

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
www.ringwood.gov.uk

## PLANNING, TOWN & ENVIRONMENT COMMITTEE

Dear Member

4<sup>th</sup> January 2021

A meeting of the above Committee will be held on **Friday 8<sup>th</sup> January 2021** at 10.00am and your attendance is requested.



Mr C Wilkins  
Town Clerk

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Ringwood Town Council is committed to transparency in its decision-making processes. The current crisis prevents the holding of physical meetings but insofar as it is possible and in accordance with Government Regulations, this meeting will take place in a virtual environment using the “Zoom” technology. Councillors are encouraged to join in good time ready for a start of the meeting proper at 10.00am. In the event of difficulty joining please contact Jo Hurd, Deputy Town Clerk on (01425) 484721 or by sending an email to [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk).

Members of the press or public who would like to participate or simply observe the meeting are requested to tell us in advance by contacting Jo Hurd, Deputy Town Clerk. You can join the meeting by following the link:-

<https://us02web.zoom.us/j/87089913265?pwd=SkNYQWdDek44dTkxRG9xbHVGS2Nldz09>  
Meeting ID: 870 8991 3265      Passcode: 610152

### AGENDA

**1. PUBLIC PARTICIPATION**

There will be an opportunity for public participation for a period of up to 15 minutes at the start of the meeting

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

**4. MINUTES OF THE PREVIOUS MEETING**

To approve as a correct record the minutes of the meeting held on 4<sup>th</sup> December 2020

**5. ENGAGEMENT WITH NFDC**

To consider engagement with NFDC in the planning process – Claire Upton-Brown, Chief Planning Officer will be in attendance

**6. PLANNING APPLICATIONS**

To consider applications and to note a tree works application determined under delegated powers (*Report A*)

**7. RINGWOOD ENVIRONMENTAL ACTION LEADERSHIP WORKING PARTY**

To receive the notes of the REAL Working Party meeting on 14<sup>th</sup> December 2020 (*Report B*)

**8. PLASTIC FREE STATUS**

To receive a report from Lindsay Andrews (RACE lead for Putting Plastic in its Place)

**9. NEIGHBOURHOOD PLAN**

To consider the Deputy Town Clerk’s report and the recommendations of the Steering Group (*Report C*)

**10. A31 IMPROVEMENT SCHEME**

To receive the notes of the meeting held on 17<sup>th</sup> December 2020 (*Report D* – to follow)

**11. PROJECTS (current and proposed)**

To consider the officers’ report (*Report E*), receive any verbal updates and agree next steps where necessary

**12. ALLOCATED SITES**

To receive an update from New Forest District Council’s Site Monitoring Officer regarding development of allocated sites (*report to follow - if received*)

**13. NFDC/NFNPA PDCC**

To review applications that are due before NFDC/NFNPA Planning Development Control Committee (*if any*)

If you would like further information on any of the agenda items, please contact Jo Hurd, Deputy Town Clerk, on (01425) 484721 or email [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk).

Committee Members

- Cllr Philip Day (Chairman)
- Cllr Rae Frederick (Vice Chairman)
- Cllr Andrew Briers
- Cllr Gareth Deboos
- Cllr Hilary Edge
- Cllr Peter Kelleher
- Cllr Gloria O’Reilly
- Cllr Tony Ring
- Cllr Glenys Turner

Student Advisors

<b>Permission (1)</b>	Recommend Permission, but would accept planning officer's decision
<b>Refusal (2)</b>	Recommend Refusal, but would accept planning officer's decision
<b>Permission (3)</b>	Recommend Permission
<b>Refusal (4)</b>	Recommend Refusal
<b>Officer Decision (5)</b>	Will accept planning officer's decision

The Use Classes Order: Summary	
A1	Shops
A2	Financial and Professional Services
A3	Food and Drink

Number	Name	Address	Proposal	Due date	P.O. brief	Recommendation Permission (1) Recommend Permission, but would accept planning officer's decision Refusal (2) Recommend Refusal, but would accept planning officer's decision (plus reasons) Permission (3) Recommend Permission Refusal (4) Recommend Refusal (plus reasons) Officer Decision (5) Will accept planning officer's decision
20/00889 NFNPA	Mr Packham	Tanglewood, St. Aubyns Lane, Hangersley, Ringwood. BH24 3JU	Car port attached to existing outbuilding <a href="#">view online here</a>	7.1 – Extn to 8/1		
20/00902 NFNPA	Mr Turner	Chestnut Cottage, Cowpitts Lane, North Poulner, Ringwood. BH24 3JX	Application for a Certificate of Lawful Development for continued use of one third of the triple garage as a bedroom and shower room for the use of visiting family and friends <a href="#">view online here</a>	8.1.		
20/11244	Hampshire County Council	Road bridge over River Avon, West Street, Ringwood.	Improve pedestrian access along West Street. This includes the removal of the existing kerb on the north side the installation of a new kerb run within the northern side of the existing carriageway area for the provision of a wider footway the installation of a new kerb run within the southern side of the existing carriageway area to help direct vehicles away from the parapet wall new footway construction behind the new kerbs to provide a wider footway on the north side installation of new signing and lining on the approaches to the bridge to provide single file traffic across the bridge (Application for Listed Building Consent) <a href="#">view online here</a>	25.12 – Extn to 8.1		
20/11275	Mrs Seymour	14, Croft Road, Poulner, Ringwood. BH24 1TA	Rear single-storey extension, with removal of conservatory to square off the rear of the property, Internal use, open plan kitchen, diner and lounge <a href="#">view online here</a>	25.12 Extn to 8.1		

20/11292	Taylor - Taylen Developments Ltd	Land Rear of, 9 Cloughs Road, Ringwood. BH24 1UU	Sever plot; bungalow; access; parking; cycle store; landscaping <a href="#">view online here</a>	25.12 Extn to 8.1		
20/11317	Hillier	Onibury, 7 New Road, Ringwood. BH24 3AU	Roof alterations to include raising of ridge line in association with new first floor; single-storey rear extension <a href="#">view online here</a>	15.1		
20/11319	Mr and Ms Clark and O'Neal	19, Bickerley Road, Ringwood. BH24 1EF	Two storey rear extension and single storey lean to extension <a href="#">view online here</a>	25.12 Extn to 8.1		
20/11364	Mr Domanscy	17, Hightown Gardens, Ringwood. BH24 3EG	Single-storey extensions to front and rear of property; internal remodelling <a href="#">view online here</a>	8.1		
20/11406	Nethersole	18, Cloughs Road, Ringwood. BH24 1UX	Rear single-storey extension to kitchen <a href="#">view online here</a>	15.1		
CONS/20/0693	Mr Alban	White Lion Courtyard, Deweys Lane, Ringwood. BH24 1AJ	Pear (T4) – Fell <a href="#">view online here</a>	12.1		
CONS/20/0694	Mrs Sturmeay	Well Cottage, Cowpitts Lane, Poulner Common, Ringwood. BH24 3LB	Prune 4 x Sycamore trees Prune 2 x Oak trees Prune 1 x Lime tree	18.12		Considered under delegated powers:- 11.12.20 P(1) Recommend Permission, but would accept the Tree Officer's decision.

## Ringwood Environmental Action Leadership (REAL) Working Party

# B

### Notes of meeting held on Monday 14<sup>th</sup> December at 4pm on Zoom

Present: Colin Andrews  
Lindsay Andrews  
Francis Charlton  
Cllr Gareth DeBoos (Chair)  
Chantelle Monck (from 4.12pm)  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Leon Thompson

In Attendance: Christopher Wilkins – Town Clerk

Absent: Mary DeBoos, Toby Dedrick, Cllr Rae Frederick, Ruth Port,  
Cllr Glenys Turner and Heather Whatmore

#### 1. Apologies for absence

Apologies for absence had been tendered by Mary DeBoos, Cllr Frederick, Cllr Turner and Heather Whatmore and were accepted.

#### 2. Declarations of interest

No disclosable pecuniary interests were declared.

#### 3. To agree notes of last meeting

The notes of the meeting on 13<sup>th</sup> November were agreed as accurate.

#### 4. Feedback from Ringwood Town Council Committees

The Chairman reported that a bid to include a budget of £1,000 in the Council's budget for 2021-22 (to support initiatives agreed by the working party) had been discussed at the 4<sup>th</sup> December PT&E Committee meeting.

#### 5. Updates from workstreams and vision for 2021

- a. **Trees for the Future** The target of planting 20,000 trees in 2020 has been exceeded. The vision for next year is more planting by working with other land-owners, a greater emphasis on hedgerows and developing an urban trees plan.
- b. **Transition Ringwood** The grant application for the planting in the War Memorial Garden was successful and the allotment now has a greenhouse.
- c. **RTC Tree Policy** No report
- d. **Make, Do and Mend** The pop-up shop has been a great success.
- e. **Doing Our Bit** The survey of Greenways has been done. A community energy scheme is under consideration. The aim for 2021 is to bear down on GHG emissions and develop communication tools (like the carbon toe-print calculator).
- f. **Putting Plastic in its Place** Ringwood has been awarded "Plastic-Free Community" status. The vision for 2021 was set out in a separate report to group members.
- g. **Transport** No report
- h. **Litter** Temporary signage to deter fly-tip is being developed.

There were no recommendations requiring committee approval but actions for group members will be set out in a monthly actions list.

#### 6. Upcoming meetings – to note the following dates

Wednesday 13<sup>th</sup> January 2020 at 4pm (Zoom)

**B**

Friday 12<sup>th</sup> February 2020 at 4pm (Zoom)  
Monday 15<sup>th</sup> March 2020 at 4pm (Zoom)  
Tuesday 13<sup>th</sup> April 2020 at 4pm (Zoom)

There being no further business, the meeting closed at 4.56pm.

DRAFT

**Neighbourhood Plan**

1. Introduction and reason for report

- 1.1 It was agreed at the Extraordinary Council meeting on 11<sup>th</sup> September 2019 to proceed towards adopting a Neighbourhood Plan (NP) (C/6552 refers).
- 1.2 Terms of References for the Engagement of Consultants and for the Ringwood Neighbourhood Plan Steering Group were subsequently agreed by this Committee at its meeting on 4<sup>th</sup> October 2019 (P/5645 refers).
- 1.3 An initial meeting of interested parties was held on 30<sup>th</sup> January 2020, after which a Steering Group was formed. A selection process was undertaken to appoint consultants to provide specialist advice and support for the first phase of preparation of a NP, with a view to facilitating a decision by the Council on whether to proceed further with the project.
- 1.4 Following a series of meetings with the consultants, members of the Steering Group unanimously agreed to recommend that the Council proceed with a NP to deal with a small number of tightly focussed policy areas.
- 1.5 This report outlines that recommendation in detail and seeks support from this Committee prior to consideration by Full Council on 27<sup>th</sup> January 2021.

2. Designated Neighbourhood Area

- 2.1 Before proceeding further with a NP, the neighbourhood area will need to be designated by the local planning authority. Several options for the neighbourhood area were considered by the Steering Group:
  - The whole area within the Ringwood parish boundary;
  - That part of Ringwood within the NFDC area, but not within the NFNPA area;
  - Inclusion of other areas, for example part of the parish of Ellingham, Harbridge & Ibsley.
- 2.2 It was agreed that there would be no value in including any part of a neighbouring parish and that, to enable all residents to take ownership of a NP and vote in the referendum, the whole parish should be designated. It should be noted that this does not require the inclusion of any policies relating to that area of the parish in the NFNP. Application for designation of a whole parish area by town and parish councils is an automatic process, and no public consultation will be necessary.

3. Alternatives to a Neighbourhood Plan

- 3.1 The Steering Group considered alternatives to a Neighbourhood Plan and, in so doing, met with the Chief Planning Officer at NFDC. It was noted that there were opportunities for the Town Council to work with NFDC on allocating small sites for 10+ dwellings in the Local Plan Part 2; updating the Ringwood Local Distinctiveness Supplementary Planning Document; developing a regeneration plan for the town centre; and working with them to achieve the best outcome for the strategic sites allocated in Local Plan Part 1.
- 3.2 The Steering Group concluded that these alternatives would carry less weight in the planning system than a NP, and could take longer to achieve. The advantage of undertaking a NP is that, once adopted, it becomes part of the statutory Local Development Plan, giving the policies therein significant weight and requiring that the local planning authority decide applications in accordance with those policies.

# C

## 4. Recommended Scope of a Ringwood Neighbourhood Plan

- 4.1 A NP puts in place planning policy for a neighbourhood area to guide future development, and is about the use and development of land. Having considered all the issues that might be addressed by a NP, and following advice from the consultants, the Steering Group recommends that the scope of a Ringwood NP should include the following:

**Town Centre** – setting out a vision for the town centre as to how it should be developed and what uses would be acceptable, and looking at unlocking key sites such as the Old Town Hall and Social Club and “de-risking” their development.

**Design** – influencing the design of new homes and public open spaces to ensure quality development, with the potential to shape the details of at least one of the allocated strategic sites.

**Climate Change** – to deliver impactful climate change actions through raising the standard of design of development and green infrastructure to improve environmental outcomes

**Connectivity** – to ensure good connectivity between new development and existing facilities, and that new development is sustainable.

**Housing** – to look at the possibility of identifying sites of 10+ dwellings and opportunities for community led housing.

- 4.2 The NP will not seek to address existing highways issues as these are not land use matters for which planning permission would be required.
- 4.3 The two strategic site allocations in effect present the final growth areas of the town and any further development is restricted by physical constraints and Green Belt designation – this affords land to the south of the town the highest level of protection and therefore no policy will be required in the NP.

## 5. Financial Implications

- 5.1 The cost for the consultants to carry out the first phase of preparation of a NP has been fully funded by a grant of £3,450 from Locality, which is managing support for NPs on behalf of the Ministry for Housing, Communities and Local Government.
- 5.2 The basic grant available is £10,000 plus £8,000 for NPs that include more complex issues such as design codes or allocation of sites for housing. Some technical support is also available free of charge. The current grant support programme is available until March 2022. As the Council has already claimed £3,450 from this grant fund, it could apply for a further £14,550.
- 5.3 The consultants have estimated that their costs to support a NP with the scope outlined in 4.1 would be £16,500, with a recommended contingency of £5,000. By utilising the available grant of £14,550, the balance to be funded by the Council would be £6,950. A sum of £3,000 is being held in the General Reserve in respect of the unspent budget approved in 2018/19 and a new bid of £3,950 has been included in the 2021/22 budget.
- 5.4 It should be noted that these costs do not include officer time.
- 5.5 A made NP would result in an increased share of Community Infrastructure Levy (CIL) funds, increasing from the current 15% to 25% of funds received by NFDC.



## 6. Next Steps

- 6.1 The consultants have provided an indicative project plan (*Appendix A*) based on an 18-month duration, which is the average length of most projects of this type. An additional 4 to 6 months should be added to the end of this period for the Examination and Referendum, which would be led and funded by NFDC. The project plan would be structured so that from the outset the brief would be deliverable. For example, if there was a finite amount of officer time available, this could be allowed for in the plan.
- 6.2 The project would need to be scoped in more detail, and a timetable of meetings agreed based on the availability of Steering Group members and RTC officers.
- 6.3 Task groups would need to be formed to analyse evidence; establish ideas; and, for example, to work with NFDC in the process. These groups would meet 3 or 4 times, with the Steering Group meeting monthly to review and oversee progress.
- 6.4 An Engagement Strategy should be written and consultation with the community undertaken on the suggested focus of the NP, with additional consultation around each policy area, for example with town centre businesses and landlords.

## 7. Issues for decision and any recommendations

- 7.1 The Ringwood Neighbourhood Plan Steering Group recommends:
  - i) That the Council proceeds with a Neighbourhood Plan, dealing with a small number of policy areas as outlined in 4.1; and
  - ii) That the project be funded from grant support available from Locality, plus a contingency, with the balance being funded by the Council, as outlined in 5.3; and
  - iii) That the designated neighbourhood area should be coincident with the Ringwood parish boundary; and
  - iv) That the Town Clerk be directed to issue the corresponding proposal to the local planning authorities for designation of the Plan area accordingly.

For further information, contact:

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

**Neighbourhood Plan: Template Project Plan**

Nov-20

Action	Who	Days	Months																	
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1.01 Project inception	SG/OH	0.5	0.5																	
1.02 Project Scoping: SG workshop*	SG/OH	2.0	2.0																	
1.03 Project Scoping: workshop notes	OH	0.5	0.5																	
1.04 Pre Sub: SG review workshop notes	SG	-	X																	
1.05 Pre Sub: follow up actions*	SG/OH	10.0																		
1.06 Pre Sub: draft policy ideas	OH	3.0																		
1.07 Pre Sub: informal consultations	SG	2.0																		
1.08 Pre Sub: document production	SG/OH	2.0																		
1.09 Pre Sub: SG review*	SG/OH	1.0			X	X	X	X	X											
1.10 Pre Sub: final document	OH	0.5																		
1.11 Pre Sub: QB approval	QB	-																		
1.12 Reg 14: consultation period min 6 weeks	-	-																		
1.13 Reg 14: log reps on schedule	SG	-																		
1.14 Reg 14: review and summary note	OH	2.0																		
1.15 Reg 14: SG review*	SG	0.5																		
2.01 Sub Plan: draft final document	OH	1.0																		
2.02 Sub Plan: draft Basic Conditions Statement	OH	2.0																		
2.03 Sub Plan: draft Consultation Statement	SG	-																		
2.04 Sub Plan: QB approval	QB	-																	X	
2.05 Sub Plan: Submission to LPA	QB	-																	X	
3.01 SEA: project management	OH	3.0																		
		<b>30.0</b>																		

\* meetings OH attends

QB = Qualifying Body (RTC)

SG = Steering Group

OH = O'NeillHomer

LPA = Local Planning Authority

SEA = Strategic Environmental Assessment (if required)



**A31 Improvements - Notes of meeting with Highways England**12.30pm, 17<sup>th</sup> December 2020 – via Zoom**Present:**

Daniel Kittredge	Project Manager, Highways England
Raluca Mitu	Assistant Project Manager, Highways England
Rachel Groves	Volker Fitzpatrick
Kerry Fenton	Kier (for South West Water)
Ben Whayman	Kier (for South West Water)
Annie Tomlinson	HCC
Jo Hurd	RTC
Cllr Michael Thierry	HCC
Cllr Jeremy Heron	NFDC & RTC
Cllr Philip Day	RTC
Cllr Tony Ring	RTC

Apologies: Louise Evans, NFDC  
Cllr Steve Rippon-Swaine (NFDC & RTC)

**1. General**

HE is in the process of finalising amendments to the environmental documentation which will require approval; current proposal is to start works on the A31 in January 2022.

**2. West Street**

It was noted that the SSE electric main diversion works would now take place at the same time as the works being undertaken by HCC to widen the footway and implement the hard closure of the junction with the A31. This work is likely to commence in February 2020 for approximately 5 months, with the closure of the A31 junction and the reversal of flow of traffic in Meeting House Lane being implemented from the start.

The objection received from the NFDC Conservation Officer with regards to works on the listed road bridge over the river Avon is being addressed by the team at HCC.

**3. Water Main Diversion**

Kier would be managing this project on behalf of South West Water. The Project Manager (Ben Whayman) explained the preliminary route (still subject to detailed design) and the associated traffic management implications.

There would be two gangs working at the same time, one beginning from the Furlong long stay car park, and the other beginning west of Avon Dairy Farm.

It was proposed to begin laying the pipe on 5 May 2021 from The Furlong long stay car park, crossing The Furlong (with 2-way lights), going south through The Furlong short stay car park and joining Mansfield Road at its junction with Meeting House Lane. Works would then follow Mansfield Road and there would be a rolling programme of traffic lights from mid-June until the end of August.

A directional drill would be used on the route across the Water Meadows to lay the pipe under the River Avon and Bickerley Millstream. The route would continue through Pocket Park and across the Village Green before going up Bickerley Gardens to meet the pipe being laid from the north. A road closure of Bickerley Gardens would be required from August to end September, with this work being carried out in sections of 50m to 100m.

# D

It was noted that Ringwood Carnival would be held on Saturday 18<sup>th</sup> September 2021 – it was expected that most of the works will have been completed by then, however there was potential for some disruption to the Fun Fair due to works on The Bickerley. A 15m easement strip was required and the area was unlikely to have been reinstated. In addition, cleaning and testing of the water main would be undertaken in this area in September.

In response to concerns raised about the possible impact of the works on Carnival and the need to protect the Bickerley drainage scheme put in place by Wessex Water, it was agreed that Kier would liaise with RTC to see what could be done to minimise the impact of operations.

Concern was raised about the additional volume of traffic using Mansfield Road following the closure of the West Street junction with the A31, and the disruption that road works would cause. This emphasised the need for adequate and early signage to advise of the closure and prevent rat-running through the town. DK had requested that signage be provided on the A31 and was awaiting confirmation of what signs would be provided and where. He also agreed to look into how Sat Nav companies are informed of changes to see if this process could be expedited.

It was noted that it was necessary to carry out the water main diversion in the summer months as the water level in the Water Meadows would be too high at any other time of year.

## **4. Communication**

RG reported that a Virtual Public Information Event to inform local people of what is happening and when is being planned and developed. Further details of this event will be made available in late January.

This would include information on the main scheme, water main diversion, and environment and ecology issues. As it was currently not possible to hold face-to-face events, information would be made available online and various options were being considered to ensure as wide a coverage as possible, including:

- HE “chatty van” to be parked near Gateway to advertise the virtual event
- Online Q&A session
- Article in local papers, including the R&F News (noting that next editions would be issued on 6 and 20 January)
- Issuing a list of FAQs (this was to be circulated for comment)

HCC would issue separate communication regarding the work in West Street, the closure of the junction with the A31 and the reversal of direction of traffic flow in Meeting House Lane. It was agreed that it was critical that advance warning was given of these changes.

Households and businesses that would be greatest affected by the water main diversion works would be notified in writing (this was usually done a month in advance of the start of works).

## **5. Next Meeting**

The next meeting was tentatively booked for 12.30pm on Thursday 21<sup>st</sup> January.

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing	Resolutions	Key contacts	Private Notes
<b>Full Council</b>									
FC1	Long Lane Football Facilities Development	In progress	Report given to FC meeting on 16 December	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	No financial commitment yet			
FC2	Strategic Plan	On hold - awaiting officer availability		Exploring ideas for medium term planning	Town Clerk	N/A			
<b>Planning Town &amp; Environment Committee</b>									
PTE1	Neighbourhood Plan	In progress	Steering Group recommendation to proceed to be considered by PT&E Cttee and Council in January 2021	To appoint consultants and undertake initial stages of preparation of a NP with a view to facilitating a decision by the Council on whether to proceed further with the project.	Deputy Clerk	£3,450 grant from Locality fully funded consultants for this phase; £3,000 held in General Reserve from unspent budget approved in 2018/19	C/6552 20190911 - agree to proceed towards adopting NP		
PTE2	Human Sundial	In progress	HCC has confirmed works will be carried out early in the New Year	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 CIL and contribution of £5,249.15 from Carnival	F/5518 20181213 and F/700 20190619 - agreement to CIL funding		
PTE3	Crow Stream Maintenance	Annual recurrent	Annual flail and clearance by volunteers complete	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			£2,674.47 remaining from original developers contribution
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:									
	A31 widening scheme	In progress	HE Public Information Event to take place in January. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence February 2021. Works to divert water main to commence May 2021.	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			
	Pedestrian crossings Christchurch Road	Completed		Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Hampshire CC	Developers contributions			
	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			
	Cycleway signage and improvements	Completed		New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Hampshire CC	HE Designated Funds			
	Carvers footpath/cycle-way improvement	Completed		Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Hampshire CC	Developers contributions			
	Crow Lane Footpath	In progress		New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions			
<b>Policy &amp; Finance Committee</b>									
PF1	Website renewal	In progress	New photographs arranged. New text in preparation	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk				
PF2	Greenways planning permission renewal	On hold - awaiting officer availability		Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk				
PF3	Youth Outreach work	On hold during pandemic restrictions		Recruiting to youth workers for detached outreach work	Carvers Manager				
PF4	Review of governance documents	On hold - awaiting officer availability		Periodic review of standing orders, financial regulations, committee terms of reference, delegated powers, etc. to maintain suitability and fitness	Town Clerk				
PF5	Poulner Lakes Lease	On hold - awaiting track maintenance solution	Grounds Foreman is seeking advice on options and indicative costs	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk				
<b>Recreation, Leisure &amp; Open Spaces Committee</b>									
RLOS1	War Memorial repair	In progress	Clr Frederick took on application of SmartWater	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Awaiting confirmation of grant of £4,240 from War Memorials Trust and ideas for public appeal.			
RLOS2	Bickerley tracks	In progress	Grounds Foreman is seeking advice on options and cost estimates from contractors.	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Town Clerk	Nothing yet committed or agreed			
RLOS3	Public open spaces security	In progress	Officers have assembled options and quotes and presented them to the Open Spaces Working Party for consideration of priorities.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Budget of £5,000 for emergency measures agreed. £1,382 committed to date.			
RLOS4	Grounds department sheds replacement	In progress	Clr Briers meeting grounds staff to define needs and the project scope and outline specification	Replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities	Town Clerk	Capital budget of £2,500 (reduced from £3,000) agreed for feasibility study 2020-21.			
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk				
RLOS6	Community Allotment	In progress	Initial proposals emailed 24/12/2020	Special agreement needed for community growing area at Southampton Road	Town Clerk		OS/5991 RLOS 2/9/2020 - Support in principle. Officers delegated power to implement	Anne Taylor tayvar@sky.com	
RLOS7	Bowling Club lease	On hold during pandemic restrictions		Request by Ringwood Bowling Club for lease to be extended in space and term for a replacement club-house.	Town Clerk				
RLOS8	Ringwood Youth Club	On hold awaiting officer availability		Winding up the redundant CIO to terminate filing requirements	Town Clerk				
RLOS9	Aerator repair	In progress	Attachment is with contractor for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman				
RLOS10	Waste bin replacement programme	On hold awaiting officer availability		Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman				
RLOS11	Ash Grove Fence repair	In progress	Purchase order placed with contractor. Work scheduled for January/February.	Replacing the worn-out fence around the play area	Grounds Foreman				
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman				
RLOS13	Bickerley compensation claim	In progress	Agent asked to report status in January	Statutory compensation claim for access and damage caused by drainage works	Deputy Clerk				





RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk
RLOS15	Acorn bench at Friday's Cross	On hold - until suitable season	Preliminary discussion with Men's Shed	Arranging the re-painting of this bespoke art-work	Town Clerk
RLOS16	Town Safe	In progress	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk
RLOS17	New allotments site	In progress	Practical Completion of site agreed following inspection	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk

Sarah Macey, Meesons  
Simon Hanney, NFDC

Meesons instructed on conveyancing.  
Handover and management plan discussed with Nicki.

**Staffing Committee**

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk
S2	Finance Staffing review	In progress	Proposals put to Staffing Committee members	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk