

## **MINUTES OF THE MEETING OF RINGWOOD TOWN COUNCIL**

Held on Wednesday 31<sup>st</sup> October 2018 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Tony Ring, Town Mayor  
Cllr Philip Day, Deputy Mayor  
Cllr Andrew Briers  
Cllr Hilary Edge (*left at 8.20pm*)  
Cllr Jeremy Heron  
Cllr Darren Loose  
Cllr Anne Murphy  
Cllr Gloria O'Reilly (*left at 8.20pm*)  
Cllr Steve Rippon-Swaine  
Cllr Christopher Treleaven  
Cllr Tim Ward  
Cllr Angela Wiseman

IN ATTENDANCE: Mr Chris Wilkins, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk  
Mrs Mandy Oldfield, Office Administrator/PA (*for allotment competition prizegiving*)  
Tom Weetman, Student Advisor

ABSENT: Cllr Christine Ford  
Cllr Michael Thierry

### **C/6205 PUBLIC PARTICIPATION**

There was none.

### **C/6206 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllr Ford and Cllr Thierry.

### **C/6207 DECLARATIONS OF INTEREST**

There were none declared at this time.

### **C/6208 ALLOTMENT COMPETITION 2018**

The Town Mayor thanked Ringwood Garden Club for carrying out the judging of the annual Allotment Competition and congratulated all plot holders on their achievements.

Mr Atack, Chairman of Ringwood Garden Club, said that the Club was delighted to continue to be involved with the judging. The judges were humbled by the quality and quantity of produce on the best plots, which had been achieved despite the extreme weather conditions during the year. The plot of the overall winner had really stood out above all others. He congratulated all the winners.



Cllr Andy Briers, Chairman of Recreation, Leisure & Open Spaces Committee, announced the winners and presented prizes as follows:

**Upper Kingston**

1 <sup>st</sup>	Mr and Mrs Shields	Plot UK10
2 <sup>nd</sup>	Kay Sutton	Plot UK11

**Southampton Road**

1 <sup>st</sup>	Colin Joy	Plot SR8
2 <sup>nd</sup>	Robert Bull	Plot SR4

**Hightown Road**

1 <sup>st</sup>	Peter Molloy	Plot HR17
2 <sup>nd</sup>	Mr M Gubbins	Plot HR18

**Mini Plots**

1 <sup>st</sup>	Josephine Burkin	Plot HRM12
2 <sup>nd</sup>	Mr & Mrs B Sutton	Plot SR10D

**Overall Winner**

Mr and Mrs Shields	Plot UK10
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**C/6209**

**CCTV PARTNERSHIP AGREEMENT**

Members received a presentation from James Knight, Civil Contingencies and CCTV Manager and Brian Byrne, Service Manager (Housing Estates Management & Support) of New Forest District Council.

Mr Knight outlined the background to the CCTV system, which was originally installed in towns across the district in 2002, with its main purpose being to reduce crime and the fear of crime and anti-social behaviour. The control room at Appletree Court was staffed 24 hours a day, 7 days a week, with reactive monitoring and the ability to patch live images through to Police headquarters at Netley. Looking to the future, the use of re-deployable cameras would offer greater flexibility and increased benefits. It was also hoped that the Shopwatch scheme would be regenerated and extended further. It was intended to produce a new partnership agreement to outline future financial contributions and roles and responsibilities.

Mr Byrne explained that CCTV was an invaluable tool for community safety. In future, hot spots would be identified and re-deployable cameras used as a protective measure to make people feel safer and to enable them to stay within their homes and communities.

In response to a question about why the Police did not contribute financially to the system, it was noted that NFDC had a joint community safety budget with the Chief Inspector and this was being used to fund the new re-deployable cameras.

Members were disappointed with the images received from the camera at Carvers Recreation Ground and Mr Knight agreed with this view. This would be considered when the next impact assessment was carried out.

Although the Council received regular statistical reports, it was noted that these had little meaning as there was no indication as to the outcome of any crimes committed and whether the use of CCTV images had assisted in eventual prosecution, for example. Mr Knight



explained that the software was very restrictive in terms of reporting, but that he would be liaising with the Police and hoped to produce more informative reports in future.

## **C/6210 NEIGHBOURHOOD PLAN**

Members received a presentation from Liz Bourne and Becky Hopkinson of Plan-ET, Neighbourhood Planning Consultants. They outlined some of the benefits of producing a Neighbourhood Plan, as follows:

- Once adopted, it would be a statutory document, which would have the same weight in planning terms as the Local Plan.
- 25% of Community Infrastructure Levy (CIL) would be passed to the Town Council to control, rather than the current 15%.
- The layout of strategic sites could be influenced, in terms of the housing mix and density, for example.
- Areas of green space could be protected from development.
- Policies on traffic management and other infrastructure could be included, although it was noted that all policies would need to be evidence based.
- Land could be set aside for community facilities.
- Although a Plan couldn't go against the intent of strategic policies in the Local Plan, policies could be adapted, as long as there was general conformity.
- The Town Plan, produced by the Council in 2008, could be used as a starting point.

It was noted that production of a Plan would be driven by the community, and that community engagement was key to the process. It was usual for the process to take between 2½ and 3 years, and for a town the size of Ringwood the cost should be no more than £50,000, with the majority being spent on consultants' fees for assistance with the writing of policies and ensuring conformity with the Local Plan.

It was explained that, when the key issues had been identified and it was clear what a Plan needed to achieve, it would be possible to set a budget. From past experience, budgets did not usually overrun, unless a major issue arose. An initial grant of £9,000 was available for all groups undertaking a Plan and a further £8,000 was available if sites were to be allocated. Some free technical support was available from Locality, if certain criteria were met.

Although the Town Council would be the responsible body and would instigate a Plan by arranging for the chosen neighbourhood area to be designated, it would be the Steering Group (in the main made up of volunteers from the local community) that would carry out the majority of the work. In their experience, the consultants said that it was not usual for councils to employ staff for the purpose of producing a Plan, or for the Town Clerk or Deputy Town Clerk to be involved to any great extent.

It was advised that a Plan would need to be reviewed every 5 years, in line with the Local Plan review.

The Town Mayor thanked Ms Bourne and Ms Hopkinson for their input and they left the meeting.

Cllr Treleaven reminded Members that funds had been allocated in this year's budget to employ consultants to advise on the Neighbourhood Planning process. He suggested that a brief could be prepared for the next meeting with a recommendation that a consultant be

engaged to produce a comprehensive report on the process and benefits of a Plan, to enable Members to make an informed decision on whether and how to proceed further.

Cllr Day asked if information could be provided to Members on the likely amount of CIL funds to be forthcoming in the future.

*Cllr O'Reilly and Cllr Edge left the meeting at 8.20pm.*

**C/6211  
MINUTES OF PREVIOUS MEETING**

C/6194 - Cllr Briers proposed an amendment to the second resolution to clarify what was meant by the decision made; the resolution to read as follows:

- 2) That the Town Clerk be authorised to renew the licence for the monthly speciality fair (Antiques and Decorative Arts Fair) currently operated from Gateway Square to the end of 2019 subject to the condition the market neither directly or indirectly competes with or acts in any way that is detrimental to the success of other markets in the Gateway Square and/or other markets within Ringwood, and that subsequent renewals be reviewed by the Recreation, Leisure and Open Spaces Committee in July 2019.

Members agreed to this amendment.

**RESOLVED:** That the minutes of the Meeting held on 26<sup>th</sup> September 2018, with the above amendment having been made, be approved and signed as a correct record.

**C/6212  
RECREATION, LEISURE AND OPEN SPACES COMMITTEE**

Cllr Briers presented the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 3<sup>rd</sup> October 2018.

**RESOLVED:** That the minutes of the Recreation, Leisure and Open Spaces Committee meeting held on 3<sup>rd</sup> October 2018 be received.

**C/6213  
PLANNING, TOWN & ENVIRONMENT COMMITTEE**

Cllr Treleaven presented the minutes of the Planning, Town & Environment Committee meeting held on 5<sup>th</sup> October 2018.

**RESOLVED:** That the minutes of the Planning, Town & Environment Committee meeting held on 5<sup>th</sup> October 2018 be received.

**C/6214  
POLICY & FINANCE COMMITTEE**

Cllr Heron presented the minutes of the Policy & Finance Committee meeting held on 17<sup>th</sup> October 2018.

**RESOLVED:** That the minutes of the Policy & Finance Committee meeting held on 17<sup>th</sup> October 2018 be received.



**C/6215  
COMMUNICATIONS TO BE RECEIVED**

The Town Mayor reported the following:

- 1) He had attended the inaugural meeting of the Ringwood Community Forum, which was a coming together of various community organisations with the aim of promoting the town and community events. They were working with Go New Forest and would meet again in the New Year.
- 2) He had attended the launch of the Poppy Appeal, and reminded Members about forthcoming Remembrance events: 3<sup>rd</sup> November at 2pm – unveiling of new Memorial Lantern; 10<sup>th</sup> November at 10am – wreath laying at Cemetery and 11<sup>th</sup> November at 10am – Remembrance Day Service.
- 3) The next fundraising event for the Twinning Association would be held on 16<sup>th</sup> November.
- 4) He was saddened to report that Angela Pittock, who served as Town Clerk from 1999 until 2003 recently passed away. Members wished to convey their condolences to her family.

**C/6216  
REPORTS FROM TOWN COUNCILLORS AND STUDENT ADVISORS**

Cllr Day outlined arrangements for the Remembrance Day Service to be held in the Market Square at 10am, followed by the procession to the War Memorial in time for the National 2 Minutes Silence at 11am. The Bonfire and Fireworks event would be held on 4<sup>th</sup> November at Carvers, with gates opening at 3.30pm, a low noise display at 5pm and the main display at 7pm. He thanked the Ringwood and Fordingbridge News for the publicity they had given this event. He invited volunteers to come forward to help with all events. He also commented on the poppies on the roundabout and around the town on lampposts, which had been organised by the Royal British Legion and Knights Brown, saying they had done the town proud.

Cllr Ward had attended a positive meeting about the flooding and drainage issues around Crow Lane; he hoped that the various authorities would now take matters forward.

Cllr Wiseman thanked the Town Clerk for his help in facilitating the poppy displays around the town. She explained that the roundabout display included one poppy for every fallen service person from both wars.

**C/6217  
REPORTS FROM COUNTY AND DISTRICT COUNCILLORS**

District Councillor Heron outlined the agenda for Cabinet on 7<sup>th</sup> November. He said that the measures and support announced in this week's Budget would be of no benefit to either the District or Town Councils, and confirmed that the District Council's current proposals for council house building were unaffected.

District Councillor Rippon-Swaine reported that 17 housing units on the Linden Homes site had now been added to the District Council's portfolio. These had been allocated to people on the district wide housing waiting list, which was a priority based system, with a number of those being Ringwood residents. It was noted that interviews were in progress for a new Chief Planning Officer. It was also noted that the partnership arrangements with the National Park Authority for trees, conservation and archaeology were coming to an end and would be brought back in house.



County Councillor Thierry, although unable to attend the meeting, had submitted a written report (*Annex A*).

**C/6218  
FORTHCOMING MEETINGS**

Planning, Town & Environment	10.00am	Friday 2 <sup>nd</sup> November 2018
Recreation, Leisure & Open Spaces	7.00pm	Wednesday 7 <sup>th</sup> November 2018
Policy & Finance	7.00pm	Wednesday 21 <sup>st</sup> November 2018
Full Council	7.00pm	Wednesday 28 <sup>th</sup> November 2018

There being no further business, the Town Mayor closed the meeting at 8.52pm.

APPROVED  
*28<sup>th</sup> November 2018*

TOWN MAYOR

## OCTOBER COUNTY REPORT

Members will recall the request to the County Councillor from the Planning, Town & Environment committee for the County representative to progress the Pedestrian Crossings in Christchurch Road. The response for the County officer is detailed below. I had requested that email be circulated.

Good Morning Councillor Thierry,

Thank you for your email regarding the proposed crossing points in the vicinity of Lidl roundabout along Christchurch Road, Ringwood. We completed a feasibility study on the available options at the site in late spring / early summer. For your reference I have detailed the recommended options from the feasibility study and I have included a preliminary drawing for the two pedestrian crossing options; north and south of the Lidl roundabout as attachments to this email.

### **Enlarged Deflection Island with Pedestrian Crossing, Southern Arm of roundabout**

This option proposes the construction of a larger deflection island in order to accommodate a refuge for pedestrians. The new deflection island includes tactile paving and a keep left bollard and is 2.2m wide.

In order to enlarge this deflection island it will be necessary to realign the kerb line on the South-East side corner of the roundabout. This would also require the relocation of existing drainage gully, two street lighting columns, removal of existing tactile paving, installing tactile paving for new crossing, construction of a new deflection island, footway resurface, footway construction and full carriageway construction. There are numerous Statutory Utility companies plant running under this area of the junction. The depth of these services under the proposed widening are unknown and any protection or diversion required could significantly increase the cost of this scheme.

### **New Crossing Point with Pedestrian Refuge Island north of roundabout**

It isn't possible to construct a pedestrian island on the northern arm of the roundabout due to large vehicles turning at the junction. However, it is possible to construct a new Crossing Point with Pedestrian Refuge Island north of roundabout in Christchurch Road. The possible locations for such a facility are limited, as there are several vehicular accesses/ dropped kerbs along either side of Christchurch Road. It will be necessary to provide adequate clearance between the accesses and the central refuge island, in order to allow vehicles access/ egress. The only location considered suitable is opposite the Gas governor, approx. 35 metres north of the roundabout.

The width of the B3347 Christchurch Road is approximately just over six metres. This width is too narrow to accommodate a refuge island, in addition to a minimum running lane width of 3.0m on either side the island. In order to accommodate such an arrangement localised widening would be required, increasing the carriageway width at the widest point by approx. 1.5m. It would also be necessary to widen the footway along the same length. The western side of the highway is constrained by the building line at the back of the footway, leaving widening along the eastern kerb line as the only option.

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## **B3347 Castleman Way Roundabout Junction**

Changes at this junction aim to improve the existing pedestrian crossing facilities at B3347 Christchurch Road/ Castleman Way/ Bickerley Road, and also to improve those for pedal cyclist crossing the roundabout, with improvements to the signage of the National Cycle Route No. 256 at the roundabout junction. The improvements at this junction include the provision of tactile paving to the existing crossing points across the western, southern and eastern arms of the roundabout. This will benefit the crossing movements of visually impaired pedestrians.

The provision of cycle direction signage at the junction, located on the Bickerley Road Arm deflection island, could be provided to provide an indication of the National Cycle Route 256, which is not currently apparent. The junction is highly constrained by the adjoining building boundary located at the back of the footway, running around the junction. There is also a level difference (250mm) between the carriageway and footway level on the north-east corner of the junction, restricting the provision of a pedestrian crossing on this arm also making a change in the kerb alignment out of the scope of this project.

### **Timescales**

As part of our process and procedures, we need to seek approval upon the completion of a feasibility study to proceed with the detailed design and delivery of the scheme. I have prepared a report that I will be presenting to our Gateway Review Group on Monday afternoon where I expect to receive approval to proceed with the delivery of the options described above. This will then allow my project engineers to finalise the drawings to a detailed standard. This includes work with the utility companies as there is a lot of apparatus in the vicinity of the site, which has caused a number of issues during the feasibility stage. Once detailed design is complete I am required to produce a Project Appraisal report that will be signed off by our Director, Stuart Jarvis under delegated powers as the scheme is under the value of £250,000. We can then proceed to procure a contractor and commence works on site.

At this stage providing robust timescales for the delivery of the project is difficult. However, I have provided some high level timescales for the key tasks between now and the works occurring on site. I will be able to provide you more robust timescales once detailed design is underway.

<b>Task</b>	<b>Start Date</b>	<b>Completion</b>
Detailed design	October 2018	December 2018
Project Appraisal report approval	December 2018	December 2018
Procurement of contractor & mobilisation of works	January 2019	February 2019
Works commence on site	February 2019	April 2019

I hope the contents of this email provides you with the level of detail you require for your meeting. In the meantime, if you have any queries please do not hesitate to contact me.

Kind Regards

Adam

**Adam Bunce BA (Hons) MSc IEng MCIHT**

I will continue to monitor and advise members of progress.  
If deemed helpful, by the Town Ringwood, I will speak to officers at the County related to flooding issues at Crow.

With my colleague Cllr Christine Ford we attended the Councillors' Surgery on the second Saturday of the month. The MP Sir Desmond Swayne was also in attendance,

Both the cases which residents outlined to us were very distressing. Both Cllr Ford, The MP and myself took up both cases with the Cabinet members within the cases were related.

The surgeries are open to all councilors to attend.

I am sorry not to be in attendance at this meeting.

Michael Thierry