

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

Held on Friday 6<sup>th</sup> January 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 Peter Kelleher  
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

### **P/6095 PUBLIC PARTICIPATION**

There were no members of the public present.

### **P/6096 APOLOGIES FOR ABSENCE**

No apologies for absence had been received.

### **P/6097 DECLARATIONS OF INTEREST**

There were none.

### **P/6098 MINUTES OF PREVIOUS MEETING**

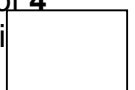
**RESOLVED:** That the Minutes of the Meeting held on 2<sup>nd</sup> December 2022, having been circulated, be approved and signed as a correct record.

### **P/6099 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/6100 RINGWOOD NEIGHBOURHOOD PLAN**



The Steering Group met on 14<sup>th</sup> December 2022 (*Annex B*) and the notes were presented to the meeting.

An Extraordinary Meeting of the Committee had been scheduled for 7pm on Wednesday 11<sup>th</sup> January to consider the Pre-Submission Plan. Members were asked to consider the documents and submit any comments and questions to the Steering Group ahead of the meeting.

**RESOLVED:** 1) That notes of the Steering Group meeting on 14<sup>th</sup> December be received; and  
2) That the extraordinary meeting of the Committee scheduled for 11<sup>th</sup> January 2023 at 7pm for consideration of Ringwood Neighbourhood Plan pre-submission document be noted.

<b>ACTION</b> Jo Hurd
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**P/6101  
STRATEGIC SITES**

The Chairman reported that the NFDC Executive Head Planning, Regeneration and Economy postholder had been made redundant following the appointment of a new Strategic Director – Place, Operations and Sustainability. This will mean a change in the principal contact for planning matters. The Committee wished to congratulate the postholder and on taking up the appointment would invite them to a future meeting to provide an update on strategic sites and other current issues.

The Mayor and Committee Chair would write to the outgoing Executive Head Planning, Regeneration and Economy.

Land north of Hightown Road

The Deputy Town Clerk reported the only new document on NFDC's planning portal is correspondence seeking an extension of time for determination of the application until 17<sup>th</sup> February 2023. There will be no decision until the Council has received a briefing from the case officer and had the opportunity to consider and submit observations on the amended plans.

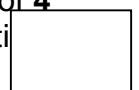
It was noted that, once submitted for Regulation 14 consultation, some weight would need to be given to the emerging Ringwood Neighbourhood Plan when determining planning applications, and it could therefore influence development of the strategic sites.

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

**P/6102  
PROPOSED PUBLIC SPACES PROTECTION ORDERS (PSPO)**

Members considered NFDC consultation on proposed PSPOs (*Annex C*). There were questions raised regarding enforcement and concerns about the appropriate use of signage in the National Park to notify visitors of the PSPOs.

**RESOLVED:** 1) That the proposed PSPO Number 1, relating to BBQ's and Wildfires, be supported; and  
2) That the proposed PSPO Number 2, relating to the Feeding and Petting of New Forest Ponies, Horses, Mules or Donkeys be supported.



**ACTION Jo Hurd**

**P/6103**

**HAMPSHIRE MINERALS AND WASTE PLAN PARTIAL UPDATE – DRAFT PLAN  
CONSULTATION (8 November 2022 to 31 January 2023)**

Cllr DeBoos reported that areas included in the Plan were all outside of the parish. The closest to Ringwood, Purple Haze, was opposite Somerley recycling centre. It would be quarried for sand mostly for use in construction and back filled with non-toxic construction waste, restoring the area to heathland. It was also noted that a strategic site for hazardous waste is proposed near Harbridge.

It was agreed that the Council had no grounds for objection.

**RESOLVED:** 1) The Cllr DeBoos' verbal report be noted; and  
2) That no objection be raised to the Draft Plan.

**P/6104**

**MEETING HOUSE LANE**

Members considered the Deputy Town Clerk's report (*Annex D*). It was noted that HCC had requested a formal resolution from the Council in relation to the temporary Traffic Regulation Order (TRO) which is due to expire on 27<sup>th</sup> June 2023.

If the direction of traffic reverts to north-bound, this would mean access to the Market Place would be via the High Street only. This would effectively make the area into a cul-de-sac, restricting access for residents and to the detriment of the businesses.

There would also be safety concerns should the direction change again, as this would create confusion for pedestrians and motorists. The Committee were unanimously in favour of the traffic flow remaining southbound.

**RESOLVED:** That representation be made to HCC that the direction of traffic flow on Meeting House Lane remain as it is now (one-way southbound) and that action be taken to regularise this before the temporary TRO expires in June.

**ACTION Jo Hurd**

**P/6105**

**PROJECTS (current and proposed)**

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

**P/6106**

**NFDC/NFNPA PLANNING COMMITTEE**

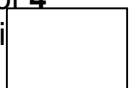
There were no applications to report.

There being no further business, the Chairman closed the meeting at 11:18am.

RECEIVED

APPROVED

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Chairman's initi



25<sup>th</sup> January 2023

3<sup>rd</sup> February 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 January 2023  
Ringwood Town Council - Planning Observations - NFDC

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
22/10972	3B Carvers Trading Estate, Southampton Road, Ringwood. BH24 1JS	Non illuminated sign with a slimline trough light (Application for Advertisement Consent)	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
22/11146	102 Northfield Road, Ringwood. BH24 1SU	Demolish existing bungalow and erect 4no. detached houses with new vehicular access and parking (revised scheme)	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.

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
22/11342	Avon Valley Archaeological Society, Ringwood Town and Country Experience, Salisbury Road, Ringwood. BH24 3PA	Change of use of (part of) a building previously used as a museum (use class F1(c) into a retail unit (use class E) for the sale of pet and livestock feeds and essential supplies	Permission (1)	
22/11410	8A, Seymour Road, Ringwood. BH24 1SG	Single storey rear extension	Permission (1)	
22/11425	Block B, Land off Embankment Way, Ringwood. BH24 1WL	Variation of condition 2 of planning permission 17/11230 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)	
22/11431	86, Northfield Road, Ringwood. BH24 1ST	Single storey side extension	Permission (1)	
22/11434	1, Ross Road, Ringwood. BH24 1XG	Ground and first floor side extension; ground floor rear extension	Permission (1)	
22/11435	6, Beechcroft Lane, Ringwood. BH24 1QN	Single storey side and rear extension	Permission (1)	
TPO/22/0697	Whitehall, Nouale Lane, Poulner, Ringwood. BH24 3EL	Oak x 1 Reduce	Permission (1)	

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

Annex A to Planning, Town Environment Committee Minutes 6th January 2023

## Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
22/00776	Shobley House, Linford Road, Shobley, Ringwood. BH24 3HT	Single storey extension (demolition of existing extension and annexe outbuilding)	Permission (1)	
22/00974FULL	Heathways, Linford Road, Shobley, Ringwood. BH24 3HT	Outbuilding (demolition of existing outbuildings)	Permission (1)	
22/01054CONS	Hangersley House, St. Aubyn's Lane, Hangersley, Ringwood. BH24 3JU	Fell 1 x Pine 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 6<sup>th</sup> January 2023

Number	Site Address	Proposal	Decision
CONS/22/0669	27, College Road, Ringwood. BH24 1NU	Magnolia x 1 Reduce	30.11.22 P(1) Recommend Permission, but would accept the Tree Officer's decision.
22/00322	Greenways, Hightown Hill, Ringwood. BH24 3HG	Two storey extension and canopy; alterations to entrance and front canopy (demolish existing garage); double garage and car port (AMENDED PLANS & DESCRIPTION)	2.12.22 P(1) Recommend Permission, but would accept the Planning Officer's decision.
22/11013	Moonfleet, Hiltom Road, Ringwood. BH24 1PW	Proposed side and rear extensions; dormer window	7.12.22:P(1) Recommend permission, but would accept the Planning Officer's decision.



# Ringwood Neighbourhood Plan

# B

## Ringwood Neighbourhood Plan Steering Group

### Notes of meeting held on Wednesday 14th December at 5pm on Zoom

Present:

- Cllr Gareth DeBoos
- Mary DeBoos
- Janet Georgiou
- Cllr John Haywood (Chair)
- Jo Hurd (Deputy Town Clerk)
- Joe Moorhouse
- Tim Moxey
- Geoff Ridgway
- Chris Treleaven

1. Apologies were received from Cllr Philip Day. Cllr Tony Ring and James Swyer were not present
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from Meetings with LPAs

MD provided feedback on the meeting with Planning Policy Officers from NFDC and NFNPA

- Overall the meeting was supportive with helpful input from both LPAs. They commented that even the work in progress document was already coherent.
- Although there was concern from the LPAs about the local Ringwood connections clause supporting the First Homes Policy the Steering Group agreed that this should remain in the document.
- Whilst the NP cannot enact Article 4's it is hoped that NFDC will, one of the areas to be addressed is the change of use from shop to residential in the Essential Core of the Primary Shopping Area. The Steering Group agreed that the Essential Core would be defined as the Market Place from West Street to the High Street, the High Street to Friday's cross, the shops on Friday's cross, Southampton Road from Friday's cross to Mansfield Road and Meeting House Lane.

- The interaction between some of the policies means that some modelling of viability was recommended by the LPAs. CT noted that this may need to be based on different land price assumptions. The Steering Group agreed that this work should be done and GD and TM agreed to take this action. **Action: GD & TM**
- It was noted that the Energy Efficient Housing Policy (R12) may need further consideration, such as should it relate to only larger scale developments. **Action: GD**

It was also that the Design Code work, use of the Building for a Healthy Life Assessment Tool and the Energy Efficiency requirements policy are ahead of the work of NFDC and they would watch the progress of this through examination with interest.

#### 5. Feedback from RTC Committees

There was some verbal feedback on the document at PT&E, however it was requested that the planning report to PT&E reiterates the need for any significant / substantive feedback before Christmas. **Action: JH to discuss with PD**

The final version of the document to form the basis of the Regulation 14 consultation is to be the subject of an extra PT&E Committee meeting on Wednesday 11th January at 7pm. There will be a lot of information to digest, as a result the following actions were agreed:

**JH to write to all Councillors in the New Year to emphasise the need for feedback and to request that if anyone has any questions they send these to Jo Hurd, Deputy Town Clerk.**

**MD to provide any final documents as early as possible to members to provide maximum time for review.**

It should be noted that documents going to Committee will be:

- NP Document
- Parish Nature Recovery Plan
- Design Code
- Master Plan Report
- Leaflets to be used for Regulation 14 consultation

#### 6. Review DRAFT NP Document

No additional significant comments were provided at this time

#### 7. Review of the Project Plan

The production of Policy Maps is a potential risk to the current timeline. JM volunteered to produce these in a CAD tool. **Action:JM**

It was also agreed that this would be sufficient for the Regulation 14 version of the document. **Action: MD/JH**

The risk associated with the current timeplan and a delay to the plan were discussed and are summarised below:

- Risks in current timeline - lack of policy maps; adverse publicity if the NP document is considered too 'draft'
- Risks in delay - loss of Jon Dowty support; lack of continuity in Steering Group / Council members; volunteer fatigue

## **8. Any other business**

A reminder that Full Council approval will be on Wednesday 25th January at 7pm and all SG members are welcome to attend.

## **9. Dates of next meetings**

Wednesday 18th January at 5pm - if required post PT&E - may be cancelled.

Monday 30th January - 6pm to agree on progression to Regulation 14 Consultation

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE  
6 JANUARY 2023**

**PROPOSED PUBLIC SPACES PROTECTION ORDERS FOR THE NEW FOREST**

1. New Forest District Council is proposing to make two Public Spaces Protection Orders (PSPOs) under section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014. The first relates to BBQs and Wildfires, and the second to the Feeding and Petting of New Forest Ponies, Horses, Mules or Donkeys. The proposals are currently the subject of a consultation process, which closes at 5pm on 27 January 2023.
2. If made, PSPO Number 1 would prohibit the following activities within a proposed Restricted Area:
  - (a) placing, throwing or dropping items likely to cause a fire;
  - (b) lighting fires (of any type) or barbeques (including disposable barbeques and any outdoor temporary cooking facilities or equipment);
  - (c) using items which either (i) cause a naked flame or (ii) pose a risk of fire.
3. If made, PSPO Number 2 would prohibit the following activities within a proposed Restricted Area:
  - (a) feeding or providing or depositing food for consumption by any New Forest Pony, Horse, Mule or Donkey; or
  - (b) petting or touching any New Forest Pony, Horse, Mule or Donkey.
4. Full details of the proposed PSPOs and the corresponding Restricted Areas (which are different for both) can be viewed online at <https://www.newforest.gov.uk/article/3205/Public-Spaces-Protection-Orders-consultation>
5. It is RECOMMENDED that Members review the proposals and consider whether or not to support the proposed PSPOs.

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

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE  
6 JANUARY 2023**

**MEETING HOUSE LANE – DIRECTION OF TRAFFIC FLOW**

1. Members will recall that the direction of traffic flow on the section of Meeting House Lane between The Furlong and Market Place has historically been one-way southbound. A reversal of the direction of flow (to one-way northbound) was supported by the Town Council (*Minute P/5721 03/07/202 refers*) and implemented by Hampshire County Council (HCC) in February 2021 in conjunction with the closure of West Street.
2. When the South West Water works commenced in Mansfield Road in December 2021, there were long delays in exiting the car parks as all traffic had to use the main town roundabout. At the request of the Town Council, HCC agreed to reverse the direction back to one-way southbound to give traffic heading south another route out, therefore taking the pressure off the main roundabout and relieving congestion.
3. This last change was effected by a temporary Traffic Regulation Order (TRO), which is due to expire on 27 June 2023 after which time the direction of travel will revert to one-way northbound, unless the TRO is rescinded before then.
4. It is therefore RECOMMENDED that Members consider making representation to HCC on whether the direction of traffic flow should remain as it is now (one-way southbound) or revert to one-way northbound when the temporary TRO expires in June 2023.

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. 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).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	It is anticipated that the pre-submission draft Plan will be presented to Full Council in January for approval, after which there will be a period of public consultation.	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.	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 and aiming complete actions from initial audit by 31 Dec. 2022)	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 incorporate agreed plan in budget for 2023-24)	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 on 4th May. 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	Winding-up process and requirements are being researched.	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 awaiting officer availability. 1		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, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	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	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	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.

#### 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.
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	