

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

Held on Friday 1st December 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Glenys Turner (Vice Chairman)
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Peter Kelleher
Cllr James Swyer

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

ABSENT: Cllr Andy Briers
Cllr Luke Dadford
Cllr Ingrid De Bruyn
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr Becci Windsor

P/6226 PUBLIC PARTICIPATION

Two members of the public were present for agenda items.

P/6227 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Briers, Dadford, Frederick and Georgiou.

P/6228 DECLARATIONS OF INTEREST

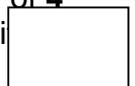
There were none at this stage.

P/6229 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting held on 3rd November 2023, having been circulated, be approved and signed as a correct record.

P/6230 PLANNING APPLICATIONS

Although it was not a declarable pecuniary interest, in relation to application 23/11081, Cllrs Day, G DeBoos, M DeBoos and Turner made it known that they were members of Ringwood Society.



Applications 23/11141, 23/11081 and 23/11167 and agenda items 6. Ringwood Neighbourhood Plan and 8. Thriving Market Place Working Party were brought forward for the benefit of the members of the public present. The remainder of the planning applications were considered in list order.

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

ACTION Nicola Vodden

P/6231

RINGWOOD NEIGHBOURHOOD PLAN (RNP)

Members considered the Deputy Town Clerk's report (*Annex B*) and agreed to delegate responsibility to answer the examiner's questions to the Neighbourhood Plan Steering Group.

RESOLVED: That the Neighbourhood Plan Steering Group be delegated authority to liaise with the local planning authorities and the Examiner over any questions and issues raised, excepting that any material change in the Plan should be recommended and agreed by Council.

ACTION Jo Hurd

P/6232

THRIVING MARKET PLACE WORKING PARTY

The Deputy Town Clerk reported that all surveys had been completed by HCC. She was awaiting a date to meet with HCC and NFDC officers, after which Members will be briefed on the survey results and proposals for an options appraisal / feasibility study will be discussed. This will be dependent on funding from the UKSPF (a bid has been submitted for £10,000 of £15,000 total).

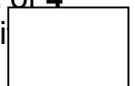
The Committee considered the Deputy Town Clerk's report (*Annex C*) and agreed to the formation of the Thriving Market Place Working Party. The Working Party will report to the Committee and make recommendations for consideration.

In relation to the Terms of Reference, it was suggested and agreed that an additional section be included as follows:-

“The voting members of this Working Party shall be the Deputy Town Clerk (or Town Clerk in her absence) and such councillors as shall be appointed to voting membership of it by the Council.”

The appointment of members was deferred until the next Committee meeting and, in the meantime, interest would be canvassed at the Full Council meeting on 20th December. It was noted that Cllr Georgiou had indicated her wish to join the Working Party and Cllr G DeBoos put his name forward at the meeting. Also, Cllr Thierry had previously expressed an interest in joining.

RESOLVED: 1) That the Thriving Market Place Working Party be formed;



- 2) That the Terms of Reference be approved, subject to the amendments detailed above; and
- 3) That appointment to the Working Party be deferred until the next meeting.

ACTION Jo Hurd

**P/6233
STRATEGIC SITES**

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

There was no update available for the meeting. A residents' association had been formed and put in touch with officers at NFDC about taking their issues forward.

(Note: A new format report from NFDC was received after the conclusion of the meeting – this includes all live sites in the district and is available to view here: [Strategic Sites Update \(office.com\)](#))

Land north of Hightown Road (21/10042)

At the briefing on Moortown Lane site, NFDC officers indicated this application would need to be reconsidered in the new year in light of the emerging Neighbourhood Plan. Any detailed planning application would have to take the RNP into account.

Land off Moortown Lane (21/11723)

Members received a briefing from NFDC officers on 16 November to provide an update on discussions that have taken place with the applicant and statutory consultees – the notes of this meeting are attached as *Annex D*. Amended plans are expected soon and will be subject to public consultation.

Notice had been received from NFDC of new TPO/0012/23 protecting three individual Oak trees and a group of two Oaks on land east of Crow Lane (land subject to the ANGR application 23/10707). This would prohibit any work without consent and any comments should be made to NFDC by 28 December (details to be circulated).

2 Market Place

Halo Developments have submitted a full planning application for 2 Market Place. The Director is happy to meet with Members when the plans have been registered and advertised for consultation. It was suggested that there should be a public meeting in January with members of the Neighbourhood Plan design team, Ringwood Society and others invited.

The plans are as outlined on the information board on the front of the building; commercial space in basement, ground floor and first floor (double height unit); 20 residential units; a roof terrace; car parking and cycle parking with access from The Furlong.

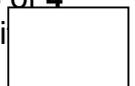
Land at Snails Lane

It was likely there would be a planning application for development of this site in the new year.

RESOLVED: That the updates on Strategic Sites be noted.

ACTION Jo Hurd

P/6234



COMMITTEE BUDGET

The Deputy Town Clerk confirmed that no new bids had been put forward and the Committee budget presented to the last meeting will go forward unaltered into the budget discussions in January.

No information had been received in respect of possible requests for funding from Greening Ringwood for the next financial year and it was felt too early to bid for additional funds for the Thriving Market Place project.

RESOLVED: That the update be received.

ACTION Jo Hurd

P/6235

PROJECTS (current and proposed)

MLW memorial bench – Parties will discuss in Spring when the unveiling date would be, as it would not be installed and ready for the intended Christmas Eve date.

Crow stream – The Deputy Town Clerk and Cllr Kelleher met with Hampshire Highways engineers, Dr Peter Street and a representative of the Wright family, who own land in the vicinity of the Crow crossroads. Actions had been identified for Hampshire Highways and landowners to try to alleviate highway flooding. A footbridge along a Public Right of Way needs raising where a blockage had been identified. In addition, a ditch close to the hump-back bridge has been infilled causing flooding on the road, making it impassible at times.

Bus shelters – The company referred by HCC had undertaken the survey of Council owned bus shelters and the grounds team is being consulted on identified work they could undertake. Once this is known, HCC will be approached in relation to funding for repairs and improvements.

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

P/6236

NFDC/NFNPA PLANNING COMMITTEE

The Council had not been notified of any applications to be considered by NFDC or NFNPA Planning Committees.

There being no further business, the Chairman closed the meeting at 11:19 am.

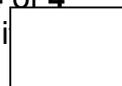
RECEIVED
20th December 2023

APPROVED
6th January 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 December 2023
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
23/11064	28-30 Southampton Road, Ringwood. BH24 1HY	3 non illuminated fascia signs (Application for Advertisement Consent)	Permission (1)	
23/11081	18 Hightown Road, Ringwood. BH24 1NW	Installation of bench, replica Ringwood Railway station sign & interpretation board; restoration of picket fence & lamp	Permission (3)	This project is supported by the Council, celebrating the history of the town and would improve the area significantly as it is currently in a state of neglect.
23/11126	Brixey's Farmhouse, Sandford, Ringwood. BH24 3BU	Construction of a covered agricultural above ground slurry store, slurry separator, solids bunker, cover to an existing store, concrete apron and storm water drainage	Permission (1)	The Committee wished to support the views of HCC Countryside Service and NFDC Ecologist, both of whom have recommended conditions be attached.
23/11141	29, Parsonage Barn Lane, Ringwood. BH24 1PS	Single storey rear extension to existing property; construction of outbuilding for use as parking and a new hobby workshop. Solar panels and rooflights. Demolish existing outbuilding	Refusal (2)	The Committee recommended refusal but indicated the objection would be overcome if an appropriate condition was attached to ensure the outbuilding would be incidental to the occupation of the bungalow as a dwelling and would not be for any industrial usage.

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
23/11167	6, Fieldway, Ringwood. BH24 1QL	Single-storey rear & side extension; conversion of garage to living accommodation.	Permission (1)	
23/11189	Compound H, Endeavour Business Park, Crow Arch Lane, Ringwood. BH24 1SF	Removal of conditions 11 & 12 of planning approval 23/10290 to allow the approved workshop and maintenance/storage unit to operate without closed loading bay/personnel doors or a restrictions on good stored or work undertaken outside	Permission (1)	
CONS/23/0573	3, College Road, Ringwood. BH24 1NU	Poplar x 1 Reduce, Bay x 1 Reduce, Apple x 2 Reduce Fig x 1 Reduce, Viburnum x 1 Reduce, Hedge x 1 Reduce	Permission (1)	

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

Annex A to Planning, Town Environment Committee Minutes 1st December 2023

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/01482TPO	Greenslade Farm, Cowpitts Lane, Poulner Common, Ringwood. BH24 3JX	Fell 3 x Oak trees (T1, T3 and T4 on the plan) Fell 1 x Pear tree (T2 on the plan) (Trees T3 and T4 above are protected by TPO 1216 - other trees are within conservation area protection)	Officer Decision (5)	
23/01527CONS	Amberwood, Hangersley Hill, Hangersley, Ringwood. BH24 3JS	Fell 1 group of 2 x English Oak trees (G1 on the plan)	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

PLANNING, TOWN & ENVIRONMENT COMMITTEE

1 December 2023

RINGWOOD NEIGHBOURHOOD PLAN

1. Introduction and reason for report

1.1 To receive an update on progress of the Ringwood Neighbourhood Plan.

2. Background information and current status

2.1 The Ringwood Neighbourhood Plan was approved by Full Council for submission to the local planning authorities (NFDC and NFNPA) on 26 July 2023. The Plan, together with supporting documents and statements, was submitted the following day.

2.2 In accordance with Regulation 16 of the Neighbourhood Planning Regulations, a final 6-week consultation was carried out by the planning authorities, ending on 29 September 2023. The representations received are available to view on the NFDC website: <https://www.newforest.gov.uk/ringwoodplan>. There were 15 responses in total, most of which were non-substantive. However, NFDC raised an objection to the explanatory text for Policy R6 (First Homes) and to certain aspects of the Design Guidance and Code and asked for further consideration to be given to the proposed request for introduction of article 4 direction to control permitted development rights and the proposed Local List of Heritage Assets. All issues raised will be considered by the Steering Group in preparation for response to the Examiner.

2.3 The Deputy Town Clerk and members of the Neighbourhood Plan team met with officers from NFDC and NFNPA on 1 November 2023 to consider the next steps and appointment of an independent Examiner. It was unanimously agreed to appoint Mr David Hogger, who has worked in the District before; is an experienced examiner; and has previously dealt with plans that cross two authorities. Mr Hogger was formally appointed by NFDC (which is taking the lead on matters going forward) on 20 November 2023.

2.4 It is possible that examination matters and questions will be received by Christmas, with a response deadline taking account of the holiday period. It is also expected that sitting hearings will not be required, and that written representations will be sufficient.

2.5 After all matters have been dealt with and questions answered, the Examiner will submit a report to the local planning authorities, which then decide whether any changes are required and if the Plan can proceed to Referendum.

2.6 NFDC will arrange the Referendum, hopefully in Spring 2024, and if successful (a majority vote of yes) the Plan will be 'made'. It will then become a statutory planning document, part of NFDC and NFNPA's development plans, and will be used when determining planning applications in the parish, along with all other relevant plans and policies.

2.7 Having been submitted for Examination, the Plan already bears some weight in determination of planning applications, and this will increase as it progresses through the next stages.

3. Issues for decision

3.1 **To consider delegating authority to the Neighbourhood Plan Steering Group to liaise with the local planning authorities and the Examiner over**

any questions and issues raised, excepting that any response to substantive issues that might lead to a material change in the Plan should be recommended to and agreed by Council.

For further information, contact:

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

RINGWOOD TOWN COUNCIL**TERMS OF REFERENCE****THRIVING MARKET PLACE WORKING PARTY**

1. To oversee the development and implementation of plans for public realm improvements and the creation of a more pedestrian friendly public space in Ringwood Market Place, as outlined in Policy R3 of the emerging Ringwood Neighbourhood Plan and the accompanying Strategic Masterplan.
2. To liaise with officers and members of New Forest District Council and Hampshire County Council as necessary.
3. To liaise with the market rights owner, local businesses and any other relevant stakeholders, and carry out public consultation on proposals.
4. To report progress to each meeting of the Planning, Town & Environment Committee and make recommendations on proposals and/or action required.
5. The quorum for meetings of this Working Party shall be three members.

DELEGATED POWERS

1. To co-opt additional, non-voting members to itself as it shall deem expedient

Approved:

Members' Briefing – Land off Moortown Lane 21/11723
16 November 2023

Present:

NFDC Planning Officers Richard Natt and Robert Thain
Town Cllrs G DeBoos, M DeBoos, Day, Frederick, Georgiou, Kelleher, Turner and District
Cllr Rippon-Swaine
Jo Hurd, Deputy Town Clerk

Amended plans are due to be submitted by the applicant and will be subject to another period of public consultation.

Amended plans will be seeking to make the following changes:

The number of proposed dwellings has been reduced in order to provide sufficient **open space, ANRG and play areas**. Existing playing pitches (10-acre field) will be retained and will not count towards provision. The developer can't meet the required provision with land in their control, hence the application for change of use of land off Crow Lane (23/10707). This land is in the Green Belt and not in line with the strategic site policy. The NPPF does allow for Green Belt to be used for open space, but it will need to meet ANRG requirements and habitat regulations. Officers have yet to come to a view on this application, but confirmed it will be determined at the same time as 21/11723.

No **formal open space** has been provided for in the application and the developer will need to make a contribution for the equivalent of 1.4 hectares – this contribution could be used, for example, to provide an additional football pitch on the Bernie Guy field, which was purchased by the Town Council for this purpose.

The total **number of dwellings** now proposed is 443, with 150 of those being proposed in the full and detailed application (Phase 1).

The application now includes 12 x 1-bed affordable flats in Phase 1 (2 x 2-storey apartment blocks and 2 maisonettes). The Indicative mix for the outline part of the application should also offer choice of different sizes and tenures.

The developer still intends to provide **50% affordable** housing, but is looking to change the tenure by reducing social rent. The Council's **viability** consultant will be looking at the planning balance, taking into consideration other factors such as environmental impacts and contributions. The outcome of the viability assessment is awaited.

There are changes to the **character and layout** – the scheme mainly comprises 2 and 2.5 storey, with one 3-storey building. The quality of the buildings and streets has been enhanced with improved elevations; details such as porches and chimneys; a better mix of materials; greener streets, with much of the on-street parking having been removed.

An updated **sustainability statement** has been prepared and now includes, for example, ground source heat pumps and solar panels.

An updated **landscaping strategy** has been prepared. Safe pedestrian/cycle connections to the north and south of the site are vital, to encourage use of the sports pitches to the south.

The section of Moortown Lane between Christchurch Road and the site access will need to be 6 metres wide, and the pedestrian crossings will need visibility splays on either side of the

road. The ecological impact from cutting back the hedges will be assessed to determine whether mitigation is required.

Technical plans for the cycle/pedestrian path linking the site to Christchurch Road are awaited, and some work is being done on a safe route along Christchurch Road from this junction.

Noted that only one **vehicle access** is proposed to the site, but 3 are required in the strategic policy. The developer needs to enable these future links (not prejudice them), prove access is safe and that the development will not have a significant impact on the wider highway network. The planning officer will be guided by Hampshire Highways on this.

Noted that the **Construction Management Plan** will be critical.

The impact of recent **flooding** in Moortown Lane and Crow Lane was highlighted, with these roads being impassable. This will impact future accessibility of the site. Also, the fact that Wessex Water had been over-pumping by the pumping station at Bickerley.

Heritage mitigation works had recently been carried out on site and the Town Council was advised to contact the county archaeologist to obtain information on the findings.

Post meeting note following conversation with county archaeologist: As part of the planning process and heritage mitigation, an archaeological survey has been carried out on a feature identified in the evaluation work. This has now been excavated and, due to the finds, the county archaeologist will be recommending further monitoring by way of a watching brief as the development progresses.

Noted that HCC was likely to be content with a condition to re-use any **minerals** extracted on site.

Noted that all strategic sites are factored into the **transport assessment**, which looks at the impact of development and future growth, and includes modelling of junctions. If it is expected that junctions will be over capacity, developers will need to provide mitigation.

Hampshire Highways will review/scrutinise the transport assessment provided by the developer and give a view to the planning officer.

A contribution will be sought for an off-site **community facility**.

The current application is for part of the allocated strategic site as not all land is in the developer's ownership. This application should not prejudice or compromise development of the remainder of the site.

The remainder of the allocation could bring additional houses, and any application would need to include mitigation, ANRG, open space, play areas etc.

The **Ringwood Neighbourhood Plan** has been considered in assessing the application. It is likely that the application for land north of Hightown Road will need to be reconsidered by NFDC next year as a "made" Neighbourhood Plan would be a material change in policy.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June. The latest target date to finish is 24th February 2024.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Draft Plan approved for submission to LPAs by Full Council 26/07/2023. Regulation 18 consultation concluded 29/09/2023. Independent examiner appointed 20/11/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town 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 Town Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail carried out in August and stream clearance by volunteers on 28/09/2023. NFDC released additional £10,000 from developers' contributions to allow this work to continue for another 10 years. Site meeting arranged for 27/11/2023 to discuss drainage improvements at bottom of Crow Hill.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE6	Shared Space Concept - Thriving Market Place	In progress	Bid submitted for share of £15,000 allocated by NFDC from UKSPF to undertake options appraisal/feasibility study. HCC survey work completed November 2023. Working Party to be established to progress the project.	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.
	Greening Ringwood	In progress	Public meeting held on 05/07/2023 and project leads in place for 5 new projects. Last update from coordinator considered by the Committee on 03/11/2023.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. This has yet to be reviewed. Results and availability of funding will be discussed with HCC.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25. Design work paused but HCC hope work will recommence on the scheme before the end of 2023.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application submitted (23/11081).	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.

Policy & Finance Committee

PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	One of the tenants has left. A new letting agent has been instructed and has served notice to quit. Urgent repairs have been completed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

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.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. Following the discussion at the committee on 1st November a planning application is being prepared.	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. Approval for the funding arrangements will be sought from the Policy & Finance Committee on 22nd November.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The 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. A fuller picture of the surrender requirements and process is expected to emerge by early 2024.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	Completed. (Commenced March 2020. Completed November 2023)	Land transfer deed has been completed. Officers are pressing ahead with arranging lettings.	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. Responses to the public consultation on this have been evaluated and a brief to the designer to update the plan accordingly has been submitted.	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 - decision expected in New Year.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The likely costs and wider implications of installing this are being investigated.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS24	Poulner Lakes Circular Path	In progress	Works to reduce and landscape the drainage retention pond completed. It's performance will be monitored through the winter.	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Deputy Town Clerk	Staff time only

Staffing Committee

None



Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTe4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTe5				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	
Recreation, Leisure & Open Spaces Committee				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
Staffing Committee				
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22	
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	