

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

Held on Friday 1st October 2021 at 10am

PRESENT: Cllr Philip Day (Chairman)
Cllr Rae Frederick (Vice Chairman)
Cllr Gareth Deboos
Cllr Tony Ring
Cllr Derek Scott
Cllr Glenys Turner

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

ABSENT: Cllr Andy Briers
Cllr Hilary Edge
Cllr Peter Kelleher
Cllr Gloria O'Reilly

P/5895 PUBLIC PARTICIPATION

There was one member of the public present who was interested in agenda items.

P/5896 APOLOGIES FOR ABSENCE

The Deputy Town Clerk reported that apologies for absence had been received from Cllrs Briers, Kelleher and O'Reilly.

P/5897 DECLARATIONS OF INTEREST

None were declared at this stage.

P/5898 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting held on 3rd September 2021, having been circulated, be approved and signed as a correct record.

With agreement of Committee members and for the benefit of the member of the public present, agenda items 6. Neighbourhood Plan and 7. Strategic Sites was brought forward.

P/5899 NEIGHBOURHOOD PLAN (NP)

The Deputy Town Clerk reported that Locality has approved the application for technical support for Design Codes. A lead consultant has been appointed and she was expecting to hear more

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Chairman's initials

in the next 10 days. An application for support for a Housing Needs Assessment has still to be determined.

Cllr Deboos provided an update from the Neighbourhood Planning team (*Annex A*).

RESOLVED: That the update in respect of Neighbourhood Plan be noted.

ACTION Jo Hurd

**P/5900
STRATEGIC SITES**

An update from NFDC's Monitoring Officer had been expected in time for the meeting but had not yet been received.

Land north of Hightown Road – The Deputy Town Clerk had written to Taylor Wimpey inviting representatives to attend a meeting. TW are still in discussion with NFDC and consultees and are not in a position to provide a full update until this has concluded. Members recalled the Chief Planning Officer agreeing to provide written notes of the meetings with TW and asked that she be reminded of this.

Moortown Lane site - There had been no contact from St. Conger, nor HCC who own part of the site. The Chief Planning Officer should also be asked for written notes from any meetings with the developers of this site.

RESOLVED: That the update regarding development of strategic sites be noted.

ACTION Jo Hurd

**P/5901
PLANNING APPLICATIONS**

Cllr Frederick declared a pecuniary interest in respect of application 21/11075 and took no part in the discussion or voting.

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

ACTION Nicola Vodden / Jo Hurd

**P/5902
DEVELOPMENT PROPOSALS FOR LAND OF MARKET PLACE AND MEETING HOUSE
LANE**

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Feedback had been received from the architects, following the two-day exhibition of plans for the land of Market Place and Meeting House Lane, and circulated to Members before the meeting.

The matters / opinions most frequently raised were:-

1. Traditional design lead favoured for 1-7 Meeting House Lane. Current proposal acceptable
2. Un-caveated positive response
3. Use of 2 Market Place as cinema/performance space/multi-use space, at least in part
4. Traditional design lead favoured for building at entrance to Car Wash
5. Semi-detached 'houses' to be retained as commercial space at ground floor
6. Lack of car parking
7. Affordable housing / lower value residential units
8. More retail / commercial space needed
9. Semi-detached 'houses' back to houses is positive.
10. Cinema is unrealistic and other venues are/will be available in the town

Other responses were also received regarding deliveries; design details for 2 Market Place; questions regarding renewable energy proposals; support for the design lead from The Gateway building; buildings along the northern boundary too small and 'apologetic'; car parking not needed as those that live in the town centre use the 'fantastic bus service'.

The architects found the feedback very constructive and informative to the design process and were grateful to those who participated. The design is currently under review with a view to submitting an application in October 2021, although there is expected to be some delay before it is registered.

Members wished to thank the architect for engaging with the Council and the local community and encouraged this approach for large developments, such as this, which could change the landscape for Ringwood.

RESOLVED: That the feedback from the public consultation be noted.

ACTION Jo Hurd

P/5903

LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)

Members considered Provisional Report Part 2-Utility Travel outside Ringwood Town (*Annex C*), which had been prepared by Cllr Deboos and circulated prior to the meeting. It will be amended with an annex containing personal reports from mixed ability cyclists that are testing the routes. The team have yet to hear from NFDC or HCC about when the next phase of the LCWIP training will be carried out.

He added that one of the outcomes of the first Provisional Report on school journeys was the issue of overgrown hedges and there has been some communication with HCC about this and other issues raised in that report. The Committee was asked to consider the possibility of the Town Council helping to raise awareness of the issues caused by overgrown hedges to pavement users and, in particular, people pushing prams or using wheelchairs. Members

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supported an awareness campaign regarding hedges. in principle, and they asked Cllr Deboos to prepare a report for consideration at a future.

Thanks were extended to Ringwood & Verwood Round Table, who had cleared the footpath from Kingsfield to the car park at the Infant school, and to Mens Shed for similar good deeds.

RESOLVED: 1) That the provisional LCWIP Report Part 2: Utility Travel outside Ringwood Town be endorsed;
2) That a local public awareness campaign to assist HCC with issues caused to pavement users by overgrown hedges, be supported, and that Cllr Deboos prepare a proposed campaign to be considered at a future next meeting.

ACTION Jo Hurd

P/5904

DRAFT NEW FOREST NATIONAL PARK DESIGN GUIDE SUPPLEMENTARY PLANNING DOCUMENT

Members considered the Deputy Town Clerk's report (*Annex D*) and agreed to note the consultation. The Council did not propose to respond, however it would refer the draft Supplementary Planning Document to the Neighbourhood Plan Steering Group. The group could be invited to respond or, when the relevant part of the Neighbourhood Plan is being prepared, this be taken into account.

RESOLVED: That the draft document be noted and referred to the Neighbourhood Plan Steering Group.

ACTION Jo Hurd

P/5905

A31 BRIDGE REPLACEMENT AND ROAD WIDENING SCHEME

The Deputy Town Clerk reported that all members had been invited to attend an event prior to the public events. An information pack provided by National Highways and used as the basis of public information events sets out the various phases of the scheme, including preparation works which have now commenced.

Whilst National Highways is responsible for the A31, responsibility for the local road network falls to HCC. The County Councillor contacted Cllr Oppenheimer, Executive Member for Highways Operations at HCC to ask about the traffic management plan for the local road network as there will be a direct impact from the planned works on A31.

Members agreed that pressure continue to be put on HCC to provide a traffic management plan to mitigate the disruption expected to the local road network, by the A31 works. It was suggested

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that the flow at Meeting House Lane be reconsidered to direct local traffic away from the town roundabout.

RESOLVED: That the update be noted.

ACTION Jo Hurd

P/5906
BUS SHELTERS IN MEETING HOUSE LANE

Members considered a report (*Annex E*) from the Town Clerk on a proposed street furniture agreement relating to the bus shelters in Meeting House Lane.

Previously matters were handled by NFDC but it has withdrawn and ClearChannel has asked if the Council will resume the role. The proposed arrangement would be financially neutral with provision of the bus shelters in exchange for maintenance of them and the use of the advertising space.

Although it was understood that there was no work proposed to the trees, the Committee agreed NFDC should take some action in respect of the areas surrounding the bus shelters, which it has responsibility for, particularly the tree roots, which have been fenced off for a while.

It was suggested that negotiations with ClearChannel should include the option of the Council having some advertising space.

RESOLVED: That officers pursue negotiations with ClearChannel and conclude an agreement of the kind described, subject only to checking the detailed provisions.

ACTION Jo Hurd

P/5907
CIL UPDATE

Members noted that Community Infrastructure Levy receipts can be applied for and allocated to specific projects if this is agreed by the Policy and Finance Committee. The Town Council receive 15% of money collected by NFDC and it can be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on an area.

RESOLVED: That the CIL report (*Annex F*) and current balance be noted.

P/5908
REAL WORKING PARTY

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Members received notes of the REAL Working Party meeting on 14th September 2021 (*Annex G*), which includes a 'free bus' plan for a years' trial and would allow free Ringo bus travel for anyone plus family with a current NFDC Parking Clock.

GoSouth (parent company of More Bus) had indicated that the revenue loss would be £20k and there is a target to raise this money. REAL Working Party supported allocation of £1,000 to the project. RACE have submitted a grant application to NFDC's Community Grant scheme for £19,000 and will pay for the other costs, such as contract drafting, legal fees and publicity.

Members agreed that the benefits of the scheme to the local road network should be communicated to HCC.

RESOLVED: That the notes of the REAL Working Party meeting on 14th September 2021 be received.

P/5909
PROJECTS (current and proposed)

Human Sundial – The ribbon-cutting event for the refurbished sundial was on 18th September. Members wished to thank the Deputy Town Clerk for all of her efforts and perseverance in progressing the project.

Crow Stream – Dr Peter Street co-ordinated 24 volunteers for this years' stream clearance on 9th September. The grounds team removed the residue. Members agreed that the Council send a letter of thanks for the volunteers' sterling efforts. This included Mens Shed.

SWW Water Main diversion – Pipe laying across the Bickerley for the water main has been completed and the agent is in discussion with SWWater in relation to reinstatement works. Pipe laying in Bickerley Gardens has been completed and works continue in Mansfield Road

RESOLVED: That the update in respect of projects (*Annex H*) be noted.

ACTION Jo Hurd

P/5910
NFDC/NFPA PLANNING COMMITTEE

There were no applications to be considered by NFDC Planning Committee this month.

(Subsequent to the meeting notification was received of two applications to be considered 21/10969 14 Meadow Close and 20/11208 Land off Hopclover Way and Members were informed.)

There being no further business, the Chairman closed the meeting at 11:53 am.

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Chairman's initials

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RECEIVED
27th October 2021

APPROVED
5th November 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

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

PT&E

Neighbourhood Plan

Call for Sites

- A request to delay the response from the NP was agreed by NFDC.
- A response has been drafted by Env Team.

A Town Centre online survey has been completed. The results from 550 respondents indicate that “Variety and convenience is key to future of Ringwood town centre”.

- 82% of respondents felt parking was adequate or good.
- 15% argued for more on-street parking.
- There is a clear appetite for shopping in person, with fewer than one in four saying they expected their online shopping to increase in the coming years.
- Those taking part represented a wide cross-section of the community, with all demographics from the under-20s to over-70s.

A Housing Team survey has gone out to the public.

Funding from Locality has been requested for two pieces of work, one on Housing Need and the other for Design Code work. Both to be carried out by AECOM and will take several months to complete. The Design Code work has been approved already.

Anyone not signed up for the NP Newsletter are cordially requested to do so.

Annex A to Planning, Town Environment Committee Minutes 1st October 2021
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
21/11075	Land rear of 37-39 Christchurch Road, Ringwood. BH24 1DG	New 3 Bed House to rear of site	Permission (1)	
21/11191	12 The Furlong, Ringwood BH24 1AT	Display of 1 non-illuminated fascia sign; 1 non illuminated projecting sign; illuminated menu board (Application for Advertisement Consent) (AMENDED PLANS)	Permission (1)	
21/11259	71, Hightown Road, Ringwood. BH24 1NH	Front and side extension; Internal alterations	Permission (1)	
21/11262	Meadow View, 12 Salisbury Road, Ringwood. BH24 1AS	Rear/side extension to form open plan kitchen/dining/living area	Permission (1)	
CONS/21/0442	Greyfriars Community Centre, 44 Christchurch Road, Ringwood, BH24 1DW	Blue Atlas Cedar - Reduce	Permission (1)	
CONS/21/0443	King Edgar Lodge, 65 Christchurch Road, Ringwood. BH24 1DH	T1 Sycamore - Reduce	Permission (1)	
CONS/21/0478	9 Deweys Lane, Ringwood. BH24 1AJ	Raywood Ash x 1 Fell	Permission (1)	

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

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
21/00747	North Poulner Farm, Cowpitts Lane, Poulner, Ringwood. BH24 3JX	Outbuilding	Permission (1)	
21/00783	Byways, Hightown Hill, Ringwood. BH24 3HG	Application to vary condition 13 of planning permission 21/00527 for Dwelling; pool building; stable block; associated landscaping; demolition of existing outbuildings to allow Minor Material Amendment	Permission (1)	
21/00836	Keepers Cottage, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	Outbuilding (demolition of existing)	Permission (1)	
CONS/21/0489	Se Corner Of North Poulner Field Opposite To Canterton Lodge, Cowpitts Lane, Poulner Common, Ringwood BH24 3LB	Fell 10 x Sycamore trees	Permission (1)	Members requested that arrangements are made for the replanting of trees.

Number	Site Address	Proposal	Observation	Comments
CONS/21/0493	Wynngates, Cowpitts Lane, North Poulner, Ringwood. BH24 3JX	Prune 1 x Sweet Chestnut tree Remove 1 x dead branch over Rockery Prune group of Laurel & Rhododendron (exempt works - included for information only).	Permission (1)	

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

Applications decided under delegated powers : to be noted on 1st October 2021

Number	Site Address	Proposal	Decision
TPO/21/0459	Hurn Farm, Forest Lane, Hightown Hill, Ringwood, BH24 3HF	Fell 3 x Ash trees Fell 1 x Oak tree to 8m monolith Prune 1 x Oak tree Prune 1 x group of Mixed tree species	23.9.21 Permission (1). Recommend Permission, but would accept the Tree Officer's decision.

LCWIP Provisional Report Part 2:

Utility Travel outside Ringwood Town August 2021



1. Introduction

LCWIP Provisional Report Part 1 provides background to the LCWIP project and details utility travel within the urban part of Ringwood, specifically related to schools¹. This report examines potential utility routes between Ringwood town centre and commercial sites within the New Forest, such as Burley or Lyndhurst, that may be used for commuting or other utility purposes and specifically routes avoiding main roads. As the distances are inconsistent with utility travel on foot, only cycling is considered. As in the Part 1 report, this report only describes the routes as training in further evaluation is still awaited.

2. Evidence base

Evidence was sought from cyclists and cycling groups known to the LCWIP team, augmented by discussions with cyclists seen in town and on the routes, as well as others, such as staff working in cycle shops. A 'callout' to the 'Ringwood' Facebook group was also made. In addition, relevant data from Strava were assessed, which, in general, indicated that a very small proportion of journeys were not leisure trips². As a crude measure of safety, accidents involving a 'pedal cycle' from CrashMap³ from the previous 22 years (1999 to 2020) was examined for each route. The number of reports divided by the total length of the route from Strava gave a ratio described in this text as the 'safety ratio' (SR)³. A low number is therefore good. The start point for journeys is the centre of Ringwood.

Potential routes are shown in the map below in purple. Encouragingly, some people approached were already involved with LCWIP groups outside of Ringwood.

3. Detail of routes

3.1 Route 1

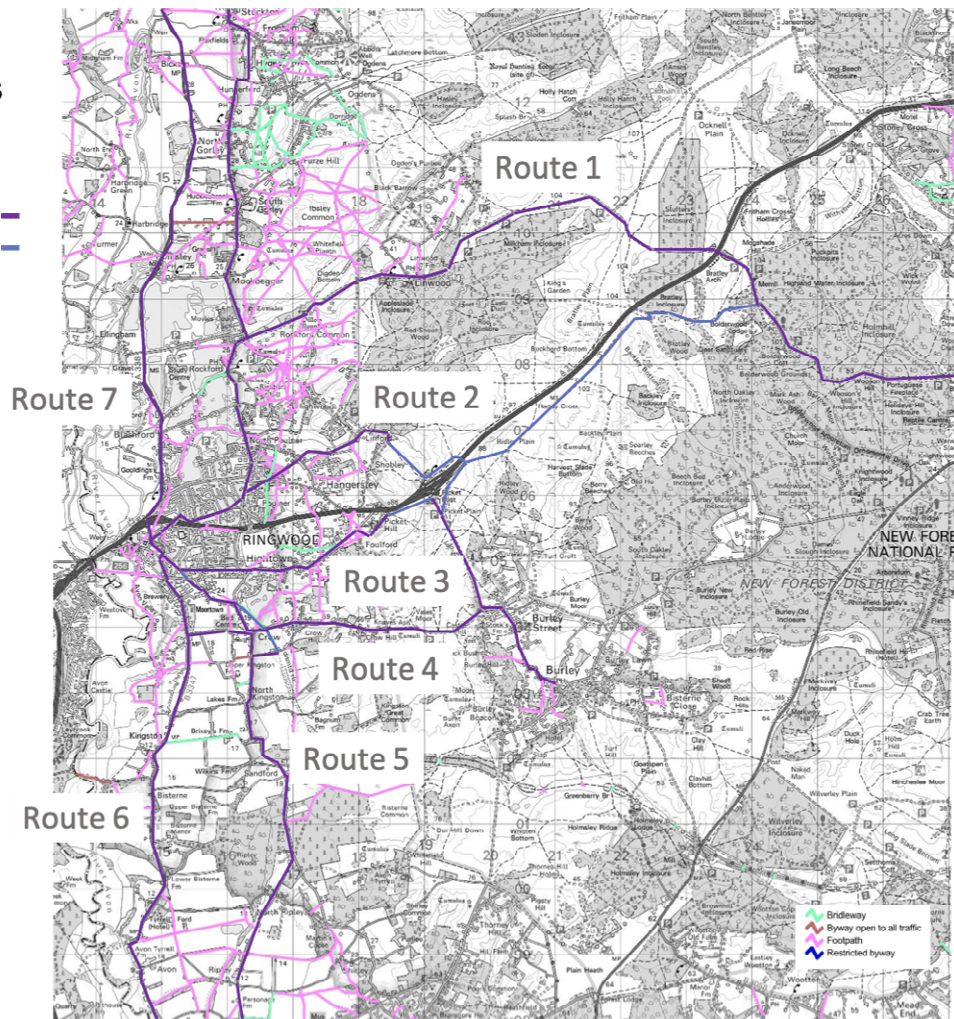
Route 1 heads out of Ringwood north on the Gorley Road through Poulner. Before reaching Moyles Court, the route heads east to Linwood and the Milkham Inclosure before passing under the A31 towards Bolderwood and on to Lyndhurst. It is all on-road. According to Strava, the route is around 20km, is the most popular route for cyclists from Ringwood to Lyndhurst and the edge data for the underpass gave over 3,000 trips in July 2021.

The SR of this route is 1.0 mostly due to incidents on the Southampton Road in Ringwood. Between Gorley Road and the Furlong carpark, there were ten incidents, about half of the total.



Map of routes

On road sections —
Off road sections —



3.2 Route 2

Route 2 heads out of Ringwood northeast through Linford. As the road turns south, off-road track options head southeast towards Picket Post. About 100m northeast of the road underpass, there is an off-road underpass. From here, a track northeast eventually reaching Bolderwood and then on to Lyndhurst by road. Strava edge data on the northwest section suggest 330 trips in July 2021 and a distance of 19km, although the majority of trips seem to be heading south towards Burley, according to the heatmap. Edge data from the southeast edge indicate just 40 trips. The route is quite boggy, including a ford crossing at Bratley Water, which may account for the low numbers. The SR is 0.8, mostly due to incidents on the Southampton Road in Ringwood as noted for Route 1.





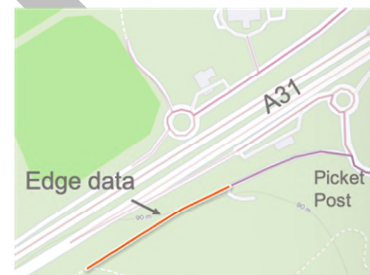
Underpass



View towards Linford Bottom

3.3 Route 3

Route 3 heads out of Ringwood along Hightown Road towards Picket Hill. Just before the A31, there is an rough surfaced road opposite a carpark area that leads around to the start of a track that leads alongside the A31 to Picket Post. From here, heading northeast joins the track by the underpass to Bolderwood, as described in Route 2. The SR for this route to Lyndhurst is 0.6.



Strava edge data suggest this route is not currently popular with only 120 activities in July 2021. Alternatively, the road south leads to Burley. Strava suggests that heading through Burley Street and continuing east to Lyndhurst is shorter than Route 1. Analysis from the Burley LCWIP team may provide more insight.



Picket Hill road



View towards Picket Post

3.4 Route 4

Route 4, starting in the town centre, heads down Crow Arch Lane rather than on the off road Castleman Trail. Cyclists were not using the part of the trail between Embankment Way and Crow Lane, despite this being a bridleway, and this is confirmed by Strava edge data. At the time of publication, Hampshire County Council had not completed the upgrading to this part of the trail and so it is currently not suited to cycling. When given an option of cutting a corner using the bridleway that passes Hightown Lake, according to Strava, a large majority of cyclists prefer to progress down Crow Lane and then east along Moortown Lane. Cyclists using the bridleway appear to be cycling for leisure only and expressed concern about speeding drivers on Crow Lane. These concerns were noted in the Beaumont Park survey results referenced in the LCWIP Provisional Report Part 1.

The 8.2km route continues east across the forest to the junction by Castle Hill and continues along Ringwood Road through Burley Street and on to Burley. Strava edge data suggest there were over two thousand cycling trips in July 2021. Interestingly, Strava route data (August 2019 to July 2021) indicate the more popular route from Ringwood to Burley is via the B3347 and then Moortown Lane to the junction with Crow Lane, despite this being a little longer. However, edge data from Moortown Lane and Crow Lane (July 2021) indicates well over twice as many trips along Crow Lane compared to Moortown Lane. The SR of this route is 1.6.



3.5 Route 5

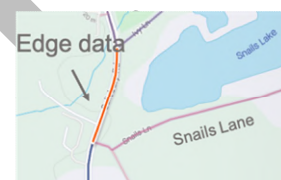
Route 5 going to Christchurch starts similarly to route 4. Two experienced cyclists that commute there confirmed that they use this route and cycle on the Castleman Trail to Barrack Lane. Heading west and then turning south at Ringwood Road leads to Ripley Wood. A right turn to Sopley and then Winkton leads to Christchurch on the Salisbury Road and reaching the footbridge over the A35. The SR of this route is 1.6.

3.6 Route 6

Route 6 is the B3347 from Ringwood to Christchurch. Two experienced cyclists said they use this commuter route daily. The SR of this route is 3.2, twice the ratio for Route 5.

3.7 Route 7

Route 7 is concerns travel between Fordingbridge and Ringwood. For some of its 10km length, the A338 Salisbury Road has a segregated cycle track running alongside. However, the Strava edge data for next to Snails Lane suggests modest use (135 trips in July 2021). Strava suggested an alternative route is involving travelling north on Gorley Road, past Moyles Court School to the Hern Lane junction, heading east to Hyde Lane and north again to the Stuckton Road junction where a left turn takes the rider into Fordingbridge. The edge values of the roads are at least an order of magnitude greater, but again hardly any commuting trips are recorded. The SR of the A338 route is 0.7, whereas the 'cross country' alternative route of about 12km is higher at 1.7. As for Route 1, most incidents on the alternative route were on the Southampton Road section in Ringwood.



4. Results and Discussion

Apart from Routes 5 and 6, no cyclists that were informally interviewed used any of the the routes for commuting/utility travel. Cyclists do use them (and many others) for leisure purposes. That is not to say that utility travel would not be forthcoming in the future, especially with the increased uptake of e-bikes and if the routes were improved.

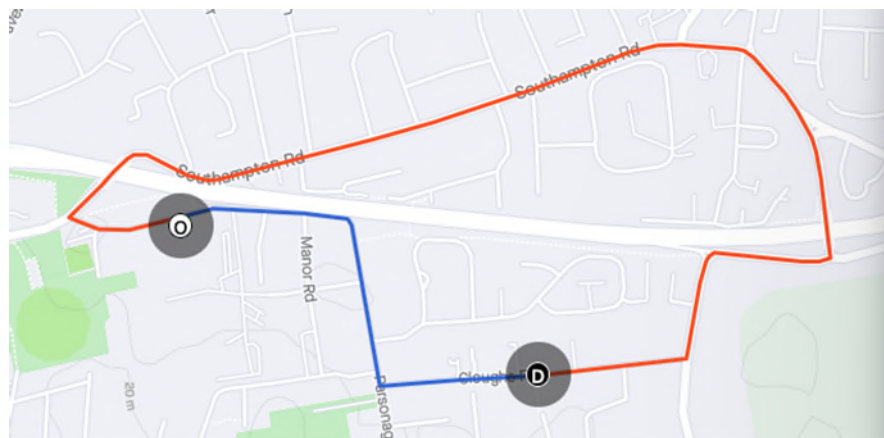
From a safety perspective, routes involving significant off-road sections result in fewer motor vehicle accidents. In looking at the CrashMap data, the team noted that the majority of accidents took place in urban areas, including serious accidents.

The results from an ongoing survey on how people working in Ringwood travel to/from work may provide additional evidence regarding commuting habits and these data will be presented as part of the LCWIP Provisional Report Part 3.

The Ringwood LCWIP team is not yet trained to interpret the results in this report beyond the descriptions given.

References

1. LCWIP Provisional Report Part 1: Utility Travel in Ringwood Town (Schools), May 2021.
2. <https://metroview.strava.com/>. Data mining algorithms may process numbers, but sometimes the result lacks credibility. In checking school routes using Strava, the following diagram showed the routes from the student exit of Ringwood Academy to midway down Cloughs Road:



Nobody that knows this area would cycle on the preferred route in red which is 2.3km when the direct route in blue present fewer hazards and is significantly shorter at 0.8km.

3. <https://www.crashmap.co.uk/>. Consider a route that is 10km long which had 20 accidents on it involving pedal cycles, according to CrashMap. The calculation is: Safety Ratio = 20 accidents/10km total route length = 2.0. Note that CrashMap relies on reported incidents.

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE
1ST OCTOBER 2021**

**DRAFT NEW FOREST NATIONAL PARK DESIGN GUIDE SUPPLEMENTARY
PLANNING DOCUMENT**

1. New Forest National Park Authority is undertaking consultation on a draft Design Guide Supplementary Planning Document (SPD), which will provide guidance to help achieve high standards of design in development proposals, while retaining and enhancing the distinctive character of the New Forest National Park. Once adopted, it will apply across the whole of the New Forest National Park and will supplement policies in the National Park Local Plan.
2. The draft SPD and full details of the consultation can be viewed on the NFNPA website: [Design guide - New Forest National Park Authority \(newforestnpa.gov.uk\)](https://www.newforestnpa.gov.uk). The deadline for comments is 22 October 2021.
3. The response form includes a number of optional questions (listed below) and gives the opportunity to provide feedback and/or propose modifications, which should be supported by relevant evidence and supporting information.
 - i) Do you consider that this draft SPD strikes an appropriate balance between the relevant policies in our adopted Local Plan, and national policy and guidance?
 - ii) Do you think Chapter 2 accurately summaries the key characteristics of the New Forest landscape, settlements and architecture that designs should respond to?
 - iii) Chapter 3 discusses well designed places based on the 10 key characteristics in the National Design Guide. Do you support these characteristics in the National Park?
 - iv) Chapter 4 sets out a draft Design Code that reflects the typical scale of development in the National Park, having regard to recently published national policy and guidance. Please comment on the draft Design Code.
 - v) Do you think Chapter 5 provides good examples of the key traditional and contemporary materials used successfully in the National Park?
 - vi) Do you consider that Chapter 6 covers all the relevant sustainability issues appropriate to the New Forest National Park?
 - vii) Do you think Chapter 7 provides effective encouragement and guidance on how to incorporate landscape design and ecological enhancement into schemes, through amenity space, boundary treatments, site access and hard surfacing, drainage, signage, lighting and light pollution?
 - viii) Are there any additional comments you would like to make on the draft Design Guide?
4. It is RECOMMENDED that Members consider whether to respond to any or all of the questions outlined above and/or recommend any modifications to the draft SPD, noting that any proposed changes should be supported by evidence.

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

PLANNING TOWN & ENVIRONMENT COMMITTEE

1st October 2021

Bus Shelters in Meeting House Lane

1. Introduction and reason why decision required

- 1.1 The Council has been asked to enter into an agreement relating to the existing bus shelters in Meeting House Lane under which the Council would empower the retention of the shelters and their use for advertising (as now) in return for which the counter-party would maintain them. These matters were previously handled by New Forest District Council (NFDC) but it has withdrawn from the role.

2. Background information, options, impact assessment and risks

- 2.1 There are four bus shelters in a row along Meeting House Lane which all carry advertising by ClearChannel (the trading name of Clear Channel UK Limited, formerly known as Adshel). This Council has had no practical involvement with these for many years, the arrangements having been made with NFDC. It seems that, since the ending of the highways agency agreement between NFDC and Hampshire County Council (HCC), NFDC has withdrawn from this role and ClearChannel has asked if this Council will assume the role.
- 2.2 Various statutes give this Council the power to provide and maintain in any highway in its area which is on the route of public service vehicles, or on adjoining land, shelters or other accommodation for bus users. However, there is no duty on the Council to do so.
- 2.3 ClearChannel proposes that the arrangement be financially neutral; that is, the value to it of the advertising rights it will acquire is to be treated as equal to the value of the provision and maintenance benefits that this council will acquire. (For VAT purposes this “barter” arrangement will require both parties to issue VAT-only invoices to the other. The Council will be able to reclaim the VAT it pays.)
- 2.4 ClearChannel further proposes an initial term of five years starting on 1st April 2021. The agreement would contain detailed provisions about maintenance standards and response times and some constraints on the types of advertising allowed.
- 2.5 The arrangement proposed would therefore confer no pecuniary or commercial benefit on the Council nor would it relieve the Council of any existing or future obligations. The only benefit would be the retention of the shelters for the convenience of bus users. Equally, however, it would impose no new obligations or restrictions on the Council beyond the trouble and inconvenience of negotiating and periodically renewing these agreements.
- 2.6 Presumably, if the Council declines the request and neither NFDC nor HCC agrees to step in, ClearChannel would have to remove the shelters.

3. Issues for decision and any recommendations

Should officers pursue negotiations with ClearChannel and conclude an agreement of the kind described subject only to checking the detailed provisions?

For further information, contact:

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

Jo Hurd, Deputy Clerk
Direct Dial: 01425 484721
Email: jo.hurd@ringwood.gov.uk

REPORT TO POLICY & FINANCE COMMITTEE – 22nd SEPTEMBER 2021

APPLICATION OF CIL RECEIPTS

1. BACKGROUND

- 1.1 The Community Infrastructure Levy, CIL, is a mechanism by which property developers contribute to the costs of infrastructure required to service their developments. The CIL regulations state:
- “A local council must use CIL receipts passed to it to support the development of the local council’s area or any part of that area, by funding –
- a) The provision, improvement, replacement, operation or maintenance of infrastructure; or
 - b) Anything else that is concerned with addressing the demands that development places on an area. “
- 1.2 The levy is collected by the planning authority and a proportion is passed on to the Town Council. At the end of March 2021, the Town Council held a balance of £45,634.90. A formal decision is required in order to use CIL funds for any project.

2. CIL Receipts & Allocations 2021/22

- 2.1 During 2021/22, additional CIL receipts of £4,172.11 have been received to the end of August. The balance of CIL receipts therefore currently stands at £49,807.01.
- 2.2 No CIL receipts have been applied so far in the current year, however provision was made in the 2021/22 budget to use £8,000 of CIL receipts to fund development of a Columbarium. This project has not yet started.
- 2.3 There also remain outstanding commitments to complete work on projects which began in earlier years. These include the Human Sundial for which there remains an outstanding commitment of £5,403 and improvements at Carvers Grounds for which £440 of the approved budget of £10,000 remains outstanding.
- 2.4 A further receipt of funds is anticipated during the second half of the year but there is no indication yet of the amount that might be expected.

3. FINANCIAL IMPLICATIONS

- 3.1 The balance of CIL funds is currently £49,807 of which £5,843 is committed towards the completion of existing projects and a further £8,000 has been earmarked for the Columbarium project. There remains an uncommitted balance of £35,964.

4. RECOMMENDATION

It is **recommended** that:-

- 4.1 Members note the current balance of CIL funding.

For further information please contact:

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Ringwood Environmental Action Leadership (REAL) Working Party

Notes of meeting held on Monday 14th September at 3pm on Zoom

Present: Lindsay Andrews
Francis Charlton
Cllr Gareth DeBoos (Chair)
Mary DeBoos
Cllr Rae Frederick
Cllr Tony Ring

In Attendance: Christopher Wilkins – Town Clerk

Absent: Chantelle Monck and Cllr Glenys Turner

1. Apologies for absence

Apologies for absence had been tendered by Chantelle Monck and Cllr Glenys Turner and were accepted.

2. Declarations of interest

No disclosable pecuniary interests were declared.

3. To agree notes of last meeting

The notes of the last meeting were agreed as accurate.

4. Feedback from Ringwood Town Council Committees

Nothing reported.

5. Ringwood Neighbourhood Plan Update

GD reported on a Parish Nature Recovery Document (PNRP). It was circulated late to members and so it was agreed that the members would consider it subsequent to this meeting, amendments would be made, and recommended actions suggested in the coming days. If it was felt to be required, a short WP meeting may be arranged to discuss just this item.

Action: GD to coordinate

6. RACE Ecofair

MD gave some feedback on the Ecofair. All stall holders bar one wanted to rebook for a second event in the Spring. TR congratulated her and the organising team including the Rotarians. RF said the atmosphere was 'buzzing'. LA said the event was 'fantastic'. CW said this event demonstrated leadership and was a great event. GD wanted to especially thank Nicola Vodden for retrieving two gazebos from the Gateway.

7. Any other business

CW said progress on the 'end of life' policy was ongoing, not helped by the head groundsman being on sick leave. Likewise verge mowing. TR said NFDC is part way through their replacement programme and may be able to provide 'tips' to help.

MD & GD talked to a RACE paper circulated before the meeting on seeking to make the Ringo bus service free at point of use as a trial to encourage locals to leave their cars at home for trips into Ringwood town centre. With the planned disruption to traffic due to the planned A31 improvement work, it was viewed as timely and may

make a small contribution towards lowering the predicted traffic chaos. TR said it would do no harm to seek support from National Highways for this. It was agreed that, if required, the £1k allowance enjoyed by this WP would go towards the £20k needed in total for the plan to progress.

Action: GD to inform appropriate parties, including GoSouth

LA mentioned a Whole Community Litter Pick being organised for Saturday 23rd and Sunday 24th October 2021 between 10am and 4pm. FC is organising the logistics. Apart from publicity, they are seeking permission to congregate outside the Gateway at the start and finish. CW said that if there is no other event scheduled, like a wedding or antiques fair, this should be no problem.

Action: LA to check there's no conflict with Gateway front desk team

If there is a conflict, the Market Place might be an alternative venue.

LA also mentioned the official Ringwood Community Fridge Opening on Saturday 18th September at 11am in Ringwood Library. TR will be 'doing the honours'. TR said that later that day, there would be the official opening of the refurbished Human Sundial in Market Place.

MD mentioned the RACE Tree Group Strategy, as this dovetails into the PNRP. This document was generated in collaboration with Jeremy Barrell.

After brief discussion, it was agreed that student representatives should be invited to join this WP if they so desire.

Action: CW to progress

8. Upcoming meetings – to note the following dates

Friday 12th November 2021 at 4pm (Zoom) – note later time please!

Friday 14th January 2022 at 4pm (Zoom)

There being no further business, the meeting closed at 4.06pm.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Application for planning permission submitted. VAT consultant's initial advice on business arrangements received. Business and legal arrangements being placed with lawyers. AGP contract awarded. Other procurement being planned.	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	No financial commitment yet
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Steering Group met to consider risks associated with NFDC Local Plan Part 2 review; changes in national policy; and resourcing the project. Agreed to continue to prepare NP, with 4 Team leads project managing for the time being. Grant of £5,000 awarded to cover consultants' fees, as per the Project Plan.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete	Work to refurbish human sundial and install surrounding benches now complete. "Ribbon cutting" event held on 18th September.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CLIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks completed on 1 April. Annual stream clearance carried out by volunteers on 9 September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street completed. Works to divert water main ongoing. Works on A31 to commence October 2021 and due for completion by November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	In progress	Work in Bickerley Gardens complete, work ongoing in Mansfield Road. Pipe laying across Bickerley complete - land to be fully restored by SWW. Site compound in place at the southern end of Bickerley until end of year.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement. RTC carried out clearance on behalf of HCC so that the path is accessible through the summer, prior to surfacing.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Replacement Tree - Market Place	In progress	HCC confirmed stump will be ground out by the end of the year and a fastigate English Oak will be planted in its place by end March 2022.	New tree to replace tree stump in Market Place.	Hampshire CC	HCC funded
Policy & Finance Committee						
PF1	Website renewal	In progress	The initial content of the new site is now almost complete. Staff training has been arranged in readiness for transfer to the new hosting arrangements.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.

PF2	Greenways planning permission renewal	Cancelled	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk
PF3	Youth Detached Outreach work	In progress	The appointed third party provider has recruited the workers needed and they have started work. A review of the work is scheduled for December.	To provide youth workers for detached outreach work	Carvers Manager
PF4	Review of governance documents	In progress	Revisions to Financial Regulations prepared for consideration by committee.	Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Report on track maintenance options considered at meeting on 7th July. Officers working to implement members' recommendations.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk

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Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial repair	Completed	The repair has been completed. An inspection and maintenance regime is being implemented. A re-dedication ceremony was held on 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	Completed	Fresh gravel has been laid. No structural change is feasible at present.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed
RLOS3	Public open spaces security	Completed	The agreed works have all now been completed and a proposal by community groups to plant the new earth bunds has been accepted.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Action to follow up the decisions made by committee on 7th July is being planned.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement needed for community growing area at Southampton Road	Town Clerk	
RLOS7	Bowling Club lease	In progress	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk	
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS9	Aerator repair	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	Replacing the worn-out fence around the play area	Grounds Foreman	
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS13	Bickerley compensation claim	In progress	Officers presented a report at the meeting on 21st April.	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS15	Acorn bench at Friday's Cross	Completed	Men's Shed have completed the refurbishment to the specification agreed with the original supplier.	Arranging the re-painting of this bespoke art-work	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	Preparations for a public consultation are being led by Cllr. Frederick.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	

Staffing Committee

S1	HR support contract renewal	In progress	Terms agreed for five-year extension and addition of health and safety support.	Town Clerk
S2	Finance Staffing review	Completed	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk

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Proposed/Emerging Projects Update

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No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
None							
Planning Town & Environment Committee							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England 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		
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							
	Poulner Lakes	Developing and improving facilities	Cllr Heron		Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
Staffing Committee							
None							