

Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT
Tel: 01425 473883
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PLANNING, TOWN & ENVIRONMENT COMMITTEE

Dear Member

27th March 2025

A meeting of the above Committee will be held on **Friday 4th April 2025** at 10.00am in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mr C Wilkins
Town Clerk

AGENDA

1. PUBLIC PARTICIPATION

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

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 7th March 2025

5. APPOINTMENT OF COMMITTEE VICE-CHAIRMAN

To note Cllr Turner's intention to stand down from the position of Vice Chairman of the Committee and appoint a replacement

6. PLANNING APPLICATIONS

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

7. STRATEGIC SITES

To receive updates in relation to strategic sites:-

- i) Land off Crow Lane / Crow Arch Lane (Beaumont Park)
- ii) Land north of Hightown Road (21/11042)
- iii) Land off Moortown Lane (21/11723 and 23/10707)
- iv) 2 Market Place and Meeting House Lane (24/11105)
- v) Snails Lane (25/10114)

8. PLANNING APPLICATION 21/10042 – LAND NORTH OF HIGHTOWN ROAD

To consider response prepared by Cllr Georgiou to PFA Technical Note dealing with Flood Risk Matters, and approve its submission to NFDC, HCC and Environment Agency (*Report B*)

9. RINGWOOD NEIGHBOURHOOD PLAN

- i) Proposed Modifications – to consider the Deputy Town Clerk’s report and recommendations therein (*Report C*)
- ii) Guidance Notes – to receive and note guidance notes on Policy R10 (*Report D*) and NDSS prepared by Cllr G DeBoos (*Report E*)

10. VARIATION PREMISES LICENCE (S34) Ref: LICPR/05/00079 - David Lloyd

To consider whether to comment on the application (*Report F*)

11. THRIVING MARKET PLACE

To receive a verbal update from the Deputy Town Clerk and discuss next steps

12. PROJECTS (current and proposed)

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

13. NFDC/NFNPA PLANNING COMMITTEE

To review, if any, applications that are due before NFDC/NFNPA Planning Committee

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

Committee Members

Cllr Philip Day (Chairman)
Cllr Glenys Turner (Vice Chairman)
Cllr Luke Dadford
Cllr Gareth Deboos
Cllr Mary DeBoos
Cllr Rae Frederick (ex-officio)
Cllr Janet Georgiou
Cllr Peter Kelleher
Cllr James Swyer
Cllr Becci Windsor

Officers

Jo Hurd, Deputy Town Clerk
Nicola Vodden, Office Manager

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

Number	Name	Address	Proposal	Dead line	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
25/10029	MR Benjamin - PLUMLINK PLUMBING SUPPLIES LTD	Unit 27, Hightown Industrial Estate, Ringwood. BH24 1ND	Change of use from gym (use class E) to warehouse and trade distribution (use class B8) view online here	4.4	
25/10063	Mr & Ms Norcott & Pilley	Rycroft, Crow Lane, Crow, Ringwood. BH24 3DZ	Erect an rear extension; remove roof and replace with new roof consisting of new gables on the front and rear elevation; new dormer on the southern elevation containing habitable accommodation at first floor view online here	11.4	
25/10114	Gladman - Gladman Developments Limited	Land off, Snails Lane, Blashford, Ellingham, Harbridge & Ibsley. BH24 3PG	Full planning application for the demolition of existing outbuildings and the erection of 140 dwellings (including affordable housing), public open space (including alternative natural recreational greenspace), SuDs, landscaping, access and associated works view online here	11.4	
25/10130	Mrs Ollington	The Old Cottage, 14 West Street, Ringwood. BH24 1DZ	Replace 5 fence panels and 1 x gate (Application for Listed Building Consent) view online here	18.4	
25/10146	Mr & Mrs Brocklebank	Manor House, Southampton Road, Ringwood. BH24 1HE	Reinstatement of the servants' staircase from ground to first floor; enlargement of existing opening between kitchen and dining room (Application for Listed Building Consent) view online here	4.4	
25/10155	Mr Wilkins - Ringwood Town Council	Carvers Recreation Ground, Southampton Road, Ringwood.	Demolition and replacement of grounds maintenance building with access from Carvers Lane together with associated hardstanding and perimeter fencing. view online here	11.4	

25/10162	Mrs Ollington	The Old Cottage, 14 West Street, Ringwood. BH24 1DZ	Replace 5 fence panels and 1 x gate (Retrospective) view online here	18.4	
25/10174	Mr Rodda - Santander UK plc	16, High Street, Ringwood. BH24 1BG	Display of 1no. new non-illuminated projecting hanging sign; 1no. new non-illuminated fascia sign; 1no. new non-illuminated wall sign in Santander's new standard script font (Application for Advertisement Consent) view online here	27.3	
25/10188	Ms Woodrow	18 Highfield Avenue, Ringwood. BH24 1RH	Roof extension including raising the ridge, front and rear gables and side dormer to facilitate creation of first floor; single-storey extension to form porch view online here	4.4	
25/10199	Miss Dolamore	Eden, Christchurch Road, Kingston, Ringwood. BH24 3BQ	Change of use of garden room, to be used as sole trader dog grooming salon view online here	4.4	
25/10208	Mr Virtudes	30 Seymour Road, Ringwood. BH24 1SH	Single-storey rear extension, roof alterations including raising height, a roof light and dormer windows to facilitate creation of first floor; detached garage to replace existing shed. view online here	11.4	
25/10217	Evans	1 The Cloisters, Ringwood. BH24 3DU	Rear ground floor extension; replacement of existing extension roof to create one new roof structure; replacement bay window to existing extension. view online here	4.4	
25/10257	Mr Walsh	57 Kingsfield, Ringwood. BH24 1PJ	Demolition of existing conservatory; erection of new rear extension and front extension to existing porch view online here	18.4	
25/10258	Mr & Mrs Rice	34, Hightown Gardens, Ringwood. BH24 3EH	Single-storey side extension view online here	18.4	
25/10261	J. Gammon & C. Buttigieg	2, New Road, Ringwood. BH24 3AU	Proposed first floor side extension; timber porch; garage extension; 2 front bay windows and alterations to fenestration view online here	18.4	

25/10288	Mr Balson - Balson Properties Limited	Site of 41 and 43 Manor Road, Ringwood. BH24 1RB	Variation of condition 12 of application 24/10919 to allow revised wording relating to the timing of works view online here	18.4	
CONS/25/0104	Miss Faramus	Waitrose Supermarket Car Park, The Furlong, Ringwood.	Oak – Reduce view online here	7.4	
25/00300C ONS	Mr Tanner	Highview, Burcombe Lane, Hangersley, Ringwood. BH24 3JT	Fell/Pollard/Prune mixed tree species including Oak, Ash, Birch, Scots Pine, Norway Spruce and Fir Trees as detailed within the application. view online here	10.4	
					<u>Applications considered under delegated powers:-</u>
25/10177		34 Broadshard Lane, Ringwood. BH24 1RS	Replacement dwelling & outbuilding; demolition of existing garage and dwelling		27.3.25 P(1) Recommend permission, but would accept the Planning Officer's decision. It is not evident from documents available to us on the portal that the proposal complies with RNP Policy R10. However, the applicant has provided additional information direct to the Town Council on steps being taken to comply with R10, including the engagement of a company to assess predicted energy performance. The applicant has also provided further detail on proposed usage of the outbuilding, incidental to the main living accommodation. However, it is recommended that a condition is imposed to prevent the outbuilding ever being used as a separate dwelling in accordance with 'Granny's Law' i.e. the outbuilding should not be severed from the main house by reason of being sold or let as a separate unit of accommodation.

REPORT – PLANNING, TOWN & ENVIRONMENT COMMITTEE – 4 APRIL 2025

DRAFT REPLY TO PFA CONSULTING TECHNICAL NOTE DEALING WITH FLOOD RISK MATTERS – LAND NORTH OF HIGHTOWN ROAD

1. INTRODUCTION

- 1.1 Members will recall that Cllr Georgiou previously prepared a report entitled “Flood Mitigation Measures for the Lynes Farm Development” relating to planning application 21/10042 for the development of Strategic Site 14 – land north of Hightown Road. That report and recommendations therein was considered by this Committee on 7 June 2024.
- 1.2 The applicant, Taylor Wimpey, received a copy of that report and a response was prepared by their consultant PFA in August 2024. The consultant’s “Technical Note dealing with Flood Risk Matters” can be viewed on NFDC’s planning portal here: [T331-FN24 Flood Risk 240828](#).
- 1.3 Cllr Georgiou has now prepared a follow-up draft response to the Technical Note, as outlined below.

2. DRAFT RESPONSE

PFA issued this Technical Note in response to a report prepared by Janet Georgiou (Town Councillor for Ringwood East), titled “Flood Mitigation Measures for the Lynes Farm Development Land North of Hightown Road”, dated 7th May 2024, referred to in the Technical Note as “the councillor’s report”.

Whilst we welcome the PFA Technical Note, it fails to answer the main thrust of the argument set out in the “councillor’s report” that questions the original data set on which all subsequent calculations for Flood Mitigation were based.

At no point within the councillor’s report was the adherence to Sequential or Exception tests questioned, nor at any time did the councillor’s report suggest that the calculations made to model the SUDs or other flood mitigation measures were flawed.

The key issue raised by the councillor’s report was that the data set on which they were based is out of date and needs to be re-collected. In fact, in the Introduction on Page 6, the councillor’s report specifically states that there is no suggestion that either the Developer or the Environment Agency has failed to perform due diligence. The report simply sought to bring to the attention of the Developer, New Forest District Council and the Environment Agency the multiplicity of numerous flooding events, not recorded by any authority, and to highlight events that had occurred since the original data was collected, with the result that the modelling was inevitably based on inadequate and out-of-date data.

The Groundwater levels were recorded in 2017 and have not been updated. In fact, there is an email from the EA to NFDC dated 28/9/22 where the period of time between collation of original data and the time of the email was questioned, but the writer concluded that at the time of the email the data was “still within the time frame”. It is now March 2025, some 30 months since this email was sent. **The original data collection is now well out of date, and we are asking for new groundwater/surface water readings to be taken on the site so that all calculations can be re-checked.** Note, there are no rain gauges on the site. Agency models for surface water are based on an area somewhere within the UK of a similar size and topography.

Taken from email from NFDC to EA dated 28/9/22 as mentioned above.

“In the consultation response, it states that the hydrology assessment has not been updated since it was produced in December 2017, meaning that the information does not give an up-to date reflection of the catchment in question.

Whilst I can understand the need to have updated hydrology information, it is my understanding that the JBA hydrology information that the applicants drainage consultant have used was approved by the EA in August 2018 and produced in December 2017 and the information is still within the usual time tolerance, and is therefore not considered out-of-date.

Although I appreciate that the hydrological flows derive from analysis from data collected earlier, it would appear to be reasonable that the 5-year period would be the time when the hydrological information was approved by the EA (August 2018) or produced by the applicant (December 2017).

In addition, in the consultation response it states that your own guidance for hydrology estimates to inform hydraulic models should be reviewed after 5 years or sooner if any significant storm events have occurred within the catchment since this time.

I have looked at the catchment for the application site and its just over 1km sq, which is a small catchment area and the likelihood of significant storm events/ impacts that have occurred within that catchment given its size since that time may be unlikely and or not at all. If there is no evidence of significant storm events that have occurred within the catchment, would this be reasonable justification that the current hydrology information is accepted and does not need to be updated? If there is anything that the applicant or EA can do to check whether there have been significant storm events that have occurred within this catchment, hopefully this will prevent the need to provide updated hydrology information.”

The returning email accepts the data in question is just within the time limit (note as at 28/9/22).

Clearly,

- 1. The hydrology information used is now (March 2025) out of date.**
- 2. NFDC’s insistence that significant storm events/impacts may be unlikely or not at all and that therefore updated hydrology information is not deemed necessary in this case, is incorrect. The Elm Tree pub and surrounding area was flooded in November 2023 – see councillor’s report. This and other flood events listed within the councillor’s report have not been included in any updated calculations.**
- 3. The emergence of new springs adjacent to the Elm Tree and Nouale Lane – see councillors report, had not been taken into account within the NFDC statement above.**

Throughout the PFA Technical Note issued in August 2024, it seeks to cement the original procedures that were followed both at the time of inception until the present. At no point within the councillor’s report were any of these procedures questioned.

The PFA response disregards the appearance of new springs within and around the site, detailed in the councillor’s report. These new springs have sprung since 2020 after the original groundwater readings were taken in 2017. According to the HCC Groundwater Management Plan, the emergence of these new springs should alert a developer to a “change in circumstance” and merit a re-check on the original data set.

“4.2.1.2 Exceptionally large flows from perennial springs or large flows from intermittent or dormant springs, may also be defined as groundwater flooding, and can cause both localised flooding in the vicinity of the springs and down gradient where surface water drainage channels may not be adequate.”

In HCC Flood Lead’s own documents, it states that data should be re-taken at 5-6 year intervals to make sure that the most up-to-date data informs any flood mitigation calculations before any application for development is approved. One would hope that rather than spend time and money on defending a series of procedures and out of date data sets, the developer would seek to mitigate any and all possibilities that a SUDs system might fail. In fact, the RPS report for Taylor Wimpey dated 5th February 2019 which forms the basis of calculations, states “No ground water sampling was undertaken as part of this assessment”. As this particular reports does not state exactly when the groundwater sampling data on which this assessment was made was collected, one can only assume the data set came from an even earlier data set sampled by NFDC or others, and listed within the 2017 report which the PFA takes pains to defend. It is noted that even this groundwater sampling focused on the area away from Hightown Road (Oak Cottage), which has flooded consistently almost every year since 2019 – NB the councillor’s report offered video evidence of such flooding if requested.

PFA point out that all modelling undertaken to inform the Flood Risk Assessment (FRA) utilised the model produced for the level 2 SFRA which was updated to a newer format in 2019 and adapted to inform the design of the proposed flood mitigation measures. Again 6 years ago. And again still based on out-of-date data

The PFA Technical Note points to The Flood Risk Assessment Addendum produced in February 2023 setting out the finished floor levels agreed with the Environment Agency. This may be all very well for the properties on the site itself, but as pointed out within the councillor’s report, several properties that abut the edge of the site are either at or below the current ground level of the site. There is no mention of mitigation to protect these properties either within the PFA Technical Note, nor the main Flood Mitigation proposal for the site itself. Indeed, with the latest change to the planning application, a small SUDs pool has been deleted from the new plan submission currently on the NFDC planning portal.

The PFA Technical Note ends with a declaration that the proposed Flood Mitigation for the site would result in a net positive for the area and that all information contained within the councillor’s report would not alter the conclusions of the FRA as the information provided is consistent with the outputs of the flood modelling.

May we ask again, how can the PFA Technical Note declare that the FRA conclusions would not be affected by new information collated between December 2021 and April 2022 and contained within the councillor’s report? The original data is at least 7 years old if not more. The flood events listed within the councillor’s report were not logged with HCC Flood Lead nor NFDC and occurred after the original data set was collected. As a recent email received by the councillor from the Environment Agency suggested, modelling is not a science, it is a ‘best estimate’ based on the data available at the time. We find it difficult to believe that a dataset collected over 7 years ago constitutes a “best estimate”.

We ask again, for comprehensive up-to-date data collection of both ground and surface water levels and for the model on which the Flood Mitigation for the Site be re-calculated.

3. ISSUES FOR DECISION AND ANY RECOMMENDATIONS

- 3.1 It is RECOMMENDED that the draft response prepared by Cllr Georgiou be approved and submitted to NFDC, HCC and the Environment Agency.

For further information, contact:

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

or Cllr Janet Georgiou
cllr.j.georgiou@ringwood.gov.uk

REPORT – PLANNING, TOWN & ENVIRONMENT COMMITTEE – 4 APRIL 2025

PROPOSED MINOR AMENDMENTS TO RINGWOOD NEIGHBOURHOOD PLAN

1. INTRODUCTION

- 1.1 At the meeting of this Committee on 10 January 2025, it was agreed to submit a request for minor modifications to the Ringwood Neighbourhood Plan (RNP) to both New Forest District Council and New Forest National Park Authority (*P/6391 refers*).
- 1.2 A joint response has now been received, and Members views are sought on next steps.

2. RESPONSE FROM NFDC/NFNPA

- 2.1 Set out below is a reminder of each requested modification, and the response from NFDC/NFNPA *in italics*.

2.2 Modification 1 to Policy R5: Smaller Housing

“Provision should be made for small dwellings with one and two bedrooms, in schemes of residential development where this can be achieved without detriment to the amenities and the character of the surrounding area and neighbouring properties. A bedroom is defined as any room on a separate floor to the main living space (i.e. kitchen/dining/lounge areas) that is not a bathroom, a toilet or a landing area. The number of small dwellings should be greater than 50% of the total in schemes of five or more dwellings.”

On balance, the proposed Modification 1 is judged by NFDC and the NPA to be a material update, and would require changes to provide clarity.

The proposed modification is not precise enough to add clarity. If Ringwood Town Council (RTC) still require this modification then it would need to be more carefully worded. NFDC and the NPA are happy to look at any revised proposed wording. But as currently drafted, we are of the view that it is imprecise and is not acceptable as an update.

Non-material modifications cover updates such as adding information for clarification / typos / updating references. There must be no changes to policy stance or interpretation. A material modification by contrast doesn't alter the nature of the plan but DOES add additional information.

The two planning authorities are of the opinion that proposed Modification 1 is a material update because it does affect the interpretation of the policy by adding information which could lead an applicant/developer to a different conclusion than previously. The proposed amendment is more than updating a reference or correcting an error and although it adds more detail to the plan in an effort to clarify, it may have the effect of changing an analysis/opinion/interpretation that would otherwise have been made.

This advice is, of course, subject to amended wording being proposed. Nevertheless, as currently drafted, the proposed modification is not precise enough to add clarity and we recommend that the town council revisits the proposed wording.

The two authorities were unable to find any case law that would assist us in determining whether a proposed modification is material or not. It would appear to be a matter of fact and degree in applying the government's NPPG guidance on Neighbourhood Planning. The

NFDC legal department has taken the view that if a proposed modification is on the dividing line between non-material/material, then it is prudent and good practice to be precautionary and consider the modification to be material rather than non-material. This ensures that a more rigorous and robust process as to its adoption is undertaken through the examination process thereby avoiding any future challenges to the Neighbourhood Plan (NP) on procedural issues and potentially requiring the whole process to be begun again.

2.3 Modification 2 to Policy R8: Building for a Healthy Life

“All development with a residential component of 10 or more dwellings should apply the Building for a Healthy Life (BHL) design assessment tool (or equivalent methodology) to inform the design proposals, based on a traffic light system of scoring. As a guide, development should seek to achieve a score of no ‘reds’, design out all ‘ambers’ and achieve a majority of ‘greens’.

A Building for a Healthy Life Assessment should be carried out by the applicant in collaboration with the LPA and RTC, included within the Design and Access Statement and submitted with the application.”

It is considered by NFDC and the NPA that this can be treated as a minor non-material modification.

Although it adds information for clarity to an applicant it does not alter the nature of the NP nor change policy stance or interpretation. However, we recommend that the word “collaboration” should be amended to “consultation”. Minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make minor non-material updates at any time, with the consent of the qualifying body. Consultation, examination and referendum are not required.

2.4 Modification 3 to Foreword (page 4)

Proposed text to be added under the heading of “How will we deliver the Vision”:

“Ringwood Town Council, as the qualifying body, may, from time to time, generate or update guidance documents to assist applicants, residents, LPA officers and others to understand better how policies would be implemented.”

It is proposed, for example, to produce a guidance note on Policy R10: Zero Carbon Buildings, which is not currently being taken into consideration by LPA planning officers.

NFDC and the NPA are of the opinion that this proposed modification cannot be made in this form. The reference to the production of guidance documents in the future is too open-ended.

The foreword of the RTC NP clearly does not form part of the policies set out in the NP itself. However, in the two authorities’ opinion, any guidance that RTC may produce could be considered to form part of the wider NP and therefore may have an impact on the stated NP policy stance and/or its interpretation. Any guidance produced would effectively give clarity as to policy interpretation (and therefore application) and may affect the policy stance. The proposed modification is stated to help those involved “to understand better how policies would be implemented.” Without seeing each guidance it is impossible for the authorities to determine the status of this proposed update.

To support this view, we rely upon the definition of Neighbourhood Development Plan as set out in S38A (2) of the Planning and Compulsory Purchase Act 2004. This states:

(2) A “neighbourhood development plan” is a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan”.

We consider that any guidance produced by RTC could be considered to be a policy of the NP as it would be an “expression” of the NP policy. Therefore each guidance document produced by RTC would need to be treated as a material modification (and depending on its wording may be considered to be a substantial material modification requiring an examination and a referendum).

The Government guidance is that policies should be clear and unambiguous. The guidance states:

“[The NP Policy] should be drafted with sufficient clarity that a decision maker can apply it consistently and with confidence when determining planning applications. It should be concise, precise and supported by appropriate evidence. It should be distinct to reflect and respond to the unique characteristics and planning context of the specific neighbourhood area for which it has been prepared”. Paragraph: 041
Reference ID: 41-041-20140306 Revision date: 06 03 2014.

The two authorities would suggest, based upon this, that the extra guidance proposed to be provided by RTC should be contained within the policies themselves and without seeing the guidance it is impossible for us to determine whether the guidance is material or non-material. For this reason, we are of the opinion that this proposed modification cannot be made in this form.

3. ISSUES FOR DECISION AND ANY RECOMMENDATIONS

3.1 It is RECOMMENDED that:

- 1) For modification 1, Members note that, even if re-worded, this is likely to be considered to be a material update as it would have the effect of changing an analysis/opinion/interpretation that would otherwise have been made in the existing policy. If this were the case, it would require us to follow a procedure which would largely replicate that for making a new NP, save for the fact that it is unlikely a referendum would be required. Members should therefore consider whether it would be appropriate to pursue the modification at this time, or to wait until a comprehensive review is carried out.
- 2) For modification 2, Members consider accepting the suggested change in wording from “collaboration” to “consultation” and request that this modification be made.
- 3) For modification 3, Members consider accepting the view of NFDC/NFNPA and instead take a different approach to ensuring that Development Management officers correctly apply relevant RNP policies to planning applications. In this regard, it is suggested that a meeting be arranged with the appropriate officers at both NFDC and NFNPA to discuss policy compliance and interpretation.

For further information, contact:

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

PLANNING, TOWN & ENVIRONMENT COMMITTEE

4th April 2025

Guidance Note – Ringwood Neighbourhood Plan (RNP) Policy R10

1. Introduction and reason for this Guidance Note

1.1 This Guidance Note explains what is required to prove compliance with RNP Policy R10 (now adopted as NFDC Development Plan Policy R10).

2. Background information

2.1 Quoting from this 2023 Designing Buildings [reference](#), “A Predicted Energy Assessment (PEA) is normally required when selling a property prior to its construction, often called an off-plan sale. A PEA is a predicted version of the Standard Assessment Procedure (SAP) investigating its thermal efficiency and its environmental Impact (CO₂) and is based on the same SAP calculations required at design stage. The SAP calculation forms the basis of the Energy Performance Certificate (EPC) which is required for both domestic and commercial buildings when the existing building is being rented or sold. A PEA is in effect the same approach but for buildings not yet built, it needs to be produced during the design phase of the project, submitted along with the final SAP calculation and carried out by a qualified On Construction Domestic Energy Assessor, given accreditation by the Government. PEAs fall under The Home Information Pack Regulations 2007; UK Statutory Instruments 2007 No. 992 described under schedule 3.” As part of PEA, the predicted space heating demand can be calculated and shown to be below (or not) the 15kWh/m²/y R10 requirement.

2.2 For major developments, the house types proposed will likely have been built elsewhere and so actual thermal efficiency and environmental impact information will be known. An ‘as built’ SAP calculation will be available.

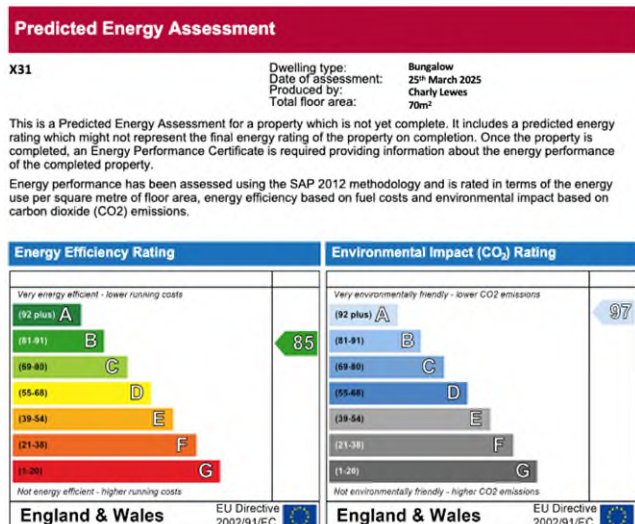
2.3 If the PEA or ‘as built’ calculations suggest the predicted space heating demand will be (or is) above the R10 requirement, the applicant may be able to achieve the required standard by addition of *in situ* renewable energy generation such as PV panels.

2.4 The Appendix contains flowcharts for easy reference.

3. Issues for decision and any recommendations

Members are respectfully invited to note this Guidance Note.

For further information, contact Cllr Gareth DeBoos: cllr.g.deboos@ringwood.go.uk



The energy efficiency rating is a measure of the overall efficiency of a home. The higher the rating the more energy efficient the home is and the lower the fuel bills are likely to be.

The environmental impact rating is a measure of a home's impact on the environment in terms of carbon dioxide (CO₂) emissions. The higher the rating the less impact it has on the environment.

Policy R10: Zero Carbon Buildings

A. All developments should be 'zero carbon ready' by design to minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping.

Policy objective

B. Wherever feasible, all buildings should be certified to a Passivhaus or equivalent standard with a space heating demand of less than 15KWh/m²/year. Where schemes that maximise their potential to meet this standard by proposing the use of terraced and/or apartment building forms of plot size, plot coverage and layout that are different to those of the character area within which the proposal is located, this will be supported, provided it can be demonstrated that the scheme will not have a significant harmful effect on the character of the area.

Required standard = 15kWh/m²/year, as assessed at application stage by a predicted SAP assessment

Predicted SAP assessment has to be done for Building Regulations. The R10 target is more demanding than current Building Regs.

C. All planning permissions granted for new and refurbished buildings should demonstrate that they have been tested to ensure the buildings will perform as predicted prior to occupation.

Note that most major developers use standard designs that have been built elsewhere, so they know the SAP numbers = not onerous for them.

D. All planning applications for major development² are also required to be accompanied by a Whole Life-Cycle Carbon Emission Assessment, using a recognised methodology, to demonstrate actions taken to reduce embodied carbon resulting from the construction and use of the building over its entire life. Consideration should be given to resource efficiency at the outset and whether existing buildings can be re-used as part of the scheme to capture their embodied carbon.

Confirmation that predicted = actual. Guards against sloppy workmanship.

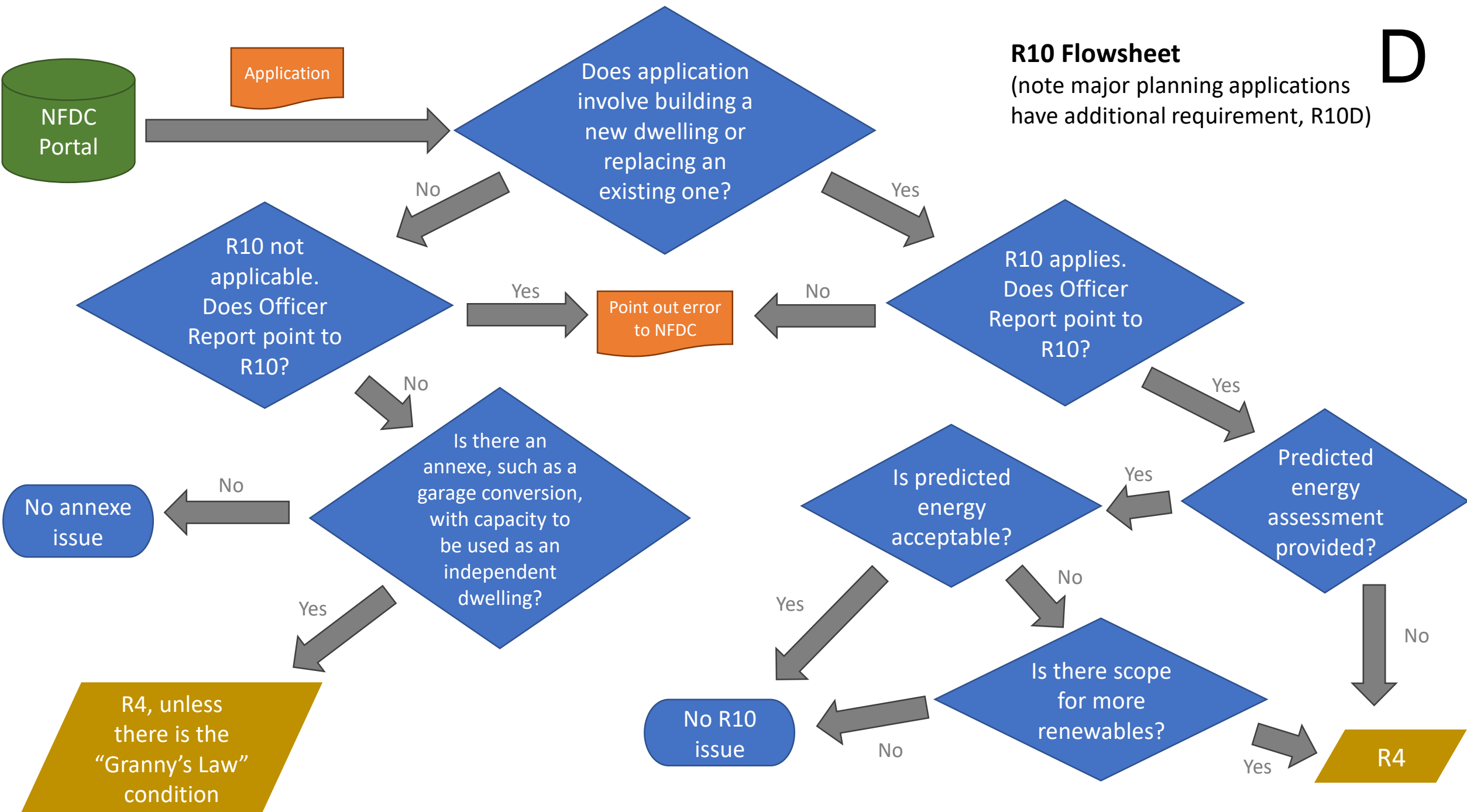
Additional requirement for major developments, such as Strategic Sites.

E. A Climate Change Statement will be submitted to demonstrate compliance with the policy (except for householder applications). Applicants are directed to the Cotswold Net Zero Toolkit³ for guidance on matters to be addressed at pre-planning and initial design stage. The statement will demonstrate how opportunities to reduce the energy use intensity (EUI) of buildings over the plan period have been maximised in accordance with the energy hierarchy. Designers shall evaluate the operational energy use using realistic information on the intended use, occupancy and operation of the building to minimise any performance gap.

Checks that the applicant has done what they stated they would do.

R10 Flowsheet

(note major planning applications have additional requirement, R10D)



PLANNING, TOWN & ENVIRONMENT COMMITTEE

4th April 2025

Guidance Note - Nationally Described Space Standards (NDSS)

1. Introduction and reason for this Guidance Note

1.1 This Guidance Note examines whether NDSS is applied consistently by NFDC Officers and the NFDC Planning Committee (NFDC PC). The research was carried out because the decision by NFDC PC to allow NDSS to be applicable and then approve 21/11723 on 13th November 2024 relied heavily on study rooms not being considered bedrooms, which means that assumed occupancy numbers and thereby the required ANRG and phosphate mitigation are reduced. Members will be aware of the request by RTC for the Secretary of State to 'call-in' the application decided at the Full Council meeting on the 18th December 2024.

1.2 NDSS describe optional standards. NDSS can be adopted by a Local Planning Authority such as NFDC, but to date, it has not been. The relevant part of the NDSS for bedroom sizes, and hence occupancy numbers, are sections 10b, 10c, 10d and 10e, which state:

10b. a dwelling with 2 or more bedspaces has at least 1 double (or twin) bedroom;

10c. in order to provide 1 bedspace, a single bedroom has a floor area of at least 7.5m² and is at least 2.15m wide;

10d. in order to provide 2 bedspaces, a double (or twin bedroom) has a floor area of at least 11.5m²;

10e. 1 double (or twin bedroom) is at least 2.75m wide and every other double (or twin) bedroom is at least 2.55m wide.

There are no compulsory regulations about bedroom (or study) sizes under Building Regulations. There are compulsory regulations for Houses in Multiple Occupation, where a bedroom must be at least 4.64m² for a child under 10 years old and over 10.22m² for two persons over 10 years old sharing a room. An average prison cell in England is 4.46m².

2. Background information

2.1 Applications decided by NFDC PC from June 2024 to December 2024 have been reviewed for any NDSS reference.

2.2 In the Officer Report for 21/11723 (SS13) at the 13th November 2024 NFDC PC meeting, it is stated:

"Officers and the Applicant referred RTC back to the written update paper to the September Planning Committee meeting. The Nationally Described Space Standards

(NDSS) deal with internal spaces within a new dwelling. The study rooms fall short of the minimum standard of living accommodation (both in area and width) to qualify as a single bedroom when measured against the NDSS. It is considered that in the absence of a locally prescribed standard that the NDSS is the best measure to ensure developments have adequate living conditions for future residents. The study rooms fall short of the accommodation space required to be counted as a bedroom and to count it as such would be harmful to the living conditions of future residents."

The statement suggests that NDSS should be applied to all applications that are heard by NFDC PC.

Even with the revised designs which are assumed to be accurately pictured to scale in the house types pack, the revised 'Ripley' is not compliant (study room bigger than bedroom 3) and the 'Ashford' fails too (two bedrooms below the 11.5m² standard plus study at 6.4m²). This means that 25% of the open market housing is not in accord with NDSS.

2.3 In 22/10418 (Outline planning application for SS11), the Officer Report states:

"The final chapter of the design code seeks to set out ways by which the sustainability of the scheme can be maximised. Largely setting aspirational 'above standard' targets for insulation, energy efficiency and water efficiency, but positively proposing to meet national described space standards for building size, incorporating eco-friendly heating systems and including integrated solar PV and water heater panels. It also advocates off site modern methods of construction and a fabric first approach to reducing the need for artificial lighting and heating".

Clearly the NDSS requirements were volunteered by the applicant, not required by NFDC Officers.

2.4 As part of the review, examples were found where applications heard by NFDC PC were approved despite being below the NDSS standard, which include bedrooms below the NDSS standard, 23/10887 (<6.0m²), 24/10539 (<6.5m²) and 24/10595 (SS16, <7.0m²).

2.5 There is an example discussed by RTC PT&E, 24/10050, of NDSS being used by the Officer to justify the recommendation to refuse the application. Neither 'Technical Housing Standards' nor NDSS are listed under section 5 'Planning Policy and Guidance', but the Officer Report states:

"Furthermore the proposed development would result in a substandard dwelling with reference to the Technical Housing Standards - nationally described space standard 2015 Document. This sets out the internal space standards for new dwellings and provides the requirements for defined levels of occupancy and floor areas for key areas of the dwellings, including bedrooms and storage. The current proposal is for a 3no. bedroom two storey dwelling with bed spaces for 5no. persons. The proposal does not meet the overall spatial standard for a 2-storey, 3 bedroom, 5 person

dwelling which requires 93m². Additionally, the individual room sizes do not meet the spatial standards in that bedroom 3 equates to 5.2m² however, single bedrooms must have floor area of 7.5m² and Bedroom 1 and 2 equate to 11.2m² and 9.2m² respectively, however a double bedroom must have a floor area of 11.5m². As such, the proposal provides a poor level of accommodation that would be detrimental to the amenities of the future occupiers.”

The bedroom sizes here are somewhat similar to the 21/11723 ‘Ashford’ design (Bedrooms 1 and 2 are both <10m² and the Study is <6.5m²).

Under ‘Reason(s) for Refusal’, it is stated:

“Furthermore, the proposed dwelling would provide a substandard level of accommodation as it fails to meet the national space standards.”

In the list of applications heard by NFDC PC is 24/10173, which had the same Officer. The dwelling dimensions do not appear to be on the portal under that reference, but the application relates to an appeal against refusal of an earlier application, 20/11361, which was managed by a different Officer. The bedroom dimensions on that application are not in accord with NDSS but that was not mentioned in either Officer Report.

- 2.6 In conclusion, due to the inconsistent application of the NDSS standard, where an application is within our parish and RNP Policy R5 is not applicable, a verdict of PT&E to refuse (R2 or R4) is justifiable until NFDC formally adopt the standard, as other LPAs have. It’s in the London Plan, for example.

Applications claiming that study rooms are not bedrooms, but that could be used as bedrooms, should be conditioned so that they can’t legally be used or marketed as bedrooms. This can be achieved with conditions requiring the room to have an unopenable window that cannot be subsequently changed to an opening window. It would then be illegal to use the room as a bedroom and a breach of the Trade Descriptions Act to market it as a bedroom.

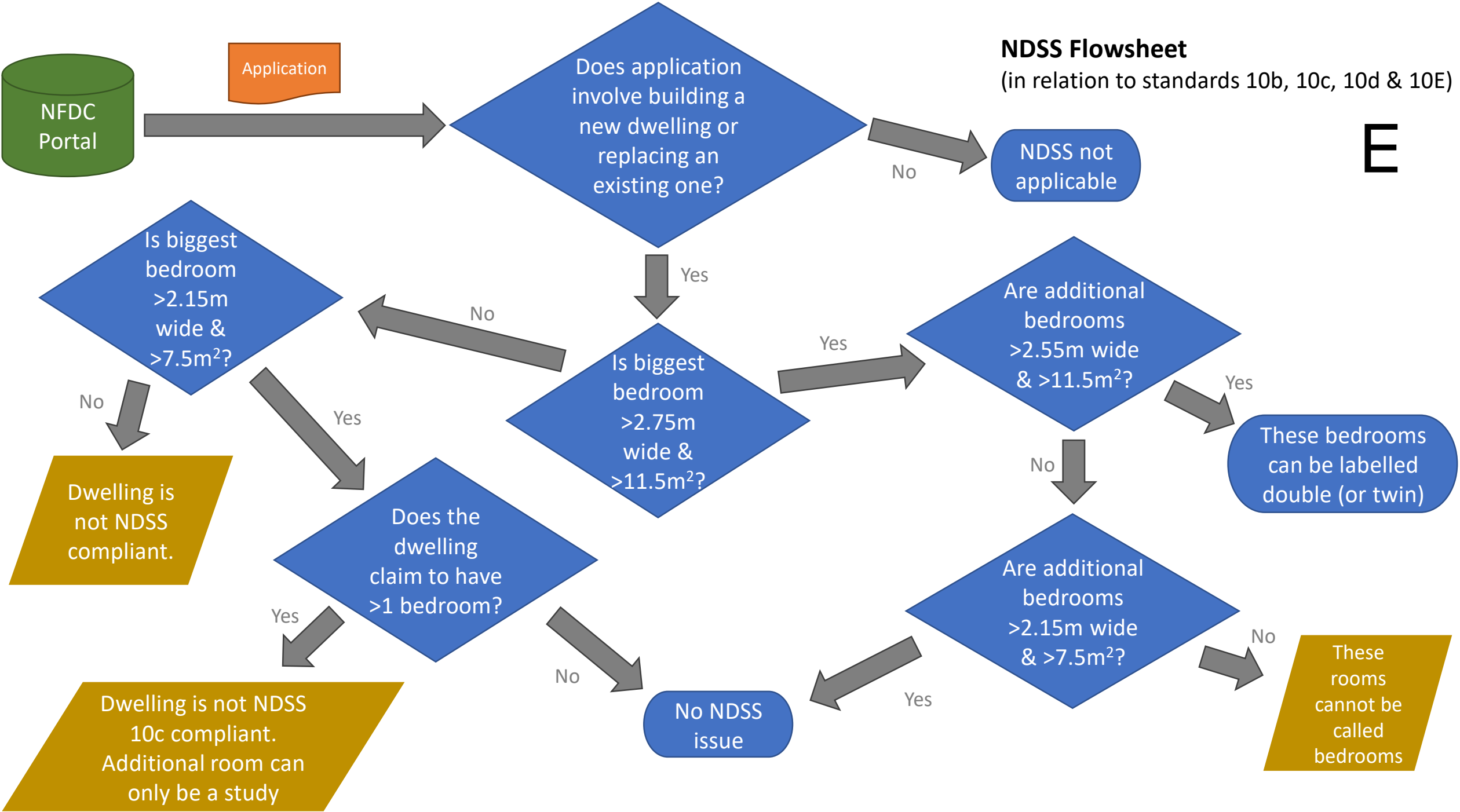
3. Issues for decision and any recommendations

Members are respectfully invited to note this Guidance Note.

For further information, contact Cllr G DeBoos: cllr.g.deboos@ringwood.gov.uk

NDSS Flowsheet
(in relation to standards 10b, 10c, 10d & 10E)

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Environmental and Regulation

Service Manager: Joanne McClay

F

Mr C Wilkins
Ringwood Town Council
Ringwood Gateway
The Furlong
Ringwood
Hampshire
BH24 1AT

Our Ref: LICPR/05/00079

Your Ref:

25 March 2025

Dear Mr Wilkins

Licensing Act 2003 - Variation Premises Licence (S34)

Premises: DAVID LLOYD LEISURE DAVID LLOYD LEISURE CENTRE, 242 CHRISTCHURCH ROAD, RINGWOOD, BH24 3AS

Ref: LICPR/05/00079

This letter is sent to you for information as an organisation representing the local area to advise that the above application has been received by the Licensing Authority.

Details of the application are shown below, online at www.newforest.gov.uk/article/1377/Public-registers-of-licences and should also be displayed on the premises. Full details of the application can be viewed at the Council Offices, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire SO43 7PA

The details of the application for a premises licence are as follows:

To undertake alterations to the premises. Namely, change layout of numerous unlicensed public areas, new facilities and conversion of squash courts into a multi use hall. Approve modest changes to the licensed club room in respect of screens, seating and a shaping of the servery counter. An expansion to the licensed terraced area and other minor layout changes to licensed areas in line with plan 087-D-210-4

I would remind you that when considering making a representation, or advising constituents who might wish to make a representation, the Licensing Authority may only consider representations which infringe or violate one or more of the four licensing objectives, which are:

- Prevention of crime and disorder,
- Public safety,
- Prevention of public nuisance,
- Protection of children from harm.

The timescale for representations is laid down in regulations attached to the Act and may only be changed by Parliament. Therefore the final date for representations is **22 April 2025**.

Yours sincerely

Christa Ferguson

Licensing Manager
Licensing Services

Tel: 023 8028 5505
Email: licensing@nfdc.gov.uk

Current Projects Update



No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
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Full Council

No live projects

Planning Town & Environment Committee

PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve. £960 spent in 2024/25.
PTE6	Shared Space Concept - Thriving Market Place	In progress	Clarification being sought from HCC (with help from County Councillor Thierry) on completion of work outlined in Project Brief and use of £10,000 grant. Consultation with stakeholders to be arranged, prior to wider public consultation.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Working in partnership with NFDC and HCC.	Deputy Town Clerk	HCC funded survey work. £10,000 grant from UKSPF (via NFDC). NFDC Cabinet agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	Action Plan prepared. Awaiting response from HCC about possible funding before proceeding further. Action to install new bench beside shelter in Salisbury Road (A338 northbound) being progressed.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.

Policy & Finance Committee

PF5	Poulner Lakes Lease	On hold		Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The planned refurbishment prior to re-letting was delayed by a damaging break-in but is now under way.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.

Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	The planning application has been submitted.	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	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	Cancelled January 2024	The proposed columbarium/memorial wall was scrapped following the cemetery base budget review. A panel has been appointed to consider alternative developments when officer time is available.	Planning best use of remaining space, provision for cremated remains, etc.	Town Clerk	Capital costs will be met from a combination of earmarked reserves.

RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	Future needs are being assessed.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Manager	Budget of £2,000 a year.
RLOS14	Poulner Lakes waste licence	In progress	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Solicitors have been instructed to implement an agreement to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Total cost of project £16,290 to be funded by various donations (£7,665), an NFDC Community Grant of £5,915 and the remaining £2,710 from CIL funds held by RTC (F/6343 P&F 18/9/24). Staff time only
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these. Preparation of reports for each site is now in hand.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	A public tender for the main elements closed recently and the contract formalities are in hand. The funding agreement with Veolia Environmental Trust has also been completed.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	Installation has been completed.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Benches now received and awaiting installation.	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None



Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
Full Council							
	None						
Planning Town & Environment Committee							
	Roundabout under A31	Planting and other environmental enhancements		Area being used by National Highways for storage of materials during works to widen the A31.	Floated as possible future project		
	Lynes Lane re-paving Rear of Southampton Road	Ringwood Society proposal Proposal by Ringwood Society to improve appearance from The Furlong Car Park and approaches			Floated as possible future project Floated as possible future project		
	Dewey's Lane wall	Repair of historic wall		Re-build/repair options and costs are being investigated	Shelved as a TC project		
	Signage Review	Review of signs requiring attention - e.g. Castleman Trailway, Pocket Park, Gateway Square	Cllr Day		Floated as possible future project		
	Crow ditch	Investigate works required to improve capacity and flow of ditch alongside Crow Lane, between Hightown Road and Moortown Lane					Developers contributions
Policy & Finance Committee							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
Recreation, Leisure & Open Spaces Committee							
	None	(Current projects expected to absorb available resources for several years)					
Staffing Committee							
	None						

Closed Projects Report

No.	Name	Description	Outcome	Notes
Full Council				
FC1	Long Lane Football Facilities Development	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.	New builds completed in September 2024	
FC2	Strategic Plan	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Completed in October 2022	
Planning, Town & Environment Committee				
	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of bridgeway between old railway bridge eastwards to join existing surfacing.	Surfacing works completed by HCC early April 2022.	
	Bus Shelter Agreement	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Despite various communications, we have had no contact for over a year and therefore regard the original request to be defunct.	Request not followed up by ClearChannel, therefore defunct and removed from project list October 2023.	
PTE5	Human Sundial	Work to refurbish human sundial and install surrounding benches complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be considered as part of Thriving Market Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				
Policy & Finance Committee				
PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	

PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023
PF12	Base budget review	A review by members and officers of the council's base (revenue) budget, probably focused on a few types of expenditure or areas of activity, to identify possible options for change and/or savings.	Completed in January 2025

Recreation, Leisure & Open Spaces Committee

RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS7	Bowling Club lease	Renewal of lease that expired in April 2023.	Completed in July 2023	New lease granted for 14 years.
RLOS8	Ringwood Youth Club	Dissolution of redundant Charitable Incorporated Organisation	Completed in July 2023	Charity removed from Register of Charities
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
RLOS12	Van replacement	Replacing the grounds department diesel van with an electric vehicle	Suspended in 2023	Van will be replaced in accordance with Vehicle & Machinery replacement plan
RLOS13	Bickerley compensation claim	Statutory compensation claim for access and damage caused by drainage works	Completed March 2022	Settlement achieved with professional advice
RLOS15	Acorn bench at Friday's Cross	Arranging the re-painting of this bespoke art-work	Completed in 2021-22	Labour kindly supplied by Men's Shed
RLOS16	Town Safe	Possible re-paint of this important survival, part of a listed structure	Suspended indefinitely in September 2022	Complexity and cost judged disproportionate to benefit
RLOS17	Crow Arch Lane Allotments Site	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Completed in November 2023	
RLOS18	Cemetery Records Upgrade	Creation of interactive digital cemetery map and scanning of cemetery registers as first stage in digitizing all cemetery records to facilitate remote working, greater efficiency and improved public accessibility.	Completed in 2021	Cost £5,467. Further upgrades are needed to digitize the records fully
RLOS19	Carvers Masterplan	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Completed in 2024 but subject to implementation and review	Completed within the £6,000 budget.
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
RLOS22	Bickerley parking problem	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Closed off in September 2023	Additional signage has been installed. An estimate of £5,510 to move the "dragon's teeth" was judged disproportionate to the problem.
RLOS24	Poulner Lakes circular path	HCC has funded the creation of a circular path for pedestrians and cyclists to improve accessibility and so encourage greater use	Completed in May 2024	RTC is now responsible for maintenance

Staffing Committee

S1	HR support contract renewal	Renewal of contract for the supply to the Council of specialist human resources law and management support	Completed in 2021-22
S2	Finance Staffing Review	Reassessing staffing requirements and capacity for finance functions and re-negotiating staff terms	Completed in 2021-22