

20 MAY 1996

NEW FOREST DISTRICT COUNCIL

Minutes of the annual meeting of the New Forest District Council held at Appletree Court, Lyndhurst on Monday, 20 May 1996.

Councillors:

p K E Austin  
p Mrs O A M Badland  
p S Bailey  
p P A Baker  
p Mrs P D Baker  
p Major C Beeton MBE  
p Mrs C A Bianchi  
p E R Bowring  
p D S Burdle  
p J E Coles  
p Miss S A Cooke  
p M R Cox  
p D E Cracknell  
p W F Croydon  
p B D Dash  
p G Dawson  
p J J Dawson  
p Miss P A Drake  
p K W Drew  
p B C Earwicker  
p A S Emery  
p Mrs L K Errington  
p R K Goodridge  
p W J Greer  
p R C H Hale  
p L E Harris  
p D Harrison  
p F R Harrison  
p S A Hayes

Councillors:

p Mrs A M Howe  
p J M Hoy  
p J A G Hutchins JP  
p M R Jones  
p M J Kendal  
p G N D Locock  
p Mrs B M Maynard  
p N D M McGeorge  
p Mrs M McLean  
p S M Noel  
p R F Orton  
p P G Pearce-Smith  
p C G Ramsden  
p A W Rice TD  
p B Rickman  
p Miss G M Rickus CBE  
p Mrs M J Robinson  
p D N Scott  
p Lt Col M J Shand  
p S A Shepherd  
p Mrs B Smith  
p Mrs L P Snashall  
p G Spikins  
p Mrs J K Vernon-Jackson MBE JP  
p M S Wade  
p S S Wade  
p Dr M N Whitehead  
p Mrs D Wilson  
p Mrs P A Wyeth

Officers Attending:

I B Mackintosh, N J Gibbs, D A Gurney, Mrs M Holmes, E S Johnson, Mrs A Allport, Miss J Debnam, Mrs J Livesey, J Rainbow, T R Simpson and P Thompson.

The Chairman of the Council (Cllr S S Wade) in the Chair.

1. ELECTION OF CHAIRMAN.

Cllr S S Wade moved that Cllr Cooke be elected Chairman of the Council for the ensuing year. The motion was seconded by Cllr Greer and it was unanimously

RESOLVED:

That Cllr Cooke be elected Chairman of the Council to continue in office until her successor becomes entitled to act as Chairman at the next annual meeting of the

Council on 19 May 1997.

Cllr Cooke took the chair and made the declaration of acceptance of office which was formally witnessed by the Director of Finance and Administration.

Cllr S S Wade invested the Chairman with the chain and badge of office and presented her with a basket of flowers. Cllr Wade also invested the Chairman's consort with his badge of office.

On behalf of the staff, the Acting Head of Paid Service congratulated the Chairman on her election.

The Chairman thanked her fellow members for her election and pledged to uphold the respect and dignity due to the position, but without allowing any pomposity to attach to the role. She also thanked members of her family for attending to support her, some of whom had made great efforts to be present.

The Chairman of the Council (Cllr Cooke) in the Chair.

2. VOTE OF THANKS TO CLLR S S WADE.

It was moved by the Chairman of the Council, seconded by Cllr Austin and unanimously

RESOLVED:

That the best wishes of this Council be accorded to Cllr Stan Wade for his outstanding service during his term of office as Chairman of the Council and that he be wished every success for the future.

Members spoke of the way in which Cllr S S Wade had undertaken his duties on behalf of the District. He had earned universal respect and had proved to be a fair and impartial Chairman.

On behalf of all the staff, the Acting Head of Paid Service expressed thanks and good wishes to Cllr S S Wade. The staff had appreciated that he had treated all his engagements with equal seriousness. Nothing had been too much trouble. The staff had felt that Cllr S S Wade had understood and appreciated them.

Cllr S S Wade thanked his fellow councillors for allowing him to undertake the role of Chairman during the preceding year.

The Chairman presented Cllr S S Wade with a past-Chairman's badge and Mrs Wade with a past-Chairman's Consort's badge and a basket of flowers.

3. APPOINTMENT OF VICE-CHAIRMAN.

It was moved by the Chairman of the Council and seconded by Cllr Errington that Cllr Hutchins be appointed Vice-Chairman of the Council.

A number of members spoke in support of the motion.

RESOLVED:

That Cllr J A G Hutchins JP be appointed Vice-Chairman of the Council to hold office until immediately after the election of the Chairman at the next annual meeting of the Council on 19 May 1997.

Cllr Hutchins made the declaration of acceptance of office, which was formally witnessed by the Director of Finance and Administration.

The Chairman invested Cllr Hutchins with his badge of office. She also presented Mrs Hutchins with the Vice-Chairman's Consort's badge and a basket of flowers.

Cllr Hutchins thanked members for his appointment.

4. MINUTES.

RESOLVED:

That the minutes of the meeting held on 29 April 1996, having been circulated, be signed by the Chairman as a correct record.

5. CHAIRMAN'S ANNOUNCEMENTS.

The Chairman was pleased to announce the results of the sponsored slim undertaken by herself and the Acting Head of Paid Service. In the end, the Acting Head of Paid Service had won the challenge by losing 21 pounds. The Chairman had lost 17 pounds. It was expected that some 610 would be raised for Action for ME and Intermediate Technology. The Chairman presented the Acting Head of Paid Service with a bottle of champagne to mark his victory.

6. POLICY AND RESOURCES COMMITTEE.

Cllr Coles presented the minutes of the meeting held on 20 May 1995.

On the motion that the minutes be received and the recommendations be adopted

RESOLVED:

That the minutes be received and the recommendations be adopted.

7. TERMS OF REFERENCE OF COMMITTEES AND SCHEME OF DELEGATION TO COMMITTEES (REPORT A).

RESOLVED:

That the revised Terms of Reference of Committees as set out in Annex 1 to these minutes, and the revised

Scheme of Delegation to Committees as set out in Annex 2, be adopted with immediate effect.

8. ELECTION OF CHAIRMAN OF POLICY AND RESOURCES COMMITTEE.

It was proposed, seconded and

RESOLVED:

That Cllr Coles be elected Chairman of the Policy and Resources Committee to hold office until the Annual Meeting in 1997.

9. STRATEGIC POLICY AND PERFORMANCE REVIEW SUB-COMMITTEE (REPORT C).

RESOLVED:

(a) That Standing Order 35 (Constitution of Committees) be amended by the insertion of the following paragraphs:-

"(5) Each member of the Strategic Policy and Performance Review Sub-Committee shall be an ex officio member of the Committee or its appropriate Sub-Committee to which he/she is assigned when performance review is carried out.

(6) In the event of an ex officio member being unable to attend a meeting of the Committee or its appropriate Sub-Committee, the Leader of the ex officio member's political Group shall attend as a deputy. If the ex officio member who is unable to attend is the political Group Leader, the Deputy Group Leader shall deputise.

(7) The ex officio members and deputies referred to in paragraphs (5) and (6) shall be entitled to speak but not vote at meetings of the Committees and Sub-Committees of which they are ex officio members.

(8) The ex officio members referred to in paragraph (5) shall not otherwise serve on the Committees or Sub-Committees of which they are ex officio members."

(b) That Standing Order 42 (Sub-Committees) be amended by the addition of the following:-

"(6) When appointing the Strategic Policy and Performance Review Sub-Committee, Policy and Resources Committee shall assign each member to one of the other standing Committees set out in Standing Order 35(1) or its appropriate Sub-Committee to attend as an ex officio member when performance review is carried out."

10. APPOINTMENT OF COMMITTEES (REPORT B).

RESOLVED:

That the members nominated by the political groups, as set out at Annex 3 to these minutes, be appointed to serve on committees until the normal date of retirement of Councillors in 1999.

11. SEALING OF DOCUMENTS.

RESOLVED:

That the Common Seal of the Council be affixed to any orders, deeds or documents necessary to give effect to any decision made at this meeting.

CHAIRMAN

ANNEX 1

BUSINESS SERVICES CONTRACTS COMMITTEE

1. To advise the Council on and to implement policies for the commercial management of the internal contractor organisations for professional services.
2. To review continuously the economy, efficiency and commercial effectiveness of the operations of the internal contractor organisations for professional services.
3. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

CENTRAL SERVICES COMMITTEE

1. To advise the Council on and to implement policies for commercial management of central and general purpose services comprising:-

Corporate services

- catering - including the definition of standards for the restaurant at Appletree Court, Lyndhurst
- committee administration
- communications systems (for example, radio and telephones)
- contract management
- customer services
- electoral registration and elections
- information technology development and operation
- local information offices
- local land charges
- members' allowances and civic expenses for the Chairman and Vice-Chairman of the Council
- purchasing
- reception and enquiry facilities

- reprographics
- security
- transport management (including all vehicles and plant)

#### Professional services

- architectural services
- legal services
- personnel services
- quantity surveying
- valuation

#### Property management

- buildings maintenance and caretaking
- depots
- energy policy and operation
- industrial estate management
- land holdings (other)
- offices
- town centre land management

#### Revenues and finance

- community charge and council tax benefits administration
- community charge and non-domestic rate administration
- council tax administration (excluding setting of the tax)
- financial services
- insurances
- rate rebates (private sector)

2. To advise the Council on, and to implement policies for, the standards of service and budgets for the construction and property, financial, information technology, legal and personnel services contracts.

3. To advise the Council on and to implement policies and plans to prevent or limit the impact of war and peacetime emergencies or disasters on people and the environment having particular regard to the need to plan for natural disasters, major transportation and industrial emergencies, oil and chemical pollution, communicable diseases and crowd related events and in undertaking these functions to consult other agencies where appropriate.

4. To encourage parish and town councils to recognise and meet their emergency planning responsibilities in respect of people and the environment in their areas.

5. To encourage a greater awareness of the need to undertake emergency planning among people and community based organisations.

6. To nominate to Policy and Resources Committee appointments to outside bodies dealing with issues covered by this Committee.

7. To review regularly the economy, efficiency and commercial effectiveness of these services.

8. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

#### DIRECT SERVICES CONTRACTS COMMITTEE

1. To advise the Council on and to implement policies for commercial management of New Forest Contract Services and New Forest Country Caterers.

2. To review continuously the economy, efficiency and commercial effectiveness of the operations of New Forest Contract Services and New Forest Country Caterers.

3. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

#### ENVIRONMENTAL SERVICES AND LICENSING COMMITTEE

1. To advise the Council on and to implement policies for the following, in consultation with other bodies where appropriate:-

- coast protection
- sewerage, drainage, and land drainage
- burial and cremation
- environmental health, including:-

(i) services to minimise dangers to health from nuisances; pollution; pests; impure, unfit or unsatisfactory water supplies; food or food premises; slaughter houses or similar premises; or other factors

(ii) services for people living in or adjacent to moveable dwellings, caravans or camping sites

(iii) control of shops and street trading

(iv) protection of health, safety and welfare of employed persons

(v) the welfare of animals

- the standards of service and budgets for cleansing public conveniences
- the standards of service and budgets for the collection of refuse and waste, waste disposal and recycling of waste
- the standards of service and budgets for litter collection and street cleansing
- crime prevention
- home and water safety
- health promotion
- licensing matters

2. To control all licensing functions of the Council.
3. To nominate to Policy and Resources Committee appointments to outside bodies dealing with issues covered by this Committee.
4. To review regularly the economy, efficiency and effectiveness of these services.
5. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council, and with quasi-judicial procedures.

#### HOUSING COMMITTEE

1. To advise the Council on and to implement policies for housing.
2. To advise the Council on and to implement policies for the standards of service and budgets for the housing management contract.
3. To promote housing investment by the private sector, housing associations and by the Council to meet housing needs and to provide a housing advisory service.
4. To promote the maintenance and improvement of dwellings to good current standards.
5. To withdraw from residential accommodation houses incapable of being made fit or otherwise unsuitable for residential accommodation.
6. To dispose of Council land and dwellings, including schemes for building for sale, and to make grants to tenants to enable them to buy homes on the open market.
7. To acquire land for housing purposes.
8. To be responsible for central control services, emergency alarms and community care issues insofar as they relate to the housing service.
9. To carry out all the functions of the Council for housing benefit.
10. To manage caravan sites provided by the Council.
11. To deal with matters relating to the accommodation of gypsies, excluding those issues properly falling to be considered by Planning and Transportation Committee.
12. To define standards of service and budgets for catering at Council sheltered housing premises, meals-on-wheels and lunch clubs.
13. To select a tenants' representative to serve as a co-opted member of the Committee.



14. To nominate to Policy and Resources Committee appointments to outside bodies dealing with issues covered by this Committee.

15. To review regularly the economy, efficiency and effectiveness of these services.

16. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

#### LEISURE SERVICES COMMITTEE

1. To advise the Council on and to implement policies for leisure services.

2. To define the standards of service and budgets for the operation of leisure services.

3. To be responsible for the commercial management of standards of service and budgets for:

- the recreational facilities directly provided by the Council (including catering thereat)
- catering services for the Central Services Committee, for the Housing Committee at Council sheltered housing premises and for the Environmental Services and Licensing Committee in respect of meals-on-wheels and luncheon clubs.

4. To assist and work with other organisations in the management of leisure facilities and activities, including open space, tourism, sport and community development, water based, the arts, playing fields and children's play.

5. To encourage participation in leisure activities in co-operation with other agencies.

6. To operate a grant aid scheme to assist provision of leisure services for the benefit of residents or visitors.

7. To nominate to Policy and Resources Committee appointments to outside bodies dealing with issues covered by this Committee.

8. To review regularly the economy, efficiency and effectiveness of these services.

9. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

#### PLANNING AND TRANSPORTATION COMMITTEE

1. To advise the Council on and to implement policies for the following, in consultation with other bodies

where appropriate:-

- town and country planning
- building control
- highways, traffic management and road safety
- street lighting
- public transport, including dial-a-ride and concessionary travel
- street naming and numbering
- off-street and on-street vehicle parking

2. To participate in the preparation and monitoring of strategic studies, structure plans and other policies and to prepare, adopt and monitor local plans and supplementary planning guidance.

3. To encourage environmental enhancement and operate grant schemes for this purpose.

4. To exercise all powers and implement duties under the Planning and Building Acts including:-

- development control
- purchase, budget and maintenance of land notices
- building control
- enforcement
- acquisition and disposal of land
- footpaths
- tree preservation
- conservation area
- listed buildings

and to determine all planning applications (including applications for deemed permission under the provisions of Regulations 3 and 4 of the Town and Country Planning General Regulations 1992, except in any case in which the Committee is of the opinion that permission should be refused), and include the determination of an application involving a departure from the development plan.

5. To determine all applications for hazardous substances consent.

6. To nominate to Policy and Resources Committee appointments to outside bodies dealing with issues covered by this Committee.

7. To review regularly the economy, efficiency and effectiveness of these services.

8. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

#### POLICY AND RESOURCES COMMITTEE

1. To advise the Council on corporate goals, priorities and strategies and to recommend management

action plans to achieve these broad objectives.

2. To advise the Council on and to implement economic, employment promotion, financial, manpower, public relations and commercial policies and on any other matter which may affect the Council corporately.

3. To keep under regular general review the policies of the Council, management structures, procedures, standards of service overall and economy, efficiency and effectiveness.

4. To advise on development or discontinuance of services.

5. To be responsible for formal investigations into complaints, including those where the Local Ombudsman is involved.

6. To advise the Council on the election of the Chairman of the Council, the appointment of the Vice-Chairman of the Council and appointments to Committees and to appoint representatives to outside bodies.

7. To advise the Council independently where a dispute or difference arises between committees with a statement of the reasons for the dispute or difference and action proposed to resolve the matter; in cases of urgency, the matter may be resolved by the Policy and Resources Committee, the action being reported to the Council.

8. To advise the Council on all issues relating to proposals for the re-organisation of local government.

9. To keep under review the Council's activities within the New Forest Heritage Area and to advise on or initiate action as appropriate.

10. To carry out these duties consistent with the corporate management, manpower and financial policies of the Council.

ANNEX 2

#### SCHEME OF DELEGATION TO COMMITTEES

1. The powers and duties of the Council set out in the second column of the schedule below shall be executed and performed by, and are hereby delegated to the respective committees of the Council as set out in the first column of the schedule, until such time as this obligation shall be revoked or amended by resolution of the Council.
2. Where any proposal of any committee implies or requires the introduction of a new policy, or the variation of an existing policy, or would be expected to result in a variation of the approved budget the committee shall report its proposals to the Council with a recommendation for consideration. As such a proposal may affect other policies or programmes or the Council's

finances, that report and recommendation shall be considered also by any other committee likely to be affected before the originating committee reports on the matter to the Council.

3. If the Policy and Resources Committee differs from a recommendation by a committee to the Council, or any other matter which might otherwise be decided by a committee without reference to the Council, or wishes to put forward alternatives, the reasons for the difference or the alternative shall be referred to the original committee for further consideration, before the matter is put to the Council or action is taken.
4. If there is a dispute or difference between committees, other than Policy and Resources Committee, which they cannot resolve the matter shall be referred promptly to Policy and Resources Committee. That Committee shall consider the matter independently and shall advise the Council for action to resolve the dispute or difference. In cases of urgency, the Policy and Resources Committee may itself resolve the matter, its action being reported to the Council.
5. This scheme of delegation shall not extend to powers, duties or functions with respect to the levying of the council tax nor for levying or issuing a rate or precept for a rate, nor to the borrowing of money, nor to powers, duties or functions specifically delegated to an officer of the Council.
6. Notwithstanding the foregoing, in the event of war or a national defence emergency declared by the Crown or HM Government, all the powers, duties and functions of the Council without reservation are hereby delegated to Policy and Resources Committee, which shall have authority and power to delegate such powers, duties and functions to an Emergency Executive Sub-Committee.

#### THE SCHEDULE

Committee of the Council	Powers, Duties or Functions Delegated
Business Services Contracts Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions described generally in the terms of reference of the Committee.
Central Services Committee	All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time

in force governing the exercise of those powers, duties and functions described generally in the terms of reference of the Committee.

Direct Services Contracts Committee

All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions described generally in the terms of reference of the Committee.

Environmental Services and Licensing Committee

All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions described generally in the terms of reference of the Committee, and the authority to initiate, hear and determine on behalf of the Council licensing matters arising within those terms of reference.

Housing Committee

(a) All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the exercise of those powers, duties and functions described generally in the terms of reference of the Committee.

(b) The management, control and administration of residential caravan sites owned by the Council, and gypsy sites on behalf of Hampshire County Council.

Leisure Services Committee

All the powers, duties and functions of the Council as contained, mentioned or referred to in the statutory provisions from time to time in force governing the

exercise of those powers,  
duties and functions  
described generally in the  
terms of reference of the  
Committee.

Planning and Transportation  
Committee

(a) All the powers, duties  
and functions of the Council  
as contained, mentioned or  
referred to in the statutory  
provisions from time to time  
in force governing the  
exercise of those powers,  
duties and functions  
described generally in the  
terms of reference of the  
Committee.

(b) All the powers, duties  
and functions of the Council  
in relation to the  
maintenance of standards of  
building construction as  
contained, mentioned or  
referred to in the statutory  
provisions from time to time  
in force governing the  
exercise of those powers,  
duties and functions  
described generally in the  
terms of reference of the  
Committee.

(c) The determination of  
applications for grant under  
the Planning (Listed  
Buildings and Conservation  
Areas) Act 1990, within the  
amount provided normally in  
estimates.

(d) Action as to dangerous  
trees and excavations in  
accordance with section 23 of  
the Local Government  
(Miscellaneous Provisions)  
Act 1976.

Policy and Resources  
Committee

(a) All the powers, duties  
and functions of the Council  
not otherwise delegated to  
any committee or officer of  
the Council as contained,  
mentioned or referred to in  
the statutory provisions  
governing the exercise of  
those powers, duties and  
functions.

(b) In cases of urgency, all  
powers and duties of the

Council in relation to manpower and in relation to the negotiation for, or the acquisition, management or disposal of land or buildings, in consultation with the committee primarily concerned.

ANNEX 3

BUSINESS SERVICES CONTRACTS

Conservative Councillors:

S A Hayes  
B Rickman  
D N Scott

Liberal Democrat Councillors:

M R Cox  
D E Cracknell  
R C H Hale  
L E Harris  
Mrs A M Howe

Independent Councillor:

None

CENTRAL SERVICES

Conservative Councillors:

K E Austin  
K W Drew  
J M Hoy  
M R Jones  
S M Noel  
A W Rice TD

Liberal Democrat Councillors:

Mrs P D Baker  
G N D Locock  
Mrs B M Maynard  
N D M McGeorge  
P G Pearce-Smith  
Lt Col M J Shand  
S A Shepherd  
Mrs L P Snashall  
M S Wade

Independent Councillors:

G Spikins

DIRECT SERVICES CONTRACTS

Conservative Councillors:

K E Austin  
M R Jones  
C G Ramsden

Liberal Democrat Councillors:

G Dawson  
R C H Hale  
N D M McGeorge  
Miss G M Rickus CBE  
Mrs J K Vernon-Jackson MBE JP

Independent Councillors:

None

ENVIRONMENTAL SERVICES AND LICENSING

Conservative Councillors:

Liberal Democrat Councillors:

Mrs O A M Badland  
Major C Beeton MBE  
Miss P A Drake  
S A Hayes  
J M Hoy  
J A G Hutchins JP

M R Cox  
W F Croydon  
L E Harris  
Mrs A M Howe  
Mrs M McLean  
S A Shepherd  
Mrs B Smith  
M S Wade  
Dr M N Whitehead

Independent Councillor:

G Spikins

HOUSING

Conservative Councillors:

Mrs O A M Badland  
S Bailey  
M J Kendal  
S M Noel  
Mrs D Wilson  
Mrs P A Wyeth

Liberal Democrat Councillors:

W F Croydon  
B D Dash  
B C Earwicker  
F R Harrison  
G N D Locock  
Mrs B M Maynard  
Mrs M McLean  
Mrs M J Robinson  
Lt Col M J Shand

Independent Councillor:

Mrs C A Bianchi

LEISURE SERVICES

Conservative Councillors:

S Bailey  
R K Goodridge  
J A G Hutchins JP  
R F Orton  
B Rickman  
Mrs D Wilson

Liberal Democrat Councillors:

Mrs P D Baker  
D E Cracknell  
J J Dawson  
A S Emery  
D Harrison  
P G Pearce-Smith  
Mrs L P Snashall  
S S Wade  
Dr M N Whitehead

Independent Councillor:

Mrs C A Bianchi

PLANNING AND TRANSPORTATION

Conservative Councillors:

D S Burdle  
K W Drew  
Mrs L K Errington  
R K Goodridge  
W J Greer  
Mrs P A Wyeth

Liberal Democrat Councillors:

P A Baker  
J E Coles  
Miss S A Cooke  
G Dawson  
B C Earwicker  
A S Emery



F R Harrison  
Miss G M Rickus CBE  
Mrs J K Vernon-Jackson MBE JP

Independent Councillor:

E R Bowring

POLICY AND RESOURCES

Conservative Councillors:

Major C Beeton MBE  
D S Burdle  
W J Greer  
Miss P A Drake  
M J Kendal  
R F Orton  
A W Rice TD  
D N Scott

Liberal Democrat Councillors:

P A Baker  
J E Coles  
Miss S A Cooke  
J J Dawson  
B D Dash  
D Harrison  
N D M McGeorge  
Miss G M Rickus CBE  
Mrs M J Robinson  
Mrs B Smith  
S S Wade

Independent Councillor:

E R Bowring