

MINUTES OF THE MEETING OF THE RECREATION, LEISURE & OPEN SPACES COMMITTEE

Held on Wednesday 4th December 2024 at 7.00pm in the Forest Suite, The Gateway, Ringwood

PRESENT: Cllr Andy Briers (Chair)
Cllr Philip Day
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr James Swyer

IN ATTENDANCE: Chris Wilkins, Town Clerk
Nicola Vodden, Office Manager

ABSENT: Cllr Glenys Turner
Cllr Becci Windsor (Vice Chair)

OS/6415 PUBLIC PARTICIPATION

There were five members of the public present for an agenda item.

OS/6416 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Turner and Windsor.

OS/6417 DECLARATIONS OF INTEREST

There were no declarations of interest.

OS/6418 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 6th November 2024, having been circulated, be approved and signed as a correct record.

OS/6419 BICKERLEY BOLLARDS PROPOSAL

The Town Clerk explained that the suggestion to re-green a section of the track along the western edge of the Bickerley, to prevent the use of the private road to Old Mill House Flats (OMHF), would involve a lot more than first thought and need to be more of a longer-term aspiration, if pursued, due to the work and cost involved. It would be beyond the capacity of the grounds team and, therefore, costs would be in the region of £10,000 - £20,000.

Having been informed of this, the residents proposed an alternative solution, which could be put into effect quicker. This would involve the installation of one or two drop down bollards in the track to act as a deterrent and prevent unauthorised use of the private road. Emergency services and waste collection would gain access from the track nearer Riverside. The residents are

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Chairman's initials

prepared to pay for the cost of installation and there would be little on-going maintenance. They also understand they may be required to remove the bollards, should the works be deemed unlawful or a claimed vehicular right of way be proved (although there is no indication on the legal title that any right of way across the Bickerley follows this route).

RESOLVED: That one or two drop down bollards be installed on the track which joins the private road to Old Mill House flats and Riverside, at the expense of the residents.

ACTION C Wilkins

OS/6420

CARVERS WORKING PARTY

RESOLVED: That the notes of the Carvers Working Party meeting on 6th November 2024 (*Annex A*) be received.

OS/6421

EVENTS MANAGEMENT

Cllr Frederick reported that the Fireworks and Winter Wonderland events had gone well. Both were well-attended and early indications are that neither resulted in any cost falling on public funds.

Winter Wonderland has built up to be a large and popular event as it has grown over the years. Everyone worked hard on preparations and inevitably there were some challenges. A note of thanks was extended to those who worked incredibly hard and who came through in sometimes difficult circumstances and when tough decisions had to be made. Thanks were also extended to organisations and volunteers who provided support on the day.

With regard to the Fireworks event, the Town Clerk reported that a concern had been raised by a member of the public about non-compliance with procedures relating to closure of the right of way. On investigation, it appears that a formal application for a temporary closure of the public right of way across Carvers Recreation Ground should probably have been made and the public given notice of an alternative route in advance of the event. A substantial fee would have been payable. Officers will liaise with County Council officers to ensure that relevant requirements are fully understood and the sub-committee will oversee the arrangements for future events to ensure that no non-compliance arises as a result of them.

RESOLVED: That the notes of the events management sub-committee meeting held on 20th November 2024 (*Annex B*) be received.

To acknowledge that the proper formalities regarding management of the public of way (footpath) across Carvers Recreation Ground during the Ringwood Grand Fireworks event on 3rd November 2024 may not have been complied with and to apologise to all and any persons who were inconvenienced as a result of this.

OS/6422

OPEN SPACES MANAGEMENT REVIEW TASK & FINISH GROUP

Cllr M DeBoos presented the notes of the second meeting of the Task & Finish Group. A list of sites is attached to the notes and details challenges identified and actions which may need to be taken in future. The next meeting will be scheduled for early in the New Year.

The group were thanked for the work undertaken.

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RESOLVED: That the notes of the meeting on 13th November 2024 (*Annex C*) be received.

ACTION C Wilkins / K Wentworth

OS/6423

POULNER LAKES WASTE LICENCE SURRENDER

Members considered the Town Clerk's report (*Annex D*) and approved the recommendation therein. The costs involved will be as originally reported and will relieve the council from the obligation to pay ongoing annual fees. The Committee thanked the Town Clerk for his perseverance in progressing this matter.

RESOLVED: That the draft application documents for surrender of the waste licence be approved and officers be authorised to submit the application to the Environment Agency and pay the associated fees and charges.

ACTION C Wilkins

OS/6424

PROJECTS (current and proposed)

The Town Clerk reported that the base budget review was expected to conclude shortly and a report would follow on the cemetery budget and management issues. Cancellation of Columbarium project is likely to be recommended.

RESOLVED: That the updated projects report (*Annex E*) be received.

ACTION C Wilkins

There being no further business, the Chairman closed the meeting at 7:40pm.

Note: The text in the Action Boxes above does not form part of these minutes.

RECEIVED
18th December 2024

APPROVED
8th January 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

Carvers Working Party

Notes of meeting held at Ringwood Gateway on Wednesday 6th November 2024 at 6.30pm*

- Present: Cllr Rae Frederick - Chair
Cllr Andy Briers
Cllr Mary DeBoos
- In attendance: Charmaine Bennett
Christopher Wilkins – Town Clerk
Cllr. Gareth DeBoos
- Absent: Cllr Janet Georgiou
Cllr Peter Kelleher
Cllr Becci Windsor

* *The start of the meeting was delayed from the advertised start time of 6pm pending attendance of a quorum of members*

1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Cllr. Kelleher.

[Post meeting note: It was discovered after the meeting that Cllr Windsor had also tendered apologies for absence by email to the Clerk.]

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

The Notes of the meeting on 2nd October 2024 were approved for signature by the Chair as a true and correct record.

4. OFFICERS' REPORTS

Members received the following verbal updates from officers:

- (a) The Town Clerk said that consultations with neighbours on the revised drawings of the new grounds maintenance building have been completed, a fresh bat survey is being undertaken and biodiversity net gain documentation being prepared in readiness for submission of a planning application. An application has been submitted to Hampshire Forest Partnership for six large standard disease-resistant elms, two of which will be planted at Carvers if the application is approved.
- (b) The Clubhouse Manager reported an increase in hiring enquiries.

5. MASTERPLAN IMPLEMENTATION

Cllr M DeBoos has begun enquiries about the type and cost of trees suitable to serve as a natural "parasol" for the terrace in front of the Clubhouse.

Cllr DeBoos has also obtained an estimate of the cost of replacing the picnic tables and benches beside the skate park and the Town Clerk reported that the Carnival Committee has been invited to consider sponsoring these.

All present had met with a representative from Playdale to review the surface of the tennis courts and refine the specification for the proposed MUGA. Further information

is awaited and in the meanwhile the Clubhouse Manager has informed Veolia Environmental Trust about the likely project timing.

Cllr. DeBoos has applied for estimates of the costs of a water-splash play feature. These come in various forms and costs vary according to the selected features and whether water is used once or treated and re-cycled. The lowest estimate received so far is about £120,000 so, clearly, this will be an expensive facility to add.

The Clubhouse Manager has obtained an estimate of the cost of a drinking water fountain. At around £2,500 it is well within the expected cost of £3,000.

ACTIONS:

- 1. Town Clerk and Clubhouse Manager to proceed with project planning for the Carvers Phase 1 work as previously discussed once the additional information is received from Playdale and to circulate a project outcome/specification document to all group members**

6. NEXT MEETING

Given the uncertainty about when further discussion will be needed and the absence of so many members, it was agreed not to fix a date for the next meeting but rather to leave this for informal discussion between officers and members when it becomes clear that a meeting is needed.

There being no further business, the meeting closed at 6.56pm.

RECEIVED
4th December 2024

APPROVED
[tba]

COMMITTEE CHAIR

WORKING PARTY CHAIR

Events Management Sub-Committee

Notes of meeting held on Wednesday 20th November 2024 at 1230, at Ringwood Gateway

Present: Cllr Rae Frederick (Chair)
Cllr Mary DeBoos
Cllr Becci Windsor
Cllr John Haywood

In attendance:
Charmaine Bennett, Events Manager
Sam Bracher, Office Administrator

1. Apologies for Absence

Cllr James Swyer

2. Declarations of interest

No interests were declared.

3. Minutes of the previous meeting – 22nd Oct 2024

RESOLVED: That the minutes of the meeting held on 22nd October 2024 having been circulated, approved, and signed as a correct record.

4. Ringwood Grand Fireworks

It was agreed by committee members that the event had been a huge success and the online ticketing system went smoothly on the night.

The event manager went through a formal complaint that has been received from a member of the public regarding the closure of public right of way 195/62/1 9 (path between the two gates across Carvers Recreation Ground) during the fireworks event. The concern was the unauthorised or improperly notified closure of this public right of way and referenced non-compliance with legal requirements outlined in the *Road Traffic Regulation Act 1984* and Hampshire County Council's guidance for temporary closures of public rights of way.

<p>ACTIONS:</p> <ol style="list-style-type: none">1. Committee members to send over any comments to CB for the firework event wash up report currently being compiled.2. Cllr Frederick and Charmaine to arrange an informal wash up meeting for both Fireworks and Christmas event once done.3. The event manager to get back to the public right of way complainant to let them know this is being investigated. Cllr Frederick to speak to Hampshire Countryside Services and Hampshire CC councillor, Michael Thierry for further clarity and to understand what work is required to implement the road closure to see if the Town Council could assist with signage etc to decrease the hefty application fee required.

5. Winter Wonderland

Cllr Frederick reported to the group that she had secure £800 in sponsorship from The Railway Pub, to sponsor the Polar Express Railway attraction on site.

CB confirmed stall bookings at the event were now full.

Cllr Frederick confirmed that the fairground operator is providing a Ferries Wheel at the event for the first time.

CB went over the programme for the day and confirmed no morning Santa Parade – The sleigh will leave the long stay cp and park on the road by The Gateway office – marshals will manage any road traffic.

Committee members to meet on site at 7.30am for set up, with security briefing taking place at 10.45am.

Carnival team organising the market stalls on site as they arrive.

The Fish Inn are running the event bar and paying a reduced rate as this is their first year.

It was confirmed that ten Christmas trees have been purchased for the Gateway courtyard as families leave the Grotto. After they have been used, the trees will be offered to staff to purchase or donated to local charities.

SB went through designs for window comp and Reindeer Ramble. 35 shops now signed up to the window competition.

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| ACTIONS: | <ol style="list-style-type: none"> 1. Cllr Frederick to discuss options with the Railway attraction owner on costings now we have a sponsor. 2. Cllr Windsor to look at sticker design options with Railway pub logo on to hand out as children finish their ride on the train. 3. Cllr DeBoos to distribute tent cards for pubs/restaurants to display the week before and the night before the event advising there is no parking on Market Place on event day. 4. Cllr Windsor to let CB know her availability on event day. 5. Cllr Frederick to approach In-Excess Garden Centre for Christmas tree stands for the trees in the courtyard. 6. Cllr Frederick and Cllr Deboos to decorate the empty WH Smiths Shop window. 7. Cllr Haywood to put out no parking signs for Market Place on Sat 30th November. 8. CB to go over RTC grounds team tasks with head groundsman in the run up to the event. 9. Cllr Frederick to check all resident letters have been delivered. 10. CB reminded all Committee members who are working at the event to try and complete the Protect UK training before the event. |
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6. AOB

In 2026 Ringwood will be celebrating 800 years as a chartered market town. Cllr Mary Deboos is going to look into the application for National Lottery Heritage Funding and explore what the requirements are for this.

No further business to discuss.

There being no further business, the meeting concluded at 14:10

The next Event Sub-Committee meeting – Wednesday 15th January at 12:30, 1st Floor Meeting Room, Ringwood Gateway.

RECEIVED

APPROVED

RLOS COMMITTEE CHAIRMAN

SUB-COMMITTEE CHAIRMAN

Open Spaces Management Review Task & Finish Group

Notes of meeting held at Ringwood Gateway on Wednesday 13th November 2024 at 4pm

Present: Cllr Andy Briers
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou

In attendance: Christopher Wilkins – Town Clerk
Kelvin Wentworth – Grounds Manager

Absent: Cllr Peter Kelleher

1. APOLOGIES FOR ABSENCE

The Clerk reported that apologies for absence had been received from Cllr Kelleher.

2. DECLARATIONS OF INTEREST

None.

3. NOTES OF PREVIOUS MEETING

The notes of the meeting on 4th September 2024 were taken as read and approved as a correct record for signature by the chair.

4. GROUNDS MAINTENANCE REPORT AND ISSUES

The Grounds Manager provided members with further information about the current maintenance arrangements and challenges and advice about options for possible changes and future infrastructure maintenance needs – working through the list of sites previously discussed by the group.

ACTIONS:	<p>1. Town Clerk to press Hampshire County Council for a response about the Silver Jubilee Gardens.</p> <p>2. Town Clerk to annotate list of sites with additional issues arising from Grounds Manager's report</p>
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5. NEXT STEPS

Members agreed to meet again in the New Year and visit North Poulner Play Area in the meanwhile to assess the specific issues relating to it.

ACTIONS:	<p>1. Town Clerk to circulate options for a meeting early in the New Year.</p> <p>2. Everyone not already familiar with the site to visit North Poulner Play Area in the meanwhile</p>
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There being no further business, the meeting closed at 5.25pm.

RECEIVED

APPROVED

COMMITTEE CHAIR

TASK & FINISH GROUP CHAIR

Open Spaces Management Review Task & Finish Group – Site List

Site name/location	Map No.	Ownership	Designations/Constraints	Usage & management (Unless otherwise stated public use is unsupervised, access by vehicles is restricted and private bookings are not accepted.)	Notes
The Bickerley (inc. Brockey Sands)	1	Freehold owned by RTC	Town or Village Green (severely restricts building and ground works). Various rights of way and other rights. Restrictive covenant limiting use to that of a village green or area of open space and connected purposes for the use and benefit of all residents	General public recreation. Some organised public events (e.g. Carnival Funfair) Available for private hire. Mostly mown grass with some trees and hedging. Infestations of Himalayan Balsam and Japanese Knotweed will be treated in coming seasons (inc. parts of Brockey Sands not owned by RTC). Plan should address issues arising from bookings.	Includes several benches and a decorative “welcome” board.
Raymond Brown Nature Reserve			1984 Restrictive covenant limiting use to that of a village green or area of open space and connected	Informal nature reserve. Liable to flood, hence managed as wetland/carr. Some	Raymond Brown given “naming rights” informally in 2010 in return for

			purposes for the use and benefit of all residents. 2012 Site Management Statement agreed with Natural England	grazing by animals and limited public access. Plan should consider updating the Statement and repairing the fence.	creating the access off the Trailway, signage, etc. Fence now in poor state. 2024 Gate locked on account of straying horses.
Silver Jubilee Gardens	2	Freehold owned by HCC. RTC holds a licence only	Licence permits planting and maintenance only	Public open space. Mostly mown grass with some trees and planted beds.	Includes several benches and a footbridge (SWL unknown). Liable to flood.
War Memorial Garden	3	Freehold owned by RTC	War memorial is listed. Funded by public subscription after WW1 – best treated as held in trust?	Mostly mown grass with some trees and planted beds.	Includes several benches and waste bins. Gates currently under repair.
Dr Little's Garden	4	Freehold owned by RTC	Covenant restricting development. Overage provision benefitting Transport Department until 2026.	Public open space. Mostly mown grass with trees. Popular site for small unauthorised encampments.	Includes a couple of benches and a bin. Wire boundary fence in poor state of repair.
Kingfisher Way POS	6	Freehold owned by RTC	Restrictive covenant against any building.	Public open space. Mostly mown grass with some trees but now edged with soil bunds supporting wildflowers	One resident frequently and repeatedly complains about the bunds.
North Poulner Play Area	7	Freehold owned by NFDC. Leased to RTC until 2091.	Lease covenant restricts use to "recreational use".	Public recreation ground.	Includes a kicking wall and separate

				Mostly mown grass but with numerous trees and shrubs. Hedge cutting by tractor and flail has generated complaints. Booked annually by schools for firework display.	goal posts. Half-pipe skate ramp is proposed. Bench installed in 2020 was stolen and not replaced.
Ash Grove Play Park	8	Freehold owned by NFDC. Leased to RTC until 2098.	Lease restricts use to “open space for recreational use”. Includes covenant to maintain the footbridge.	Public recreation ground and play area.	Includes some children’s play equipment (but not the concrete footbridge – SWL unknown).
Forest Edge POS	9	Freehold owned by NFDC. Leased to RTC until 2091.	Restrictive covenants against any building. Lease restricts use to “recreational use”.	Public recreation ground. Mostly mown grass but with numerous trees and shrubs (one tree being subject to repeated wasp infestations).	
Poulner Lakes POS (eastern part)	11	Freehold owned by RTC	Restrictive covenants against building	Public open space. Mostly unmown grass with mown paths, scrub and trees. Popular location/target for unauthorised encampments (large and small).	Former landfill site still subject to waste permit conditions. Circular path and drainage pond recently added.
Poulner Lakes POS (western part)		Freehold owned by Ringwood & District Anglers Association.	Licence permits maintenance only.		Negotiations for lease stalled pending access

		RTC holds an informal licence only			maintenance solution.
North Poulner Road POS	12	Freehold owned by RTC	Restrictive covenants limit use to public open space and prohibit building.	Public open space. Mostly mown grass with trees.	
Castleman Way POS	13	Freehold owned by RTC		Public open space. Mostly mown grass with trees and hedges.	Numerous tall, high-risk trees alongside road and housing.
Danny Cracknell Pocket Park	14	Freehold owned by RTC		Public open space. Mostly mown grass with trees and wetland/carr margins.	Management plan 2010-15 prepared by NFDC. Includes boardwalk, several benches and two interpretation panels.
Upper Kingston Allotments	15 (pt)	Freehold owned by RTC		Mostly let as allotment gardens but paths and hedges are maintained	Tenants have formed an Association
Southampton Road POS (East)	16	Freehold owned by RTC (except the through path which is unknown)	Restrictive covenant limits use to open space	Public open space. Mostly mown grass with trees.	
Southampton Road POS (West)	17	Freehold owned by RTC			
Southampton Road Allotments	18	Freehold owned by RTC		Mostly let as allotment gardens but paths and boundaries are maintained	Tenants are in process of forming an association. Access prone to flooding.

Toad Corner Play Park	20	Freehold owned by RTC		Public recreation ground and play area.	Includes children's play equipment
Former Nags Head Site	22	Freehold owned by NFDC. Leased to RTC until 3005	Restrictive covenant limits use to public open space or recreational purposes.	Public open space. Mostly mown grass with boundary trees and hedges.	
Raised Flowerbed junction of Meeting House Lane/Mansfield Road	23	Freehold owned by HCC. RTC holds a licence only.	Licence permits planting and maintenance only	Ornamental tree and planting	
The Mount POS	24	Freehold owned by RTC	Restrictive covenants limit building and use	Public open space. Mostly unmown grass with mown paths and trees.	
Churchyard	27	Freehold is owned by Church of England. RTC is legally required to maintain.	Faculty jurisdiction of the Diocese applies.	Mostly mown grass with trees and memorials.	Closed to most new burials. Local PCC is keen to discuss alternative management for biodiversity.
Folly Farm woodland	31	Freehold owned by RTC.	Restrictive covenant limiting use to open space.	Woodland.	Outside our parish. St Leonards & St Ives PC and NFDC have rights to share in any income or capital receipts.
Copper Kettle Site POS	34	Freehold owned by RTC	Restrictive covenant limits use to public open space or recreational purposes.	Public open space. Mostly mown grass with boundary trees and hedges.	

Land adjoining The Bickerley	35	Freehold owned by RTC		Public open space. Mostly mown grass with trees and wetland/carr margins.	Management plan 2010-15 prepared by NFDC. Includes boardwalk, several benches and two interpretation panels.
Roundabout	36	Freehold owned by HCC. RTC holds a licence only.	Licence permits planting and maintenance only	Mown grass with trees and planted beds	Planting is sponsored and was recently altered to be pollinator-friendly.
Yew Tree Gardens POS (north)	39	Freehold owned by RTC	S.106 Agreement restricts use to public open space	Enclosed area of rough grass and trees	Trees have suffered unexplained damage and fatal disease.
Yew Tree Gardens POS (south)				Planted bed	Mostly maintained by local residents
Forestside Gardens POS	40	Freehold owned by RTC	S.106 Agreement restricts development. Overage provision benefitting previous owner until 2037.	Mown grass with trees. Residents could be asked to resume paying for grass-mowing or mown turf could be replaced for biodiversity gain.	
Crow Arch Lane Allotments	41	Freehold owned by RTC	Restrictive covenant limits use to allotments and associated parking	Mostly let as allotment gardens but paths and boundaries are maintained	Only recently acquired and let out.

RECREATION, LEISURE & OPEN SPACES COMMITTEE

4th December 2024

Waste Licence Surrender

1. Introduction and reason for report

- 1.1. Officers are now ready to submit the application to surrender the waste permit applying to the Poulner Lakes public open space site and decisions are needed from members.

2. Background information and options

- 2.1. This report follows and supplements the report presented to this committee at its meeting on 5th June 2024 (see minute. ref. OS/6373).
- 2.2. The bundle of documents prepared for submission to Environment Agency (EA) is attached as Annexe 1. These were prepared by the specialist consultants engaged and the contents have (insofar as is practicable) been checked by officers. Members are respectfully invited to approve them on behalf of the Council and authorise their submission.
- 2.3. The consultants have also refined their estimates of their fees and expenses and the fee payable to EA. The resulting best estimate of total costs remains at £7,990 as previously advised. (Members are respectfully reminded that surrendering the licence will relieve the council from the obligation to pay ongoing annual fees to EA (£1,049.75 in 2024-25).

3. Issues for decision and any recommendations

Members are respectfully invited to approve the draft application documents and authorise officers to submit the application and pay the associated fees and charges.

For further information, contact:

Christopher Wilkins, Town Clerk
Direct Dial: 01425 484720
Email: chris.wilkins@ringwood.gov.uk

Application for an environmental permit

Part A – About you



You will need to fill in this part A if you are applying for a new permit, applying to change an existing permit or surrender your permit, or want to transfer an existing permit to yourself. Please check that this is the latest version of the form available from our website.

You can apply online for Waste standard rules environmental permits, bespoke waste permits and bespoke Medium combustion plant permits

Apply online for an environmental permit.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

Note: if you believe including information on a public register would not be in the interests of national security you must enclose a letter telling us that you have told the Secretary of State. We will not include the information in the public register unless directed otherwise.

It will take less than one hour to fill in this part of the application form.

Where you see the term 'document reference' on the form, give the document references and send the documents with the application form when you've completed it.

Contents

- 1 About you
 - 2 Applications from an individual
 - 3 Applications from an organisation of individuals or charity
 - 4 Applications from public bodies
 - 5 Applications from companies or corporate bodies
 - 6 Your address
 - 7 Contact details
 - 8 How to contact us
 - 9 Where to send your application
- Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

1 About you

Are you applying as an individual, an organisation of individuals (for example, a partnership), a company (this includes Limited Liability Partnerships) or a public body?

An individual

Now go to section 2 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

An organisation of individuals (for example, a partnership)

Now go to section 3 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

A public body

Now go to section 4

A registered company or other corporate body

Now go to section 5 and if you are applying for a new permit or transferring a permit for an installation or waste activity please also fill in Appendix 1

2 Applications from an individual

2a Please give us the following details

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

3 Applications from an organisation of individuals or charity**3a Type of organisation**

For example, a charity, a partnership, a group of individuals or a club

3b Details of the organisation or charity

If you are an organisation of individuals, please give the details of the main representative below. If relevant, provide details of other members (please include their title Mr, Mrs and so on) on a separate sheet and tell us the document reference you have given this sheet

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to question 3c or section 6

3c Details of charity

Full name of charity

This should be the full name of the legal entity not any trading name.

3d Company registration number

If you are registered with Companies House please tell us your registration number

3e Charity Commission number

If you are registered with the Charity Commission please tell us your registration number

Now go to section 6

4 Applications from public bodies**4a Type of public body**

For example, NHS trust, local authority, English county council

4b Name of the public body

4c Please give us the following details of the executive

An officer of the public body authorised to sign on your behalf

Name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Position

Now go to section 6

5 Applications from companies or corporate bodies**5a Name of the company**

5b Company registration number

Date of registration (DD/MM/YYYY)

If you are applying as a corporate organisation that is not a limited company, please provide evidence of your status and tell us below the reference you have given the document containing this evidence.

Document reference

5 Applications from companies or corporate bodies, continued

5c Please give details of the directors

If relevant, provide details of other directors and company secretary, if there is one, on a separate sheet and tell us the reference you have given this sheet.

Document reference

Details of company secretary (if relevant) and director/s

Title (Mr, Mrs, Miss and so on)

First name

Last name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Now go to section 6

6 Your address

6a Your main (registered office) address

For companies this is the address on record at Companies House.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

For an organisation of individuals every partner needs to give us their details, including their title Mr, Mrs and so on. So, if necessary, continue on a separate sheet and tell us below the reference you have given the sheet.

Document reference

6b Main UK business address (if different from above)

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

6 Your address, continued

Contact numbers, including the area code

Phone

Fax

Mobile

Email

Now go to section 7

7 Contact details

7a Who can we contact about your application?

It will help us if there is someone we can contact if we have any questions about your application. The person you name should have the authority to act on your behalf.

Please add a second contact on a separate sheet if this person is not always available.

Document reference of this separate sheet

This can be someone acting as a consultant or an ‘agent’ for you.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7b Who can we contact about your operation (if different from question 7a)?

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

7 Contact details, continued

7c Who can we contact about your billing or invoice?

Note: Please provide the name and address that all invoices should be sent to for your subsistence fees.

As in question 7a

As in question 7b

Please give details below if different from question 7a or 7b.

Contact name

Title (Mr, Mrs, Miss and so on)

First name

Last name

Address

Postcode

Contact numbers, including the area code

Phone

Fax

Mobile

Email

8 How to contact us

If you need help filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422 549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve it. More information on how to do this is available at: www.gov.uk/government/organisations/environment-agency/about/complaints-procedure.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

9 Where to send your application

For how many copies to send see the guidance note on part A.

For water discharges by email to PSC-WaterQuality@environment-agency.gov.uk

For waste and installations by email to PSC@environment-agency.gov.uk

For flood risk activity permits send 1 copy only to enquiries@environment-agency.gov.uk or to the local Environment Agency office for where the work is proposed to be carried out.

Or

Permitting Support, NPS Sheffield
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? _____

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Appendix 1 – Date of birth information for installation and waste activities (applications for a new permit or transferring a permit) only

Date of birth information in this appendix will not be put onto our Public Register

Are you applying as an individual, an organisation of individuals (for example, a partnership) or a company (this includes Limited Liability Partnerships)?

- An individual Now go to 2
- An organisation of individuals (for example, a partnership) Now go to 3
- A registered company or other corporate body Now go to 4

2 Applications from an individual

Please give us the following details

Name

Date of birth (DD/MM/YY)

3 Applications from an organisation of individuals or charity

Details of the organisation or charity

If you are an organisation of individuals, please give the date of birth details of the main representative below. If relevant, provide details of other members on a separate sheet and tell us the document reference you have given this sheet.

Name

Date of birth (DD/MM/YY)

Document reference

4 Applications from companies or corporate bodies

Name of the company

Please give the date of birth details for all directors and company secretary if there is one. If relevant, provide those details of other directors on a separate sheet and tell us the document reference you have given this sheet.

Details of company secretary (if relevant) and director/s

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Name

Date of birth (DD/MM/YY)

Document reference

Application for an environmental permit Part E2 – Surrender application (installations, waste operations, mining waste operations, medium combustion plant/specified generator and mobile plant only)



Fill in this part of the form together with part F1, if you are surrendering all or part of your permit or applying to surrender mobile plant. Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in. Please note that the form follows a logic that means questions will open or stay closed depending on a previous answer. So you may not be able to enter text in some boxes.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

It will take less than two hours to fill in this form.

Contents

- 1 About your permit
- 2 About your application
- 3 About the parts of the permit you want to surrender and the parts you want to keep
- 4 For all applications
- 5 Part B permit
- 6 Surrendering mobile plant
- 7 Surrendering medium combustion plant/specified generator permit or part of a permit
- 8 How to contact us

1 About your permit

1a Discussions before your application

If you have had discussions with us before your application, give us the permit reference number or details on a separate sheet. Tell us below the reference you have given to this extra sheet.

Permit or document reference

1b Permit number

What is the permit number that this application relates to?

1c Site details

What is the name, address and postcode of the site? (but not mobile plant)

Site name

Address

Postcode

1d Type of permit

Tick below which type of permit you are applying to surrender

A site permit

 Now go to section 2

Part B permit

 Now go to section 5

Note: if your permit is a site permit but includes a Part B activity tick both boxes.

A mobile plant permit

 Now go to section 6

Standalone medium combustion plant/specified generator

 Now go to section 7

2 About your application

2a Is this a low risk surrender application?

See guidance notes on part E2.

No

Yes

Please attach a copy of the evidence and give us the document reference below.

Document reference

2b Have we confirmed during discussions we have had with you before your application that this will be a low risk surrender?

No

Yes

Have there been any changes to your proposal since the discussions?

No

Yes

Please send us a copy of confirmation or a letter justifying any changes you have made since pre-application discussions. Give us the reference number you have given this document.

Document reference for the justification

2c Tick below to show whether you are applying to surrender all or part of your permit

All of permit Now go to section 4

Part of permit Now go to section 3

3 About the parts of the permit you want to surrender and the parts you want to keep

3a Fill in Table 1 below with details of all the activities you no longer operate or plan to stop operating

Fill in a separate table for each activity you are applying to surrender. Use a separate sheet if you have a long list and send it to us with your application form. Tell us below the reference you have given the extra sheet.

Document reference of the extra sheet

Table 1 – Parts of the permit you want to surrender

Activity reference					
Installations only			Description of the waste facility	Description of the mining waste operation	Standard facility
Schedule 1 references	Description of the activity	Directly associated activity			

3 About the parts of the permit you want to surrender and the parts you want to keep, continued

Supply

1 a map or plan identifying the part (or parts) of the permit your application relates to.

Document map or plan reference

2 a map or plan identifying the part (or parts) of the permit you will be keeping (please clearly mark the new boundary).

Document map or plan reference

3b Do you think you will need to apply to vary (change) any of the permit conditions as a result of surrendering part of your permit?

Note: If you are partially surrendering an area of land only it is unlikely that you will need to amend any conditions other than the site plan.

No Now go to section 4Yes Fill in the relevant parts of C1 to C7 of the application form, giving details of how the permit conditions will need to be changed as a result of surrendering part of the permit

Document reference of these details

4 For all applications**4a Please provide a site report/baseline report/surrender report which describes the condition of the site, or the parts of the permit the application relates to**

See guidance notes on part E2.

Document reference of the report

4b Have you taken any steps on the site (or the part of the site you are surrendering) to avoid any pollution risks or to return the site to a satisfactory condition?No Yes Describe the steps you have taken

Document reference of your explanation

4c Does a financial provision agreement exist for this site?

This information will allow the provision to be returned or cancelled correctly on surrender of the permit.

No Yes

Now fill in part F1

5 Part B permit

I want to surrender the environmental permit mentioned in section 1 above

5a Tell us the date on which you want to surrender the plant (DD/MM/YYYY)

This date must be at least 20 working days from the date we receive this form.

6 Surrendering mobile plant

I want to surrender the environmental permit mentioned in section 1 above

6a Tell us the date on which you want to surrender the plant (DD/MM/YYYY)

This date must be at least 20 working days from the date we receive this form.

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form? _____

We will use your feedback to improve our forms and guidance notes, and to tell the Government how regulations could be made simpler.

Would you like a reply to your feedback?

Yes please

No thank you



For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes Amount received

£ _____

Application for an environmental permit Part F1 – Charges and declarations



We recommend you use an Adobe Acrobat product to complete the form. You may not be able to complete the form using different software, such as the PDF reader built into your internet browser

Fill in this part for all applications for:

- installations (excluding new permit and variation applications for intensive farming. Use application form Part B3.5 or C3.5 instead)
- waste operations
- mining waste operations
- medium combustion plant
- specified generators
- water discharges (excluding treated domestic sewage effluent discharges of up to 15 cubic metres (15m³) a day into ground or up to 20 cubic metres (20m³) a day to surface water)
- groundwater activities (excluding small discharges of 15m³ per day or less if using Part B6.5 OR existing small discharges to Source Protection Zone1 if using Part B6.6)

Please check that this is the latest version of the form available from our website.

Please read through this form and the guidance notes that came with it.

The form can be:

- 1) saved onto a computer and then filled in.
- 2) printed off and filled in by hand. Please write clearly in the answer spaces.

We anticipate it will take less than 3 hours to fill in this form if you have all the necessary information available.

Contents

- 1 Working out charges**
- 2 Payment**
- 3 Privacy notice**
- 4 Confidentiality and national security**
- 5 Declaration**
- 6 Application checklist**
- 7 How to contact us**
- 8 Where to send your application**

1 Working out charges

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

You have to submit an application fee with your application. For guidance on the fee and how to pay your charges, please see our charging guidance (<https://www.gov.uk/government/publications/environmental-permitting-charges-guidance>) and the current charging scheme <https://www.gov.uk/government/publications/environmental-permits-and-abstraction-licences-tables-of-charges>. You can also contact us for pre-application advice to help work out the charges.

Please note that there is an annual subsistence charge to cover the costs we incur in the ongoing regulation of the permit.

Table 1 – Type and number of facilities being applied for

For example, if you are submitting one installation application, enter the number one into the first column.

Installation	Waste	Mining waste	Medium Combustion Plant (MCP)/ Specified Generator (SG)	Water discharge	Groundwater activity

Table 2 – General application charge (A)

Charge activity reference from the charging scheme tables	Charge activity description from the charging scheme tables	What are you applying for? For example, a new permit, minor variation, normal variation, substantial variation, surrender, low risk surrender, transfer	Amount
e.g. 1.17.3	e.g. Section 5.2 – landfill for hazardous waste	e.g. transfer application	e.g. £5,561
Total A			

1 Working out charges, continued

Table 3 – Additional assessment charges (B)

Part 1.19 Charges for plans and assessments			Tick appropriate
Reference	Plan or assessment	Charge	
1.19.1	Waste recovery plan or variation or revision of a waste recovery plan.	£1,231	
1.19.2	Habitats assessment (except where the application activity is a flood risk activity, water discharge or groundwater activity).	£779	
1.19.3	Fire prevention plan (except where the application activity is a farming installation).	£1,241	
1.19.4	Pests management plan (except where the application activity is a farming installation).	£1,241	
1.19.5	Emissions management plan (except where the application activity is a farming installation).	£1,241	
1.19.6	Odour management plan (except where the application activity is a farming installation).	£1,246	
1.19.7	Noise and vibration management plan (except where the application activity is a farming installation).	£1,246	
1.19.8	Ammonia modelling assessment	£620	
1.19.9	Dust and bio-aerosol management plan.	£620	
1.19.10	Habitats assessment for discharges to water and groundwater activities.	£2,035	
1.19.11	Specific Substances Assessment for a water discharge activity to surface water.	£3,774	
1.19.12	Specific Substances Assessment for a groundwater activity.	£1,546	
1.19.13	Advertising	£500	
Total B			

Total charges

Add the total charges from Table 1 to the total charges from Table 2 (total A plus total B)

2 Payment

You must fill out this section for all applications except for waste mobile plant and Part B surrender notifications.

Tick below to show how you have paid.

Cheque

Credit or debit card

Electronic transfer (for example, BACS)

Cheques

You should make cheques payable to 'Environment Agency' and make sure they have 'A/c Payee' written across them if it is not already printed on.

2 Payment, continued

Please write the name of your company and application reference number on the back of your cheque. We will not accept cheques with a future date on them.

Credit/debit cards

If you are paying by credit or with debit card we will call you. We can accept payments by Visa, MasterCard or Maestro card only.

Call me to arrange payment by debit or credit card

Electronic transfer BACS

If you choose to pay by electronic transfer, you will need to use the following information to make your payment:

Company name	Environment Agency
Company address	SSCL (Environment Agency), PO Box 797, Newport Gwent, NP10 8FZ
Bank	RBS/NatWest
Address	London Corporate Service Centre, CPB Services, 2nd Floor, 280 Bishopsgate, London EC2M 4RB
Sort code	60-70-80
Account number	10014411
Account name	EA RECEIPTS
Payment reference number	PSCAPPXXXXYYY

You need to create your own reference number. It should begin with PSCAPPWASTE (Waste), PSCAPPINST (Installation), PSCAPPWQ (Water Quality) (to reflect the facility type) and it should include the first five letters of the company name (replacing the X's in the above reference number) and a unique numerical identifier (replacing the Y's in the above reference number). The reference number that you supply will appear on our bank statements.

You should also email your payment details and reference number to ea_fsc_ar@gov.sscl.com.

If you are making your payment from outside the United Kingdom, it must be in sterling. Our IBAN number is GB23NWBK60708010014411 and our SWIFTBIC number is NWBKGB2L.

If you do not quote your reference number, there may be a delay in processing your payment and application.

Provide a unique reference number for the application, i.e. do not only use the company name only

State who is paying (full name and whether this is the agent/applicant/other)

Fee paid

£ _____

Date payment sent (DD/MM/YYYY)

3 Privacy notice

The Environment Agency runs the environmental permit application service.

See <https://www.gov.uk/guidance/environmental-permits-privacy-notice> for how we use your personal information in services to support environmental permitting.

4 Confidentiality and national security

Confidentiality

We will normally put all the information in your application on a public register of environmental information. However, we may not include certain information in the public register if this is in the interests of national security, or because the information is confidential.

You can ask for information to be made confidential by enclosing a letter with your application giving your reasons. If we agree with your request, we will tell you and not include the information in the public register. If we do not agree with your request, we will let you know how to appeal against our decision, or you can withdraw your application. You can find guidance on confidentiality in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>.

Only tick the box below if you wish to claim confidentiality for parts of your application

Please treat the specified information in my application as confidential

National security

You can tell the Secretary of State that you believe including information on a public register would not be in the interests of national security. You must enclose a letter with your application telling us that you have told the Secretary of State and you must still include the information in your application. We will not include the information in the public register unless the Secretary of State decides that it should be included.

You can find guidance on national security in ‘Environmental permitting guidance: core guidance’, published by Defra and available at <https://www.gov.uk/government/publications/environmental-permitting-guidance-core-guidance--2>

You cannot apply for national security via this application.

Now fill in section 5

5 Declaration

If you knowingly or recklessly make a statement that is false or misleading to help you get an environmental permit (for yourself or anyone else), you may be committing an offence under the Environmental Permitting (England and Wales) Regulations 2016.

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

Each individual (or individual trustee) who is applying for their name to appear on the permit must complete this declaration. You will have to print a separate copy of this page for each additional individual to complete.

If you are transferring all or part of your permit, both you and the person receiving the permit must make the declaration. You must fill in the declaration directly below; the person receiving the permit must fill in the declaration under the heading ‘For transfers only’.

5 Declaration, continued

Note: we will issue a letter to both current and new holders to confirm the transfer. If you are changing address we will need to send this letter to your new address; therefore please tell us your new address in a separate letter.

If you are unable to trace one or more of the current permit holders please see below under the transfers declaration.

I declare that the information in this application is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

I confirm that my standard facility will fully meet the rules that I have applied for (this only applies if the application includes standard facilities)

Tick this box if you do not want us to use information from any ecological survey that you have supplied with your application (for further information please see the guidance notes on part F1)

Name

Title

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, a company or organisation and so on)

Today's date (DD/MM/YYYY)

For transfers only – declaration for person receiving the permit

A relevant person should make the declaration (see the guidance notes on part F1). An agent acting on behalf of an applicant is NOT a relevant person.

I declare that the information in this application to transfer an environmental permit to me is true to the best of my knowledge and belief. I understand that this application may be refused or approval withdrawn if I give false or incomplete information.

Note: If you cannot trace a person or persons holding the permit you may be able to transfer the permit without their declaration as above. Please contact us to discuss this and supply evidence in your application to confirm you are unable to trace one or all of the permit holders.

If you deliberately make a statement that is false or misleading in order to get approval you may be prosecuted.

5 Declaration, continued

Tick this box to confirm that you understand and agree with the declaration above, then fill in the details below (you do not have to provide a signature as well)

Name

Title

First name

Last name

on behalf of (if relevant; for example, a company or organisation and so on)

Position (if relevant; for example, a company or organisation and so on)

Today's date (DD/MM/YYYY)

Now go to section 6

6 Application checklist

You must fill in this section.

If your application is not complete, we will return it to you. If you aren't sure about what you need to send, contact us before you submit your application. For further information on pre-application advice, see <https://www.gov.uk/guidance/get-advice-before-you-apply-for-an-environmental-permit>.

You must do the following:

Complete legibly all parts of the application form that are relevant to you and your activities

Identify relevant supporting information in the form and send it with the application

List all the documents you are sending in the table below.

For new permit applications or any changes to the site plan, provide a plan that meets the standards given in the guidance note on part F1

Provide a supporting letter for any claim that information is confidential

Get the declaration completed by a relevant person (not an agent)

Send the correct fee

7 How to contact us

If you have difficulty filling in this form, please contact the person who sent it to you or contact us as shown below.

General enquiries: 03708 506 506 (Monday to Friday, 8am to 6pm)

Textphone: 03702 422549 (Monday to Friday, 8am to 6pm)

Email: enquiries@environment-agency.gov.uk

Website: www.gov.uk/government/organisations/environment-agency

If you are happy with our service, please tell us. It helps us to identify good practice and encourages our staff. If you're not happy with our service, please tell us how we can improve.

Please tell us if you need information in a different language or format (for example, in large print) so we can keep in touch with you more easily.

8 Where to send your application

For how many copies to send see the guidance note on part F1.

Please send your filled in application form and supporting documents to:

For water discharges and groundwater activities by email to

PSC-WaterQuality@environment-agency.gov.uk

For waste, installations, medium combustion plant and specified generators by email to

PSC@environment-agency.gov.uk

For large electronic documents (too large for email attachment) you can upload your applications to file sharing sites and send us a link to download the documents. Alternatively, you can send more than one email with documents attached.

Or by post to:

Permitting Support, NPS Sheffield
Quadrant 2
99 Parkway Avenue
Parkway Business Park
Sheffield
S9 4WF

Do you want all information to be sent to you by email?

Please tick this box if you wish to have all communication about this application sent via email (we will use the details provided in the Part A form).

Feedback

(You don't have to answer this part of the form, but it will help us improve our forms if you do.)

We want to make our forms easy to fill in and our guidance notes easy to understand. Please use the space below to give us any comments you may have about this form or the guidance notes that came with it.

How long did it take you to fill in this form?

We will use your feedback to improve our forms and guidance notes.

Would you like a reply to your feedback?

Yes please

No thank you

For Environment Agency use only

Date received (DD/MM/YYYY)

Our reference number

Payment received?

No

Yes

Amount received (£)



RINGWOOD TOWN COUNCIL NORTH POULNER LANDFILL SITE CONDITION REPORT FOR PERMIT SURRENDER APPLICATION

NOVEMBER 2024

RINGWOOD TOWN COUNCIL – North Poulner Landfill Site Condition Report for Permit Surrender Application

Project Contact	Ben Arnold BSc (Hons) MSc FGS MCIWM	Email: ben.arnold@acstesting.co.uk
Approved on behalf of ACS Testing Ltd, by	Brent Graham BSc (Hons) FGS	
Report Ref	24-60697	

ISSUE NUMBER

Issue	Revision No.	Date Issued	Description of Revision	Reviewed by:
01 - Draft		14/11/2024		
02 – Final Draft		19/11/2024		

Site Address:

North Poulner Landfill
North Poulner Rd
Ringwood
BH24 1SN

Client Address:

Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
BH24 1AT

When marked as 'Final' above, this report has been written, checked for technical integrity, and approved for issue by suitably experienced and trained geoscientists working to best practice. If the report is marked as 'Draft' it should not be relied upon.

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Ph: 01202 622858 – Fax: 01202 625045 – Email: geo@acstesting.co.uk – Web: www.acstesting.co.uk

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FIGURES

FIGURE 1 - Site Location Plan with borehole locations
 FIGURE 2 - Plan of Local Conservation Designations
 FIGURE 3 - Plan of Drinking Water Protection Zones

1.0 INTRODUCTION

1.1 Background

This Site Condition Report (SCR) is submitted in support of an application for surrender of the Environmental Permit for land at the former North Poulner Landfill, which has been owned by Ringwood Town Council (RTC) since 1994.

Following completion of gravel extraction in the early 1980's, planning permission was granted for the disposal of inert waste within the mineral void. This initially took place only around the margins of the workings, immediately following cessation of gravel extraction, in order to stabilise the side-slopes. An application for further disposal of inert wastes in the remainder of the void was submitted in 1990.

It is understood that a Waste Management Licence (WML) for the site was originally issued by Hampshire County Council as Waste Regulation Authority on 27 Feb 1991 (Environment Agency Reference EDRM 321553), but a copy of this WML has not been made available. A WML for the Site, was issued on 16 May 1994 under Hampshire CC reference No: 7/86 (See Appendix A). This WML was then converted to an Environmental Permit under reference No: EPR/LP3593FJ, with the most recent variation being in Sep 2018, relating to a change of address of the Permit holder (See Appendix B).

RTC now wish to surrender their Permit and this Report along with the accompanying Appendices and Surrender Application Forms are submitted in support of this application.

This SCR is structured to follow the format of the Environment Agency's SCR Template 2008, although not all of the template headings are directly relevant to the specific circumstances at this site. The Report has also been written with appropriate consideration of the guidance set out in RGN 9 (Version 3.0 May 2013) and Environment Agency guidance on "Landfill and Deposit for Recovery: Aftercare and Permit surrender", last updated in March 2022.

1.2 Limitations

This report has been prepared in accordance with the instructions received from the Client and includes the findings of desk-based and field investigation and assessment carried out by ACS. The information contained in this report is intended for the use of the Client and the relevant regulator pursuant to the purpose described above. The conclusions and recommendations contained herein may not be appropriate to other proposed uses of the land.

We confirm that in preparing this report we have exercised reasonable skill and care as would be expected of a suitably qualified and experienced Geoscience consultant, working within the limits of the Client's instructions.

The conclusions and recommendations made in this report are limited to those that can be made on the basis of the desk and site-based investigation. The results of the work should be viewed in the context of the range of data sources consulted.

Any comments made on the basis of information obtained from the Client or other third parties are given in good faith on the assumption that the information is accurate; no independent validation of such information has been made by ACS Testing Ltd.

The investigation, assessment and recommendations in respect of contamination are made solely in respect of the prevention of harm to identified receptors using, where possible, best practice at the date of preparation of the report. Changes in codes of practice and / or legislation, made after preparation of this report could invalidate the conclusions presented within this report.

2.0 SITE DETAILS

The former North Poulner Landfill is located approximately 150m north of North Poulner Rd in North Poulner, which lies immediately to the north of the town of Ringwood in Hampshire. The Postcode of the site is BH24 1SN and the National Grid Reference of the centre of the Site is SU 157 068.

The Site location is shown in the accompanying Figure 1 and the Local Conservation Designations and Drinking Water Protection Zones are shown in Figures 2 and 3, respectively. The boundary of the Permit area is defined in the plan accompanying the WML at Appendix A.

Another former inert waste landfill, originally operated by Drinkwater Sabey Ltd, lies immediately to the west of the Site.

The Site is owned and managed by RTC as an amenity space for public access and wildlife conservation. It benefits from being virtually surrounded by lakes resulting from other gravel extraction operations and most of these water bodies represent an important local resource for recreational fishing. A minor watercourse, the Lin Brook, lies immediately north of the northern boundary of the Site.

The Site itself comprises a mix of interconnected pathways, linking with off-Site public footpaths. Land between the pathways is currently used for a mix of managed grassland, scrub and more mature woodland. Vehicular access to the southern end of the Site can be obtained via a hardcore and gravel road from North Poulner Rd to a small parking area.

3.0 CONDITION OF THE LAND AT PERMIT ISSUE

There is no record available in respect of the original condition of the Site and adjacent land at the time of the original landfill Permit application. However, following completion of landfilling in 1993, Hampshire County Council, as Waste Regulation Authority, carried out a trial pitting investigation in Feb 1994, accompanied by soil inspection, groundwater sampling and laboratory testing (See Appendix C). A total of 6 trial pits were excavated to depths of between 3.0 and 5.0 mbgl. The Site condition in 1994 can be summarised as follows:

Landfill Gas

A shallow spiking survey was carried out to a depth of around 1.0 mbgl at seven locations in the northern half of the Site. Soil gas concentrations were measured by portable device and did not record any methane except in one location at 9.3%. Levels of other gases were not recorded.

Groundwater

Samples of groundwater were able to be recovered from 4 of the 6 trial pits and were tested for Ammonia, Chloride and pH. The results were as follows;

Parameter	Max value (mg/l)	Min value (mg/l)	Average value
Ammonia	35	14.5	22.9
Chloride	420	110	213.8
pH	7.6	7.4	7.475

The report concluded that Chloride values were within normal background levels, with Ammonia values showing slightly elevated levels, albeit consistent with the type of wastes identified in the trial pits.

Surface water

No sampling and testing of adjacent surface water bodies was carried out as part of the Hampshire site investigation.

Soils

Soils were inspected during the excavation of each of the trial pits. The report records that waste materials were similar between pits and consisted of earthspoils, bricks, rubble, concrete, metal, plastics and a small amount of timber. There was no evidence that significant amounts of biodegradable waste had been deposited. The report concluded that deposited wastes were predominantly inert in nature and consistent with those permitted by the WML.

4.0 PERMITTED ACTIVITIES

The activities which were permitted to be carried out under the original WML comprised the deposit of only the following waste types, as defined in Condition 5 in Appendix A:

- i) Sand, chalk, gravel and other naturally occurring earth spoils;
- ii) Waste produced during the construction or maintenance of highways except materials containing phenol or its derivatives; and
- iii) Waste produced in the course of constructing, improving, repairing or demolishing any building or structure; excluding all fibrous forms of asbestos.

Condition 6. of the WML also went on to specifically exclude the following waste types:

- a) Liquids, sludges or mixtures of solids & liquids;
- b) Special waste as defined (at the time) in Section 17 of the Control of Pollution Act 1974;
- c) Biodegradable materials, such as food or vegetable matter, paper, cardboard and packaging waste;
- d) Any other poisonous or noxious waste, or waste considered potentially hazardous or polluting which shall include all categories of clinical waste as described (at the time) in Waste management paper No. 25;
- e) Rubble from premises at which toxic or other soluble chemicals have been used;
- f) Phenol, or materials which contain phenol.

Condition 7 of the WML also excluded the deposit of any solid land clearance wastes which contain contaminants above normal background levels.

5.0 CHANGES TO THE ACTIVITIES

There is no record of any changes to the boundary of the facility during the period of operation or following acquisition by RTC, nor were there any changes to the permitted activities as set out in Section 4.0 above.

No dangerous substances were recorded as being used or produced at the facility as a result of the permitted activities during the period of operation.

Since RTC acquired the Site, there have been some minor changes to its surface configuration in respect of pathways and landscaping, as well as improvements to improve its habitat value. These have no bearing on the status of the Site or the adjacent land in respect of any environmental impacts resulting from the operation of the landfill.

6.0 MEASURES TAKEN TO PROTECT LAND

Due to the inert nature of the waste materials which were permitted to be deposited at the landfill, there was at that time no requirement for construction of any engineered containment or any infrastructure for treatment or collection of emissions.

7.0 POLLUTION INCIDENTS

No pollution incidents are recorded to have taken place during the period of operation of the facility, in respect of the permitted activities for which Permit surrender is now sought.

8.0 SOIL GAS & WATER QUALITY MONITORING

Landfill Gas

The original WML for the Site (now Permit) required, at Condition 42, the installation of a landfill gas monitoring borehole within the area where waste was deposited. A further borehole was required outside the perimeter of the WML area. In practice, two in-waste monitoring boreholes and one external well were established in 1995 and gas monitoring took place by RTC at approximately 2-monthly intervals between 1995 and 2005.

Historical Monitoring.

Records have been provided by RTC which set out the monitoring of landfill gas at the site during this period (See Appendix D). A review of this data indicates the following:

Methane (CH₄): With the exception of a single value of 3.4% in BH2 in Mar 1996, all values in BH 2 and BH3 have been below the WML threshold of 1.% CH₄ during the period of monitoring and by far the majority of results recorded zero CH₄. BH1 had seven occasions during this period when CH₄ exceeded this threshold, but levels remained at zero from Oct 2000 through to the cessation of monitoring in Feb 2005.

Carbon Dioxide (CO₂): Low levels of CO₂ were recorded fairly regularly during the monitoring period with sporadic reporting of elevated values (maximum 11.5%) in all three monitoring wells. It is noted that the WML set a threshold of 0.5% for CO₂, which may have been specified in error given that later WML's and Permits generally specify a threshold of 5%. In practice, naturally occurring levels of CO₂ have been routinely recorded at higher levels than this in baseline monitoring of soil gases at many UK sites.

Additional Monitoring

In preparation for this Permit surrender process, the existing monitoring wells were inspected in summer 2023 and found to be fit for purpose, subject to replacement of deteriorating sealing bungs. A programme of further gas monitoring was then carried out from Jul to Nov 2023, with a final visit in Nov 2024. The results of this monitoring are set out in Appendix E. These show that with the exception of 2 occasions in BH1, all CH₄ levels have been at zero. In BH 1, steady values of 0.6% and 2.1% were recorded in Sep and Oct 2023 respectively.

Guidance on landfill gas indicates that for there to be a risk source, there needs to be elevated CH₄ and an identifiable flow rate of gas recorded in the well. During the additional monitoring, flow rates were recorded and no flow was identified except on 2 occasions in BH1 at 0.1 litres/hour. The significance of this flow is discussed further below.

A walkover inspection of the Site in the summer of 2023 associated with this surrender application, identified that there was no evidence of any vegetation dieback associated with fugitive landfill gas emissions to surface.

Gas Screening Value

The potential risks associated with landfill gas migration should be considered in relation to current and future human activity on the site. The potential risk posed to people on and near the Site by hazardous levels of landfill gas is through migration into buildings, structures and other confined spaces and accumulation, leading to either:

- a) possible asphyxiation and/or long-term exposure to hazardous gases; and /or
- b) potential risk of explosion of accumulated methane.

Harm will only be realised if gas flows into and accumulates in a confined space, therefore an elevated concentration does not necessarily pose a risk of harm. This is taken into consideration in the risk assessment methodology outlined in guidance documents BS 8485:2015 and CIRIA 665, in which a gas screening value (GSV) is derived using the highest recorded steady gas flow and the maximum concentration of gas, to model a worst-case scenario. This guidance did not originally relate to operational landfills and was intended for use in construction site scenarios, where there are legacy issues relating to ground gas. However, the GSV can be a useful tool for assessing the relative significance of elevated methane levels. It is also referred to in the Environment Agency guidance relating to the surrender of landfill Permits.

The GSV is calculated using the formula below.

$$GSV = \frac{\text{Gas Concentration}}{100} * \text{Flow Rate} \left(\frac{l}{h} \right)$$

Based on the collated monitoring data for **methane** within the three boreholes, the GSV is calculated as follows;

- Maximum methane concentration = 6.2%
- Maximum gas flow rate measured = 0.1 l/hr
- GSV = 0.062 x 0.1 l/hr = 0.0062 l/hr

In accordance with the Modified Wilson and Card Classification discussed in the guidance (with reference to Table 2 of BS8485:2015) and given the relatively high maximum concentration of methane (>1%), the GSV for this Site would correspond to Characteristic Situation 2 (CS2) which equates to a **low** risk.

Based on the collated monitoring data for **carbon dioxide** within the three boreholes, the GSV is calculated as follows;

- Maximum carbon dioxide concentration = 12.3%
- Maximum gas flow rate measured = 0.1 l/hr
- GSV = 0.123 x 0.1 l/hr = 0.0123 l/h

In accordance with the Modified Wilson and Card Classification and given the relatively high concentration of carbon dioxide (>5%), the GSV for this Site would correspond to Characteristic Situation 2 (CS2) which equates to a **low** risk.

Results for both worst case flow rates recorded in 2023/24 are the guidance value of 0.07l/hr as defined in EA guidance, which BS8485 states as indicative of a very low hazard potential (CS1). However, due to the occasional relatively high maximum recorded levels of both gases, the guidance indicates a **low** hazard potential (CS2).

Maximum flow rates are considerably below the 0.7 l/hr which the EA guidance for surrender of landfill Permits would consider indicative that a landfill site is stabilised and no longer of concern.

Waters

No groundwater or surface water quality limits or associated monitoring requirements were specified in the original WML (now Permit).

The landfill gas monitoring points referred to above also allow monitoring of groundwater depth and quality within the Site, however BH2 had a blockage which prevented access to groundwater. As part of the

assessment of the Site in preparation for Permit surrender, groundwater and surface water sampling and testing were carried out as follows:

Groundwater: Samples of groundwater were collected from two of the three monitoring wells and tested at a UKAS accredited laboratory (ACS Testing) for a standard range of contaminants of concern. The results are set out in Appendix F and these have been compared to a range of Environmental Quality Standards (EQS) drawn from available UK and EU standards. Some results for Total Petroleum Hydrocarbons and PAHs display results that are marginally to moderately in excess of the selected EQS, as shown in the table accompanying the results.

Surface water: Samples of surface water were collected from Northfield Lake, immediately east of the Site and Wash Pit, immediately south of the Site and tested at the same laboratory for the standard range of contaminants of concern. The results are set out in Appendix G and were also compared to the selected EQS. These waters are very clean and show no exceedances of any of the identified EQS, as shown in the table accompanying the results.

Soils

The site investigation that was carried out by Hampshire CC in 1994 involved trail pitting and included inspection of the excavated soils which demonstrated their consistency with the permitted waste types. On this basis, and the findings of the further landfill gas and water monitoring, no further site investigation has been carried out.

9.0 DECOMMISSIONING & REMOVAL OF POLLUTION RISK

The restored landfill site has now been effectively assimilated into the surrounding recreational and habitat management activities. There will be no requirement for any further site decommissioning work post-Permit surrender.

Inspection of soils from the site in 1994 and subsequent groundwater and surface water testing has confirmed that they are fit for purpose and do not pose any pollution risk.

10.0 REFERENCE DATA & REMEDIATION

All landfill activities had been completed at the time that RTC acquired the Site. With the exception of surface levelling and topsoil placement, no further remediation works have been required to be carried out at the Site as a result of the activities of the original Permit holder during the operational period.

11.0 STATEMENT OF SITE CONDITION

In order to assess the residual risk represented by the Site, it is necessary to consider its status in the context of the Source - Pathway – Receptor model. This can be defined by a conceptual site model (CSM) as set out below.

11.1 Conceptual Site Model

The main characteristics of the site can be summarised as follows:

1. Landfilling has taken place into a void created by the excavation of sand and gravel of the River Terrace Deposits (RTD). These are underlain by the Selsey Sand Formation which comprises a sequence of clays, silts and sands.
2. The material placed within the mineral void has been assessed to be inert earthspoils and rubble, with occasional items of relatively low biodegradability potential, such as wood. Landfilling concluded over 30 years ago.
3. Groundwater lies at a typical depth of around 4.00m below ground level which is understood to be above the base of landfilling. The RTD is designated as a Secondary A aquifer.

4. The Lin Brook, a minor tributary of the R. Avon, lies immediately north of the northern boundary of the Site.
5. The Site is surrounded on most sides by other worked out gravel pits which are flooded and provide important amenity and recreational resources. There are areas of Conservation Designation within 100m of the Site (See Figure 2). Lakes lying 250 to 1000 m north of the Site are also protected Drinking Water Resources (See Figure 3).
6. Land immediately to the west of the Site is also a former landfill which is understood to have accepted inert wastes of similar characteristics.
7. Residential properties lie within 180m to the south of the Site on North Poulner Rd, albeit they are mostly segregated from the Site by the intervening Wash Pit. Three properties on Snails Lane lie within 200 of the northern boundary of the Site, also partly segregated by an intervening flooded mineral working.

Risks associated with the former landfill at the Site can be characterised as follows:

Source: Inert waste incorporating occasional material with low biodegradability potential. Has displayed very occasional elevation of methane and carbon dioxide emissions, but little or no gas flow rate. Leachate at base of waste displays some minor elevated TPH and PAH parameters.

Pathways: Migration of fugitive landfill gas from the waste mass into adjacent land; migration of contaminants from the waste into underlying groundwater and then laterally into adjacent surface water features.

Receptors: Residential properties to north and south of the Site; built structures on or adjacent to the Site; flora and fauna in adjacent surface water features.

11.2 Summary

On the basis of the above CSM and risk characteristics, the residual risks at the Site can be summarised as follows:

- Landfill gas levels have reduced to near background levels in all recent monitoring, with the exception of very occasional minor elevated results. Flow rates from wells are negligible and accord with a **Low** gas screening value (GSV);
- Properties at potential risk of gas migration are located at least 170m from the boundary of the Site and are predominantly segregated by open water bodies. There are no built structures or enclosed spaces on or immediately adjacent to the Site;
- Some TPH and PAH parameters display marginal to moderate exceedances of selected EQS values in groundwater beneath the Site. It is likely that local groundwater quality will also have been partly impacted by other landfilling in the vicinity. However, these parameters are only present at values well below the EQS in adjacent lake waters.

No evidence has been identified from recent monitoring at the site and surface waters in adjacent lakes, to indicate that the operation of the Site has had, or is having, any significant detrimental impact on the environmental status of the Site and its setting.

11.3 Low Risk Surrender Status

An important issue for assessment of this surrender application is the status of the Site in respect of the Environment Agency's criteria for Low Risk surrender. The Site has been subject to a number of previous assessments by the EA in which the question of Low Risk status has been considered, as follows:

- EA – Closed Landfill Low Risk Review: Oct 2012. The Report concluded that “a low risk surrender application would be acceptable for this site in accordance with the Surrender Guidance”

- EA EPR Compliance Assessment Report: Nov 2022. The Report reiterated the conclusion of the 2012 Review that the site was suitable for low risk surrender and identified that the environmental risk of the lack of recent monitoring was Minor.

For the purpose of defining the Permit surrender fee for this Site, these assessments constitute evidence that the Site is Low Risk.

FIGURES

Figure 1: Site Location Plan with borehole locations

Figure 2: Plan of Local Conservation Designations

Figure 3: Plan of Drinking Water Protection Zones

RINGWOOD TOWN COUNCIL – North Poulner Landfill
SCR for Permit Surrender Application

Appendix A

Waste Management Licence

Appendix B

Permit Variation Notice

RINGWOOD TOWN COUNCIL – North Poulner Landfill
SCR for Permit Surrender Application

Appendix C

HCC Site Investigation Report - 1994

RINGWOOD TOWN COUNCIL – North Poulner Landfill
SCR for Permit Surrender Application

Appendix D

Landfill Gas Monitoring Results - 1995 to 2005

Appendix E

Landfill Gas Monitoring Results - 2023 to 2024

Appendix F

Groundwater Testing Results - 2023

Appendix G
Surface Water Testing Results - 2024

Appendix H

Environment Agency: Low Risk Review – 2012

Appendix I

Environment Agency: Compliance Audit - 2022

Current Projects Update

E

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 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFNPA and is now part of the Development Plans for both authorities and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	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. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared - see separate item on agenda.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	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. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The property will now be re-furbished so it can be re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Four workstreams with lead councillors for each agreed and in progress.	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Finance Manager	No anticipated costs other than staff time.
Recreation, Leisure & Open Spaces Committee						
RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have consulted neighbours on the latest design and expect a planning application to be submitted shortly.	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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. The response to the public tender was very disappointing. The project is being re-appraised alongside the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-assessed.	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	The permit surrender application and associated report and forms are expected to be ready for approval at the RLOS committee meeting on 4th December.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers have consulted the Anglers' Association about the proposal and are working to resolve the boundary discrepancies.	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 costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	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
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these at a meeting on 13th November.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers are arranging the order and installation process.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.

Staffing Committee

None

E

Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2				
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
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
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	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
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
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
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
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
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.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

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