

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

Held on Friday 3rd October 2025 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Luke Dadford (Vice Chair)
Cllr Mary DeBoos
Cllr Rae Frederick
Cllr Janet Georgiou
Cllr James Swyer
Cllr Glenys Turner

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

ABSENT: Cllr John Haywood
Cllr Peter Kelleher

P/6490 PUBLIC PARTICIPATION

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

P/6491 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Haywood and Kelleher.

P/6492 DECLARATIONS OF INTEREST

There were none.

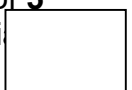
P/6493 MINUTES OF PREVIOUS MEETING

RESOLVED: That the minutes of the meeting held on 5th September 2025, having been circulated, be approved and signed as a correct record.

P/6494 PLANNING APPLICATIONS

Although they were not declarable pecuniary interests, it was noted that in relation to application 25/10739 the applicant is a contractor employed by the Council and 25/10768 the Council supported the applicant recently by way of a small grant.

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



ACTION Nicola Vodden

P/6495

DISTRICT WIDE DESIGN CODE AND SETTLEMENT CHARACTER ASSESSMENTS

Members considered the Deputy Town Clerk's report (*Annex B*). They were invited to consider a request from NFDC to complete a Settlement Character Assessment and to determine the most appropriate approach.

It was noted that much of the information requested appeared to duplicate content already contained within the Ringwood Local Distinctiveness Supplementary Planning Document (SPD), which has been incorporated into the Ringwood Neighbourhood Plan (RNP). Members expressed concern over the purpose of this additional assessment, particularly as it was unclear how the new document would be used or what weight it would carry in the planning process compared to the existing SPD and RNP.

Members questioned whether the Settlement Character Assessment would hold any greater influence than the current documents, or whether it would be treated differently under the Local Plan framework.

Overall, the request was regarded as a significant undertaking that would replicate work already completed. Members considered it an unnecessary use of Council resources.

There would be a further meeting with NFDC to discuss, date to be confirmed.

RESOLVED: That NFDC's request to complete the Settlement Character Assessment be declined.

ACTION Jo Hurd

P/6496

STUDENT COMPETITION – DESIGN OF WHEELIE BIN STORES

Members consider the Deputy Town Clerk's report (*Annex C*) and heard from the Town Mayor how the idea had come about.

RESOLVED: That the proposed student competition to design creative and environmentally friendly wheelie bin storage be supported.

ACTION Jo Hurd

P/6497

RINGWOOD TOWN COUNCIL STRATEGY 2026-29

Members considered the Town Clerk's report and the draft Strategic Plan (*Annex D*) and in particular areas that fall within the Committee's remit. This would be fed back into a collated response and be presented at the Council meeting in October. Members were asked for their views on the priorities detailed, any additional areas to be included and corresponding budgetary implications to be fed into budget discussions for 2026/27.

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2026/27

It was felt that implementation of the bus shelter improvement action plan should be added given the amount of officer time already spent on this and the potential for emerging sources of funding for this type of project.

2027/28

In relation to the signage review, which is listed currently as an emerging project, it is intended to have a plan in place for repairing and replacing signage owned by the Council, as some are in poor condition.

In relation to the emerging project 'to investigate works required to improve capacity and flow to the ditch alongside Crow Lane, between Hightown Road and Moortown Lane', it was agreed the description should be broadened to take into account the expected work on an Action Plan resulting from the Avon Catchment Management Plan produced by Hampshire County Council.

2028/29

Implementation of improvements to signage and entrances to the town is to be added for 2028/29 to incorporate the signage review action plan, roundabout under A31 and the underpass to Gravel Lane.

RESOLVED: That the observations made be fed into the draft strategy 2026–29 to be presented at the October council meeting.

ACTION J Hurd / C Bennett

P/6498

STRATEGIC SITES

Land off Crow Lane / Crow Arch Lane (Beaumont Park) – In relation to the application to remove the condition for the footpath link, a further extension for the legal agreement has been agreed until 1st December.

Land north of Hightown Road (21/10042) – No update

Land off Moortown Lane (21/11723 and Land off Crow Lane 23/10707) – The decision notice had been issued for both sites. A landscape and ecological management plan and reptile mitigation strategy have been submitted for 23/10707.

2 Market Place (24/11105) – Planning permission had been granted.

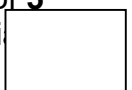
Snails Lane (25/10114) – No update.

RESOLVED: That the update on Strategic Sites be noted.

P/6499

THRIVING MARKET PLACE

NFDC has made decision to defer the cabinet approval for allocation of strategic CIL funds from October 2025 to February 2026. Thriving Market Place concept design work will be extended to



include the whole area from Gateway Square to the western end of Market Place as one project. Proposals will be presented to a future meeting of the Committee.

Some physical aspects of the failed Lottery bid for 800th market charter celebrations could be included in the project costs and brought forward next year. The project group will need to look at what and how these can be delivered. Footprints may not be feasible in advance of the main project, but information boards and sculpture, if carefully placed, could be.

RESOLVED: That the update be received.

ACTION Jo Hurd

P/6500

PROJECTS (current and proposed)

Bus Shelters - The Deputy Town Clerk attended the Passenger Transport Forum on 18th September. Attendees were informed that HCC are launching a Parish Council Bus Shelter Grant on 15th October for refurbishment or replacement of bus shelters. Bus station audits are being carried out this autumn to develop action plans for improvements, and it was confirmed that Ringwood interchange will be included.

Crow stream- The volunteer clearance work had been completed, and thanks were extended to all of those who had taken part.

MLW bench – There is an ongoing issue with the supplier over the design, but it was hoped the bench would be ready for delivery shortly.

Review of speed limits - Discussions are ongoing.

It was agreed to remove Lynes Lane re-paving, Rear of Southampton Road and Dewey's Lane wall from the list of emerging projects as they were not considered deliverable by the Council.

RESOLVED: That the update on projects (*Annex B*) be received.

ACTION Jo Hurd

P/6501

NFDC/NFNPA PLANNING COMMITTEE

It was noted that NFDC's Planning Committee will next meet on 8th October 2025 and there are no Ringwood applications to be considered. NFNPA's Planning Committee meeting is on 21st October. Members would be notified of any Ringwood applications to be considered when the agenda is issued.

P/6502

COMMUNICATIONS

RESOLVED: That there should be some communication on the clearance of Crow Stream to thank the volunteers who assisted in this annual task.

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ACTION Jo Hurd

There being no further business, the Chairman closed the meeting at 11:30am.

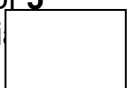
RECEIVED
29th October 2025

APPROVED
7th November 2025

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 3rd October 2025
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
25/10736	New House, Market Place, 1-3 Strides Lane, Ringwood. BH24 1ER	Change of use of part of existing first and second floor office to 6 no. residential flats; conversion of existing rear building at 1-3 Strides Lane to form 1 no. dwelling, with associated parking court, secure cycle/bin storage and landscaping.	Permission (1)	Members welcomed the application for small dwellings, but requested the Planning Officer look at sizing of the rooms as they are not NDSS compliant and the phosphorus mitigation calculation is incomplete.
25/10739	160 Christchurch Road, Ringwood. BH24 3AR	Erection of a 1.2m screen panel on the existing brick wall adjacent to Christchurch Road	Refusal (2)	The Committee considered the proposal is out of keeping in this location.
25/10768	Mens Shed (Guide Hall), 37 Clough's Road, Ringwood. BH24 1UU	Demolition of 3 No. Existing Redundant Outbuildings and Erection of 1 No. Single Storey Outbuilding for Community Use in Connection with Ringwood Men's Shed	Permission (3)	The Committee supported the Tree Officer's comment in relation to imposition of conditions.
25/10787	Wool Sack, 5 Christchurch Road, Kingston, Ringwood. BH24 3AX	Single storey rear extension; roof alterations including roof lights to facilitate creation of first floor accommodation.	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
25/10797	72-74 Southampton Road, Ringwood. BH24 1JD	Change of use of building to three residential dwellings (Use Class C3); single-storey extension, associated alterations and parking	Refusal (2)	The Committee was concerned that the smaller unit does not comply with the minimum space standards, but in principle welcome the addition of smaller dwellings provided they are compliant. The applicant gives no consideration to RNP Policy R10 in terms of energy efficient homes. There is no briefing note available, so it is unknown if the planning officer has referenced RNP R10 and there is no Conservation Officer report available.
25/10821	7 The Furlong, Ringwood BH24 1AT	Display 1 x non illuminated fascia sign; 1 non illuminated projecting sign (application for Advertisement Consent)	Refusal (2)	The Committee had no issue with the design proposed, however the material used should be timber rather than the aluminium proposed, in keeping with the Conservation Area and other units in the shopping centre.
25/10846	22a Christchurch Road, Ringwood. BH24 1DN	Repair and repaint exterior walls, windows & front door; roof tile & slate repairs; repair chimney brickwork and flaunching.	Officer Decision (5)	There is no Conservation Officer's report available and the Committee had concerns about the lack of clarity as to the ultimate external look of the building.
25/10847	22a Christchurch Road, Ringwood. BH24 1DN	Repair and repaint exterior walls, windows & front door; roof tile & slate repairs; repair chimney brickwork and flaunching; interior floor repairs (Application for Listed Building Consent)	Officer Decision (5)	There is no Conservation Officer's report available and the Committee had concerns about the lack of clarity as to the ultimate external look of the building.

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
CONS/25/0466	India Cottage, 35 Christchurch Road, Ringwood, BH24 1DG	Cypress x 2 Reduce	Permission (1)	
CONS/25/0511	Androse Gardens, Bickerley Road, Ringwood. BH24 1EG	Magnolia x 1 Reduce Willow 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 3rd October 2025

Ringwood Town Council - Planning Observations - NFNPA

A

Number	Site Address	Proposal	Observation	Comments
CONS/25/0101	Keepers Cottage, Hangersley Hill, HANGERSLEY, RINGWOOD, BH24 3JN	Fell 1 x European Fir tree (T1 on the plan)	Permission (1)	

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

Applications decided under delegated powers: to be noted on 3rd October 2025

A

Number	Site Address	Proposal	Decision
CONS/25/0450	Morant House, The Bickerley, Ringwood. BH24 1ET	Ash Tree - Fell	5.9.25 P(1) Recommend permission, but would accept the Tree Officer's decision.
TPO/25/0460	138 Christchurch Road, Ringwood, BH24 3AP	Oak x 1 Fell	5.9.25 R(2) Recommend refusal but would accept the Tree Officer's decision. The Committee did not accept it was necessary to fell the tree and believed that pollarding or other suitable tree management would be sufficient.
25/10551	Vyne House, 103 Southampton Road, Ringwood BH24 1HR	Re-consultation. Single-storey extension. Demolish existing conservatory and utility/lobby.	R(2) Recommend refusal, but would accept the Planning Officer's decision. There was no change to the previous observation made, as there was no significant difference between the original and revised plans.
25/10552	Vyne House, 103 Southampton Road, Ringwood. BH24 1HR	Re-consultation. Single-storey extension; creation of partition walls in house and removal of internal wall in outbuilding (Application for Listed Building Consent)	R(2) Recommend refusal, but would accept the Planning Officer's decision. There was no change to the previous observation made, as there was no significant difference between the original and revised plans.

PLANNING, TOWN & ENVIRONMENT COMMITTEE
3 October 2025

District-wide Design Code and Settlement Character Assessments

1. Introduction

- 1.1 Alongside the Local Plan Review, New Forest District Council (NFDC) is developing a Design Code to enhance development proposals within the district outside the National Park. The aim of the Code is to provide clear guidelines for physical built development in the district, to help maintain and enhance its unique identity.
- 1.2 The Deputy Town Clerk and Chairman of this Committee attended a briefing at NFDC on 30 July 2025. At that meeting, officers asked for support from parish and town councils in developing settlement character assessments. These will inform and underpin the emerging Design Code, as well as contribute to the broader Landscape Character Analysis.

2. Settlement Character Assessment

- 2.1 NFDC has now issued a proforma Settlement Character Assessment (*circulated separately to Members*) and asked each parish and town council to complete this before the Christmas break. This involves identifying all the different character areas in the parish and completing an assessment for each. NFDC have acknowledged some councils may already have existing documentation with similar information, but have specifically asked that this information be interrogated to complete the proforma to ensure all assessments are consistent and comparable.
- 2.2 The proforma is similar to the structure of the [Ringwood Local Distinctiveness SPD](#), which details 9 separate character areas. In order to complete it, this document will need to be interrogated, as will the [Ringwood Design Guidance and Codes](#) and [Ringwood Neighbourhood Plan](#).
- 2.3 A follow up meeting to that held in July will take place later this month to discuss the requirement in further detail.
- 2.3 It should be noted that officer time is limited, and it is unlikely there will be capacity to carry out this work within the requested timescale.

3 Issues for decision and any recommendation

- 3.1 Members are invited to consider NFDC's request to complete the Settlement Character Assessment and to agree on the most appropriate approach.

For further information, contact

Mrs Jo Hurd
Deputy Town Clerk
01425 484721
jo.hurd@ringwood.gov.uk

Student Competition – Design of Wheelie Bin Stores

1. Introduction

- 1.1 The Town Mayor has been in discussion with the Head of Design and Technology at Ringwood School regarding the possibility of running a competition for students to design creative and eco-friendly covers for the new wheelie bins, which are currently being rolled out across the district. In response, residents are looking for ways to store these bins discreetly in their gardens, where they can otherwise become unsightly and take up valuable space.
- 1.2 This idea is inspired by a similar initiative from Brockenhurst Green Roofs, for which Greening Ringwood showcased a prototype at Carnival.
- 1.3 In addition, Hampshire County Council is looking for local councils to improve their local environment for pollinators by making a [Parish Pollinator Pledge](#), promising to help pollinators. The proposal supports this aspiration, enhancing work already underway around the town.

2. Proposal

- 2.1 The Town Mayor has suggested a design challenge for students to create an innovative and environmentally friendly wheelie bin storage unit. The units would have pollinator-friendly green roofs, transforming a simple solution into a miniature garden habitat.
- 2.2 The project would go beyond just improving aesthetics, it would:
- Provide a functional, sustainable solution to a real-world issue.
 - Encourage students to engage in eco-design, sustainability, and local biodiversity.
 - Offer opportunities for collaboration with the wider community, local colleges, and potentially even manufacturers.
 - Help create a network of pollinator corridors throughout Ringwood and the surrounding areas, supporting bees, butterflies, and other vital species.
- 2.3 The best designs could be showcased publicly, and there may be an opportunity to pilot the winning ideas within the community.
- 2.4 The competition would provide an opportunity to demonstrate how young people can contribute meaningfully to environmental stewardship and community improvement through creativity and design. It would also enable the Council to build on its engagement with Ringwood School.
- 2.5 There would be no financial implications for the Council, and the Town Mayor would be happy to act as Council lead on the project.

3 Issues for decision and any recommendation

- 3.1 Members are asked to support the proposal to work with Ringwood School on a student competition to design creative and environmentally friendly wheelie bin storage.

For further information, contact

Mrs Jo Hurd or
Deputy Town Clerk
01425 484721
jo.hurd@ringwood.gov.uk

Cllr Rae Frederick
Town Mayor
07970 831881
cllr.r.frederick@ringwood.gov.uk

PLANNING, TOWN & ENVIRONMENT COMMITTEE**3 October 2025****Ringwood Town Council Strategy 2026-2029****1. Introduction and reason for report**

- 1.1. The Council reviews its Strategic Plan annually. The draft for 2026–2029 has been prepared to extend members' agreed priorities into the next three years. Each Committee is invited to review the draft in October, focusing on the areas most relevant to its remit but also considering how these fit within the overall strategy. This will ensure all members have had the opportunity to shape the plan before it goes to Full Council in November for final approval.

2. Background information

- 2.1. The Council first adopted a Strategic Plan in October 2022 and has reviewed it annually since. The draft 2026–2029 plan is based on the existing vision and objectives, with minor wording adjustments to improve clarity and consistency.
- 2.2. In November, each Committee will be asked to review its draft budget for the following year. Reviewing the Strategic Plan now provides essential context: it ensures that budget discussions are guided by the Council's agreed priorities, and that resources are allocated to deliver the actions and outcomes identified in the strategy.

3. Committee focus

- 3.1. Members are invited to consider:
- Which parts of the draft strategy fall most directly within this Committee's remit?
 - Do the listed priorities and actions reflect members' intentions?
 - Are there additional actions or priorities that should be noted?
 - What budget implications, bids, or projects should be worked up for the Committee's next meeting as part of the budget-setting process?
 - Any comments on enablers, disruptors, or other points in the draft strategy that the Committee feels are relevant.

4. Issues for Decision and Recommendation

- 4.1 That the Committee reviews and comments on the draft Strategic Plan 2026–2029, with observations to be collated and considered when the final draft is presented to Full Council in November.

For further information, contact:

Charmaine Bennett, Town Clerk
Direct Dial: 01425 484720
Email: charmaine.bennett@ringwood.gov.uk



Ringwood Town Council – Strategy 2026–2029

D

VISION

Our Council will remain focussed on helping our market town to thrive by improving the things that matter most to Ringwood residents, businesses and visitors

Today

Today, Ringwood Town Council is recognised for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer.

Year 3: 2028–29

Implement play strategy

Year 2: 2027–28

Develop Play Strategy
Finalise phase 2 of Carvers Masterplan
Review requirements for Phase 3.
Review outcome of any piloted youth work. Develop longer term plan.

Year 1: 2026–27

Deliver the Cemetery Development Plan
Progress the new Grounds Department facility
Deliver and monitor Open Space Management Plans
Advance Phase 2 of the Carvers Masterplan
Explore options for future youth work

Improve our facilities, services and green spaces

Year 3: 2028–29

Ringwood Events review - plan for next 3 years

Year 2: 2027–28

Depending on outcome of Thriving Market Place, consider options for Town Centre events to support local economy

Year 1: 2026–27

Hold and/or facilitate series of events to mark 800th Anniversary of Market Charter

Develop, energise and facilitate events

Year 3: 2028–29

Launch new website
Community consultation for Town Council Strategy

Year 2: 2027–28

Draft requirements for new website
Develop proposals for community consultation for Town Council Strategy 2029+

Year 1: 2026–27

Enhance meeting technology at the Gateway
Refresh the Annual Town Assembly
Strengthen engagement with local businesses

Improve communication and engagement with local community and businesses

Year 3: 2028–29

Identify infrastructure needs to support new development and guide CIL spending

Year 2: 2027–28

Review and update the Neighbourhood Plan in response to revised Local Plans
Carry out signage review

Year 1: 2026–27

Progress design and implementation of the Thriving Market Place project

Protect and enhance the town's character while shaping sustainable development

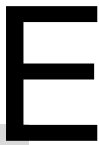
Tomorrow

Ringwood Town Council will continue to be known for organising great events, overseeing planning applications, caring for valued green spaces, and being a good employer. We will act as the first point of contact for local public services, engage residents on the issues that matter most to them, and provide valued support to Ringwood's businesses and the local economy.

ENABLERS and DISRUPTORS

Our ability to deliver this strategy depends on a number of enablers. New IT, skilled and dedicated staff and councillors, and a culture of civility and respect will all support success. We are further strengthened by volunteers, community groups, and the Neighbourhood Plan. However, there are also disruptors that may slow progress. Staff changes, financial and resource constraints, or delays with new technology could hold us back. Local government reorganisation may create new opportunities and assets, but also risks disruption to existing services.

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	
Full Council							
No live projects							
Planning Town & Environment Committee							
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in September 2025, followed by annual stream clearance by volunteers on 25 September. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve.	
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet on 05/11/2025.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.	
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.	
	Bus Shelters	In progress	Action Plan prepared and in use. HCC launching Parish Council Bus Shelter Grant on 1 October 2025. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road - outcome expected by end of 2025. No sponsor vet for repair of Taxi Shelter.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:							
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions	
	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.	
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	No financial implications.	
Policy & Finance Committee							
PF5	Poulner Lakes Lease	On hold		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.	
PF13	Office IT overhaul	In progress	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Multi-year programme to upgrade staff computers and office network hardware and provide training for staff and councillors. Includes switch to new support provider. Will include consideration of providing devices to councillors and seeking Cyber Essentials accreditation.	Town Clerk	Capital costs incurred in current year will be met from IT reserve.	
Recreation, Leisure & Open Spaces Committee							

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted and registered. An additional plan has been requested and sent but otherwise we are still waiting to hear the outcome of the decision.	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)
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. The documents required to resolve the boundary discrepancies are with the solicitors for completion.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	The MUGA has been christened Carvers Courts and with the timber trail is now in use. Installation of a drinking water fountain and the wildflower turf and pollinator planting are being arranged. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the graffiti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)
RLOS30	Cemetery Development	In progress	Cemetery Review Working party met for site visit June 2025. Tree mapping currently being undertaken. Working party looking to meet in October.	To develop the Council's cemetery facilities, reviewing options for new memorial opportunities, dedicated areas for interment and scattering of cremated remains, and a garden of remembrance.	Town Clerk	To be confirmed

Staffing Committee

None

Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	<div>Progress / Status</div> <div>Stage reached</div>	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	Ringwood Society proposal			Floated as possible future project			
	Rear of Southampton Road	Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			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								
None								
Recreation, Leisure & Open Spaces Committee								
	Silver Jubilee Garden benches replacement	Replacing all benches at the Silver Jubilee Garden with more attractive (but floodwater-resistant models)	None	Routine maintenance of existing benches	Need identified. Awaiting funding.	Unknown	To be decided	

Silver Jubilee Garden bridge re-painting	Re-painting the footbridge leading to the Garden.	The new and existing providers have been sharing information to support the transition. The changeover is scheduled for the week commencing 29 September. Work has already been completed to streamline the shared drive, reducing the number of top-level files from 130 to 8. The new provider has met online with all staff using laptops to assess their condition. All but one device requires replacement, as anticipated, and the remaining laptop may also need replacing due to other damage. A quote for this has been prepared.	Clarification of responsibility requested from HCC	Need identified and quote obtained but legal responsibility remains to be clarified.	c. £5,000	To be decided
War Memorial Garden benches replacement	Replacing the wooden benches with commemorative steel models of the same kind as those recently installed	Town Clerk	None	Need identified. Awaiting funding.	c. £4,000	To be decided
Bickerley tree-planting	Planting a row of trees alongside the through path	None	None	Need identified. Awaiting funding.	Unknown	To be decided
Staffing Committee						
None						



Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
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				
PTE4	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	
	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.	
	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
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
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

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
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr



Following a review of the cemetery base budget, the columbarium proposal was withdrawn. A renewed project is now in place, focusing on the best use of the remaining space, enhanced provision for cremated remains, and improved opportunities for memorialisation.

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