

MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL

Held on Wednesday 26th February 2025 at 7pm at Ringwood Gateway, The Furlong, Ringwood

PRESENT: Cllr Rae Frederick (Chairman)
Cllr Philip Day
Cllr Andrew Briers
Cllr Luke Dadford
Cllr Ingrid De Bruyn
Cllr Gareth DeBoos
Cllr Mary DeBoos
Cllr Janet Georgiou
Cllr John Haywood
Cllr Peter Kelleher
Cllr Michael Thierry
Cllr Becci Windsor

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk
Mrs Jo Hurd, Deputy Town Clerk
District Cllr Jeremy Heron
District Cllr Nigel Linford

ABSENT: Cllr James Swyer
Cllr Glenys Turner
District Cllr Steve Rippon-Swaine
District Cllr Richard Frampton

C/7299

PUBLIC PARTICIPATION

There were 5 members of the public present, all residents of Stillwater Park. A spokesperson addressed Members to update on the issue raised at the last meeting regarding one resident who was keeping a large number of animals, which was affecting the health and wellbeing of neighbours. A summary of concerns was circulated and a letter from a resident who was unable to attend the meeting was read out. It was noted that Cllr Haywood (in his capacity as a District Councillor) had met with officers at NFDC and been informed that investigations were ongoing, and that further evidence was required. He would be arranging to meet residents on site, and would invite NFDC officers to attend to explain what was required.

C/7300

APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllrs Swyer and Turner, District Cllr Rippon-Swaine and newly elected District Cllr Richard Frampton (Bransgore, Burley, Sopley & Ringwood East ward).

C/7301

DECLARATIONS OF INTEREST

There were none.

**C/7302
MINUTES OF PREVIOUS MEETING**

RESOLVED: That the minutes of the meeting held on 29th January 2025, having been circulated, be approved and signed as a correct record.

**C/7303
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 5th February 2025.

RESOLVED: That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 5th February 2025 be received.

**C/7304
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Day presented the minutes of the Planning Town & Environment Committee meeting held on 7th February 2025.

He updated on the following:

P/6402 – an application for development of the Snails Lane site (SS15) had now been received (25/10114) and would be discussed at the next committee meeting.

P/6406 – planning application 24/11060 for conversion of garden room to annex at Avonmead, 16 Salisbury Road had been granted by NFDC Planning Committee with no conditions.

RESOLVED: That the minutes of the Planning, Town and Environment Committee meeting held on 7th February 2025 be received.

**C/7305
POLICY AND FINANCE COMMITTEE**

Cllr M DeBoos presented the minutes of the Policy and Finance Committee meeting held on 19th February 2025.

She reported that a new Finance Manager had been appointed. He would take up post on 10 March and shadow the current Finance Manager until his retirement at the end of April 2025.

RESOLVED: That the minutes of the Policy and Finance Committee meeting held on 19th February 2025 be received.

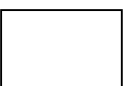
**C/7306
COMMITTEE COMPOSITION**

Members considered changes to the composition of council committees, sub-committees, working parties or panels.

RESOLVED:

- 1) That Cllr Day be appointed to the Events Management Sub-Committee.
- 2) That Cllr G DeBoos be appointed to the Town Clerk Recruitment Panel.

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C/7307

SCHEDULE OF MEETINGS

Members considered the proposed schedule of ordinary meetings of the Council up to and including the next annual meeting of the Council (May 2025 – May 2026) (*Annex A*).

RESOLVED: That the Schedule of Meetings be approved.

C/7308

COMMUNICATIONS PLAN

The Town Clerk updated Members on the recommendations approved by the Council in July 2024 with regards to the Council's Communications Plan (*Annex B*). He commented on an ongoing free trial with a PR company, saying it was unlikely the Council would proceed with paid membership, and reminded Members to consider any issues discussed at meetings that may need to be communicated. Two newsletters had been published in Ringwood & Fordingbridge News.

The Town Mayor proposed the Council have a stand at the forthcoming Avon Valley Volunteer Fair on 25 March (4pm to 7pm), in order to promote volunteering opportunities such as the Under 1s Club, and to publicise events and opportunities to work with the Council through voluntary organisations.

The Town Mayor and Cllr M DeBoos had undertaken two visits to Ringwood School; the first to talk to Year 9 students about events and how they might like to be involved, and the second with Year 13 students on the subject of celebrating the 800th anniversary of the Market Charter. The students had come up with some good ideas and were very engaged. It was noted that the Head of Sixth Form was keen to encourage greater engagement and for visits to the school to continue.

RESOLVED:

- 1) That the Town Clerk's verbal report be noted.
- 2) That the Council have a stand at the Avon Valley Volunteer Fair, and that arrangements be made for this to be manned by councillors.

C/7309

COMMUNICATIONS TO BE RECEIVED

There was no update.

C/7310

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

County and District Councillor Thierry said that HCC's focus was currently on devolution and addressing the budget shortfall. He reported that the County Councillors' grant scheme will cease on 28 February 2025.

District Cllr Heron reported that NFDC is also focussed on devolution and reorganisation and, as a result, a number of projects were being changed or dropped due to the timescales involved. The NFDC Councillors' grant was to be increased to £1,000 for 2025/26. Council Tax for 2025/26 had now been agreed, with a Band D Ringwood property being £2,508.80 for the year.

District Cllr Nigel Linford reported on the upgrade to waste services and encouraged bids to the Councillors' grant scheme..

C/7311
REPORTS FROM TOWN COUNCILLORS

Cllr M DeBoos reported she is now a Trustee of Youth Riders, the overarching charity for Ringwood Riders and Verwood Riders.

Cllr G DeBoos reported on the outcome of planning application 24/11060 for conversion of garden room to annex at Avonmead, 16 Salisbury Road. He had suggested to NFDC Planning Committee that a condition be applied to prevent the building being used as a separate dwelling, but this was not supported by the Planning Officer or Committee Members. The application had been granted with no conditions. He asked Members to inform him of any outbuildings being used as Air B&Bs. He also encouraged Members to attend the NFDC Local Plan drop-in session being held at Greyfriars on Friday 7 March (2pm to 7pm).

Cllr Georgiou reported on numerous springs on Hightown Hill and said she had prepared a draft response to the PFA Technical Note on Flood Risk relating to the planning application for land North of Hightown Road (21/10042). She had raised concern with NFDC regarding the proposed collection point for bins on the A31. She also reported a good turnout in the recent NFDC by-election from Ringwood residents, who had to travel to Burley to vote.

Cllr Haywood reported that Ellingham, Harbridge & Ibsley Parish Council will lead on the response to the Snails Lane planning application, but welcome joint working with the Town Council where practicable. Members were invited to attend the next EH&I Planning Committee on 11 March.

C/7312
FORTHCOMING MEETINGS

Forthcoming Meetings – to note the following dates:

Recreation, Leisure & Open Spaces	7.00pm	Wednesday 5 th March 2025
Planning, Town & Environment	10.00am	Friday 7 th March 2025
Staffing meeting	7.00pm	Wednesday 12 th March 2025
Policy & Finance	7.00pm	Wednesday 19 th March 2025
Full Council	7.00pm	Wednesday 26 th March 2025

C/7313
EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED: That, in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public were excluded because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted (*Confidential minutes - Annex C*).

C/7314
LEGAL MATTERS

The Town Clerk reported on ongoing legal matters

RESOLVED: That the Town Clerk's verbal report be received.



C/7315

COMMUNITY AWARDS

Members considered nominations for Community Awards.

RESOLVED:

- 1) That a Working Party consider nominations and recommend recipients to the next Council meeting.
- 2) That Cllrs Day and Thierry be appointed to the Working Party, and that those members not present be invited to join.
- 3) That all councillors who had proposed recipients produce a statement outlining the reasons for putting the individual or group forward.

There being no further business, the Town Mayor closed the meeting at 8.16pm.

APPROVED

26th March 2025

TOWN MAYOR

**RINGWOOD TOWN COUNCIL
SCHEDULE OF COMMITTEE MEETINGS
MARCH 2025 - MAY 2026**

Note:- RLOS 1st Wed, PTE 1st Fri, P+F 3rd Wed (or 4th where 5 Wed's in the month), FC last Wed.
Staffing committee twice a year (Sept and March usually, plus additional meetings, as required).

MARCH 2025		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Environment	10.00am
12	Staffing	7.00pm
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
APRIL 2025		
2	Recreation, Leisure and Open Spaces	7.00pm
4	Planning, Town and Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
MAY 2025		
2	Planning, Town and Environment	10.00am
7	Recreation, Leisure and Open Spaces	7.00pm
14	ANNUAL TOWN ASSEMBLY	7.00pm
21	Policy & Finance	7.00pm
28	ANNUAL (COUNCIL) MEETING	7.00pm
JUNE 2025		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
JULY 2025		
2	Recreation, Leisure and Open Spaces	7.00pm
4	Planning, Town and Environment	10.00am
23	Policy & Finance	7.00pm
30	Full Council	7.00pm
AUGUST 2025		
1	Planning, Town & Environment	10.00am
SEPTEMBER 2025		
3	Recreation, Leisure and Open Spaces	7:00pm
5	Planning, Town and Environment	10.00am
10	Staffing	7.00pm
17	Policy & Finance	7.00pm
24	Full Council	7.00pm
OCTOBER 2025		
1	Recreation, Leisure & Open Spaces	7.00pm
3	Planning, Town & Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm

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NOVEMBER 2025		
5	Recreation, Leisure and Open Spaces	7.00pm
7	Planning, Town and Open Spaces	10.00am
19	Policy & Finance	7.00pm
26	Full Council	7.00pm
DECEMBER 2025		
3	Recreation, Leisure & Open Spaces	7.00 pm
5	Planning, Town & Environment	10.00am
10	Policy and Finance	7.00pm
17	Full Council	7.00pm
JANUARY 2026		
7	Recreation, Leisure & Open Spaces	7.00pm
9	Planning, Town & Environment	10.00am
21	Policy & Finance	7.00pm
28	Full Council	7.00pm
FEBRUARY 2026		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
MARCH 2026		
4	Recreation, Leisure and Open Spaces	7.00pm
6	Planning, Town and Environment	10.00am
11	Staffing	7.00pm
18	Policy & Finance	7.00pm
25	Full Council	7.00pm
APRIL 2026		
1	Recreation, Leisure and Open Spaces	7.00pm
10	Planning, Town & Environment	10.00am
22	Policy & Finance	7.00pm
29	Full Council	7.00pm
MAY 2026		
1	Planning, Town and Environment	10.00am
6	Recreation, Leisure and Open Spaces	7.00pm
13	ANNUAL TOWN ASSEMBLY	7.00pm
20	Policy & Finance	7.00pm
27	ANNUAL (COUNCIL) MEETING	7.00pm

For further information, please contact 01425 473883 or email us at:
town.council@ringwood.gov.uk

EXTRACT FROM THE MINUTES OF THE COUNCIL MEETING

31ST July 2024**C/7198
COMMUNICATIONS TASK AND FINISH GROUP**

Cllr Swyer introduced the final report of the Communications Plan Task and Finish Group and Members considered the recommendations therein (*Annex C*).

The recommendations were as follows:

7.1 That officers assume overall responsibility for communications. This will be reviewed in a year to assess the need for training, resource etc.

7.2 All committees members, particularly chairs, should consider if items not on the projects list are suitable for communication. All members have the freedom to discuss communications matters at the relevant committee.

7.3 All communications plans should be inclusive and accessible, featuring a mix of digital, print and display where possible.

7.4 Ringwood Town Council should run a quarterly advert in Ringwood & Fordingbridge News to ensure communication of events, objectives and progress to the entire

parish.

7.5 To trial school visits for a full academic year and collect feedback from students, staff and members to review its success.

7.6 At its meeting in January 2025, the Council should review the development of Council communications between now and then and members of the Task and Finish Group should monitor these with particular attention and be ready to comment at that meeting.

In respect of 7.5, the Group felt that the Student Advisor Scheme should not be resurrected, and the approach should be changed by Members going to the young people in school and engaging with them in workshop style meetings to gather ideas and obtain feedback.

RESOLVED: 1) That the notes of the meeting held on 16th July be noted; and
2) That the final report of the Communications Plan Task and Finish Group be received and the recommendations, as outlined above, be agreed.