

## **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 6<sup>th</sup> November 2020 at 10am

PRESENT: Cllr Philip Day (Chairman)  
Cllr Rae Frederick (Vice Chairman)  
Cllr Andy Briers  
Cllr Gareth Deboos  
Cllr Hilary Edge  
Cllr Gloria O’Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

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

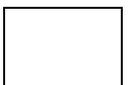
ABSENT: Cllr Peter Kelleher

### **P/5754 PUBLIC PARTICIPATION**

Four members of the public were present. Two wished to speak in the public participation section of the meeting. The other two were interested in a planning application.

A Hightown Road resident addressed the Committee concerned about the marked increase in volume, size and speed of traffic witnessed on Hightown Road. The road is narrow and there are no visibility splays at the junction with Parsonage Barn Lane (leaving drivers blind to the presence of other road users vehicles), vehicles back out from the many driveways on to the busy road, bushes and hedges are overgrown, pavements are narrow and difficult for double buggies and pedestrians are having to step out into the road. In addition, any issues on the A31 result in even more traffic on Hightown Road. The road is becoming more and more dangerous and there is a need for action.

Another Hightown Road resident provided his own personal experience regarding the increase in traffic from his perspective of living on the road for 20 years and detailed a recent accident involving a family member. He commented on a 2006 traffic survey conducted by HCC, which showed that the 85<sup>th</sup> percentile was speeding and more recent proposals put forward by NFDC in 2014 (and supported by the Town Council) to reduce speed and improve pedestrian/cyclist safety, which were ultimately rejected following opposition from residents about the impact of speed humps on vehicles and access to properties, and the potential risk of increased flooding. He said that the problems still exist and have increased due to new residential and industrial development and larger vehicles diverting off the A31. He had recently



observed two double decker buses swerving into the road to avoid pedestrians on the pavement because of the camber of the road. The situation is getting worse and there are instances on a regular basis.

He said that everyone had acknowledged the issues exist and solutions now need to be found before there is a serious accident.

Members thanked the members of the public for their comments and the examples provided. They were sympathetic and supportive of the points made and acknowledged the problems outlined. The increase in volume of traffic across Ringwood was a considerable concern to the Council and needed to be looked at as a whole. The matter was discussed later in the agenda (*P/5762 refers*).

**P/5755**  
**APOLOGIES FOR ABSENCE**

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

**P/5756**  
**DECLARATIONS OF INTEREST**

Although they were not declarable pecuniary interests:-

-Cllr Day and Ring indicated that in respect of 20/11015, the applicants are friends. Cllr Day indicated that he felt he should not take part in the discussion on that application and would hand over to Cllr Frederick to chair that item.

-Cllrs Day, Deboos, Frederick, O'Reilly and Ring indicated, in respect of 20/11020, that the applicants are known to them.

-Cllr Frederick indicated, in respect of 20/11116, that the applicant is a personal friend.

-Cllr Deboos and Cllr Ring indicated in respect of 20/11083 that the applicant is an acquaintance

- Cllr Deboos, Day and Ring indicated, in respect of 20/11118 and 20/11119, that the applicant is an acquaintance.

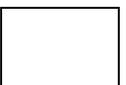
- Most Members knew the agent for application 20/11151.

**P/5757**  
**MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Meeting held on 2<sup>nd</sup> October 2020, having been circulated, be approved and signed as a correct record.

**P/5758**  
**PLANNING APPLICATIONS**

Members made a number of declarations (*P/5756 refers*).



It was agreed that application 20/11020 be brought forward for the benefit of the members of the public present.

*Cllr Briers left the meeting at 10:21am due to technical reasons and returned before a vote was taken on application 20/11020 at 10:43.*

The remaining planning applications were dealt with in list order.

*Cllr Frederick took the Chair for consideration of application 20/11015.*

*Cllr Day left the meeting briefly at 10:53am (20/11118 and 20/11119) and due to his connectivity issues, requested that Cllr Frederick take the Chair.*

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

<b>ACTION</b> Nicola Vodden
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*Cllr Day took the chair for the rest of the meeting.*

**P/5759**

**RINGWOOD ENVIRONMENTAL ACTION LEADERSHIP WORKING PARTY**

**RESOLVED:** That the notes of the REAL Working Party on 13<sup>th</sup> October 2020 (*Annex B*) be received.

<b>ACTION</b> Jo Hurd
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**P/5760**

**NEIGHBOURHOOD PLAN**

The Deputy Town Clerk reported that all Councillors had been invited to 'Session 2' of the Steering Group's meeting with consultants, at which the types of policies and proposals, which could be included in the Neighbourhood Planning process, were considered.

Issues that could be dealt with in a Neighbourhood Plan include:-

- allocation of sites for 10 or more dwellings
- influencing design and layout of strategic sites (if proposals have not advanced in the development management process)
- influencing the type and tenure of housing
- looking at the Town Centre and proposals for opportunity sites, for example, the Regal, Furlong, Social Club, bus station)
- climate change and building design
- connectivity and green infrastructure across the town.

It was noted that a Neighbourhood Plan cannot be used to solve current issues with traffic and can only be considered in the context of new development.



The Steering Group will meet with consultants on 19<sup>th</sup> November to prepare a report with recommendations on whether to proceed or not with a Neighbourhood Plan (NP). If not, then how the Town Council may be able to lead on initiatives in other ways and, if to proceed with a NP, then what the overall scope of the Plan will be and how it will be governed, managed, supported and funded.

**RESOLVED:** That the update on the Neighbourhood Plan be noted.

<b>ACTION</b> Jo Hurd
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**P/5761**

**A31 IMPROVEMENT SCHEME**

The Chairman had attended the meeting with Highways England and reported that the closure of the West Street junction with the A31 is now expected in early 2021. There is a requirement for the water and electricity mains to be diverted prior to works on the main carriageways as they run through the bridges being replaced. Detailed proposals for these works have yet to be agreed.

The next meeting with Highways England is due in December, and a public information event will be arranged in the new year.

**RESOLVED:** That the notes of a meeting with Highways England on 19<sup>th</sup> October 2020 (*Annex C*) be noted.

<b>ACTION</b> Jo Hurd
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**P/5762**

**TRAFFIC MANAGEMENT AND ROAD SAFETY SCHEMES**

The Deputy Town Clerk's report (*Annex D*) was before the Committee due to an increasing awareness of issues with traffic management and safety (and access) for pedestrians and cyclists across the town. Residents from Poulner area and Hightown Road had made their concerns known and Ringwood Action for Climate Emergency (RACE) group had proposed a number of schemes, which were reviewed at a previous meeting. There had been a lot of public support for measures to improve road safety generally.

Whilst the Town Council is not the Highways Authority and has little power to act, nor resources to carry out the work, it seeks a process to deal with issues on a more holistic basis and to be able to approach the Highway Authority (which is responsible) in a productive way. This could serve to inform and offer solutions to immediate problems and ongoing issues, forward plan for the impact of development and to develop a 'wish list' of traffic management and road safety initiatives, which are ready to proceed when funding is available.

The Deputy Town Clerk had contacted the Transport Team Leader at Hampshire Highways, who is happy to engage with the Council and local NFDC/HCC representatives on a holistic approach to dealing with access and traffic issues around the town. He indicated that this can be developed partly through the Hampshire wide Local Transport Plan, which would be subject to public engagement next year and the



development of a local cycling and walking plan for the whole of New Forest, both of which pick up themes of getting about locally by active means of travel, health lifestyle reasons but also to reduce individual carbon footprint.

It was recommended that a meeting be arranged with the Transport Team Leader for his advice on how to take these concerns forward and for a list of schemes to be kept. Reference was made to the Ringwood Town Access Plan (adopted 2011) as a good starting point as there are a number of outstanding (approved and evidence based) projects and more recent issues could be added to the list.

The Deputy Town Clerk advised that Ringwood Police were going to look at some speed enforcement opportunities in Hightown Road and it may be a good platform to launch a community speed watch for the area.

A discussion followed on the holistic approach to initiatives which was considered to be the right way forward for the benefit of the town as a whole. Members wanted to demonstrate to residents that the Council was aware of the relevant issues and doing what it could, to engage with the authority responsible and resolve them.

Residents' concerns needed to be captured and fed into the process. It was suggested that this feedback would need to be brought together for future discussion by a small Working Party, so that a working log of deliverable priorities could be developed, with costings and timeframe. Caution was advised, however, not to over-promise and care would be required to fairly assess priorities and not allow one area to be overly dominant.

Members felt it important that residents feel engaged but also that they understand the Council's involvement in the process.

**RESOLVED:** 1) That the list of schemes in the Town Access Plan be updated, with proposed new schemes added, and that this be reviewed at the next meeting of the Committee.  
2) That a meeting be arranged with HCC's Transport Team Leader following the December Committee meeting.

<b>ACTION</b> Jo Hurd
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**P/5763**

**COMMITTEE BUDGET 2021/22**

The Deputy Town Clerk indicated that the RFO's report provided an update on the current position regarding the Committee's budget and this was an opportunity for Members to put forward bids for the forthcoming year's budget.

It was noted that expenditure on the Neighbourhood Plan had been fully funded by grant money.

In addition, the Deputy Town Clerk highlighted that, although Crow Stream clearance works had been funded for a number of years, by drawing down Section 106 developers contributions allocated for this purpose, this provision was limited and a budget bid for a



recurring item to continue this vital work is likely to be required when preparing the 2022/23 budget.

**RESOLVED:** That the RFO's Committee budget 2021/22 report (*Annex E*) be noted.

<b>ACTION</b> Jo Hurd
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**P/5764  
PROJECTS**

*Cllr Frederick left the meeting briefly due to technical reasons.*

A3 – Human Sundial – Following the last meeting, the Deputy Town Clerk had asked for the County Councillor's support in bringing the project forward. Her request had been forwarded to Cllr Humby, Executive Member for Economy, Transport and Environment at Hampshire County Council and raised with the Highways Department. A response had been received highlighting issues in identifying a suitable cost-effective contractor and suggesting that the Town Council could arrange for the works to be completed itself.

The Deputy Town Clerk outlined the reasons for working in partnership with HCC on this project, detailed HCC maintenance work planned and the promise of funding for replacement pavements around the sundial and the installation of benches. In addition, she indicated the conditions under which the Town Council might be in a position to arrange the works itself and invited further comments.

Members requested that officers explore the option of securing a contractor (who satisfies the relevant regulations) to undertake the works required. It was thought that HCC could pass across the specifications to assist in any tender process. Funding would need to be re-assessed as there was no provision for the work that HCC had agreed to fund.

**RESOLVED:** 1) That the update in respect of projects (*Annex F*) be noted; and  
2) That enquiries be made of contractors with regard to the works required on the human sundial.

*(Note added following the meeting:- The Deputy Town Clerk had received a further response from HCC, indicating that an additional quote for the work had now been received and they would be in contact soon to agree a programme and funding arrangements. In light of this, the Deputy Town Clerk will postpone approaching other companies for quotes.)*

<b>ACTION</b> Jo Hurd
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There being no further business, the Chairman closed the meeting at 12.26pm.

RECEIVED  
25<sup>th</sup> November 2020

APPROVED  
4<sup>th</sup> December 2020

TOWN MAYOR

COMMITTEE CHAIRMAN

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

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Chairman's initials



Annex A to Planning, Town Environment Committee Minutes 6th November 2020  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
20/10988	145, Crow Lane, Crow, Ringwood. BH24 3DZ	Conversion of existing redundant out-building to tourist accommodation	Permission (1)	
20/11015	1, Riverside, Ringwood. BH24 1EJ	Single-storey side extension	Permission (1)	
20/11020	2-10 (PLOT 1-5), Strides Lane, Ringwood. BH24 1ED	Alterations to the site layout within the courtyard	Permission (1)	
20/11083	20, College Road, Ringwood. BH24 1NX	Single-storey rear extensions and side dormer	Permission (1)	
20/11116	3, College Road, Ringwood. BH24 1NU	Single storey replacement garage to side of dwelling	Permission (1)	
20/11118	55, Hightown Road, Ringwood. BH24 1NH	Single-storey side & rear extension	Permission (1)	
20/11119	55, Hightown Road, Ringwood. BH24 1NH	Proposed internal alterations; single-storey & rear extension (Application for Listed Building Consent)	Permission (1)	
20/11126	90, Northfield Road, Ringwood. BH24 1ST	Proposed Loft Conversion / extension - part of roof raised marginally - Proposed Internal layout changes - Proposed new French doors	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision

Number	Site Address	Proposal	Observation	Comments
20/11137	16, Carvers Lane, Ringwood. BH24 1LB	Demolition of existing conservatory and construction of two storey rear extension	Permission (1)	
20/11151	31, North Poulner Road, Ringwood. BH24 1SN	Erection of timber frame garage & home office; relocation of vehicular crossover	Refusal (2)	Members were concerned with the siting of the proposed building in front of the building line and the impact of this on the street scene. The comparison made with other properties in the area, which have garages to the front of the site, was not accepted and thought invalid as they are deeper fronted and purpose built. This proposal is not in keeping with the neighbouring properties.
CONS/20/0559	42, Hightown Road, Ringwood. BH24 1NN	Holly x 1 Fell Leylandii x 2 Fell	Refusal (2)	Members recommended permission in respect of the felling of the Leylandii x 2, but did not agree with the felling of the Holly, as it would be unnecessary.
CONS/20/0582	Greyfriars Community Centre, 44 Christchurch Road, Ringwood. BH24 1DW	Sweet Chestnut x 1 Reduce	Permission (1)	
TPO/20/0584	1 Somerley View, Ringwood. BH24 1BP	English Yew Tree (T1) x 1 - Prune Prunus Tree (T2) x 1 - Prune	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
5 - Will accept officer's decision

## Ringwood Town Council - Planning Observations - NFNPA

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
20/00686	Woodclose, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	1No. new window to front elevation	Permission (1)	
20/00693	Merryhill Farm, Hightown Hill, Ringwood. BH24 3HG	Proposed building; operate business from home	Permission (1)	
20/00694	14, Gate House, Barrack Lane, Crow, Ringwood. BH24 3ES	Single storey rear extension; 1no rooflight; porch; alterations to fenestration; flue; carport; vehicular access	Permission (1)	
20/00742	Little Forest Lodge, Poulner Hill, Poulner, Ringwood, BH24 3HS	Change of use from Guest House (Use class C1) with owner's accommodation to Residential (use class C3)	Permission (1)	

1 - Recommend Permission, but would accept officer's decision 2 - Recommend Refusal but would accept officer's decision 3 - Recommend Permission 4 - Recommend Refusal  
 5 - Will accept officer's decision

# A

Applications decided under delegated powers to be noted on 6<sup>th</sup> November 2020 at 10:00 am

Number	Site Address	Proposal	Observation
CONS/20/0517	Lloyds TSB, 25 High Street, Ringwood. BH24 1BD	Lime x 1 Reduce Buddleia x 2 Fell <a href="#">this link</a>	21.10.20:- P(1) Recommend Permission, but would accept the Tree Officer's decision.

## Ringwood Environmental Action Leadership (REAL) Working Party

### Notes of meeting held on Tuesday 13<sup>th</sup> October at 4pm on Zoom

Present: Lindsay Andrews  
Cllr Gareth DeBoos (GD)  
Cllr Gloria O'Reilly (GO)  
Cllr Glenys Turner (GT)  
Cllr Tony Ring (TR)  
Mary DeBoos (MD)  
Chantelle Monck (CM)

Absent: Toby Dendrick (TD)  
Ruth Port (RP)  
Chris Wilkins  
Leon Thompson

#### 1. Apologies for absence

Apologies for absence had been tendered by Chris Wilkins and Leon Thompson and were accepted.

#### 2. Declarations of interest

No disclosable pecuniary interests were declared.

#### 3. To agree notes of last meeting and proposed protocol for virtual meeting

Previous minutes were agreed as accurate.

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

GD reported that in the 7<sup>th</sup> October RL&OS Committee, a suggestion was made that the REAL WP could generate a "1 page" policy document for wildflower planting, in response to resident concerns about uncut grass on the open space by Kingfisher Way. There was nothing to report from either the 2<sup>nd</sup> October PT&E Committee meeting or the Full Council meeting on the 30<sup>th</sup> September.

#### 5. Reporting

The Chair proposed that these WP notes should be much simpler in form, which would result in less officer time required for preparation. The proposal was seconded by the Deputy Chair and carried unanimously.

#### 6. Workstream updates and proposals

Updates were received with no actions required wrt RTC Committees:

- a. Trees for the Future
- b. Transition Ringwood
- c. RTC Tree Policy
- d. Make, Do and Mend
- e. Doing Our Bit
- f. Putting Plastic in its Place
- g. Transport
- h. Litter

It was agreed that Francis Charlton of the Ringwood & Verwood Round Table would be invited to join this WP as a Community touchpoint for litter and that the RTC counterpoint would be GO.

#### 7. Any other business

Certain items were discussed, with no actions required wrt RTC Committees.

**8. Upcoming meetings – to note the following dates**

Friday 13<sup>th</sup> November 2020 at 4pm (Zoom)  
Monday 14<sup>th</sup> December 2020 at 4pm (Zoom)  
Wednesday 13<sup>th</sup> January 2020 at 4pm (Zoom)  
Friday 12<sup>th</sup> February 2020 at 4pm (Zoom)

There being no further business, the meeting closed at 5.30pm.

DRAFT

## A31 Improvements - Notes of meeting with Highways England

10.30am, 19<sup>th</sup> October 2020 – via Zoom

### Present:

Daniel Kittredge	Project Manager, Highways England
Raluca Mitu	Assistant Project Manager, Highways England
Annie Tomlinson	HCC
James Smith	NFDC
Jo Hurd	RTC
Cllr Michael Thierry	HCC
Cllr Jeremy Heron	NFDC & RTC
Cllr Steve Rippon-Swaine	NFDC & RTC
Cllr Philip Day	RTC
Cllr Tony Ring	RTC

Representatives from HE Delivery Partner – Volker Fitzpatrick – Jonathan Edwards (Project Manager), Rachel Groves (Communications lead), Chris Harding (Design Manager), Michele Roderics (Environment Manager), Lee Cuddington (Principal Engineer - Stantec)

### 1. General Update

Volker Fitzpatrick (VP) is Highways England's (HE) delivery partner for this scheme and will be leading on design and construction.

They have recently undertaken ground investigation works on the westbound A31 to confirm previous information supplied by the Stage 3 designer and ensure they are aware of any risks that might be encountered when construction begins.

It is expected that the majority of the design work will be completed by the end of November, and it will then go through HE's internal review and approval process to ensure it meets engineering and technical standards.

Statutory undertaker diversions (water and electric) have had to be incorporated into the scheme as the bridge works are dependent on these diversions having been carried out in advance. The diversion works are expected to commence in March 2021, followed by works on the A31 in early 2022 – a plan of action will be confirmed in the New Year.

Traffic management plans will be finalised towards the end of the year/beginning 2021 and will be shared in a future meeting

The West Street prohibition of driving TRP has been confirmed with no objection. Works associated with the closure (to be carried out by HCC) will need to be coordinated with the main carriageway works.

A virtual public information event will be held in the New Year to update residents on what will be happening when.

### 2. West Street

It is likely that works to implement the closure of West Street will commence early in the New Year, although the programme is dependent on procurement.

It was agreed that a collaborative approach was required in relation to advance signing of these works (and reversal of direction of Meeting House Lane, to be implemented at the

same time). RTC representatives stated that signage was required on the A31 and A338, as well as in the town centre, to avoid unnecessary rat-running and congestion in the town.

HCC and HE agreed on the importance of signing and will discuss a strategy to provide signage on both local and strategic networks. This will be shared with RTC for comment.

### **3. Statutory Undertaker Diversions**

It was noted that the gas main runs through the eastbound carriageway and therefore does not need diverting. It will however require protection during the works.

The BT diversion is to be within the A31 and moved to the eastbound carriageway, utilising the bridges on that side.

The proposed route of the water main diversion was discussed, although it was noted that this was still to be agreed by South West Water, who would be designing and commissioning these works.

The electric main will be diverted along West Street (starting from the Fish Inn) to Market Place and north to the church car park.

Concern was raised over the timing of the works, and in particular that works to divert the electric main would be carried out after the HCC works to close the West Street junction with the A31. It was noted that the HCC works in West Street (aside from at the closure point) would involve widening the footway, whereas the electric main diversion works would take place in the carriageway. Therefore, works completed by HCC should not be disturbed.

It was agreed that clear and timely communication would be vital to ensure that residents were aware of what works would be taking place where and when and by whom. This would be communicated at the virtual event proposed for January.

### **4. Other Issues**

It was noted that it would not now be possible to provide an acoustic wall in the churchyard.

The contractor has identified a number of issues with regard to installing a 2 – 2.5 metre high acoustic barrier along the whole length of the scheme (from the westbound on-slip road to West Street). Not only the visual intrusion in the area but it would require significant earth works in Jubilee Gardens which may have an impact to the flooding in the area, as well as design issues for the two bridges.

HE will hold discussions with representatives from the Church to establish what could be achieved, whilst meeting the Church's objectives and HE's noise requirement targets. HE feel this is an opportunity to benefit the local community.

It was noted that RTC currently maintains the closed churchyard and would therefore wish to be included in these discussions.

Concern was raised about the amount of graffiti on signage on the A31 at Ringwood. This had been reported to the route manager for the area and DK agreed to follow this up.

### **5. Next Meeting**

It was agreed to arrange a short meeting in early December to discuss initial proposals for the virtual public information event, and that a further meeting be arranged in the New Year to discuss the programme of works and traffic management.

## PLANNING, TOWN & ENVIRONMENT COMMITTEE

6<sup>th</sup> November 2020

### Traffic Management and Road Safety Schemes

#### 1. Introduction and reason for report

- 1.1 This report is to update Members on developments in the last few months regarding road safety issues, and to outline a possible way forward to identify and bring forward new traffic management schemes.

#### 2. RACE proposals

- 2.1 At a meeting of this Committee on 4<sup>th</sup> September 2020, Members were asked to support proposals put forward by the REAL Working Party on behalf of Ringwood Actions for Climate Emergency (RACE against time) for safer routes for cyclists and pedestrians. At the meeting, it was resolved “That support be provided, in principle, to measures which encourage cycling and greater safety for road users in general, however, there were reservations in particular with the proposed one-way scheme, its effect on bus routes and there was a need for greater consultation with the residents in the area.”
- 2.2 Following that meeting, the proposals were outlined in the local press and generated a good deal of response, both in printed correspondence and residents contacting Members direct.
- 2.3 The consensus appears to be that there is little support for the specific proposals, particularly the proposed one-way scheme. However, there does appear to be support to improve road safety in general throughout the town, by taking a more holistic approach.
- 2.4 It is understood that, at this time, RACE will not be pursuing the proposals.

#### 3. Specific Requests

- 3.1 More recently, a member of the public addressed this Committee at its meeting on 2<sup>nd</sup> October raising concerns about the speed and volume of traffic on the roads in the Poulner area, and asking for road safety measures to be introduced.
- 3.2 A request has also been received from a resident of Hightown Road outlining concerns for all users of that road following a “significant increase in the volume, size and speed” of traffic, and asking that this be investigated.

#### 4. A Way Forward

- 4.1 We already know that many types of road scheme cannot be implemented unless and until a specific Traffic Regulation Order (TRO) has been promulgated by Hampshire County Council, the highway authority, and that (given how time-consuming and expensive this is), it is probably unrealistic to expect these to be made on an *ad hoc* basis. Instead, we should be assembling a list of measures we wish to propose for inclusion the next time a TRO is to be made. With this in mind, advice has been sought from Hampshire County Council on how best to address road safety concerns. It is understood that HCC will be preparing a New Forest wide Local Walking and Cycling Infrastructure Plan (LCWIP), and further detail is awaited on this. We could expand on this by developing a better understanding of the process and evidence required to develop and bring forward proposals that stand a reasonable chance of being adopted.
- 4.2 It may assist such an holistic approach to road schemes, if specific proposals are recorded with their development being reported at future meetings of this

committee. This could be done by expanding or modifying the existing projects report or developing an entirely separate report.

4.3 In addition to the specific matters mentioned in section 3 above, Members will be aware that there are a number of pedestrian and cycle improvements included in the Ringwood Town Access Plan (TAP) ([https://www.newforest.gov.uk/media/762/Ringwood-Town-Access-Plan/pdf/Ringwood\\_Town\\_Access\\_Plan.pdf?m=637298155485700000](https://www.newforest.gov.uk/media/762/Ringwood-Town-Access-Plan/pdf/Ringwood_Town_Access_Plan.pdf?m=637298155485700000)), all of which were reviewed in 2017, highlighting those that were still to be progressed. This review could be updated as a starting point to identify local schemes. It should be noted that the TAP was adopted in 2011, so there may well be new ideas and different priorities now.

4.4 The Town Clerk has expressed some concern about the possible impact on staffing resources that such an holistic approach could have, especially if officers are tasked with researching proposals, driving them forward, preparing reports, etc. Members need to be aware that no spare capacity exists at present and that any extra work is therefore likely to require some additional budget provision.

## 5. Issues for decision and any recommendations

5.1 It is recommended that, at this stage, a record of possible future road schemes is created and kept under review by this Committee and that, when information is available from HCC (as outlined in 4.1) a further report be brought to this Committee to consider the detail required to ensure deliverable schemes can be brought forward when the opportunity arises.

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

**PLANNING, TOWN AND ENVIRONMENT COMMITTEE**  
**6th NOVEMBER 2020**

**REVISED BUDGET 2020/21 & DRAFT BUDGET 2021/2022**

**1. INTRODUCTION**

1.1 Members are required to consider the budget proposals for 2021/22 for this Committee and to make recommendations to the Policy and Finance Committee.

1.2 To assist Members, the following draft documents are attached:-

**Appendix A:** Shows the progress made on the new expenditure items approved for inclusion in the 2020/21 budget. There are no proposals for new expenditure bids for 2021/22.

**Appendix B:** Shows the approved original budget 2020/21 of £17,382 (including non-recurring growth of £1,000, the draft revised budget 2020/21 of £15,450 which reflects the forecast outturn for 2020/21 together with the first draft budget for 2021/22 of £16,382 which excludes any new bids.

For comparison, actual net expenditure in 2019/20 was £19,885 before transfers to and from provisions and £14,715 after transfers.

**2. REVISED BUDGET 2020/21**

2.1 The revised budget (column 7 Appendix B) shows a net decrease of £1,932 over the original budget (column 6). The main reasons for this are:-

Details	£
1. Reduced Employee costs	-1,995
2. Expenditure on the Human Sundial (to be funded from reserves)	5,295
3. Increased transfer from reserves for Human Sundial	-5,295
4. Neighbourhood plan	3,450
5. Neighbourhood plan grant funding	-3,450
4. Other minor changes in expenditure	63
<b>Total</b>	<b>-1,932</b>

2.2 The work on Crow Lane maintenance is funded by developer's contributions. This is being written down annually and the balance at the end of March 2021 is expected to be £2,664.

2.3 The revised budget includes minor updates to budgets in a number of areas where it is apparent that current budgets are unlikely to be spent and there is some evidence that the full budgets are not likely to be required in the current year.

**3. FIRST DRAFT BUDGET 2021/22**

3.1 The base budget for 2021/22 has been prepared on an incremental basis by rolling forward the 2020/21 budget and adjusting for non recurring expenditure and known cost changes. At this stage, no adjustments for inflation have been made but the latest RPI (September) is 1.1%.

- 3.2** Appendix B show sets out the summary budget figures for the Committee. The draft budget excludes any new expenditure bids. At present, no new bids have been brought forward for consideration.
- 3.4** The Committee is asked to consider the draft budget proposals in Appendix B. These will then go forward to the Policy & Finance Committee later in November for consideration as part of the Council's total budget. Members will also receive, by email, a copy of a budget "model" to enable the modelling of different budget assumptions, budget changes and funding options. Members are encouraged to use this model and provide feedback to assist with the further development of the 2021/22 budget.
- 3.5** There will be a further opportunity to review the budget proposals at the next meeting of this Committee and in January 2021.

#### **4. NEW BIDS 2021/22**

- 4.1** No new bids have been proposed.

#### **5. RECOMMENDATIONS**

It is recommended that, subject to amendments made at this meeting:

- i) the budgets and proposals in Appendices A and B be approved,
- ii) Members use the budget model to explore further opportunities and provide feedback and suggestions for further amendments to the proposed budget.

For further information please contact:

Rory Fitzgerald	or	Chris Wilkins
Finance Officer		Town Clerk
Tele: 01425 484723		Tele: 01425 484720

**PLANNING, TOWN & ENVIRONMENT COMMITTEE****PROGRESS ON APPROVED BUDGET PROPOSALS FOR 2020/21**

NO.	ITEM	REASON	BUDGET 20/21 £	COMMENTS
1.	Support for REAL Working Party		1,000	There has been no draw on this budget to date and there are no planned expenditure proposals
		<b>TOTAL NET COSTS</b>	<b>1,000</b>	

**NEW BUDGET PROPOSALS FOR 2021/22**

NO.	ITEM	REASON	21/22 £	22/23 £	23/24 £	Priority
1.						
2.						
3.						
		<b>TOTAL NET COSTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	

PLANNING, TOWN & ENVIRONMENT COMMITTEE										
Col. 1	2	3	4	5	6	7	8		9	10
Code CC	Description	Budget Manager	Actual 18/19 £	Actual 19/20 £	Budget 20/21 £	Revised Budget £	Inflation		Known Changes* £	Draft 21/22 £
							Type	%	£	
	<b>EXPENDITURE</b>									
	<b>Maintenance</b>									
4000/1/1	--Built Environment-Furniture	JH		0	100	100	4	0.0%	0	100
4000/1/2	--Carvers Street Lighting	JH	496	486	558	550	2	0.0%	0	558
4000/1/3	--Flood defence	JH	208		0		4	0.0%	0	0
4000/1/4	--Bus Shelters	JH	10		200	200	4	0.0%	0	200
4000/1/5	--Sign Painting Fridays Cross	JH	1,553		0		4	0.0%	0	0
4000/1/6	--Neighbourhood Plan	JH			0	3,450	6	0.0%	0	0
4000/1/7	--Crow Lane Maintenance	JH	459	420	1,000	1,120	4	0.0%	0	1,000
4000/1/8	--support for REAL working party	JH			1,000	1,000	6	0.0%	0	0
	<b>Total Maintenance</b>		<b>2,726</b>	<b>906</b>	<b>2,858</b>	<b>6,420</b>			<b>0</b>	<b>1,858</b>
	<b>Employee Costs</b>									
4001/1	--Allocated Office Staff	CW	16,623	15,190	16,624	14,629	1	0.0%	0	16,624
	<b>Total Employee Costs</b>		<b>16,623</b>	<b>15,190</b>	<b>16,624</b>	<b>14,629</b>			<b>0</b>	<b>16,624</b>
	<b>Total Revenue Expenditure</b>		<b>19,349</b>	<b>16,096</b>	<b>19,482</b>	<b>21,049</b>			<b>0</b>	<b>18,482</b>
	<b>Capital Expenditure</b>									
4050/1	--Human Sundial	JH	500	4,889	0	5,295	6			0
	<b>Total Capital Schemes</b>		<b>500</b>	<b>4,889</b>	<b>0</b>	<b>5,295</b>			<b>0</b>	<b>0</b>
	<b>TOTAL EXPENDITURE</b>		<b>19,849</b>	<b>20,985</b>	<b>19,482</b>	<b>26,344</b>			<b>0</b>	<b>18,482</b>
	<b>INCOME/FINANCE</b>									
400/1	--Grants Received	JH	-1,850	-1,100	-1,100	-1,100	6	0.0%	0	-1,100
400/1	--Grants Received Neighbourhood plan	JH				-3,425	6	0.0%	0	0
	<b>TOTAL INCOME</b>		<b>-1,850</b>	<b>-1,100</b>	<b>-1,100</b>	<b>-4,525</b>			<b>0</b>	<b>-1,100</b>
	<b>TOTAL NET EXPEND BEFORE TRANS TO/FROM PROVISIONS</b>		<b>17,999</b>	<b>19,885</b>	<b>18,382</b>	<b>21,819</b>			<b>0</b>	<b>17,382</b>
	<b>Transfer To Provisions</b>									
	--Transfer To Provisions	RF	0		0					0
	<b>Total Transfer To Provisions</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	<b>0</b>
	<b>Transfer From Provisions</b>									
	--Transfer from Provisions (cap)	RF	-960	-420	-1,000	-1,120				-1,000
	--Transfer from Provisions (revp)	RF	0		0	0				0
	--Transfer from Dev Cont	RF	-255	-4,750	0	-5,249				0
	<b>Total Transfer From Provisions</b>		<b>-1,215</b>	<b>-5,170</b>	<b>-1,000</b>	<b>-6,369</b>			<b>0</b>	<b>-1,000</b>
	<b>TOTAL NET EXPENDITURE AFTER TRANS TO/FROM PROVISIONS</b>		<b>16,784</b>	<b>14,715</b>	<b>17,382</b>	<b>15,450</b>			<b>0</b>	<b>16,382</b>

Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & Source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (included in 2020-21 budget)</b>								
A1	Neighbourhood Plan	See separate agenda item	£12,000 Provision (£3,000) and grant funding Grant of £3,450 received	£1,100	£3,300	Could be significant	No	It is expected that £9,000 would be funded by grants available. Due to the impacts of coronavirus, the Basic Grant allowance has increased from £9,000 to £10,000
A2	Crow Stream Maintenance	Annual flail and clearance by volunteers now complete.	£1,000 Transfer from Dev Conts	£1,120	£1,120	Moderate	Probable	Linden Homes/HCC looking at options to reinstate access chamber to allow maintenance of twin pipes beneath access road. HCC looking into collapse of ditch at bottom of Crow Hill.
A3	Human Sundial	HCC seeking to identify a suitable cost-effective contractor to carry out the works – communication ongoing between RTC and HCC	£10,657 CIL & contribution from Carnival (£5249.15)	£5,295.15	£10,657	Moderate	Probable	Project overseen by Town Centre Working Party To be funded by CIL receipts (Agreed by P&F 13/12/18 (F/5518) & 19/6/19 (F/5700))
A4	Cycle Stands	Cycle stands installed in the town centre as part of HCC improvements funded by HE.  3 x stands installed at Poulner local shops.	£500 Provision Funded by HCC (with designated funds from Highways England)	£0	£0	Minimal	Probable	Included in plans for Market Place improvements. Additional cycle storage also included in HCC scheme to improve access for cyclists and pedestrians.
<b>Projects with budgetary implications (not included in 2020-21 budget but added since)</b>								
B								

**Projects with no budgetary implications in 2020-21**

Item No.	Name	Recent developments	Resource use				Finish in 2020-21?	Notes
			Finance			Staff time		
			Cost & Source	Spent to date	Predicted out-turn			
C1	Pedestrian Crossings Christchurch Road	Work complete.				Minimal	Probable	Scheme includes changes to Castleman Way/Bickerley Road roundabout to improve crossing facilities for pedestrians and cyclists.
C2	A31 improvement scheme	HCC implementing Phase 1 of town centre improvements funded by HE designated funds. See separate item on agenda.				Moderate	No	Start date for main scheme expected to be end March 2021.
C3	Moortown drainage improvements	HCC still considering a controlled opening of the system at some point in the future.				Moderate	Probable	To be funded from Linden Homes developer contribution (£50,000 allocated for flood alleviation works).
C4	Pedestrian Crossing Castleman Way	Developers' contributions allocated but site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.				Minimal	No	Dependent on C5.
C5	Improved signage for cycle path through Forest Gate Business Park	New signage and some minor improvements will be included in the town centre improvements scheme (C2 above).				Minimal	Probable	
C6	Shared Use Path across Carvers	Scheme completed 22/08/2020, with exception of 2 x drop down bollards at Carvers Lane end. Partly constructed eco-bed to be removed due to unavailability of materials.				Minimal	Probable	Path for cyclists and pedestrians, to link Mansfield Road and Southampton Road.
C7	New footpath to link Linden Homes site with Hightown Road (alongside west of Crow Lane)	Developers' contributions allocated. HCC has now appointed a designer to bring this scheme forward in 202/21.				Minimal	Probable	To be funded from Linden Homes developer contribution.

**F**