



**New Forest**  
DISTRICT COUNCIL

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# Council Meeting Agenda

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**14 May 2018**



# SUMMONS

To All Members of the Council

You are hereby summoned to attend the annual meeting of the District Council to be held in the Council Chamber, Appletree Court, Lyndhurst on Monday, 14 May 2018, at 6.00 pm



**Bob Jackson**  
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA  
[www.newforest.gov.uk](http://www.newforest.gov.uk)

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# AGENDA

The Chairman of the Council (Cllr Mrs Ward) in the Chair.

## Apologies

1. **MINUTES** (Pages 1 - 6)

To confirm the minutes of the meeting held on 16 April 2018 as a correct record.

2. **DECLARATIONS OF INTEREST**

To note any declarations of interest made by members in connection with an agenda item. The nature of the interest must also be specified.

Members are asked to discuss any possible interests with Democratic Services prior to the meeting.

**3. VOTE OF THANKS TO THE OUTGOING CHAIRMAN, CLLR CHRISTINE WARD**

The Leader of the Council will move:

That the thanks of this Council be extended to Cllr Christine Ward for the admirable way in which she has carried out the duties of Chairman during the past year.

Cllr Diane Andrews will second the motion.

The motion will be put to the meeting.

**4. OUTGOING CHAIRMAN'S STATEMENT**

The Chairman will address the Council, after which she and her consort will be presented with badges of their past offices.

**5. ELECTION OF CHAIRMAN OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR**

To elect the Chairman of the Council.

Cllr Beck will move:

That Cllr Melville Kendal be elected Chairman of the Council for the Municipal year 2018/19, to hold office until his successor is elected at the annual meeting of the Council in 2019.

Cllr Wise will second.

The motion will be put to the meeting. If adopted, Cllr Kendal will be declared duly elected. He will sign the declaration of acceptance of office and will be invested with the chain of office. He will then take the chair.

**6. ADDRESS BY THE CHAIRMAN OF THE COUNCIL**

The newly-elected Chairman will address the Council.

**7. APPOINTMENT OF VICE-CHAIRMAN OF THE COUNCIL FOR THE 2018/19 MUNICIPAL YEAR**

To appoint a Vice-Chairman of the Council.

Cllr Michael Harris will move:

That Cllr Allan Glass be appointed Vice-Chairman of the Council for the Municipal year 2018/19, to hold office until his successor is appointed at the annual meeting of the Council in 2019.

Cllr Carpenter will second.

The motion will be put to the meeting. If adopted, Cllr Glass will be declared duly appointed. He will sign the declaration of acceptance of office and receive the badge of office. He will take his seat on the dais and address the meeting.

**8. LEADER'S ANNOUNCEMENTS**

**9. REPORT OF THE CABINET DATED 2 MAY 2018 - ESTABLISHMENT OF ADDITIONAL OVERVIEW AND SCRUTINY PANEL AND CHANGES TO THE PANELS' TERMS OF REFERENCE (Pages 7 - 10)**

To receive the report of the Cabinet dated 2 May 2018 and to consider its recommendations.

**10. ALLOCATION OF SEATS TO POLITICAL GROUPS**

Section 15(1) of the Local Government and Housing Act 1989 requires the Council, at its annual meeting or as soon as practicable thereafter, to review the political representation on committees and other groups such as panels to which the principles of proportionate representation, as set out in the Act, apply. The legislation requires, amongst other things, that -

- (a) The majority of seats on each committee/panel or other body must be allocated to the majority political group;
- (b) Subject to (a) above, the number of seats allocated to each political group must bear the same proportion as the total of the membership of that group to the membership of the authority.

The seats allocated to the political groups are:

	Seats	Conservative	Liberal Democrat	Independent
Appeals Committee	20	18	1	1
Audit Committee	8	8	0	0
Employee Engagement Panel	4	4	0	0
General Purposes & Licensing Committee	15	14	1	0
Planning Committee	20	18	1	1
Community & Leisure O&S Panel	10	10	0	0
Corporate O&S Panel	10	10	0	0
Environment O&S Panel	10	10	0	0
Housing O&S Panel	10	10	0	0
<b>Total</b>	<b>107</b>	<b>102</b>	<b>3</b>	<b>2</b>

The overall allocation complies with the proportionality requirements. However, the allocation of seats to the Independent member (who is not a "Group" under the legislation) is permissible only if no member of the Council votes against.

**RECOMMENDED:**

***That the allocation of seats to the political groups/Independent member be as set out above.***

**11. MEMBERSHIP OF COMMITTEES AND PANELS**

- (a) To agree the membership of the Community & Leisure and the Housing Overview & Scrutiny Panels as follows:

## **Community & Leisure Overview & Scrutiny Panel**

### **Councillors:**

G C Beck  
G R Blunden  
D A Britton  
Mrs F Carpenter  
S Clarke  
I C Coombes  
A H G Davis  
A D O'Sullivan  
D J Russell  
M L White

## **Housing Overview & Scrutiny Panel**

### **Councillors:**

Mrs L D Cerasoli  
Ms K V Crisell  
S P Davies  
Mrs P Lovelace  
N Penman  
D M S Poole  
Miss A Sevier  
M A Steele  
Mrs C V Ward  
Mrs P A Wyeth

- (b) To consider any other changes to the membership of Committees and Panels as may be proposed by the political groups.

## **12. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

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### **Notes:**

- The annual meetings of Committees and Panels will commence following the annual meeting of the Council.
- The Council group photograph will be taken following the annual meetings of Committees and Panels (weather permitting).

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# Agenda Item 1

16 APRIL 2018

## NEW FOREST DISTRICT COUNCIL

Minutes of a meeting of the New Forest District Council held in the Council Chamber, Appletree Court, Lyndhurst on Monday, 16 April 2018

- \* Cllr Mrs C V Ward (Chairman)
- \* Cllr M J Kendal (Vice-Chairman)

### Councillors:

- \* A R Alvey
- \* Mrs D E Andrews
- \* W G Andrews
- \* P J Armstrong
- \* G C Beck
- \* Mrs S M Bennison
- \* J E Binns
- \* G R Blunden
- \* D A Britton
- \* Mrs D M Brooks
- \* Mrs F Carpenter
- \* Mrs L D Cerasoli
- \* S J Clarke
- \* Mrs J L Cleary
- \* I C Coombes
- \* Ms K V Crisell
- \* S P Davies
- \* A H G Davis
- \* W H Dow
- Ms L C Ford
- \* R L Frampton
- \* A T Glass
- \* L E Harris
- \* M R Harris
- \* D Harrison
- \* J D Heron
- \* E J Heron
- \* Mrs A J Hoare

### Councillors:

- \* Mrs M D Holding
- Mrs P Jackman
- \* Mrs E L Lane
- Mrs P J Lovelace
- \* B D Lucas
- Mrs R Matcham
- \* Mrs A E McEvoy
- \* A D O'Sullivan
- J M Olliff-Cooper
- \* N S Penman
- \* A K Penson
- \* D M S Poole
- \* L R Puttock
- \* B Rickman
- \* W S Rippon-Swaine
- \* Mrs A M Rostand
- \* D J Russell
- \* Miss A Sevier
- \* M A Steele
- \* M H Thierry
- \* Mrs B J Thorne
- \* D B Tipp
- \* D N Tungate
- A S Wade
- \* J G Ward
- \* M L White
- \* C A Wise
- \* Mrs P A Wyeth

\*Present

### Officers Attending:

R Jackson, Miss G O'Rourke, A Rogers and Mrs R Rutins

### Apologies:

Cllrs Ms Ford, Mrs Jackman, Mrs Lovelace, Mrs Matcham and Wade.

**58 MINUTES****RESOLVED:**

That the minutes of the meeting held on 26 February 2018 be signed by the Chairman as a correct record.

**59 DECLARATIONS OF INTEREST**

No declarations of interest were made by any member.

**60 CHAIRMAN'S ANNOUNCEMENTS**

- The Chairman was sad to announce formally the death of Cllr Bob Wappet, who represented the Fawley, Blackfield & Langley Ward. Cllr Wappet was first elected to the Council in 2007 and had been a very active member, serving on the Audit, Appeals and Planning Committees as well as the Corporate, Environment and Housing Review Panels. He had been Chairman of the Appeals Committee and many of its Appeals Panels for many years, and was its current Vice-Chairman. He had also been the Vice-Chairman of the Housing Review Panel in 2010/11. In addition, he had represented the Council on the Hampshire Archives Trust.

Cllr Wappet had been unwell for some months prior to his death. On behalf of the Council, the Chairman extended condolences to his family. A private family funeral, followed by a commemorative service, would be held at All Saints Church, Fawley on Tuesday, 24 April at 12 noon.

Cllr Alvey paid tribute to Cllr Wappet, who had been Chairman of Fawley Parish Council for seven years. He had carried out his duties conscientiously and had always been helpful. Cllr Alvey expressed condolences to Cllr Wappet's family and said he would miss him and his advice and help.

Cllr Mrs McEvoy also paid tribute to Cllr Wappet. Cllr Wappet had been her long time friend and political partner. He had been kind and well liked, clever and knowledgeable and a great family man. The Council and the local area would be the poorer for his passing.

Cllr Harrison also paid tribute to the late Cllr Wappet and spoke of his commitment and experience, in particular for his work on Appeals Panels. He said he would be greatly missed.

The Council all stood for a minute as a mark of respect for the late Cllr Wappet.

- The Chairman welcomed Cllr Christine Hopkins, the newly elected member for the Milford Ward. The Chairman wished her well and hoped that she would find her new role interesting and enjoyable. Cllr Harrison echoed these comments.



- The Chairman reported that she had presented awards to a group of young adults with learning difficulties, who had attained a Citizens' Step Up Award. Each of them attended the Windward Day Service Centres at Netley Marsh, Ringwood, New Milton or Chandlers Ford.
- The Chairman's Charity Youth Concert by young musicians who were members of the Hampshire Youth Service had been held on 10 March, and had raised £812 for the Chairman's charities and £146 for the Brain Trust. The donation to the Brain Trust would be in the name of the late Cllr Sophie Beeton.
- The Chairman wished to congratulate staff and customers of the leisure centres for a recent fund raising "cyclathon" for Sports Relief, which had raised £3,667.
- The Chairman's Civic Service would be held on Sunday, 29 April at 3.00 p.m. at St. Thomas Church in Lymington. All members and their spouses or partners were invited to attend.

#### **61 LEADER'S ANNOUNCEMENTS**

The Leader announced the completed sale of the St. John's Street Car Park in Hythe to Lidl. He was also pleased to report the Council's success in securing a Government grant of £800,000 from Homes England for 20 affordable housing units at Stocklands, Calmore Drive, Totton.

#### **62 BY-ELECTION FOR MILFORD WARD - 5 APRIL 2018**

The Council received the report of the Returning Officer on the by-election held on 5 April 2018 to fill the vacancy for the Milford Ward was noted.

#### **63 REPORT OF AUDIT COMMITTEE**

Cllr O'Sullivan, Chairman of the Audit Committee, presented the report of the meeting held on 23 March 2018. On the motion that the report be received and the recommendations adopted, it was:

##### **RESOLVED:**

That the report be received and the recommendations be adopted.

#### **64 REPORT OF GENERAL PURPOSES & LICENSING COMMITTEE**

Cllr Clarke, Chairman of the General Purposes and Licensing Committee, presented the report of the meeting held on 9 March 2018. On the motion that the report be received and the recommendations adopted, it was:

##### **RESOLVED:**

That the report be received and the recommendations be adopted.

**65 REPORTS OF THE CABINET**

The Leader of the Council, as Chairman of the Cabinet, presented the reports of the meetings held on 7 March and 4 April 2018. The Leader reported that the last two Cabinet meetings had considered some important issues. The Financial Monitoring Report set out how the Council was living within its means and delivering on its plans. The Council continued to deliver efficiencies and savings, helping to meet financial challenges and protect those services most wanted by the community.

The Leader also referred to the Project Integra Action Plan, which concerned one of the Council's key services - waste collection. This was perhaps the most recognisable service, but often taken for granted, and, whilst the community valued the service provided, it was recognised that there were greater pressures to recycle more, whilst remaining efficient. The Council was working with other Hampshire councils to see how the service could be improved for the community in the future.

The Leader also referred to the Council's recent proposals for improved and enhanced working with the National Park Authority (NPA). The NPA had agreed to look at the issues in detail. Their response was expected in the summer and would be reported back to the Cabinet.

On the motion that the reports be received and the recommendations adopted, it was:

**RESOLVED:**

That the reports be received and the recommendations be adopted.

**66 REPORT OF THE OVERVIEW & SCRUTINY PANELS 2017/18**

The Council considered the report of the Overview & Scrutiny Panels for 2017/18.

**RESOLVED:**

That the report be received and noted.

**67 QUESTIONS UNDER STANDING ORDER 22**

There were none.

**68 QUESTIONS TO PORTFOLIO HOLDERS UNDER STANDING ORDER 22A****Question 1:**

From: Cllr D Harrison

To: Cllr Binns, Leisure and Wellbeing Portfolio Holder

"Will the Portfolio Holder ask a Panel or Task and Finish Group to carefully scrutinise the project to deliver the 'Eling Experience' in Totton, in particular to discover any lessons to be learned surrounding project management, given the two year delay and increased costs in completing things?"

**Answer:**

The Portfolio Holder replied that despite the complexities of a project involving an 18<sup>th</sup> Century Tide Mill, the scheme, which involved a £1.6 million investment from the Heritage Lottery Fund, had resulted in an excellent redevelopment. He said that he would not set up a Task and Finish Group and utilise any further resources to scrutinise the progress of the project. An externally appointed monitor had reviewed the progress and value for money of the project during regular formal meetings on behalf of the Heritage Lottery Fund. The redevelopment had proved more complex than had originally been anticipated, mainly due to the highly unusual nature of the tide mill, one of only two of its kind in the country, and its 2\* listing status.

Totton and Eling Town Council had been kept informed throughout the project and lessons had been learned from the process.

Cllr Binns was pleased that the Tide Mill and Visitor Centre was now open and would provide an excellent facility for the residents of Totton and Eling, as well as being a valuable tourist attraction. He did not feel that the overspend was disproportionate, given the circumstances.

In view of other more pressing issues, for example on housing and leisure, it was right that the Council should concentrate on current and future issues. Lessons had been learned and these would be applied.

**Question 2:**

From: Cllr D Tipp

To: Cllr Hoare, Environment and Regulatory Services Portfolio Holder

“Now that the data for the air quality monitoring work in Totton and along the A35 is complete, please will the Portfolio Holder given an update on this issues?”

**Answer:**

The Portfolio Holder said that all the air quality modelling had been completed and had been submitted in draft form to the Joint Air Quality Unit (JAQU), DEFRA and the DoT for comment. The project was being led by Southampton City Council to address the Southampton Air Quality Zone requirements. Currently the data from the modelling exercise was being checked by JAQU and the outline business case to be submitted at the end of May would be made public by Southampton and this Council prior to a consultation process.

Cllr Tipp asked a subsequent question about charges and sought assurances that residents travelling along the A35 would not be subject to any charge when the Clean Air Zone was implemented. In reply, the Portfolio Holder said that it was highly unlikely that there would be charges but the process was still at an early stage.

**69 ANNUAL MEETING - 14 MAY 2018 - CHANGE IN START TIME****RESOLVED:**

That the Annual Meeting of the Council on 14 May 2018 be changed from 6.30pm to 6.00pm.

**70 NOMINATIONS FOR THE OFFICES OF CHAIRMAN AND VICE-CHAIRMAN OF THE COUNCIL**

**RESOLVED:**

That Cllr M J Kendal be nominated as Chairman and Cllr A T Glass as Vice-Chairman of the Council for the following municipal year.

**71 MEMBERSHIP OF COMMITTEES AND PANELS**

**RESOLVED:**

- (a) That Cllr Miss Sevier be appointed to serve on the Audit Committee in place of former Cllr Wappet;
- (b) That Cllr Dow be appointed to serve on the Appeals Committee in place of former Cllr Wappet;
- (c) That Cllrs Mrs Hopkins and Mrs C V Ward be appointed to serve on the Planning Committee in place of Cllrs Thierry, Mrs Rostand and Wappet, leaving one vacancy on the Planning Committee.

CHAIRMAN

## REPORT OF CABINET

(Meeting held 2 May 2018)

### 1. DEMOCRATIC ARRANGEMENTS – OVERVIEW & SCRUTINY PANELS

The Cabinet has considered a report on changes to the structure of the Overview & Scrutiny Panels and is recommending the establishment of a new Panel, together with changes in the terms of reference of each.

The Cabinet's consideration arose from the fact that the Council has undergone much change in recent times as a result of the economic climate and increased responsibilities. A portfolio area which is currently facing major change is that responsible for housing and homelessness where significant new legislation has come into force. The Council has taken action to respond to these new challenges in various ways, and the Cabinet considers that a revised structure for the Overview & Scrutiny Panels would help ensure that there is sufficient capacity for members to engage in new policy initiatives as they are developed and to scrutinise delivery of the Council's services. Following deliberation, the Cabinet is of the view that a Panel dedicated solely to housing/homelessness issues is required to assist in meeting the Council's significant new responsibilities under Housing and Homelessness legislation.

Recommendations for a new structure for the Overview & Scrutiny Panels are set out below. These provide for the services falling within one or more Portfolios to be scrutinised by a single Review Panel. The Cabinet recognises that there will inevitably be occasions when decisions to be taken by the Council or the Cabinet affect matters being dealt with by more than one Portfolio Holder, but on these occasions, when input from Panels is required, joint meetings of the relevant Panels could be arranged. This happens now.

The Panels have traditionally met five times per year, with an additional annual meeting to elect the Chairman and the Vice-Chairman. In view of the proposed increase in the number of Panels, the Cabinet recommends that each Panel meets four, instead of five, times per year, in addition to the annual meeting. If the need arises, special meetings may be arranged.

At present only one Panel meets in the evenings. This restricts choice for members who are in employment and who find it difficult to attend meetings during the day. It is therefore recommended that two Panels, the proposed Housing Panel and the proposed Community & Leisure Panel, meet in the evenings, starting at 6.00 p.m. The Cabinet's recommendations for the dates and times of Panel meetings appear in the agendas for the annual meetings of each.

#### **RECOMMENDED:**

- (a) That an additional overview and scrutiny panel be introduced;**
- (b) That the panels be named as set out below; and that they have particular responsibility for the overview and scrutiny of the service areas attaching to the Portfolios shown:**

<b>O&amp;S Panel</b>	<b>Portfolio</b>	<b>Service responsibilities</b>
<b>Corporate</b>	<b>Leader (Cllr Barry Rickman)</b>	<b>Political Structures</b>
		<b>Employee Engagement</b>
		<b>Corporate Plan</b>
		<b>Staff Matters</b>
		<b>Organisational strategy</b>
		<b>Town &amp; Parish matters</b>
		<b>Emergency Planning</b>
	<b>Finance, Corporate Services &amp; Improvement (Cllr Jeremy Heron)</b>	<b>Medium Term Financial Plan</b>
		<b>Financial Services</b>
		<b>Business Rates &amp; Council Tax</b>
		<b>Housing Benefits</b>
		<b>ICT</b>
		<b>Legal Services</b>
		<b>Democratic Services</b>
		<b>Human Resources</b>
		<b>Performance &amp; risk management</b>
	<b>Local Economic Development, Business &amp; Innovation (Cllr Michael Harris)</b>	<b>Economic Development Strategy</b>
		<b>Business Engagement &amp; Growth</b>
		<b>New Forest Business Partnership</b>
		<b>Local Enterprise Partnerships</b>
		<b>Asset Management/Property Matters</b>
		<b>Smarter Working</b>
		<b>Collaboration &amp; Innovation</b>
<b>Community &amp; Leisure</b>	<b>Community Affairs (Cllr Diane Andrews)</b>	<b>Community Engagement</b>
		<b>Community Grants &amp; Support</b>
		<b>Customer Services</b>
		<b>Elections &amp; Electoral Registration</b>
		<b>Community Safety Partnership (Safer New Forest)</b>
		<b>CCTV</b>
		<b>Careline</b>
		<b>Communications</b>

<b>Community &amp; Leisure (cont)</b>	<b>Leisure &amp; Wellbeing (Cllr James Binns)</b>	<b>Health &amp; Leisure Centres</b>
		<b>Local Leisure, Arts &amp; Heritage</b>
		<b>Health &amp; Wellbeing Board</b>
		<b>Older Persons' Affairs</b>
		<b>Children &amp; Youth Affairs</b>
<b>Housing</b>	<b>Housing Services (Cllr Jill Cleary)</b>	<b>Housing Strategy (Local Housing Need)</b>
		<b>Council House Estate Management and Rent Accounting</b>
		<b>Council Housing Maintenance</b>
		<b>Homelessness</b>
<b>Environment &amp; Infrastructure</b>	<b>Environment &amp; Regulatory Affairs (Cllr Alison Hoare)</b>	<b>Refuse Collection &amp; Recycling</b>
		<b>Street Cleaning</b>
		<b>Abandoned Vehicles</b>
		<b>Environmental Health Services</b>
		<b>Coastal Protection &amp; Drainage Issues</b>
		<b>Grounds Maintenance Services</b>
		<b>Cemeteries</b>
		<b>Public Toilets</b>
		<b>Sustainability</b>
		<b>Improvement Grants &amp; Private Sector Housing</b>
	<b>Planning &amp; Infrastructure (Cllr Edward Heron)</b>	<b>Local Plan</b>
		<b>Development Control</b>
		<b>Building Control</b>
		<b>Listed Buildings &amp; Conservation</b>
		<b>Open Space Infrastructure</b>
		<b>Car Parking &amp; Traffic Management Matters</b>

- (c) *That each panel continues to comprise 10 members;*
- (d) *That the political proportionality be as set out in Item 10 of the agenda for the annual meeting of the Council on 14 May 2018;*

- (e) *That each panel meets four times per year, in January, March, June and September, with -*
- *An additional annual meeting to appoint the Chairman and the Vice-Chairman of the Panel; and*
  - *Special meetings as may be deemed necessary by the Chairman of that Panel.*

**COUNCILLOR B RICKMAN  
CHAIRMAN**