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

Held on Friday 28th April 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)

Cllr Gareth Deboos Cllr Hilary Edge

Cllr Rae Frederick (Vice Chairman)

Cllr Peter Kelleher Cllr Derek Scott Cllr Glenys Turner

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk

Nicola Vodden, Office Manager

ABSENT: Cllr Andy Briers

Cllr Gloria O'Reilly

At the start of the meeting the Chairman passed on his thanks to Cllr O'Reilly, who was not standing for re-election in the forthcoming local elections, for her valued contribution as a Committee member for the past four years and wished her well. Sadly, she had been unable to attend this meeting and he asked that his thoughts be conveyed.

P/6143 PUBLIC PARTICIPATION

There were three members of the public present for planning applications.

P/6144

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Briers and O'Reilly.

P/6145

DECLARATIONS OF INTEREST

There were none.

P/6146

MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the meeting held on 31st March 2023, having been

circulated, be approved and signed as a correct record.

P/6147

PLANNING APPLICATIONS

With the agreement of Members, applications 23/00361 and 23/10283 were brought forward for the benefit of members of the public present. The remaining applications were dealt with in list order.

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Chairman's initi

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

ACTION Nicola Vodden

P/6148

RINGWOOD NEIGHBOURHOOD PLAN

The next GoFour meeting will take place on 9th May to discuss comments received from statutory consultees, local people and organisations during the Regulation 14 consultation. The Steering Group meeting will follow and proposed changes will be recommended to this Committee in due course.

RESOLVED: That the update in relation to the Ringwood Neighbourhood Plan be noted.

P/6149

STRATEGIC SITES

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

NFDC's Monitoring Officer's report (*Annex B*) had been circulated with the agenda. It was hoped now funding had been allocated, that the footpath opposite The Elm Tree will be installed. It was noted that the grass and trees were becoming established and the open space was looking good.

Land north of Hightown Road (21/10042)

No update – permission granted by Committee 8th March 2023.

Land off Moortown Lane (21/11723)

An informal briefing with Crest Nicholson (CN) had taken place on 12th April regarding amended plans, but these had not yet been registered by NFDC. Members asked the Deputy Town Clerk to chase for answers to questions posed at the briefing. Cllr DeBoos had requested plans from CN to pass on to the Neighbourhood Plan design team.

2 Market Place and Meeting House Lane

An update is anticipated in May.

RESOLVED: That the updates on Strategic Sites be noted.

ACTION Jo Hurd

P/6150

PROJECTS (current and proposed)

PTE2 Human Sundial

Following approval at Full Council meeting on 26th April that the surface of the time capsule cover stone be honed and re-lettered at a cost of £580 (and this be funded from CIL receipts), the Deputy Town Clerk reported that the work had been commissioned.

PTE3 Crow Stream maintenance

Spraying of Crow stream banks was scheduled for this week and should have been completed.

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

P/6151

NFDC/NFNPA PLANNING COMMITTEE

Two applications will be considered at NFDC Planning Committee on 3rd May 2023. Cllr DeBoos had been registered to speak and make representations on behalf of the Council.

The Chairman indicated it was Cllr Edge's last meeting, as she was not standing for re-election. He thanked her for her contribution over the last 4 years and wished her well.

There being no further business, the Chairman closed the meeting at 11:15 am.

RECEIVED 17th May 2023 APPROVED 2nd June 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 29th April 2023 Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
22/11234	(plots 4 And 5), 8-10 Strides Lane, Ringwood	Erection of two dwelling houses (revised design of plots 4 and 5 as approved)	Permission (1)	
23/10283	Land of 37 Denholm Close, Poulner, Ringwood. BH24 1TF	New dwelling; dropped kerb	Permission (1)	
23/10298	Hobourne Enterprise Park, Embankment Way, Ringwood. BH24 1WL	Erect building (Block A) for use as Class Ee, Eg(i) - (iii), B2 and B8 for use by Dorset Orthopaedic; Erect 3 No units (Block C Units 9 -11) for use as Class Eg(i)-(iii), B2 and B8 use classes; parking and landscaping.	Officer Decision (5)	The Committee had no objection in principle to the application, but noted the objections submitted in relation to HGV access and wished to defer to the Planning Officer on this point.
23/10310	8, Carvers Trading Estate, Southampton Road, Ringwood. BH24 1JS	Installation of internally illuminated signage (retrospective) (Application for advertisment consent)	Refusal (4)	The proposed sign is too big, out of keeping and would set a precedent. There is no justification for the illumination particularly when the premises are closed.
23/10338	4, Cunningham Close, Poulner, Ringwood. BH24 1XW	Single-storey side extension	Permission (1)	

5 - Will accept officer's decision

^{1 -} Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal

Number	Site Address	Proposal	Observation	Comments
23/10403	1-7 Meeting House Lane, Ringwood. BH24 1AY	Construction of one-storey extension to roof of building to create a 1No. new flat (within Use Class C3); external alterations to elevations of building	Refusal (4)	The Committee considered the proposals overbearing and unduly prominent due to its height and form. It would be inappropriate in the Conservation Area, change the character of Meeting House Lane and have an adverse impact on Heritage Assets. There is a poor choice of materials and no parking provision or cycle store. The Committee also wished to support the views of Ringwood Society.
23/10414	28, Hampton Drive, Ringwood. BH24 1SL	Side, rear and first floor extension in roof space; rooflights	Permission (1)	

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^{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 28th April 2023

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/00333FULL	Cotton Cool, Forest Lane, Hightown Hill, Ringwood. BH24 3HF	Single and two storey ground and first floor extensions including porch, alterations to doors and windows, roof alterations including heightening of roof, chimney and 6no. rooflights, cladding	Permission (1)	
23/00361FULL	Gaddens, Charles's Lane, Crow. BH24 3DB	Installation of 30. no linked solar panels and 1200 high barbed wire surrounding fence on agricultural land	Permission (1)	
23/00467LDCE	The Lodge, Foxfield House, Narrow Lane, Poulner, Ringwood. BH24 3EN	Existing use of outbuilding known as 'The Lodge' as a dwelling (use class C3)	No comment	

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^{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 28th April 2023

Number	Site Address	Proposal	Decision
23/00453CONS	Longfields, Linford Road, Linford, Ringwood. BH24 3HX	Prune 2 x English Oak trees	31.3.23:- P(1) Recommend permission, but would accept the Tree Officer's decision

Strategic Sites Update (April 2023)

B

RING 3 - Beaumont Park, (Land at Crow Arch Lane and Crow Lane), Crow, Ringwood BH24 3DZ

Planning Permission Refs: 13/11450 Outline Application175 dwellings

Details granted through:

16/11520 - Phase 1 - 62 dwellings;

17/11358 – Phase 2/3, care home, business use, POS, landscaping;

17/11309 Reserved Matters-Phase 2, 113 dwellings.

18/11648 - Development of 20 dwellings comprised of semi-detached houses; terraces; 1 block of flats, bin & cycle store; detached garages; public open space, landscaping, internal access arrangement and ancillary infrastructure.

NFDC new owners of the employment site:

20/11208 FULL – COU of buildings B, C, D, E from B1 (granted under 17/11358) to use E and B8 Developer: Lindens Homes (now part of Vistry)

We had a complaint that the footpath at the junction where the Castleman Trail meets Crow Lane had become unsafe for members of the public to use. I reported this to the Developer who, in liaison with Hampshire County Council, have made this safe as a matter of priority. A temporary repair has been carried out until the formal works under the highways licence are agreed and constructed.

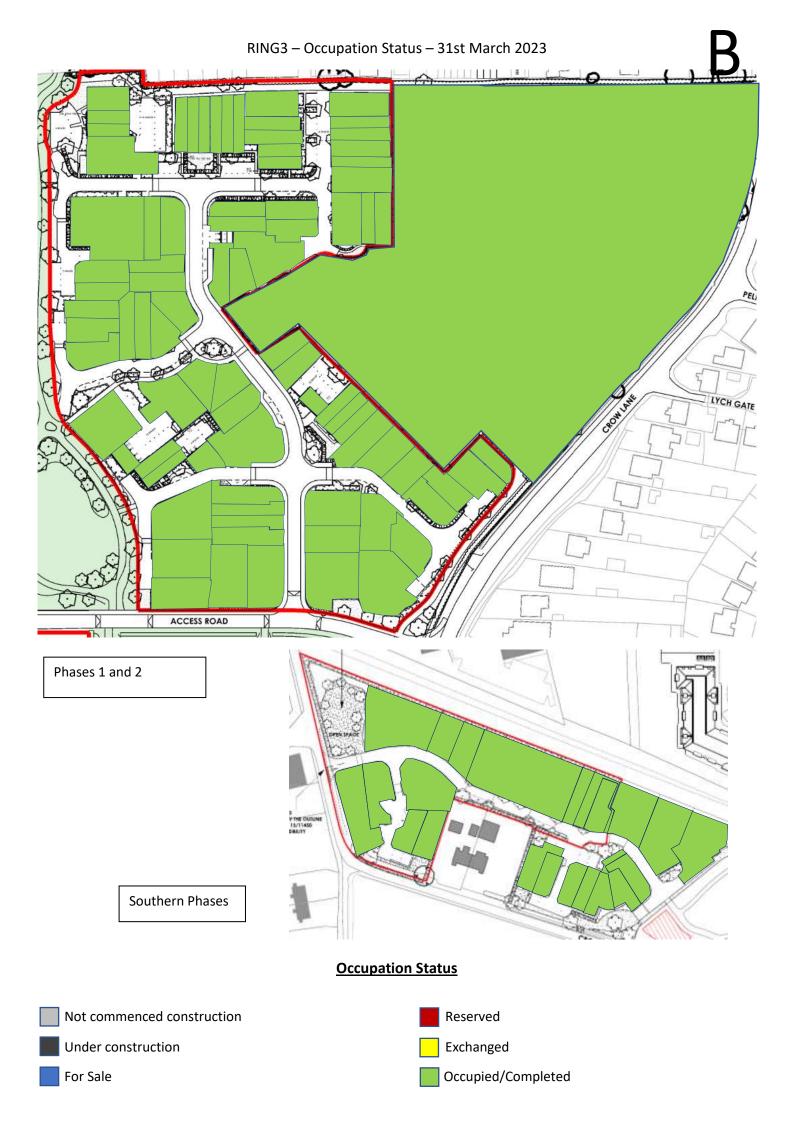
The outstanding issues with regards to the public footpaths/cycle routes across and linking in to the site are being progressed by the Planner in liaison with the Developer and Hampshire County Council.

The care home continues construction and is now at ground level.

Discussion is still ongoing regarding the remaining issues on site. Some are time-controlled. The inspection of the trees can be carried out shortly, for instance, when they come into leaf.

The Developer is still responsible for the maintenance of the development currently, alongside the housing association.

Monitoring of this site by the Site Monitoring Officer or the Open Spaces Officer will continue in the short and medium term.



Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

J

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 2023)	artificial turf pitch has been completed and handed over. A	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).	
Plannir	g Town & Environment Commit	tee					
PTE1	Neighbourhood Plan	In progress	Pre-submission draft Plan approved by Full Council 25/01/2023. Regulation 14 public consultation completed responses to be reviewed by NP Steering Group and any recommended changes considered for approval by RTC.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)	
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Repair of original time capsule cover stone has failed and has been removed for repair. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviors; installation of removable benches to protect it for the future working with HCC (Principal Designer and Contractor)	Deputy Clerk -	£5,295.15 spent from budget of £10,657 to be funded from CIL and contributon of £5,249.15 from Carnival	
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail carried out in August and stream clearance carried out on 29th September.		Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve	
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000	
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC will carry out some survey work in May to establish travel and parking patterns and count vehicles, pedestrians and cyclists.	work on the Neighbourhood Plan.	Deputy Town Clerk		
Projects	being delivered by others which are	e monitored by the Deput	y Clerk and reported to this committee:				
	A31 widening scheme	Complete	Scheme complete and road re-opened on 19 November.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds		HE funded	
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded	
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions	
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	d Hampshire CC	Developers contributions	
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022 - report indicates delivery in 2024/25.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacaing	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	C
Policy &	Finance Committee					
PF5	Poulner Lakes Lease		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	Dec 2020. Resolution expected in July 2023.)	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	May 2022. Aiming to		Researching options and costs for equiping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
Recreati	on, Leisure & Open Spaces Com	mittee				
RLOS4	Grounds department sheds replacement	design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	Initial drawings prepared by ClIr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Officers are in discussions with a planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	design work in April 2021. Aiming to establish planning prospects and	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	renewed request for new		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.		Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress (aiming to complete by August 2023)	A winding-up resolution was approved by the members in March and is now being implemented.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	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 dogwaste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence		Surrender requirements and process are being investigated and discussed with Environment Agency and New Forest District Council.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	March 2020, aiming to	Land transfer deed was sealed following the Council meeting on 25 January. Arrangements for site remediation and completion of the deed are being pursued.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation		All registers have been scanned. A digital map is now live. Costs estimate for completing data entry from registers requested but not received in time for inclusion in 2023-24 budget. Work will be resumed in Autumn 2023.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The draft sketch Masterplan prepared by landscape designer New Enclosure was discussed by the Carvers Working Party on 3rd March. Refinements to this will be considered over the coming weeks and a public consulation is being planned for early summer.	Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).

Ringwood Town Council Projects Update Report

Date: 20/04/2023

RLOS21 Poulner Lakes track maintenance In progress (under Costs estimates for re-surfacing schemes obtained from Devising a sustainable regime for maintaining the access Town Clerk Yet to be settled discussion since Jan. two suppliers. NFDC officers have been consulted about tracks at Poulner Lakes to a more acceptable standard. 2021) related mitigation schemes and possible support. RLOS22 Bickerley parking problem "No Parking" signs have been installed. Replacement Unauthorised parking on the tracks crossing the Bickerley is Town Clerk The Council is wholly responsible for the cost of In progress (under timber for "dragon's teeth" has been bought and is being causing damage and obstruction whatever measures are taken including staff discussion since Jan. 2019) installed progressively. A decorative sign reinforcing the time. Six No Parking signs cost £156.72. The message has also been installed. The cost of relocating the decorative sign cost £1,244. dragon's teeth to narrow the tracks is being investigated.

Staffing Committee

None

Proposed/Emerging Projects Update

No. Name	Description	Lead	Progress	/ Status	Estimated cost	Funding sources		
			Recent developments	Stage reached				
Full Council	ull Council							
None								
Planning Town & Environm	Planning Town & Environment Committee							
Roundabout under A	31 Planting and other environmental enhancement	S	Area being used by National Highways for	Floated as possible future project				

Lynes Lane re-paving Ringwood Society proposal

Rear of Southampton Road Proposal by Ringwood Society to improve

appearance from The Furlong Car Park and

approaches

Dewey's Lane wall Repair of historic wall

Signage Review Review of signs requiring attention - e.g. Cllr Day

Castleman Trailway, Pocket Park, Gateway

Square

Crow ditch Investigate works required to improve capacity

and flow of ditch alongside Crow Lane, between

Hightown Road and Moortown Lane

storage of materials during works to widen the

A31.

Floated as possible future project

Floated as possible future project

Re-build/repair options and costs are being Shelved as a TC project

investigated

Floated as possible future project

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 Cour	ncil			
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	Completedby HCC	
	Carvers footpath/cycle-way improvement Replacement Tree - Market Place	Creation of shared use path across Carvers between Southampton Road and Mansfield Road New Field Maple tree to replace tree stump in Market Place.	Completed by HCC Completed in January 2022 by HCC	
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	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management	completion of this work. Re-procuring specialist advice and support for discharge	Completed in February 2023	
PF7	Support Re-procurement Financial Procedures Manual	of health and safety duties 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	
Recreation	on, Leisure & Open Spaces Commit	tee		
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Consent with a re-dedication ceremony after. Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status)	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	and measures to control parking. Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and	Completed in 2021-22	
RLOS6	Community Allotment	incursions by vehicles 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	ussociation
RLOS11 RLOS12	Ash Grove fence repair Van replacement	Replacing the worn-out fence around the play area Replacing the grounds department diesel van with an electric vehicle	Completed in 2021-22 Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage	Completed March 2022	replacement plan Settlement achieved with
RLOS15	Acorn bench at Friday's Cross	caused by drainage works Arranging the re-painting of this bespoke art-work	Completed in 2021-22	professional advice Labour kindly supplied by Men's
RLOS16	Town Safe	Possible re-paint of this important survival, part of a	Suspended indefinitely in September	Shed Complexity and cost judged
RLOS20	Detached youth outreach work	listed structure Trialling the provision of detached outreach work by specialist youth workers.	2022 Completed in May 2022	disproportionate to benefit
Staffing C	ommittee			
S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management	Completed in 2021-22	
S2	Finance Staffing Review	support Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22	

