

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

Held on Friday 1<sup>st</sup> July 2022 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)  
Cllr Gareth Deboos  
Cllr Gloria O'Reilly  
Cllr Derek Scott  
Cllr Glenys Turner

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

ABSENT: Cllr Andrew Briers  
Cllr Hilary Edge  
Cllr Rae Frederick (Vice Chairman)  
Cllr Peter Kelleher

**P/6022  
PUBLIC PARTICIPATION**

There were no members of the public present.

**P/6023  
APOLOGIES FOR ABSENCE**

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

**P/6024  
DECLARATIONS OF INTEREST**

There were none.

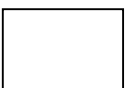
**P/6025  
MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Meeting held on 10<sup>th</sup> June 2022, having been circulated, be approved and signed as a correct record.

**P/6026  
PLANNING APPLICATIONS**

**RESOLVED:** That the observations summarised in *Annex A* be submitted.

<b>ACTION</b> Nicola Vodden
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**P/6027**  
**NEIGHBOURHOOD PLAN**

Members considered the notes of the Neighbourhood Plan Steering Group meeting on 9<sup>th</sup> June 2022 (*Annex B*). The next meeting was scheduled for 11<sup>th</sup> July.

A visit to Ringwood School had been arranged to talk to students about the Neighbourhood Plan, what they might like to see in it and how they would like to be engaged in the process. This would provide valuable information and assist Policy and Finance Committee in reconsidering the bid for funds to use SPUD as part of the communications strategy for engaging with young people.

No response had been received from NFDC's Chief Planning Officer or Cllr Andrews in relation to the Thriving Market Place concept. The Deputy Town Clerk intended to bring forward a report on this to the next meeting.

Cllr Day reported on work the housing team is doing on potential sites that could be brought forward for development. There are issues in 'allocating' sites and the team have made the decision to 'identify' sites, but the NP is not limited to sites which could accommodate 10-50 properties, as previously thought. Current calculations indicate Ringwood's share of housing target is already met with existing applications, however the review of NFDC's Local Plan Part 1 and any changes to national planning policy may well change the target figures.

**RESOLVED:** That the notes of the NP Steering Group meeting on 9<sup>th</sup> June be received and the update noted.

<b>ACTION Jo Hurd</b>
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**P/6028**  
**STRATEGIC SITES**

Land off Crow Lane / Crown Arch Lane (Beaumont Park)

The monitoring officer's report was due but had not been received. There was no progress to report on the allotments and an update regarding footpaths would be provided at the next meeting.

Land north of Hightown Road

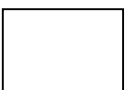
NFDC's briefing to Councillors on 4<sup>th</sup> July had been postponed until a further response from Hampshire Highways and the Environment Agency was received. The application would not go before NFDC Planning Committee before September.

Land off Moortown Road - no update.

2 Market Place and Meeting House Lane (not a SS but major development in town)

Submission of a planning application was expected in June, but had not yet been received.

**RESOLVED:** That the update on Strategic Sites be noted.



**ACTION Jo Hurd**

**P/6029**

**A31 RINGWOOD BRIDGE REPLACEMENT AND WIDENING SCHEME**

Members received the notes of the meeting with National Highways and Highways England on 9<sup>th</sup> June 2022 (*Annex C*). The next meeting is scheduled for 14<sup>th</sup> July. It was reported that the works are progressing well.

Cllr Day reported that he, together with Cllrs Deboos and Heron, had attended a meeting at Ringwood Parish Church regarding the installation of an acoustic barrier to stop noise from the A31, which was included in the National Highway's scheme. There were various issues still to be resolved, including the type of fence to be erected, the method of installation and responsibility for ongoing maintenance.

**RESOLVED:** That the update on A31 Ringwood Bridge and replacement widening scheme be received.

**ACTION Jo Hurd**

*Cllr Turner left the meeting briefly at 10:52am.*

**P/6030**

**DRAFT LOCAL TRANSPORT PLAN 4**

Thanks were extended to Cllr Deboos for the work he had done in preparing the document.

**RESOLVED:** That the Council's response to the consultation (*Annex D*) be noted.

**ACTION Jo Hurd**

**P/6031**

**REAL WORKING PARTY**

**RESOLVED:** That the notes of the REAL Working Party meeting on 27<sup>th</sup> June 2022 (*Annex E*) be received.

**ACTION Jo Hurd**

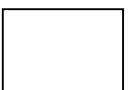
*Cllr Turner re-joined the meeting at 10:55am.*

**P/6032**

**PROJECTS** (current and proposed)

The projects report (*Annex F*) had been circulated with the agenda and there were no further updates to report.

Issues were raised in connection with heavy leaf fall and birds nesting in the trees around the Gateway and bus stop area. It was suggested that pollarding the trees would help alleviate the problems. The Deputy Town Clerk reported that previous requests had



been made, but NFDC had no plans to take any action. Members asked that NFDC supply information on how its Tree Policy relates to this area and that opinion be sought from the highway authority.

- RESOLVED:** 1) That the update in relation to projects be received; and  
2) That further information be obtained regarding the trees in the Gateway Square / bus stop area.

<b>ACTION</b> Jo Hurd
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**P/6033  
NFDC/NFNPA PLANNING COMMITTEE**

There were no applications due before NFDC/NFNPA Planning Development Control Committee.

Notification of appeal had been received for 22/10178. No further comments could be submitted.

There being no further business, the Chairman closed the meeting at 11:05 am.

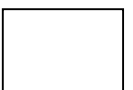
RECEIVED  
27<sup>th</sup> July 2022

APPROVED  
5<sup>th</sup> August 2022

TOWN MAYOR

COMMITTEE CHAIRMAN

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



Annex A to Planning, Town Environment Committee Minutes 1st July 2022  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
22/10494	270a, Christchurch Road, Ringwood. BH24 3AS	Raise ridge & eaves height in association with new first floor; ground floor extensions	Refusal (2)	The Committee remained of the view that the proposal is out of keeping with the street scene given it's prominent location and the character of the area. There were also concerns regarding highway matters and visibility at the junction, as the proposed extension is close to the boundary.
22/10622	2, New Street, Ringwood. BH24 3AD	Single-storey rear extension	Permission (1)	
22/10655	Units 5-6, Carvers Trading Estate, Southampton Road, Ringwood. BH24 1JR	2 x externally illuminated panels; 1 x non illuminated entrance panel (Application for Advertisement Consent)	Permission (1)	
22/10673	110, Christchurch Road, Ringwood. BH24 1DP	Variation of Conditions 2 & 3 of Planning permission 20/10938 to allow amended plans & condition 5 to allow change to external shared surface paving finishes.	Permission (1)	
22/10686	11, Poulner Park, Poulner, Ringwood. BH24 1TZ	Two-storey side extension	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
22/10697	Tor View, Hightown Road, Hightown, Ringwood. BH24 3DY	Variation of Condition 2 of Planning Permission 20/10289 to allow amended plans 1537-SYM-00-XX-DR-A-0203 P07 and 1537-SYM-00-XX-DR-A-0204 P07 to allow fenestration changes and minor alterations	Permission (1)	
22/10702	82, Kingfisher Way, Ringwood. BH24 3LN	Single-storey front extension; use of garage as ancillary living	Permission (1)	
22/10740	65, Wessex Estate, Ringwood. BH24 1XD	Single-storey front and rear extensions	Permission (1)	
CONS/22/0289	38 Hightown Road, Ringwood, BH24 1NN	Sycamore x 1 Reduce	Permission (1)	

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

Annex A to Planning, Town Environment Committee Minutes 1st July 2022

## Ringwood Town Council - Planning Observations - NFNPA

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
22/00422	Hurn Farm, Forest Lane, Hightown Hill, Ringwood. BH24 3HF	Alterations to barn including alterations to doors and windows; 13no. Rooflights	Permission (1)	

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



# Ringwood Neighbourhood Plan

# B

## Ringwood Neighbourhood Plan Steering Group

### Notes of meeting held on Thursday 9th June at 6pm on Zoom

Present:

- Cllr Gareth DeBoos
- Mary DeBoos (Secretary)
- Cllr John Haywood (Chair)
- Joe Moorhouse
- Tim Moxey
- Geoff Ridgway
- James Swyer
- Chris Treleaven

1. Apologies were received from Cllr Philip Day, Janet Georgiou, Geoff Ridgway and Cllr Tony Ring
2. No declarations of interest were made.
3. Notes from the previous meeting were received and accepted.
4. Feedback from Policy and Finance (P&F) Committee

John reported that it will be necessary to submit the proposal for financial support for using specialist help to engage the young people of Ringwood to a subsequent P&F meeting.

It was also agreed that further work be done before resubmitting the Design Study for the Thriving Market Place.

5. Liaison with Local Planning Authorities (LPAs)

Chris reported that the Housing Team had now met with Mark Williams of NFDCs above Mary reported that there is still no response from NFDC. In summary the results of this are:

- A policy to increase the % of smaller houses would not be possible since it is against National Policy. NFDC had tried to implement this in their local plan without success.



- It is not possible to have a policy that states no sites for retirement homes only - this has been tried and cases have been lost in other towns in the district.
- The AECOM HNA appears to be based on the wrong demographic data, the housing team are seeking to understand the correct data and ascertain whether AECOM can redo the report.
- NFDC are likely to redo the Local Plan based on potentially not having a 5 year supply of housing and it may be that the number of 1,300 dwellings for Ringwood increases.

Meetings for the Design and Heritage Group and the Environment Group are now in the diary, in light of this it was decided that there was no need to further chase for NFDC support for the NP. However there are still 2 actions that Claire Upton-Brown agreed to take that are outstanding, these being support for the Design Study and the potential use of Article 4's. Progress on these actions to be checked.

**ACTION: Mary**

6. Finances

Mary reported that the Locality Grant had been approved.

Chris requested clarification of how much additional support the Housing Group could have from O'Neill Homer (OH)

**ACTION: Mary to discuss OH**

7. Working Group Updates and Proposals

Housing

Based on the above and a lack of funding to carry out necessary work, Chris reported that the Housing team has decided not to allocate any sites, they may however put forward some aspirational sites.

The team is also investigating the potential for a First Homes register for local people.

**ACTION: Chris to determine what is possible.**

Joe asked whether allocating sites would strengthen the Town's defence against speculative development and it was thought that it would. However, it was noted that several other Neighbourhood Plans had also not allocated any sites.

Mary suggested that we put out a call to see if there are any Ringwood residents with the right skills who might be willing to help with the work required for allocation of sites.

Gareth added that a call out for Ecologists would also be useful.

**ACTION:** James to agree the specification and put out a call for help

## Design and Heritage (D&H)

Joe reported that the D&H Working Group are developing a design code for the Town Centre and another one for the rest of the area that is outside of the National Park. This work will be shared with the wider group in due course.

The work on Opportunity sites across the town is continuing and AECOM will be asked to create visualisations for some priority sites as part of the Master Planning package.

## Environment

Gareth reported that work is continuing on the Green Infrastructure and the Parish Nature Recovery Plan (PNRP). The next step is to determine whether the PNRP is best addressed through an SPD or as an integral part of the NP.

**ACTION:** Gareth to talk to OH

## Town Centre

John reported that response to the coverage of the Thriving Market Place in local press had been positive, albeit one person had challenged the use of consultants for this.

It was agreed that this could also be an opportunity to ask for additional voluntary help

**ACTION:** James to include in the call for support!

## 8. Communication and Engagement

John reported that a graphic designer is lined up to create the display for the proposed exhibition at the end of June / early July.

Joe agreed to brief the designer.

**ACTION:** Joe (and ACTION Mary to resend draft of potential information)

Dates for the exhibition need to be confirmed

**ACTION:** John

A press release for the exhibition will be required

**ACTION:** John

Joe raised the potential of a further exhibition in September to potentially include a 'mock-up' of how the Thriving Market Place could work. It was agreed that this should be pursued

9. Any other Business

There were no items

10. Date of next meeting

Monday 11th July at 6pm

**ACTION:** John to set up zoom call.

## A31 Improvement Scheme

### Notes of Stakeholder Meeting – 2pm, 9 June 2022

Present:

Daniel Kittredge (DK), Project Manager, National Highways (NH)

Jonathan Edwards (JE), Volker Fitzpatrick

Ian Ackerman (IA), NRSWA Permit Scheme Manager / Traffic Manager, Hampshire Highways, HCC

Cllrs Day, Deboos, Heron, Lane, Rippon-Swaine and Thierry

Jo Hurd, Deputy Town Clerk, Ringwood Town Council

#### 1) Update on issues raised at the last meeting (12 May 2022):

Issue	Noted at meeting ( <i>updates in italics</i> )
Deployment of cameras or camera vans by Police on ad-hoc basis	<p>DK is working on putting measures in place so that the Police speed enforcement van can have a presence on site.</p> <p><i>DK still liaising with Police.</i></p> <p><i>TCSOs (Traffic Safety &amp; Control Officers) monitoring driver behaviour through the works – most drivers are complying with 50mph speed limit.</i></p> <p><i>JE speaking to a private company regarding possible use of mobile CCTV van.</i></p>
Implementation of TTRO at junction of A338 Salisbury Road with Northfield Road to prevent cars parking and adding to congestion	<p>DK reported that the cost of implementing such a short section of lining might be prohibitive against the benefit it would provide. DK to discuss further with IA.</p> <p><i>NH will not fund as too far away from works. Issue is an historical one, made worse by A31 works.</i></p> <p><i>To be dealt with outside of these meetings and deleted from future agendas.</i></p>
Pedestrian Crossing in Southampton Road	<p><i>Works order is in for repainting of zebra crossing, in conjunction with Keep Clear in Southampton Road at junction with Poulner slip road.</i></p> <p><i>Tree is completely obscuring belisha beacon for eastbound traffic – IA to follow up.</i></p>
Signage to discourage rat-running	<p>DK looking at costs to deploy signs to encourage vehicles to stay on A31.</p> <p><i>Signs will be deployed in time for summer holidays.</i></p>

	Noted that sat-navs are unnecessarily diverting drivers away from A31 - <i>DK will follow up on this issue as response from sat-nav company was not satisfactory.</i>
Junction of Southampton Road with Poulner slip road	<p>DK agreed to trial temporary traffic lights at peak pm times on junction of Southampton Road with Poulner slip road – now has costs and will implement as soon as possible.</p> <p>Keep clear markings will be implemented to support the temporary traffic lights.</p> <p><i>Ttraffic lights will be put in place in advance of summer holidays, initially for a trial period of 7 to 14 days.</i></p> <p><i>MT said that a Keep Clear box on the junction may assist with traffic flow and avoid the need for traffic lights. Keep Clear markings (but not a box) will be actioned soon.</i></p>
B3347 northbound approach to main roundabout	<p>DK agreed to discuss with the TM team the necessity of the lane closure (when needed) extending into Stallards Lane.</p> <p><i>Lane closure only needed for deliveries, so not a regular occurrence.</i></p>

## 2) Other issues:

### i) Turning Circle in West Street

Original plans for West Street included a turning circle at the end, but this was never built. Four drop-down bollards have now been installed at the entrance to the Fish Inn, with two being up permanently, meaning that it is very difficult to turn even a small car.

DK confirmed that as it was not possible to install the proposed turning circle, the carriageway and footway were installed at the same level, to allow for turning vehicles to overrun the footway. However, the installation of the bollards on private land have now hindered this arrangement and it needs to be reviewed. DK will liaise with HCC on this issue.

It was agreed that a permanent sign at the entrance to West Street to advice no turning ahead would be helpful.

### ii) Communication with local businesses

Two representatives from The Furlong Shopping Centre had attended the last meeting; there was nothing new to report. Next meeting 2pm, 22 June.

### iii) **Planned Road Closures**

The large crane will return to site on Monday 13 June and will remove 7 bridge beams over a period of 3 days (Tuesday to Thursday). The arrangement to stop traffic whilst the beams oversailed the carriageway had worked well previously, taking a maximum of 10 minutes with traffic flow returning to normal after 20 to 25 minutes. This was much less disruptive than a complete road closure and would be carried out during off-peak hours to reduce the impact.

Nigh time closures of the A31 between the M27 J1 at Cadnam and A338 Ashley Heath Junction were required to carry out drainage work between 8pm and 6am. This will happen on the following dates:

**Westbound** (towards Bournemouth) **Monday 13 to Thursday 16 June** with traffic diverted via A336, A326, A35, A3060, A338

**Eastbound** (towards Southampton) **Monday 11 to Friday 15 July** with traffic diverted via A338, A3060, A35, A326, A336

DK gave advance notice of further night time closures needed in August (dates to be confirmed between the period of 12 and 21 August) for delivery of the new bridge beams, which weighed in excess of 90 tonnes and measured 45m in length.

DK stated that the project was still on track for completion in November.

PD advised of additional traffic heading to the Great Dorset Steam Fair, which takes place between 25<sup>th</sup> and 29<sup>th</sup> August.

### iii) **Ringwood Church**

DK reported that costs had now been received from the contractor and he would set up a meeting to discuss with representatives of the Church and the Town Council (Cllrs Day, Deboos, Heron, Thierry and JHu to attend).

### iv) **Footpath Signs in Merton Grove/Gravel Lane**

DK had looked at mitigation measures for footpath signs in Merton Grove, alleged to have been installed on private land. It was agreed the best option would be to either move the sign to an adjacent lamppost, or remove it altogether. It was important to ensure that pedestrians could still follow the route if the sign was removed.

## 3) **Any Other Business**

### **Traffic on A338 northbound from Bournemouth**

EL reported that traffic on the A338 heading northbound to the Ashley Heath Roundabout was getting increasingly worse. DK was liaising with Dorset Council on this matter and looking to see what mitigation could be put in place to improve traffic flow

### **Bulb Planting – West Street**

JHu asked if NH could remove a small pile of gravel from a strip of land between the A31 and West Street to the west of the River Avon. This had been identified as an area for bulb planting in October by volunteers working on a Ringwood entry for the Britain in Bloom competition next year. DK agreed to help with this.

### **Meeting House Lane**

JHu had discussed the reversal of Meeting House Lane with HCC. The temporary TRO (for one-way south bound) was made on 27/12/2021 and will expire after 18 months on 27/06/2023.

Any decision needs to be based on evidence and after consultation with local stakeholders (RTC, Police, businesses, taxis, local members etc).

It is therefore proposed to wait until the works on the A31 are completed and monitor traffic flow during the Spring, before making a decision. HCC will seek to arrange for traffic surveys to be undertaken to quantify the evidence.

**4) Date of Next Meeting – 2pm, Thursday 14 July 2022**

## Ringwood Town Council (RTC) Response to Draft Local Transport Plan 4 (LTP4)

Overall, the improvements in LTP4 over LTP3 are to be commended and reflect changes to policy and guidance at Government and local levels. In particular, regarding the policy changes related to climate change, the emphasis on a strategy based on 'Avoid and Reduce' is welcomed.

'Guiding Principle 1: Significantly reduce dependency on the private car' provides a mechanism where the strategy can be employed. This is in broad accord with the '20-minute neighbourhood' approach being developed as part of the RTC sponsored Neighbourhood Plan (RNP) work as well as the Active Travel concepts being championed in the LCWIP and related work. It is noted that Policy C5 specifically mentions '20-minute neighbourhoods'. The Ringwood LCWIP project is investigating the possibility of an active travel hub within the town centre and support for this would be appreciated.

'Guiding Principle 2: Provide a transport system that promotes high quality, prosperous places and puts people first' is likewise related to Active Travel options. The section 'reshaping and repurposing urban centres to better serve changing lifestyles, including reallocation of road space where appropriate' seems particularly relevant to Ringwood. There is a desire to create a shared space in the Market Place, which seems to fit under Policy HP2 ('work with District and Borough Councils and community groups to create low traffic neighbourhoods and to improve the sense of place in local high streets and centres'). The shared space concept was part of the NFDC RING12 plan that was shelved. The RNP team is suggesting that a Master Concept Document (MCD) is generated to provide the basis for grant applications. The closure of West Street access to the A31 leading to no through traffic flow and the impact of the A31 bridge replacement work makes the case for reinvigorating the High Street/Market Place area a pressing local concern.

A particular note on Policy C6. It is much easier to establish active transport behaviour on day one rather than to try to change behaviour later from an established car use based position. For example, and in line with Policy DM1 and DM2, the NFDC Strategic Sites in Ringwood should have the active travel routes in operating condition before the first houses are occupied. It is noted that certain connecting paths from the Beaumont Estate (that are the responsibility of HCC to build) are still not operable. Even the access to Hightown Road via Gardner Road was completed after occupation. People living on the estate for years will have established car-based travel options for school runs and shopping trips. Indeed, this is evidenced in the RTC LCWIP work. Changing car-based established behaviour will be very difficult. It is clearly preferable to have the active transport route options in place before occupancy.

The Plan does have a good set of core principles, but it is light on actual actions. Those that are included seem to be related to internal HCC activity, which is understandable as these are within the gift of HCC. Short term targets like Bus Service Improvement Plans are a good first step, only if they are followed by actual improvement in bus services. It is recognised a BSIP enables a rapid response to funding opportunities in the same way as a MCD for shared space mentioned above.

Given that, for example, Policy C5 'supports measures that enable people to live locally', will HCC assist RNP in efforts to convince NFDC to allocate more affordable housing (in all senses of the expression) for local people at the strategic sites in Ringwood?

Likewise, under Policy C1, there are places identified in Ringwood where the modest changes could lead to far more efficient and attractive Active Travel options. One example would be the creation of an access point from the Wellworthy estate (which includes Lidl) to



the Castleman Trailway, which would allow a 20-minute pedestrian access from the Beaumont Park estate area.

Overall, the LPT4 is supported by the Town Council and we look forward to working with HCC to make improvements in Ringwood Parish.

Ringwood Town Council  
15 June 2022

BSIP	Bus Services Improvement Plan
HCC	Hampshire County Council
LCWIP	Local Cycling and Walking Infrastructure Plan
LTP	Local Transport Plan
MCD	Master Concept Document
NFDC	New Forest District Council
RNP	Ringwood Neighbourhood Plan
RTC	Ringwood Town Council

## Ringwood Environmental Action Leadership (REAL) Working Party

### Notes of meeting held on Monday 27<sup>th</sup> June 2022 at 7pm on Zoom

Present: Cllr Gareth DeBoos (Chair)  
Colin Andrews  
Mary DeBoos  
Cllr Rae Frederick  
Cllr Glenys Turner

In Attendance: Christopher Wilkins (Town Clerk)

Absent: Lindsay Andrews  
Francis Charlton  
Milinda Harding  
Chantelle Monck  
Cllr Tony Ring

#### 1. Apologies for absence

Apologies received from Lindsay Andrews, Francis Charlton, Milinda Harding, Chantelle Monck and Cllr Tony Ring

#### 2. Declarations of interest

No disclosable pecuniary interests were declared.

#### 3. To agree notes of last meeting

The notes of the meeting on 6<sup>th</sup> May 2022 were agreed as accurate.

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

RTC via PT&E has provided a response to HCC Draft Local Transport Plan 4. The draft plan includes a lot to be pleased with from an environment perspective. Things like a focus on active travel, reduction in private car dependency, promoting Healthy Places policies, etc. Proof of pudding will be actual actions and it states that working with district and borough councils will be core. It is hoped that the collaboration will extend to RTC.

A proposal that RTC acquire the water meadows near the Bickerley and concerns about traffic safety along Bickerley Green (both raised at the Annual Assembly) were considered at PT&E but no actions were agreed.

The agreed acquisition by RTC of the public open space at Forestside Gardens was considered at both RLOS and P&F.

#### 5. Ringwood Neighbourhood Plan Update

On consideration of the relationship between the NP work and work of this committee, Cllr DeBoos said the NP is seeking to establish policy for RTC that has legal clout. It isn't strategic in so far as it cannot challenge strategic planning objectives within the NFDC or NFNPA Local Plans, but it can give policy direction within the strategic constraints and can also suggest policies where there is no or insufficient policy direction from the local planning authority. Some of this direction may be binding, some may be advisory. In contrast, the work of this Working Party is to enable a bridge between RTC and community groups, including seed funding, for community projects. It is not about policy change per se.

A preliminary draft of a 'Wildlife Corridor' SPD was considered by the PNRP Steering Group, including regulatory 'landscape' and geographic scope. The concept of protecting areas close to protected sites was agreed. Although the southern corridor

is almost completely within NFNPA authority, it was felt important to include the northern corridor as well. Next steps will be discussed with NFDC on 15th July.

The draft Green Infrastructure Plan is moving forward, albeit slowly.

#### **6. Greening Campaign**

Cllr Frederick thanked Mary DeBoos for her presentation to the Annual Assembly. Preparations for the launch event on Saturday are almost complete but she Mary DeBoos and Lindsay Andrews will meet on Wednesday to agree the final details.

The Town Clerk reported that 8,000 postcards have been ordered and should be delivered to the Gateway this week.

The generous offer from the Tree Council to provide free trees to participating households was welcomed. Members agreed that this could facilitate the transition from Phase 1 to Phase 2 of the campaign. However, serious concerns were raised about managing the practicalities so close to the launch date and the risk of blurring or confusing the message. It was agreed that this aspect should be followed up after the launch event.

Arrangements for recruiting councillors and other volunteers to assist with the distribution of the postcards were also discussed.

#### **7. Workstream updates and proposals**

The draft role description for the Tree Warden was considered and approved.

Updates from others distributed before the meeting were noted.

#### **8. Any other business**

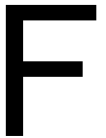
The Town Clerk explained that for cost reasons he would prefer to migrate meetings of this Working Party from Zoom to Microsoft Teams over the next few months.

The Town Clerk mentioned that RTC periodically receives enquiries about volunteering opportunities from local employers.

#### **9. Date of next meeting – to note the following:**

Monday 5<sup>th</sup> September 2022 at 7pm (Zoom)

There being no further business, the meeting closed at 7.50pm.



## Current Projects Update

Note: Projects marked as "on hold awaiting officer availability" are reviewed fortnightly. Numbers (where given) indicate position in the queue for resumption.

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress	All of the required funding has now been confirmed and Football Foundation grant offers are being accepted. The application process for the PWLB loan will commence shortly. Steps are under way to comply with pre-commencement planning conditions. Contracts are entering the mobilization phase.	A joint venture with Ringwood Town Football Club and AFC Bournemouth Community Sports Trust to improve the football facilities for shared use by them and the community.	Town Clerk	The current expectation is that the Council's contribution to the project will, in effect, be limited to a modest loss of income from the site (but over a long term).
FC2	Strategic Plan	Work resumed in March 2022	Strategy-on-a-page approach approved at meeting on 30 March. Next steps will be planned in consultation with the new Town Mayor shortly.	Exploring ideas for medium term planning. Aim to have complete for start of budget-planning in Autumn 2022.	Town Clerk	Staff time only
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	In progress	Work continues on building evidence and drafting policies, with the Plan focussing on 4 themes - Town Centre, Design & Heritage, Environment and Housing.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Budget of £21,500 (£3,800 in 2021/22 budget, £3,000 in General Reserve and £14,700 to be funded by Locality grant)
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Interpretation board with details of sundial, Jubilee lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future - working with HCC (Principal Designer and Contractor)	Deputy Clerk	£5,295.15 spent from budget of £10,657 to be funded from CIL and contribution of £5,249.15 from Carnival
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 21/04/2022, annual stream clearance to be scheduled for September.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	£1,120 spent to be funded by transfer from earmarked reserve
PTE4	Climate Emergency	In progress	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Minor funding to support local initiatives.	Cllr Deboos	Budget of £1,000
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept	In progress	NFDC agreed to liaise with HCC and, if resources permit, arrange a scoping meeting to discuss ideas and possibilities, with the intention of drawing up an action plan.	Concept for town centre shared space identified through work on the Neighbourhood Plan.	Deputy Town Clerk	
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	A31 widening scheme	In progress	Scheme in progress and due for completion by end November 2022.	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Highways England (HE)	HE funded
	SWW Water Main Diversion (associated with A31 widening scheme)	Complete	Bickerley reinstatement works being monitored.	Diversion of water main that runs along the A31 westbound carriageway.	South West Water / Kier	HE funded
	Moortown drainage improvements	In progress		HCC considering a controlled opening of the system in Moortown Lane to alleviate highway flooding	Hampshire CC	Developers contributions
	Pedestrian crossing Castleman Way	On hold	Site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.	Toucan crossing in Castleman Way to improve pedestrian and cycle route between town centre and Moortown	Hampshire CC	Developers contributions
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Now at preliminary design stage.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Surfacing of Castleman Trailway	Complete	Surfacing works completed early April 2022.	Dedication and surfacing of bridleway between old railway bridge eastwards to join existing surfacing	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	
<b>Policy &amp; Finance Committee</b>						

PF4	Review of governance documents	In progress (aiming for completion by Sept. 2022)	Revisions to Financial Regulations completed in September and committee terms of reference in March. The Scheme of Delegation will next be updated.	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Town Clerk	Staff time only
PF5	Poulner Lakes Lease	On hold	Awaiting track maintenance solution - see Recreation Leisure & Open Spaces Committee item RLOS21.	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.
PF6	Health & Safety Management Support Re-procurement	In progress (commenced mid-2021 and aiming to have new arrangements fully in place by Sept. 2022)	Worknest appointed. The initial audit report has now been received and officers are dealing with the recommended actions in priority order.	Re-procuring specialist advice and support for discharge of health and safety duties	Town Clerk	Support cost is included in contract for both H&S and employment support and factored into relevant budget. The costs of any additional control measures that may be needed remain to be ascertained.
PF7	Financial Procedures Manual	In progress (Commenced Jan. 2022. Aiming to complete by Aug. 2022)	Initial drafting in hand	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Finance Manager	Staff time only
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Progress dependent on legal procedures.)	The Council has resolved to maintain its objection to the application (which is now expected to be passed to the Tribunal.) For legal reasons only basic information will appear here. Councillors can obtain further details from officers if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)
PF9	Greenways office leases	In progress (Commenced June 2021. Aiming to complete in June 2022)	A schedule of condition has been prepared. Dilapidations and other works are being addressed. Legal work is in hand.	The tenant of the first floor suite has given notice and left. The building is to be re-let as a whole to the tenant of the ground floor suite.	Town Clerk	There will be a temporary loss of rental income and some cost of repairs and re-decorating. These costs are currently being established.
PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete by Oct. 2022)	An initial discussion with the Council's IT support provider has taken place.	Researching options and costs for equipping councillors with official email accounts and devices to simplify compliance with data protection laws.	Town Clerk	The research phase is not expected to cost anything but staff time.

#### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	Initial drawings prepared by Cllr Briars and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met on 4th May. Pre-application planning advice has been received from NFDC and is being considered.	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	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by December 2022.)	CDS has produced a detailed design. Officers hope to present this and options for financing the project and future fee structure for consideration by members at the meeting on 6th July.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	Draft heads of terms of new lease under discussion	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023 and does not include the site of the proposed new club-house). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	On hold awaiting officer availability. <b>2</b>		Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The first 17 bins have been installed. The next batch have been received and will be installed as soon as practicable.	Three-year programme to replace worn-out litter and dog-waste bins	Grounds Foreman	Budget of £2,000 a year.
RLOS12	Van replacement	On hold awaiting officer availability		Replacing the grounds foreman's diesel van with an electric vehicle	Grounds Foreman	
RLOS14	Poulner Lakes waste licence	On hold awaiting officer availability. <b>1</b>		Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS16	Town Safe	On hold awaiting officer availability. <b>3</b>	Preliminary contacts with PCC and Conservation Officer	Possible re-paint of this important survival, part of a listed structure	Town Clerk	

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RLOS17	New allotments site	In progress (Commenced March 2020, progress dependent on progress of legal formalities with other party)	Decision to proceed agreed. Legal work has been held up by a pending application to Land Registry.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS18	Cemetery map and registers digitisation	In progress (Commenced September 2020 and proceeding in phases)	All registers have been scanned. A digital map is now live. Planning of the next phase (completing data entry from registers) will begin shortly.	Digitisation of cemetery records to facilitate remote working, greater efficiency and, eventually, direct public access	Town Clerk	Revised capital budget of £5,467 (originally £5,000).
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	Carvers Working Party met on 4th May and agreed that discussions should continue with two of the landscape designers.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been ordered and will be installed shortly. A decorative sign reinforcing the message has been designed and ordered.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. Estimated cost of decorative sign is £1,244.

#### Staffing Committee

S3	Re-grading of staff posts	In progress (Commenced May 2022).	External consultants instructed. Staff consultations will commence shortly. Report and recommendation expected by end of August	A comprehensive review of staff posts to ensure that the pay grades for each are fair	Town Clerk	Consultants fees to be met from general reserve. Any changes will affect payroll budgets from April 2023.
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## Proposed/Emerging Projects Update

No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
<b>Full Council</b>							
	None						
<b>Planning Town &amp; Environment Committee</b>							
	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
<b>Policy &amp; Finance Committee</b>							
	Paperless office	Increasing efficiency of office space use	Cllr. Heron	Discussions with Town Clerk and Finance Manager			
<b>Recreation, Leisure &amp; Open Spaces Committee</b>							
	None	(Current projects expected to absorb available resources for several years)					
<b>Staffing Committee</b>							
	None						

## Closed Projects Report

No.	Name	Description	Outcome	Notes
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### Full Council

#### 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	

#### 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)

#### 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
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	
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	

#### 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

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