

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

Held on Friday 7th February 2020 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Philip Day (Chairman)
Cllr Rae Frederick (Vice Chairman)
Cllr Andrew Briers
Cllr Gareth Deboos
Cllr Hilary Edge (*from 10:15am*)
Cllr Gloria O'Reilly
Cllr Tony Ring

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

ABSENT: Cllr Peter Kelleher
Cllr Glenys Turner

P/5679 PUBLIC PARTICIPATION

There were no members of the public present.

P/5680 APOLOGIES FOR ABSENCE

The Deputy Town Clerk reported that apologies for absence had been received from Cllrs Kelleher and Turner.

P/5681 DECLARATIONS OF INTEREST

There were none.

P/5682 MINUTES OF PREVIOUS MEETING

RESOLVED: That the Minutes of the Meeting held on 10th January 2020, having been circulated, be approved and signed as a correct record.

P/5683 PLANNING APPLICATIONS

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

ACTION Nicola Vodden



P/5684

ALLOCATED SITES

Members received the update from New Forest District Council's Site Monitoring Officer regarding development of allocated sites (*Annex B*).

Beaumont Park, land at Crow Lane and Crow Arch Lane

The Deputy Town Clerk indicated that handover of the allotments had been expected at the end of January, however this deadline had passed and a new date was awaited. It was understood that preparation of the allotments had been hindered by the unfavourable weather conditions recently. The layout had been agreed with the Planning Officer and the developer and the legal transfer will not take place until the allotments are in a proper state and fit for purpose.

The Deputy Town Clerk confirmed that the allotments would be transferred to the Town Council and the Play Areas would be handed over to NFDC.

In relation to the construction works in the southern section of the site, the developer has been formally advised to stop development, as it appears to have gone beyond the planning permission granted. The Deputy Town Clerk confirmed that there is an issue with the Section 106 agreement and 'making up' of the Castleman Trailway, which is preventing planning permission being granted.

There was concern with deterioration of the perimeter hedge generally and this would be fed back to the site officer.

Land north of Hightown Road

The Deputy Town Clerk reported that following the meeting with NFDC's Planning Officers, nothing more had been heard from them about engagement with the public to identify suggestions for a community focal point on this site.

However, NFDC's Project Support Officer had been in contact requesting assistance to identify all community groups in the town. The Deputy Town Clerk will be working with her to provide this information. NFDC plan to issue an initial questionnaire aimed at groups to ascertain premises used, whether they are fit for purpose and the need for a community building. Public engagement will follow on from this work.

RESOLVED: That New Forest District Council's Site Monitoring Officer's report regarding development of allocated sites (*Annex B*) be received.

ACTION Jo Hurd

P/5685

REMOVAL OF BT PUBLIC PAYPHONES

Members considered the Deputy Town Clerk's report (*Annex C*) and discussed the proposed removal of BT public payphones.

RESOLVED: 1) That no objection be registered in relation to removal of the public payphone at the junction of Christchurch Road with Hightown Road;



- 2) That representations be made against the removal of the public payphone at the junction of Butlers Lane with Gorley Road, on the basis of the demographic of the area and the amount of social housing in the vicinity. It is also highly visible in its location near the shops.
- 3) That the Council has no interest in adopting either of these public payphones.

ACTION Jo Hurd

P/5686

RINGWOOD ENVIRONMENTAL ACTION LEADERSHIP WORKING PARTY

The next meeting of the Working Party is to be held on 13th February 2020 at 4pm. Cllr Deboos indicated that it is likely that a proposal will be made regarding Plastic Free Ringwood and brought before the Committee at its next meeting.

He also confirmed that the date for planting of trees at Poulner Lakes is Sunday 16th February 2020 between 11am and 3pm.

RESOLVED: That the notes of the REAL Working Party on 13th January 2020 (*Annex D*) be received.

ACTION Cllr Deboos / Jo Hurd

P/5687

FLOOD EMERGENCY PLAN (FEP)

The item had arisen as a result of Cllrs Deboos and O'Reilly attending a Flood Warden event. Other attendees indicated that it would be beneficial to put measures in place in advance of any incident and to address fears of the community.

Cllrs Deboos and O'Reilly had viewed various plans and drawn up a draft FEP for Ringwood (*Annex E*). Additional work was required to populate the Annexes, therefore Members were asked whether they support the initiative, before this is undertaken.

Members supported the plan in principle, made some suggestions and thanked them both for the progress so far. NFDC Emergency Planning should be the first point of contact as they have the resources and can monitor via CCTV, however NFDC will need to have a contact at a local level. Any proposed costs arising, will be submitted to the Committee at a future meeting, with the final version of the plan.

The Deputy Town Clerk added that a meeting had been arranged with Wessex Water in relation to recent flooding on the Bickerley and to discuss the future ability of the system to cope with the new development proposed.

RESOLVED: 1) That the strategic level of the plan is appropriate and fit for purpose; and
2) That the REAL Working Party and RTC Officers work to populate the information gaps in the Annexes, including the need and cost of any items to support RTC emergency activities.

ACTION Jo Hurd



P/5688

NEIGHBOURHOOD PLAN

Cllr Day introduced the item. There had been an initial meeting on 31st January to gain an idea of community interest in a Neighbourhood Plan for Ringwood. This resulted in a Steering Group, of Councillors and local people, holding a further meeting on 7th February, to discuss the next steps to progressing the plan process.

He reported that, at that meeting (7th February), the Town Clerk recommended a number of things which would need to be done to move forward with a Neighbourhood Plan; engagement with the wider community and informing the public what the group is doing and what the public can do to assist.

In terms of engagement, this had already commenced, with Cllr Ring speaking to around 70 attendees (representatives of different local organisations) at the recent Community Network meeting.

Planning consultants (with expertise in Neighbourhood Planning) would be required to assist at an early stage with public engagement, applying for grants and designation of the area to be covered by a Neighbourhood Plan. This would be funded from the earmarked reserve.

Timetable agreed by the Steering Group for engagement of consultants:-

- Members (of the Steering Group and all Councillors) invited to put forward suggested consultants by 14th February 2020
- Consultants approached to submit expressions of interest (EOI) by 28th February
- Meeting of the Steering Group on 4th March (if necessary) to consider EOI and shortlist
- Invite consultants shortlisted to make presentations to the Steering Group

Cllr Day reported that the Town Clerk was drafting a press release about the initiation of the Plan process.

In response to a question, it was noted that a Neighbourhood Plan cannot contradict National Planning Policy nor NFDC Local Plan. It is possible though to add further detail to the current Local Plan and have an impact on it in the future.

There was some concern that no written report or notes of the meeting on 30th January were available for this item. It was confirmed that when the Steering Group makes a recommendation to the Committee, a report will be provided in advance for Members consideration.

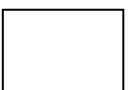
RESOLVED: That the update in respect of Neighbourhood Planning be received.

ACTION Jo Hurd

P/5689

PROJECTS

A3 - Human Sundial – The Deputy Town Clerk understood that contractors had been appointed, however there had been no confirmation of a start date for the works.



C1 - Pedestrian Crossings Christchurch Road – The detailed design stage was complete. The next stage was the safety assessment and subject to this, the project would be approved. Indications were that the project would be implemented in the next financial year.

C2 - A31 Improvement Scheme – The improvement works funded by Highways England (HE) are expected to commence in early March. This includes widening the footpath on Strides Lane, creation of the pinch point at the entrance of West Street, pedestrian crossing points at the Furlong and Meeting House Lane and minor improvements at the northern end of Gravel Lane and to the cycle route into town from Christchurch Road.

The Gateway feature still required some consideration by Members, however budget is unknown. Confirmation has been requested in relation to sealing the edges of the central reservation on the approach to the town roundabout.

Although works proposed to the roundabout under the A31 cannot be included in the above scheme, it will be raised at the next meeting with Highways England.

C6 and 7 - Shared use path across Carvers / New footpath to link Linden Homes site with Hightown Road – These schemes will not start until the next financial year.

Members were concerned that all authorities/contractors be mindful of the event in the Market Place on Friday 8th May 2020.

RESOLVED: That the update in respect of projects (*Annex F*) be received.

ACTION Jo Hurd

There being no further business, the Chairman closed the meeting at 11:30am.

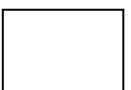
RECEIVED
26th February 2020

APPROVED
6th March 2020

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 7th February 2020
Ringwood Town Council - Planning Observations - NFDC

Number	Site Address	Proposal	Observation	Comments
19/11479	107, Northfield Road, Ringwood. BH24 1SS	Extend existing dormer towards property no 105; add new dormer facing property 109; roof lights added to west, south & east elevations	Refusal (2)	The Committee felt the proposal was overbearing and would have a detrimental impact on the street scene, contrary to Policy CS2, and Policy 13 of the emerging Local Plan.
19/11572	HSBC, 27, High Street, Ringwood. BH24 1BE	Replacement of existing ATM header signage to comply with new HSBC branding (Application for Advertisement Consent)	Permission (1)	
20/10042	The Lodge, Brook House, 48 Sandford, Ringwood. BH24 3BU	Use of building as a dwelling house within use class C3 (Lawful Use Certificate for retaining an existing use or operation)	No comment	
20/10050	148, Hightown Road, Ringwood. BH24 1NP	Two-storey front extension	Permission (1)	
CONS/20/0038	Church Hatch Centre, 22 Market Place, Ringwood. BH24 1AW	Lime x 2 - Reduce	Permission (1)	
CONS/20/0049	24 College Road, Ringwood. BH24 1NX	Silver Birch 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

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Number	Site Address	Proposal	Observation	Comments
TPO/20/0033	Highground, Cowpitts Lane, Poulner, Ringwood. BH24 3JX	Oak x 1 Reduce00874	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 Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
19/00874	Gaddens, Charles's Lane, Crow, Ringwood. BH24 3FB	Single storey extension; terrace	Refusal (4)	The proposal is contrary to Policy DP36.
19/00946	Woodclose, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	2 storey extension	Refusal (4)	The proposal is contrary to Policy DP36.

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

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Applications decided under delegated powers: to be noted

On 7th February 2020

Number	Site Address	Proposal	RTC Recommendation
CONS/20/0005	36, Southampton Road, Ringwood. BH24 1JD	Willow x 1 Fell	23/1/2020:- P(1) Recommend Permission, but would accept the Tree Officer's decision
19/00787 (amended plans)	Linford Park Nursing Home, Linford Road, Linford, Ringwood. BH24 3HX	Installation of sewer system and pumping station	27/1/2020:- Refusal (4) - Ringwood Town Council supports the views of Ellingham Harbridge & Ibsley Parish Council (agreed at its meeting on 14 th January). The applicant should be required to investigate the suggested alternative route and use of the former mortuary, as this would negate the need to dig up Linford Road, thus preventing damage to a significant number of trees and disruption to residents.

RING 3 – Beaumont Park, (Land at Crow Arch Lane and Crow Lane), Crow, Ringwood BH24 3DZ

Planning Permission Refs: 13/11450 Outline Application 175 dwellings

Details granted through: 16/11520 – Phase 1 - 62 dwellings;

17/11358 – Phase 2/3, care home, business use, POS, landscaping;

17/11309 Reserved Matters– Phase 2, 113 dwellings.

Current application: 18/11648 - Development of 20 dwellings comprised of semi-detached houses; terraces; 1 block of flats, bin & cycle store; detached garages; public open space, landscaping, internal access arrangement and ancillary infrastructure.

I inspected the whole site recently in detail and met with the Site Manager and Linden's Quantity Surveyor.

The Phase 2 development at the Northern end of the site is progressing well and the Site Manager informed me that he was expecting this section of the site to be occupied by the end of January 2020. The development here consists of houses at either roofline level or at the internal fix stage. All other houses in this section of the site are now complete. The landscaping is now going in.

The Southern section of Phase 2, adjoining the Southern SANG (Suitable Alternative Natural Green space), varies from foundation and ground to first floor levels.

Forty-one houses of the privately-owned properties in the Phase 2 development are occupied, five are reserved and thirty-eight have exchanged contracts. Only two houses are still for sale in this section of the site.

Six houses have been reserved off plan for Phase 3 and one has been reserved off plan for Phase 4. The Site Manager stated that he expects occupation of the Phase 3 houses to take place during June 2020.

The Pocket Park is being maintained well.

The Central Park landscaping has been carried out. The benches and bins have been installed. Not all of it is finished as some of the planting and pathways are not complete yet. Also, some of the original snags (regarding the fencing) have not been addressed. I informed the site manager that I would create one updated snag list of all current outstanding issues for the site so that it is clear what needs to be currently addressed.

The play area and the rest of the POS (Public Open Space) in the Central Park has now been opened up, but has not been transferred to NFDC. The area is looking good design-wise, but the quality of the development will be improved once the unfinished works have been carried out. These will be added to the snag list.

The hedgerow adjoining the allotment area has been opened ready for work to commence. A soil bund has been installed for the time being to prevent authorised access to the land. The materials for the allotments are now stored on site ready for the development to commence. This is now dependent on better weather to enable the works to be carried out properly. The Site Manager informed me that he was aiming to have the work completed by the end of January 2020. The site is also waiting for the water services to be installed.

Due to lack of progress towards transfer, the remaining snags in the SANG (Suitable Alternative Natural Green space) and POS areas have now been escalated to the Chief Planning Officer.

The Western pathway leading from the Northern section of the site through the SANG needs to be excavated as services are required to be installed along that stretch of the site. This is going to be carried out in the short

B term. Once that is completed the developer will re-lay the hoggin pathway and top up the other areas of pathway that I have flagged up with them. They are expecting to start this by the end of January 2020.

The Quantity Surveyor informed me that he had booked bi-weekly inspections for the play areas from now until the areas are transferred. They can then deal with any problems before the areas are handed over. He also asked me to request that the Planner informs him in writing (email) as to what is required to be included on the dog and play area signage boards. I have spoken to the planner and he is dealing with this now. The Quantity Surveyor informed me that it would take four weeks for the signage to be made and installed.

The construction works in the Southern section of the site (Ref: 18/11648) appear to have gone beyond what has been granted permission. The developer has been formally advised to stop development and to confirm this in writing.

Regular monitoring of this site by the Site Monitoring Officer will continue in the short, medium and long term.

PLANNING, TOWN & ENVIRONMENT COMMITTEE – 7 FEBRUARY 2020
REMOVAL OF BT PUBLIC PAYPHONES

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1. New Forest District Council (NFDC) has received a consultation notice from British Telecom regarding its programme of intended public payphone removals. BT has identified 34 public payphones in the District which are proposed for removal, 2 of which are in Ringwood, as detailed below.

Telephone Number	Address	Postcode	Number of calls in last 12 months
01425 474791	Junction of Christchurch Road with Hightown Road	BH24 1NH	1
01425 479839	Junction of Butlers Lane with Gorley Road	BH24 1TJ	118

2. BT has placed a 42-day consultation notice on each of the phone boxes proposed for removal, which invites comments from the public to be sent to the Local Planning Authority by 16th February 2020.
3. NFDC is also requesting views from town and parish councils on the proposed removal of these payphones, and the deadline for responses is 11th February 2020.
4. The reasons for objecting to any removal can be as follows:
 - i) Usage - number of calls in the last year
 - ii) Accident Provision - if the location of the payphone is in an accident blackspot, it may be possible to raise an objection
 - iii) The demographic of the area - if surrounding properties are rented or social housing, there may be people on lower incomes who need the payphone
 - iv) Mobile phone service coverage - if there is poor mobile phone network coverage in the surrounding area to a payphone, it could be suggested that the box is a required alternative
5. Following the receipt of comments, NFDC will create a Draft Notice, specifying which payphones they will seek to have retained and which they are happy to see removed, having regard to the considerations stated in paragraph 4 above. The Draft Notice will then be published and subject to further consultation before a Final Notice is again considered before publication and submission to the Secretary of State. BT has a right of appeal to the Secretary of State against any objection raised.
6. NFDC has suggested that town and parish councils might wish to consider adopting any public payphones that are proposed for removal. However, both the payphones listed above are of the modern design, and BT has confirmed that these could only be adopted if they were to be used to accommodate a heart defibrillator.
7. Members are asked to consider if any residents would be adversely affected by the proposal to remove the 2 public payphones listed, taking into consideration the reasons for objecting outlined in paragraph 4 above, and to agree a response to NFDC.

For further information, please contact:

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

Ringwood Environmental Action Leadership (REAL) Working Party

Notes of meeting held on Monday 13th January 2020 at 4.00pm in the First Floor Meeting Room, Ringwood Gateway, The Furlong, Ringwood BH24 1AT

Present: Lindsay Andrews (LA)
Jackie Burgess (JB)
Cllr Gareth Deboos (GD) (Chair)
Toby Dedrick (TD)
Elena Fernandez-Lee (EF)
Cllr Rae Frederick (RF)
Milinda Harding (MH)
Jamie Hibbitt (JH)
Ruth Port (RP)
Leon Thompson (LT)
Cllr Glenys Turner (GT)
Michelle White (MW)

In attendance: Christopher Wilkins (CW)

Absent: Hailey Higgins (HH)
Chantelle Monck (CM)
Cllr Gloria O'Reilly (GO)
Cllr Tony Ring (TR)

1. APOLOGIES FOR ABSENCE

Apologies for absence had been tendered by Hailey Higgins, Chantelle Monck, Cllr. O'Reilly and Cllr. Ring and were accepted.

2. DECLARATIONS OF INTEREST

No disclosable pecuniary interests were declared.

3. NOTES OF PREVIOUS MEETING

Notes of the meeting held on 16th December 2019 were accepted.

4. WAYS OF WORKING

CW gave a verbal presentation on the Town Council covering:

- Its constitution and personnel and their roles;
- Its principal functions and its buildings, vehicle fleet and resources; and
- How it can provide leadership in responding to climate change by example in changing how it manages its functions and by influencing other councils, other government agencies and other local organisations in its dealings with them.

CW gave some recent examples illustrating both effective and ineffective actions.

5. GENERAL UPDATE AND NEXT STEPS

GD explained how he anticipates that proposals for action by the Council would be brought from the various work-groups to this Working Party by the relevant "touch-points". To avoid overwhelming the Council with proposals, these should be brought forward singly and only when sufficiently developed for fair consideration by the

D

relevant Committee. The Working Party can receive updates and act as a general sounding-board and forum for the exchange of ideas whilst specific proposals are being developed. He invited contributions from the touch-points as follows:

- (a) Flood Emergency Plan - GD reported that the development of this continues;
- (b) Town Council Carbon Emissions – GD reported that an analysis of gas and electricity use has begun;
- (c) Transition Ringwood – MH appealed for suggestions for suitable sites for wildflower planting and for volunteers to assist in the development of the first community allotment;
- (d) Plastic-Free Ringwood – LA reported that she will be contacting CW to discuss what would be required of the Council for Ringwood to become a plastic free community
- (e) Tree Policy – GT explained that she will be working with CW to review the Council's Tree Policy
- (f) Make Do & Mend - JB reported that discussions to secure suitable premises for a Repair Shop are in hand;
- (g) 20,000 Trees in 2020 – MW explained the many benefits of greatly increasing tree-planting in Ringwood and summarized the ambition and challenges. The immediate requirement is to identify suitable sites. The Council's public open spaces at Poulner Lakes, Southampton Road and North Poulner appear from an initial review to be suitable with either of the last two being potentially suitable for a community orchard. These will be discussed with CW. MW proposed that the Council be invited to support in principle the planting of 5,000 trees on public land (including principally land in its ownership or control) as a matter of policy
- (h) Student Support – TD, EF, JH and RP mentioned the Tree Group at Ringwood School and suggested Instagram as a more useful method of spreading messages and appeals to students than Facebook.

6. FUTURE MEETINGS

RESOLVED:

To simplify administration whilst expanding opportunities to attend, this Working Party will meet monthly on the 13th day of the month (except when this falls on a Saturday, Sunday or Bank Holiday) at 4pm at Ringwood Gateway unless agreed otherwise.

ACTION: CW to prepare and circulate a schedule
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There being no further business, the meeting closed at 5.09pm.

**PLANNING, TOWN & ENVIRONMENT COMMITTEE – 7 FEBRUARY 2020
FLOOD EMERGENCY PLAN**

1. Introduction and reason for the report

- 1.1. Although the Parish has not endured a major flood event in its history, the likelihood of there being one is increasing due to climate change leading to likely higher winter rainfall. There is anecdotal evidence that high water events have increased in recent years. Potential removal of flood plain land for development upstream further increases the risks.
- 1.2. A serious flood event could lead to all arterial roads into Ringwood being cut; having a plan would help mitigate the need for external assistance and allow these to be deployed in other areas.

2. Background information

- 2.1. At a Flood Warden event attended by Councillors O'Reilly and DeBoos, it was clear that many parish and town councils had emergency plans in place, often generated after locally devastating flood events. These tended to be ad hoc and disjointed.
- 2.2. The REAL Working Party sought to generate a Flood Emergency Plan to be agreed with this committee. The attached document (*Appendix A*) is a draft of the core of the document outlining the purpose of the plan and the structure of the RTC response.
- 2.3. To be clear, the plan is neither a replacement for the county level emergency planning by HCC nor a substitute for the NFDC Emergency Response Plan. However, it recognises that autonomous resilience would be prudent when it is possible that main road routes could be severed.
- 2.4. If the strategic aims of the Flood Emergency Plan are agreed in this committee, the REAL WP will seek with the help of officers to address the tactical information gaps contained in the annexes. Omission of the Annexes in the attached Plan is intentional.

3. Issues for decision and any recommendations

- 3.1. *That the strategic level of the plan is appropriate and fit for purpose.*
- 3.2. *That the REAL WP and RTC officers work to populate the information gaps in the annexes, including the need and cost of any items to support RTC emergency activities. The costs of small items of equipment will be submitted to this committee at a later meeting along with a final version of the plan.*

For further information, please contact:

Cllr Gareth Deboos or Cllr Gloria O'Reilly
07904 195605 01425 462500



Ringwood Town Council Flood Emergency Plan

Version DD/MM/YY

If there is a flood emergency in your local area, we will do our best to let you know and offer assistance.

If you are in immediate danger call 999

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Appendix A

What's the purpose of the Flood Emergency Plan?

Ringwood Town Council (RTC) has a duty of care for the commons and community of the parish, part of which is to anticipate and mitigate risks associated with emergency events, such as flooding. According to the Hampshire and Isle of Wight Local Resilience Forum Risk Matrix 2018, fluvial flooding has a medium likelihood and moderate impact.

Floods in the parish could be caused by the river Avon breaking its banks, blocked drains or heavy rainfall. Flooding could be minor, causing roads to block, or more serious, causing homes to be flooded. This Flood Emergency Plan addresses all these scenarios.

The intention of this Flood Emergency Plan is to simply document the resources available to react to flood risks or actual events. It provides 'to-do' guidance to parishioners, so that they can make an appropriate response with the assistance of the Emergency Services, Flood Wardens and Ringwood Town Council officers.

For clarity, this Flood Emergency Plan is neither a replacement for the county level emergency planning by Hampshire County Council (see <https://www.hants.gov.uk/community/emergencyplanning>) nor a substitute for the New Forest District Council Emergency Response Plan (www.newforest.gov.uk/CHttpHandler.ashx?id=32709&p=0), but seeks to address a local flood emergency with local actions. In this manner, it is expected that there would be a decrease in actions required from the Emergency Services. Note also that in an extreme flood event, main road routes in to Ringwood Parish could be cut by flood water, so a degree of autonomous resilience would seem prudent.

This Flood Emergency Plan does not address prevention measures prior to an emergency situation. However, as part of the Response Review, recommendations may be made to appropriate authorities in order to increase the effectiveness of flood defences in the parish.

It is not the role of RTC officers or the emergency services to help move furniture or similar. This is the responsibility of householders. Those people at risk of flooding and not able to take precautionary measures may choose to 'buddy' with an able-bodied neighbour to provide assistance. Please remember though that possessions can be replaced, whereas your life cannot be.

Don't take any unnecessary risks.

More information about the Buddy Scheme is in Annexe 1.

I've just seen some flooding. How do I report it?

If a flood risk is identified or an actual flood event is observed, this should be reported as soon as practicable to:

Flood Emergency Phone Number

(*****)

This puts you through to the acting Community Flood Coordinator. Anyone can do this.

Your first priority should be to get yourself and any others with you to a safe place. If you are part of the 'Buddy Scheme', you should check they are safe. Don't forget to consider your pets too. It is important that you stay calm and focussed.

If it seems likely that the building you are in will be flooded, then turn off the electricity and gas. Work out where the highest point in the building is and plan for that to be your 'camp site', so take food and water. Dry clothes/blanket for each of you. Torches. Mobile phone.

If you are concerned about an Environment Agency Local Alert, but have not observed any signs of or actual flooding, then please check their website (<https://flood-warning-information.service.gov.uk/warnings>) and the RTC website for information (www.ringwood.gov.uk).

If you call the emergency number above, you will be asked questions by the acting Community Flood Coordinator, such as:

- Your name;
- Your phone number;
- Where you are now;
- Who's with you (including pets);
- What you plan to do;
- Where the flood is;
- About the appearance of the flood.

Based on the answers you (and others) give, the acting Community Flood Coordinator will assess how serious the flooding is and what actions are required.

For information, there is an emergency level system.

- Level 1 is a minor flood, which might involve a road being impassable.
- Level 2 is more serious, where there is a high risk or actual incidence of property being flooded or where livestock is threatened.
- Level 3 is a major incident, where people or livestock will need to be evacuated or rescued.

Remember: if there is a threat to your life or the lives of others:

Phone 999.

If the flood water is over 10cm/4 inches deep, it's dangerous, especially if it is fast flowing. **Do not try to travel through it.** There could be unseen hazards, like uncovered manholes. Also, the bow wave from a vehicle can cause damage to flood defences and property.

Remove any contaminated clothing before entering your home or safe place – the flood water may well be contaminated by sewage.

For Level 2 or 3 floods, you may be asked to move to a safer area. Having a mobile phone with you would clearly be helpful. There is a map on the RTC website showing where Safe Assembly Points are and uphill routes to them. If you don't know the way or your route looks obstructed, please let us know on the Flood Emergency Phone Number (*****). If you are already on higher ground, it might be better to stay put.

Please don't put yourself in danger. There will be enough for the emergency services to do.

If you're not in danger, please stay off the mobile phone/4G network. Keep the airways clear for emergency calls from people that are!

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Appendix A

What does the acting Community Flood Coordinator do?

As acting Community Flood Coordinator (CFC), the Flood Emergency Phone will be automatically transferring calls to their phone. They will have the phone on and with them at all times. They will also have an RTC issued walkie-talkie to communicate with colleagues and other help.

When they receive a call, they need to assess the situation based on the information that you, the caller, has provided. There is a form that they will use for this (Annexe 2).

Alternatively, there may have been an alert issued by the Environment Agency or Highways England that let's parishioners know of issues.

Level 1

Level 1 flood situations will likely be related to blocked drains and are unlikely to escalate.

Immediate actions:

If it sounds like a road needs to be closed, it is for the Environment Agency or Emergency Services to do, not RTC. The CFC or you can contact EA Floodline on 0845988118 or 03459881188. There are more contacts listed in Annexe 3, including utility providers, if required.

If it seems prudent in their judgement, the CFC may check the Parish map and RTC records to see if there could be vulnerable people or potentially hazardous sites in the vicinity, such as electricity substations (Annexe 4). If there are potential escalation issues, the situation will be monitored actively by the CFC and colleagues. They, or a colleague, may attend the scene, if it is safe to do so.

The CFC may consider initiating an appropriate 'Contact Tree' (Annexe 5) for that area, including contacting any appropriate voluntary groups that are in touch with vulnerable parishioners (Annexe 7). At this stage, actions may be limited to monitoring.

Actions to prevent recurrence:

Reporting of the cause of the flooding (blocked drains, etc.) to appropriate authority, such as ***, the landowner, ***. <<needs populating>>

Level 2

A Level 2 flood emergency is an event where individuals are not able to respond without assistance. It would likely involve actual flooding of a limited number of properties or land holding a large number of live-stock. It could be a minor flood, but this has led to other impacts, such as power outage, or where some parishioners have been cut off due to flood. There is some information from Scottish and Southern Electricity about distributors in Annexe 4.

Immediate actions:

In addition to actions carried out by the CFC for a Level 1 event, the CFC may initiate appropriate 'contact trees' (Annexe 5).

The CFC will contact emergency services to make them aware of the situation and to offer appropriate assistance.

The CFC may consider calling a meeting of the Community Emergency Group (Annexe 6).

Actions to prevent recurrence:

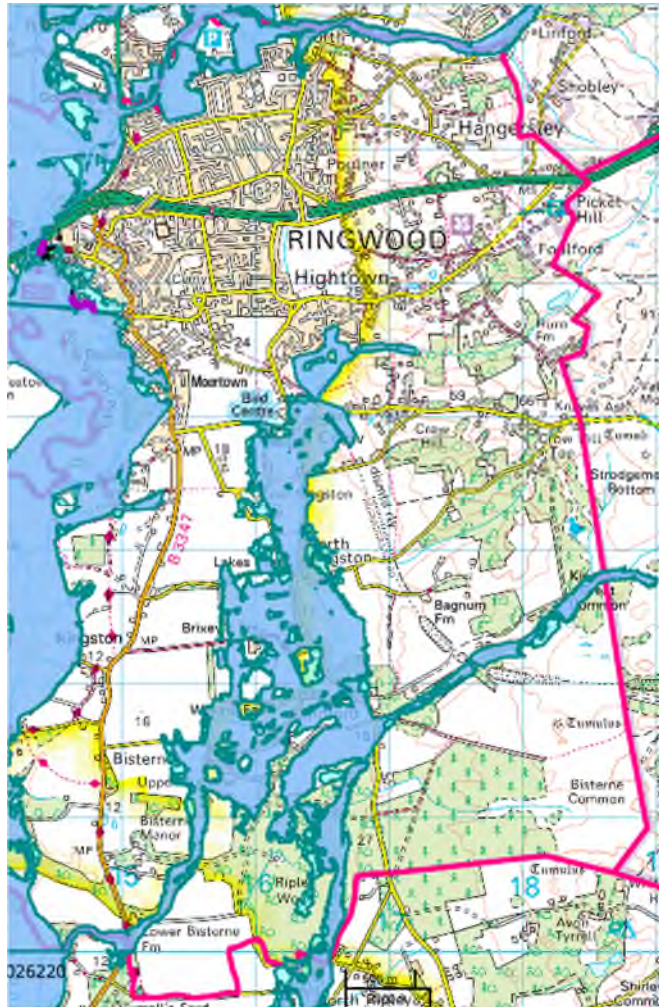
The CFC will coordinate a meeting between affected parishioners and other interested parties. Actions from this meeting, such as suggested improvements to flood defences, ways to improve the response, etc. would be sent to appropriate authorities.

Level 3

A Level 3 flood in Ringwood is most likely to be the Avon bursting its banks. As this is most likely to be a predictable event, due to heavy rainfall upriver, there would likely be time to assemble the Community Emergency Group and generate an action plan.

The parish map shows land liable to be affected by high river and subsidiaries levels.

Areas like the Bickerley and around Crow could be flooded. Some areas or individual buildings may be cut off by floodwater. Some major routes into the Parish from the south (B3347), the west (A31) and the north (Salisbury Road) may be impassable. Although this event has never happened in the Parish, climate change makes the chances higher that it may in the future.



Immediate actions:

In addition to actions carried out by the CFC for a Level 2 event, the CFC will initiate appropriate 'contact trees' (Annexe 5) and call an assembly of the Community Emergency Group. Other actions will be initiated by that group, in response to the developing situation.

Actions to prevent recurrence:

A meeting will be called by the Community Emergency Group to review the response of all parties to the emergency, including but not limited to, affected residents, emergency services, utility suppliers, the Environment Agency and the flood wardens. Actions from this meeting, such as suggested improvements to flood defences, ways to improve the response, etc. would be sent to appropriate authorities.

Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & Source	Spent to date	Predicted out-turn			
Projects with budgetary implications (bids included in 2019-20 budget)								
A1	Neighbourhood Plan	The Council has agreed to proceed towards adopting a Neighbourhood Plan (C/6352 11/09/2019) and Members have been appointed to a Steering Group. See separate item on agenda.	£12,000 Annual Budget	£0	£0	Could be significant	No	It is expected that £9,000 would be funded by grants available.
A2	Crow Stream Maintenance	Linden Homes/HCC looking at options to reinstate access chamber to allow maintenance of twin pipes beneath access road. HCC looking into collapse of ditch at bottom of Crow Hill.	£1,000 Transfer from Dev Conts	£420	£1,000	Moderate	Probable	Stream banks sprayed in Spring. Annual flail and clearance by volunteers completed.
A3	Human Sundial	HCC delayed start of works – revised start date currently expected to be in February 2020.	£10,657 CIL & contribution from Carnival (£5249.15)	£5295.15	£10,657	Moderate	Probable	Project overseen by Town Centre Working Party To be funded by CIL receipts (Agreed by P&F 13/12/18 (F/5518) & 19/6/19 (F/5700))
A4	Cycle Stands	Carried forward from 2018-19. It is proposed to install cycle stands in Market Place/High Street as part of HCC improvements funded by HE.	£500 Provision	£0	£500	Minimal	Probable	Included in plans for Market Place improvements. Additional cycle storage also included in HCC scheme to improve access for cyclists and pedestrians.
A5	Street-lighting in Kings Arms Lane	Carried forward from 2018-19	£800 CIL	£0	£800	Minimal	Possible	To be funded by CIL receipts (Agreed by P&F 19/10/17 (F/5497))
Projects with budgetary implications (not included in 2019-20 budget but added since)								
B								

Projects with no budgetary implications in 2019-20

Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & Source	Spent to date	Predicted out-turn			
C1	Pedestrian Crossings Christchurch Road	NFDC Portfolio Holder agreed to divert up to £60K unspent developers' contributions to the provision of the crossing on the south side of the Lidl roundabout.				Minimal	Probable	Scheme includes changes to Castleman Way/Bickerley Road roundabout to improve crossing facilities for pedestrians and cyclists.
C2	A31 improvement scheme	HCC working on detailed design of various cycling, safety and integration (CSI) town centre improvements to be funded by HE designated funds.				Moderate	No	Start date for main scheme expected to be end March 2021.
C3	Moortown drainage improvements	HCC considering a controlled opening of the system as cost of feasibility work higher than expected. Site meeting held 14/11/19.				Moderate	Probable	To be funded from Linden Homes developer contribution (£50,000 allocated for flood alleviation works).
C4	Pedestrian Crossing Castleman Way	Developers' contributions allocated but site does not meet HCC criteria for toucan crossing. Agreed to revisit following promotion of cycle path through Forest Gate Business Park.				Minimal	No	Dependent on C5.
C5	Improved signage for cycle path through Forest Gate Business Park	HCC agreed to include in the scheme for C1 above. Now also being considered for inclusion in CSI works (in C2 above).				Minimal	Probable	
C6	Shared Use Path across Carvers	Developers' contributions allocated. HCC has now appointed a designer to bring this scheme forward.				Minimal	Probable	Path for cyclists and pedestrians, to link Mansfield Road and Southampton Road.
C7	New footpath to link Linden Homes site with Hightown Road (alongside west of Crow Lane)	Developers' contributions allocated. HCC has now appointed a designer to bring this scheme forward.				Minimal	Probable	To be funded from Linden Homes developer contribution.