

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

Held on Friday 10th January 2025 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
Cllr Rae Frederick
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/6384 PUBLIC PARTICIPATION

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

P/6385 APOLOGIES FOR ABSENCE

Apologies for absence had been received from Cllr Becci Windsor.

P/6386 DECLARATIONS OF INTEREST

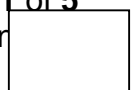
There were none, however it was noted that a number of Councillors knew the applicant on planning application 24/01200FULL.

P/6387 MINUTES OF PREVIOUS MEETING

It was noted that in relation to planning application 24/10919 site of 41 and 43 Manor Road, which was considered at the December meeting, the applicant had not demonstrated compliance with RNP Policy 10 Zero Carbon Buildings. In addition, the planning officers' preliminary briefing made no reference to this policy. It was agreed to amend the observation accordingly.

RESOLVED: 1) That the minutes of the meeting held on 6th December 2024, having been circulated, be approved and signed as a correct record; and
2) That the observation for planning application 24/10919 be amended to highlight that it is contrary to RNP Policy R10 Zero Carbon Buildings.

ACTION Jo Hurd



P/6388

PLANNING APPLICATIONS

It was agreed to bring forward consideration of 24/11105 2 Market Place due to the members of the public present.

24/11105 2 Market Place - The developer provided an update to Members. The application had been submitted and is awaiting determination. Although a major development, the application is for part demolition, refurbishment, alteration and change of use to create commercial floorspace and 11 residential dwellings. In addition, demolition of car wash and erection of a residential dwelling, which will serve to knit the scheme together and associated landscaping and other works. He explained the stain glass windows are in a very poor state of repair, but would be retained if possible.

It was noted the Planning Officer had not mentioned RNP Policy 10 Zero Carbon Buildings in their report, however the applicant had submitted an energy performance statement, for which they were commended.

A representative from Ringwood Society addressed the Committee with initial comments on the application. The Society is broadly in support of the intentions to do something with the building. However, it was thought the proposals lack ambition and the design and material qualities were questioned. In addition, the Society was disappointed that there had been no public consultation. Its view was that something better could be achieved for the building. In relation to the plans which show uPVC replacement windows, it was confirmed this was an error and it was proposed that windows on the front elevation would have timber frames.

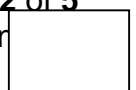
Members discussed their recommendation for this application and agreed comments, as follows:-

P(3) Recommend Permission.

Members welcomed the developer's engagement with the Council from an early stage and throughout the planning process. As a result, the application complies with all relevant Ringwood Neighbourhood Plan (RNP) policies, with the exception of R6 (First Homes). They were appraised of the viability report and understood the financial situation, therefore accepting that no affordable housing or First Homes could be delivered as part of this development. However, they were pleased to see the small housing proposed, which is in line with RNP Policy R5. They were concerned that, if this application fails, the whole development could be at risk and they felt it was more important for the vitality of the town to bring the building back in to use, therefore regenerating and enhancing the Market Place, in line with RNP Policy R3. The Predicted Energy Statement accompanying the application was commended as an excellent example of evidencing compliance with RNP Policy R10. It was noted that the current application proposes uPVC windows on the front elevation, and a condition is requested requiring these windows to be timber framed.

The applicant and representative from Ringwood Society were thanked for their attendance and comments.

It was acknowledged that some residents would prefer to see the building used for a cinema but, for financial reasons, this was not possible. Members supported the proposed development of the site in this positive way.



Following consideration of planning application 24/01200FULL Meadow Cottage, the remaining applications were deferred until later in the meeting.

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

ACTION Nicola Vodden

It was agreed to bring forward agenda item 9 due to the members of the public present.

P/6389

NFDC/NFNPA PLANNING COMMITTEE

It was noted that application 23/10821 New House, Market Place and 1-3 Strides Lane, Ringwood BH24 1ER was to be considered by NFDC Planning Committee at its next meeting on 15th January 2025. The Council's observation on 6th December 2024 was:-

“R(4) Recommend refusal. The amended plans are noted, but are not sufficiently different to overcome previous objections. The proposal represents overdevelopment of the site, the additional storey would be inappropriate in the location and overbearing and imposing on surrounding properties. It is out of keeping in the Market Place, which is at the heart of the town's Conservation Area, and would be detrimental to the Listed Buildings in the vicinity. There is also some concern about the impact on views from the surrounding area, both within the town and from a distance. The application is contrary to the design code in the Ringwood Neighbourhood Plan and to the Ringwood Conservation Area Appraisal SPG. The Town Council fully supports the views of The Ringwood Society. The views of the Conservation Officer are inconsistent with previous advice on applications 23/10404 (1-7 Meeting House Lane) and 23/11255 (2 Market Place).”

Although both the Planning Officer and the Council are recommending refusal, the grounds for refusal are different. It was noted that the application is also contrary to RNP Policy R10 Zero Carbon Buildings.

RESOLVED: That Cllrs Day and G DeBoos be registered to speak at NFDC Planning Committee meeting on 15th January 2025 to argue that the Council's reasons for refusal should be included in the decision.

ACTION Jo Hurd

P/6390

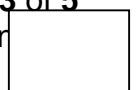
PLANNING APPLICATIONS

The remaining planning applications were dealt with in list order.

RESOLVED: That the observations summarised in *Annex A* be submitted and decision made under delegated powers noted.

ACTION Nicola Vodden

At 11:18am, Cllr Turner left the meeting briefly.



P/6391

PROPOSED MINOR AMENDMENTS TO RINGWOOD NEIGHBOURHOOD PLAN (RNP)

Members were asked to consider the proposed modifications to RNP outlined in *Annex B*.

At 2.1, in relation to Policy R5: Smaller Housing, it was agreed that the wording should be as detailed in Option 2. Modifications 2.2 and 2.3 were also agreed.

Earlier in the meeting, Cllr G DeBoos reported that he is working on a draft guidance document for RNP Policy R10 Zero Carbon Buildings, which would be circulated and brought to a future meeting.

RESOLVED: That officers submit the request to both New Forest District Council and New Forest National Park Authority (the LPAs) to give a view as to whether the proposed changes can be treated as minor modifications to Ringwood Neighbourhood Plan, and changes made.

ACTION Jo Hurd

P/6392

STRATEGIC SITES

Land off Crow Lane / Crow Arch Lane (Beaumont Park) – There was no change to the usual NFDC update. The developer remains responsible for maintenance of open spaces, alongside the housing association, and the transfer of Public Open Spaces continues to be progressed.

Application 24/10015 for removal of conditions 20 & 21 to remove the need to provide a pedestrian and cycle path/link between the central plot within the site and Christchurch Road is still undetermined and an update in relation to this had been requested from the case officer.

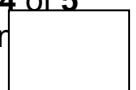
Land north of Hightown Road (21/10042) - Members had asked the Deputy Town Clerk to arrange for an officer's briefing on this application in advance of reconsideration by the NFDC Planning Committee. The Case Officer is of the view that it remains premature to consider a briefing given that discussions with the applicant are ongoing. The application needs to be considered in light of RNP and the Case Officer has put this to the applicant, who to date has not responded. It was agreed to invite the developer to meet with the Council.

Land off Moortown Lane (21/11723 and 23/10707) – Following the Council's decision to request that NFDC's decision on this planning application be 'called in', an acknowledgement had been received from Ministry of Housing, Communities & Local Government. It is being considered by the Planning Casework Unit and a Case Officer has been assigned.

2 Market Place and Meeting House Lane (23/11255) - This was discussed earlier in the meeting (*P/6390 refers*).

Land at Snails Lane – no update

RESOLVED: 1) That the update on Strategic Sites be noted; and
2) That the developer of SS14 Land north of Hightown Road be invited to a meeting to update on application 21/10042.



P/6393

PROJECTS (current and proposed)

Thriving Market Place – An update has been requested.

Bus shelters – A revised report will be brought to a future meeting. HCC have offered to fund and install the concrete base for the proposed bench adjacent to the bus stop northbound on A338 (opposite Hurst Road). The action plan is being considered by HCC, who have indicated that funding may be available for some aspects. Additional sources of funding are being investigated. In the meantime, some minor repairs and cleaning will be undertaken. Thanks were extended to Cllr Turner for promoting this project.

Memorial Bench MLW – It is hoped the bench will be installed in the Market Place in the first quarter of 2025.

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

There being no further business, the Chairman closed the meeting at 11.39 am.

RECEIVED
29th January 2025

APPROVED
7th February 2025

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 10th January 2025
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
24/11044	33, High Street, Ringwood. BH24 1AD	Partial re-construction of rear elevation (part retrospective)	Permission (1)	Members noted that the Planning Officer had not made reference to Ringwood Neighbourhood Plan Policy R10 Zero carbon buildings in their preliminary briefing document.
24/11060	Avonmead, 16 Salisbury Road, Ringwood. BH24 1AS	External alterations and addition of porch roof associated with conversion of existing garden room into garden annex	Refusal (4)	The Committee considered the description of the proposal inaccurate and questioned whether the annex remains incidental to the main property, as required by previous conditions on the granting of permission for the garage. This proposal would result in a new and separate dwelling. Members noted that the Planning Officer had not made reference to Ringwood Neighbourhood Plan Policy R10 Zero carbon buildings in their preliminary briefing document and the applicant had not submitted the required energy performance statement. It is therefore contrary to policy.
24/11087	9 Meeting House Lane, Ringwood. BH24 1AY	Erection of screening chimney (Retrospective)	Permission (1)	The Committee recommended that a condition be imposed to undertake the work within 6 months of permission being granted.

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
24/11094	Ringwood County Junior School, Hightown Road, Ringwood. BH24 1NH	Removal and replacement of existing timber cabins with permanent building	Permission (1)	Members noted that the plans would appear to result in better energy efficiency, however there was no evidence of this as the applicant had not provided an energy performance certificate, as required by Ringwood Neighbourhood Plan Policy R10 Zero carbon buildings. It was noted also that the Planning Officer had not made reference to this Policy in their preliminary briefing document.

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
24/11105	2, Market Place, Ringwood. BH24 1AW	Part-demolition, refurbishment, alteration and change of use of No. 2 Market Place to create commercial floorspace (Use Class E) and 11no. residential dwellings (Use Class C3); demolition of car wash building and erection of 1no. residential dwelling; provision of associated landscaping, car and cycle parking spaces and associated works	Permission (3)	Members welcomed the developer's engagement with the Council from an early stage and throughout the planning process. As a result, the application complies with all relevant Ringwood Neighbourhood Plan (RNP) policies, with the exception of R6 (First Homes). They were appraised of the viability report and understood the financial situation, therefore accepting that no affordable housing or First Homes could be delivered as part of this development. However, they were pleased to see the small housing proposed, which is in line with RNP Policy R5. They were concerned that, if this application fails, the whole development could be at risk and they felt it was more important for the vitality of the town to bring the building back in to use, therefore regenerating and enhancing the Market Place, in line with RNP Policy R3. The Predicted Energy Statement accompanying the application was commended as an excellent example of evidencing compliance with RNP Policy R10. It was noted that the current application proposes uPVC windows on the front elevation, and a condition is requested requiring these windows to be timber framed.
24/11115	Carlisle House, 118 Northfield Road, Ringwood. BH24 1SU	Rear extension at ground and first floor level	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
24/11122	Bridge House, 21 West Street, Ringwood. BH24 1DY	Remediation works to parapet wall on the rear extension (Application for Listed Building Consent)	Officer Decision (5)	Committee members had no issue in principle with the proposal, however, they wished to know the views of the Conservation Officer and their report was not available for consideration.
24/11123	Bridge House, 21 West Street, Ringwood. BH24 1DY	Install wooden gates to vehicular access (Application for Listed Building Consent)	Officer Decision (5)	Committee members had no issue in principle with the proposal, however, they wished to know the views of the Conservation Officer and their report was not available for consideration.

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 10th January 2025

Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
24/01200FULL	Meadow Cottage, Hangersley Hill, Hangersley, Ringwood. BH24	Single storey extension; alteration to single storey utility roof; alteration to window	Permission (3)	The Committee felt the proposal was a positive addition to the property.
24/01362FULL	Christmas Tree Farm, Hangersley Hill, Hangersley, Ringwood. BH24 3JR	Replacement dwelling; outdoor pool; garage; outbuilding; demolition of existing dwelling	Refusal (4)	Members noted that the Planning Officer had not made reference to Ringwood Neighbourhood Plan Policy R10 Zero carbon buildings in their preliminary briefing document and the applicant had not submitted the required energy performance statement. It is therefore contrary to policy.

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 10th January 2025

Number	Site Address	Proposal	Decision
CONS/24/ 0580	27 Woodstock Lane, Ringwood, BH24 1DT	Conifer x 1 Reduce Bay x 1 Fell	10.12.24: P(1) Recommend permission, but would accept the Tree Officer's decision.

REPORT – PLANNING, TOWN & ENVIRONMENT COMMITTEE – 10 JANUARY 2025

Proposed Minor Amendments to Ringwood Neighbourhood Plan (RNP)

1. INTRODUCTION

- 1.1 This report follows a discussion at the last meeting of the Committee held on 6 December 2024 (P/6377 refers).
- 1.2 Following the decision by New Forest District Council Planning Committee to approve planning application 21/11723 for development of the strategic site off Moortown Lane contrary to six RNP policies, some minor amendments have been proposed by the RNP team.
- 1.3 Government guidance states that minor amendments can be made by Local Planning Authorities (LPAs) at the request of a qualifying body (the Town Council in this case). As monitoring and review of NPs can be continual, there is no requirement to wait until a LPA Local Plan has been updated for minor amendments to be made, or for the formal five yearly review cycle. There is no regulatory requirement for the Council to consult with the LPAs before proposing minor amendments, but the amendments would not be 'made' until the LPAs agree them formally.
- 1.4 The Government guidance notes on NPs state the following:
- “Minor (non-material) modifications to a neighbourhood plan or order are those which would not materially affect the policies in the plan or permission granted by the order. These may include correcting errors, such as a reference to a supporting document, and would not require examination or a referendum.”*
- and
- “Minor (non-material) updates to a neighbourhood plan or Order would not materially affect the policies in the plan or permission granted by the Order. A local planning authority may make such updates at any time, but only with the consent of the qualifying body. Consultation, examination and referendum are not required.”*
- 1.3 It is considered that the proposals outlined below do not materially modify any policy and seek merely to clarify definitions.

2. PROPOSED MODIFICATIONS

- 2.1 The first proposed modification is to **Policy R5: Smaller Housing**. This policy states:

“Provision should be made for small dwellings with one and two bedrooms, in schemes of residential development where this can be achieved without detriment to the amenities and the character of the surrounding area and neighbouring properties. The number of small dwellings should be greater than 50% of the total in schemes of five or more dwellings.”

The proposed amendment seeks to clarify the meaning of 'small dwellings with one or two bedrooms'. It is proposed that the policy is amended in accord with either Option 1 or Option 2 below. The proposed amendment is shown in red and underlined:

Option 1:

“Provision should be made for small dwellings with one and two bedrooms, in schemes of residential development where this can be achieved without detriment to the amenities and the character of the surrounding area and neighbouring properties. Small dwellings may be apartments or bungalows, but where there are rooms on a separate floor to the main living space, all these rooms will count as bedrooms unless they are less than 4.64m² floor area, which is the minimum sleeping accommodation size required under the mandatory ‘Houses in Multiple Occupation’ regulations. The number of small dwellings should be greater than 50% of the total in schemes of five or more dwellings.”

As background, the minimum sleeping accommodation size required under the Houses in Multiple Occupation regulations is 4.64m² for one child under 10 years of age, 6.51m² for one person over 10 years of age and 10.22m² for two persons over 10 years of age.

Option 2:

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

- 2.2 The second proposed amendment is to **Policy R8: Building for a Healthy Life**. This policy states:

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

A Building for a Healthy Life Assessment should be included within the Design and Access Statement and submitted with the application.”

Some councillors and members of the RNP team recently attended a Building for a Healthy Life training session, so now have a better understanding of how this tool can be effectively used.

The proposed change is to the last sentence:

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

- 2.3 The final proposed amendment is to the **Foreword** of the RNP to provide an option for additional guidance documentation to be provided to assist with the application of policies. For example, a worked example of a Building for a Healthy Life assessment could be provided.

It is suggested that the following wording be added under the heading of “How will we deliver the Vision?” on page 4.

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

3. RECOMMENDATION

- 3.1 Members are asked to consider the proposed modifications outlined above and, if agreed, direct officers to submit the request to both New Forest District Council and New Forest National Park Authority (the LPAs) to give a view as to whether these can be treated as minor modifications and changes made. Also, if agreed, which option is favoured for the proposed revision to Policy R5.

For further information, please contact:

Jo Hurd, Deputy Town Clerk
01425 484721
Jo.hurd@ringwood.gov.uk

or

Cllr Gareth DeBoos
07904 195605
cldr.g.deboos@ringwood.gov.uk

References

<https://neighbourhoodplanning.org/toolkits-and-guidance/how-to-implement-monitor-and-review-your-made-neighbourhood-plan/>

<https://www.gov.uk/guidance/neighbourhood-planning--2>

<https://www.ringwood.gov.uk/admin/resources/admin/ringwood-neighbourhood-plan.pdf>

<https://commonslibrary.parliament.uk/does-the-law-set-a-minimum-bedroom-size-in-england/>

Current Projects Update

C

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
Full Council						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in 2024)	The artificial turf pitch and the new pavilion are both now completed and in use. The old pavilion has been demolished. A formal opening ceremony/open day took place on 1st November.	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).
Planning Town & Environment Committee						
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 19/06/24, annual flail was carried out in August and stream clearance by volunteers on 3 October. Working with various agencies and local landowners on developing wider project on holding back flood water and increasing outflow.	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Town Clerk	Budget of £1,000 funded by transfer from earmarked reserve
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 agreed on 02/10/2024 to allocate a share of £4.5 million CIL funds to the scheme.
	Greening Ringwood	In progress	Official launch of Phase 2 held on 20/04/2024 in Gateway Square. Update on activities presented to Committee in September 2024.	Greening Campaign Phase 2 to run from Sept 2023 to July 2024, focussing on making space for nature; energy efficient greener homes; climate impacts on health and wellbeing; waste prevention; and cycle of the seed.		£50 signing up fee funded from General Reserve.
	Bus Shelters	In progress	HCC framework contractor has completed survey of shelters free of charge. Action Plan prepared.	Review of Council owned bus shelters.		No agreed budget
Projects being delivered by others which are monitored by the Deputy Clerk and reported to this committee:						
	Crow Lane Footpath	In progress	Developers' contributions paid to HCC to implement. Additional funds required to progress and approved by NFDC Cabinet on 02/11/2022. HCC working on design, with expected delivery in summer 2025.	New footpath to link Beaumont Park with Hightown Road, alongside west of Crow Lane	Hampshire CC	Developers contributions
	Railway Corner	In progress	Project supported by RTC. Planning application approved (23/11081). Works on site commenced.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	No financial implications.
	Memorial Bench for Michael Lingam-Willgoss	In progress	Consent to install bench has been granted by HCC. Legal fees covered by County Cllr Thierry. Date for installation yet to be agreed.	Provision of memorial bench in Market Place in memory of Michael Lingam-Willgoss.	Ringwood Carnival / Ringwood Rotary	No financial implications.
Policy & Finance Committee						
PF5	Poulner Lakes Lease	On hold	A report is being prepared for consideration at an upcoming meeting.	Negotiating a lease from Ringwood & District Anglers' Association of the part of the site not owned by the Council	Town Clerk	Some provision for legal advice or assistance may be needed eventually.
PF11	92 Southampton Road	In progress (commenced March 2023)	Vacant possession has been recovered. The property will now be re-furnished so it can be re-let.	Reviewing the letting of this council-owned house	Town Clerk	The refurbishment will be funded from the buildings reserve.
PF12	Base budget review	Commenced Feb. 2024	Expected to conclude shortly with a report to committee about the cemetery budget and management issues.	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.
Recreation, Leisure & Open Spaces Committee						

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021.)	Officers have consulted neighbours on the latest design. Biodiversity net gain options are being investigated ahead of a planning application.	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.)	Cancellation of this project is likely to be recommended following 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	The permit surrender application and associated report and forms has been submitted to Environment Agency.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	One-off costs of about £8,000 will save the council annual recurring charges of about £1,000 each. Yet to be settled
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	NFDC has developed a concept design of an improved access on the basis that RTC will fund essential maintenance/improvements to the vehicular access element and NFDC will fund the rest. Officers have consulted the Anglers' Association about the proposal and are working to resolve the boundary discrepancies.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	
RLOS23	North Poulner Play Area skate ramp request	In progress (commenced Mar. 2023)	A 'half-pipe' has been identified as a likely cheaper and easier option. The costs are now clearer and the funding arrangements were agreed at the P&F meeting on 18th September.	A local resident requested provision of a 'quarter-pipe ramp' at this site and has been fund-raising for it	Deputy Town Clerk	Yet to be quantified and agreed
RLOS25	Open Spaces Management Review	Commenced September 2024	The task and finish group has agreed a list of sites and considered practical information about these at a meeting on 13th November.	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	Work on formally designing and planning the project is under way.	Replacing the tennis courts with a multi-use games area, creating a timber log walk with benches and boulders and pollinator planting.	Town Clerk	£68,072 (90% grant from Veolia Environmental Trust and 10% from RTC's CIL reserve)
RLOS27	Carvers Clubhouse Solar Panels	Commenced Nov. 2024	The contract award decision was made by the P&F committee on 20th November. Officers have placed an order and are arranging the installation with the contractor.	Installing photo-voltaic panels on the Clubhouse roof to achieve a long-term saving in energy costs.	Town Clerk	£18,322.50. £15,000 grant from HCC Parishes Fund. £3,322.50 from RTC reserves.
RLOS28	Skate Park Picnic Tables	Commenced November 2024	Contribution of £750 offered by Ringwood Carnival Committee	Replacing the two large picnic tables beside the skate park at Carvers which are beyond further repair	TBA	Est. £3,000. £750 grant received from Carnival Club. Balance TBA

Staffing Committee

None

C

Proposed/Emerging Projects Update

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

Closed Projects Report



No.	Name	Description	Outcome	Notes
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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	
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Planning, Town & Environment Committee

	Pedestrian Crossings - Christchurch Road	Informal pedestrian crossings to the north and south of roundabout at junction of Christchurch Road with Wellworthy Way (Lidl)	Completed by HCC	
	Cycleway signage and improvements	New signage and minor improvements to cycleway between Forest Gate Business Park and Hightown Road	Completed by HCC	
	Carvers footpath/cycle-way improvement	Creation of shared use path across Carvers between Southampton Road and Mansfield Road	Completed by HCC	
	Replacement Tree - Market Place	New Field Maple tree to replace tree stump in Market Place.	Completed in January 2022 by HCC	
PTE4	Climate Emergency	Funds used to support Greening Campaign, community litter-pick and Flood Action Plan leaflets.	Completed March 2023	
	A31 widening scheme	Widening of A31 westbound carriageway between Ringwood and Verwood off slip to improve traffic flow; associated town centre improvements utilising HE Designated Funds	Scheme completed by National Highways and road re-opened in November 2022.	
	SWW Water Main Diversion (associated with A31 widening scheme)	Diversion of water main that runs along the A31 westbound carriageway. Diversion route included land in RTC's ownership at The Bickerley.	Scheme completed by SWW in 2022.	
	Surfacing of Castleman Trailway	Dedication and surfacing of 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 Maret Place project.	Completed.	
PTE2	Neighbourhood Plan	The Ringwood Neighbourhood Plan was adopted (made) by NFDC and NFNPA in July 2024 (83% of residents voted "yes" in the Referendum on 04/07/2024) and is now part of the Development Plan for both authorities and must be taken into consideration in the determination of planning applications.	Completed, but will be monitored and reviewed.	
PTE1				

Policy & Finance Committee

PF1	New Council website	Arranging a new website that is more responsive, directly editable by Council staff and compliant with accessibility regulations.	Completed	
PF2	Greenways planning permission	Consideration of applying to renew planning permission for bungalow in garden previously obtained	Decided not to renew	
PF3	Detached youth outreach work	To provide youth workers for trial of detached outreach work	Transferred to Recreation Leisure & Open Spaces Committee (see RLOS20)	
PF4	Review of governance documents	A major overhaul of standing orders, financial regulations, committee terms of reference, delegated powers, etc. Routine periodic reviews will follow completion of this work.	Completed in July 2022	All governance documents will now receive routine annual reviews.
PF6	Health & Safety Management Support Re-procurement	Re-procuring specialist advice and support for discharge of health and safety duties	Completed in February 2023	
PF7	Financial Procedures Manual	Preparation of a new manual for budget managers and other staff detailing financial roles, responsibilities and procedures	Completed in September 2022	Will be updated by Finance Manager as necessary
PF8	Bickerley Legal Title	An application to remove land from the Council's title was made	Completed in October 2023	Application successfully resisted
PF9	Greenways office leases	The tenant of the first floor suite gave notice and left. The building was re-let as a whole to the tenant of the ground floor suite.	Completed in November 2022	
PF10	Councillors' Email Accounts	Providing councillors with official email accounts (and devices, if required) to facilitate compliance with data protection laws.	Completed in August 2023	

Recreation, Leisure & Open Spaces Committee

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

Staffing Committee

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