

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

Held on Friday 2nd August 2024 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT:

Cllr Luke Dadford
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr Peter Kelleher
Cllr James Swyer

IN ATTENDANCE: Mrs Jo Hurd, Deputy Town Clerk
Nicola Vodden, Office Manager

ABSENT: Cllr Philip Day (Chairman)
Cllr Glenys Turner (Vice Chairman)
Cllr Becci Windsor

In the absence of Cllr Day (Chair) and Cllr Turner (Vice Chair), Cllr Frederick was nominated to Chair the meeting. Members unanimously agreed.

**P/6321
PUBLIC PARTICIPATION**

There were no members of the public present.

**P/6322
APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Day and Turner.

**P/6323
DECLARATIONS OF INTEREST**

There were none.

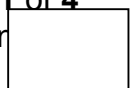
**P/6324
MINUTES OF PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 5th July 2024, having been circulated, be approved and signed as a correct record.

**P/6325
PLANNING APPLICATIONS**

RESOLVED: That the observations summarised in *Annex A* be submitted and decisions made under delegated powers be noted.

ACTION Nicola Vodden



P/6326
RINGWOOD NEIGHBOURHOOD PLAN (RNP)

The Deputy Town Clerk reported both NFDC and NFNPA had unanimously agreed to make the RNP, which now forms parts of their Development Plans and will be given full weight when determining planning applications. Thanks were again extended to all those involved.

RESOLVED: That the update on RNP be received.

P/6327
STRATEGIC SITES

Land off Crow Lane / Crow Arch Lane (Beaumont Park)

The developer is carrying out remedial works to make good defects in previously completed works at the three entrances to Beaumont Park in readiness for handover to HCC. Part of this will involve raising the drain cover adjacent to the entrance to Chard Lane, giving access to the twin culverts beneath the entrance roads, which restrict the flow of water. The Deputy Town Clerk has written to HCC Highways to request that, once this work is complete, the culverts are regularly checked and cleared. The monthly monitoring report was not available for the meeting and would be circulated when received.

Land north of Hightown Road (21/10042)'

In response to the Deputy Town Clerk's request that NFDC;

- i) arrange for the developer's flood mitigation calculations to be checked by an independent Flood Risk engineer; and
- ii) review the costs and procedures for maintaining the proposed flood mitigation measures to ensure they are sufficient.

She had received a response from Mark Wyatt, Service Manager, Development Management indicating that he had spoken with the Lead Local Flood Authority on the matter. He said the applicant has also seen the report prepared by Cllr Georgiou and is preparing further submissions in response. He will address these issues in any report when the application goes back before the NFDC Planning Committee.

He also indicated that there would be a requirement to review the application in light of the RNP being made and this will also be addressed through any Committee report.

In respect of the request that HCC carry out a Section 19 investigation in the area in the vicinity of SS14, no response had been received.

Land off Moortown Lane (21/11723 and 23/10707)

No update.

2 Market Place

No update.

Land at Snails Lane

The application is expected by NFDC in August, although it will likely not be determined before the end of the year.

RESOLVED: That the update on Strategic Sites be noted.

P/6328

FLOOD MITIGATION

Members received the update report on flood mitigation and approved the recommendation therein (*Annex B*). The Deputy Town Clerk indicated that she is due to meet a representative from the Environment Agency to ascertain the correct contact to be invited to the proposed meeting. The County Councillor is to be invited to offer his support given that there has been no response from HCC.

RESOLVED: That representatives of New Forest District Council (Planning), Hampshire County Council (Flood and Water Management) and the Environment Agency be invited to meet with the Town Council to consider the impacts of the increased flood risk to both strategic sites and the surrounding area, and to ensure that any agreed flood mitigation measures are sufficient.

ACTION Jo Hurd

P/6329

PROJECTS (current and proposed)

Greening Ringwood – An update has been requested for the next meeting. It was noted that the project will run until July 2025.

Bus shelters – The Deputy Town Clerk is waiting on usage statistics for bus stops, so further information can be obtained on needs and costings.

MWL bench – It is hoped that the bench will be installed soon, once HCC requirements have been complied with.

Crow Stream

The annual clearance of Crow Stream is expected to be held on 3rd October. Once this date has been confirmed, information will be circulated to Members who may wish to volunteer to assist.

RESOLVED: That the update in relation to projects (*Annex C*) be noted.

P/6330

NFDC/NFNPA PLANNING COMMITTEE

NFDC's Planning Committee was scheduled for 14th August and the agenda had not yet been published. Members would be advised should any Ringwood applications be included on the agenda for consideration.

There being no further business, the Chairman closed the meeting at 10.57am.

RECEIVED
25th September 2024

APPROVED
6th September 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

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

Annex A to Planning, Town Environment Committee Minutes 2nd August 2024
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
24/10393	26 Lynes Lane, Ringwood. BH24 1EH	Rear and side extension to replace existing conservatory; replacement garage to incorporate workshop and home office/gym; solar panels to dwelling and proposed garage (AMENDED REASON TO ADVERTISE)	Refusal (2)	The Committee supported the Conservation Officer's comments.
24/10399	Hurst Old Farm, Salisbury Road, Ringwood. BH24 3PA	Installation of 4 arrays of 8 solar photovoltaic panels in field northwest of domestic curtilage and associated groundworks	Permission (1)	
24/10465	10, The Mount, Poulner, Rinwood. BH24 1XX	Proposed boundary fence and gate, demolition of existing wall	Permission (1)	The Committee noted that the height of the proposed fence was 1.9 m at the front and commented that this should be 1.8 m or less.
24/10474	Units 9 & 11 Parvaneh Business Park, Embankment Way, Ringwood. BH24 1WL	Change of use to swimming school, training academy for swim teachers and a cafe open to the public; Installation of swimming pool, cafe and classroom space	Officer Decision (5)	The Committee felt there was insufficient parking on site for a unit used for this purpose and wished to challenge the applicant's statement that the roads are suitable for overflow parking. There was insufficient provision of cycle parking and there was no information on the disposal of water and chemicals used.

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
24/10487	Ringwood Medical Centre, The Close, Ringwood. BH24 1JY	New signage in white lettering to replace the former blue lettering (Retrospective) (Application for Advertisement Consent)	Permission (1)	
24/10536	79 Eastfield Lane, Ringwood. BH24 1UN	Erection of two properties with access and parking	Refusal (4)	The Committee made reference to the previous reasons for refusal of application 22/11193 and indicated that all issues had not been addressed. In addition, the application is contrary to the Ringwood Local Distinctiveness Plan SPD as it would erode the character of the area which is signified as a long row of properties with long gardens, with the gaps between properties also being an important feature.
24/10549	9, Hiltom Road, Ringwood. BH24 1PW	Rear extension, side extension, dormer extension, rooflights; fenestration alterations and smooth render at ground floor level	Permission (1)	
24/10572	Haldon, 46 Northfield Road, Ringwood. BH24 1LX	Infill single-storey extension with rooflight	Officer Decision (5)	The Committee was concerned that this would be a separate dwelling and questioned whether the proposed front door should be a window.
24/10576	28 Lynes Lane, Ringwood. BH24 1EH	Single-storey rear and side extensions and addition of porch at the front.	Officer Decision (5)	The Committee noted that there was no report available from the Conservation Officer and this made it difficult to comment on the application.

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
24/10580	33, Holm Close, Poulner. Ringwood. BH24 1TD	Side extension replacing existing side conservatory with roof lights; fenestration alterations	Refusal (2)	The Committee felt that due to the potential increase in the number of bedrooms, this application is contrary to Parking Standards.
24/10608	Mill lane (MILA) E4L5 ABCP Circuit	Proposing to replace eighteen (18) low voltage (LV) electricity wood pole structures and upgrade 51 spans of approximately 25m each of open wire low voltage conductor (Overhead line application including screening opinion request)	Permission (1)	
24/10633	Woodford House, 1 Woodford Close, Ringwood. BH24 1UT	Removal and replacement of existing single-storey west side extension; two-storey east side extension; fenestration alterations	Permission (1)	
24/10644	Sylvio, 3 Redwood Close, Ringwood. BH24 1PR	Roof extension and alterations including dormer and rooflights to facilitate creation of first floor; fenestration alterations; removal of existing porch; painting and rendering to elevations	Permission (1)	The Committee suggested that a condition be imposed for the bathroom window to be obscure-glazed to prevent any overlooking of the neighbouring property to the west.

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
24/10652	99, Hightown Road, Ringwood. BH24 1NL	Roof extension and alterations, including dormer windows and rooflights to facilitate creation of first floor; rear extension; porch to front elevation; demolition of garage	Officer Decision (5)	
CONS/24/0326	10 Linden Gardens, Ringwood. BH24 1HG	Cherry x 1 Reduce	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

Number	Site Address	Proposal	Observation	Comments
24/00592FULL	29, Wattons Ford Lane, Bisterne, Ringwood. BH24 3BN	Single-storey extension; 1no. new window; cladding and render; new septic tank; reinstall 2no. windows; demolition of existing single- storey extension; internal alterations	Permission (1)	
24/00593LBC	29, Wattons Ford Lane, Bisterne, Ringwood. BH24 3BN	Single-storey extension; 1no. new window; cladding and render; new septic tank; reinstall 2no. windows; demolition of existing single- storey extension; internal alterations (Application for Listed Building Consent)	Permission (1)	
24/00826CONS	Christmas Tree Farm, Hangersley Hill, Ringwood. BH24 3JR	Fell 2 x European Fir Fell 1 x Lawson Cypress	Officer Decision (5)	The Committee felt further information was required as the tree report did not include any compelling reason for felling of the trees.
24/00848TPO	2 Little Sombourne Cottage, Forest Lane, Hightown Hill, Ringwood. BH24 3HF	Prune group of English Oak trees (shown as G1 on the plan) (Trees above are part of W4 of TPO: 1332/85)	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 2nd August 2024

Number	Site Address	Proposal	Decision
TPO/24/0298	11 Bishop Court, Ringwood, BH24 1PE	Walnut - Reduce	11.7.24 P(1) Recommend permission, but would accept the Tree Officer's decision.
CONS/24/0299	Greyfriars Community Centre, 44 Christchurch Road, Ringwood. BH24 1DW	Copper Beech - Fell	11.7.24 P(1) Recommend permission, but would accept the Tree Officer's decision.
CONS/24/0302	9 College Road, Ringwood, BH24 1NU	Fir Tree - Fell Eucalyptus - Fell	11.7.24 P(1) Recommend permission, but would accept the Tree Officer's decision.

Flood Mitigation - Update

1. Introduction and reason for report

- 1.1 At a meeting of this Committee on 7 June 2024, Members endorsed a report written by Cllr Georgiou on Flood Mitigation Measures for the Lynes Farm Development (strategic site 14 – land north of Hightown Road), and agreed 4 actions as a result (P/6306 refers). This report is to update Members on 3 of those actions, and to consider next steps.

2. Update on actions agreed

- 2.1 *That Hampshire County Council, as Lead Local Flood Authority, be requested to carry out a Section 19 investigation into the area in the vicinity of Strategic Site 14 (land north of Hightown Road), in particular to ensure that the proposed flood mitigation measures for a development of up to 400 dwellings and 3 hectares of employment are adequate.*

This request was sent to HCC on 10 June 2024. This followed a previous request for a Section 19 investigation, sent on 6 March 2024, following the presentation to this Committee on 1 March by a member of HCC's Flood and Water Management Team (P/6263 refers). To date, there has been no response to either request.

- 2.2 *That, in relation to planning application 21/10042, New Forest District Council, as the Planning Authority, be requested to:*
- i) arrange for the developer's flood mitigation calculations to be checked by an independent Flood Risk engineer; and*
 - ii) review the costs and procedures for maintaining the proposed flood mitigation measures to ensure they are sufficient.*

This request was sent to NFDC on 10 June 2024, and the Planning Officer replied to say it would be considered. Again, this followed a previous request for a review sent on 6 March 2024 when the then Planning Officer replied to say the request had been passed to the planning agent for a response and they would reply when this was to hand. No further response was received.

- 2.3 *That the Environment Agency be invited to attend a future Committee meeting to talk about flood defence measures for homes and grants available.*

Having spoken to the Environment Agency representative who recently attended a meeting of Sopley Parish Council, it is understood that was part of a Property Flood Resilience capital project and the EA was seeking to engage with individual property owners in the area. This project does not currently extend to Ringwood. However, concerns about flood mitigation for the two strategic sites were discussed, and it is hoped this will lead to a further conversation with the EA on this matter.

3. Update on current situation

- 3.1 Since writing her report, Cllr Georgiou has been monitoring the Environment Agency's flood risk maps, which are currently being updated for publication in 2025. These were last published in 2019, the data from which will have informed the Flood Risk Assessments for the strategic sites at Hightown and Moortown. As the new maps are prepared, they are being uploaded to the EA's Flood Risk portal for use by planners and developers.

- 3.2 Cllr Georgiou reports that both strategic sites have been upgraded to Flood Risk 3, which adds further weight to the evidence outlined in her report and the requests made to NFDC and HCC.
- 3.3 As consideration of the planning application for the Moortown site is currently pending, and completion of the s106 agreement for the Hightown site is due by the end of the year, it is considered that the time is right to ensure that sufficient scrutiny has been given to the Flood Risk Assessments for both sites.
4. Issues for decision and any recommendations
- 4.1 It is therefore **RECOMMENDED** that representatives of New Forest District Council (Planning), Hampshire County Council (Flood and Water Management) and the Environment Agency be invited to meet with the Town Council to consider the impacts of the increased flood risk to both strategic sites and the surrounding area, and to ensure that any agreed flood mitigation measures are sufficient.

For further information, contact:

Jo Hurd, Deputy Town Clerk
Direct Dial: 01425 484721
Email: jo.hurd@ringwood.gov.uk

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 (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. Building of the new pavilion has paused pending utility works by statutory undertakers. The new building is expected to be ready for occupation in Summer 2024.	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).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan was adopted (made) by NFDC on 08/07/2024 and is due to be considered by NFNPA on 25/07/2024. The RNP is now part of the NFDC Development Plan and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail to be carried out in August and stream clearance by volunteers in September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Next meeting of Working Group scheduled for 03/09/2024.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC).
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Numerous activities taking place. Update requested for September meeting of this Committee.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked through with intention of bringing report with recommendations to cttee in next two months.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. HCC working on design.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
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.
PF11	92 Southampton Road	In progress (commenced March 2023)	Urgent repairs have been completed. Vacant possession has been recovered. Members will consider quotes for the repairs required before a possible re-let at the meeting on the 24th July.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
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Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A planning application has been prepared in draft but members will be invited to consider further design changes at the meeting on 4th September.	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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this summer. Future needs will then be re-assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support. Their reports on the recent water sampling are clear and they are preparing a surrender report.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS19	Carvers Strategic Development	Completed May 2024	The Masterplan prepared by landscape designer New Enclosure, after being consulted upon and revised, was formally adopted on 1st May 2024. It will now serve as a vision to guide future planning and developments but since it will remain a living document subject to potential updating, this item will remain open until further notice.	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)	NFDC is developing a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The design concept and proposed works are expected to be ready for consideration at the meeting on 4th September.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The safety standards are being researched in order to finalize the cost and identify any funding shortfall.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS24	Poulner Lakes Circular Path	Completed May 2024.	The performance of the reduced and landscaped drainage retention pond has been monitored through the winter. It appears both necessary and effective. This project is therefore now complete.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only
RLOS25	Open Spaces Management Review	About to commence	The Council will appoint members to a new task and finish group at the meeting on 31st July.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only

Staffing Committee

None

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				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
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	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				
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)	
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.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
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
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
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
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
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	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
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
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.

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