

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

Held on Friday 1<sup>st</sup> September 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)  
Cllr Andy Briers  
Cllr Luke Dadford  
Cllr Gareth DeBoos (*from 10:02am*)  
Cllr Mary DeBoos (*from 10:02*)  
Cllr Rae Frederick  
Cllr Janet Georgiou  
Cllr James Swyer

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

ABSENT: Cllr Ingrid De Bruyn  
Cllr Peter Kelleher  
Cllr Glenys Turner (Vice Chairman)  
Cllr Becci Windsor

### **P/6192 PUBLIC PARTICIPATION**

Six members of the public were present.

Two residents of Gorley Road addressed the Committee in relation to speeding and noisy traffic in the area. They had identified one vehicle in particular, whose registration number had been reported to the police. A 30mph limit was in place, and they wished to make the Council aware no recent action had been taken by the police despite their complaints.

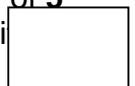
*Cllr G DeBoos and M DeBoos joined the meeting at 10:02am.*

The criteria for installation of a SID (Speed Indicator Device) was questioned, as they would like to request one, and they also asked about Members' awareness of the trialling of acoustic cameras, which record the level of noise. Some councillors are members of the local SpeedWatch scheme; they explained how this works and said they would take the matter up with the team.

Enforcement in relation to speeding is a police matter and the cameras is a highways authority matter, although SIDs are deployed by NFDC. Members agreed to raise the issue at the next Council meeting when the police inspector is present and to pass on concerns to the relevant people.

### **P/6193 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs De Bruyn, Kelleher, Turner and Windsor.



**P/6194  
DECLARATIONS OF INTEREST**

There were none.

**P/6195  
MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the meeting held on 4<sup>th</sup> August 2023, having been circulated, be approved and signed as a correct record.

**P/6196  
PLANNING APPLICATIONS**

Applications 23/10862 and 23/10767 were brought forward for the benefit of the members of the public present. The remainder of the list was considered in order.

Although it was not a declarable pecuniary interest, Cllr Day declared a personal interest in application 23/10824 as the applicant is an acquaintance.

**RESOLVED:** That the observations summarised in *Annex A* be submitted.

<b>ACTION</b> Nicola Vodden
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**P/6197  
RINGWOOD NEIGHBOURHOOD PLAN (RNP)**

The Deputy Town Clerk reported that the Regulation 16 6-week consultation is in progress and ends on 29<sup>th</sup> September. There was no news on appointment of the independent examiner.

**RESOLVED:** That the update on Ringwood Neighbourhood Plan be noted.

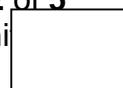
**P/6198  
STRATEGIC SITES**

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

No NFDC Monitoring Officer's report was expected this month. The temporary yellow signs were due for removal on 24<sup>th</sup> August. Transfer of the allotments was still awaited pending final site preparation works. NFDC had chased the management company to tidy up the open space at Yarrow Lane.

The design work for the footpath from the pocket park in the north east corner of the estate to Hightown Road (on west side of Crow Lane) has been temporarily paused as a number of HCC engineers have been diverted into the design of urgent maintenance repair schemes due to the bad weather last winter and extensive frost damage to the road network (this is in common with a large number of similar sized schemes around the county). It is hoped work will recommence on this scheme before the end of the year.

In respect of the footpath/cycle link between Crow Arch Lane and Wellworthy Way, there are several issues currently preventing delivery, including land ownership, third party rights and



differing ground levels. HCC is working with NFDC and developers to attempt to resolve these issues.

Land north of Hightown Road (21/10042)

There was nothing to report.

Land off Moortown Lane (21/11723)

The NFDC Planning Officer has written to the applicant outlining concerns with the application, and in particular the fact that it is currently not policy compliant as there is insufficient ANRG (Alternative Natural Recreational Greenspace) and Open Space provided. It also falls short in several other areas, including dwelling types, layout, design and landscaping. Highways matters are not addressed in the letter as HCC is still in discussion with the applicant.

The letter also refers to a Financial Viability Assessment (FVA) that has been submitted, which has yet to be assessed by NFDC. Also, a separate planning application, yet to be validated, for change of use of an area of land to the east of Crow Lane from agricultural to ANRG.

It is expected that an extension of time will be agreed, giving NFDC until the end of 2023 to determine both the main application and the change of use, and that both applications will be considered at the same time.

The Deputy Town Clerk, Town Mayor and Chairman met with HCC Transport Planners (Highways Development Planning) on 21 August to look at alternative options for walking/cycling routes but this is not possible as land is not within the applicant's ownership. The same applies to the vehicular accesses to the north and east required by the Local Plan policy. The Deputy Town Clerk has written to HCC Estates to ask them to outline the current strategy and/or any development proposals relating to land in their ownership.

It was decided that it would be appropriate to draft a response to the Highways authority comments on the application.

2 Market Place and Meeting House Lane

There was nothing to report.

**RESOLVED:** 1) That the updates on Strategic Sites be noted, and  
2) That Cllrs Day and G DeBoos draft a response to the Highways comments on application 21/11723 for approval by the Committee.

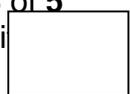
**ACTION** Jo Hurd

**P/6199**

**APPEAL NOTICE**

**RESOLVED:** 1) That submission of appeal notice in respect of planning application 22/11146 102 Northfield Road, Ringwood BH24 1SU (APP/B1740/W/23/3317967) (*Annex B*) be noted; and  
2) That no further comment be submitted to the Planning Inspectorate in respect of the application.

**ACTION** Jo Hurd



**P/6200  
BUS SHELTERS**

Members considered the Deputy Town Clerk's report (*Annex C*) following a request from a member of the public at the last meeting for replacement or improvements to bus shelters in Poulner. The report includes details of the eight shelters owned by the Council in Ringwood.

They thought it was a worthy cause and wished to support this, if possible, but were conscious it was not part of the Council's strategy, costs were unknown and there is no budget currently available. If a shelter was to be replaced, there would be costs, in addition to provision and installation of the new shelter, for demolition and disposal of existing, licenses and excavation of the Highway. Officer time would also need to be factored in as this would take a considerable amount of work.

It was decided that an item be added to the list of proposed projects, but there were priority projects that would come before this. It was envisaged that no work would be done on this until other projects had been completed, other than informal sounding out as to whether this type of project would be something HCC and / or NFDC would support, and if there was any available funding.

**RESOLVED:** That the bus shelter improvement proposal be added to the proposed projects list.

<b>ACTION Jo Hurd</b>
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**P/6201  
PROJECTS (current and proposed)**

PTE6 Shared Space Concept -Thriving Market Place

The Deputy Town Clerk is meeting HCC officers next week to discuss results of surveys and there will be an item on next month's agenda in relation to this.

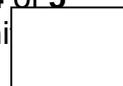
National Lottery Heritage Fund have responded to the project enquiry form saying they would not encourage submission of a full application at this time. It suggests completing another project form detailing how the new framework principles will be met and providing further information on partnership working; plans for learning and engagement; saving heritage; protecting the environment and organisational sustainability. It was also noted that match funding would be required at the point of application. Considering this would require public consultation, and currently there are consultations on Ringwood Neighbourhood Plan (and referendum, in due course) and the plans for Carvers, it was felt that decisions on how this project is taken forward should follow input from NFDC and HCC officers.

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

**P/6202  
NFDC/NFNPA PLANNING COMMITTEE**

At the point of the meeting, the Council had not been notified of any applications to be considered by NFDC Planning Committee at its September meeting.

There being no further business, the Chairman closed the meeting at 11:58 am.



RECEIVED  
27<sup>th</sup> September 2023

APPROVED  
6<sup>th</sup> October 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

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

Annex A to Planning, Town Environment Committee Minutes 1st September 2023  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
23/10564	The Elm Tree, Hightown Road, Hightown, Ringwood BH24 3DY	Landscaping alterations including new paving and paths to garden; garden walls (AMENDED REASON TO ADVERTISE)	Permission (1)	
23/10565	The Elm Tree, Hightown Road, Hightown, Ringwood BH24 3DY	Landscaping alterations including new paving and paths to garden; garden walls (Application for listed building consent) (AMENDED REASON TO ADVERTISE)	Permission (1)	
23/10665	Land Off, Hopclover Way, Ringwood. BH24 3FQ	Illuminated sign on brick plinth at site entrance to the care home; high level non-illuminated sign on main entrance gable of the care home building (Application for Advertisement Consent).	Refusal (2)	The Committee remain concerned that any level of backlit illumination is inappropriate.

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

Number	Site Address	Proposal	Observation	Comments
23/10767	Lamb Inn, 2 Hightown Road, Ringwood. BH24 1NW	Conversion and alterations of the public house (sui generis) to create 6 no one bedroom flats and 1 no three bed house; demolition of modern rear extensions; utilising the existing access off Hightown Road; associated parking, hard & soft landscaping	Refusal (2)	The Committee welcomes the proposal for smaller units. There are concerns however about the lack of amenity space for the residents and that the parking provision is contrary to parking standards policy, as only 8 spaces are proposed when the Parking Standards require 10. Any additional need would overflow and exacerbate current parking issues in the area.
23/10802	Cedarwood, 33 Seymour Road, Ringwood. BH24 1SQ	Single-storey rear extension; garage conversion; roof replacement/alterations; fenestration alterations; solar panels; roof lights: annex to rear of garden	Refusal (2)	The Committee recommended refusal of the application on the basis it is contrary to the parking standards policy and there is a lack of amenity space provided for a 4-bed property.
23/10821	New House, Market Place and 1-3 Strides Lane, Ringwood. BH24 1ER	Roof extension to accommodate x2no. flats; change of use of part of existing first floor and second floor from office to residential use; extension to existing building at 1 to 3 Strides Lane to accommodate 1 dwelling with parking court and landscaping	Refusal (4)	The Committee felt the proposal was overdevelopment of the site. The additional storey would be inappropriate in that location and overbearing and imposing on the surrounding properties. It is out of keeping in the Market Place, Conservation Area and would be detrimental to the Listed Buildings in the vicinity. There is also some concern about the impact on views from the surrounding area, both within the town and from a distance.

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

Number	Site Address	Proposal	Observation	Comments
23/10824	Moortown Filling Station, Christchurch Road, Ringwood. BH24 3AN	x2no. 60000 litre fuel tanks to replace the existing fuel tanks; relocation of the existing Jet Wash Machine; new retaining wall (relocation of the existing)	Permission (1)	
23/10842	Ringwood School, Parsonage Barn Lane, Ringwood. BH24 1SE	Existing building façade overclad with insulated brick slip system, replacement aluminium frame high- performance solar control & insulated window system, brise soleil solar shading system and flat roof insulated membrane high performance system as part of the school campus overall decarbonisation reduction master plan	Permission (1)	
23/10862	The Old Orchard, 55 Seymour Road, Ringwood. BH24 1SQ	Side extension to replace covered area; extension of existing attached garage and conversion into habitable space with new pitched roof and rooflights.	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
23/10874	1 Highfield Road, Ringwood. BH24 1RF	Sever land and erect 1 No 2 bedroom bungalow with parking; demolish garage	Officer Decision (5)	The Committee made this recommendation due to the absence of a comment from the Highways Authority, whose view is important given the location of the site on the corner of a busy junction, and the positioning of the parking spaces within the site. It was also noted that no ecological assessment has been submitted by the applicant.
23/10885	37, Yarrow Lane, Crow, Ringwood. BH24 3FP	Single-storey rear extension	Permission (1)	
23/10896	13 Poplar Way, Ringwood. BH24 1UY	Single storey side extension	Permission (1)	
23/10900	27, Fieldway, Ringwood. BH24 1QL	Alterations to roof; front and rear dormers; rooflights and single storey rear extension	Permission (1)	
23/10909	19 Clough's Road, Ringwood. BH24 1UU	Demolition of an existing conservatory; construction of an oak framed garden room attached to rear of dwelling	Permission (1)	
23/10917	17, Waterloo Way, Ringwood. BH24 1FE	Conservatory to the rear	Permission (1)	
TPO/23/0378	122 Hightown Road, Ringwood. BH24 1NP	Purple Beech - Reduce	Permission (1)	
TPO/23/0393	5 Forest Hills Court, Ringwood, BH24 1QR	Lime x 1 Reduce Hawthorn x 1 Reduce	Permission (1)	

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

## Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/00655FULL	Byways, Hightown Hill, Ringwood. BH24 3HG	Erection of a store/tack room, cladded storage container with open fronted tractor store, duck house and pond	Officer Decision (5)	
23/00924FULL	Forest Drove Cottage, Linford Road, Hangersley, Ringwood. BH24 3JN	Outbuilding	Refusal (2)	The Committee had no objection to the application in principle, but was concerned the outbuilding is being let as sleeping accommodation and propose a condition to prevent this. The Design and Access Statement states the outbuilding "is merely a simple out-house for reading in, undertaking hobbies and the like". However, the website <a href="https://www.shortstayhomes.co.uk/properties/orest-drove-cottage-new-forest-hampshire">https://www.shortstayhomes.co.uk/properties/orest-drove-cottage-new-forest-hampshire</a> states "Additional accommodation in the Forest Drove Garden Room situated in the front garden that sleeps 2 either in 2 single beds or 1 king-sized bed for 15% of the rental of the house."
23/00985FULL	Forest Side, Forest Lane, Hightown Hill, Ringwood. BH24 3HF	Installation of roof lights	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
23/01032Full	Springfield House, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	Single storey and two storey extensions; raising of northern section of roof to match adjacent ridge height; creation of sunken garden; render; alterations to fenestration	Permission (1)	
23/01036TPO	Greenslade Farm, Cowpitts Lane, Poulner Common, Ringwood. BH24 3JX	Prune group of mixed tree species trees (G1 on the plan) Fell 4 x English oak trees (Tree, 3, 4 and 6 on the plan) Prune 1 x Oak tree (Tree 1 on the plan) (Trees 3, 4 and 6 above are protected by TPO: 1216, all others are conservation area)	Officer Decision (5)	

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

**From:** planning.appeals@nfdc.gov.uk  
**Sent:** 16 August 2023 10:31  
**To:** [REDACTED]  
**Subject:** Appeal received on 22/11146

**Please be cautious**

This email was sent outside of your organisation

An appeal has been submitted to the Planning Inspectorate in respect of the application detailed below. The appeal will be considered by means of Written Representations.

Application No: 22/11146

Planning Inspectorate Reference: APP/B1740/W/23/3317967

Site: 102 NORTHFIELD ROAD, RINGWOOD BH24 1SU

Description: Demolish existing bungalow and erect 4no. detached houses with new vehicular access and parking (revised scheme)

Reason(s) for refusal: The proposal would result in an overdevelopment of the site, by reason of the combined footprint of the dwellings and their overall bulk and massing, the uncharacteristically poor level of space around the dwellings, and the extensive areas of hard surface needed to provide access, parking and turning. Furthermore, despite the submission of a proposed landscaping scheme, the resultant balance between built form/hard surfacing on the site and soft landscaping and green areas within this tranquil green space, would unacceptably erode the character and appearance of the area. Consequently, the proposal would be contrary to the character and local distinctiveness provisions of Policy ENV3 of the Local Plan Part 1 and the Ringwood Local Distinctiveness Supplementary Planning Document.

By reason of the extensive glazing at first floor level and limited depth of the rear gardens to Plots 2 and 3, the garden curtilages of adjoining dwellings to the south would be directly overlooked, to the detriment of the residential amenity of occupiers of those adjoining dwellings. Furthermore, the small and shaded gardens proposed for future occupiers would offer a poor level of amenity to future occupiers of the new dwellings and are symptomatic of the overdeveloped form of the proposal. The proposal would therefore be contrary to the amenity related provisions of Policy ENV3 of the Local Plan Part 1 and paragraph 130(f) of the National Planning Policy Framework.

The recreational and air quality impacts of the proposed development on the New Forest Special Area of Conservation, the New Forest Special Protection Area and the New Forest Ramsar site would not be adequately mitigated, and the proposed development would therefore be likely to unacceptably increase recreational and air quality pressures on these sensitive European nature conservation sites, contrary to Policy ENV1 of the New Forest District Local Plan Part 1 and Policy DM2 of the Local Plan Part 2 Sites and Development Management Development Plan Document and the Council's Supplementary Planning Document - Mitigation Strategy for European Site.

To view the grounds of appeal please refer to the "Appeal Form" document attached to the case on our website:

[http://planning.newforest.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal= NEWFO\\_DCAPR\\_ =217958](http://planning.newforest.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal= NEWFO_DCAPR_ =217958)

The Planning Inspectorate have an online appeals service which you can use to comment on this appeal at <https://acp.planninginspectorate.gov.uk>, these must be made by 19/09/2023.

If you prefer to write in, please write quoting the appeal reference to the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN to arrive no later than 19/09/2023.

Representations received after the deadline will not be accepted. The Planning Inspectorate will send copies of your letter to the Council and to the appellant.

**Application number:** 22/11146

**Site address:** 102 Northfield Road, Ringwood. BH24 1SU

**Proposal:** Demolish existing bungalow and erect 4no. detached houses with new vehicular access and parking (revised scheme)

**Date considered by RTC:** 6<sup>th</sup> January 2023

**Recommendation:** Refusal (4)

**Comments:** The Committee felt that the plans had even now not addressed the reasons for refusal for previous application 22/10368 (as per the NFDC decision noticed dated 26/05/2022). The proposal for 4 dwellings is overdevelopment of the site, with poor layout, resulting in overcrowding. There were concerns about overlooking and overshadowing of surrounding properties, particularly the properties to the rear and east. There were also concerns about the parking arrangements on site and note the parking provision has been reduced and consider this is now contrary to Parking Standards Policy. It was considered that the proposal would impact the highway with 4 properties using one access, close to two junctions. The Committee was surprised the Highways Authority raised no objection and requested a site meeting with the Highways Authority and the opportunity to discuss with them on-site what the Council considers the issues to be. Members were disappointed that the site had been cleared of all mature trees prior to submission of the application and preparation of the Ecological Impact Assessment.

**Decision made under delegated powers:** 13<sup>th</sup> February 2023

To accept the Planning Officer's decision to refuse the application without referral to Committee on the grounds of over-development, loss of residential amenity and Habitat Mitigation.

## PLANNING, TOWN & ENVIRONMENT COMMITTEE

1 September 2023

### Bus Shelters

#### 1. Introduction and reason for report

- 1.1 Following the presentation during the Open Session at last month's meeting, a decision is needed on any action to be taken to improve bus shelters in the Council's ownership.

#### 2. Background information and current status

- 2.1 At last month's meeting of this Committee, a resident from Poulner gave a presentation in relation to bus shelters in the area. She explained how the condition of the shelters and the ability to sit easily impact on the public's accessibility to public transport, which is also about health, wellbeing and reducing isolation. She asked the Council to consider replacing and improving the shelters, which would encourage people to use buses more.
- 2.2 Members wished to support improvements if possible, noting that costs were unknown and there was no budget currently available. It was noted that, whilst the presentation focussed on shelters in Poulner, the Council owns shelters throughout the town and all should be considered. It was agreed to review bus shelter provision at a future meeting.
- 2.3 The Council owns and is responsible for 8 shelters in the town, as follows:
- Eastfield Lane – polycarbonate bus shelter (near junction with Ash Grove)
  - Gorley Road – polycarbonate bus shelter (near local shopping centre)
  - Mansfield Road – brick bus shelter (near junction with Quomp)
  - North Poulner Road – brick bus shelter (near Poulner schools)
  - Salisbury Road (A338) – 2 x brick bus shelters either side of the road (near junction with Hurst Road)
  - Southampton Road – polycarbonate bus shelter (near junction with Gorley Road)
  - Meeting House Lane – polycarbonate taxi shelter (note the Council is not responsible for the bus shelters in Meeting House Lane)
- 2.4 A minimal amount of £200 is included in this Committee's budget for bus shelters. This would not cover the cost of replacing one polycarbonate panel.
- 2.5 The cost of a replacement shelter is unknown at this time. However, it should be noted that if any shelters are to be replaced, there would be additional costs such as demolition and disposal of existing; provision and installation of new; and licence for excavating the highway.
- 2.6 The cost of improvements, such as replacement polycarbonate panels; cutting back trees; and provision of bins could also be substantial.
- 2.7 Consideration will also need to be given to the amount of officer time required to, for example, investigate options; apply for relevant permissions; carry out improvements and undertake ongoing maintenance.

#### 3. Issue for decision

- 3.1 What action, if any, should be taken to improve bus shelters in the Council's ownership**

For further information, contact:

Jo Hurd, Deputy Town Clerk

Direct Dial: 01425 484721 Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

## Current Projects Update

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No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation in progress until 29/09/2023. Details of independent examiner awaited.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail to be carried out in August and stream clearance by volunteers planned for 28/09/2023 - <b>new volunteers welcome.</b>	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. No other identified budget.
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
<b>Policy &amp; Finance Committee</b>						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected imminently.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete during August 2023.)	Official email accounts for all councillors in post following the recent election have been arranged and are being rolled-out now.	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Town Clerk	Initial setup and ongoing software licence fees and support costs will fall on annual budgets.

**Recreation, Leisure & Open Spaces Committee**

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. These have been revised to take account of initial pre-application advice from NFDC and the advice of the planning consultant. A second application for pre-application advice is now being submitted.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2023.)	Design and funding arrangements for a memorial wall have been agreed in principle. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	Completed in July 2023	A new lease was completed on 27th July.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only. The rental income was reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	Completed in July 2023	Charity Commission has confirmed removal of the charity from the register.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, Council is ready to complete)	Land transfer deed was sealed following the Council meeting on 25 January. The developer has prepared the site for handover, which is expected imminently.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. A public consultation is now under way.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. A quote of £5,510 to relocate dragon's teeth to narrow the tracks has been obtained.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed

**Staffing Committee**

None



## Proposed/Emerging Projects Update

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

## Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
<b>Planning, Town &amp; Environment Committee</b>				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
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.	
<b>Policy &amp; Finance Committee</b>				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
<b>Staffing Committee</b>				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	