

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

The meeting took place in a virtual environment using "Zoom" video conferencing technology and members of the public and press were given the opportunity to observe or participate in the meeting.

Held on Friday 8<sup>th</sup> January 2021 at 10am

PRESENT: Cllr Philip Day (Chairman)  
Cllr Rae Frederick (Vice Chairman)  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Peter Kelleher  
Cllr Gloria O'Reilly  
Cllr Tony Ring

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

ABSENT: Cllr Andy Briers  
Cllr Glenys Turner

### **P/5779 PUBLIC PARTICIPATION**

Six members of the public were present and interested in either planning applications or other items on the agenda.

### **P/5780 APOLOGIES FOR ABSENCE**

The Deputy Town Clerk reported that apologies for absence had been received from Cllrs Briers and Turner and apologies had also been received from NFDC's Chief Planning Officer.

### **P/5781 DECLARATIONS OF INTEREST**

Although they were not declarable pecuniary interests:-

Cllrs Deboos, Frederick and Kelleher indicated that the applicants for 20/11319 were friends and they would not take part in the discussion.

Cllr Ring indicated that the applicants for 20/00902 were friends and he would not take part in the discussion.

It was noted that most Members were acquainted with the agent for applications 20/00889 and 20/11292, who was in attendance at the meeting.

### **P/5782 MINUTES OF PREVIOUS MEETING**

Page 1 of 5  
Chairman's initials

**RESOLVED:** That the Minutes of the Meeting held on 4<sup>th</sup> December 2021, having been circulated, be approved and signed as a correct record.

**P/5783  
ENGAGEMENT WITH NFDC**

The Deputy Town Clerk reported that apologies had been received from Claire Upton-Brown, Chief Planning Officer at NFDC, as she had been called away to an emergency meeting and this item was deferred pending a mutually agreeable date.

**P/5784  
PLANNING APPLICATIONS**

Members declarations can be seen earlier in the minutes (*P/5781 refers*).

*With the agreement of Members, applications 20/00889, 20/11292 and 20/11319 were brought forward for the benefit of the members of the public present. Agenda item 8. Plastic Free Status (P/5785) was then interposed.*

*The remainder of the applications were then dealt with in list order.*

**RESOLVED:** That the observations summarised in *Annex A* be submitted and the decision made under delegated powers be noted.

<b>ACTION</b> Nicola Vodden / Jo Hurd
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**P/5785  
PLASTIC FREE STATUS**

Ringwood Actions for Climate Emergency (RACE) lead representative for 'Putting Plastic in its Place' addressed the Committee. She reported that Ringwood had recently achieved Surfers against Sewage 'plastic-free' accredited status. This was about increasing awareness of the issues of single-use plastic and getting people to find alternatives. The criteria had been met through engagement with and gaining the support of the Town Council and at least 20 local organisations (all pledging to look at the plastic they use), securing business champions in the town, organising events, creating the recycling shed and engaging with the local MP.

A lot has been achieved in the year and she described it as the beginning of the journey. Examples were provided of future plans, which will enable the message to continue to be spread. She thanked the Council for the support received.

Members congratulated RACE members on this achievement and added that Ringwood should be very proud of them.

**RESOLVED:** That the update on Plastic Free status be noted.

Page 2 of 5  
Chairman's initials

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**ACTION Jo Hurd**

**P/5786**

**RINGWOOD ENVIRONMENTAL ACTION LEADERSHIP WORKING PARTY**

It was noted that in future actions would be reviewed monthly, however meetings of the REAL Working Party would take place bi-monthly.

The Chairman congratulated and commended Ringwood Actions for Climate Emergency (RACE) for all that it had achieved and particularly its aim of planting 20,000 trees in Ringwood in 2020. The target had not only been achieved, but it had been exceeded.

- RESOLVED:** 1) That the notes of the REAL Working Party on 14<sup>th</sup> December 2020 (*Annex B*) be received; and  
2) That a formal letter of congratulations be sent to the trustees of RACE.

**ACTION Jo Hurd**

**P/5787**

**NEIGHBOURHOOD PLAN**

Members considered the Deputy Town Clerk's report and agreed the recommendations of the Neighbourhood Plan Steering Group (*Annex C*).

**RECOMMENDED:**

- 1) That the Council proceeds with a Neighbourhood Plan, dealing with a small number of policy areas as outlined in 4.1; and
- 2) 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
- 3) That the designated neighbourhood area should be coincident with the Ringwood parish boundary; and
- 4) That the Town Clerk be directed to issue the corresponding proposal to the local planning authorities for designation of the Plan area accordingly.

**ACTION Jo Hurd**

**P/5788**

**A31 IMPROVEMENT SCHEME**

Members considered the notes of the meeting with Highways England (HE) on 17<sup>th</sup> December 2020.

The Chairman outlined the need to re-direct the electricity supply and the town's water main, which currently run adjacent to the A31. These works need to be completed before the A31 widening works can commence. This will impact local roads, particularly Mansfield Road, which will see single file traffic for around three months during the Summer. An alternate diversion

Page 3 of 5  
Chairman's initials

route was being considered. South West Water is looking at ways of reducing disruption on the Bickerley, by possibly using direct drilling or, alternatively, delaying works until after Carnival.

West Street works (ducting for redirection of the electricity main, resurfacing of the road and widening of the pavements) are due to commence on 15 February and to last for approximately 5 months. As soon as works commence, the junction with the A31 at West Street will be closed. Traffic design engineers are in liaison with the Conservation Officer regarding materials to be used on the Listed bridge over the River Avon (on West Street). This was the subject of planning application 20/11292 and considered by the Committee earlier in the meeting (*P/5784 refers*).

The works to widen the footpaths in West Street had been suggested by HCC, as part of the improvements to be funded by Highways England (HE), and although it was hoped this would encourage the increased use of the Market Place, Members questioned whether the works were necessary (as the road would carry little traffic after the closure of the junction with the A31) and asked whether this could be raised at the next meeting with (HE).

Press releases will be prepared by HE to inform residents of the work, and households in the West Street area will be informed by letter. The Council is pressing for adequate notices and signage, however there is concern that these may be provided at short notice.

It was noted that the HE 'frequently asked questions' document was in the process of being updated and, if Members had any questions, they were to be submitted to the Chairman by 11<sup>th</sup> January. The next meeting is scheduled for 21<sup>st</sup> January 2021.

**RESOLVED:** That the notes of the meeting with Highways England held on 17<sup>th</sup> December 2020 (*Annex D*) be received.

<b>ACTION</b> Jo Hurd
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**P/5789**  
**PROJECTS (current and proposed)**

The Deputy Town Clerk commented on the new style and format of the projects report (*Annex E*). The report now combines all Committee projects in one document and shows which Committee has responsibility for which project, with the aim that discussion on a particular project will be limited to the relevant Committee's meetings. This Committee's projects are under the yellow heading.

PTE2 – Human Sundial - The Deputy Town Clerk reported that there is a conflict with the start date for this project and the West Street works. The Market Place is required by HCC as a works compound to store materials and machinery for the West Street works, from 15<sup>th</sup> February. If the sundial project is completed before West Street, there is a risk of damaging the newly laid sundial and paviers and of increased traffic congestion if both schemes were carried out at the same time. The sundial work is now likely to take place in June or early August.

*(Post meeting note - HCC is considering options for delivery of this scheme and confirmation of a start date is awaited - this may now be prior to the start of the West Street works if an alternative site for a compound can be agreed.)*

Page 4 of 5  
Chairman's initials

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Crow Lane Footpath – Members requested a progress report on completion of the footpath in Crow Lane (to link Beaumont Park to Hightown Road) and the completion of the making up of the Castleman Trailway between Embankment Way and Crow Lane. HCC was responsible for bringing both schemes forward and an update would be requested for the next meeting.

**RESOLVED:** That the update in respect of projects be noted.

<b>ACTION</b> Jo Hurd
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**P/5790**

**ALLOCATED SITES**

The monthly update regarding development of allocated sites had not been received from New Forest District Council's Site Monitoring Officer in readiness for this meeting.

**P/5791**

**NFDC/NFPA PLANNING DEVELOPMENT CONTROL COMMITTEE**

There were no applications to report.

There being no further business, the Chairman closed the meeting at 11.52 am.

RECEIVED  
27<sup>th</sup> January 2021

APPROVED  
3<sup>rd</sup> February 2021

TOWN MAYOR

COMMITTEE CHAIRMAN

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

Page 5 of 5  
Chairman's initials

Annex A to Planning, Town Environment Committee Minutes 8th January 2021  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
20/11244	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)	Refusal (2)	The Committee supported the Conservation Officer's comments in terms of the need to preserve and enhance the character and setting of the Listed bridge. The materials currently proposed are inappropriate in this setting.

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
20/11275	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	Permission (1)	
20/11292	Land rear of, 9 Cloughs Road, Ringwood. BH24 1UU	Sever plot; bungalow; access; parking; cycle store; landscaping	Permission (1)	
20/11317	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	Permission (1)	
20/11319	19, Bickerley Road, Ringwood. BH24 1EF	Two storey rear extension and single storey lean to extension	Permission (1)	
20/11364	17, Hightown Gardens, Ringwood. BH24 3EG	Single-storey extensions to front and rear of property; internal remodelling	Permission (1)	
20/11406	18, Cloughs Road, Ringwood. BH24 1UX	Rear single-storey extension to kitchen	Permission (1)	
CONS/20/0693	White Lion Courtyard, Deweys Lane, Rngwood. BH24 1AJ	Pear (T4) - Fell	Refusal (2)	The Committee did not believe that it is necessary or appropriate to entirely remove the tree and suggested the applicant obtains advice from a qualified tree surgeon in relation to the reduction of the tree rather than its removal.

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

## Ringwood Town Council - Planning Observations - NFNPA

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
20/00889	Tanglewood, St.Aubyns Lane, Hangersley, Ringwood. BH24 3JU	Car port attached to existing outbuilding	Permission (1)	
20/00902	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	No comment	



# A

Applications decided under delegated powers : to be noted

On 8<sup>th</sup> January 2021 at 10:00 am

Number	Applicant	Site Address	Proposal	Decision
CONS/20/0694	Mrs Sturmev	Well Cottage, Cowpitts Lane, Poulner Common, Ringwood. BH24 3LB	Prune 4 x Sycamore trees Prune 2 x Oak trees Prune 1 x Lime tree	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 = ONeillHomer  
 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

## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
None							
<b>Planning Town &amp; Environment Committee</b>							
	Neighbourhood Plan	From the feasibility assessment to completion	Cllr Day	Feasibility, scope and implications report in preparation	Bid for inclusion in 2021-22 programme submitted	£21,500	£14,550 grant, £3,000 earmarked reserve
	Climate emergency	Minor funding to support local initiatives	Cllr DeBoos	REAL WP debating vision and plans for 2021	Bid for inclusion in 2021-22 programme submitted	£1,000	
	Roundabout under A31	Planting and other environmental enhancements			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		
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	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 approved	£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	Rsearching demand and possible options	Cllrs Frederick & Turner		Floated as possible future project		
<b>Staffing Committee</b>							
None							

