

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

Held on Friday 4<sup>th</sup> October 2019 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 10:08am until 11:45am*)  
Cllr Peter Kelleher  
Cllr Darren Loose  
Cllr Gloria O'Reilly  
Cllr Tony Ring  
Cllr Glenys Turner

**IN ATTENDANCE:** Jo Hurd, Deputy Town Clerk  
Nicola Vodden, Meetings Administrator  
Cllr John Haywood

**ABSENT:** Cllr Christine Ford

### **P/5638 PUBLIC PARTICIPATION**

There were no members of the public present.

### **P/5639 APOLOGIES FOR ABSENCE**

The Deputy Town Clerk reported that no apologies for absence had been received.

### **P/5640 DECLARATIONS OF INTEREST**

There were none. It was noted that applications 19/11017, 19/11019 and CONS/19/0524 had been submitted by the Town Council.

### **P/5641 MINUTES OF PREVIOUS MEETING**

**RESOLVED:** That the Minutes of the Meeting held on 6<sup>th</sup> September 2019, having been circulated, be approved and signed as a correct record.

### **P/5642 PLANNING APPLICATIONS**

Members considered the planning applications in list order.



*Cllr Edge joined the meeting at 10:08am whilst application 19/10658 was being considered.*

In considering the tree works applications, the Committee asked what the Council's policy is in respect of replacing any felled trees '2 for 1'. It asked that this be investigated further and for the Recreation, Leisure and Open Spaces Committee to consider incorporating this requirement into the Tree Policy.

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

<b>ACTION Nicola Vodden</b>
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**P/5643  
TOWN CENTRE IMPROVEMENTS (funded by Highways England (HE) Designated Fund) WORKING PARTY**

Notes had been circulated following the Working Party meeting attended by 5 Councillors, the County Councillor, Deputy Town Clerk and Damian Walsh, Project Engineer, Havant Borough Council (appointed by HCC to design and deliver the schemes).

The Chairman reported that the meeting had been extremely positive with DW receptive to Councillors comments. He highlighted that:-

- the start date for the works to close West Street (November 2020); (*Post meeting note – this may be subject to change.*)
- if HCC proceed with the Traffic Regulation Order (TRO) to reverse the direction of traffic flow on Meeting House Lane (MHL), subject to a safety audit, there would be a period of public consultation and the works would be scheduled to coincide with the closure of West Street. It was noted that some Members had requested that, if the traffic flow on MHL was reversed, there would be a need for improvements to the junction with Market Place to facilitate a right hand turn for traffic turning in from High Street;
- there was an issue of land ownership which impacts on the Strides Lane proposal, but enquiries are in progress to resolve this;
- suggestions to improve the 'gateway' into the town had been discussed;
- cycle infrastructure is to be improved with additional cycle parking to be located in town, using dismountable racks. Consideration was requested for markings on shared footpaths/cycle paths due to problems experienced; and
- recommendations had been made in relation to accessibility at Carvers.

In relation to the roundabout beneath the A31, it was noted that this is the responsibility of Highways England and an item had been added to the agenda for the meeting on 8<sup>th</sup> October, with regard to this. (*Post meeting note – it has now been established that HCC is responsible for this roundabout.*)

Members considered the recommendations from the Working Party at 4(vii) and 5 and approved them.



- RESOLVED:** 1) That the notes of the meeting of the Town Centre Improvements (funded by HE) held on 30<sup>th</sup> September 2019 (*Annex B*) be received;
- 2) That the B3347 “gateway” to Ringwood from the A31/A338 junction be improved by the removal of weeds from the central reservation and sealing to prevent regrowth, and the replacement of the existing planter with a more attractive planter, without detracting from the main roundabout;
- 3) That the A-frame barriers at both entrances to Carvers Recreation Ground be removed, to allow access for all users to the shared pedestrian/cycle path and all facilities at Carvers; and
- 4) That the barrier at the Mansfield Road end of Carvers Lane be removed and replaced with removable bollards, subject to agreement by HCC.

**ACTION Jo Hurd**

**P/5644**

### **MARKET PLACE IMPROVEMENTS**

Members were pleased to note a contribution of £5,249.15 from Ringwood Carnival Society and the matter was discussed further under the ‘projects’ agenda item.

**RESOLVED:** That the contribution of £5,249.15 from Ringwood Carnival Society towards market place improvements be welcomed and noted.

**ACTION Jo Hurd**

**P/5645**

### **NEIGHBOURHOOD PLANNING**

Members considered the Town Clerk’s report on Neighbourhood Planning (*Annex C*). A discussion followed, particularly in relation to governance and the draft terms of reference for the proposed Working Party and the engagement of consultants. These documents were a starting point and could be amended as the process progresses.

In relation to budget, Members voted on item 3.6.3 and determined that the Finance Manger not be required to established a sub-budget for the project within the Committee budget, at this stage. The allocated budget is currently £3,000 and no more than that could be spent without approval from the Policy and Finance Committee (and possibly Full Council).

**RESOLVED:** 1) That the draft Terms of Reference for engagement of consultants (with the additional optional text and no change to the list of 17 potential issues, at this stage) be approved;

2) That the establishment of a Steering Group (by adoption of Terms of Reference and appointment of Councillor Members) be approved;

3) That Cllrs Day and Haywood be appointed to the initiating Steering Group;

4) That the Steering Group consider arrangements for the publicity exercise and recruitment of volunteers;



- 5) That the following risk management, cost control and other oversight measures be adopted:-
- a) a standing item on the agenda for every Committee meeting until further notice;
  - b) a monthly written report on progress of the project, in advance of the Committee meeting, once the Chairman of the Steering Group is appointed and until further notice;
  - c) officers keep a record of time spent on the project; and
- 6) That the requirement for a separate budget heading be considered once the Steering Group has established funding requirements.

**ACTION Jo Hurd**

*Cllr Edge left the meeting at 11:45am.*

**P/5646**

**WESTERN ESCARPMENT CONSERVATION AREA STEERING GROUP**

Cllr Deboos reported on the meeting of the Western Escarpment Conservation Area Steering Group which he attended as the Council's appointed representative and indicated that he would provide a written report in future.

Topics raised at the meeting included :-

- HCC's pothole reporting scheme
- NFNPA's newly adopted Local Plan and differences from the old Plan
- NFNPA's approach to assisting areas within it, which wish to undertake a Neighbourhood Plan
- 5G masts in the New Forest allowed by the government under permitted development and the right to challenge this
- NFNPA Planning Appeals outstanding, with a point of interest that a proposal can be considered to have an impact on the area even if it is not visible.

**RESOLVED:** That the report be noted.

**ACTION Jo Hurd**

**P/5647**

**PROJECTS**

**A2 – Crow Stream Maintenance** – Annual flail was complete and the clearance had commenced. Extra volunteers through 'Clean Up Ringwood' had helped. The Committee praised the works that had been done. It wished to congratulate the team and send a letter of thanks.

**A3 – Human Sundial** – Start of works has been delayed as HCC require a levels survey and resources cannot be allocated to the works until that is completed. It was thought that this may have been done, but the Deputy Town Clerk had received no update. The donation from Ringwood Carnival Society was specifically for the sundial stones, work required to the stones and the benches and would free up funds for other proposals. An item would be included on the agenda for the next meeting to identify options and provide indicative costings. The donation would be recognised by way of joint publicity



and inclusion of Ringwood Carnival Society's logo on the sundial plaque. It had been suggested by Carnival Society to include plaques on the new benches. However, as the benches would be flat with no backs, it was agreed that this would not be appropriate and not good value for money.

**C1 – Pedestrian Crossings Christchurch Road** – An update had been received from the new project manager at HCC. Estimates had been received from the statutory utility companies for the crossing south of the roundabout and the project manager indicated that costs were higher than expected. This has put the total cost of the scheme beyond the current budget available.

The Chairman reported that the County Councillor had escalated the matter, however it was feared that the scheme would be halted on the basis of inadequate demand for the crossing. Members did not agree with this view. A site meeting will be arranged to review the scheme and the Council would be invited.

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

<b>ACTION Jo Hurd</b>
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There being no further business, the Chairman closed the meeting at 12.18pm.

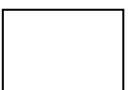
RECEIVED  
30<sup>th</sup> October 2019

APPROVED  
1<sup>st</sup> November 2019

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 October 2019  
**Ringwood Town Council - Planning Observations - NFDC**

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
19/10658	74, High Street, Ringwood. BH24 1AQ	Replacement window (Application for Listed Building Consent)	Refusal (2)	The Committee did not object in principle, however the Conservation Officer's comments were not available and Members wished to support their views in respect of the proposal given that it was in the Conservation Area.
19/10936	Westbrook House, Crow Lane, Crow, Ringwood. BH24 3DZ	Two-storey rear extension; two storey side extension	Permission (1)	
19/11017	Ringwood Gateway, The Furlong, Ringwood. BH24 1AT	Temporary lamp post banners (Application for Advert Consent)	Officer Decision (5)	
19/11019	Various sites:- Southampton Road, The Furlong Car Park, Christchurch Road, Ringwood. BH24 1AT	3 Lamp post banners promoting Carvers Clubhouse & Ringwood Market (Application for Advert Consent)	Officer Decision (5)	
19/11069	7, Chichester Road, Poulner, Ringwood. BH24 1UE	Front porch; single-storey side and rear extensions	Permission (1)	
19/11074	ABS Holdings, Spring Lane, Ringwood. BH24 3FH	Change of use from B1/2/8 to A1	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
19/11079	10, Fairlie Park, Ringwood. BH24 1TU	Variation of condition 2 of planning permission 18/11517 to allow revised plan numbers	Permission (1)	
19/11100	Beechwood House, 11, Gravel Lane, Ringwood. BH24 1LL	Conservatory	Permission (1)	
19/11104	Tarn Hows, 2, Narrow Lane, Poulner, Ringwood. BH24 1UD	Proposed Single storey rear extension (demolish existing), dormer windows to roof; rear steps	Permission (1)	
19/11140	9 Pelican Mead, Hightown, Ringwood. BH24 3RG	Single-storey rear extension	Permission (1)	
CONS/19/0524	Danny Cracknell Pocket Park, Bickerley Road, Ringwood. BH24 1EF	Willow x 2 Fell Ash x 1 Fell	Officer Decision (5)	
TPO/19/0531	Old Forge Close, Poulner, Ringwood. BH24 1GZ	Cedar x 1 Crown Reduction	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

<b>Number</b>	<b>Site Address</b>	<b>Proposal</b>	<b>Observation</b>	<b>Comments</b>
19/00633	St Pauls Church, Christchurch Road, Bisterne.	Composting toilet; reinstatement of gravel path	Permission (1)	
19/00680	Forest Oaks, Linford Road, Shobley, Ringwood. BH24 3HT	Garage	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> October 2019 at 10:00 am

Number	Applicant	Site Address	Proposal
CONS/19/0485	Mitie Landscapes Ltd.	Lloyds TSB, 25 High Street, Ringwood. BH24 1BD	Lime x 1 – Pollard  25/9/19: P(1) Recommend permission, but would accept the Tree Officer's decision.

## Town Centre Improvements Working Party

Notes of meeting held on Monday 30<sup>th</sup> September 2019 at 9.00am in the Forest Suite, Ringwood Gateway, The Furlong, Ringwood BH24 1AT

Present: Cllr Philip Day (PD)  
Cllr Gareth Deboos (GD)  
Cllr Rae Frederick (RF)  
Cllr Gloria O'Reilly (GO)  
Cllr Tony Ring (TR)

In attendance: Jo Hurd (JH)  
Damian Walsh, Project Engineer, Havant Borough Council (DW)  
Cllr Michael Thierry, Hampshire County Council (MT)

Absent: Cllr Hilary Edge  
Cllr Christine Ford  
Cllr Peter Kelleher

### 1. ELECTION OF A CHAIRMAN

**RESOLVED:** That Cllr Day be elected Chairman.

### 2. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Ford and Cllr Kelleher.

### 3. DECLARATIONS OF INTEREST

There were none.

### 4. TOWN CENTRE IMPROVEMENTS

DW explained that Havant Borough Council had been employed by Hampshire County Council to design and deliver the 9 schemes being funded by the Highways England Designated Fund for Cycling, Safety and Integration (*Annex A*).

Each scheme was discussed in detail.

#### i) West Street

It is proposed to widen the footway along the entire length of West Street to an average of 2 metres. The footway will be on the road over the two bridges, with a priority give and take for vehicles. With the exception of the bridges, the carriageway will be an average width of 4.8 meters, wide enough for two vehicles to pass. At the closure point (junction with A31), there will be a planted area in the carriageway. There is not sufficient width to provide a turning circle at this point, but cars will be able to carry out a 5-point turn, and larger vehicles will be able to turn by over running the footway. At the request of MT, DW said he would look to see if changes could be made to reduce the manoeuvre for cars to a 3-point turn.

DW had met with a representative of Highways England, who had reiterated their position that there must be a full and permanent closure in place. They had requested that the closure is effected one month before works on the A31 begin in March 2021.

There was a question over when the access to the west of The Fish Inn would be closed by Highways England (as this was outside the scope of the HBC works), and it was agreed this should be raised at the meeting with Highways England the following week. If this was not closed at the same time as the West Street slip, there would be potential for drivers to continue to rat-run through The Fish Inn car park.

It was agreed that there was a need for signage, both in the town centre (main roundabout, Greyfriars roundabout and Fridays Cross) and on the westbound A31 at the top of Poulner Hill, to advise drivers of no access to the A31 through the town centre. MT cautioned that this signage would need to be carefully worded so as to not put people off driving into the town centre for shopping etc.

**Action:**

- DW To look at amending design to create larger turning area at the end of West Street
- JH To include item on agenda for meeting with Highways England re. timing of closure of western entrance to The Fish Inn
- DW To include signage in the scheme

**ii) Strides Lane**

It is proposed to widen this footway as much as possible. However, there is no record of ownership of the piece of land outside the scout hut, and the scheme may not be viable if this section could not be widened. Although this was not a cycleway, GO said that it was often used by cyclists, and she felt there was a need to make drivers aware of the possible presence of cyclists where the footway meets Bickerley Road.

**Action:**

- RF To contact 1<sup>st</sup> Poulner Scout group to ask about land ownership
- DW To consider the safety of footway users at the junction with Bickerley Road.

**iii) Entrance to West Street**

It is proposed to install a 3 metre wide give and take pinch point at the entrance to West Street from Market Place, with signage to indicate no through access, and to plant a London Plane tree in the widened footway to the north. MT was concerned a tree would create an obstacle for people with restricted eye sight, and DW agreed to consult the Blind Society on this matter.

**Action:**

- DW To consult the Blind Society re. proposed tree in the footway

**iv) Meeting House Lane / The Furlong**

It is proposed to reverse the one-way direction of traffic along the section of Meeting House Lane between Market Place and The Furlong. This would require a Traffic Regulation Order (TRO) and a change of signage, but no physical alterations were proposed. The Town Council had supported this scheme (by a majority of one) at its Planning, Town & Environment Committee on 6<sup>th</sup> September 2019. MT was unable to support the proposal, as he was concerned about pedestrian safety, as drivers' view of the footway would be obstructed and they would not have full sight of pedestrians. Although the 3 metre width restriction would remain, some Members were concerned about larger vehicles, including buses, driving up this section of road. There was also some concern about the loss of an access road to the Market Place.

It was not clear if HCC would proceed with this scheme, but if the TRO was advertised, there would be an opportunity for objections to be submitted.

**v) The Furlong**

It is proposed to improve the crossing between Gateway and Furlong Shopping Centre by raising the carriageway up to 25mm short of the pavement and introducing a pinch point. Wooden bollards would be installed on either side of the crossing to prevent delivery vehicles from parking on the crossing.

**vi) Meeting House Lane**

It is proposed to improve the crossing between Gateway and Pedlars Walk to make it easier for all to cross, noting that wheelchair users in particular had difficulty at present due to the change in levels.

**vii) B3347**

It is proposed to improve the “gateway” to the town, and Members were invited to consider options. It was felt that the main town roundabout was a feature in itself and nothing should be done to detract from this. DW said that it would be possible to remove the weeds from the central reservation and to seal the area to prevent regrowth, which was supported by Members. It was also suggested that the existing black plastic planter could be replaced with a new planter, possibly bespoke, which would be a more attractive feature.

Members were of the opinion that something should be done to improve the roundabout underneath the A31, noting that this would be the responsibility of Highways England. MT requested that this issue be included on the agenda for the meeting with Highways England the following week.

**Action:**

DW To investigate options for a new planter

JH To include item on agenda for meeting with Highways England re. roundabout

**RECOMMENDED to Planning, Town & Environment Committee:**

That the B3347 “gateway” to Ringwood from the A31/A338 junction be improved by the removal of weeds from the central reservation and sealing to prevent regrowth, and the replacement of the existing planter with a more attractive planter, without detracting from the main roundabout.

**viii) Gravel Lane**

It is proposed to clear a gully on the south side of the underpass and cut back vegetation to improve drainage. Some resurfacing may also be carried out.

**ix) Cycle infrastructure**

Members had hoped that additional cycle parking could be installed in Market Place but it had not been possible to identify a suitable site due to the various events that took place in the area. DW said that demountable racks could be installed, enabling them to be removed for events.

It would also be possible to include some cycle signage in the scheme. The Town Council had previously identified a need to improve the signage of the route from the south of the town through Forest Gate Business Park and in to the town centre. HCC

had agreed to include this in the scheme to install two new crossings in Christchurch Road, but this had not yet been progressed.

**Action:**

DW To look at suitable sites in Market Place for installation of demountable cycle racks

JH To send DW details of improvements required to cycle signage

## 5. SHARED CYCLE/PEDESTRIAN PATH ACROSS CARVERS

DW was also working on the scheme to construct a shared pedestrian/cycle path across Carvers (between Southampton Road and Carvers Lane), which was being funded from Developers' Contributions.

It is proposed to take up the existing footway between Carvers Lane to the point where it meets the grasscrete track, and replace it with a 3 metre wide tarmac path with edging both sides. Drainage at the point where the path meets the grasscrete will also be improved.

It will be necessary to improve the entrances to allow easy access for cycles and other users, including those with double pushchairs, and Members were of the view that the existing A-frame barriers should be removed.

It was noted that the barrier at the Mansfield Road end of Carvers Lane restricted access and suggested that this be removed and replaced with two removable bollards.

**Action:**

DW To consult with HCC on the removal of the barrier at the Mansfield Road end of Carvers Lane

**RECOMMENDED to Planning, Town & Environment Committee:**

- i) That the A-frame barriers at both entrances to Carvers Recreation Ground be removed, to allow access for all users to the shared pedestrian/cycle path and all facilities at Carvers, and
- ii) That the barrier at the Mansfield Road end of Carvers Lane be removed and replaced with removable bollards.

There being no further business, the meeting closed at 10.51am.

## PLANNING, TOWN & ENVIRONMENT COMMITTEE

4<sup>th</sup> October 2019

### Neighbourhood Plan

#### 1. Introduction and reason why decision required

- 1.1 Following the decision taken at the Extraordinary Council meeting on 11<sup>th</sup> September (item C/6352 refers) the Committee is invited to consider draft Terms of Reference for the engagement of consultants to assist the Council in promoting a Neighbourhood Plan (NP).
- 1.2 Committee members are further invited to consider ancillary issues connected with the progression, oversight and governance of the project.

#### 2. Terms of Reference for the engagement of consultants

- 2.1 Draft Terms of Reference prepared by officers are attached as Appendix 1 for comment and possible amendment by members.
- 2.2 Officers have left open for members to decide the question of whether this document should include mention of any particular issues the NP is desired to address or any specific goals or outcomes beyond simply the making of an NP. Arguments can be made for and against:
  - 2.2.1 Reasons for mentioning at least a few such items include:
    - 2.2.1.1 Highlighting “hot-button” issues is likely to aid public understanding of the point and nature of the exercise (and this, in turn, will tend to promote volunteer involvement and engagement with consultations); and
    - 2.2.1.2 Stating the Council’s main reasons for committing public resources to the project serves the interests of transparency and democratic accountability.
  - 2.2.2 Reasons for not including any such items include:
    - 2.2.2.1 Pre-judging the issues is contrary to the spirit of neighbourhood planning which is supposed to be community-led – the NP themes should be allowed to emerge from early public consultation untainted by the hopes or expectations of councillors;
    - 2.2.2.2 The difficulty of making any selection from among the many issues touched upon in debates to date that is not essentially arbitrary.

#### 3. Progression, oversight and governance of the NP project

- 3.1 The Terms of Reference sit within the neighbourhood planning process, about which it is fitting that councillors either make decisions or give guidance to officers. That process is described in the document “Neighbourhood Plans Roadmap, A step—by-step Guide, 2018 Edition” published by Locality and previously circulated to councillors. What follows draws on that document and the comments made by Oneill Homer at the meeting on 11<sup>th</sup> September.
- 3.2 It is recommended that a Steering Group be established to undertake the preparation of the NP. There are two main reasons for this. First, the task is too large to be undertaken directly by this committee without unacceptable detriment to its other functions. Secondly, membership of the Steering Group can be extended to non-councillors, facilitating the wider community engagement that lies at the heart of the NP process. The Steering Group would function just like

any other “working party” or “task and finish group” established by the Council or one of its committees. It would not have to meet in public or publish agendas and minutes but it could not make any decisions either, only recommendations. Officers would then decide minor issues using delegated powers. Major issues would have to be referred to this committee for consideration and ratification.

- 3.3 It would be possible for the committee to establish the Steering Group immediately by appointing the councillor members straight away and confirming the appointment of non-councillor members at a later date. If this course is adopted, however, any temptation to appoint a large number of councillors to membership should be resisted. Success in recruiting volunteers to work on the project is likely to depend on allowing ample scope for those volunteers to assist at all levels and not feel that they are merely labouring to deliver a project directed by the Council. Accordingly, draft Terms of Reference for a possible Steering Group are attached as Appendix 2 for consideration by members.
- 3.4 Thus, it would be necessary to publicize the Council's decision to proceed with a NP and recruit volunteers willing to join the Steering Group and/or support the process in other ways. This would probably require officers to work with councillors (either those appointed to membership of the Steering Group if it is established immediately, or on a less structured basis) between meetings.
- 3.5 Once established, the Steering Group could advise the committee (or officers) on the selection of a consultant (to be engaged on the Terms of Reference referred to above) and then undertake the first steps in the NP process (clarifying “the vision”, organizing initial consultation events and processes, etc.).
- 3.6 The committee is also invited to consider what further measures (if any) may be prudent in order to manage project risk, control relevant costs and monitor impacts on the other work of the Council effectively. There follows a list of possible measures from which members may wish to make a selection:
  - 3.6.1 Requiring a standing item on the agenda for every meeting of this committee until further notice;
  - 3.6.2 Requiring a report (verbal? written?) from the chair of the Steering Group at (quarterly? monthly?) intervals on progress of the project until further notice;
  - 3.6.3 Requiring the Finance Manager to establish a sub-budget for the project within the committee budget (similar to those for the Cemetery and the Allotments within the Recreation, Leisure & Open Spaces Committee budget) to include an allocation of estimated employee costs, until completion of the project;
  - 3.6.4 Requiring (specified? all?) officers to keep a record of time spent on the project.

These measures are ordered in ascending order of onerousness (that is, the first requires little resource to implement, the last quite considerable resource). A balance needs to be struck between the need to exercise effective supervision and the need to focus resources where they are needed.

#### 4. Issues for decision and any recommendations

- 4.1 **Whether to approve the draft Terms of Reference for engagement of consultants (with or without the additional optional text)**

- 4.2 Whether to approve the establishment of a Steering Group (either in principle only or by adoption of Terms of Reference and appointment of councillor members)**
- 4.3 Arrangements for the publicity exercise and recruitment of volunteers.**
- 4.4 What risk management, cost control and other oversight measures to adopt.**

For further information, contact:

Christopher Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Mrs. Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)







## Ringwood Town Council

### Neighbourhood Plan – Terms of Reference for the Engagement of Consultants

**Responsible to:** Ringwood Town Council (via project steering group and Planning, Town & Environment Committee)

**Administration by:** [Deputy] Town Clerk

**[Budget:** £?]

#### General description:

To provide Ringwood Town Council (RTC) with the specialist advice and support required to undertake the initial stages of the preparation of a Neighbourhood Plan (NP) including:

- i establishing suitable arrangements for governance and oversight of the project;
- i undertaking early community engagement to establish a vision for the project;
- i clarifying the desired scope of the NP and the neighbourhood area designation (or options for these);
- i composing a simple project plan; and
- i completing an analysis of the practical and financial implications of the project for RTC, the advantages and opportunities, the time and cost implications and other considerations

all with a view to facilitating a decision by RTC on whether to proceed further with the project.

#### Specific requirements and responsibilities:

1. [Providing advice on whether it is desirable to identify some specific outcomes or goals for the NP process from the outset and, if so, which of the items in the list attached are best suited for this purpose.]
2. Leading and guiding RTC and other stakeholders/participants through an event designed to clarify and establish a vision for the future of the town and the potential role of the NP process in realizing this;
3. Assisting RTC to identify the key themes emerging from early community engagement and providing advice on which could be brought within the scope of a NP and which would need to be addressed (if at all) in other ways;
4. Providing advice on the adequacy of existing policy documents with regard to the key themes;
5. Providing advice on factors relevant to the designation of the neighbourhood area and the weight to attach to each;
6. Providing advice on building an evidence base and how it should be collated and presented;

# C

7. Providing data and comment to inform honest appraisal of likely practical and financial implications, advantages and opportunities, time and cost implications and other considerations and the preparation of a realistic project plan;
8. Volunteering any other information or advice that would facilitate efficient and effective progress of the project and/or an informed decision on proceeding with it; and
9. Any other advice or assistance requested from time to time by RTC.

DRAFT

**List of issues for possible use as goals or desired outcomes from NP process:**

1. Increasing the provision of open market low cost starter homes within new developments
2. Increasing supply of land for self-build projects
3. Identifying small sites for development exclusively for people with a Ringwood connection
4. Placing additional restrictions on building design by controlling the use of certain types of cladding
5. Providing enhanced protection for existing open space
6. Ensuring that areas designated as Green Belt cannot be further eroded or have their protected status diminished
7. Addressing the issues associated with the Regal Cinema and Social Club sites
8. Enabling the bus depot to relocate
9. Increasing the requirement for parking provision on new housing developments and when properties are extended
10. Raising parking standards on commercial developments
11. Requiring new development to be designed with a greater degree of sustainability
12. Increasing the use of renewable energy sources including solar panels
13. Improving town centre parking
14. Requiring developers to accommodate facilities, such as convenience shops, within larger developments
15. Providing open-air markets
16. Increasing provision for visitor accommodation
17. Define the types of uses that would be acceptable in Ringwood and within the High Street and Market Place in particular, with the intention of rejuvenating the same.





## Ringwood Town Council

### **Ringwood Neighbourhood Plan Steering Group – Terms of Reference**

**Reports to:** Ringwood Town Council (via Planning, Town & Environment Committee)

**Administration by:** Town Clerk and Deputy Town Clerk

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#### **General purpose:**

To plan and organize the production of a Neighbourhood Development Plan (NP) for Ringwood.

#### **Constitution and rules**

1. The Ringwood Neighbourhood Plan Steering Group (the Group) is constituted as a working party by the Planning, Town & Environment Committee (the Committee) of Ringwood Town Council (the Council). The Committee may appoint up to four (4) current members of the Council and up to six (6) other persons to membership of the Group. In addition, the Town Clerk and Deputy Town Clerk for the time being shall be members of the Group *ex officio*. The Council's Code of Conduct shall apply to all persons appointed to membership of the Group.
2. Primary responsibility for managing all aspects of the neighbourhood planning process in Ringwood will rest with the Group. No formal powers are delegated to the Group by the Council so any matters requiring a formal decision of the Council shall take the form of recommendations, agreed upon at a meeting of the Group, which will then be considered in accordance with the Council's Scheme of Delegation and processes (i.e. they may be implemented by Council officers under delegated powers or be referred to a Council committee for consideration and ratification).
3. The Group shall elect one of its members as Chair. The Group will decide when and where it meets. The quorum for any meeting of the Group at which a recommendation is agreed shall be five (5) members. Any recommendations agreed shall be recorded in writing.
4. The Chair of the Group will, if so required from time to time, attend meetings of the Committee, to provide reports on the progress of the plan and the proceedings of the Group and to answer questions from committee members.
5. The Council will act as the funds-holding body for the plan project. Grants and other monies received for use in the project will be remitted to the Council and all expenditure incurred in connection with the project shall be paid by the Council. The

Council's Financial Regulations and other proper practices shall apply to all monies so received or spent.

6. The Group shall be dissolved automatically if and when a Neighbourhood Plan for Ringwood is formally "made" and may be suspended or dissolved at any time by resolution of the Committee.

### **Specific functions and objectives**

The Council desires the Group to advise and assist the Council generally in:

- i establishing suitable arrangements for governance and oversight of the project;
- i undertaking early community engagement to establish a vision for the project;
- i clarifying the desired scope of the NP and the neighbourhood area designation (or options for these);
- i composing a simple project plan;
- i completing an analysis of the practical and financial implications of the project for RTC, the advantages and opportunities, the time and cost implications and other considerations; and
- i selecting and engaging professional consultants to provide essential advice and support for the foregoing; and
- i making applications for grant support for the foregoing.

If the Council decides to proceed with the project following completion of these matters, it will seek to agree further tasks and responsibilities with the Group.

Although the Town Clerk and Deputy Town Clerk are both appointed to membership of the Group, there is no expectation that they will both attend all its meetings or be equally involved in all its proceedings. Rather, Council officers will provide such support as the Group needs (and which cannot be provided more cheaply or conveniently in other ways) from time to time.

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	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. Council agreed to engage consultants to prepare an initial report (C/6352 11/09/2019).
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. Annual flail complete, clearance by volunteers commenced – due for completion 11/10/2019.	£1,000 Transfer from Dev Conts	£0	£1,000	Moderate	Probable	Stream banks sprayed in Spring.
A3	Human Sundial	HCC delayed start of works – revised start date still to be advised. See separate item on agenda.	£10,657 CIL & contribution from Carnival (£5249.15)	£500	£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	Works due to be carried out late Summer, following completion of works on A338. County Councillor has requested an update (22/9/19).				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 (see separate item on agenda). Meeting with Highways England arranged for 8/10/19.				Moderate	No	Start date for main scheme expected to be end March 2021.
C3	Moortown drainage improvements	HCC Engineering Consultancy team will carry out modelling to ensure any works undertaken to reinstate the Moortown Lane system do not increase flood risk elsewhere.				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.				Minimal	Probable	
C6	Shared Use Path across Carvers	Developers' contributions allocated. HCC has now appointed a designer to bring this scheme forward (see separate item on agenda).				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.