion of the required viability assessments.

- RESOLVED:** That the update on Strategic Sites be noted.

<b>ACTION</b> Jo Hurd
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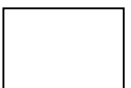
**P/6068**

**A31 RINGWOOD BRIDGE REPLACEMENT AND WIDENING SCHEME**

No meeting was held in September and the next one is scheduled for 13<sup>th</sup> October. Attendees include National Highways, Hampshire Highways, the County Councillor, District Councillors, Town Mayor and Chair of this Committee. The Deputy Town Clerk is unable to attend this meeting, however, has prepared an outline of issues to be discussed.

The Town Clerk reported he had spoken with NH Project Manager following Recreation, Leisure and Open Spaces Committee's decision, to defer the matter of the Church fence to the Council meeting on 26<sup>th</sup> October, as a more detailed specification and exact location was sought before a decision could be made (*OS/6198 refers*). A site meeting had been arranged for 13<sup>th</sup> October and the Town Clerk and representative from PCC would be attending, with a view to achieving a detailed proposal for consideration.

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Chairman's initials



**RESOLVED:** That the update be noted.

**ACTION Jo Hurd**

**P/6069**

**REAL WORKING PARTY**

A meeting will be held to discuss the conclusion of Phase 1 of the Greening Ringwood Campaign. Phase 2 will be considered and once costings, etc. are known and a decision is made whether to proceed, a report will be brought before the Committee.

The Town Clerk reported that it had been agreed to suspend the formal Working Party as this was no longer required. It will not formally be wound up, at this stage, but remain on standby for a few months.

**RESOLVED:** That the notes of the REAL Working Party meeting held on 6<sup>th</sup> September 2022 be received (*Annex D*).

**ACTION Jo Hurd**

**P/6070**

**PROJECTS** (current and proposed)

**RESOLVED:** That the update in relation to projects (*Annex E*) be received.

**ACTION Jo Hurd**

**P/6071**

**NFDC/NFNPA PLANNING COMMITTEE**

Cllr Turner reported on her attended at NFDC's Planning Committee on 29<sup>th</sup> September to speak on application 21/10668 2 Nursery Road. The Committee refused to grant planning permission.

Two applications were to be considered by NFDC Planning Committee on 12<sup>th</sup> October:-

1) 22/10863 14, Meadow Close, Ringwood. BH24 1RX

2) 22/10884 3, Fairlie Park, Ringwood. BH24 1TU

Cllrs Kelleher and Turner agreed to make representations on behalf of the Council at the meeting.

There being no further business, the Chairman closed the meeting at 12 noon.

RECEIVED  
28<sup>th</sup> September 2022

APPROVED  
7<sup>th</sup> October 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

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

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Chairman's initials

## Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
22/10986	15, College Road, Ringwood. BH24 1NU	Single-storey rear veranda; side porch; rear chimney removal (part retrospective)	Refusal (2)	The Committee felt the proposals were not in keeping with the other dwellings in the immediate locality and had a detrimental impact on the street scene. There was concern specifically about the impact removal of the chimney would have on the character of the Victorian property and this would also result in an unbalancing of the semi-detached houses. It was noted that there was no comment available from the Conservation Officer.
22/10988	69, Christchurch Road, Ringwood. BH24 1DH	Installation of replacement signs to include 1x non illuminated opening hour sign; 1x non illuminated fascia sign (Application for Advertisement Consent)	Permission (1)	
22/11001	The Malthouse, 84A Christchurch Road, Ringwood. BH24 1DR	Replacement of boundary wall, existing concrete block wall removed together with existing foundations and new boundary wall built in the same position in facing brickwork with details similar to other walls (Application for Listed Building Consent)	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
22/11002	Myrtle Cottage, Streets Lane, Ringwood. BH24 3EY	Remove existing conservatory and roof over the outbuilding; new roof; erect a single-storey flat roof extension and convert for the applicant's family use only and occasional Air B&B (revised scheme)	Permission (1)	
22/11010	24, Highfield Ave, Ringwood. BH24 1RH	Variation of condition 2 of planning permission 21/10346 to allow an additional first floor roof light to the side (east) elevation and the installation of a garage door	Permission (1)	
22/11013	Moonfleet, Hiltom Road, Ringwood. BH24 1PW	Proposed side and rear extensions; dormer window	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
22/11023	12A The Furlong, Ringwood. BH24 1AT	External seating areas & parasol to be used in conjunction with Arboro Lounge	Officer Decision (5)	The Committee felt there was insufficient detail provided with the application to determine what it was it was being asked to consider. It is unclear whether it is simply an application for temporary tables, chairs and a parasol which are all removable to allow, for example, events to take place. If that is the case, subject to the concern that the proposed seating appears to be an expansion of what is currently in situ (and will impede the openness of the area) being take into account, there would be no objections raised. Should the proposals be for the permanent fixture of furniture and a parasol, the Committee would like to see detailed design and plans, to enable it to make an informed decision whether to object or not and submit the appropriate recommendation. In addition, there were concerns about the removal of the bench around the tree.
22/11027	Plot 9, Forest Gate Business Park, Spring Lane, Ringwood. BH24 3FH	New two-storey office building and associated parking	Permission (1)	The Committee had concerns about the landscaping scheme and requested that the appropriate officer be consulted to ensure the longevity of species planted.
22/11036	1A Top Lane, Ringwood. BH24 1LF	Rear and side extension	Permission (1)	
22/11067	Land of 3, New Street, Ringwood. BH24 3AD	New 2 storey dwelling, sever plot	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
22/11089	The Malthouse, 84A Christchurch Road, Ringwood. BH24 1DR	Replacement of boundary wall, existing concrete block wall removed together with existing foundations and new boundary wall built in same position in facing brickwork with details similar to other walls	Permission (1)	
CONS/22/0493	Androse Gardens, Bickerley Road, Ringwood, BH24 1EG	Robinia x 1 Fell	Permission (1)	
CONS/22/0494	The Malthouse, 84a Christchurch Road, Ringwood, BH24 1DR	Leylandii x 3 Fell	Permission (1)	
TPO/22/0488	11, Bishop Court, Ringwood. BH24 1PE	1x Walnut - Prune	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision



## Ringwood Town Council - Planning Observations - NFNPA

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
22/00606	Oaklands, Hightown Hill, Ringwood. BH24 3HE	Outbuilding (demolition of conservatory)	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision



Applications decided under delegated powers : to be noted on 7<sup>th</sup> October 2022

Number	Site Address	Proposal	Decision
CONS/22/0429	Hangersley House, St Aubyns Lane, Hangersley, Ringwood, BH24 3JU	Fell 1 x Birch tree	29.9.22:- P(1) Recommend Permission, but would accept the Tree Officer's decision.
CONS/22/0458	53, Bickerley Road, Ringwood. BH24 1EG	1x Leylandii - Fell	6.9.22:- P(1) Recommend Permission, but would accept the Tree Officer's decision.
CONS/22/0469	42 Hightown Road, Ringwood, BH24 1NN	Cherry x 1 Reduce Laurel x 1 Reduce Hazel x 1 Reduce Holly x 1 Reduce	13.9.22:- P(1) Recommend Permission, but would accept the tree Officer's decision.



# Ringwood Neighbourhood Plan

# B

## Ringwood Neighbourhood Plan Steering Group

Notes of meeting held on Monday 12th September at 6pm on Zoom

Present:

- Cllr Gareth DeBoos
- Mary DeBoos (Secretary)
- Janet Georgiou
- Cllr John Haywood (Chair)
- Joe Moorhouse
- Geoff Ridgway
- James Swyer
- Chris Treleven

1. Apologies were received from Philip Day, Tim Moxey and Cllr Tony Ring
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from RTC Committees

The workshop with NFDC and HCC to discuss the Thriving Market Place concept will be held at Gateway on 22nd September. A chair and agenda need to be agreed for this.

**Action: John to discuss with Philip and ensure an RTC Councillor is present.**

**Action: Mary to suggest a draft agenda**

**Action: John to circulate details of the meeting to the Steering Group**

Feedback from PT&E was positive about the engagement with Ringwood School.

5. Working Group Updates

### Housing

Chris reported that exhibition content has been prepared. Proposed policies will be discussed at the next team meeting. After this the relevant documents and a summary of the evidence will be shared with Jon Dowty.

**Action: Chris**

### Town Centre

Janet requested clarity on what should be submitted for the draft consultation document and it was agreed that the vision and evidence collected should be sent to Jon Dowty

**Action: Janet**

### Design and Heritage

Joe reported the master planning and design code work should be complete in the next month. Joe is also confirming the process for inclusion of local listings.

### Environment

Gareth reported that the building policies remain basically unchanged although there will not be a policy on embodied carbon. The Parish Nature Recovery Plan policies are expected to focus on 2 areas, wildlife corridors and dark skies.

## 6. Communication and Engagement

The proposed dates for the exhibition in the Gateway are 1st to 8th October subject to content being ready and access to Gateway on the Saturdays being confirmed.

**Action: John**

Joe suggested that there was also an opportunity to engage with Ringwood Society members at their open meeting on Tuesday 18th October at 7pm

Janet mentioned that there are display screens on the buses which could be used to share information at an appropriate time.

The sessions for engaging young people will be on 27th and 29th September and 4th and 6th October at Carvers Clubhouse from 15.15 to 16.45. Depending on attendance the 6th October may be open to all.

**Action: Mary to communicate arrangements once known**

John reminded the group that we also have the opportunity to do a presentation at the Junior School

## 7. Any other Business

Janet raised the potential for an event in November to mark Ringwood reopening after the roadworks. It was noted that the Christmas market is 27th November but that there were no other plans for an event around that time

Mary reiterated that the project does need to gain some momentum if we are to complete it this financial year.

## 8. Date of next meeting

Monday 10th October at 6pm

**ACTION: John to set up zoom call.**

**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)**

A site inspection with the Developer was carried out recently to go through the remaining issues on site as we approach the transfer stage. During the visit we noticed that there appeared to have been a vehicle accident at the entrance to Hopclover Way. The road sign had been badly damaged and a tree had been hit. The Developer organised a replacement sign to be installed and this has been carried out. The damaged tree will be replaced in this coming planting season, along with the other failed trees across the site.

The contractor mowed the dog agility area, the Phase 3 play area and the pathway edges at the Northern end of the Western Linear SANG (Suitable Alternative Natural Green space) quickly and properly, following my email to them, which meant that the areas were available for use during the Summer holidays.

Our Estates and Valuations team are working with our Grounds Maintenance Team to remedy the landscaping maintenance situation in their section of Yarrow Lane. This will take longer than I was informed of previously. They informed me that it has been decided that the Developer's maintenance contractor will need to carry out the landscaping maintenance on the adjoining POS (Public Open Space) land. Or they can contract our Grounds Maintenance Team for a fee. Both of these NFDC departments and the Developer are communicating directly with Ringwood Town Council regarding the situation.

There is still a large amount of soft landscaping maintenance that needs to be carried out in the Western Linear SANG (Suitable Alternative Natural Green space) before the land can be transferred. The contractor has mowed the area, which improves the look of it, but further remedial works are required, including removing the dock plants in both the grassed and planted up areas, to bring the land to a satisfactory standard for transfer. This is being chased by the Developer. There is further planting required here, which will be carried out this planting season.

We are now in the grass seeding season and the Developer has been reminded that all grass seeding required across the site needs to be carried out.

The allotments transfer is still being held up Land Registry. I have asked for an update from the Developer and will pass this information on when I receive a response.

The Developer has informed our Open Spaces Officer that they will replace the majority of the equipment in the play areas in Phase 2 (Central Park area and Main Playground) and some of the items in Phase 3 with new equipment. This is because the Developer was unable to demonstrate the provenance of the equipment, or to provide a warranty. Both of which are required for transfer. When this work will be carried out, is under discussion, led by our Open Spaces Officer, as it will be included in the transfer agreement. It may run alongside the transfer to avoid further delays.

There are two piles of spoil on land adjoining the NFDC flats at Yarrow Lane and the Castleman Trail that have been left in situ. The area was surrounded by heras fencing. This was all left on site by Hampshire County

Council when they constructed the Castleman Trail through to the industrial estate on the West of the site. The Developer has been in contact with the relevant contact in Hampshire County Council for some months now to try to get the spoil removed and the area tidied up. I noted during my last site visit that the heras fencing has been removed, but the spoil is still there. I spoke to the Developer this morning and Hampshire County Council have now agreed to do the remedial works necessary to make the area safe and tidy.

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.

## Ringwood Environmental Action Leadership (REAL) Working Party

### Notes of meeting held on Tuesday 6<sup>th</sup> September 2022 at 7pm on Zoom

Present: Cllr Gareth DeBoos (Chair)  
Francis Charlton  
Mary DeBoos  
Cllr Rae Frederick  
Cllr Glenys Turner (from 7.06pm)

In Attendance: Christopher Wilkins (Town Clerk)

Absent: Lindsay Andrews  
Milinda Harding  
Chantelle Monck  
Cllr Tony Ring

#### 1. Apologies for absence

Apologies received from Lindsay Andrews, Milinda Harding and Chantelle Monck

#### 2. Declarations of interest

No disclosable pecuniary interests were declared.

#### 3. To agree notes of last meeting

The notes of the meeting on 27<sup>th</sup> June 2022 were agreed as accurate.

#### 4. Feedback from Ringwood Town Council Committees

No new items.

#### 5. Ringwood Neighbourhood Plan Update

Cllr DeBoos reported that a public information event is being planned and will be held at the Gateway on a date to be agreed.

#### 6. Greening Campaign

Cllr Frederick reported that all cards have been delivered and the counting of completed and displayed cards is now beginning and needs to be done this month. Initial indications are that the number of these may be lower than hoped.

*[Cllr Turner joined the meeting during discussion of this item.]*

#### 7. Workstream updates and proposals

Francis Charlton reported that the Autumn Litter Pick will be held on Saturday 1<sup>st</sup> October 10 – 12 outside Ringwood Gateway and Sunday 2<sup>nd</sup> October outside Poulner Scout Hall 10 -12. Various members are monitoring litter and dog waste around the town and identifying possible gaps in provision of bins.

Mary DeBoos mentioned Big Green Week and promised to circulate a list of the events planned.

Mary DeBoos also mentioned that the effects of the drought on recent tree-planting is being assessed and lessons are being learned ahead of the next round of planting planned for this December. Volunteers are welcome to help remove redundant plastic guards and stakes on Monday afternoons in October.

#### 8. Any other business

Cllr DeBoos sought views on whether it is necessary for this group to continue as a formal working party of the Town Council or whether it could be just as effective as an informal networking forum. The general view was that the latter would probably



suffice but the working party should not be formally dissolved until this has been tested for a few months.

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

Monday 5<sup>th</sup> September 2022 at 7pm – Informal networking event – venue TBA

Monday 3<sup>rd</sup> April 2023 at 7pm (provisional) - Working Party meeting – format TBA

There being no further business, the meeting closed at 7.40pm.

DRAFT



## Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (phase 1 works scheduled for completion in 2023)	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Work on the artificial turf pitch has started.	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	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
<b>Planning Town &amp; Environment Committee</b>						
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 CL and contributon of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out in August and stream clearance scheduled for 29th 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 - Thriving Market Place	In progress	Site visit held with NFDC & HCC on 10/08/2022 and Workshop to take place on 17th October to consider desires and opportunities in more detail.	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. Additional funds required to progress.	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 surfacaing	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**

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 all control measures needed will be assessed and factored into the next budget round.
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 and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk 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 on 1st October)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	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)	The Council's IT support provider has advised on options. The committee agreed further steps in September.	Researching options and costs for equipping councillors with official email accounts and devices to facilitate compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time. Final costs will depend on member decisions yet to be made.

**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 received from NFDC and considered. Officers are in discussions with a planning consultant.	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 which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September.	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 were considered at the committee meeting on 21st September and guidance given to the Council's representatives for the conduct of further negotiations.	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	In progress	Winding-up process and requirements are being researched.	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 by Christmas.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds department diesel van with an electric vehicle	Grounds Manager	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	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. Options for completing data entry from registers are being researched.	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).

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RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and is starting work.	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 bought and is being installed progressively. A decorative sign reinforcing the message has been purchased and will be installed after Carnival.	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).	The external consultant has consulted relevant staff and officers have discussed her provisional findings with the committee. A further committee meeting is being arranged to consider the final report.	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.
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## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	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
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
<b>Planning, Town &amp; Environment Committee</b>				
	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	
<b>Policy &amp; Finance Committee</b>				
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)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
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
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
<b>Staffing Committee</b>				
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	