

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

Held on 28th May 2025 at 7.11pm at Ringwood Gateway, The Furlong, Ringwood

PRESENT: Cllr Philip Day  
Cllr Luke Dadford  
Cllr Gareth DeBoos  
Cllr Mary DeBoos  
Cllr Rae Frederick  
Cllr Janet Georgiou  
Cllr Peter Kelleher  
Cllr James Swyer  
Cllr Glenys Turner

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Jo Hurd, Deputy Town Clerk

### **P/6440 APOLOGIES FOR ABSENCE**

All members were present.

### **P/6441 ELECTION OF CHAIRMAN**

Cllr Day was nominated for Chairman. There were no other nominations.

**RESOLVED:** That Cllr Day be elected as Chairman of the Planning, Town & Environment Committee for the ensuing year.

*Cllr Day took the Chair for the remainder of the meeting.*

### **P/6442 ELECTION OF VICE CHAIRMAN**

Cllr G DeBoos was nominated for Vice Chairman. There were no other nominations.

**RESOLVED:** That Cllr G DeBoos be elected as Vice Chairman for the Planning, Town & Environment Committee for the ensuing year.

### **P/6443 SUB-COMMITTEES AND WORKING PARTIES**

It was noted that Members of Sub-Committees and Working Parties had been appointed until the next elections in 2027, unless any councillor wished to relinquish an appointment.

**RESOLVED:** 1) That the Flood Action Working Party and Neighbourhood Plan Steering Group be wound up.  
2) That the Thriving Market Place Working Party be moved to the list of representatives on outside bodies as this is a forum to collaborate with

other authorities and it is not appropriate to treat it as a Working Party of the Council.

3) That membership of the Building for a Healthy Life Panel be amended to include 2 members nominated by Ringwood Society.

4) That the Terms of Reference (*Annex A*) be approved following the amendment of para 1.3 as follows:

“Membership of the Building for a Healthy Life Panel shall comprise such members of the Council **and representatives of Ringwood Society** as the Planning, Town & Environment Committee or the Council shall from time to time appoint.”

5) That the list of members appointed to Sub-Committees and Working Parties be noted as follows:

PLANNING, TOWN & ENVIRONMENT	
Sub Committee / Working Party	Membership
'Building for a healthy life' panel	Cllr Gareth DeBoos Cllr Mary DeBoos Cllr Rae Frederick Deputy Town Clerk 2 members appointed by Ringwood Society

There being no further business, the Chairman closed the meeting at 7.21pm.

RECEIVED  
25<sup>th</sup> June 2025

APPROVED  
6<sup>th</sup> June 2025

TOWN MAYOR

COMMITTEE CHAIRMAN



## **Building for a Healthy Life Panel Constitution**

This document is intended to supplement the Standing Orders of the Council. In the event of conflict between this document and the Standing Orders, the Standing Orders will prevail.

### **1. Status, membership and quorum for meetings**

- 1.1 The Building for a Healthy Life Panel is a sub-committee established by the Planning, Town & Environment Committee of Ringwood Town Council to which it shall report all its proceedings and by which it may be dissolved at any time.
- 1.2 The Building for a Healthy Life Panel is a standing sub-committee.
- 1.3 Membership of the Building for a Healthy Life Panel shall comprise such members of the Council and representatives of Ringwood Society as the Planning, Town & Environment Committee or the Council shall from time to time appoint.
- 1.4 Members of the Building for a Healthy Life Panel shall hold office until the annual meeting of the Council next after the date of their appointment unless otherwise determined by the Planning, Town & Environment Committee or the Council.
- 1.5 The quorum for meetings of the Building for a Healthy Life Panel shall be three or one-third of the total membership of the sub-committee at the start of the meeting rounded up to the nearest whole number (whichever is the greater).

### **2. Terms of reference**

- 2.1 The primary purpose of the Building For a Healthy Life Panel is to exercise on behalf of the Planning, Town & Environment Committee all its powers, duties and functions with regard to the matters listed in paragraph 2.2 below. In exercising this function, the sub-committee shall:
  - 2.1.1 be bound by all relevant policies adopted by the Council and subject to the Council's budget and system of budgetary controls; and
  - 2.1.2 supervise the work of relevant officers and hold them to account.
- 2.2 The matters within the sub-committee's remit are the following: -

- 2.2.1 To ensure compliance of proposed developments of 10 or more dwellings with Ringwood Neighbourhood Plan Policy R8: Building for a Healthy Life.
- 2.2.2 To work with applicants and Local Planning Authority officers on carrying out Building for a Healthy Life assessments.
- 2.2.3 To review and comment on Building for a Healthy Life assessments submitted as part of the planning process.

### **3. Delegated powers**

- 3.1 The following powers are delegated to the Building For a Healthy Life Panel to enable it to discharge its functions:
  - 3.1.1 To co-opt additional, non-voting members to itself as it shall deem expedient.

### **4. Rules about meetings**

- 4.1 The provisions of Standing Order 3 which apply to sub-committees shall apply to the Building For a Healthy Life Panel.
- 4.2 Meetings may take place in person or by using videoconferencing technology but meetings in person shall not be held in licensed premises.
- 4.3 The Deputy Town Clerk shall attend every meeting and act as clerk to the Building For a Healthy Life Panel and if unable to attend they shall arrange for another officer to deputize for them.

Adopted by: Ringwood Town Council on 28<sup>th</sup> May 2025 (minute ref. no. P/6443)