

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

Held on Friday 2nd September 2022 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Rae Frederick (Vice Chairman) (*until 11:37am*)
Cllr Peter Kelleher
Cllr Gloria O'Reilly
Cllr Derek Scott
Cllr Glenys Turner

IN ATTENDANCE: Jo Hurd, Deputy Town Clerk
Nicola Vodden, Meetings Administrator

ABSENT: Cllr Andrew Briers
Cllr Hilary Edge

P/6047 PUBLIC PARTICIPATION

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

P/6048 APOLOGIES FOR ABSENCE

The Deputy Town Clerk reported that apologies for absence had been received from Cllr Briers.

P/6049 DECLARATIONS OF INTEREST

There were none.

P/6050 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the Meeting held on 5th August 2022, having been circulated, be approved and signed as a correct record.

P/6051 PLANNING APPLICATIONS

The applications were dealt with in list order and following 22/10935, agenda items 10. Northumberland Court and 11. Memorial Bench proposal were interposed for the benefit of those present.

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



ACTION Nicola Vodden

**P/6052
NORTHUMBERLAND COURT**

This item was interposed between the planning and tree works applications.

Members considered the Deputy Town Clerk's report (*Annex B*). The County Councillor was in attendance and explained the reasons for his proposal to redesignate Northumberland Court from a road to a footpath.

Members agreed that this is a well-used pedestrian route and is neither suitable nor safe for vehicular use. It is hoped that a TRO to this effect can be progressed next year at the same time as the permanent TRO for Meeting House Lane (the temporary TRO will expire on 27/06/2023).

RESOLVED: That the proposal to redesignate Northumberland Court as a footpath only be supported.

ACTION Jo Hurd

**P/6053
MEMORIAL BENCH PROPOSAL**

This item was interposed between the planning and tree works applications and after the Northumberland Court item.

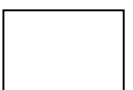
Members considered the Deputy Town Clerk's report and whether to support the proposal for a memorial bench in Market Place (*Annex C*).

A S115 legal agreement between HCC and RTC is required to determine maintenance responsibilities and other terms and conditions, at a cost of approximately £500 and a S171 licence will also be required, at a cost of £454, once the bench location has been agreed.

Rotary Club of Ringwood and Ringwood Carnival have agreed to cover the cost of the legal agreement, licence, bench and installation, and will take responsibility for future maintenance.

Concerns were raised about the chosen location in that i) due to the prevailing winds up Strides Lane, it would be an uncomfortable/cold place to sit and ii) HCC might not agree the location as the installation of a tree had been proposed here when the pavement was widened but was considered not appropriate as it could cause an obstruction to people with visual impairments. A discussion followed about alternative sites, including alongside the Church wall.

Plans had been submitted direct to HCC. The area had been assessed for the best location, but as there was no information available to the Committee on what other sites had been considered, or why they had been ruled out, it was agreed that further information was needed before the location could be agreed.



An invitation would be extended to those who submitted the plans to attend the next meeting. It was suggested that Ringwood Society also be consulted on the proposal.

- RESOLVED:** 1) That the proposal to install a bench in memory of Michael Lingam-Willgoss in Market Place be supported, subject to there being no cost to the Town Council.
2) That the matter be deferred until the next meeting, for plans to be made available to the Council and further information to be provided on the chosen location and other possible options, before the positioning of the bench is agreed.

ACTION Jo Hurd

Note following the meeting:- HCC has approved the proposed location and County Councillor Thierry provided the Deputy Town Clerk with the approval and a copy of the site plan.

P/6054
NEIGHBOURHOOD PLAN (NP)

Members received the notes of the Neighbourhood Plan Steering Group meeting held on 8th August 2022 (*Annex D*).

Following the approval for funding of the work to engage with young people, the NP Steering Group has agreed with SPUD and Ringwood School:

- Wednesday 14 September – School Assembly to inspire students to take part in workshops, accompanied by a flier and follow up communication to parents;
- Friday 16 September – Drop-in session at School to answer questions and encourage participation;
- 4 workshop sessions of 1.5 hours each at Carvers Clubhouse on 27 and 29 September and 4 and 6 October between 3.15 and 4.45pm;
- SPUD will set up a page on its website where progress and ideas can be posted and shared live for all to see (www.spud.org.uk/spudyouthringwood).

Thriving Market Place project – A site meeting took place with NFDC and HCC on 10th August 2022 to look at possible options for Market Place. A workshop had been arranged for 22nd September to understand needs and current problems, explore options and identify project priorities with a view to formulating a vision subject to public consultation. However further information has been provided by HCC on how it manages projects and, with that in mind, the Deputy Town Clerk suggested, whilst progress is being made, more work may be required before proceeding to the workshop stage.

- RESOLVED:** 1) That the notes of the NP Steering Group meeting (*Annex B*) held on 8th August 2022 be received and the update on engaging young people be noted; and
2) That the feedback from the Thriving Market Place meeting on 10th August 2022 be noted.



ACTION Jo Hurd

**P/6055
STRATEGIC SITES**

Land off Crow Lane / Crown Arch Lane (Beaumont Park) - No update was expected this month and whilst there was no formal update on footpaths, Cllr Deboos reported that the layby on Crow Lane, near to the Elm Tree junction, had been removed.

Land north of Hightown Road (21/10042) – NFDC is still not in a position to brief Councillors due to outstanding highway and flooding matters. It is hoped a briefing will be arranged for mid/late September.

Land off Moortown Road (21/11723) – There was no update to report. It was noted that the extension of time agreed with NFDC indicated the application had to be determined by 23rd September.

RESOLVED: That the update on Strategic Sites be noted.

ACTION Jo Hurd

Cllr Frederick left the meeting at 11:37am.

**P/6056
A31 RINGWOOD BRIDGE REPLACEMENT AND WIDENING SCHEME**

Members received the notes of the meeting with National Highways and Hampshire County Council held on 11th August 2022 (*Annex E*). The September meeting had been cancelled and the next one is scheduled for 13th October. It was noted that National Highways had organised a drop-in session for members of the public between 2pm and 4pm on 8th September at Greyfriars.

The Chairman reported the Chancellor of the Diocese had given permission for National Highways to investigate how the fence / barrier could be installed and had also indicated, once a detailed proposal was available, he would consider granting an emergency faculty, given the timescales involved, to enable National Highways to do the work before leaving site.

RESOLVED: That the notes of the meeting with National Highways and Hampshire County Council held on 11th August 2022 be received.

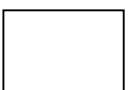
ACTION Jo Hurd

**P/6057
HAMPSHIRE COUNTY COUNCIL 20MPH SPEED LIMIT**

Thanks were extended to Cllrs Deboos, Frederick, Haywood and Turner for their input and for drafting the response.

RESOLVED: That the draft response be endorsed and submitted (*Annex F*).

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Chairman's initials



ACTION Jo Hurd

P/6058
PROJECTS (current and proposed)

RESOLVED: That the update in relation to projects (*Annex G*) be received.

ACTION Jo Hurd

P/6059
NFDC/NFNPA PLANNING COMMITTEE

There were no applications due before NFDC/NFNPA Planning Committees.

There being no further business, the Chairman closed the meeting at 11:45 am.

RECEIVED
28th September 2022

APPROVED
7th October 2022

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 2nd September 2022
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
22/10863	14, Meadow Close, Ringwood. BH24 1RX	Variation of condition 2 of planning permission 21/10969 to allow fenestration changes to the west elevation & additional windows to the rear elevation	Refusal (4)	The Committee felt the application, which is now retrospective, does not address the concerns raised with the previously submitted plans. The proposal would be overdevelopment, have a detrimental impact on the street scene and amenities of neighbouring properties, particularly overlooking of No35 and No37. There was also concern that what has been built is not in accordance with the extant planning permission.
22/10884	3, Fairlie Park, Ringwood. BH24 1TU	Roof alterations to raise ridge height; front dormers and roof lights in association with new first floor; rear extension	Refusal (4)	The Committee felt the proposal would be overdevelopment of the site, have a detrimental impact on the street scene, is out of keeping for the area and there would be a loss of amenity for the neighbouring properties, with particular regard to overlooking.
22/10935	Land of Lynbrook, Salisbury Road, Blashford, Ringwood. BH24 3PB	2.5mx 2.5m non-illuminated advertisement (Retrospective) (Application for Advertisement Consent)	Refusal (2)	The Committee felt that the proposal was inappropriate as the signage stands in isolation and on a residential property. The visual impact at that location was unacceptable given its prominence on one of the main roads into town. In the absence of a comment from the Highways Officer, the Committee also questioned the effect on highway safety.

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
22/10969	14, Fieldway, Ringwood. BH24 1QL	Rear & side extensions and roof alterations including raise of ridge height	Permission (1)	
CONS/22/0442	6 Elm Cottages, Quomp, Ringwood, BH24 1NS	Spruce x 1 Prune Cherry x 1 Reduce Amalanchier x 1 Prune	Permission (1)	
TPO/22/0435	28 Lin Brook Drive, Ringwood, BH24 3LJ	Oak x 1 - prune	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 2nd September 2022

Number	Site Address	Proposal	Decision
CONS/22/0400	6, Nursery Road, Ringwood. BH24 1NF	1x Ash – Prune	<u>14.7.22 P(1) Recommend Permission, but would accept the Tree Officer's decision.</u>

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE
2 SEPTEMBER 2022**

NORTHUMBERLAND COURT – HIGHWAY STATUS

1. A recent enquiry made by County Councillor Michael Thierry has raised an issue with regards to the highway status of Northumberland Court (the narrow lane between Meeting House Lane and High Street (adjacent to the Western Service Goods Yard).



2. Contrary to local belief that this lane is a footpath only, Hampshire County Council has confirmed that it is in fact part of the highway system and designated as an unclassified road. It therefore has vehicular rights, meaning that motorcycles and cars that are small enough to gain access have every right to do so.
3. Cllr Thierry proposes to ask HCC to redesignate the lane to a footway/cycle lane to permit pedestrians and cyclists but not motor vehicles.
4. It should be noted that to prevent vehicular access here would require a Traffic Regulation Order (TRO). A Traffic Management Officer at HCC has stated that a TRO would be difficult to justify in this location under HCC's casualty reduction led Traffic Management Policy as there is no safety issue here. They may also still have to allow access if there are any legitimate vehicle access requirements. His opinion is that, all things considered, it would be very difficult to justify changing the designation of this section of highway.
5. It is RECOMMENDED that

Members consider whether County Cllr Thierry's proposal to redesignate Northumberland Court to a footway/cycle path is supported.

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

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE
2 SEPTEMBER 2022**

MEMORIAL BENCH

1. The Rotary Club of Ringwood and Ringwood Carnival Society are jointly supporting the provision of a bench in memory of Michael Lingam-Willgoss who passed away earlier this year.
2. It is proposed to install a bench in Market Place, which was the “theatre” in which Michael compered numerous community events such as Carnival, Pedal Car Grand Prix and Christmas Light Switch On. The bench would be similar in appearance to the benches circled around the Human Sundial, with the addition of a back rest.
3. It is proposed to install the bench on the junction of Market Place with West Street, in the wide pavement adjacent to Letchers. As this is highway land, it will be necessary to apply to Hampshire County Council for a Section 171 licence to excavate the highway. It is also possible that the Town Council might need to enter into a legal agreement with HCC to determine maintenance responsibilities and other terms and conditions. Full details will be reported to the meeting.
4. It is understood that the cost of the Section 171 licence, bench and its installation will be met by Rotary and Carnival, and the two organisations will take responsibility for future maintenance of the memorial bench.
5. It is RECOMMENDED that

Members support the installation of a memorial bench in Market Place, subject to there being no cost to the Town Council.

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



Ringwood Neighbourhood Plan

D

Ringwood Neighbourhood Plan Steering Group

Notes of meeting held on Monday 8th August at 6pm on Zoom

Present:

- Cllr Philip Day
- Cllr Gareth DeBoos
- Mary DeBoos (Secretary)
- Janet Georgiou
- Cllr John Haywood (Chair)
- Tim Moxey
- Geoff Ridgway
- Chris Treleaven

1. Apologies were received from Joe Moorhouse, James Swyer and Cllr Tony Ring
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from RTC Committees

John reported that Policy and Finance Committee had approved the spend to work with SPUD on engaging young people. Thanks were expressed to Jo Hurd for her help in preparing the report for this.

Philip reported that Planning, Town and Environment Committee requested that they see the draft document before it goes to consultation

5. Liaison with Local Planning Authorities (LPAs)

Design and heritage team had an informal meeting with the Conservation officer at NFDC on 14th July

Gareth reported that there had been a meeting on 15th July with Mark Williams, where the need for local evidence was stressed but no sources of evidence were forthcoming.

Following the meeting starting on 13th July with NFDC and HCC a site visit to discuss the Thriving Market Place concept will take place on 10th August.

6. Working Group Updates and Proposals

Housing

Chris explained the recommendation not to put forward any sites for housing developments and this was agreed by the Steering Group.

Design and Heritage (D&H)

Joe reported (via email) that the team's work was progressing.

Environment

Gareth reported that Energy Performance Certificate (EPC) and Display Energy Certificate (DEC) data has been collated for Ringwood showing that the energy performance of our housing stock and non-domestic buildings is worse than the NFDC area and worse than the South East Region of England.

The evidence base for the Parish Nature Recovery Plan is progressing.

Town Centre

Janet asked that the site visit clarifies the movement research needed and the possibility of vehicle counters is raised with HCC.

Mary reported that the aim of the visit is also to clarify the scope and scale of any design work such that this can be programmed in for resource planning at NFDC and HCC.

The visit will start at 10am at the Jubilee Lamp.

7. Communication and Engagement

A press release has gone out.

There is a meeting with SPUD and Ringwood School on 23rd August at 10am at the Courtyard Cafe. John expressed an interest in attending. Should anyone else wish to join then please e-mail Mary in order to manage arrangements.

ACTION: All

John reported that there is still a need for content for the exhibition and that he would progress this on his return from holiday.

Gareth raised the possibility of trialling the use of printed handouts as well to explain some of the information in more detail and this was considered to be a good idea.

8. Project Plan

The revised plan had been circulated. Mary stressed the need to stick to those timings if the plan is to be completed in this financial year.

9. Any other Business

Team BBQ dates are being agreed.

10. Date of next meeting

Monday 12th September at 6pm

ACTION: John to set up zoom call.

A31 Improvement Scheme

Notes of Stakeholder Meeting – 2pm, 11 August 2022

Present:

Daniel Kittredge (DK), Project Manager, National Highways (NH)

Jonathan Edwards & Alex Skinner, Volker Fitzpatrick

Cllrs Day, Deboos, Heron, Rippon-Swaine & Thierry

Jo Hurd, Deputy Town Clerk, Ringwood Town Council

Apologies:

Ian Ackerman (IA), Traffic Manager, Hampshire Highways, HCC (*update notes circulated by email in advance*)

1) Update on issues raised at the last meeting (14 July 2022):

Issue	Noted at meeting (<i>updates in italic</i>)
Deployment of cameras or camera vans on ad-hoc basis	Noted that safety camera van had been deployed on westbound carriageway and there was generally good adherence to the limit. <i>The van will be deployed again in next few weeks to remind drivers of the speed restriction.</i>
A338 (from Bournemouth to Ashley Heath roundabout) – northbound traffic diverting off and queuing to Ashley Heath roundabout	Sunday evenings (in particular), due to tailbacks on A338, traffic diverts via Avon Causeway and through Ringwood. <i>DK has regular meetings with Dorset Council and is monitoring the situation. Traffic doesn't currently appear much worse than usual holiday traffic. 24/7 recovery is available.</i>
Pedestrian Crossing in Southampton Road	Works order is in for repainting of zebra crossing, in conjunction with Keep Clear in Southampton Road at junction with Poulner slip road – <i>works scheduled for later in the month.</i> Tree is completely obscuring belisha beacon for eastbound traffic – <i>IA has chased again.</i> <i>A concern was raised that there are only 3½ months left of the scheme and HCC appear to be procrastinating on these works, and the Keep Clear markings in Southampton Road (see below).</i>
Rat-running – signage and sat navs	Signs to encourage vehicles to stay on A31 will be deployed in time for summer holidays. <i>Not yet in place.</i> <i>Noted that people appear to have got used to the traffic and are either sitting in it or staying away (this is evident in the town centre during the day, but evenings appear to be busier).</i>

	<i>There are some signs on the HCC network to discourage rat-running – regular complaints about Kent Lane but only option to resolve issue would be to close it and this is not warranted.</i>
Junction of Southampton Road with Poulner slip road	<p>Keep Clear road markings not yet in place – work scheduled for later in the month.</p> <p>Noted that Keep Clear marking on junction of Eastfield Lane and westbound on-slip is regularly ignored. <i>DK will look to provide as soon as possible – this will serve as a visual reminder during the darker months.</i></p>

2) Other issues:

i) Entrance to West Street

HCC Traffic Management team arranging for an “unsuitable for HGVs” sign to be installed with the existing “no through road” sign.

ii) Communication with local businesses

Noted that no business representatives attended the last meeting on 27 July. NH will continue to offer monthly meetings to keep communication channels open.

iii) Ringwood Church – acoustic fence

DK is waiting for confirmation from the Church that investigation works to establish ground conditions and the profile of the existing wall can be undertaken. He is unable to proceed or propose an alternative solution until this work has been carried out, and has therefore asked the Church to respond by the end of August. After this, there will be a diminishing presence on site and resources will become unavailable.

Currently no one is prepared to take on the future maintenance liability of any new fence, and ownership of the existing Church wall is still unclear. This could prevent any solution being found, as agreement needs to be by all and with long term interests in mind.

vi) Landscaping

An informal meeting had been held with members of RACE, who raised no objection to the proposed landscape plan. The plan is currently being drawn up and will be shared with the Town Council when ready. Discussion is also taking place to set up a volunteering day in Jubilee Gardens. Noted that residents of West Street might also be interested in what is planned.

3) Any Other Business

Congratulations went to the team who had worked on installation of the bridge beams this week. This was a significant milestone in the project. Road closures of the westbound carriageway would be in place overnight from 8pm to 6am on Tuesday 16th and Wednesday 17th August to enable works to install the bridge over the Bickerley Millstream.

4) Date of Next Meeting – 2pm, Thursday 8 September 2022

REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE 2 SEPTEMBER 2022

CONSULTATION ON 20MPH SPEED LIMITS

1. At the last meeting of this Committee, Members agreed that the Town Council should respond to Hampshire County Council's consultation on 20mph speed limits, and a small Working Party was set up to prepare a draft response (P/6042 refers).
2. Full details of the consultation, which is open until 00:30 on Monday 12 September 2022, are available to view here: <https://www.hants.gov.uk/transport/transportchemes/20mph-speed-limits-consultation>.
3. Cllrs Deboos, Frederick, Haywood and Turner met on 18 August to discuss the consultation in detail. It was agreed not to complete the official response form, but to submit a response specific to Ringwood, taking in some of the questions aimed at Town and Parish Councils. It was noted that Councillors and members of the public could respond to the consultation individually.
4. The response proposed by the Working Party is outlined below:

Ringwood Town Council supports the introduction of 20mph speed limits in the following areas:

- All roads surrounding local schools;
- All roads, which are not through routes (as identified below) that are routinely used as cycling and walking routes to schools;
- All roads in residential areas with restricted pavements (restricted meaning either pavements are narrow or are not provided on both sides of the road (particularly where they are not continuous and crossing is required – in many places without a formal crossing point)).

The benefits of introducing 20mph limits in these areas include:

- Safer walking/cycling – the chances of survival if hit by a car are far higher if the vehicle is travelling at 20mph;
- Encouraging physical activity – people will feel safer walking/cycling;
- The reduction would only add seconds to a journey so would have minimal impact on journey times.

Speeding is one of the most regular concerns raised with councillors by local residents, and has led to the establishment of a Ringwood SpeedWatch campaign, which was set up in September 2021 by volunteers working with the Ringwood Neighbourhood Police Team. It is hoped that data collected over this time will be used to support local initiatives, such as the introduction of 20mph limits.

The Council recognises the importance of allowing traffic to flow freely on key through routes, and therefore recommends that these routes should remain at 30mph but that parking restrictions should be introduced to aid traffic flow.

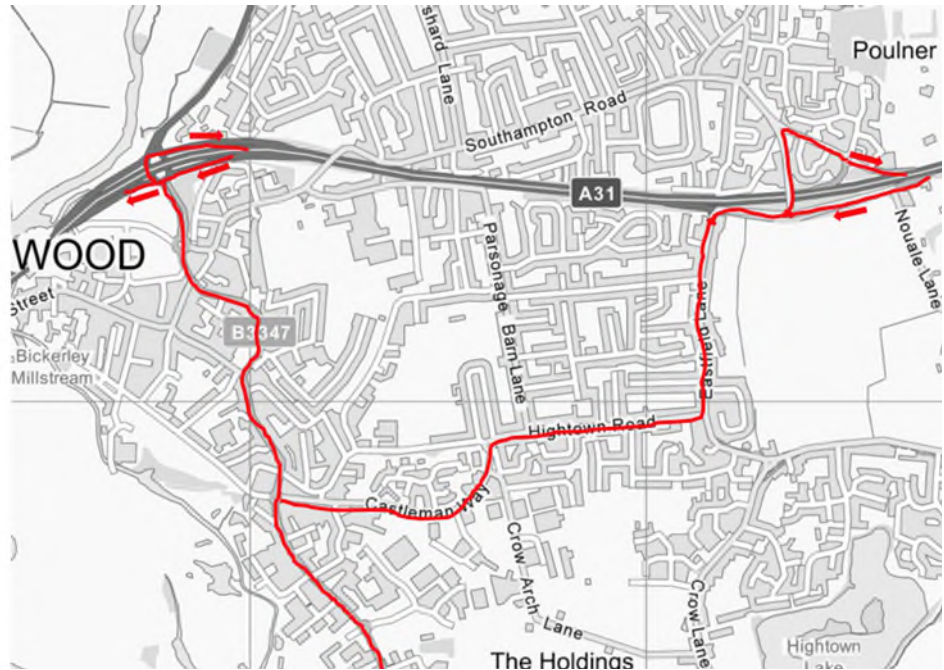
Key through routes are considered below. However it is recommended that, following the closure of the West Street access to the A31, a traffic survey should be undertaken to establish traffic volume and flow data, to support any recommendations for improvements.

Christchurch Road, Mansfield Road (B3347)
Castleman Way, Hightown Road, Eastfield Lane and link to/from A31

Main routes from Christchurch Road to/from A31

Cross country routes via Crow ignored. Assumes bridge work completed.

Currently all 30mph roads (except slip roads)



Northfield Road is also considered a key through route, but due to the narrowness and lack of continuous pavements, it is recommended that the speed limit be reduced to 20mph.

There is currently only one 20mph zone in Ringwood, which is Quomp. The introduction of this restriction (which is supported by the road being a no through route) has been very successful and provides a safe route to local schools.

The Town Council would be happy to work with Hampshire Council to identify suitable roads for the introduction of a 20mph limit.

5. It is RECOMMENDED that

Members consider the draft response and, subject to any alterations agreed at the meeting, that it be submitted to HCC.

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



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	All of the required funding has now been confirmed and the Football Foundation grant offers have been accepted. The application for the PWLB loan is with DLUHC. Essential pre-commencement planning conditions have been complied with. Contracts are entering the mobilization phase.	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).
FC2	Strategic Plan	Work resumed in March 2022	Councillors met on 17 August to discuss the first elements in the strategy-on-a-page.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	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. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CL and contributon of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual flail to be carried out by end August and stream clearance scheduled for 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	Site visit held with NFDC & HCC on 10/08/2022 and Workshop now to be arranged to consider desires and opportunities in more detail.	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	In progress	Scheme in progress and due for completion by end November 2022.	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. Now at preliminary design stage. Additional funds required to progress.	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	



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.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial version is now in use by officers	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which will now be considered by the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers 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)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete on 1st September)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal documents have been settled and sealed in escrow in readiness for completion.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	The Council's IT support provider has advised on options and officers expect to present a full report to the committee meeting in September.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff 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 December 2022.)	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 on 4th May. 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	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers will present this at the committee meeting in September and invite members to comment on the design and consider the financial implications.	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.)	Draft heads of terms of new lease will be considered at the committee meeting on 21st September.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). 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	Winding-up process and requirements are being researched.	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 by Christmas.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability. 1		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	In progress	Surrender requirements are being researched.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability. 2		Possible re-paint of this important survival, part of a listed structure	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	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	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Options for completing data entry from registers are being researched.	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)	Choice of landscape designer agreed at full Council on 27th July.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has been purchased and will be installed in August.	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. Estimated cost of decorative sign is £1,244.

Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed. Staff consultations are in progress. Report and recommendation expected by end of September	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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Proposed/Emerging Projects Update

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

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
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.
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	
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
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	