

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

Held on Friday 3rd November 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Glenys Turner (Vice Chairman)
Cllr Luke Dadford
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr James Swyer
Cllr Becci Windsor (*from 10:02am*)

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

ABSENT: Cllr Andy Briers
Cllr Ingrid De Bruyn
Cllr Janet Georgiou
Cllr Peter Kelleher

P/6214 PUBLIC PARTICIPATION

Two members of the public were present for agenda items.

P/6215 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Briers, De Bruyn, Georgiou and Kelleher.

P/6216 DECLARATIONS OF INTEREST

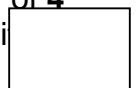
There were none.

P/6217 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting held on 6th October 2023, having been circulated, be approved and signed as a correct record.

P/6218 NEW FOREST ASSOCIATION OF LOCAL COUNCILS (NFALC)

Members received a presentation from Brice Stratford, Chairman of NFALC. His email dated 2nd November had been circulated prior to the meeting. He was engaging with as many Councils as possible to ascertain exactly what NFALC can do for them, how it can be made more accessible, how it can connect Councils and Councillors across the New Forest and NFALC's role in representing their views on shared problems and issues.



Members thanked Mr Stratford for attending the meeting and expressed support for NFALC.

RECOMMENDED: That Cllr G DeBoos be appointed as the Council's representative to NFALC, in place of Cllr Haywood.

ACTION Jo Hurd

P/6219

PLANNING APPLICATIONS

Application 23/11060 and agenda item 7. Ringwood Neighbourhood Plan were brought forward for the benefit of the members of the public present. The remainder of the planning applications were considered in list order.

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

ACTION Nicola Vodden

P/6220

RINGWOOD NEIGHBOURHOOD PLAN (RNP)

Cllr M DeBoos reported that the RNP had gone through the Regulation 16 consultation run by the local planning authorities. There were a number of responses, some minor, but there were a few points to be considered in due course.

The RNP will go forward to examination as it stands. The Examiner has been appointed and has experience of neighbourhood plans which cross two authorities, the plan has been accepted and a timetable set. The Examiner will ask questions on the procedure and representations made.

It was hoped that the examination will be completed in January and the report available at the end of February. Some changes to the plan may be required in consultation with the Council. A written report will be prepared for the next meeting of this Committee.

The Chairman thanked everyone involved with their continued work on RNP.

RESOLVED: That the verbal update be noted.

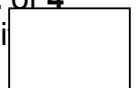
ACTION Jo Hurd

P/6221

STRATEGIC SITES

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

It was reported that the transfer of the allotment site at Crow Arch Lane from the developer to the Council has been completed and that some residents on the development had formed an association.



The dangerous state of the equipment in the dog agility area was raised at the meeting and there were particular concerns as children also play on this equipment. The Deputy Town Clerk was asked to raise this with the NFDC Monitoring Officer.

Note added following the meeting: The update from NFDC Site Monitoring Officer was received after the meeting and has been attached to the minutes as Annex B.

Land north of Hightown Road (21/10042)

Representations will be collated and sent to NFDC regarding recent flooding issues experienced in the area.

Land off Moortown Lane (21/11723)

NFDC Planning Officers will provide a briefing on 16th November to update Councillors. The briefing will also refer to planning application 23/10707 for change of use of open space adjacent to Crow Lane. The recent flooding at Moortown / Crow will be raised at this meeting.

2 Market Place and Meeting House Lane

There was nothing to report.

Land at Snails Lane

It was likely there would be a planning application for development of this site in the new year.

RESOLVED: That the updates on Strategic Sites be noted.

ACTION Jo Hurd

P/6222

GREENING RINGWOOD

The Committee considered the Deputy Town Clerk's report, the update on Phase 2 Greening Ringwood (*Annex C*) and the request for financial support.

Following discussion, Members agreed not to support the request for funding to cover the cost of postcards. It was however felt that a social media campaign might be just as effective, encouraging everyone to "go green" on their status for a day (or something similar).

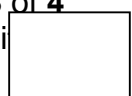
There was also some discussion about future costs of the project and Members asked that they be made aware without delay of any future expenditure that might be required, so that this can be considered for inclusion in next year's budget.

RESOLVED: 1) That the update on Phase 2 Ringwood Greening be received;
2) That the Council continue to advertise Greening Ringwood events and initiatives on the Council's website and social media; and
3) That the request for £425 to fund the printing of postcards not be supported.

ACTION Jo Hurd

P/6223

COMMITTEE BUDGET



The Committee considered the Finance Manager's report which included the predicted outturn of the current year's budget and the draft committee budget for 2024/25 (*Annex D*).

With reference to paragraph 2.1, the Deputy Town Clerk explained £580 to repair the time capsule cover stone as part of the Human Sundial had been funded from CIL receipts and £1,169 had been spent this year on Ringwood Neighbourhood Plan, leaving £3,500 in the budget.

She reported that £10,000 developers' contributions had been drawn down for future works to Crow Stream. In relation to NFDC inviting applications for CIL funding, a special agenda item will appear on the Full Council agenda. There were restrictions as to what the money can be spent on and the Council cannot apply unless all of its' own CIL money is wholly committed to projects.

RESOLVED: That the budgets and proposals in Appendices A and B be approved.

ACTION Jo Hurd

P/6224

PROJECTS (current and proposed)

Thriving Market Place

There was a meeting between HCC and NFDC officers this week, and it had been clarified that CIL funds cannot be used for master planning or feasibility work. There will be a further meeting to reconsider.

Memorial bench for MLW

This item has been added to the project list as it has taken a significant amount of officer time. It had been intended to unveil the bench at the Christmas event, but now thought unlikely it will be ready by then.

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

P/6225

NFDC/NFNPA PLANNING COMMITTEE

The Council had not been notified of any applications to be considered by NFDC or NFNPA Planning Committees.

There being no further business, the Chairman closed the meeting at 11:47 pm.

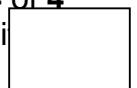
RECEIVED
29th November 2023

APPROVED
1st December 2023

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 3rd November 2023
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
23/10664	Land of Lynbrook, Salisbury Road, Blashford, Ringwood. BH24 3PB	Wooden gates to replace existing metal gates (retrospective)	Permission (1)	
23/10947	68, Fairlie, Ringwood. BH24 1TR	Rear single-storey extension; roof alterations including x2no. dormers to front; first floor extension; outbuilding to the rear; fenestration alterations	Permission (1)	
23/10979	17, Ashley Close, Ringwood. BH24 1QX	Single-storey rear extension	Permission (1)	
23/11039	1, Highfield Road, Ringwood. BH24 1RF	Demolition and replacement of existing conservatory with single-storey rear extension; fenestration alterations; roof alterations to raise ridge height with front and rear dormers	Refusal (2)	The Committee had concerns that application 23/10874, for severance of the same plot, had not yet been determined and would have an impact on these proposals. The Committee invited the Planning Officer to defer determination of this application until the outcome of 23/10874 is known. If the plot was to be severed, there would be objections to this application due to overdevelopment of the plot and it being contrary to Parking Standards. If application 23/11039 stood alone, there would be no objection to the proposals.

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
23/11056	43, Southampton Road, Ringwood. BH24 1HE	Illuminated fascia sign (Retrospective) (Application for Advertisement consent)	Officer Decision (5)	The Committee had no objection in principle to the proposal, but invited the Planning Officer to consider attaching conditions in relation to the hours in which the signage could be illuminated.
23/11060	Land of 3, New Street, Ringwood. BH24 3AD	New 2 storey dwelling, sever plot	Permission (1)	
CONS/23/0510	Lloyds Tsb, 25 High Street, Ringwood, BH24 1BD	Lime x 1 Reduce	Permission (1)	
CONS/23/0539	Centre Place, Meeting House Lane, Ringwood, BH24 1AY	London Plane x 1 Reduce	Permission (1)	
CONS/23/0542	The Furlong, Ringwood, BH24 1AT	Birch x 1 Prune Maple x 2 Prune Hornbeam x 9 Reduce	Permission (1)	
TPO/23/0540	7 Seymour Gardens, Ringwood, BH24 1GS	Lime x 1 Fell	Officer Decision (5)	The Committee questioned whether it may be more appropriate to crown lift and prune the lime tree rather than fell it.

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 3rd November 2023

Number	Site Address	Proposal	Decision
23/10595	The Pour House, 17-19 West Street, Ringwood BH24 1DY	RE-CONSULTATION: Remove bifold doors to the rear of No 17 and replace with wooden double glazed french doors; single wooden cellar door on rear elevation; external cellar cooler unit on rear elevation; external heat dump unit on rear elevation; rear cctv cameras; rear external lights (Amended description)	6.10.23 P(1) Recommend permission, but would accept the Planning Officer's decision.
23/10596	The Pour House, 17-19 West Street, Ringwood BH24 1DY	RE-CONSULTATION: Remove bifold doors to the rear of No 17 and replace with wooden double glazed french doors; single wooden cellar door on rear elevation; external cellar cooler unit on rear elevation; external heat dump unit on rear elevation; rear cctv cameras; rear external lights (Application for Listed Building Consent) Amended description (AMENDED REASON TO ADVERTISE)	6.10.23 P(1) Recommend permission, but would accept the Planning Officer's decision.
23/10680	Site Of 41 And 43, Manor Road, Ringwood BH24 1RB	RE-CONSULTATION: Erection of two pairs of semi-detached dwellings (4 in total) with associated access and parking; demolition of the existing pair of semi-detached dwellings	6.10.23 Refusal (4) Recommend refusal. The Parkings Standards indicate the provision for this development should be 9 on-site parking spaces, however only 7 are provided on the basis that it's communal parking. The The Committee questioned whether this layout qualifies as communal parking and how EV charging points would be accommodated as there is no information provided in respect of this. There were concerns that the blocks of parking would be out of keeping for the area and would create additional traffic problems in an area busy with vehicle movements due to school traffic and pedestrians. In addition, this would remove a stretch of on-road parking exacerbating the parking issues in the area. The Committee was concerned that the site had been cleared without any ecological assessment as highlighted in the Ecologist's comment. It noted that there were many objections from the public. The Committee questioned demolishing the existing houses and felt refurbishing and extending may be more appropriate.

Applications decided under delegated powers : to be noted on 3rd November 2023

23/10767	Lamb Inn, 2 Hightown Road, Ringwood BH24 1NW	RE-CONSULTATION: Conversion and alterations of the public house (sui generis) to create 6 no one bedroom flats and 1 no three bed house; demolition of modern rear extensions; utilising the existing access off Hightown Road; associated parking, hard & soft landscaping	6.10.23 R(2) Recommend refusal, but would accept the Planning Officer's decision. The Committee welcomes the proposal for smaller units. There are concerns however about the lack of amenity space for the residents and that the parking provision remains contrary to parking standards policy, as only 9 spaces are proposed when the Parking Standards require 10. Any additional need would overflow and exacerbate current parking issues in the area. It should be noted that, although the area is served by public transport, the current service only runs between 09:30 and 14:30. Also, the application is based on the assertion that the pub is not financially viable, therefore current traffic movements are low.
23/01229 CONS	Heathfield, Hangersley Hill, Hangersley, Ringwood.	Fell 1 x Group of Cordyline x 6 stems - Reduce 3 stems by 2/3 and 3 stems to ground level Prune 1 x Sycamore tree (T1 on the plan) Fell 1 x Silver Birch tree (T2 on the plan) Remove deadwood 1 x Ash tree (T3 on the plan - exempt works included for information only)	6.10.23 P(1) Recommend permission, but would accept the Tree Officer's decision.
CONS/23/ 0499	Androse Gardens, Bickerley Road, Ringwood, BH24 1EG	Various Trees - Fell and prune	11.10.23 OD(5) Officer decision. This application is a little odd. It asserts that some of the trees have a TPO (but I'm not sure that is the case) and that none of them are diseased (but the detailed report says that some are).
23/01283 CONS	Fieldings, Hangersley Hill, Hangersely, Ringwood. BH24 3JN	Prune 1 X Douglas Fir tree (Remove hanging branch over driveway - T1 on the plan) Prune 1 x English Oak tree (Remove hanging branch over garden - T2 on the plan) Prune 1 x English Oak tree (T3 on the Plan)	17.10.23 P(1) Recommend permission, but would accept the Tree Officer's decision.

Strategic Sites Update (November 2023)**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 land transfer of the allotment land has now taken place. The hedge around the allotments has been trimmed back, and the weeds have been sprayed. The soil is due to be worked next week, weather/conditions permitting.

The Planning Case Officer is progressing the resolution of the outstanding conditions.

The care home construction is ongoing. It has reached roofline.

The Developer is still responsible for the maintenance of the open spaces, alongside the housing association.

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

PLANNING, TOWN & ENVIRONMENT COMMITTEE

3 November 2023

GREENING RINGWOOD

1. Introduction and reason for report

- 1.1 To receive an update on progress of Phase 2 of Greening Ringwood and consider requests for assistance and funding.

2. Background information and current status

- 2.1 At the meeting of this Committee in June 2023, it was agreed to support Phase 2 of the Greening Ringwood Campaign (*P/6160 refers*).

- 2.2 Subsequently, Policy & Finance Committee approved expenditure of £50 to be funded from the General Reserve to purchase the information pack from Hampshire County Council. It was noted at the time there was potential for additional funding requirements, and that any future request should be considered by the Council as required.

- 2.3 Attached is an update from the coordinator outlining what has been achieved since June and asking for the Council's support with the following:

- Assistance from another councillor on either the Cycle of the Seed, Space for Nature or Health Impacts of Climate Change projects.
- Advertising of forthcoming events and initiatives.
- Assistance in delivering postcards to households.
- Funding for printing of 8000 postcards, at a cost in the region of £420.

- 2.4 The presentation from the public meeting held on 5 July is available to view here: <https://docs.google.com/presentation/d/1keUnRctgZIC9pgZEV3UEwIPblx29YIE7/edit?usp=sharing&oid=107463233622826810889&rtpof=true&sd=true>

3. Issues for decision

- 3.1 **To agree to continue advertising Greening Ringwood events and initiatives on the Council's website and social media, noting this is already common practice;**
- 3.2 **To consider whether or not to support the request for £420 (amount TBC) to fund the printing of 8000 postcards (if agreed, this will need to be a recommendation to Policy & Finance Committee);**
- 3.3 **It is for individual councillors to consider whether they can help with any of the projects or delivery of postcards.**

For further information, contact:

Jo Hurd, Deputy Town Clerk

Direct Dial: 01425 484721

Email: jo.hurd@ringwood.gov.uk



Greening Ringwood Progress report to Ringwood Town Council October 2023

Greening Ringwood held their Public Meeting on Wednesday 5 July 2023, with over 50 local people representing Ringwood organisations attending. Terena Plowright, Founder of the Greening Campaign spoke about the 5 new Pillars or projects that Greening Ringwood would be tackling over the next 12 – 18 months, with the aim of engaging all 6,000 households in Ringwood, Ellingham, Harbridge and Ibsley and supported by 5 expert organisations. Contributions by 2 local cub scouts, Charlie Lakin singer/ukele, Ringwood & District Round Table and 4 Acre Farm.





These 5 new projects are

Cycle of the Seed – supported by Garden Organic <https://www.gardenorganic.org.uk/>

Space for Nature – supported by Hampshire & Isle of Wight Wildlife Trust <https://www.hiwwt.org.uk/>

Waste Prevention – supported by Hampshire Waste Prevention Smart Living Team
<https://www.hants.gov.uk/wasteandrecycling/smartliving>

Energy Efficient Warmer Homes – supported by The Environment Centre <https://environmentcentre.com/>
and The Sustainability Centre <https://www.sustainability-centre.org/>

Health Impacts of Climate change – supported by Anthea Cooke, Health & Wellbeing Consultant
<http://www.antheacooke.com/>

Meeting Attendance

Following the meeting, 24 volunteers came forward to take the lead in these 5 new projects and each have now had an initial meeting with Lindsay, the Coordinator, looking at their pack of information and guidance that they will action over the next 12 – 18 months. Each team is now meeting with their expert advisors and formulating their plan and setting their dates

Of these 24 volunteers, we have 3 Ringwood Town Councillors on 2 of these projects – Cllr John Haywood for the Energy Efficient Warmer Homes pillar, Cllr Becci Windsor (Barrow) for the Waste Prevention team and Cllr Rae Frederick who will try and get a DIY Tool Library up and running in Ringwood - one of the Waste Prevention team's aims

We would love to have another Ringwood Town Councillor involved! Do you have a passion for Cycle of the Seed? Space for Nature? Health Impacts of Climate Change? If so, we will send you more information

Greening Ringwood Diary Dates – please can these be advertised on RTC site too?

Saturday 26 November Ringwood Winter Wanderland– Greening Ringwood will have a stall

December 2023 – February 2024 – Thermal Imaging Surveys - the Energy Efficient Warmer Homes team will conduct thermal imaging surveys on Ringwood homes – upon request (forms will be available at Winter Wanderland , on our FB page <https://www.facebook.com/groups/701060120978171> and in local media - a website is also being developed . Advice on grants available to increase insulation etc given

Mid February 2024 – The Climate Coalition Show the Love Campaign – Greening Ringwood will be sharing hearts around Ringwood

18 March – 13 April 2024 Postcard delivery – Please see attached a draft of our postcard challenges - the 5 teams have each chosen their challenge, and we will need help to deliver all 6,000 or so postcards to every household in Ringwood, Ellingham, Harbridge and Ibsley – Please can RTC help?

Saturday 20 April 10 – 2 pm in front of Ringwood Gateway - Greening Ringwood Public Launch Event – similar format to our Greening Ringwood Phase 1 event brilliantly captured by Jay Cox Ringwood TV
<https://greening-campaign.org/stories/ringwood/>

Our 5 Teams are very enthusiastic and are very grateful for the help and support of Ringwood Town Council – we have great plans to add to all the amazing sustainability initiatives already taken by others – RACE, Plastic Free Ringwood, Ringwood Community Fridge, Eco clubs etc.

Next steps

Please can we put a proposal to the Policy and Finance Committee of RTC to support the printing of our 8,000 postcards through the Greening Campaign – 6,000 to be delivered, and others to give out to schools, community groups, left in public areas etc to spread the word further – I'm waiting for a quote from the Greening Campaign, but this will be **in the region of £420.**

Thank you- Lindsay Andrews, Greening Ringwood Coordinator 01425 652813 /07731 872 564

Greening Card Challenges

Tonight you need to choose the challenges to go on your Greening Campaign card. The card will go to every home in your community.

People will put the card in the window when they commit to the challenges. Hopefully you will see cards everywhere across the town.

Tonight we need to choose whether your community will need to do an easy one or a tricky one for each Pillar? **You decide!**

Relating to the Pillar Below	Easier Challenges	Trickier Challenges
Energy Efficient Warmer Homes	Only fill the Kettle to a level of water you will use and save £37 a year	Check your loft insulation is 270mm and top up where needed – If topping up from 120-270mm you could save up to £45 a year
Health Impacts from Climate Change	Climate Change might bring rise to new tick diseases. Check yourselves after being outdoors. For more information go to the 'Tick Aware' Toolkit on the internet.	Have 3 conversations in your community or with your family about climate change. Talk about how you feel and the concerns you may have.
Cycle of the Seed	Grow your own cress on the windowsill or other salad for your lunch - If you need help, find out how at the launch event	Grow your own packet of seeds - find out more at the launch event or google 'garden organic/seed saving guidelines'
Waste Prevention	Reduce the carbon impact of your wardrobe by pledging to wear each new item of clothing you buy at least 30 times	Reduce your food waste by storing food correctly. Check your fridge is set to the correct temperature, keep all fruit, and veg (apart from onions, bananas and whole pineapples) in the fridge
Space for Nature	Take part in a 10 minute garden or window wildlife survey. (website)	Create a 1m square window box or garden space for nature.

PLANNING, TOWN AND ENVIRONMENT COMMITTEE
3rd NOVEMBER 2023

REVISED BUDGET 2023/24 & DRAFT BUDGET 2024/2025

1. INTRODUCTION

1.1 Members are required to consider the budget proposals for 2024/25 for this Committee and to make recommendations to the Policy and Finance Committee.

1.2 To assist Members, the following draft documents are attached:-

Appendix A: Shows the progress made on the new expenditure items approved for inclusion in the 2023/24 budget, including items that have slipped from previous years. At present there are no proposals for new expenditure bids for 2024/25.

Appendix B: Shows the approved original budget 2023/24 of £26,792, the draft revised budget 2023/24 of £27,495 which reflects the forecast outturn for 2023/24 together with the first draft budget for 2024/25 of £27,024 which excludes any new bids.

For comparison, actual net expenditure in 2022/23 was £32,143 before transfers to and from provisions and £26,127 after transfers.

2. REVISED BUDGET 2023/24

2.1 The revised budget (column 8 Appendix B) shows a net increase of £733 over the original budget (column 7). The main reasons for this are:-

Details	£
1. Slippage in expenditure on the Human Sundial	495
2. Slippage in the Neighbourhood Plan	4,700
3. Use of reserves for Neighbourhood Plan	-4,700
4. Other minor changes in expenditure	238
Total	733

2.2 The most significant additional expenditure is that on the Human Sundial which was approved during the year. Almost all of the additional expenditure is covered by reserves.

2.3 The work on Crow Lane maintenance is funded by developer's contributions. This is being written down annually but a further contribution, received in 2023, will enable this expenditure to continue for a number of years. Other than some slippage on the Neighbourhood plan project, there are no other significant changes to the budget for the current year and expenditure is broadly on track to meet the budget by year end.

3. FIRST DRAFT BUDGET 2024/25

3.1 The base budget for 2024/25 has been prepared on an incremental basis by rolling forward the 2023/24 budget and adjusting for non recurring expenditure and known cost changes. At this stage no adjustments for inflation have been made but the latest RPI (September) is 8.9%.

3.2 Appendix B, column 1, sets out the provisional base budget figures for the Committee. This draft budget excludes any new expenditure bids and at present, no

other new bids have been brought forward for consideration. The net budget requirement for this Committee is £27,024 before any adjustments for inflation are considered.

- 3.3** The Committee is asked to consider the draft budget proposals in Appendix B. These will then go forward to the Policy & Finance Committee later in November for consideration as part of the Council's total budget. Members will also receive, by email, a copy of a budget "model" to enable the modelling of different budget assumptions, inflation, budget changes and funding options. Members are encouraged to use this model and provide feedback to assist with the further development of the 2024/25 budget.
- 3.5** There will be a further opportunity to review the budget proposals at the next meeting of this Committee and in January 2024.

4. NEW BIDS 2024/25

- 4.1** Other than the Neighbourhood plan, no new bids have been proposed.

5. RECOMMENDATIONS

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) Members use the budget model to explore further opportunities and provide feedback and suggestions for any new bids or further amendments to the proposed budget.

For further information please contact:

Rory Fitzgerald
Finance Officer
Tele: 01425 484723

or

Chris Wilkins
Town Clerk
Tele: 01425 484720

PLANNING, TOWN & ENVIRONMENT COMMITTEE**PROGRESS ON APPROVED BUDGET PROPOSALS FOR 2023/24**

NO.	ITEM	REASON	REVISED BUDGET 23/24 £	COMMENTS
1.	Human Sundial	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	495	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed
2.	Neighbourhood Plan	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to specified themes (Town Centre, Heritage & Design, Housing and Environment).	4,700	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Details of independent examiner awaited
		TOTAL NET COSTS	5,195	

NEW BUDGET PROPOSALS FOR 20234/25

NO.	ITEM	REASON	22/23 £	23/24 £	24/25 £	Priority
1.						
2.						
3.						
		TOTAL NET COSTS	0	0	0	

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PLANNING, TOWN & ENVIRONMENT COMMITTEE

Col. 1	2	3	4	5	6	7	8	9			10	11
Code CC	Description	Budget Manager	Actual 20/21 £	Actual 21/22 £	Actual 22/23 £	Budget 23/24 £	Revised 23/24 £	Type	Inflation %	£	Known Changes* £	Budget 24/25 £
	EXPENDITURE											
	Maintenance											
4000/1/1	--Built Environment-Furniture	JH		156	1,348	100	100	4	0.0%	0		100
4000/1/2	--Carvers Street Lighting	JH	543		1,566	1,572	1,500	2	0.0%	0		1,572
4000/1/3	--Flood defence	JH				0		4	0.0%	0		0
4000/1/4	--Bus Shelters	JH	500			200		4	0.0%	0		200
4000/1/5	--Sign Painting Fridays Cross	JH				0		4	0.0%	0		0
4000/1/6	--Neighbourhood Plan	JH	8,249	10,334	9,994	0	4,700	6	0.0%	0		0
4000/1/7	--Crow Lane Maintenance	JH	1,120	450	720	1,000	1,000	4	0.0%	0		1,000
4000/1/8	--support for REAL working party	JH		466	519	0		6	0.0%	0		0
	Total Maintenance		10,412	11,406	14,147	2,872	7,300			0	0	2,872
	Employee Costs											
4001/1	--Allocated Office Staff	CW	15,091	16,959	23,846	25,990	26,500	1	0.0%	0		26,252
	Total Employee Costs		15,091	16,959	23,846	25,990	26,500			0	0	26,252
	Total Revenue Expenditure		25,503	28,365	37,993	28,862	33,800			0	0	29,124
	Capital Expenditure											
4050/1	--Human Sundial	JH	98	4,599	0	0	495	6				0
	Total Capital Schemes		98	4,599	0	0	495			0	0	0
	TOTAL EXPENDITURE		25,600	32,964	37,993	28,862	34,295			0	0	29,124
	INCOME/FINANCE											
400/1	--Grants Received	JH	-1,100	-6,349	-1,100	-1,100	-1,100	6	0.0%	0		-1,100
400/2	--Grants Received Neighbourhood plan	JH	-8,125	-9,950	-4,750	0		6	0.0%	0		0
	TOTAL INCOME		-9,225	-16,299	-5,850	-1,100	-1,100			0	0	-1,100
	TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS		16,375	16,665	32,143	27,762	33,195			0	0	28,024
	Transfer To Provisions											
	--Transfer To Provisions	RF	0	3,473		0						0
	Total Transfer To Provisions		0	3,473	0	0	0				0	0
	Transfer From Provisions											
	--Transfer from Provisions (cap)	RF	-1,120	-450	-5,246	-1,000	-1,000					-1,000
	--Transfer from Provisions (revp)	RF			-770	0	-4,700					0
	--Transfer from Dev Cont	RF				0						0
	Total Transfer From Provisions		-1,120	-450	-6,016	-1,000	-5,700				0	-1,000
	TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS		15,255	16,215	26,127	26,762	27,495			0	0	27,024

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 early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 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	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. 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.	Deputy Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years. Site meeting arranged for 02/11/2023 to discuss drainage improvements at bottom of Crow Hill.	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	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC analysing survey work carried out in May and October to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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. No other identified budget.
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Update from coordinator and request for assistance and funding to be considered by the Committee on 03/11/2023.	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 carrying out survey of shelters free of charge. Results and availability of funding will be discussed with HCC.	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. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	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.	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. Proposed unveiling at Winter Wanderland event on 26 November, but HCC require 14 days notice of installation date (not yet given).	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.
PF8	Bickerley legal title	Concluded (Commenced Dec 2020. Resolved Sept. 2023.)	The application has been dismissed by the Tribunal and cancelled by Land Registry. The issue of legal costs has been resolved. A verbal report was given by the Town Clerk to the committee on 20th September.	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 by members). Applicant has paid an agreed contribution to the Council's legal costs.
PF10	Councillors' use of email	In progress (Commenced May 2022 and substantially completed in August 2023.)	Official email accounts for all councillors in post following the recent election have been rolled-out. Officers are helping members with a few teething problems.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.
PF11	92 Southampton Road	In progress (commenced March 2023)	One of the tenants has left. A new letting agent has been instructed and has served notice to quit expiring on 4th November. Urgent repairs have been completed.	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.

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 2023.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. A full report will be presented to the committee on 1st November.	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 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. A report on contract procurement will be presented to the committee on 1st November.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	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. A fuller picture of the surrender requirements and process is expected to emerge by early 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for final preparation of the site for handover have been agreed and completion of the transfer is expected imminently.	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
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. Responses to the public consultation on this have been evaluated and a brief to the designer to update the plan accordingly has been submitted.	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
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 likely costs and wider implications of installing this are being investigated.	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	In progress	Works to reduce and landscape the drainage retention pond completed. It's performance will be monitored through the winter.	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

Staffing Committee

None

E

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 brideway 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	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
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	
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
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	