

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT

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PLANNING, TOWN & ENVIRONMENT COMMITTEE

Dear Member

25th February 2021

A meeting of the above Committee will be held on **Friday 5th March 2021** at 10.00am and your attendance is requested.



Mr C Wilkins
Town Clerk

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.

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/83011113013?pwd=dIZEZFhMTVp1aTdhdhOXg2QmU3U2VpQT09>

Meeting ID: 830 1111 3013 Passcode: 204943

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 5th February 2021

5. PLANNING APPLICATIONS

To consider applications and to note applications determined under delegated powers (*Report A*)

6. STRATEGIC SITES

To receive an update regarding development of allocated sites

7. RINGWOOD ENVIRONMENTAL ACTION LEADERSHIP WORKING PARTY

To receive the notes of the meeting of the REAL Working Party on 12th February 2021 (*Report B*)

8. NEIGHBOURHOOD PLAN

To receive an update in respect of the Neighbourhood Plan

9. TRAFFIC MANAGEMENT AND ROAD SAFETY SCHEMES / REVIEW OF TOWN ACCESS PLAN

To receive a verbal report from the Deputy Town Clerk following a meeting with officers from Hampshire County Council and New Forest District Council

10. PROJECTS (current and proposed)

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

11. NFDC/NFNPA PDCC

To review applications that are due before NFDC/NFNPA Planning Development Control Committee

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.

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

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

The Use Classes Order: Summary

- A1 Shops
- A2 Financial and Professional Services
- A3 Food and Drink

- B1 Business, including offices, research and development and light industrial
- B2 General industrial building
- B3 Special industrial: alkalis etc
- B4 Special industrial: smelting etc
- B5 Special industrial: bricks etc
- B6 Special industrial: chemicals etc
- B7 Special industrial: animal products etc
- B8 Storage and Distribution

- C1 Hotels and Hostels
- C2 Residential Institutions

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
20/10129 NFDC	Surereed Ltd	25, Market Place, Ringwood. BH24 1AN	Convert 25A Market Place into a dwelling, conversion of Coach House into dwelling, change of use of 25 Market Place from A4/A3 with staff accommodation above to a flexible use for B1(a) offices, A2 (professional services) or A1 (retail) and self-contained flat, new access to Strides Lane and the construction of six dwellings with associated gardens, parking spaces and car ports (AMENDED PLAN & ADDITIONAL INFORMATION) view online here	12.3	No	
21/00049 NFNPA	Mr Boon	Crow Hill House, Crow Hill, Crow, Ringwood. BH24 3DE	Outbuilding with office over view online here	11.3	Yes	
21/00068 NFNPA	Mr O'Reilly	Snails Lane & Hightown Common, Circuit (MILA) E6L5, Mill Lane	Application under section 37 of the Electricity Act 1989 and section 90(2) of the Town and Country Planning Act 1990 for 8No. Replacement electricity wood poles supporting a Low Voltage overhead line; 2no electricity wood poles supporting a Low Voltage overhead line; new conductor to replace 300m of open wire low voltage view online here	23.2	Yes	
21/00090 NFNPA	Dr & Mrs R Scott	Milky Down, Nouale Lane, Poulner, Ringwood. BH24 3EL	Single storey rear extension view online here	12.3	No	

21/00095 NFNPA	Mr Chambers	In-Excess Garden Centre, Hangersley Hill, Forest Corner, Hangersley, Ringwood. BH24 3HW	Application to vary condition of 4 of Planning Permission 20/00777 to alter the approved development view online here	5.3	Yes	
21/00160 NFNPA	Mr Duncan	Springdale, Linford Road, Shobley, Ringwood. BH24 3HT	Ground and first floor extensions; alterations to attached garage to facilitate additional habitable floorspace; roof alterations; covered veranda; alterations to doors and windows; detached car port; detached garage and workshop building; hardstanding; associated landscaping view online here	26.3	No	
21/10042 NFDC	Taylor Wimpey Ltd	Land North of, Hightown Road, Hightown, Ringwood. BH24 3DY	Outline planning application for up to 400 dwellings and 3 hectares of employment (Class E and B2), access, open space, landscaping, alternative natural recreational greenspace (ANRG) and drainage attenuation (Outline Application with details only of Access) view online here			FOR INFORMATION ONLY: Members technical briefing from NFDC arranged for 4 th March 2021. Special meeting to be arranged for consideration of the application.
21/10061	Mr Sharp	1, Kingsfield, Ringwood. BH24 1PH	Extend existing Kitchen and Bathroom view online here	5.3	Yes	
21/10062	Mr Marsh	Hill View, Crow Arch Lane, Crow. BH24 3EE	Detached garage view online here	5.3	Yes	
21/10116	Mr Mills - Bisterne Estate	Kingston Farm, Kingston Farm Road, Lower Kingston, Ringwood. BH24 3BJ	Agricultural grain storage building on the site of a redundant open silage clamp and associated works view online here	5.3	Yes	
21/10163	Mr & Mrs Frost	4, Croft Road, Poulner, Ringwood. BH24 1TA	Single-storey side extension to provide additional family accommodation view online here	5.3	Yes	

21/10177	Mr & Mrs Gilfillan	22, Westbury Road, Ringwood. BH24 1PG	Single-storey rear extension view online here	19.3	No	
21/10184	Mr Johnson	136, Northfield Road, Ringwood. BH24 1SU	Convert existing conservatory from PVC to timber and slate tiled roof view online here	9.3	No	
21/10199	Mr & Mrs Hazlewood	34, College Road, Ringwood. BH24 1NX	Single-storey side and rear extension; garden room/shed view online here	19.3	No	
21/10202	Mrs Frederick	4, Fairlie, Ringwood. BH24 1TS	Ground Floor Extensions, First Floor Bathroom and Alterations view online here	9.3	No	
TPO/21/0060	Ms Johnson	Whitehall, Nouale Lane, Poulner, Ringwood. BH24 3EL	Ash x 1 Prune view online here	9.3	N/A	
TPO/21/0083	Mr Littman	1 Yewtree Gardens, Ringwood. BH24 1NR	Sycamore x 2 – Prune view online here	24.3	N/A	
TPO/21/0048	Mrs Withey	Amberwood, 2 Somerley View, Ringwood. BH24 1BP	Yew X 2 - Reduce Lime x 1 - Fell	26.2		Considered under delegated powers:- 11.2.21 P(1) Recommend Permission, but would accept the Tree Officer's decision.
CONS/21/0060	Mr Doody	Keepers Cottage, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	Deadwood 1 x Pin Oak tree (exempt works - reference only) Fell 1 x English Oak tree	3.3		Considered under delegated powers:- 23.2.21 P(1) Recommend Permission, but would accept the Tree Officer's decision.

Ringwood Environmental Action Leadership (REAL) Working Party

Notes of meeting held on Monday 12th February at 4pm on Zoom

Present: Lindsay Andrews
Cllr Gareth DeBoos (Chair)
Mary DeBoos
Cllr Rae Frederick
Milinda Harding
Cllr Tony Ring
Leon Thompson
Cllr Glenys Turner

In Attendance: Christopher Wilkins – Town Clerk

Absent: Francis Charlton, Toby Dedrick, Chantelle Monck, Cllr Gloria O'Reilly, Ruth Port and Heather Whatmore

1. Apologies for absence

Apologies for absence had been tendered by Francis Charlton, Chantelle Monck and Cllr Gloria O'Reilly 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 14th December were agreed as accurate.

4. Feedback from Ringwood Town Council Committees

The Chairman reported that Hampshire County Council's Transport Plan and New Forest National Park Authority's Local Walking & Cycling Infrastructure Plan engagement had been discussed at the last Planning Town & Environment Committee meeting. The Clerk reported that the Council formally resolved to proceed with a Neighbourhood Plan and the Recreation Leisure & Open Spaces Committee approved in principle the acquisition of the new allotments site off Crow Arch Lane.

5. Updates from workstreams

- a. **Trees for the Future** Further planting is progressing. Interpretation boards and a memorial bench at Poulner Lakes are being planned.
- b. **Transition Ringwood** A wildflower policy will now be taken to the Recreation Leisure & Open Spaces Committee. Work on the allotment is proceeding.
- c. **RTC Tree Policy** RTC is not able to require re-planting when commenting on tree works applications by private land-owners.
- d. **Make, Do and Mend** No report.
- e. **Doing Our Bit** Green Tech South has EU funding for energy audits by SMEs and schemes arising from them.
- f. **Putting Plastic in its Place** See separate report..
- g. **Transport** No report
- h. **Litter** No report.

Actions for group members will be set out in a monthly actions list.

6. Upcoming meetings – to note the following dates

Tuesday 13th April 2020 at 4pm (Zoom)

Monday 14th June 2021 at 4pm

There being no further business, the meeting closed at 4.47pm.

B REAL Working Party meeting – 12.2.21 – Putting Plastic in its Place/Plastic Free Ringwood

Plastic Free Ringwood Community Status – As we have now had recognition from Surfers Against Sewage that we are an Approved Plastic Free Community, our journey continues and we have to do the same tasks and even more this coming year as we did last year in order to keep our status! I will be looking for a bit more of a team....!!

1. **Build on Ringwood Town Council motion** – so we need RTC to continue to support all our Plastic Free events – such as 3 official Litter Picks we're organising with Clean Up Ringwood- perhaps do some waste management trials? Promote our upcoming 'Mass Unwrap at Home' through RTC website?? Comments please
2. Engage our MP and involve him in our campaigns in order to put pressure further up the chain
3. Increase the number of Plastic Free Business Champions by at least 50% - any suggestions?
4. Encourage existing Business Champions to deepen their actions (sign up to the SAS Bronze, Silver, Gold Champion schemes)
5. Increase the number of Community Allies – any ideas?
6. Support Plastic Free Schools – we've lost our representative here, so need to find another Plastic Free Schools Champion – any ideas?
7. Hold at least 3 Awareness raising events throughout the year and take action – eg Litter picks, Mass Unwrap, Film Night, Fundraiser, Workshop, Community Talk?
8. Contribute to National SAS campaigns through events and actions
9. Steering Group meetings (to include our RTC Councillor Rae Frederick) – must meet quarterly to identify local opportunities and projects
10. Participate in one SAS Activation as a Steering Group (such as litter picks, mass unwrap etc – petitions, sharing, letter writing and surveys)

Our vision for 2021 remains as in our last report

1. **Plastic Free Ringwood Community**
Continue the journey as above
2. **Refill.org** – continue to sign up more establishments who will refill people's water bottles in the Ringwood area
3. **Hampshire Waste Prevention Champions**
3 Members of RACE who have become HCC Waste Prevention Champions will
 - a. Provide information about what happens to our Waste locally - what to recycle and where
 - b. Raise awareness of the problem of Waste of all kinds, amongst the Ringwood Community, through social media channels, talks, films and events either in local venues, or virtually
 - c. Provide information and tips on how to reduce food waste in the home, including introduction of meal planning, recipes for using locally grown and seasonal produce, leftovers etc,
 - d. Provide information on where to buy zero waste products locally
 - e. Promote The 8 R's - Rethink, Refuse, Reduce, Reuse, Refurbish, Repair, Repurpose, Recycle by giving tips to local people through social media channels

We would very much like to work with Ringwood Town Councillors, New Forest District Councillors on all the different ways we can make a difference in Ringwood and beyond

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress	Ground survey completed. Pre-application planning discussions initiated. VAT consultant engaged. Presentation prepared for RLOS meeting on 3rd March	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
Planning Town & Environment Committee						
PTE1	Neighbourhood Plan	In progress	Council resolved to proceed at January meeting. Plan area designated by NFDC and NFNPA. Grant application successful. Next steps: review of Steering Group; creation of working groups; and preparation of draft Action Plan.	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	In progress	HCC has appointed contractors and confirmed works will be carried out in August 2021, following completion of the works in West Street.	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
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks due end March to treat Water Drop Wort	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
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	HE online Public Information Event to take place in March. Closure of West Street junction with A31, widening of pavements in West Street and reversal of traffic flow in Meeting House Lane to commence 1 March 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
Policy & Finance Committee						
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	Committee decided on 17 Feb 2021 not to seek renewal	Preparing a planning application to renew the lapsed permission for a detached bungalow	Town Clerk	
PF3	Youth Outreach work	On hold during pandemic restrictions	Committee decided on 17 Feb 2021 to vire budget enabling use of outside parties to provide this service	To provide 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	

Recreation, Leisure & Open Spaces Committee



RLOS1	War Memorial repair	In progress	Completion report emailed to War Memorials Trust. Grant award has been confirmed but reduced from £4,240 to £3,820 to reflect breach of offer conditions.	Repair by conservation specialists with Listed Building Consent. Re-dedication ceremony to be arranged.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
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	Having reported to the Open Spaces Working Party, officers are arranging as much of the highest priority work as the budget allows.	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. £933.60 remains uncommitted.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met 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 to be rolled into £10,000 budget for joint feasibility study with car park in 2021-22.
RLOS5	Cemetery development	On hold - awaiting officer availability		Planning best use of remaining space, columbarium, etc.	Town Clerk	
RLOS6	Community Allotment	In progress	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special agreement needed for community growing area at Southampton Road	Town Clerk	
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 awaiting parts needed for repair.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	Order placed for first 17 bins.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	
RLOS11	Ash Grove Fence repair	Completed	The grounds foreman has inspected the completed fence and signed off the final payment to the contractor.	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 given instructions following report to January meeting	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. Report will presented to committee in February.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	

Staffing Committee

S1	HR support contract renewal	On hold	Will commence in March 2021		Town Clerk	
S2	Finance Staffing review	In progress	Agreed changes (both temporary and permanent) are being implemented.	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Town Clerk	



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							
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Budget bid to undertake in 2021-22 approved	£1,000	
	Roundabout under A31	Planting and other environmental enhancements		Area being used by Highways England 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		Committee agreed in February that options for the repair of the wall should be investigated further.	Floated as possible future project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
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							
	Cemetery map and registers digitisation	Professional scanning of the older registers and creation of a digital map to integrate with our management software	Town Clerk	Report considered at committee in November	Budget bid to undertake in 2021-22 approved	£5,000	Earmarked reserve
	Columbarium	Construction of columbarium facility at the Cemetery	Town Clerk		Budget bid to undertake in 2021-22 approved	£25,000	Earmarked reserves
	Play equipment at Toad Corner and Carvers	Installation of additional recreation facilities	Cllr Edge	Report on feasibility and outline costs presented on 2nd December	Budget bid to undertake in 2021-22 postponed	£36,000	Unascertained
	Feasibility study for new grounds dept. facility and car park at Carvers	Combining the existing study with a closer look at creating a new public car park at Carvers too	Cllr Briers	Discussed at Carvers WP	Budget bid to undertake in 2021-22 approved	£10,000	Earmarked reserve
	Poulner Lakes	Developing and improving access road facilities	Cllr Heron	Grounds foreman is seeking suggestions for possible road treatments	Floated as possible future project		
	Brockey Sands	Environmental enhancements to this area between the Bickerley and the Millstream	Cllr Day		Floated as possible future project		
	Land at Folly Farm	Developing and improving this woodland site	Cllrs Heron & Ring		Floated as possible future project		
	Facilities for school-age teenagers	Rseaarching demand and possible options	Cllrs Frederick & Turner		Floated as possible future project		
Staffing Committee							
None							

