

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

Held on Friday 4<sup>th</sup> August 2023 at 10.00am at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Glenys Turner (Vice Chairman)  
Cllr Luke Dadford  
Cllr Gareth DeBoos  
Cllr Mary DeBoos  
Cllr Rae Frederick  
Cllr Janet Georgiou  
Cllr Peter Kelleher (*from 10.10am*)  
Cllr James Swyer

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

ABSENT: Cllr Philip Day (Chairman)  
Cllr Andy Briers  
Cllr Ingrid De Bruyn  
Cllr Becci Windsor

### **P/6181 PUBLIC PARTICIPATION**

One member of the public was present.

A resident from Poulner gave a presentation to the Committee in relation to bus shelters in the area. She explained how the condition of the shelters and the ability to sit easily impact on the public's accessibility to public transport, which is also about health, wellbeing and reducing isolation. She asked the Council to consider replacing and improving the shelters, which would encourage people to use buses more.

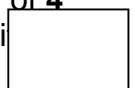
Members thanked her for her attendance at the meeting and for bringing the matter to their attention. They wished to support improvements if possible, noting that costs were unknown and there was no budget currently available. It was noted that, whilst the presentation focussed on shelters in Poulner, the Council owns shelters throughout the town and all should be considered. It was agreed to review bus shelter provision at a future meeting.

### **P/6182 APOLOGIES FOR ABSENCE**

Apologies for absence had been received from Cllrs Briers, Day and Windsor.

### **P/6183 DECLARATIONS OF INTEREST**

There were none.



**P/6184**  
**MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the meeting held on 7<sup>th</sup> July 2023, having been circulated, be approved and signed as a correct record.

**P/6185**  
**PLANNING APPLICATIONS**

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

<b>ACTION</b> Nicola Vodden
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**P/6186**  
**RINGWOOD NEIGHBOURHOOD PLAN (RNP)**

The Deputy Town Clerk confirmed submission of the RNP to NFDC and NFNPA. Indications were that the 6-week Regulation 16 consultation would start shortly, and during that time an independent examiner will be appointed.

**RESOLVED:** That the update on Ringwood Neighbourhood Plan be noted.

**P/6187**  
**STRATEGIC SITES**

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

NFDC's Monitoring Officer's report (*Annex B*) had been circulated prior to the meeting. Outstanding matters of grass cutting and footpaths were highlighted as areas of concern. In particular, the footpaths from the pocket park at the north east of the site to Hightown Road and the footpath from Crow Arch Lane to Wellworthy Way are still to be delivered.

Land north of Hightown Road (21/10042)

There was no update.

Land off Moortown Lane (21/11723)

A date for the briefing to Councillors, following NFDC's meeting with the applicant in late July was awaited.

2 Market Place and Meeting House Lane

There was nothing to report.

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

<b>ACTION</b> Jo Hurd
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**P/6188**  
**PREMISES LICENCE (S17) Ref: LICPR/23/03686**

Members considered the application for grant of premises licence for Antepi, 24A Meeting House Lane, Ringwood BH24 1AY (*Annex C*).

Following a discussion and comparison to licences in place for other establishments in the town, it was felt that the hours for the sales of alcohol and hours of opening were out of kilter and should finish at 12 midnight rather than 1am, as proposed in the application.

**RESOLVED:** That, on the grounds of prevention of public nuisance and prevention of crime and disorder, an objection to the licence application for Antepi, 24A Meeting House Lane be submitted to NFDC that the end time for sale of alcohol and hours of opening until 1am are not appropriate and should be amended to 12 midnight.

<b>ACTION</b> Jo Hurd
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**P/6189**  
**THRIVING MARKET PLACE – PROJECT ENQUIRY FOR NATIONAL LOTTERY HERITAGE FUNDING**

Cllr M DeBoos explained the National Lottery Heritage Fund had indicated the expression of interest submitted for the art trail would not be supported in its current form. The revised application (*Annex D*) is for a smaller grant, which is seen as a better fit for the Heritage Fund and includes some permanent physical reminders of how the town used to be, capturing memories and a festival to celebrate the 800<sup>th</sup> Anniversary of the Charter Market. Members agreed to support its submission.

**RESOLVED:** That the revised project enquiry (*Annex D*) be submitted to the National Lottery Heritage Fund for consideration.

<b>ACTION</b> Jo Hurd
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**P/6190**  
**PROJECTS** (current and proposed)

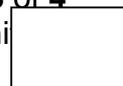
Sundial – The Deputy Town Clerk reported the time capsule stone cover had been replaced.

Crow Stream – The annual clearance of Crow stream had been organised for 28<sup>th</sup> September and volunteers were invited to come forward to assist on the day.

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

**P/6191**  
**NFDC/NFPA PLANNING COMMITTEE**

The next meeting of NFDC's Planning Committee is on 9<sup>th</sup> August 2023 and two Ringwood applications would be considered.



**23/10662 14 Parsonage Barn Lane, Ringwood BH24 1PX**

This application is going to NFDC Planning Committee as it's an NFDC application which cannot be determined by officers. The Council recommended R(2) and concerns were raised about the parking arrangements. The officer makes reference to this in their report and explains there is no Parking Standard for temporary accommodation and the 4 spaces proposed are sufficient for the building's intended use.

**23/10040 Land at Crow Arch Lane and Crow Lane, Crow, Ringwood BH24 3DZ**

This application is being reconsidered following deferral by NFDC Planning Committee in May 2023. Since then, amended proposals removing the illumination had been submitted and considered by the Town Council, and the recommendation had been revised from R(4) to R(2) - recommend refusal, but would accept the Planning Officer's decision. There remained the opinion that the totem sign was too big, high and overbearing.

Members did not wish to attend the meeting on 9<sup>th</sup> August to make any further representations on these applications.

**RESOLVED:** That the information be noted and no members be registered to attend the NFDC Planning Committee on 9<sup>th</sup> August.

There being no further business, the Chairman closed the meeting at 11:50 am.

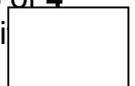
RECEIVED  
27<sup>th</sup> September 2023

APPROVED  
1<sup>st</sup> September 2023

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 4th August 2023  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
23/10496	David Lloyd Leisure Centre, 242 Christchurch Road, Ringwood. BH24 3AS	Installation of solar PV system on the rooftops (Prior Approval Application)	Permission (3)	The Committee welcomed the application and acknowledged this as a reflection of climate change and it supported solar panels being installed on high energy consuming buildings and industrial units.
23/10511	35 Parsonage Barn Lane, Ringwood. BH24 1PS	Roof alterations to create new first floor; front, rear and first floor extensions to existing bungalow	Refusal (2)	The Committee remained concerned that the proposal would result in overlooking and loss of amenity to 3 Cadogan Road despite the amendments.
23/10617	16A, The Furlong, Ringwood. BH24 1AT	Non illuminated fascia signage on east elevation (Application for Advertisement 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
23/10680	41-43 Manor Road, Ringwood. BH24 1RB	Erection of two pairs of semi-detached dwellings (4 in total) with associated access and parking; demolition of the existing pair of semi-detached dwellings	Refusal (4)	The Parking Standards indicate the provision for this development should be 11 parking spaces, however the application is contrary to this as only 8 are provided and these are positioned along the frontage of the properties creating a block of off-road parking. There were concerns this is out of keeping for the area and would create additional traffic problems in an area busy with vehicle movements due to school traffic and pedestrians. In addition, this would remove a stretch of on road parking exacerbating the parking issues in the area. The Committee was concerned that the site had been cleared without any ecological assessment as highlighted in the Ecologist's comment. It noted that Highways Officer had requested more information and there were many objections from the public and agreed that further information was needed in this respect. The Committee questioned demolishing the existing houses and felt refurbishing and extending may be more appropriate.
23/10701	9, Star Lane, Ringwood. BH24 1AL	Change of use from ground floor office (Class E(g)) to residential (Class C3)	Officer Decision (5)	The Committee felt unable to fully assess the application as no floor plans had been provided and there is no information about the future viability of the property as an office and attempts to market it as such.

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
23/10709	Lakeside, 63 North Poulner Road, Ringwood. BH24 1SW	Conservatory to north elevation; replacement of two dormer windows with a larger dormer to include sliding doors onto existing balcony; fenestration alterations; glazed balastrade on balcony to replace existing handrail	Permission (1)	
23/10718	8, Bishop Court, Ringwood. BH24 1PE	Installation of x2no windows	Permission (1)	
23/10721	8, Carvers Trading Estate, Southampton Road, Ringwood. BH24 1JS	Externally illuminated main corporate signage; x2 no vinyl graphics to front elevation (retrospective) (Application for advertisment consent)	Refusal (2)	The Committee welcomed the improved lighting proposal, but remained concerned with the size of the sign and that it would be visible from the road. It is recommended that it is only illuminated during the hours of operation.
23/10732	Bridge House, 21 West Street, Ringwood. BH24 1DY	Install wrought iron gates to vehicular access; electronic entry pad on free standing post (Application for Listed Building Consent)	Permission (1)	
23/10749	11, Watership Drive, Hightown, Ringwood. BH24 1QY	Front ground floor single-storey extension	Permission (1)	

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

Number	Site Address	Proposal	Observation	Comments
23/10752	Avon Glen Cottage, 27 Salisbury Road, Ringwood. BH24 1AS	Convert existing garage and office into annex; replacing existing garage door with new front door and window	Officer Decision (5)	The Committee felt there was not enough information on what the 'Annex' is to be used for, to enable it to make a comment on this application. There was some concern it could become a separate dwelling. It wished to support the comment of Ringwood Society regarding the materials to be used.
23/10753	11-13 Meeting House Lane, Ringwood. BH24 1AY	Change of use of ground floor from health clinic (Use Class E) to 2No. flats (Use Class C3) (Prior Approval Application)	Officer Decision (5)	The Committee supported the provision of smaller accommodation in the town, but were concerned with the loss of commercial units on the ground floor in the Primary Shopping Area. It was also concerned the site was in the Conservation Area and proposals should be in keeping and appropriate materials used. All of these comments are consistent with the emerging Ringwood Neighbourhood Plan.
23/10759	Rycroft, Crow Lane, Crow, Ringwood. BH24 3DZ	Close the existing vehicular access; create a new vehicular access; sever plot and construct 2no detached bungalows with parking	Refusal (4)	The Committee had concerns that the shared access driveway to the site was opposite a road junction due to highway safety. It noted and supported the Environment Agency in respect of a flood risk assessment and Ecologists comments in relation to advance clearance of the site and lack of enhancement proposals in this respect. The proposals are contrary to the Local Distinctiveness Supplementary Planning Document as this area's character is described as properties with large back gardens and distinctive trees.

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
23/10776	11, East View Road, Ringwood. BH24 1PP	Two storey side extension; single store rear extension in place of existing conservatory	Permission (1)	
23/10805	115, Christchurch Road, Ringwood. BH24 3AQ	Extension of existing dropped kerb	Permission (1)	
CONS/23/0326	Quaker Court, Enyon Mews, Ringwood, BH24 1EW	Oak x 1 Reduce Hazel x 1 Reduce Beech x 1 Reduce	Permission (1)	
CONS/23/0345	Furlong Shopping Centre, The Furlong, Ringwood BH24 1AH	Birch x 1, Maple x 2, Hornbeam x 9 Reduce	Permission (1)	
TPO/23/0332	Potters Lodge, The Bickerley, Ringwood. BH24 1ET	Bay x 1 Reduce Birch x 1 Reduce (TPO) Pittosporum x 1 Reduce	Permission (1)	
TPO/23/0358	20 Morant Road, Ringwood. BH24 1SX	Monterey Cypress x 1 Prune Pine x 1 Prune	Permission (1)	
TPO/23/0363	31 Eastfield Lane, Ringwood. BH24 1UP	Oak x 1 Fell	Refusal (2)	The Committee requested that the Tree Officer visit the site and assess the scale of die back as indicated in the application.

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 August 2023

## Ringwood Town Council - Planning Observations - NFNPA

Number	Site Address	Proposal	Observation	Comments
23/00658FULL	Byways, Hightown Hill, Ringwood. BH24 3HG	Construction of track	Permission (1)	
23/00707FULL	Barn House, Crow Hill, Crow, Ringwood. BH24 3DH	One and two storey extensions; replacement roof; porches; alteration to bay window; veranda (AMENDED PLANS)	Permission (1)	
23/00765Full	ByWays, Hightown Hill, Ringwood. BH24 3HG	Outbuilding (carport); fence and gates	Permission (1)	
23/00824FULL	Gaddens Close Farm & 2 Close Cottage, Charles's Lane, Crow, Ringwood. BH24 3FB	Two storey extensions to 2no. dwellings including 2no. dormers, alterations to doors and windows of both dwellings and roof alterations; removal 1no. Chimney	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

Applications decided under delegated powers : to be noted on 4<sup>th</sup> August 2023

Number	Site Address	Proposal	Decision
TPO/23/0320	8 Eastfield Court, Ringwood. BH24 1US	Ash x 1 Reduce	14.7.23 P(1) Recommend permission, but would accept the Tree Officer's decision.
23/00857CONS	Brackenrigg, Hangersley Hill, Hangersley, Ringwood. BH24 3JN	Fell 4 x Monterey Cypress (G-1201, T-1202, T-1203 & T-1204 on the plan) Crown 1 x Monterey Cypress, 1 x Douglas Fir, 1 x Beech, 1 x Lawson Cypress & 1 x Western Hemlock (G-1205 on the plan) Thin 1 x Birch, 1 x Cedar, 1 x Holly, 1 x Oak, 1 x Cherry & 1 x Hazel (G-1206 on the plan) Reduce 1 x Cedar (T-1207 on the plan) Fell 1 x Lawson Cypress (T-1208 on the plan) Reduce 2 x Oak (T-1209 & T-1210 on the plan) Fell 1 x Ash (T-1211 on the plan)	14.7.23 OD(5) Officer decision, given the sheer number of trees and different works requested.

**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.**

**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.**

**NFDC new owners of the employment site:**

**20/11208 FULL – COU of buildings B, C, D, E from B1 (granted under 17/11358) to use E and B8**

**Developer: Lindens Homes (now part of Vistry)**

Ringwood Town Council have advised us that the water tap in the allotments has been repaired and the invoice for the required hedge cutting has been paid by the developer.

The allotments should transfer to the Town Council in the short term.

There has been a change of personnel at Linden Homes/Vistry. NFDC have arranged a meeting with the new contact to discuss the outstanding issues. The Case Officer is progressing this site.

The care home construction is ongoing.

The Developer is still responsible for the maintenance of the development currently, alongside the housing association.

Monitoring of this site by the Open Spaces Officer will continue in the short and medium term.



Phases 1 and 2

Southern Phases



**Occupation Status**

-  Not commenced construction
-  Under construction
-  For Sale

-  Reserved
-  Exchanged
-  Occupied/Completed

**Environmental and Regulation**

Service Manager: Joanne McClay

Mr C Wilkins  
Ringwood Town Council  
Ringwood Gateway  
The Furlong  
Ringwood  
Hampshire  
BH24 1AT

Our Ref: LICPR/23/03686

Your Ref:

19 July 2023

Dear Mr Wilkins

**Licensing Act 2003 - Grant of Premises Licence (S17)**

**Premises: ANTEPLI Antepli, 24A MEETING HOUSE LANE, RINGWOOD, BH24 1AY**

**Ref: LICPR/23/03686**

This letter is sent to you for information as an organisation representing the local area to advise that the above application has been received by the Licensing Authority.

Details of the application are shown below, online at [www.newforest.gov.uk/article/1377/Public-registers-of-licences](http://www.newforest.gov.uk/article/1377/Public-registers-of-licences) and should also be displayed on the premises. Full details of the application can be viewed at the Council Offices, Appletree Court, Beaulieu Road, Lyndhurst, Hampshire SO43 7PA

The details of the application for a premises licence are as follows:

To permit recorded music indoors 08:00hrs to 01:00hrs Monday to Sunday, performance of dance indoors 12:00hrs to 01:00hrs Monday to Sunday. Late Night Refreshment indoors,. 23:00hrs to 01:00hrs. Sale of alcohol on the premises 12:00hrs to 01:00hrs, Monday to Sunday. Opening hours 08:00hrs to 01:00hrs Monday to Sunday

I would remind you that when considering making a representation, or advising constituents who might wish to make a representation, the Licensing Authority may only consider representations which infringe or violate one or more of the four licensing objectives, which are:

- Prevention of crime and disorder,
- Public safety,
- Prevention of public nuisance,
- Protection of children from harm.

The timescale for representations is laid down in regulations attached to the Act and may only be changed by Parliament. Therefore the final date for representations is **16 August 2023**.

Yours sincerely

*Christa Ferguson*

Licensing Manager  
Licensing Services

Tel: 023 8028 5505  
Email: [licensing@nfdc.gov.uk](mailto:licensing@nfdc.gov.uk)

**REPORT TO PLANNING, TOWN & ENVIRONMENT COMMITTEE  
4 AUGUST 2023**

**THRIVING MARKET PLACE – PROJECT ENQUIRY FOR NATIONAL LOTTERY  
HERITAGE FUNDING**

1. Introduction and reason why report required

- 1.1. At the meeting of this Committee on 2 June 2023, it was agreed to submit an Expression of Interest to the National Lottery Heritage Fund for an arts trail.
- 1.2. The response from NLHF was that “a project that is predominately for arts activity, especially where the majority of costs are for the creation of sculptures is unlikely to be competitive for our funding”. However, it was suggested that we consider an application under £250,000, which is a different funding programme.
- 1.3. The project details have therefore been scaled down and redrafted in order to submit a Project Enquiry Form, if approved. The funding sought would be for an exhibition, festival and a series of physical reminders of the town’s heritage to celebrate 800 years as a Chartered Market Town.
- 1.4. Once again, it should be noted that the enquiry is not binding; the purpose is to establish whether, in principle, NLHF would support a project of this type and to obtain feedback to develop a project that is in line with funding priorities.

1.5 The detail for the Project Enquiry Form is set out below:

**National Lottery Heritage Fund Expression of Interest for Celebrating 800 years as a Chartered Market Town.**

**200 word summary of the project**

Ringwood will be celebrating 800 years as a chartered market town in 2026. However, for younger generations the traditions and importance of being a market town have been lost.

This project would reconnect people with the history of what the town once was by creating an exhibition and a festival to celebrate the 800<sup>th</sup> Anniversary including details of how the market evolved over the centuries, the goods sold and how the area has physically changed.

The exhibition and festival will be supplemented by information boards and a series of physical reminders of the heritage such as decorative arches, animal footprint, murals and sculptures to mark the route to market. The idea of the physical reminders comes from consultation with 30 students at Ringwood School aged from 13 – 16 during our development of a Vision for the Town as part of the Ringwood Neighbourhood Plan.

The items within the trail would encourage people to explore and appreciate the heritage of the town including its coaching inns, seed merchants and the significance of the Market Place itself.

**Outcomes we plan to achieve – see Appendix A for outcomes NLHF requires**

A wider range of people will be involved in heritage by involving young people working with those who remember the market and investigating the longer term history to design the exhibition, information boards and physical reminders. Local artists and performing arts groups would be included in the design and delivery of the festival and the physical

reminders, encouraging them to research the market and create ideas that portray the spirit and atmosphere of our historic market town.

The local area will be a better place to live, work or visit. The exhibition would supplement displays that exist in Ringwood's Meeting House and History Centre, providing more interest for both local people and visitors. The information boards would encourage people to explore the town more widely and the physical reminders would create desire lines to explore more of the town and improve the visual amenity of some of the less well used routes around the town.

The local economy will be boosted by making Ringwood a more interesting destination for visitors to the New Forest and the South Coast, fuelling economic, social and cultural recovery and breathing new life into it for future generations.

Finally, heritage will be identified and better explained due to improved information about the many listed buildings, the history of the town and how the market was the centre of the town until 40 or 50 years ago.

**Tell us about the heritage of the project** - Include who it is important to and why.

Ringwood was a bustling market town until the 1980s. The residents that remember it in its heyday with a variety of market stalls as well as livestock auctions feel that this heritage is being lost. The old livestock market area is now a shopping centre. Younger generations see just a few market stalls on a Wednesday, this is an opportunity to provide greater insight into the importance of the market to the town.

**What is the need for this project?** - What work have you done that shows the potential benefits of the project?

We have recently developed a vision for Ringwood, this was done through consultation with students, shopkeepers, shoppers and business owners as well as 2 public consultation exhibitions.

There was overwhelming agreement of a need to make more of our heritage as a chartered market town. To make it more informative, welcoming and interesting for all generations and to ensure that more people explore the Market Place and High Street.

The idea for physical reminders, that might include light installations, murals and themed bunting and flags as well as sculptures came from a series of workshops conducted with the young people of Ringwood. These workshops were run by a local Urban Design group called SPUD who specialise in engaging young people.

We also have ideas provided by a number of local architects that show how arches and sculptures can create interest that causes people to want to explore more than they would normally do.

**How long do you think the project will take?** - Tell us an estimated start and end date if you have them.

We think it will take 2 years to complete the project. We would like to start the engagement and consultation in early 2024, with an exhibition (on-line and physical) celebrating the history of the market in 2025, followed by the festival and installation of the physical reminders during the year of the 800th anniversary in 2026.

**How much is the project likely to cost?** - If you know, tell us about the most important costs. These costs can be estimated.

The project broadly breaks into 3 main elements:

- Exhibition including research, development of multi-media content, printing, creating digital resources and engaging young people. We estimate costs for this to be approx. £20K.
- The information boards and physical reminders of the market. It is vital that these are developed in consultation with a cross-section of the public and also with visitors in mind. We estimate this to be approx. £50K.
- The festival to celebrate the 800<sup>th</sup> anniversary to include appropriate food, entertainment and street decoration. We estimate this to be approx. £15K.

2. Issues for decision and any recommendations

**Members are asked to consider approving submission of the Project Enquiry Form outlined above to the National Lottery Heritage Fund (NLHF).**

For further information, contact:

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
jo.hurd@ringwood.gov.uk

or

Cllr Mary DeBoos  
mary.deboos@live.com

## Appendix A

NLHF is currently assessing applications against six priority outcomes:

- [a wider range of people will be involved in heritage](#) (every project must achieve this mandatory outcome)
- [the funded organisation will be more resilient](#)
- [people will have greater wellbeing](#)
- [people will have developed skills](#)
- [the local area will be a better place to live, work or visit](#)
- [the local economy will be boosted](#)

Three additional outcomes are:

- [heritage will be in better condition](#)
- [heritage will be identified and better explained](#)
- [people will have learned about heritage, leading to change in ideas and actions](#)

## Current Projects Update

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

No.	Name	Status	Recent developments	Description and notes	Lead Officer/Member	Financing
<b>Full Council</b>						
FC1	Long Lane Football Facilities Development	In progress (scheduled for completion in early 2024)	The artificial turf pitch has been completed and is now in use. The PWLB loan has been drawn down. A Pre-contract Services Agreement and a Letter of Intent for the pavilion and other works have been entered into. Work on these started on 5th June and is scheduled to finish on 12th February 2024.	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	In progress	Draft Plan, Basic Conditions Statement and Consultation Statement approved for submission to LPAs by Full Council 26/07/2023.	To prepare a Neighbourhood Plan for the civil parish of Ringwood but limited in scope to a few specified themes.	Deputy Clerk	Spent £24,957.42 (£18,000 funded from Locality grants, £3,650 additional budget agreed for SPUD youth engagement work (F/6061)). £3,492.58 remaining of original RTC budget.
PTE2	Human Sundial	Complete, with exception of interpretation board	Work to refurbish human sundial and install surrounding benches now complete. Time capsule cover stone replaced on 21/07/2023. Interpretation board with details of sundial, Jubilee Lamp etc. to be designed and costed.	Replacement of damaged sundial and surrounding paviers; installation of removable benches to protect it for the future.	Deputy Clerk	£10,659.15 spent funded from CIL and contribution from Carnival. Additional £580 for repair of cover funded from CIL (C/6957).
PTE3	Crow Stream Maintenance	Annual recurrent	Spraying of stream banks undertaken 05/05/2023, annual flail to be carried out in August and stream clearance by volunteers planned for 2809/2023 - <b>new volunteers welcome.</b>	Annual maintenance of Crow Ditch and Stream in order to keep it flowing and alleviate flooding	Deputy Clerk	Budget of £1,000 funded by transfer from earmarked reserve
PTE5	Bus Shelter Agreement	In progress	Response awaited from ClearChannel on the financial complications and on request for use of advertising space.	Request by ClearChannel in Nov. 2020 for RTC to licence the bus shelters in Meeting House Lane and the advertising on them. Completion dependent on clarification of financial issues (VAT treatment and non-domestic rates revaluation).	Town Clerk	No financial implications
PTE6	Shared Space Concept - Thriving Market Place	In progress	Meeting held with NFDC & HCC on 28/11/2022 to consider a draft concept plan. Both authorities will now discuss internally to consider scope and resources required, prior to carrying out community engagement. HCC carried out survey work in May to establish travel and parking patterns and vehicle, pedestrian and cyclist counts.	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. No other identified 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.	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.	Project to improve and promote historical significance of triangle of land at junction of Hightown Road and Castleman Way.	Ringwood Society	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.
PF8	Bickerley legal title	In progress (Commenced Dec 2020. Resolution expected in July 2023.)	The Council has resolved to maintain its objection to the application and this will now be considered by the Tribunal. For legal reasons, only basic information will appear here. Councillors can obtain further details from the Town Clerk if needed.	An application to remove land from the Council's title has been made	Town Clerk	Staff time plus cost of external legal support (one-off budget agreed so far by members)

PF10	Councillors' use of email	In progress (Commenced May 2022. Aiming to complete initial actions by end of July 2023.)	Official email accounts for all councillors in post following the recent election have been arranged and are being rolled-out now.	Researching options and costs for equipping councillors with official email accounts and devices to ease compliance with data protection laws.	Town Clerk	The research phase has not cost anything but staff time. Ongoing software licence fees and setup and support costs will fall on annual budgets. Whether the figures agreed for these for 2033-24 will only become clear in time.
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### Recreation, Leisure & Open Spaces Committee

RLOS4	Grounds department sheds replacement	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	Initial drawings prepared by Cllr Briers and showing the scale and overall design concept were considered and approved by Carvers Working Party when it met in May 2022. Pre-application planning advice has been received from NFDC and considered. Revised drawings are now being considered with the planning consultant.	A feasibility study into replacing the grounds maintenance team's temporary, dispersed & sub-standard workshop, garaging and storage facilities. Combined with a possible new car park for use by hirers of and visitors to the club-house.	Town Clerk	Revised capital budget of £4,000 (originally £10,000 until virement to RLOS19)
RLOS5	Cemetery development	In progress (Commenced design work in April 2021. Aiming to establish planning prospects and likely cost by April 2023.)	CDS has produced a detailed design which was approved in principle at the committee meeting in September. Funding arrangements were agreed at the Policy & Finance Committee meeting on 21st September. Officers proceeding with contract procurement.	Planning best use of remaining space, columbarium, etc.	Town Clerk	Capital budget of £25,000 (carried into an earmarked reserve)
RLOS7	Bowling Club lease	In progress (Club renewed request for new lease in Jan 2022. Progress depends on negotiations.)	A form of lease has been agreed and authority to seal it will be sought at the Council meeting on 26th July.	Request by Ringwood Bowling Club for existing lease to be renewed (current lease expires at the end of April 2023). The lease terms will also be reviewed for suitability to current and future needs.	Town Clerk	Staff time only (unless outside legal assistance is deemed necessary). The rental income will be reviewed as part of the renewal.
RLOS8	Ringwood Youth Club	In progress (aiming to complete by August 2023)	Charity Commission has been informed of the Club's dissolution.	Winding up the redundant CIO to terminate filing requirements	Town Clerk	
RLOS10	Waste bin replacement programme	In progress (Commenced April 2020)	The replacements scheduled in years 1 and 2 have been completed. The final round of replacements will be determined and arranged by March 2024.	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	Surrender requirements and process have been investigated and discussed with Environment Agency and New Forest District Council. Consultants, ACS Testing, have been engaged to provide technical advice and support.	Arranging to surrender our redundant waste licence to avoid annual renewal fees	Town Clerk	
RLOS17	New allotments site	In progress (Commenced March 2020, aiming to complete in or about April 2023)	Land transfer deed was sealed following the Council meeting on 25 January. The developer has prepared the site for handover, which is expected imminently.	The transfer to this Council (pursuant to a s.106 agreement) of a site for new allotments off Crow Arch Lane	Town Clerk	Staff time only
RLOS19	Carvers Strategic Development	In progress (Commenced Feb. 2021)	The Masterplan prepared by landscape designer New Enclosure was approved by the Carvers Working Party on 5th July. A public consultation is now being arranged.	Devising a strategic vision and plan for the future of Carvers Recreation Ground pulling together proposals for additional play equipment and other features	Carvers Manager	Revised budget of £6,000 (virement from RLOS4).
RLOS21	Poulner Lakes track maintenance	In progress (under discussion since Jan. 2021)	Costs estimates for re-surfacing schemes obtained from two suppliers. NFDC officers have been consulted about related mitigation schemes and possible support.	Devising a sustainable regime for maintaining the access tracks at Poulner Lakes to a more acceptable standard.	Town Clerk	Yet to be settled
RLOS22	Bickerley parking problem	In progress (under discussion since Jan. 2019)	"No Parking" signs have been installed. Replacement timber for "dragon's teeth" has been bought and is being installed progressively. A decorative sign reinforcing the message has also been installed. The cost of relocating the dragon's teeth to narrow the tracks is being investigated.	Unauthorised parking on the tracks crossing the Bickerley is causing damage and obstruction	Town Clerk	The Council is wholly responsible for the cost of whatever measures are taken including staff time. Six No Parking signs cost £156.72. The decorative sign cost £1,244.
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 likely costs and wider implications of installing this are being investigated.	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

### Staffing Committee

None

Proposed/Emerging Projects Update



No.	Name	Description	Lead	Recent developments	Progress / Status Stage reached	Estimated cost	Funding sources
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**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			
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**Recreation, Leisure & Open Spaces Committee**

None	(Current projects expected to absorb available resources for several years)						
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**Staffing Committee**

None							
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Closed Projects Report

No.	Name	Description	Outcome	Notes
<b>Full Council</b>				
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	
<b>Planning, Town &amp; Environment Committee</b>				
	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.	
<b>Policy &amp; Finance Committee</b>				
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
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	
<b>Recreation, Leisure &amp; Open Spaces Committee</b>				
RLOS1	War Memorial Repair	Repair by conservation specialists with Listed Building Consent with a re-dedication ceremony after.	Completed in 2021-22	
RLOS2	Bickerley Tracks Repair	Enhanced repair of tracks to address erosion and potholes (resurfacing is ruled out by town green status) and measures to control parking.	Fresh gravel laid in 2021-22.	No structural change is feasible at present.
RLOS3	Public open spaces security	Review of public open spaces managed by the Council and implementation of measures to protect the highest priority sites from unauthorised encampments and incursions by vehicles	Completed in 2021-22	
RLOS6	Community Allotment	Special arrangement needed for community growing area at Southampton Road	Ongoing processes adapted	Agreed to adopt as informal joint venture with the tenants' association
RLOS9	Aerator Repair	Major overhaul to extend life of this much-used attachment	Completed in 2021-22	
RLOS11	Ash Grove fence repair	Replacing the worn-out fence around the play area	Completed in 2021-22	
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
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
RLOS20	Detached youth outreach work	Trialling the provision of detached outreach work by specialist youth workers.	Completed in May 2022	
<b>Staffing Committee</b>				
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	