

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

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

PRESENT: Cllr Philip Day (Chairman)
Cllr Rae Frederick (Vice Chairman)
Cllr Gareth Deboos
Cllr Hilary Edge
Cllr Gloria O'Reilly
Cllr Derek Scott
Cllr Glenys Turner

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Andy Briers
Cllr Peter Kelleher

P/6111 PUBLIC PARTICIPATION

There was one member of the public present for a planning application.

P/6112 APOLOGIES FOR ABSENCE

Apoloiges for absence had been received from Cllrs Briers and Kelleher.

P/6113 DECLARATIONS OF INTEREST

There were none.

P/6114 MINUTES OF PREVIOUS MEETING

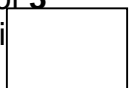
RESOLVED: That the Minutes of the meetings held on 6th January and 11th January 2023, having been circulated, be approved and signed as a correct record.

P/6115 PLANNING APPLICATIONS

Cllr O'Reilly declared a disclosable pecuniary interest in respect of application 23/10007 as she was a close neighbour. She remained in the room, but took no part in the discussion or voting.

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

ACTION Nicola Vodden



P/6116

PLANNING APPLICATION 21/10042 – LAND NORTH OF HIGHTOWN ROAD

The Chairman reported that NFDC's Planning Officer had provided a briefing to update Councillors on the application and outstanding issues. There had been an assurance that it would not be considered by NFDC's Planning Committee before its March meeting.

The Council's initial observations from April 2021 had been updated and circulated prior to the meeting (*Annex B*). The response needed to be reviewed further and the final version approved. In order to do this by the submission deadline of 27th February, it was agreed a small working party be formed and the matter be included on the Full Council agenda on 22nd February.

RESOLVED: 1) That a working party be formed to deliver the Council's draft response to planning application 21/10042 Land north of Hightown Road, by 16th February 2023, to be considered, amended as necessary and approved by Full Council on 22nd February, for submission to NFDC; and
2) That Cllrs Day and DeBoos be appointed to the working party and other interested parties be invited to join.

ACTION J Hurd

P/6117

RINGWOOD NEIGHBOURHOOD PLAN

RESOLVED: 1) That notes of the Steering Group meeting (*Annex C*) on 30th January 2023 be received; and
2) That the Council's approval to submit the Ringwood Neighbourhood Plan document to Regulation 14 consultation be noted.

P/6118

STRATEGIC SITES

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

NFDC Monitoring Officer's report (*Annex D*) was circulated prior to the meeting. List of snagging is being pursued. Building has started on the care home. The allotments are to be made fit for purpose by the developer. It was noted that lessons could be learnt from this development when commenting on other strategic sites.

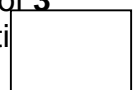
Land off Moortown Lane

No update to report.

2 Market Place and Meeting House Lane

There was no update in relation to the proposals for development. It was noted that the temporary Traffic Regulation Order for Meeting House Lane, enabling the flow of traffic southbound, would cease at the end of June. Although the Council indicated its view that the direction should not revert back, it is not possible to extend the duration of a temporary order or make it permanent. The County Councillor and District Councillors are pursuing the matter.

RESOLVED: That the update on Strategic Sites be noted.



P/6119
PROJECTS (current and proposed)

It was noted there was some minor damage to the sundial, which officers would investigate. Cllr Deboos agreed to look into provision of sand bags.

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

P/6120
NFDC/NFNPA PLANNING COMMITTEE

There were no applications to report.

There being no further business, the Chairman closed the meeting at 11:48am.

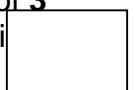
RECEIVED
22nd February 2023

APPROVED
3rd March 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 February 2023
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
22/11189	The Railway Pub, 35 Hightown Road, Ringwood. BH24 1NQ	Illuminated and non-illuminated signs to the exterior of the building the building: 1 x wooden fascia sign with sign-written secondary lettering; sign-written lettering to the east and south elevations. (Application for Advertisement Consent)	Permission (1)	
22/11204	Land of Lynbrook, Salisbury Road, Blashford.	Metal gates to replace low level wooden gate; new access entrance to gate from Salisbury Road to be served by an existing dropped kerb (Retrospective)	Permission (1)	
22/11425	Block B, Land Off Embankment Way, Ringwood BH24 1WL	Variation of condition 1 of planning permission 20/11294 to allow increase the height of Block B from 5.5m to the eaves to 6m and alter the roof form to a more economic construction	Permission (1)	
22/11442	4, Mansfield Road, Ringwood. BH24 1LJ	Two storey side extension to house new garage and master bedroom	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
22/11467	153, Southampton Road, Ringwood. BH24 1HU	Raising the ridge of the existing roof, extending the rear of the property; demolition of existing garage and kitchen and replace with a new two-storey extension	Permission (1)	
23/10003	NFDC Car Park, The Furlong, Ringwood. BH24 1AT	Installation of ultra-rapid electric vehicle charging hubs and associated infrastructure	Refusal (4)	The Committee had no objection in principle to additional electricity hubs being installed in the car park, but it felt the location indicated was inappropriate and out of keeping and the 2.5 meter high closed-board fencing would be overbearing and visually intrusive. Regard should be given also to its proximity to the entrance of the car park. It was suggested that the northern area of the car park would be a more suitable location, where the compound would not be quite so visible.
23/10006	12, Fieldway, Ringwood. BH24 1QL	Proposed alterations, extension and loft conversion with dormer to existing dwelling to form additional living space and bedrooms	Refusal (2)	The Committee had concerns with issues of overlooking and loss of privacy given the proximity of neighbouring properties (number 9 and 10).
23/10007	2, Handley Court, Bickerley Road, Ringwood. BH24 1EF	Replace existing window with french doors to create a small balcony in front bedroom; replacement doors (Retrospective)	Refusal (2)	The Committee were concerned with direct overlooking and loss of amenity for neighbouring properties.

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
23/10008	7 Hiltom Road, Ringwood. BH24 1PW	Single-storey rear extension; roof alterations; raise roof to form rooms in roof space	Permission (1)	
23/10017	3, Fieldway, Ringwood. BH24 1QL	Single storey rear extension; flue.	Permission (1)	
23/10029	8, Morant Road, Ringwood. BH24 1SX	Replacement dwelling	Permission (1)	
23/10030	Mayjon, Streets Lane, Crow, Ringwood. BH24 3EY	Two-storey rear extension with interior alterations; replacement of existing flat roof with a pitch roof over porch	Permission (1)	
23/10034	1-7 Meeting House Lane, Ringwood. BH24 1AY	Change of use of first floor from a shop (Use Class E) to a flat (Use Class C3) (Prior Approval Application)	Permission (1)	
23/10043	9, New Road, Ringwood. BH24 3AU	Single-storey rear extension	Permission (1)	
TPO/23/0042	19 Oak Lane, Ringwood. BH24 1QP	Lime x 2 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

Annex A to Planning, Town Environment Committee Minutes 3rd February 2023

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
22/00952VAR	ByWays, Hightown Hill, Ringwood. BH24 3HG	Application to remove condition 13 of planning application 21/00527 for Dwelling; pool building; stable block; associated landscaping; demolition of existing outbuildings to allow minor material amendments	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 3rd February 2023

Number	Site Address	Proposal	Decision
23/00003CONS	Wynngates, Cowpitts Lane, North Poulner, Ringwood. BH24 3JX	Fell 1 x English Oak tree Fell 1 x Rowan tree Fell 2 x (dead) Scots Pine trees	6.1.23 In respect of the Scots Pine x 2 - P(1) Recommend Permission, but would accept the Tree Officer's decision. In respect of the English Oak and the Rowan - R(2) Recommend refusal, but would accept the Tree Officer's decision. The objection is on the basis that there is no justification provided for the felling of these trees.
TPO/23/0007	165, Northfield Road, Ringwood. BH24 1SS	Ash x 1 Reduce	6.1.23 P(1) Recommend permission, but would accept the Tree Officer's decision

Ringwood Town Council

Planning Application 21/10042 – land north of Hightown Road – for up to 400 dwellings and 3 hectares of employment (Class E and B2), access, open space, landscaping, alternative natural recreational greenspace (ANRG) and drainage attenuation (Outline Application with details only of Access)

Initial observation: Refusal (4) for the reasons highlighted at the Extraordinary Meeting of Planning, Town & Environment Committee on 20 April 2021 and summarised below.

This is an initial observation and there will be further consideration of the application as new information becomes available.

The Town Council will continue to engage with NFDC officers in order to get the best outcome for Ringwood.

1 - Overdevelopment / out of character

The proposed development of 400 houses with commercial areas and minimal greenspace is not in accordance with the definition of “well designed new development” which responds positively to the features of the site itself and the surrounding context beyond the site boundary, as outlined in the National Design Guide.

The proposed density is much higher than surrounding residential areas.

The quantum of development is significantly higher than “at least 270” stated in Policy SS14. There is concern that all assessments carried out by statutory consultees in preparation for the Local Plan will be compromised.

The site is on the edge of the New Forest National Park and the NFNPA’s concern about the quantum of development and amount of greenspace provision is shared.

2 - Adverse impact on environment

Concern for species not identified in the applicant’s Wildlife and Ecological Assessment (e.g. buzzards, pine martins, owls and jays), and for loss of ground nesting species due to the extensive network of footpath proposed.

Consideration should be given to extending hedging at the east and west side of the north border hedge, prior to building starting, to allow species to easily migrate away from the roundabout area. Hedge and tree removal work should be carried out outside of the nesting season. Installation of bat boxes in tree locations adjacent to the site to facilitate migration of Bechstein and other bats before any development takes place.

Mitigation in relation to phosphates to be agreed before commencement of development.

Concerns with air and noise pollution and climate change, with the need to drive down carbon emissions. It is hoped these issues will be addressed in the reserved matters application and the Town Council can be involved in any related discussions.

3 - Insufficient community infrastructure

Concern over pressure on all existing schools, which are already at or near capacity. This must be considered in conjunction with proposed development of SS13 land at Moortown Lane.

Lack of provision of medical facilities (doctors, dentists) and community facilities (there is no provision for a community hub as outlined in the Policy SS14).

Existing road network, and walking and cycling infrastructure, is not adequate to deal with the significant increase in traffic (vehicular, cyclists and pedestrians) that will be generated by this development (and the proposed development of SS13).

4 - Road safety / poor transport options

As a consequence of the inadequacy of the road network in the vicinity of the proposed development and the increase in traffic volume, safety issues arise for pedestrians, cyclists and equestrians – there must be safe routes for all road users.

Concern that data used for the applicant's Transport Assessment is either out of date or collected during the pandemic and should be reviewed, also taking into consideration the recent closure of the West Street access to the A31.

The applicant's Residential Travel Plan is insufficient and lacks detail. It should address residents' need for access to a full range of facilities and activities; reduce the traffic generated by the development; encourage good design principles and support the local community. The Town Council will consider this further at its Planning, Town & Environment Committee on 7 May 2021.

Access to the town centre and other shopping areas, and the impact on car parking, needs further consideration.

Concern over air quality and noise pollution in relation to additional traffic generated by the development, and proximity to the A31.

5 - Flood / waste water concerns

Winter flooding is already an issue in the Hightown area adjacent to the proposed development site and there is concern that the development might add to this. Flood mitigation measures must be future proofed, with the developer being held to account if any measures prove inadequate.

It is understood that the sewage treatment works are already over capacity. Further information is required from NFDC/Wessex Water.

6 - Proximity to New Forest National Park

Concerns in respect of visual intrusion and light pollution, and the impact of construction on the NFNP.



Ringwood Neighbourhood Plan

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Ringwood Neighbourhood Plan Steering Group

Notes of meeting held on Monday 30th January on Zoom

Present:

- Cllr Philip Day
- Cllr Gareth DeBoos
- Mary DeBoos
- Janet Georgiou
- Cllr John Haywood (Chair)
- Jo Hurd (Deputy Town Clerk)
- Joe Moorhouse
- Geoff Ridgway
- James Swyer
- Chris Treleaven

1. Apologies were received from Tim Moxey. Cllr Tony Ring was not present.
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from RTC Committees

The PT&E Committee and Full Council agreed to progress the Ringwood Neighbourhood Plan to Regulation 14 Consultation.

Thanks were extended to all those involved.

5. Review Plan for Regulation 14 Consultation

The communication plan was agreed with the following actions arising:

- **John Haywood** to write the press release and send to Jo Hurd
- **All** provide details of when they are not available to Mary DeBoos
- **Mary DeBoos** to update the Frequently Asked Questions to cover the fact that the NP is a working document and subject to review and also to mention that the cinema site is privately owned.
- **John Haywood** to drop the 'post box' into the Meeting House, once comments forms are in place.

The list of consultees was reviewed with the following actions arising:

- **Gareth DeBoos** to provide the emails of the landowners to Jo Hurd for inclusion in the list of consultees
- **Jo Hurd** to add the individual churches and Windward Day Service to the list
- **Mary DeBoos** to resend the list to Janet Georgiou (complete)
- **All** to review the list and send any additions to Jo Hurd before Monday 6th February

6. **Any other business**

It was agreed that we should apply for the Locality Plan Health Check. This to take place after we have the results of the Regulation 1 Consultation. **Action: Jo Hurd**

It was noted that there is still work to be done on the Local Listings and on preparation for the 2 Article 4 directions. Gareth DeBoos offered to ask about the Change of Use challenges and how other parishes had approached this during his civic visit to Wimborne. **Action: Gareth DeBoos**

7. **Dates of next meetings**

Wednesday 8th March at 6pm via zoom

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 care home has commenced development. The foundations have been constructed and the developer is currently constructing the ground floor walls.

I now have a direct contact at FirstPort Property Management. I have been trying to get some broken Aco drainage edging one of their roads to be repaired, as it was dangerous. This work has now been carried out.

FirstPort, as the land owner for some of the affordable housing on site, is liable for the landscaping maintenance and remedial planting that is required as part of the planning permission. This work is already being carried out. They also know that I will be making an annual site inspection (minimum) to make sure that the land is kept to a satisfactory standard. This is part of the new monitoring procedure we now have.

Our contact at Vistry has been off on medical leave for six weeks. Due to the nature and detail of the snags required to be addressed, it has been difficult for Vistry to progress this recently. Our contact has apologised to us, and to people reading this report, for the delay this has caused. I have spoken to the contact this week and they have already moved this higher within the organisation to try to get some movement on the more tricky matters to resolve.

The allotments situation is making progress. Ringwood Town Council have received a clear Land Registry Report on Title from their solicitors. They will be taking this report to council in the near future, hopefully enabling the transfer process to continue.

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.



Phases 1 and 2

Southern Phases



Occupation Status

- Not commenced construction
- Under construction
- For Sale

- Reserved
- Exchanged
- Occupied/Completed



Current Projects Update

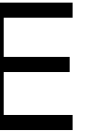
Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2023)	The application for the PWLB loan is with DLUHC. Work on the artificial turf pitch is running to programme. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	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	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation will run from 06/02/2023 to 19/03/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 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	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 any community engagement. HCC will carry out some survey work in the Spring (detail awaited).	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	Complete	Scheme complete and road re-opened on 19 November.	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. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
Policy & Finance Committee						

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. Will complete at second audit in Jan. 2023.)	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)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has advised on options. The committee agreed further steps in September about which officers are seeking further cost information.	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 April 2023.)	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 in May 2022. 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 April 2023.)	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. Officers proceeding with contract procurement.	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.)	Renewal terms have been agreed in outline and arrangements for preparation of a new lease are in hand.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). 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 (aiming to complete by August 2023)	The meetings required to wind up the organisation are being arranged.	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 in the early months of 2023.	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	Officers now propose that this be considered when the Vehicle & Machinery Replacement Plan is next reviewed.	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, aiming to complete in 2023)	Report from legal advisers received. Land transfer to be presented for approval at Council meeting on 25 January.	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	On hold.	All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Landscape designer New Enclosure has been appointed and met with members. A topographic survey has been done. A draft sketch of the 'masterplan' is expected imminently.	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 also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	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. The decorative sign cost £1,244.
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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	
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.
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
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	
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	