

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

Held on Friday 31st March 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Gareth Deboos
Cllr Hilary Edge (*from 10:02am*)
Cllr Rae Frederick (Vice Chairman)
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Glenys Turner

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

ABSENT: Cllr Andy Briers
Cllr Derek Scott

P/6132 PUBLIC PARTICIPATION

There were five members of the public present for items on the agenda.

P/6133 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Briers and Scott.

P/6134 DECLARATIONS OF INTEREST

There were none.

P/6135 MINUTES OF PREVIOUS MEETING

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

Cllr Edge joined the meeting at 10:02am.

With the agreement of all Members, agenda item 8 was brought forward for members of the public present.

P/6136 APPEAL 21/10668 2, NURSERY ROAD

The Chairman outlined the application's history and reminded Members of the Council's observation, on the amended planning application, on 6th August 2021. The recommendation was for refusal of the application and supporting reasons had been submitted. NFDC had refused the application and the applicant has lodged an appeal with the Planning Inspectorate.

There is an opportunity to comment further and Members were asked to consider whether there was anything they wished to add.

A member of the public addressed the Committee concerned about the impression given by the latest documents uploaded onto NFDC's Planning Portal, as they state 'amended designs' and 'new and improved' and she wished to alert Members to this and that, having compared the plans, inform them that no changes had been made.

The Chairman thanked them for their contribution and gave the reassurance that the Inspector would look at the documentation available when the application was refused and deal with the appeal on that basis.

He commented that everything in the response still stands, no amendments or additional comments were required. Members were content with the comments already submitted.

RESOLVED: That the appeal notice for 21/10668 2, Nursey Road (*Annex A*) be noted and no further comment be submitted.

ACTION	Jo Hurd
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P/6137
PLANNING APPLICATIONS

Planning applications 23/10196 and 23/10210 were considered first and the remainder of the applications were dealt with in list order.

Although it was not a declarable pecuniary interest, Cllr Frederick made members aware that in respect of 23/10196, the applicant was an acquaintance.

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

ACTION	Nicola Vodden
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P/6138
RINGWOOD NEIGHBOURHOOD PLAN

The Deputy Town Clerk reported that the Regulation 14 consultation had finished. There had been 8 comments from statutory consultees and 35 comments from members of the public (and other consultees). The Go Four group will consider the comments and how to respond and make recommendations to the Steering Group on amendments to the Plan. The Council will consider any amendments before submission to the planning authorities. It was noted that public comments had mostly been favourable.

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

P/6139
STRATEGIC SITES

Land off Crow Lane / Crow Arch Lane (Beaumont Park)
NFDC's Monitoring Officer's report (*Annex C*) had been circulated with the agenda.

Land north of Hightown Road (21/10042)

It was noted that NFDC's Planning Committee had approved outline consent for 400 dwellings.

Land off Moortown Lane (21/11723)

The extant hybrid planning application (outline permission for the land in the developers' ownership and detailed consent for half of it) had been on hold for a number of months. The developer intended to proceed with an amended application and would like to present changes to the Council at an online meeting scheduled for 12th April. The Deputy Town Clerk was asked to enquire if the plans could be provided in advance of the meeting.

2 Market Place and Meeting House Lane

There was no update to report.

RESOLVED: That the updates on Strategic Sites be noted.

ACTION	Jo Hurd
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P/6140

HUMAN SUNDIAL – TIME CAPSULE COVER REPAIR

Members considered the Deputy Town Clerk's report (*Report D*) and considered that it would be preferable to permanently repair the time capsule cover stone, rather than a temporary repair which may only last a couple of years.

RECOMMENDED TO POLICY AND FINANCE COMMITTEE:

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.

ACTION	Jo Hurd
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P/6141

PROJECTS (current and proposed)

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

P/6142

NFDC/NFNPA PLANNING COMMITTEE

There were no applications.

There being no further business, the Chairman closed the meeting at 11:43am.

RECEIVED
26th April 2023

APPROVED
28th April 2023

TOWN MAYOR

COMMITTEE CHAIRMAN

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

Nicola Vodden

From: planning.appeals@nfdc.gov.uk
Sent: 08 March 2023 10:31
To: Nicola Vodden; Jo Hurd
Subject: Appeal received on 21/10668

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

Application No: 21/10668

Planning Inspectorate Reference: APP/B1740/W/22/3312139

Site: 2 NURSERY ROAD, RINGWOOD BH24 1NG

Description: Demolish existing outbuildings; conversion of front building to 2 bed cottage; erection of 6 No 2 bed houses (7 dwellings in total); parking

Reason(s) for refusal: The site is located in a sensitive location within the Ringwood Conservation Area. The proposed development, by reason of its layout, size and scale, height and massing, would be over dominant within the streetscenes of Nursery Road and Hightown Road and would be out of scale with the existing character of traditionally proportioned properties. As a result, the development would have an detrimental impact on the character and local distinctiveness of the area and would fail to improve the character and quality the Ringwood Conservation Area. As such, the proposed development would be contrary to Policy ENV3 of the Local Plan Part 1 Planning Strategy, Policy DM1 of the Local Plan Part 2, the Ringwood Local Distinctiveness Supplementary Planning Document, and Chapter 16 of the National Planning Policy Framework (NPPF).

The proposed development by reason of its layout, height and massing, and consequent relationship with adjoining residential properties would lead to harmful impacts on reasonable amenity by reason of loss of light and overdominant impact. As such, this would be contrary to Policy ENV3 of the Local Plan Part 1 Planning Strategy for the New Forest outside of the National Park.

The proposed development is located in an area where parking problems currently exist. The shortfall of parking provision on the site would lead to an additional demand for parking in the vicinity of the site, which would exacerbate existing pressures for on street car parking and consequently lead to an unacceptable and harmful impact on highway safety. As such, it would be contrary to Policy CCC2 of the Local Plan Part 1 Planning Strategy for the New Forest outside of the National Park.

The recreational and air quality impacts of the proposed development on the New Forest Special Area of Conservation, the New Forest Special Protection Area, and the New Forest Ramsar site, would not be adequately mitigated and the proposed development would therefore be likely to unacceptably increase recreational and air quality pressures on these sensitive European nature conservation sites, contrary to Policy DM3 of the New Forest District Local Plan Part 2: Sites and Development Management.

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

http://planning.newforest.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=_NEWFO_DCAPR_=214211

The Planning Inspectorate have an online appeals service which you can use to comment on this appeal at <https://acp.planninginspectorate.gov.uk>, these must be made by 05/04/2023.

If you prefer to write in, please write quoting the appeal reference to the Planning Inspectorate, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN to arrive no later than 05/04/2023.

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

ONLINE CONSULTEE RESPONSE ON PLANNING APPLICATION 21/10668

Location 2 NURSERY ROAD, RINGWOOD BH24 1NG
Received Date 06 August 2021
Comment Only received from RINGWOOD TOWN COUNCIL

Comment: R(4) Recommend refusal. Committee members were not convinced that some of the previous objections had been addressed and concerns remain with the proposed development. It was considered overdevelopment of the site, with too many units for the space available, despite reducing the number of units by one. The general appearance of properties would be out of keeping and have a detrimental impact on the character of the area, as detailed in the Local Distinctiveness SPD, with most properties on Nursery Road and Hightown Road being red brick semi-detached houses, with notable gaps in the roofline. There would be a lack of amenity for the new properties, with little outdoor space and small gardens. Neighbouring properties? amenities would be adversely affected in terms of overlooking, overshadowing, loss of light and privacy to a significant degree, and this would be exacerbated even more so for existing residents in the vicinity with the new layout, due to the building line being moved closer to the boundary, compared to the original plan. The parking provision is too low and contrary to NFDC Parking Standards. This would exacerbate the current issues with parking in the locality generally. No information has been provided by the applicant to indicate how flooding and drainage would be managed on site. There is no provision for the collection of waste. No detailed heritage statement has been provided nor an assessment of the impact of the development on the Conservation Area and The Railway Public House as an important building in the locality. There is a need for a noise assessment to be carried out in respect of the revised layout to assess the impact on the proposed new properties adjacent to the beer garden. It is understood the land has been used for various uses and a contaminated land survey has not been submitted. The Committee had concerns regarding the safety of the junction of Nursery Road and Hightown Road, as the line of sight is poor. There are no pavements, nor a turning circle in Nursery Road and the road itself is extremely narrow. A construction management statement would be required from the applicant in advance of any works, should development be allowed. There is no phosphate mitigation strategy. There are concerns about the safe removal of the underground slurry tank.

Annex A to Planning, Town Environment Committee Minutes 31st March 2023
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
23/10003	NFDC Car Park, The Furlong, Ringwood BH24 1AT	Installation of ultra-rapid electric vehicle charging hubs and associated infrastructure	Refusal (4)	The Committee repeated earlier comments as amendments to the plans do not make any difference to those already submitted. There was no objection in principle to additional electricity hubs being installed in the car park, but it felt the location indicated was inappropriate and out of keeping and the 2.5 meter high closed-board fencing would be overbearing and visually intrusive. Regard should be given also to its proximity to the entrance of the car park. It was suggested that the northern area of the car park would be a more suitable location, where the compound would not be quite so visible.
23/10040	Land at Crow Arch Lane & Crow Lane, Crow, Ringwood. BH24 3DZ	Totem sign (Application for Advertising Consent)	Refusal (4)	The Committee felt the totem sign was too big, high and overbearing. It questioned the necessity for lighting and was concerned about the impact of proposed illumination in terms of light pollution and the amenity of the residential properties (and proposed care home) in the proximity.
23/10196	18A, Highfield Avenue, Ringwood. BH24 1RH	Single-storey rear extension (Retrospective)	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
23/10210	2, Meadow Road, Ringwood. BH24 1RU	Single-storey side extensions; roof alterations in association with new first floor & front dormers; solar panels	Refusal (2)	The Committee was concerned with the 'volume' of the proposals and the detrimental impact this would have particularly on the amenities of no.16 and no.22 Broadshard Lane, in terms of overlooking and overbearing. Given the specific location and size of the plot, the proposal is out of keeping with the immediate locality. There would also be a lack of outside amenity for the occupants of the application site, given that the proposals would change it from a 2 bed to a 4 bed property.
23/10219	Old Mill House, Bickerley, Ringwood. BH24 1EQ	Altered parking layout and additional parking bays (Retrospective)	Permission (1)	
23/10223	36, College Road, Ringwood. BH24 1NX	Proposed alterations and extensions to existing dwelling house, consisting of proposed side porch and single-storey rear extension; balcony	Permission (1)	
23/10290	Compound F, Endeavour Business Park, Crow Arch Lane, Ringwood. BH24 1SF	Proposed erection of new workshop & maintenance/storage unit	Officer Decision (5)	It was noted that the description stated 'Compound F' when the documents stated 'Compound H'. If this does indeed relate to Compound H then there is no objection to the application, however if this is not the case the recommendation is for refusal.

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/23/0141	Church Of St Peter And St Paul, Market Place, Ringwood	Tila Cordata x 8 - Prune Prunus Domestica x 1- Prune x 1 - Remove Taxus Baccata x 6 - Prune Fraxinus Excelisior x 3 Prune Conifer x 1 - Reduce Carpinus Betulus x 1 Reduce Prunus Avlum x 1 - Reduce		The Committee felt it inappropriate to comment as the application was submitted by RTC

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 31st March 2023

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/00246FULL	Knoll Acres, Nouale Lanne, Poulner, Ringwood. BH24 3EL	Replacement outbuilding; partial alteration of driveway gradient; replacement retaining wall	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

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

Planning Permission Refs: 13/11450 Outline Application 175 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)

The Developer has informed me that they will be employing an independent arboriculturist to assess the trees on the site when they come into leaf. This information will be used to liaise with our Open Spaces Officer to agree a commuted sum for any remaining failures to be replaced. Once the transfer of the land to NFDC has taken place, NFDC can employ one of their landscaping contractors to facilitate the planting. At this stage, this is the better solution regarding the trees on site.

Our contact from Vistry has met with Ringwood Town Council, on site, to agree what works to the allotments are required to bring them up to a suitable level for transfer. This will be carried out just before the transfer date.

The maintenance blitz of the site will also be carried out just prior to the transfer date.

The developer is chasing the contractor who dealt with the play areas to get their insurance details. This is so they can deal with them direct. They now have the quotation for the replacement of the play areas. Once everything is confirmed to the council, a separate agreement for the play areas can be set up so it runs in tandem alongside the transfer of the land to NFDC. This will enable the transfer of the land to go ahead.

The care home continues construction.

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.

C



Occupation Status

- Not commenced construction
- Under construction
- For Sale

- Reserved
- Exchanged
- Occupied/Completed

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE
31 MARCH 2023**

HUMAN SUNDIAL – TIME CAPSULE COVER REPAIR

1. When the Human Sundial was refurbished in August 2021, the “Ringwoods Worldwide” stone covering the time capsule was the only original stone to be retained. As part of the project, it was taken away for cleaning and re-lettering by the sundial maker, who also repaired two small chips on one edge with resin. This work was actually carried out in September 2019 (see Photo 1).
2. Unfortunately, the resin repair has failed and the chips have reappeared (see Photo 2). The sundial maker agreed to carry out the repair again (for the cost of his travel expenses alone at £84.80) and has taken the stone away to his workshop. However, rather than proceed with the repair, he took advice from a monumental mason who advised that a similar repair is likely to fail again, probably within two years. His recommendation is that the only lasting solution would be to hone down the whole surface of the granite to the level of the deepest part of the chipped edge, then re-cut and paint the inscription. This work would need to be carried out by a monumental mason. Three quotations have been provided, the cheapest of which is £580 including collection and delivery costs.
3. The Human Sundial refurbishment was funded with a combination of CIL funds, a donation from Ringwood Carnival and funding from Hampshire County Council. Options for funding this repair are the use of CIL funds or the use of reserves, both of which would need to be approved by Policy & Finance Committee. There is no Committee budget available.
4. It is RECOMMENDED that
 - a) Members consider whether to effect the temporary repair at a cost of £84.80, or the more permanent option of honing the surface and re-lettering at a cost of £580; and
 - b) Should the second option be chosen, agree how the repair should be funded.

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

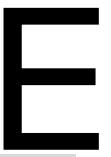
D

Photo 1 - Repaired stone – September 2019 (repaired chips on right hand edge)



Failed repair – February 2023 (failed repairs on right hand edge)



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.

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)	The application for the PWLB loan has been approved. The artificial turf pitch has been completed and handed over. A Pre-contract Services Agreement for the pavilion and other works has been entered into.	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	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 (see Report D). 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 contribution 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.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
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.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	

Projects being delivered by others which are monitored by the Deputy 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	Highways England (HE)	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	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 surfacing	Hampshire CC	Developers contributions

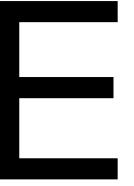
Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society		
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see 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.
PF8	Bickerley legal title	In progress (Commenced 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	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	The Council's IT support provider has supplied further cost information and changes will be implemented following the election in May.	Researching options and costs for equipping 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.
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 April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. 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)
RLOSS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	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	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Renewal terms have been agreed in outline. A draft lease has been submitted to the Club's legal representative.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (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)	The meeting required to wind up the organisation has been re-arranged in March.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed in the early months of 2023.	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 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	In progress (Commenced March 2020, aiming to complete in or about April 2023)	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	On hold.	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 consultation is being planned for early summer.	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. NFDCC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.

Staffing Committee

None





Closed Projects Report

No.	Name	Description	Outcome	Notes
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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
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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

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
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, 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
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022

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