

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

Held on Friday 3<sup>rd</sup> March 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Gloria O'Reilly

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

ABSENT: Cllr Andy Briers  
Cllr Rae Frederick (Vice Chairman)  
Cllr Peter Kelleher  
Cllr Derek Scott  
Cllr Glenys Turner

### **P/6121 PUBLIC PARTICIPATION**

There were no members of the public present.

### **P/6122 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Briers, Frederick, Kelleher, Scott and Turner.

### **P/6123 DECLARATIONS OF INTEREST**

There were none.

### **P/6124 MINUTES OF PREVIOUS MEETING**

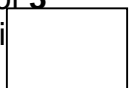
**RESOLVED:** That the Minutes of the meeting held on 3<sup>rd</sup> February 2023, having been circulated, be approved and signed as a correct record.

### **P/6125 PLANNING APPLICATIONS**

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

<b>ACTION</b> Nicola Vodden
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### **P/6126 RINGWOOD NEIGHBOURHOOD PLAN**



The Deputy Town Clerk reported that there were two weeks remaining of the six-week consultation period for the draft Neighbourhood Plan. The drop-in sessions so far had been successful. The Steering Group will consider responses received and report to the Committee regarding any proposed amendments before submission to NFDC and NFNPA.

Although this is not stated in the RNP document, due to enquiries made, it was made clear that there was no intention to pedestrianize the Market Place. There is room for it to be a shared space, still allowing traffic, but with added amenity for those not in cars.

**RESOLVED:** That the update in relation to the Ringwood Neighbourhood Plan be noted.

**P/6127**

**STRATEGIC SITES**

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

No update received from NFDC's Monitoring Officer.

In relation to the allotments, a site visit had taken place with officers and a representative from Vistry to discuss the work required to set out the allotments, fix the water taps and clear the car park, in readiness for handover. Timings and duration of the work would be conveyed.

Land north of Hightown Road

The application was due to be considered by the NFDC Planning Committee on 8<sup>th</sup> March and it was noted that Cllr Day would be attending to represent the Town Council's views as agreed by Full Council (C/6923 refers). The Environment Agency had withdrawn its objection, subject to conditions. The planning officer's report is available via the planning portal and recommends approval. A proposal was put forward by Cllr Deboos regarding the Council's approach and representations. It was considered by Members and subsequently withdrawn.

Land off Moortown Lane

There was no update to report.

2 Market Place and Meeting House Lane

There was no update to report on the proposed development.

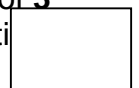
In relation to the direction of traffic flow on Meeting House Lane, County Councillor Thierry was taking up the matter and would report back with any progress.

**RESOLVED:** That the updates on Strategic Sites be noted.

**P/6128**

**PREMISES LICENCE (S17) Ref: LICPR/23/00738**

Members considered the application for grant of premises licence for The Pour House, 17-19 West Street, Ringwood. BH24 1DY (*Annex B*). Cllr Day had prepared a draft response to the application (*Annex C*) which was approved for submission. Members had some concerns about the potential impact on residential properties in the vicinity as all activities applied for were outdoor and indoor. There was no objection to the selling of alcohol in principle, for standard pub hours, and it was agreed that appropriate conditions should be imposed.



**RESOLVED:** That the response to the application (*Annex C*) be submitted to NFDC Licencing.

<b>ACTION</b> Jo Hurd
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**P/6129**

**HCC CONSULTATION: DRAFT GUIDANCE ON PLANNING OBLIGATIONS AND INFRASTRUCTURE REQUIREMENTS**

**RESOLVED:** 1) That HCC's draft guidance on Planning obligations and infrastructure requirements be noted (*Annex D*); and  
2) That no response be submitted to the consultation.

**P/6130**

**PROJECTS**(current and proposed)

Human Sundial – The Deputy Town Clerk reported that the repairs to the original stone time capsule cover had failed. The sundial maker had agreed to repair the stone again; other options would need to be investigated should this fail a second time. It was noted that the plaque was hard to read and may need cleaning.

Castleman Trailway – It was reported that the surface of the section between Bickerley Road and the car park (near A31) needs some attention. The Matter would be raised with HCC to see if there are any proposals to maintain or upgrade.

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

**P/6131**

**NFDC/NFPA PLANNING COMMITTEE**

There was one application to report.

Application 21/10042 Land north of Hightown Road would be considered by NFDC Planning Committee on 8<sup>th</sup> March 2023. Cllr Day would be registered to speak on behalf to the Council and he invited other Councillors to also attend.

There being no further business, the Chairman closed the meeting at 11:38am.

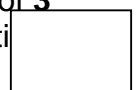
RECEIVED  
29<sup>th</sup> March 2023

APPROVED  
31<sup>st</sup> 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 March 2023  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
23/10013	Gairloch, Hightown Road, Hightown, Ringwood. BH24 3DY	Two storey side extension with new roof light to replace existing garage; roof alterations; single storey rear extension with pitched roof; lantern window	Permission (1)	
23/10061	20 Highfield Drive, Ringwood. BH24 1RL	Single-storey rear extension and replacement roof with accommodation	Refusal (2)	The Committee had concerns with overlooking and loss of amenity and privacy of neighbouring properties, particularly to the rear.
23/10072	8, Highfield Avenue, Ringwood. BH24 1RH	Second floor extension, roof alterations and dormer windows	Officer Decision (5)	The Committee were concerned as to whether parking standards would be met as there is insufficient information provided with the application.
23/10077	74, Eastfield Lane, Ringwood. BH24 1UR	Variation of condition 2 of planning permission 20/10048 to allow amendment to Plot A - chimney omitted; amendment to Plot B - hipped roof now to be cropped gable with apex dormer to front	Permission (1)	
23/10097	29, Seymour Road, Ringwood. BH24 1SQ	Front and rear extension	Refusal (2)	The Committee had concerns with loss of amenity and light to the neighbouring property (No27) as per the letter of objection received.

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
23/10125	15, Fieldway, Ringwood. BH24 1QL	Front extension	Refusal (2)	The Committee was concerned that the proposal would be out of keeping with the character of the area as it would extend beyond the building line and there would be an impact on amenity of the neighbouring property. The application does not comply with parking standards.
23/10135	Doggetts, Cowpitts Lane, Poulner, Ringwood. BH24 3JX	Demolish existing UPVC conservatory and replace with oak framed addition with a gabled roof form and the same footprint as the existing conservatory	Permission (1)	
23/10186	Pumping Station, Hampshire Hatches Lane, Moortown, Hampshire. BH24 3AT	Water Recycling Centre site extension to include change of use from agricultural land with a new storm tank (HCC/2023/0055)	Permission (1)	
TPO/23/0073	7 Oak Lane, Ringwood, BH24 1QP	Sweet Gum - 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 March 2023

## Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
22/00961FULL	Land From McDonalds, Pickett Post, and land adjacent to the A31	Installation of horizonatally directed foul rising main	Permission (1)	
23/00054FULL	Foresters, Hightown Hill, Ringwood. BH24 3HQ	Detatched garage with incidental accommodation over	Permission (1)	
23/00077FULL	Forest Oaks, Linford Road, Shobley, Ringwood. BH24 3HT	Retention of garage building	Permission (1)	
CONS/23/00245	Forest Drove Cottage, Linford Road, Hangersley, Ringwood. BH24 3JN	Prune 4 x Oak trees	Permission (1)	
CONS23/00218	Holly Cottage, Cowpitts Lane, North Poulner, Ringwood. BH24 3JX	Prune 1 x Holly tree Prune 1 x Ornamental Crab Apple tree	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 3<sup>rd</sup> March 2023

Number	Site Address	Proposal	Decision
23/00192CONS	Brackenrigg, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	Fell 1 x Yew tree Fell 1 x Fig tree Fell 1 x Silver Birch tree Fell 1 group of 3 Firs & 5 stunted unknown species Coppice Holly	22.2.23 P(1) Recommend Permission, but would accept the Tree Officer's
23/00195CONS	Hangersley Height, Hangersley Hill, Hangersley, Ringwood. BH24 3JS	Fell 1 x Silver Birch tree Remove 1 stem of a triple stem Silver Birch tree	22.2.23 P(1) Recommend Permission, but would accept the Tree Officer's
22/11146	102 Northfield Road, Ringwood. BH24 1SU	Demolish existing bungalow and erect 4no. detached houses with new vehicular access and parking (revised scheme)	<p><b>Decision made under delegated powers on 13.2.23 to accept the Planning Officer's decision to refuse the application without referral to Committee on the grounds of over-development, loss of residential amenity and Habitat Mitigation.</b></p> <p>Observation 6.1.23:- Refusal (4) The Committee felt that the plans had even now not addressed the reasons for refusal for previous application 22/10368 (as per the NFDC decision noticed dated 26/05/2022). The proposal for 4 dwellings is overdevelopment of the site, with poor layout, resulting in overcrowding. There were concerns about overlooking and overshadowing of surrounding properties, particularly the properties to the rear and east. There were also concerns about the parking arrangements on site and note the parking provision has been reduced and consider this is now contrary to Parking Standards Policy. It was considered that the proposal would impact the highway with 4 properties using one access, close to two junctions. The Committee was surprised the Highways Authority raised no objection and requested a site meeting with the Highways Authority and the opportunity to discuss with them on-site what the Council considers the issues to be. Members were disappointed that the site had been cleared of all mature trees prior to submission of the application and preparation of the Ecological Impact Assessment.</p>

**Environmental and Regulation**

Service Manager: Joanne McClay

**B**

Mr C Wilkins  
Ringwood Town Council  
Ringwood Gateway  
The Furlong  
Ringwood  
Hampshire  
BH24 1AT

Our Ref: LICPR/23/00738

Your Ref:

21 February 2023

Dear Mr Wilkins

**Licensing Act 2003 - Grant of Premises Licence (S17)****Premises: THE POUR HOUSE THE POUR HOUSE, 17-19 WEST STREET, RINGWOOD, BH24 1DY****Ref: LICPR/23/00738**

This letter is sent to you for information as an organisation representing the local area to advise that the above application has been received by the Licensing Authority.

Details of the application are shown below, online at

[www.newforest.gov.uk/article/1377/Public-registers-of-licences](http://www.newforest.gov.uk/article/1377/Public-registers-of-licences) and should also be displayed on the premises. Full details of the application can be viewed at the Council Offices, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire SO43 7PA

The details of the application for a premises licence are as follows:

Grant of a premises licence to permit plays, films, performances of dance, anything similar, indoors and outdoors 08:00hrs to 00:00hrs, Sunday 08:00hrs to 23:30hrs. Indoor Sports 08:00hrs to 00:00hrs, Sunday 08:00hrs to 23:30hrs. Live Music 10:00hrs to 00:00hrs, Sunday 10:00hrs to 23:30hrs. Recorded Music 08:00hrs to 01:00hrs, Sunday 08:00hrs to 23:30hrs. Late Night Refreshment 23:00hrs to 01:00hrs, Sunday 23:00hrs to 00:00hrs. Supply of alcohol on and off 08:00hrs to 01:00hrs, Sunday 08:00hrs to 00:00hrs. Hours open to the public, Monday to Saturday 08:00hrs to 01:30hrs, Sunday 08:00hrs to 00:30hrs. Plays extended on bank holidays, town and national events private functions 07:00hrs to 00:30hrs. Films until 01:00hrs New Years Day. When alcohol for sale hours are extended for Bank Holidays, town and national events, private functions same as New Years hours inside only. Indoor sporting event when sales of alcohol are extended bank holidays, summer and Christmas including a Sunday before 08:00hrs 01:00hrs. New Years Eve until 02:00hrs town and national events including a Sunday i.e. carnival, pedal car grand prix. Live music until 02:00hrs New Years Eve. Performance of dance New Years Eve 02:00hrs, outside Sunday to Thursday to 19:00hrs. Friday and Saturday 00:00hrs. When sales of alcohol extended for bank holidays, town and national events private functions until 02:00hrs including a Sunday before. Anything similar outside Sunday to Thursday until 21:00hrs, Friday and Saturday until 23:30hrs. New Years Eve until 02:00hrs.

I would remind you that when considering making a representation, or advising constituents who might wish to make a representation, the Licensing Authority may only consider representations which infringe or violate one or more of the four licensing objectives, which are:

- Prevention of crime and disorder,
- Public safety,
- Prevention of public nuisance,
- Protection of children from harm.



The timescale for representations is laid down in regulations attached to the Act and may only be changed by Parliament. Therefore the final date for representations is **20 March 2023**.

Yours sincerely

*Christa Ferguson*

Licensing Manager  
Licensing Services

Tel: 023 8028 5505  
Email: [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

**RINGWOOD TOWN COUNCIL  
RESPONSE TO APPLICATION FOR PREMISES LICENCE - LICPR/23/00738 – THE  
POUR HOUSE, 17-19 WEST STREET, RINGWOOD**

**Summary**

Ringwood Town Council has no objection in principle to the grant of a Premises Licence in respect of the above but objects to the application as submitted on the grounds of the Prevention of Crime and Disorder, Public Nuisance and Protecting Children from Harm.

**General Commentary – issues with the application form**

The application is riddled with inconsistencies as follows (by way of example):

The applicant is initially described as “Helen Homewood” but then as “The Pour House (Ringwood Club Ltd)”, said to be a Private Limited Company. Section 3 then describes the applicant as “A Recognised Club”.

According to Companies House records “The Pour House (Ringwood Club) Limited” is a Registered Society.

The hours sought for different licensable activities are inconsistent with each other and with the proposed conditions.

In general terms, the application is for various forms of regulated entertainment and the supply of alcohol from 08:00 until 01:00 hours (the day following) Mondays to Saturdays and until midnight on Sundays with opening hours for a further 30 minutes daily, save that the stated opening hours on a Saturday are apparently to end at 01:03 hours. All activities are where appropriate, requested both indoors and outdoors.

There are exceptions – e.g. “Plays” are to end at midnight on all days except Sundays (23:30) and New Year’s Eve (01:00) and Performances of Dance seem to be limited “outside” to 19:00 hours Sunday to Thursday but midnight on Friday and Saturday.

In many cases the application (within its body) includes non-standard timings (until 02:00 hours) as follows:

“When hours for sale of alcohol are extended such as bank holidays, town and national events. Private Functions ie weddings 07:00 – 0030 Hours”. These are requested for Plays, Films (but indoors only), Indoor Sporting Events, Performances of Dance but not Live Music (other than on NYE) or Recorded Music

In addition, extended hours are sought for New Year’s Eve until 02:00 for Indoor Sporting Events and Performances of Dance and Live Music (indoors and out).

Conversely, Late Night Refreshment (i.e. the supply of hot food and drink) is only requested until 01:00 hours Mondays to Saturdays and midnight on Sundays. It would not therefore be lawful to provide (for example) a cup of hot tea or coffee after that time, even though the premises might still be open after those hours. It is however noted that the application includes both indoors and outdoors.

More to the point, the section relating to the sale of alcohol does not include any non-standard timings which, with respect, makes the application for non-standard timings in

respect of certain other activities somewhat redundant? The same is true of the opening hours which do not include any non-standard timings.

### **Other relevant matters**

These premises originally benefitted from a Club Premises Certificate. The application is for a full Premises Licence which is not subject to any conditions restricting the supply of alcohol to members of the club (and their bone fide guests). The original Certificate did not include “off-sales” whereas the current application does.

In section 16 it is asserted that “Any adult entertainment will be strictly enforced” without the provision of any information about what that “adult entertainment” might be and without any apparent condition relating to children being present.

We also note the proposed conditions that “Any live or recorded music or films outside will finish at 23:00 hours. Any live or recorded films outside will only be provided on Friday, Saturday, Sunday and Bank Holiday Mondays”. This is not consistent with the earlier sections – see above.

### **The Licensing Objectives**

#### **Crime and Disorder**

In practical terms, what is sought here is a licence for a late-night drinking and music venue that would be open to all. Whilst the hours sought are shorter than were permitted by the “old” club premises certificate the reality is that if the application is granted, this will become the latest opening venue in Ringwood. Without any restriction regarding membership or last entry times, this is likely to result in crime and disorder as was the case with the old “snooker club” that eventually had its licence revoked mainly because of such issues directly arising from its late opening hours.

Further, the only proposed condition relating to this licensing objective relates to the provision of CCTV and its wording is not as comprehensive as one would expect.

There is no condition relating to the provision of door staff or other security or (for example) maintaining incident logs.

There is no condition relating to the maintenance of training records nor (for example) any policy regarding the prevention of the use of drugs.

In short, the application fails to propose adequate steps to promote this licensing objective.

#### **Public Nuisance**

The premises is situated in a relatively quiet street which includes residential accommodation but more to the point, there are newly built houses immediately behind the application site and along Strides Lane.

The proposed external area appears to be larger than the ground floor inside the building itself and is apparently to be used for all manner of regulated entertainment and late night refreshment late into the night.

The proposed conditions fall a long way short of ensuring that no public nuisance will be caused to local residents.

In our view, the external area should be subject to a condition that its use shall cease and it be cleared by no later than 11 p.m. and that no form of regulated entertainment be permitted at any time.

A condition should also be imposed that any noise from regulated entertainment provided within the building should be inaudible at noise sensitive premises (which should themselves be identified).

There should also be conditions requiring a dispersal policy to ensure that patrons leaving the premises (bearing in mind that the only parking nearby is extremely limited) do not cause a nuisance to local residents and that should also include a requirement for SIA registered door supervisors to oversee departures from the premises.

### **The Protection of Children from Harm**

It is noted that children are to be accompanied by a responsible adult and that they might be permitted “up until 19:00 unless having a meal or attending a private function whereby they can stay until the end”.

There is no stipulation as to when “the meal” might have to be taken nor is there any restriction as to where in the premises a child might be permitted if (for example) only part of the premises is being used for a private function.

The application does not rule out the provision of “adult entertainment” and if (for example) that was provided as part of a “private function”, there would be nothing to prevent children from attending.

### **Conclusion and Summary**

The Town Council does not object in principle to the grant of a licence BUT would like to see a reduction in permitted hours to 23:00 for all activities (with a further 30 minutes for opening and late night refreshment), restrictions on the use of the external areas and appropriate conditions.

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE  
3 MARCH 2023**

**HCC CONSULTATION: DRAFT GUIDANCE ON PLANNING OBLIGATIONS AND  
INFRASTRUCTURE REQUIREMENTS**

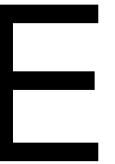
1. Hampshire County Council has for many years negotiated and secured financial contributions, and other planning obligations, from developers in relation to new development across the County. Funding has been secured towards new and improved infrastructure such as schools, transport and libraries.
2. To ensure they are doing this in a consistent and transparent way, HCC has compiled draft new guidance setting out the infrastructure and associated financial contribution requirements for the Council's key service areas.
3. The draft guidance also includes information such as when the Council would expect to secure land, buildings and contributions in kind; the section 106 process and associated fees; monitoring and reporting; and an overview of the pre-application process.
4. The draft document can be read online here: [DraftGuidance-PlanningObligations-Infrastructure.pdf \(hants.gov.uk\)](#).
5. The consultation ends on 31 March 2023.
6. It is RECOMMENDED that
  - 1) The draft guidance be noted; and
  - 2) Members consider whether or not the Town Council should respond to the consultation.

For further information, please contact:  
Jo Hurd, Deputy Town Clerk  
01425 484721 or [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

## Current Projects Update

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

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2023)	The application for the PWLB loan is with DLUHC. The artificial turf pitch has been completed and handed over. 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).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation in progress until 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. Repair of original time capsule cover stone has failed and will be removed for repair in March. 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 community engagement. HCC will carry out some survey work in May to establish travel and parking patterns and count vehicles, pedestrians and cyclists.	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	
<b>Policy &amp; Finance Committee</b>						
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	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	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 supplied further cost information and changes will be implemented following the election in May.	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 has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
<b>Recreation, Leisure &amp; Open Spaces Committee</b>						
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. A draft lease has been submitted to the Club's legal representative.	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 have been arranged in February.	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	Closed	This matter will be revived when the existing vehicle reaches its scheduled replacement date.	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 or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for site remediation and completion of the deed are being pursued.	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 meeting of the working party to consider the draft sketch of the 'masterplan' has been arranged for 3rd March.	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.



**Staffing Committee**

None



## Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
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	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	