

**PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Dear Member

27<sup>th</sup> May 2021

A meeting of the above Committee will be held on **Friday 4<sup>th</sup> June 2021** at 10.00am and your attendance is requested.



Mr C Wilkins  
Town Clerk

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The Council has decided that, for health and safety reasons, until the 28<sup>th</sup> September its meetings will mostly continue to take place in a virtual environment using Zoom technology only. For legal reasons, these meetings will lack the power to make decisions directly and will, instead, take the form of consultations between councillors and staff at which councillors will seek to agree their collective preference as to how staff should exercise the decision-making powers delegated to them. This meeting will be held via Zoom and the joining details are set out below.

The Council remains committed to transparency in its decision-making processes and members of the press or public who would like to participate or simply observe the meeting are welcome to join the meeting using the same joining details.

Here are the details needed to join the meeting:-

<https://us02web.zoom.us/j/84501469163?pwd=ZjRjSENtNUt0b3RSK3hteCtKcXI5Zz09>

Meeting ID: 845 0146 9163 Passcode: 972185

Everyone is encouraged to join in good time ready for a start of the meeting proper at 10am. 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)

## **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 meetings held on 5<sup>th</sup> and 7<sup>th</sup> May 2021

**5. PLANNING APPLICATIONS**

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

**6. NEIGHBOURHOOD PLAN**

To receive an update on the Neighbourhood Plan

**7. STRATEGIC SITES**

To receive an update regarding development of allocated sites

**8. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (LCWIP)**

To consider Provisional Report Part 1: Utility Travel in Ringwood Town (May 2021)  
(*Report - to follow*)

**9. A31 IMPROVEMENT SCHEME**

To receive an update on A31 Improvement Scheme

**10. REPLACEMENT TREE - MARKET PLACE**

To consider recommending to Hampshire County Council that the Alder tree in Market Place that was removed as it was dead/dying be replaced

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

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

**12. 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](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

# A

Number	Name	Address	Proposal	Due date	P.B	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
20/11317	Hillier	Onibury, 7 New Road, Ringwood. BH24 3AU	RE-CONSULTATION: Two storey rear extension; roof alterations including side dormer in association with new first floor <a href="#">view online here</a>	4.6		
20/11454	Miss Francis - Mason	99, Hightown Gardens, Ringwood. BH24 3EQ	Shed; 6ft high fence (Retrospective) <a href="#">view online here</a>	11.6	Y	
21/00406 NFNPA	Dr Quest	Windwhistle Cottage, Hightown Hill, Ringwood. BH24 3HQ	Stables <a href="#">view online here</a>	11.6	Y	
21/00407 NFNPA	Dr Quest	Windwhistle Cottage, Hightown Hill, Ringwood. BH24 3HQ	2no. Single storey extensions; 1no. Door; 1no. Window; demolition of existing conservatory <a href="#">view online here</a>	11.6	Y	
21/10522	Mr & Mrs Jones	1, Kingfisher Way, Ringwood. BH24 3LP	Severe existing plot; create a new plot accommodating new dwelling <a href="#">view online here</a>	11.6	Y	
21/10544	Mr & Mrs Price	24, Denholm Close, Ringwood. BH24 1TF	Single-storey rear extension <a href="#">view online here</a>	4.6	Y	
21/10560	Mr Zyberaj	2, West Street, Ringwood. BH24 1DZ	Installation of two freestanding retractable awnings to create a covered outside seating area <a href="#">view online here</a>	4.6	Y	
21/10609	Kamm Holdings	Land rear of Bridge House, 21 West Street, Ringwood. BH24 1DY	Replace rooflights to east and west elevation of link building; installation of 4 inverter air conditioning units and vents; 1 inverter air conditioning unit to rear building <a href="#">view online here</a>	4.6	Y	

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21/10610	Kamm Holdings	Land rear of Bridge House, 21 West Street, Ringwood. BH24 1DY	Replace rooflights to east and west elevation of link building; installation of 4 inverter air conditioning units and vents; 1 inverter air conditioning unit to rear building (Application for Listed Building Consent) <a href="#">view online here</a>	4.6	Y	
21/10617	Mr Foreman	17, Brooks Close, Ringwood. BH24 1NE	Single-storey rear extension <a href="#">view online here</a>	11.6	Y	
21/10625	Mr & Mrs Bailey	14, Orchard Close, Ringwood. BH24 1LP	Replacement dwelling & landscaping <a href="#">view online here</a>	4.6	Y	
21/10659	Ms Mc Carthy	36, Northfield Road, Ringwood. BH24 1LU	Roof alterations to include front and rear dormers, rooflights in association with new first floor <a href="#">view online here</a>	11.6	Y	
21/10664	Mr & Mrs Betteridge	5, North Poulner Road, Ringwood. BH24 1SN	Roof alterations in association with new first floor; front dormer; juliette balcony; front bay window <a href="#">view online here</a>	18.6	Y	
21/10668	PC Crutcher Trust	2, Nursery Road, Ringwood. BH24 1NG	Demolish existing outbuildings; conversion of front building to 2 bed cottage; erection of 6 No 2 bed houses (7 dwellings in total); parking <a href="#">view online here</a>	11.6	Y	
21/10677	D R Smith Properties Ltd	Endeavour Business Park, Crow Arch Lane, Ringwood. BH24 1ND	Single-storey storage building (Retrospective) <a href="#">view online here</a>	11.6	Y	
21/10694	Mr Norman - Loungers UK Ltd	12, The Furlong, Ringwood. BH24 1AT	Installation of new fascia signage, projection sign and menu board (Application for Advertisement Consent) <a href="#">view online here</a>	11.6	Y	
21/10732	Mr Burt	3, Morant Road, Ringwood. BH24 1SX	Roof conversion <a href="#">view online here</a>	18.6	N	

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21/10743	Mr & Mrs Santus	24, Swan Mead, Hightown, Ringwood. BH24 3RD	Single-storey residential outbuilding for use as office; demolition of existing <a href="#">view online here</a>	18.6	N	
21/10757	Mrs. Cluett	17, Drake Close, Poulner, Ringwood. BH24 1UG	Single storey front and rear extensions <a href="#">view online here</a>	18.6	N	
21/10758	Mr Beardow	9, New Road, Ringwood. BH24 3AU	New garden room office for purposes incidental to the dwelling on the site <a href="#">view online here</a>	25.6	N	
21/10760	Mr & Mrs Bomphey	27, Quomp, Ringwood. BH24 1NS	Single-storey rear extension <a href="#">view online here</a>	25.6	N	
TPO/21/0261	Ms Morris	Springwater, 5 Coxstone Lane, Ringwood. BH24 1DS	Sycamore x 1 Prune <a href="#">view online here</a>	21.6		
CONS/21/0248		West View, Hangersley Hill, Hangersley, Ringwood. BH24 3JP	Fell 1 x European Spruce tree	2.6		<b>Considered under delegated powers:-</b> 25.5.21 Permission (1). Recommend Permission, but would accept the Tree Officer's decision.
CONS/21/0249		Wynngates, Cowpitts Lane, North Poulner, Ringwood. BH24 3JX	Fell and prune mixed tree species as detailed on the application form	2.6		<b>Considered under delegated powers:-</b> 25.5.21 Permission (1). Recommend Permission, but would accept the Tree Officer's decision.

## Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	Pre-application planning advice received. VAT consultant's initial advice on business arrangements received. Discussions on the detail of business and legal arrangements commenced. Surveys required for planning application ordered. AGP tenders received.	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 met to consider risks associated with NFDC Local Plan Part 2 review; changes in national policy; and resourcing the project. Agreed to continue to prepare NP, with 4 Team leads project managing for the time being. Grant of £5,000 awarded to cover consultants' fees, as per the Project 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 completed on 1 April. Annual stream clearance to be carried out by volunteers in 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
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	West Street junction with A31 closed and traffic flow reversed in Meeting House Lane. Works in West Street ongoing to end July 2021. Works to divert water main to commence June 2021. Works on A31 to commence October 2021 and due for completion by 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)	In progress	Work to begin in June with temporary traffic lights in Mansfield Road until September. Route across Bickerley has been confirmed and will be open cut. Work on the trench on the 2 large fields will be delayed until after Carnival. There will be a site compound at the southern end of Bickerley for 6 months (from June), and one in Pocket Park for 2 months (June/July).	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	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	Developers' contributions paid to HCC to implement.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	In progress	Developers' contributions paid to HCC to implement.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
<b>Policy &amp; Finance Committee</b>						
PF1	Website renewal	In progress	The basic structure and layout of the new site has been agreed and created. Work on filling in the content (both new and by transfer from the existing site) is continuing.	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Town Clerk	Funded from agreed budget.

PF2	Greenways planning permission renewal	Cancelled	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 Detached Outreach work	In progress	A third party provider has been appointed and is recruiting the workers needed.	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	A site meeting to assess technical options for future track maintenance was held on 9th March. A specification has been prepared and estimates based on this are being obtained.	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	The repair has been completed. An inspection and maintenance regime is being devised and a re-dedication ceremony is being planned, with a provisional date of 15th August 2021.	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony to follow.	Town Clerk	£8,596 spent. Grant award leaves £4,776 to be funded from donations and general reserve.
RLOS2	Bickerley tracks	In progress	Fresh gravel has been laid.	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	The agreed works have all now been completed and arrangements are in hand to plant the new earth bunds.	Review of public open spaces managed by the Council and measures to protect them from unauthorised encampments and incursions by vehicles	Town Clerk	Revised budget of £6,300 for emergency measures agreed.
RLOS4	Grounds department sheds replacement	In progress	Cllr Briers met grounds staff to define needs and the project scope in order to prepare an outline specification.	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	Capital budget of £10,000
RLOS5	Cemetery development	In progress	Contact has been re-established with the firm previously consulted about building a columbarium	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (but unlikely to finish in 2021-22 and therefore to be carried into an earmarked reserve)
RLOS6	Community Allotment	Concluded by adapting to ongoing processes	Agreed to treat as an informal joint venture between the Council and the tenants' association.	Special arrangement 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	Completed	The attachment has been returned and is back in service following the overhaul.	Major overhaul to extend life of this much-used attachment	Grounds Foreman	
RLOS10	Waste bin replacement programme	In progress	The first 17 bins have been delivered and are being installed as pressure of work allows. More will be ordered later this year.	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	Officers presented a report at the meeting on 21st April.	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	Arrangements with Men's Shed are proceeding and the materials have been bought	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. Decision to proceed agreed at February meeting. Legal work in progress.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	
RLOS18	Cemetery map and registers digitisation	In progress	Registers have been scanned. Digital map is being prepared.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Capital budget of £5,000
RLOS19	Carvers Strategic Development	In progress	A working party led by Cllr Frederick is developing a visualization for approval by the Carvers Working Party as a basis for public consultation	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	

**Staffing Committee**

S1	HR support contract renewal	On hold	Discussions initiated.		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