

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

Held on Friday 4<sup>th</sup> October 2024 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)  
Cllr Glenys Turner (Vice Chairman)  
Cllr Luke Dadford  
Cllr Gareth DeBoos  
Cllr Mary DeBoos (*until 11:46am*)  
Cllr Rae Frederick (*from 10:27am until 11:46am*)  
Cllr Janet Georgiou  
Cllr Peter Kelleher  
Cllr James Swyer

IN ATTENDANCE: Mrs Jo Hurd, Deputy Town Clerk  
Nicola Vodden, Office Manager

ABSENT: Cllr Becci Windsor

## **P/6344 PUBLIC PARTICIPATION**

There were five members of the public present interested in agenda items.

It was noted that Ringwood Society's design and conservation awards were going to be held at Greyfriars on 22<sup>nd</sup> October 2024 at 7:30pm.

## **P/6345 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **P/6346 DECLARATIONS OF INTEREST**

There were none.

## **P/6347 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 6<sup>th</sup> September 2024, having been circulated, be approved and signed as a correct record.

## **P/6348 PLANNING APPLICATIONS**

*Application 24/10794 was brought forward as members of the public were present.*

*At 10:27am, Cllr Frederick joined the meeting.*

*Applications 24/10726 and 24/10828 were brought forward as the agent was present.*

*At this stage, agenda item 6 was interposed for a member of the public present.*

**P/6349**

**LAND OFF MOORTOWN LANE 21/11723 and 23/10707**

Cllrs Day, G DeBoos, M DeBoos and the Deputy Town Clerk met with NFDC Head of Development Management and the applicant on 24<sup>th</sup> September 2024 to talk about the Council's concerns with the application, as directed by NFDC Planning Committee. It was clarified that, in addition to the proposed housing mix, there were concerns with regard to the carbon neutral position, access to the site, inclusion of study/ bedrooms (which in the smaller homes appear as 3-bedrooms, with associated heightened costs).

A letter had been received from the applicants' agent in response and it had been circulated to Committee members. The applicant is not prepared to change anything in Phase 1. They have said they will change the mix on Phase 2, in order to deliver additional 2-bedroom properties, to take the cumulative total on the site up to 50% smaller homes (which does comply with RNP). However, Phase 2 is a long way away and this could change. The response does not address access, which they consider to be an issue for HCC and NFDC, nor the other matters raised.

It was proposed that there be a formal response to the applicant, but this be drafted by the Task & Finish group. Further work is being progressed on the concerns identified, contents of the applicants' letter and other issues which have arisen.

The application is being re-considered by NFDC Planning Committee on 13<sup>th</sup> November and arrangements will be made for the Council be represented at that meeting. A response will be submitted with bullet points and reasons for refusal along with supporting documentation. All Councillors were encouraged to attend.

- RESOLVED:** 1) To receive the notes of the meeting with NFDC and the applicant on 24<sup>th</sup> September 2024 (*Annex A*); and  
2) That the verbal update be received; and  
3) That the Task & Finish Group (Cllrs Day, G DeBoos, M DeBoos and Chris Trevealen) prepare a draft response to be considered at the next meeting in readiness for NFDC's Planning Committee meeting on 13<sup>th</sup> November 2024.

<b>ACTION</b> Jo Hurd
-----------------------

**P/6350**

**PLANNING APPLICATIONS**

The remaining planning applications were considered in list order.

- RESOLVED:** That the observations summarised in *Annex B (P/6348 and P/6350 refers)* be submitted and decision made under delegated powers noted.

<b>ACTION</b> Nicola Vodden
-----------------------------

**P/6351**

**STRATEGIC SITES**

Land off Crow Lane / Crow Arch Lane (Beaumont Park) – The Crow Lane footpath is still being designed. HCC are waiting for its flood team to sign off the design, as the scheme now includes some drainage amendments. This needs to be approved before the safety and asset team agree it. Only then can it move on to the drafting of a project appraisal which needs approval from HCC' Director of Services. The aim is to be on-site Summer 2025.

Land north of Hightown Road (21/10042)

The applicant has had to amend the boundary of the highway and employment area / ANGR in the north-east of the site, as it has been confirmed that land is in control of National Highways. There appear to be changes to the flood mitigation measures on the top half of the western boundary and the areas with taller buildings. The application to amend was considered earlier in the meeting (*P/6350 refers*).

A decision notice will not be issued until the S106 agreement is completed and an extension of time until 31<sup>st</sup> December 2024 has been agreed to allow for this and to assess the viability report. The application will be re-considered by NFDC Planning Committee and the Deputy Town Clerk has asked that the application is reviewed in light of the making of Ringwood Neighbourhood Plan.

Land off Moortown Lane (21/11723 and 23/10707)

NFDC Planning Committee deferred both applications on 11<sup>th</sup> September (see separate agenda item - *P/6349 refers*) and is likely to be re-considered at its meeting on 13<sup>th</sup> November 2024.

2 Market Place and Meeting House Lane (23/11255)

The new case officer had advised that, whilst he is fully supportive of the redevelopment of the site, the scheme as presented is not acceptable in design terms and in relation to adverse impact on heritage assets. The developer wants to progress with development of the building, however it will be a reduced scheme with commercial space and 10-11 residential units, with no extension to the rear. He hoped to submit the application to NFDC soon.

Land at Snails Lane – There was no update.

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

**P/6352**

**NEW FOREST LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN**

Members considered the Deputy Town Clerk's report (*Annex C*). This is a consultation by HCC, put together by New Forest National Park, New Forest District Council, HCC and Forestry Commission and the deadline for comments is 3<sup>rd</sup> November. She explained the need for this to be looked at in depth and compared to work undertaken by Cllr G DeBoos for Ringwood Neighbourhood Plan. It was suggested and agreed that a Task and Finish Group be formed to prepare a draft response relating to proposals for Ringwood.

- RESOLVED:**
- 1) That a Task & Finish Group be formed and The Deputy Town Clerk, Cllrs G DeBoos and Swyer be appointed;
  - 2) That Cllr Haywood be invited to join the T & F group; and
  - 3) That a draft response to the consultation be prepared for consideration at the next meeting on 1<sup>st</sup> November 2024.

<b>ACTION</b> Jo Hurd
-----------------------

**P/6353**  
**FLOOD MITIGATION**

The meeting arranged for the 3<sup>rd</sup> October had intended to include representatives from HCC, NFDC and the Environment Agency and the purpose was to see if there was an opportunity to work together on flood mitigation matters. Present were Council representatives and an officer from the Environment Agency. HCC did not attend as they had nothing to add to an email sent and NFDC did not attend as they take advice from the EA and HCC on flood matters.

The EA representative was clearly familiar with issues and specific areas in Ringwood, shared his views on flood mitigation measures for SS14 Land north of Hightown Road application and was informed about the unused flood relief drain on Moortown Lane.

Members asked that a note be sent to thank him for his attendance at the meeting and notes of the meeting will be presented to the Committee in November.

The Deputy Town Clerk reported that a 3-page response had just been received from HCC on all of the flooding issues identified around the Crow area. This information will be reported to the next meeting and circulated to Councillors in the meantime.

**RESOLVED:** That the verbal report be received.

*Agenda item 11 was interposed at this stage of the meeting.*

**P/6354**  
**NFDC/NFNPA PLANNING COMMITTEE**

The next NFDC Planning Committee is 9<sup>th</sup> October and two Ringwood applications are being considered:-

24/10525 – 20 Northfield Road – extension and creation of first floor – This application has been called in by District Councillor Haywood.

24/10494 – Platinum Jubilee Business Park - removal of BREEAM condition – the reason for it being on the agenda is that it's an NFDC application.

It was felt that attendance at the meeting was not necessary and noted that the next meeting on 13<sup>th</sup> November was likely to include the Land off Moortown Lane applications (21/11723 and 23/10707).

*At 11:46am, Cllrs M DeBoos and Frederick left the meeting.*

**P/6355**  
**PROJECTS** (current and proposed)

Crow Stream maintenance – The annual maintenance of Crow ditch took place on 3<sup>rd</sup> October and Dr Peter Street has sent in a report.

Bus shelters – Survey information has been forwarded to the Deputy Town Clerk and a meeting will follow to discuss.

Thriving Market Place – Following the informal briefing to Councillors, comments have been fed back to HCC and will be circulated to Councillors. A response from HCC is anticipated, with the next iteration and engagement with key stakeholders, before going out to public consultation.

**RESOLVED:** That the update in relation to projects (*Annex D*) be noted.

There being no further business, the Chairman closed the meeting at 11:49am.

RECEIVED  
30<sup>th</sup> October 2024

APPROVED  
1<sup>st</sup> November 2024

TOWN MAYOR

COMMITTEE CHAIRMAN

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

**Land off Moortown Lane (SS13) – planning applications 21/11723 and 23/10707**

Meeting held on 24 September 2024 between New Forest District Council (NFDC), Ringwood Town Council (RTC) and Crest Nicholson (CN) and their planning agents Savills

**Present:**

Mark Wyatt, Development Management Service Manager, NFDC  
Charles Lewis, Land Manager, Crest Nicholson  
Jim Beavan, Associate Director, Savills Planning  
Sarah Beuden, Director, Savills Planning  
Town Councillors Philip Day, Gareth DeBoos, Mary DeBoos  
Jo Hurd, Deputy Town Clerk, Ringwood Town Council

Both applications had been deferred by NFDC Planning Committee on 11 September; the main reasons being the issues of smaller homes; site access; and zero carbon ready. It was noted that CN would not be agreeing to a further extension of time for determination of the applications, and expected them to be considered by NFDC on 13 November 2024.

**Smaller Homes**

Much of the debate at Planning Committee had focussed on housing mix and specifically small homes. The RNP evidences the need for smaller homes, hence policies R5 and R6.

In response to this, CN had agreed to increase the open market 2-bed offering in the cumulative mix, by increasing the total in Phase 2 by 19 – therefore providing 50% of the cumulative total as 1- or 2-bed, compliant with Policy R5.

The overall site would now provide – 40 x 1-bed, 181 x 2-bed, 126 x 3-bed, 96 x 4+bed = 221 small units out of a total of 443.

The total number of affordable dwellings would not change – 40 x 1-bed, 48 x 2-bed, 39 x 3-bed, 6 x 4+-bed.

No change to the housing mix or layout was proposed in Phase 1.

RTC objected to the inclusion of studies on the first floor, indicating that previous advice from NFDC was that these should be treated as bedrooms. Therefore, the requirement for ANRG would increase, but this would also have the effect of increasing the price of smaller homes, making them less “affordable”.

NFDC’s current opinion is that these rooms do not meet the National Described Space Standards (NDSS) for bedrooms. CN has also obtained supporting King’s Counsel advice on this point and stated that demand for studies has increased, hence the company’s change to standard house types in this regard. Both NFDC and CN agreed to provide evidence on this point.

No First Homes were proposed by CN, so the development does not comply with RNP Policy R6. RTC suggested that provision of First Homes could make the development more viable. However, as NFDC officers were content that the tenure split was compliant with Local Plan Policy HOU2, CN did not intend to change this.

The provision of First Homes was assessed in the Financial Viability Assessment prepared by BNP Paribas Real Estate, concluding that it would result in a lower quantum of affordable housing. CL agreed to provide some narrative on this point.

### **Zero Carbon Ready**

In order to comply with RNP Policy R10 and NFDC's Planning for Climate Change SPD, it is necessary for buildings to be zero carbon ready, where feasible. The intention in Phase 1 is to comply with current building regulations and, if building begins in 2025, this will mean gas boilers being installed. When building regulations are updated, air source heat pumps will be provided. As Phase 1 is expected to continue in to 2028, this could mean that about half of all properties in Phase 1 will be zero carbon ready.

Evidence gathered for the RNP shows that much of the existing housing stock in Ringwood is very poor, hence the requirement for new housing to be of a high standard, and in line with climate statements made by HCC and NFDC.

No evidence has been provided to demonstrate that it is not feasible for CN to comply with policy, as opposed to building regulations, and reference was made to a development by CN in Elmsbrook (near Bicester), which proved CN could deliver energy efficient housing.

CL stated that energy efficiency calculations are outlined in their Energy and Sustainability Statement prepared by AES Sustainability Consultants. However, he agreed to provide some narrative around this, setting out a schedule for Phase 1, including details on EPC ratings (most of their standard house types have a B rating).

### **Access**

The proposed development was only able to provide one of the three accesses required by the Local Plan policy for SS13.

RTC maintained that, without delivery of the access to the north (joining Wellworthy Way), it would continue to object to the application.

As the land through which this access could be created was outside the control of CN, it was not possible for it to be delivered as part of this application.

MW agreed to open dialogue with HCC, which owns the land, on this matter, but agreed it could not be addressed in the life of the current application. HCC Highways had confirmed that the 443 dwellings proposed could be safely served by the one proposed access off Moortown Lane.

It was noted that CN had allowed for the widening of Moortown Lane within the scheme costings (despite HCC agreeing that this could be monitored throughout Phase 1) and MW stated this would be secured through the s106 agreement.

### **Other Issues**

There was a discussion about the proposed 3-storey buildings in the centre of the site, with RTC asking if these could be moved to the north west urban edge of the site, which would be more in character. CL agreed to take this away for review.

It was noted that the electricity main on the western boundary of the site would be diverted beneath the new road network – no changes were proposed to the layout on the western boundary.

### **Application 23/10707 - ANRG**

It was noted that sufficient ANRG could be provided on the main site to meet the policy requirement (0.02h over), but it was sensible to provide a buffer, hence the additional proposed site to the east of Crow Lane. NFNPA and RTC had objected to this and the value of it was questioned, particularly given the poor access from the main site.

### **Conclusion**

It was agreed that CN would provide further evidence/narrative for RTC to review, with the opportunity to make further representation in advance of the expected date of consideration by NFDC Planning Committee (13 November), to include:

- Housing mix, including First Homes
- Zero carbon ready, including building efficiency and construction
- Moving 3-storey dwellings away from the centre of the site to the north west urban edge
- Inclusion of studies



Annex A to Planning, Town Environment Committee Minutes 4th October 2024  
 Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
21/10042	Land North Of, Hightown Road, Hightown, Ringwood BH24 3DY	RECONSULTATION on amendments to the boundary. The changes are an amendment to the boundary of the highway and employment area/ANRG in the north est of the site. The changes reduce the employment area by 0.16ha and the ANGR by 0.09ha on the plan. Outline planning application for up to 400 dwellings and 3 hectares of employment (Class E c and g and B2), access, open space, landscaping, alternative natural recreational greenspace (ANRG) and drainage attenuation (Outline Application with details only of Access)	Refusal (4)	<p>Although the description of this application is for amendments to the boundary, reducing the area of employment land and ANRG, additional amended plans have been submitted which alter the flood mitigation measures (including the deletion of all features on the north western boundary) and building height parameters (with the addition of areas of residential buildings up to 12 metres in height). The application is therefore contrived.</p> <p>This Council has previously submitted evidence to show that the groundwater levels on the site and surrounding area have risen and of property flooding in the immediate area that does not appear to have been formally recorded. Therefore, as the base data used to inform the flood mitigation measures is from 2017, and changes are now being proposed to those measures, the Council requests a review of the proposed flood mitigation measures to ensure they are fit for purpose. We have been informed by the Environment Agency that last winter was the wettest on record since 1871 and that we will continue to see episodes of extreme weather. We therefore seek assurances that the mitigation proposed has been modelled</p>

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
				on accurate data. It is not clear if the proposed reduction in ANRG is now policy compliant. In addition, the Ringwood Neighbourhood Plan has been adopted since the submission of the original application and, as a decision notice has not yet been issued, the Council requests that the applicant be required to undertake an assessment to demonstrate how the application complies with the RNP.
24/10623	24A Meeting House Lane, Ringwood. BH24 1AY	x3 illuminated fascia signage with restaurant branding to front/side elevations (Retrospective) (Application for Advertisement Consent)	Refusal (4)	The proposal for back lit signage is out of keeping in the Conservation Area and contrary to Policy and Ringwood Neighbourhood Plan's design code.
24/10661	34A, Christchurch Road, Ringwood. BH24 1DN	Variation of condition 2 of Planning Permission 19/10112 to allow fenestration alterations, change in height to ridge and front parapet, relocation of chimneys, change in width of shopfront, amendments to vents and alternative roof pitch and revised location for a porch with altered pitch	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
24/10669	2 Gypsy Lane, Ringwood. BH24 1QW	Single-storey front extension; amended window arrangement to front elevation; change of brickwork to render and cladding; new access and parking area and fence to front boundary	Permission (1)	
24/10726	1 Morant Cottages, 95 Gorley Road, Ringwood. BH24 1TN	Rooflights to front elevation	Officer Decision (5)	
24/10727	Clock House, 4 Avonside Court, Ringwood. BH24 3DL	First floor extension over existing garage	Permission (1)	
24/10737	Manor Hatch, 63 Southampton Road, Ringwood. BH24 1HE	Change of use to dwelling (Use Class C3); removal of existing signage and fenestration alterations	Permission (1)	
24/10738	Manor Hatch, 63 Southampton Road, Ringwood. BH24 1HE	Removal of existing signage and fenestration alterations in association with conversion of building to dwelling (Application for Listed Building Consent)	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
24/10739	78-82 Christchurch Road, Ringwood. BH24 1DR	Change of use of the ground, first and second floors of No. 82 to a one-bedroom dwelling and the change of use of the first and second floors of Numbers 78-80 to provide a two-bedroom dwelling	Permission (1)	
24/10740	78-82 Christchurch Road, Ringwood. BH24 1DR	Internal alterations to facilitate the change of use to 2 residential dwellings (Application for Listed Building Consent)	Permission (1)	
24/10794	31 Highfield Drive, Ringwood. BH24 1RJ	Single-storey rear extension; roof extension, side dormer and rooflights to facilitate extension to first floor	Officer Decision (5)	The Committee had no issues with the extension in principle but were concerned about the side dormer and its impact on No33's privacy in terms of overlooking, due to its proximity and the proposed clear glazed window and the possible of loss of light from the extended roofline. The dormer was also considered out of keeping in the locality. Members invited the Planning Officer to consider these particular concerns and how they can be addressed.
24/10821	47, Lin Brook Drive, Ringwood. BH24 3LJ	Conversion of existing garage and building of extensions	Permission (1)	
24/10821	47 Lin Brook Drive, Ringwood. BH24 3LJ	Conversion of existing garage and building of extension (Revised scheme)		

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
24/10828	1 Frobisher Close, Poulner, Ringwood. BH24 1UH	Two storey front extension;porch canopy and fenestration alterations	Permission (1)	
CONS/24/0412	23 College Road, Ringwood, BH24 1NU	Cherry x 1 Fell	Refusal (2)	The Committee objected to the proposal as there is no justification of felling of the cherry tree.
CONS/24/0427	15 The Furlong, Ringwood, BH24 1AT	Silver Maple x 3 Reduce	Permission (1)	
CONS/24/0433	Greyfriars Community Centre Christchurch Road Ringwood BH24 1DW	Oak - 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 4th October 2024

## Ringwood Town Council - Planning Observations - NFNPA

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
24/00884LBC	The Stables, Christchurch Road, Bisterne. BH24 3BN	Alterations to entrance to include removal of existing infill, new glazing and cladding; internal alterations; courtyard landscaping (Application for Listed Building Consent)	Officer Decision (5)	

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

Applications decided under delegated powers : to be noted on 4<sup>th</sup> October 2024

Number	Site Address	Proposal	Decision
CONS/24/ 0390	Mr Micklewright	St Katharines, 86a Christchurch Road, Ringwood, BH24 1DR	16.9.24:- P(1) Recommend permission, but would accept the Tree Officers decision.

## New Forest Local Cycling and Walking Infrastructure Plan (LCWIP)

### 1. INTRODUCTION

- 1.1 The New Forest Local Cycling and Walking Infrastructure Plan (LCWIP) sets out the ambition for investment in walking and cycling in the New Forest area over the next 10 years.
- 1.2 Hampshire County Council (HCC), New Forest District Council (NFDC), New Forest National Park Authority (NFNPA) and Forestry England have worked together to develop this LCWIP and are now inviting views on the on the draft plan and proposed routes and zones. The deadline for comments is Sunday 3 November 2024.
- 1.3 The draft LCWIP can be viewed here: <https://documents.hants.gov.uk/transport/new-forest-district-lcwip.pdf>, with further information and access to two short surveys and the ability to add comments to a map here: <https://storymaps.arcgis.com/stories/82b46f9bb69c4acbaf4e2b0b1f50a6e>.
- 1.4 Members of the public are encouraged to complete the surveys on their personal experience of walking and cycling routes and suggestions for improvements. As a key stakeholder, the Town Council is being asked to comment as follows:
1. What are the main barriers to walking and cycling in the New Forest
  2. General feedback on the LCWIP route network
  3. Specific feedback on the utility route network, primary and secondary routes
  4. Specific feedback on the leisure route network, on-highway and off-highway routes
  5. Specific feedback on the additional routes for consideration
  6. Feedback on the Core Walking Zones (CWZs)
  7. Other comments

### 2. PROPOSALS FOR RINGWOOD

- 2.1 Proposals specific to Ringwood in the LCWIP are as follows:
- Ringwood Core Walking Zone – see pages 55 to 58
  - Cycle Route 100 – Wick to Walkford via Fordingbridge and Ringwood - see pages 76 to 89
  - Cycle Route 210 – Ringwood to Totton via Emery Down – pages 127 to 133
- 2.2 For each route, there are a number of suggestions as to how areas and junctions can be improved, such as the introduction of 20mph speed limits; redesigning junctions to give priority to cyclists and pedestrians; and additional crossing points.

### 3. RECOMMENDATION

- 3.1 In order to give due consideration to the proposals set out in the draft LCWIP, taking into consideration work undertaken in preparation for the Ringwood Neighbourhood Plan and Policy R9 and the accompanying Active Travel Policy Map, it is recommended that a small Task & Finish Group be established to prepare a draft response for consideration by the Committee at its next meeting on 1 November 2024.

For further information, please contact:

Jo Hurd  
01425 484721  
[Jo.hurd@ringwood.gov.uk](mailto:Jo.hurd@ringwood.gov.uk)



## Current Projects Update

D

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch has been completed and is now in use. The new pavilion was completed and handed over on 16th September. The old pavilion will be demolished shortly. A formal opening ceremony/open day is being arranged.	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).
<b>Planning Town &amp; Environment Committee</b>						
PTE1	Neighbourhood Plan	Complete	83% of residents voted "yes" in the Referendum on 04/07/2024. The Plan has been adopted (made) by NFDC and NFPA and is now part of the NFDC Development Plan and must be taken into consideration in the determination of planning applications.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Town Clerk	Spent £25,282.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,167.58 unspent of original RTC budget.
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 will be held 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
PTE6	Shared Space Concept - Thriving Market Place	In progress	£10,000 released by NFDC from UKSPF to undertake options appraisal/feasibility study. Project Brief agreed and HCC instructed to carry out work outlined in Brief. Members received an informal briefing on draft proposals on 25/09/2024, prior to consultation with stakeholders.	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 considering allocating a share of £4.5 million CIL funds on 02/10/2024.
	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	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared and being worked through with intention of bringing report with recommendations to cttee in November.	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 - report indicates delivery in 2024/25. HCC working on design.	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).	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.
<b>Policy &amp; Finance Committee</b>						
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.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. Details about possible alternatives to re-letting are being obtained and will be reported to committee before any further repairs are commissioned or re-letting agreed.	Reviewing the letting of this council-owned house	Town Clerk	Rent receipts and other financial implications of any changes are unclear at present but will be considered as part of the review.

PF12	Base budget review	Commenced Feb. 2024	Inaugural meeting held on 17th April. Workstreams and lead councillors for each agreed.	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.	Finance Manager	No anticipated costs other than staff time.
------	--------------------	---------------------	---	---	-----------------	---

D

### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have been working with a planning consultant on project design and two rounds of pre-application planning advice have been completed. The draft planning application is being revised and will be submitted as soon as practicable.	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 complete by December 2024.)	Design and funding arrangements for a memorial wall have been agreed in principle. An architect has been instructed. Only two responses to the public tender were received; both considerably in excess of the agreed budget. Officers are considering next steps but have enlarged the provision for interring cremated remains in the interim. The project is being re-appraised alongside the cemetery base budget review (see PF12)	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital cost estimated at £37,500 will be met from a combination of earmarked reserves.
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The final replacements in the current programme will be installed this autumn. Future needs will then be re-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	Draft surrender rereport and application have been prepared for submission to Environment Agency once their requirements have been clarified. It is currently expected that this will be done by the end of October.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
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. Officers are consulting the Anglers' Association about the proposal.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
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 will be discussed 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	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group members met for the first time on 4th September. A list of sites with relevant information was approved and next steps agreed.	A strategic priority project to review the council's management of all its public open and green spaces	Town Clerk	Staff time only
RLOS26	Carvers Development Phase 1	Commenced Sept. 2024	Notice of award of grant from Veolia Environmental Trust received. Officers attended briefing on 17 Sept. Publicity is being arranged and officers are beginning work on delivering the project.	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)

### Staffing Committee

None

## 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
-----	------	-------------	---------	-------

## Full Council

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 &amp; 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 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.	
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				

## Policy &amp; 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	

## Recreation, Leisure &amp; 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