

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
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## PLANNING, TOWN & ENVIRONMENT COMMITTEE

Dear Member

28<sup>th</sup> August 2025

A meeting of the above Committee will be held on **Friday 5<sup>th</sup> September 2025** at 10.00am in the Forest Suite, Ringwood Gateway and your attendance is requested.



Mr C Wilkins  
Town Clerk

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### 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 1st August 2025

**5. RACE TO GREEN TEAM PLANTING UPDATE**

To receive a verbal report

**6. PLANNING APPLICATIONS**

To consider applications and to note applications 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. PROJECTS** (current and proposed)

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

## 9. NFDC/NFNPA PLANNING COMMITTEE

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

## 10. COMMUNICATIONS

Members to decide on items requiring publicity and to confirm a spokesperson if required

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

### Committee Members

Cllr Philip Day (Chairman)  
Cllr Luke Dadford (Vice Chair)  
Cllr Mary DeBoos  
Cllr Rae Frederick (ex-officio)  
Cllr Janet Georgiou  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr James Swyer  
Cllr Glenys Turner

### Officers

Jo Hurd, Deputy Town Clerk  
Nicola Vodden, Office Manager

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

Number	Name	Address	Proposal	Dead line	<u>Recommendation</u> <b>Permission (1)</b> Recommend Permission, but would accept planning officer's decision <b>Refusal (2)</b> Recommend Refusal, but would accept planning officer's decision (plus reasons) <b>Permission (3)</b> Recommend Permission <b>Refusal (4)</b> Recommend Refusal (plus reasons) <b>Officer Decision (5)</b> Will accept planning officer's decision
24/10622	Mr Kisacik - Antepli	24A, Meeting House Lane, Ringwood. BH24 1AY	Proposed flat roof canopy with lights to front entrance; flue on west elevation (Retrospective) <a href="#">view online here</a>	12.9	
25/10130	Mrs Ollington	The Old Cottage, 14 West Street, Ringwood BH24 1DZ	RE-CONSULTATION: Close boarded boundary fence and gate (Application for Listed Building Consent) <a href="#">view online here</a>	3.9	
25/10158	Mrs Osbourne - Yong Thai Therapy	88a Christchurch Road, Ringwood. BH24 1DR	Non illuminated fascia sign to front elevation (Application for Listed Building Consent) <a href="#">view online here</a>	22.8	
25/10162	Mrs Ollington	The Old Cottage, 14 West Street, Ringwood. BH24 1DZ	RE-CONSULTATION: Close boarded boundary fence and gate <a href="#">view online here</a>	5.9	
25/10659	Mrs Heaver	27, The Mount, Poulner, Ringwood. BH24 1XX	Single-storey side extension following removal of existing attached timber shed <a href="#">view online here</a>	29.8	
25/10679	Caspian Development s Limited	Land at 102 Northfield Road, Ringwood. BH24 1SU	3 Detached chalet bungalows; detached garage; parking and landscaping; extend existing dropped kerb; demolition of existing buildings <a href="#">view online here</a>	22.8	
25/10710	Mr Collins	2 Linden Court, Linden Gardens, Ringwood. BH24 1HQ	Proposed erection of conservatory to the rear of Flat 2, Linden Court. <a href="#">view online here</a>	29.8	

25/10714	Mr King - Ringwood Town FC	Ringwood Town Football and Social Club, Long Lane, Ringwood. BH24 3BX	Erect shed to provide storage and laundry facilities for Ringwood Town Football Club <a href="#">view online here</a>	12.9	
25/10777	Westview Development s Ltd	Land adjacent, 37 Fairlie, Ringwood. BH24 1TP	Reserved Matters application for details of landscaping (Pursuant to Outline Planning Permission 20/10387 and Variation application 24/10342) <a href="#">view online here</a>	26.9	
CONS/25/0402	Mr Scanlon	3 Clarks Close, Ringwood. BH24 1LQ	Elm x 3 - Reduce; Cherry; Flowering Crab; Magnolia and Portugese Laurel – Reduce <a href="#">view online here</a>	5.9	
					<b><u>Applications considered under delegated powers:-</u></b>
25/00819CONS		Poulner Baptist Chapel, Linford Road, North Poulner, Ringwood. BH24 3HZ	Fell 3 x Cypress trees	19.8	1.8.25 P(1) Recommend permission, but would accept the Tree Officer's decision.
24/01421FULL		Greenslade Farm, COWPITTS LANE, POULNER COMMON, RINGWOOD. BH24 3JX	Replacement dwelling; 1no. outbuilding; pool; demolish existing dwelling and 1no. outbuilding (ADDITIONAL INFORMATION)		1.8.25 P(1) Recommend permission, but would accept the Planning Officer's decision. The Committee complimented the author of the energy statement that had been submitted as required by RNP Policy R10, and were pleased to see this being taken seriously by the applicant.
25/10668	Mrs Simon	3 Lumby Drive, Ringwood. BH24 1JJ	Demolition of existing house, annex and garage and replace with x2no. 3 bed houses (Outline application with all matters reserved) <a href="#">view online here</a>	22.8	1.8.25 R(2) Recommend refusal, but would accept the Planning Officer's decision. The Committee did not accept that this was not a viable refurbishment project, as stated in the accompanying papers. To construct 2 x 3 bed semi-detached houses in this location would be out of character for the area and a preferable scheme for 2 bungalows would be more appropriate considering the other properties in the street.
CONS/25/0397		Quaker Court, Eynon Mews, Ringwood. BH24 1EW	Ash- Reduce Lime - Reduce	1.9	12.8.25 P(1) Recommend permission, but would accept the Tree Officer's decision.

Current Projects Update

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
No live projects						
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks carried out June 2025 and annual flail in August 2025, followed by annual stream clearance by volunteers. 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.
PTE6	Shared Space Concept - Thriving Market Place	In progress	Project being led by NFDC with funding allocated from Strategic CIL programme. Consultants appointed to develop a deliverable, costed scheme for approval by NFDC Cabinet on 05/11/2025.	Concept for town centre shared space identified through work on the Neighbourhood Plan. Aim is to create a more vibrant and flexible public space and improve connectivity, whilst achieving wider economic benefits.	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 and in use. Awaiting response from HCC about possible funding before proceeding further. Bid submitted to NFDC for CIL funds to provide a new larger bus shelter in Gorley Road.	Review of Council owned bus shelters.		£1081 allocated from RTC CIL funds.
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
	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.
	Review of Speed Limits and Road Safety Measures in Kingston	In progress	Advised resident further evidence is required prior to submitting proposal to HCC. Cllr Frederick liaising with Police and residents regarding setting up Speed Watch. Bid submitted to NFDC for CIL funds to purchase Speed Indicator Devices.	Request from resident to support addressing speed issues and road safety on B3347 at Kingston.	Hampshire CC	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.
PF13	Office IT overhaul	In progress	Notice of termination given to current support provider. Officers have begun discussing needs and transition arrangements with new provider.	Multi-year programme to upgrade staff computers and office network hardware and provide training for staff and councillors. Includes switch to new support provider. Will include consideration of providing devices to councillors and seeking Cyber Essentials accreditation.	Town Clerk	Capital costs incurred in current year will be met from IT 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 and registered.	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. The panel appointed to consider alternative developments met on 4th June and a plan is being prepared.	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.
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. The documents required to resolve the boundary discrepancies are with the solicitors for completion.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	The MUGA has been christened Carvers Courts and with the timber trail is now in use. Installation of a drinking water fountain and the wildflower turf and pollinator planting are being arranged. Related, but slightly out of scope is that the tenants of the buildings backing onto Carvers from the industrial estate have agreed to remove the grafitti from the wall which overlooks the recreation ground, at their cost.	Replacing two tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£73,000 for the main elements. Supported by a £68,072 grant (plus a 10% contribution and up to £10K additional funding from RTC's CIL reserve)

Staffing Committee

None

B

**Staffing Committee**

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				
PTE4	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	Completedby HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completedby HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
	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 bridleway 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.	
	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 Maret 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 Developoment Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1	Railway Corner	Ringwood Society project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Completed 2024.	
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
PF11	92 Southampton Road	Reviewing the letting of this council-owned house	Refurbishment and relet completed in July 2025
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
RLOS14	Poulner Lakes waste licence	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Completed July 2025	
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.
RLOS23	North Poulner Play Area skate ramp request	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	The official opening of the new facility was held on 29 May 2025.	
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
RLOS25	Open Spaces Management Review	A strategic priority project to review the council's management of all its public open and green spaces	Completed in June 2025	RTC now has plans for all major sites
RLOS27	Carvers Clubhouse Solar Panels	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Completed in May 2025	Energy savings being recorded
RLOS28	Skate Park Picnic Tables	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	Completed in Spring 2025	Third picnic table added near tennis courts. Part funded by Ringwood Carnival.
RLOS29	North Poulner Play Area Gate	Installation of a third pedestrian gate	Completed in July 2025	Funded by grant from County Cllr

#### 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