

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

Held on Friday 6th October 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 Janet Georgiou
Cllr Peter Kelleher
Cllr James Swyer

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

ABSENT: Cllr Andy Briers
Cllr Ingrid De Bruyn
Cllr Becci Windsor

P/6203 PUBLIC PARTICIPATION

Six members of the public were present and interested in items of the agenda.

P/6204 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Briers and Windsor.

P/6205 DECLARATIONS OF INTEREST

There were none.

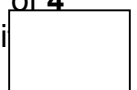
P/6206 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting held on 1st September 2023, having been circulated, be approved and signed as a correct record.

P/6207 PLANNING APPLICATIONS

Applications 23/10730, 23/10802 and 23/10467 were brought forward for the benefit of the members of the public present. The remainder of the list was considered in order.

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



ACTION Nicola Vodden

P/6208

NEIGHBOURHOOD PLAN

The Local Planning Authority's (Regulation 16) 6- week consultation ended on 29th September. It is expected that consultation responses and summaries will be available by the end of October. NFDC has invited quotations for the examination with a deadline 20th October. The Town Council will then be consulted on the appointment of an independent examiner.

RESOLVED: That the update be received.

P/6209

STRATEGIC SITES

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

The update from NFDC Site Monitoring Officer circulated to Members prior to the meeting.

Land north of Hightown Road (21/10042)

Officers met with Strategic Land & Planning Manager from Taylor Wimpey regarding contribution for community facilities and discussed the Council's aspirations for an extension of clubhouse and improved parking at Long Lane and Carvers Recreation Ground masterplan. NFDC will negotiate a contribution as part of the s106 agreement.

Land off Moortown Lane (21/11723)

Earth moving equipment was being used on site for archaeological mitigation works to investigate the possibility of a bronze age ring ditch.

The separate planning application for change of use of an area of land to the east of Crow Lane from agricultural to ANRG was considered earlier in the meeting. Both applications will be considered by NFDC at the same time, not likely to be before December.

Cllrs Day and G DeBoos would draft a response to the Highways comments for approval by the Committee.

2 Market Place and Meeting House Lane

There was nothing to report.

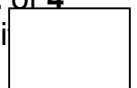
RESOLVED: That the updates on Strategic Sites be noted.

ACTION Jo Hurd

P/6210

PRE-APPLICATION ENGAGEMENT

The Committee considered adopting the Pre-Application Planning Protocol (*Annex C*) and thanked the Deputy Town Clerk for her work creating the document. It had been copied to the Development Manager at NFDC in advance of the meeting, who had suggested paragraph 2 be



amended to ask that applicants demonstrate how their proposal has responded to the Neighbourhood Plan. This amendment was agreed.

RESOLVED: That the pre-application planning protocol (*Annex C*) be adopted as amended.

ACTION Jo Hurd

P/6211

PROPOSED REMOVAL OF PUBLIC PAYPHONE

Members considered the consultation from BT and the Deputy Town Clerk's report on removal of the public payphone in Gorley Road (*Annex D*).

RESOLVED: 1) That no objection be made to the removal of the public payphone; and
2) That the Council does not adopt the kiosk.

ACTION Jo Hurd

P/6212

PROJECTS (current and proposed)

Thriving Market Place – The Deputy Town Clerk met with HCC officers to discuss results of surveys conducted. HCC confirmed this is exactly the sort of project they would look to support, creating a more attractive and safer environment for residents. However, there is no funding available, so the scheme would be reliant on the release of CIL or s106 funds held by NFDC. One additional survey will be carried out this month, after which they will formally present findings to the Town Council.

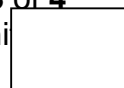
It was also reported that NFDC had released £15,000 from UK Shared Prosperity Fund to support Ringwood town centre. The Council had been asked to indicate how it would utilise this funding by mid-October. A report with options would be presented to Policy & Finance Committee on 18th October.

PTE3 Crow Stream – Around 20 volunteers took part in the annual clearance on 28th September and Dr Peter Street reported there is now a healthy population of fish (minnow, chub and stone loaches) along the length of the stream and a kingfisher is regularly working the stream. The Committee extended thanks to all of the volunteers for their sterling work.

In addition to this work, the Council pays for a skip for the excesses and other work through the year to keep the stream running. Developers' contributions are drawn down for this purpose but the reserve has been exhausted. The Deputy Town Clerk had asked NFDC for additional developers' contributions to continue works and the release of £10,000 had been approved. A further £40,000 was available for drainage works and the Town Council was invited to bid for this.

PTE5 Bus shelter agreement – There had been no contact from ClearChannel for over a year. The original request for RTC to formally licence the shelters in Meeting House Lane is deemed to be defunct and it was therefore agreed to remove this from the list of current projects.

Bus shelters – proposed project – HCC advised contacting their framework contractor to arrange for a survey of the shelters, after which they will discuss the availability of funding. The survey



will be carried out at no cost to the Council. It was agreed to move this item to the list of current projects.

Greening Ringwood – The Deputy Town Clerk indicated this should be added to the current project list and she would arrange for an update to be given at the next meeting.

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

**P/6213
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 12:22 pm.

RECEIVED
25th October 2023

APPROVED
3rd November 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 6th October 2023
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
23/10467	Finn M'Couls, 25 Market Place, Ringwood. BH24 1AN	RE-CONSULTATION: Replacement of former outbuilding (coach-house); additional dwelling to provide 2no.2-bed cottages	Permission (1)	
23/10522	2, Pedlars Walk, Ringwood. BH24 1EZ	Change of use from a retail shop to an orthodontic dental practice; alterations to shopfront and fenestration.	Refusal (4)	The Committee would have no objection to the application for change of use on the basis that a condition is imposed expressly stating the change of use is to an orthodontic dental practice ONLY and not for a general change of use. This is to ensure that the use could not change in the future to residential under Permitted Development rights, which would be contrary to Policy R2 in the emerging Ringwood Neighbourhood Plan.
23/10523	2, Pedlars Walk, Ringwood. BH24 1EZ	Non-illuminated front fascia sign (Application for Advertisement Consent)	Permission (1)	
23/10707	Open Space adjacent to Crow Lane	The change of use of agricultural land to publicly accessible open space to facilitate Alternative Natural Recreational Green Space ('ANRG'), with associated landscaping, footways and access points	Refusal (4)	Comments to follow

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
23/10730	24A Meeting House Lane, Ringwood. BH24 1AY	Change of use from Class E to Restaurant; additional front glazed entrance porch; internal works	Officer Decision (5)	In respect of the change of use and internal works, there is no objection and therefore the recommendation is P(1) Recommend permission, but would accept the Planning Officer's decision. In respect of the front glazed entrance porch, the Committee recommended OD(5) Officer decision and wished to support the views of the Conservation Officer, in terms of design and materials.
23/10802	Cedarwood, 33 Seymour Road, Ringwood. BH24 1SQ	RE-CONSULTATION: Single-storey rear extension; garage conversion; roof replacement/alterations; fenestration alterations; solar panels; roof lights	Refusal (4)	The Committee changed its view on this application from the previous recommendation R(2) to R(4) Recommend refusal. The proposal was overdevelopment of the site and would result in a lack of amenity space for the property. It would be overbearing, cause significant overshadowing to number 35 and have a detrimental impact on the amenity of both neighbouring properties. There was concern about the accuracy of the plans given the omission of the pergola.

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
23/10908	Wells Garage, Salisbury Road, Ringwood. BH24 1AU	Residential development of 5 dwellings (Use Class C3) including access, parking, landscaping and associated infrastructure. Demolition of existing garage and associated buildings.	Refusal (2)	The Committee did not object in principle to building on this plot. However, this proposal would impact on the two existing properties adjacent to Plots 1 and 2 with a loss of amenity and overlooking, particularly from the first floor bedroom window on the north elevation and dormer window on the west elevation of plot 2. There would also be a lack of amenity space for Plot 2. The Committee would like to see energy production on site and this should be included in the design i.e. solar panels on the roofs to comply with Policy R11 in the emerging Ringwood Neighbourhood Plan. There was concern about an inaccuracy on page 8 of the Planning Supporting letter, which states that "policies contained within the emerging Local Plan carry limited weight". This should refer to the Ringwood Neighbourhood Plan, which does hold weight now that it has been submitted to the LPAs.
23/10918	1, Eynon Mews, Ringwood. BH24 1DR	Retain existing boundary fence lowered and stained black (retrospective)	Refusal (2)	The Committee felt the proposal was out of keeping and inappropriate in the Conservation Area. It wished to support the objections raised by Ringwood Society and the member of the public.

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
23/10926	Croquets, Linford Road, Hangersley, Ringwood. BH24 3JN	Alterations to existing dwelling; erection of three dwellings; associated parking, landscaping and alterations to access	Refusal (4)	The Committee felt the proposal was overdevelopment of the site with too many dwellings cramped into the space available and it is out of keeping with the character of the area given the site is on the edge of the National Park and Western Escarpment Area. There is concern in relation to the access road, vehicle congestion, parking and the effect on Linford Road. The Committee was conscious of the number of issues raised by consultees and members of the public and highlighted the fact that one of the accesses to the site was a public right of way. Should the application go before NFDC Planning Committee, a more comprehensive response will be submitted.
23/10929	Christy Close, 88 Hightown Road, Ringwood. BH24 1NP	Conversion of existing garage to a studio; PV panels	Permission (1)	
23/10944	Avon Edge, The Bridges, Ringwood. BH24 2AA	Single-storey rear extension; replacement windows throughout and relocation of main door to front of property; porch canopy over and steps up	Permission (1)	
23/10992	11, East View Road, Ringwood. BH24 1PP	Side and rear extension in place of existing conservatory	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
23/11014	5, Broadshard Lane, Ringwood. BH24 1RW	Construction of two-storey rear extension; glazed veranda; attached garage; demolition of existing garage and single-store rear extension	Permission (1)	
2311013 HCC/2	Poulner Infant School, North Poulner Road, Ringwood, HAMPSHIRE. BH24 3LA	Variation of condition 20 of planning permission 21/11426 (design changes different form, height and materials) (HCC/2023/0553 - NFE020)	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 6th October 2023

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/01032FULL	Springfield House, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	RE-CONSULTATION: Single storey and two storey extensions; raising of northern section of roof to match adjacent ridge height; creation of sunken garden; render; alterations to fenestration (AMENDED PLANS)	Permission (1)	
23/01133FULL	Foresters, Hightown Hill, Ringwood. BH24 3HQ	Two storey extension; infill of integral garage to form ancillary floorspace; porch; alterations to doors and windows; insulated render; replace and extend solar panels; extension of terrace; removal of single storey extensions, conservatory and porch	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 6th October 2023

Number	Site Address	Proposal	Decision
CONS/23/0421	20, Woodstock Lane, Ringwood. BH24 1DT	Ash Tree - Fell	4.9.23 This is an application made by the Town Clerk. Therefore it was decided to make no comment on the application.
23/10290	Compound H, Endeavour Business Park, Crow Arch Lane, Ringwood BH24 1SF	RE-CONSULTATION:Proposed erection of new workshop & maintenance/storage unit	ORIGINAL OBSERVATION 31.3.23 Officer decision (5) It was noted that the description stated 'Compound F' when the documents stated 'Compound H'. If this does indeed relate to Compound H then there is no objection to the application, however if this is not the case the recommendation is for refusal. RE-CONSULTATION 13.9.23: - OD(5) Officer decision adding that it was noted that the description stated 'Compound F' when the documents stated 'Compound H'. If this does indeed relate to Compound H then there is no objection to the application, however if this is not the case the recommendation is for refusal.

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)

We have had a few complaints from Ringwood Town Council about the development. I have been liaising with the developer about these complaints.

- 1) Ringwood Town Council asked for the temporary road signs directing people to the development to be removed. The developer booked for them to be removed on 24th August and this work has been carried out .
- 2) I have requested that the developer chases their solicitors to keep the allotment transfer process moving as it has stalled from the developer's end. The process has taken so long that the developer will now have to carry out another round of remediation works to the land so they are acceptable for transfer. This has now been passed to the Case Officer to chase.
- 3) I have also requested that the POS (Public Open Space) land at Yarrow Lane, to the left of the pathway entering the flats, is maintained urgently. It hasn't been transferred yet. The management company the developer have contracted in should have been maintaining it. I have made it clear that it looks pretty dreadful and needs tidying up as soon as possible. This hasn't been actioned yet so it has been passed to the Case Officer to chase.

NFDC Planning Officers have met with a new contact from the developer to go through the outstanding issues that are delaying the land transfer. Our Open Spaces Officer has since liaised with our Grounds Maintenance team to produce a quote for the remedial planting and maintenance works required to facilitate the transfer. Our Open Spaces Officer is also obtaining a quote from a contractor for the replacement sections of play equipment required.

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

The care home construction is ongoing.

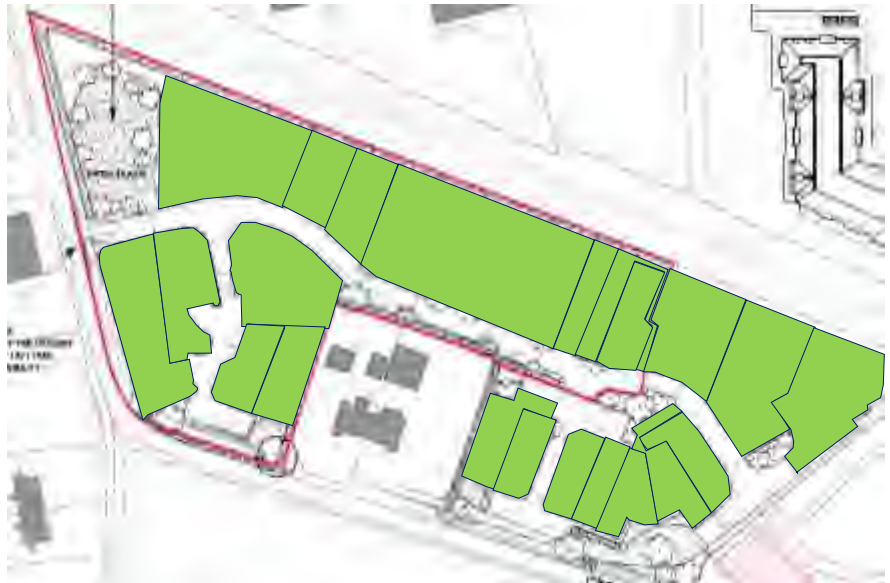
The Developer is still responsible for the maintenance of the open spaces, alongside the housing association.

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









Phases 1 and 2

Southern Phases



Occupation Status

-  Not commenced construction
-  Under construction
-  For Sale

-  Reserved
-  Exchanged
-  Occupied/Completed

PLANNING, TOWN & ENVIRONMENT COMMITTEE

6 October 2023

Pre-Application Engagement

1. Introduction and reason for report

- 1.1 Officers recommend the adoption of a Pre-Application Planning Protocol to outline expectations for pre-application engagement with the Local Planning Authority (LPA), developers and applicants.

2. Background information

- 2.1 New Forest District Council's Statement of Community Involvement (CSI) sets out how the District Council will consult and involve others in planning matters (<https://www.newforest.gov.uk/article/1171/Statement-of-Community-Involvement>).

It states: "Community involvement in considering planning applications can be an important means of identifying other material considerations. Community involvement can also help shape proposals so that they are more acceptable and appropriate to the area where the development is occurring."

In the section 'Pre-application Stage' it is noted that "Applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest."; and

"Whilst there is no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes, paragraphs 39 to 46 of the [National Planning Policy Framework](#) (NPPF) state that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community."

- 2.2 A draft Pre-Application Planning Protocol has therefore been prepared and is attached for consideration.
- 2.3 Councillors are reminded that they should keep an open mind and avoid expressing final views on any planning application before such time as it is formally considered at a Council meeting. This is to avoid any accusation of bias or predetermination of the outcome, and to ensure that due consideration is given to all information available and views expressed at the meeting.

3. Issue for decision

- 3.1 **Whether to adopt the Pre-Application Planning Protocol. If adopted, it is recommended that the Protocol is promoted on the Town Council's website and shared with NFDC and NFNPA for information.**

For further information, contact:

Jo Hurd, Deputy Town Clerk

Direct Dial: 01425 484721 Email: jo.hurd@ringwood.gov.uk

DRAFT Pre-Application Planning Protocol

1. Ringwood Town Council welcomes early engagement with developers and applicants on major or complex planning proposals.
2. Applicants are expected to comply with the policies set out in the (emerging) Ringwood Neighbourhood Plan (including the Ringwood Strategic Master Plan and the Ringwood Design Guidance & Codes) and the Ringwood Local Distinctiveness Supplementary Planning Document.
3. Ringwood Town Council undertakes to facilitate positive pre-application discussions between applicants, its councillors and the community. It will also, where appropriate, participate in discussions with other planning stakeholders and decision-makers.
4. Ringwood Town Council welcomes early engagement with the relevant Local Planning Authority (LPA), usually New Forest District Council for major applications.
5. Ringwood Town Council undertakes to:
 - 5.1 Seek and encourage early engagement with the LPA, developers and potential applicants regarding evolving planning proposals.
 - 5.2 Work constructively with the LPA and developers where possible to mitigate any potential negative impact of any proposal.
 - 5.3 Promote pre-application discussion with members of the Council.
 - 5.4 Facilitate, where useful, public meetings to allow community engagement and consultation by developers.
 - 5.5 Conduct all pre-application engagement in public, where possible.
 - 5.6 Record and retain a written record of any discussion or meeting.
 - 5.7 Make all information received publicly available, usually on the Council's website, where appropriate.
 - 5.8 Keep any commercially sensitive information confidential if, in exceptional circumstances, it is necessary for developers to share such information.
 - 5.9 Ensure councillors remain impartial and keep an open mind until a planning application is formally considered by the Planning, Town & Environment Committee.
6. Procedures for pre-application engagement:
 - 6.1 Any developer wishing to engage in pre-application discussions should apply to the Town Clerk in the first instance and avoid contact with councillors.
 - 6.2 Any approaches to individual councillors should be immediately referred to the Town Clerk.
 - 6.3 All councillors will be invited to attend any pre-application meeting with developers or the LPA.
 - 6.4 The Deputy Town Clerk will liaise with the relevant LPA Planning Officer for updates on progress of an application, and to arrange councillor briefing meetings.
 - 6.5 Any presentation or information shared with the Council will be forwarded to all councillors and will be made available on the Council's website whenever possible, noting the undertaking in paragraph 5.8 above.
 - 6.6 No decisions or determinations will be made at any pre-application meeting or discussion.

- 6.7 Developers must not represent the conduct of any pre-application meeting or discussion as implied or explicit approval for any application.
- 6.8 The Council will reserve its final position on any application until the occasion when an application is formally considered by the Planning, Town & Environment Committee and/or Full Council.

PLANNING, TOWN & ENVIRONMENT COMMITTEE

6 October 2023

CONSULTATION ON REMOVAL OF PUBLIC PAYPHONE – GORLEY ROAD

1. Introduction and reason for report

- 1.1 The public payphone in Gorley Road has been identified by British Telecom (BT) for removal. The Town Council's views are sought as part of the public consultation.

2. Background information and current status

- 2.1 New Forest District Council (NFDC) has received a consultation notice from BT regarding its programme of intended public payphone removals. BT has identified 1 public payphone in the District which is proposed for removal, as detailed below.

Telephone Number	Address	Postcode	Number of calls in last 12 months
01425 479839	Junction of Butlers Lane with Gorley Road	BH24 1TJ	32

- 2.2 The supporting documentation from BT states that the location of the payphone benefits from good mobile coverage across all networks.
- 2.3 BT has placed a 90-day consultation notice on the phone kiosk, which invites comments from the public to be sent to the Local Planning Authority by 30 November 2023.
- 2.4 NFDC is requesting views from the Town Council on the proposed removal by 6 October 2023.
- 2.5 The reasons for objecting to removal can be as follows:
- i) Usage - number of calls in the last year;
 - ii) Accident Provision - if the location of the payphone is in an accident blackspot, it may be possible to raise an objection;
 - iii) The demographic of the area - if surrounding properties are rented or social housing, there may be people on lower incomes who need the payphone;
 - iv) Mobile phone service coverage - if there is poor mobile phone network coverage in the surrounding area to a payphone, it could be suggested that the box is a required alternative.
- 2.6 Following the receipt of comments, NFDC will create a Draft Notice, specifying whether they will seek to have the payphone retained or are content with its removal, having regard to the considerations stated above. The Draft Notice will then be published and subject to further consultation before submission to the Secretary of State. BT has a right of appeal to the Secretary of State against any objection raised.
- 2.7 NFDC has suggested the Town Council might wish to consider adopting the kiosk should its removal be confirmed. As this kiosk is of a modern design, it could only be adopted if it were to be used to accommodate a heart defibrillator. The Council has previously declined to adopt kiosks due to the ongoing maintenance liability.

2.8 The Council previously considered the proposed removal of this payphone in February 2020 (*PT&E Committee – P/5695 refers*) and objected on the basis of the demographics of the area, which is close to areas of social housing, and the kiosk being well positioned in a visible area close to local shops. It should be noted that, at that time, the number of calls made in the previous 12 months was 118.

3. Issues for decision

3.1 Whether or not to object to the removal of the public payphone and, if so, for what reasons; and

3.2 Whether or not to consider adoption of the kiosk should the payphone's removal be confirmed.

For further information, contact:

Jo Hurd, Deputy Town Clerk

Direct Dial: 01425 484721

Email: jo.hurd@ringwood.gov.uk

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 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 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 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.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
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 analysing survey work carried out in May 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.
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.
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 expected imminently.)	The application has been dismissed by the Tribunal and cancelled by Land Registry. The issue of legal costs has been resolved. A fuller report will be 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 so far by members). Applicant was ordered to pay a 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.
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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.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. The response to this second application for pre-application advice has been received and is being considered by officers.	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. 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)
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.	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. The developer has been required to prepare the site for handover, which 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. A public consultation on this has now finished and responses are being evaluated.	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

Staffing Committee

None

Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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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
Bus Shelters	Review of Council owned shelters			Added September 2023 (P/6200)			

Policy & Finance Committee

Paperless office	Increasing efficiency of office space use	Cllr. Heron		Discussions with Town Clerk and Finance Manager			
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Recreation, Leisure & Open Spaces Committee

None	(Current projects expected to absorb available resources for several years)						
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Staffing Committee

None							
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Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
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	