

# NOTICE OF MEETING

**Meeting:** CORPORATE OVERVIEW AND SCRUTINY PANEL

**Date and Time:** THURSDAY, 25 MAY 2017, AT 9.30 AM\*

**Place:** COMMITTEE ROOM 3.2, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - ask for Andy Rogers  
Email: [andy.rogers@nfdc.gov.uk](mailto:andy.rogers@nfdc.gov.uk)

## **PUBLIC PARTICIPATION:**

\*Members of the public may speak in accordance with the Council's public participation scheme:

- (a) immediately before the meeting starts, on items within the Panel's terms of reference which are not on the public agenda; and/or
  - (b) on individual items on the public agenda, when the Chairman calls that item.
- Speeches may not exceed three minutes. Anyone wishing to speak should contact the name and number shown above.

**Bob Jackson**  
Chief Executive

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

**This Agenda is also available on audio tape, in Braille, large print and digital format**

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# AGENDA

## **Apologies**

### **1. MINUTES**

To confirm the minutes of the meeting held on 16 March 2017 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. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. PROVISION OF BROADBAND IN THE NEW FOREST (Pages 1 - 2)**

To receive a progress report on the Hampshire Broadband Programme together with a presentation from Hampshire County Council and British Telecom representatives on developments.

**5. ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN REPORT 2016/17 (TO FOLLOW)**

To note the Annual Performance and Provisional Budget Outturn Report for 2016/17.

**6. KEY ACTIONS AND SERVICE REVIEW PROGRAMMES - FINAL UPDATE REPORT 2016/17 (Pages 3 - 4)**

To note the Key Actions and Service Review Programmes Final Update Report for 2016/17.

**7. DEMOCRATIC ENGAGEMENT (Pages 5 - 6)**

To consider a future project on democratic engagement including possibly appointing a Task and Finish Group.

**8. FILM NEW FOREST - PROGRESS UPDATE (Pages 7 - 10)**

To receive an update on progress with the Film New Forest Project.

**9. WORK PROGRAMME (Pages 11 - 14)**

- (a) To consider the Panel's future Work Programme, including any reviews of previous work undertaken; and
- (b) To receive any updates on Task and Finish Group work; and
- (c) To appoint members to the Citizens' Advice Bureau Task and Finish Group and agree the Terms of Reference; and
- (d) To agree arrangements for the Council Tax Reduction Task and Finish Group.
- (e) to agree arrangements for the Budget Task and Finish Group.

**10. PORTFOLIO HOLDERS' UPDATES**

An opportunity for the Portfolio Holders to provide an update to the Panel on any issues.

**11. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT**

To: **Councillors:**

M R Harris (Chairman)  
M A Steele (Vice-Chairman)  
A R Alvey  
W G Andrews  
M J Kendal

**Councillors:**

Mrs A E McEvoy  
A D O'Sullivan  
A K Penson  
D B Tipp  
C A Wise

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## CORPORATE OVERVIEW & SCRUTINY PANEL – 25 MAY 2017

### PROVISION OF BROADBAND IN THE NEW FOREST

#### 1. PURPOSE OF THIS REPORT

- 1.1 This report provides an outline update to the Hampshire Broadband Programme and supports the presentation to be given by Hampshire County Council (HCC) and BT at the meeting.

#### 2. BACKGROUND

- 2.1 The Hampshire Broadband Programme is part of the wider Broadband Delivery UK (BDUK) initiative overseen by the Department for Media, Culture and Sport. The current programme is targeting 95% of premises superfast connected throughout Hampshire continuing from the previous programme to connect 90% completed in 2016.
- 2.2 The current programme is being funded by HCC at a cost of £9.2m with no direct funds from New Forest District Council.

#### 3. BROADBAND SERVICE IMPROVEMENTS IN THE NEW FOREST

- 3.1 The broadband coverage for the New Forest broadly reflects the wider targets for Hampshire County with 90% delivered at the end of the previous programme and approximately 95% coverage scheduled to be delivered by the end of the current programme in 2018. Further progress beyond this has not been confirmed by government at this stage although an announcement is expected later this year.
- 3.2 By March 2017 a total of 109 cabinets had been made live in the New Forest, connecting a total of 23,050 homes.
- 3.3 Take-up of broadband services provided varies greatly throughout the New Forest from 96% in Marchwood Ward to just 16% in Ringwood South. Premises connected benefit the future delivery of service through clawback/gainshare allowing further funds to be made available for broadband delivery. It is therefore in the best interest of communities which are currently unconnected that take-up figures in connected area are higher.
- 3.4 Where there is no scheduled upgrade for upgraded service, some communities are now seeking to fund their own solutions privately. The most notable example of this is in Hyde and Ellingham where approximately £177,000 was raised within the local community to provide an improved service to 475 premises. This initiative was delivered with the (non-financial) support of New Forest District Council and led to the production of the Brand New Forest Broadband Toolkit. The offer to support any other community wishing to develop similar programme remains.
- 3.5 It is acknowledged that there has been delayed progress in delivering specific cabinets under the Hampshire scheme. This has often been owing to the protected landscapes which exist within the forest. Both Councillors and Officers have worked hard to unblock these difficulties allowing improved services to be delivered to a number of rural communities.

- 3.6 There is no provision at present to require new build premises to install superfast and/or fibre to the premises. Whilst this feasible, it could not be implemented until Local Plan 2 stage and is therefore not deliverable in the immediate future.

#### **4. ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this report

#### **5. EQUALITY AND DIVERSITY IMPLICATIONS**

There are no equality and diversity implications arising from this report.

#### **6. CRIME AND DISORDER IMPLICATIONS**

There are no existing crime and disorder implications arising from this report.

#### **7. FINANCIAL IMPLICATIONS**

There are no specific financial implications arising from this report. The resulting work can be undertaken using existing networks and resources with the Economic Development Team.

#### **8. CONCLUSIONS**

- 8.1 Broadband coverage for New Forest District is broadly on a par with the rest of Hampshire County in terms proportion of premises connected with superfast. Take-up of services provided varies greatly between areas within the district however.
- 8.2 Delivery of broadband improvements beyond the end of the existing programme remain unclear and as such there are currently no guarantees for those living in premises in the final 5%

#### **9. RECOMMENDATIONS**

- 9.1 That New Forest District Council continues to support the work of Hampshire County Council and BT is developing the broadband network throughout the New Forest.
- 9.2 Support should continue to be provided for communities who wish to design and deliver their own private broadband schemes.

#### **Further information:**

Matt Callaghan  
Economic Development Team Leader  
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## CORPORATE OVERVIEW & SCRUTINY PANEL – 25 MAY 2017

### KEY ACTIONS AND SERVICE REVIEW PROGRAMME – FINAL UPDATE REPORT 2016/17

#### 1. INTRODUCTION & PURPOSE

- 1.1 The corporate plan included a delivery plan which set out a number of key actions and reviews for 2016/17. This delivery plan was set out against the background of continued funding reductions.
- 1.2 This report provides a summary of the completed review for 2016/17. Ongoing and new reviews for 2017/18 will form part of the annual report and monitored thereafter.

#### 2. KEY DELIVERY ACTIONS AND SERVICE REVIEWS

- 2.1 The key delivery actions and service reviews completed for 2016/17 are:

- Supporting Local Business
- Tourism
- Procurement
- Environmental Health
- Community Safety
- Pest Control
- CCTV/Alarm Monitoring
- Health & Safety
- Crematorium
- Community Grants
- Digital Service Delivery
- Property Services

- 2.2 A clear focus of the reviews is continued financial responsibility with a view to easing funding pressures. The savings identified from completed reviews, which are annual and ongoing, amount to £519,500.

#### 3. FINANCIAL IMPLICATIONS

- 3.1 The savings have directly contributed to tackling the funding shortfall identified in the medium term financial plan. This figure is not reflective of all savings adjusted for in the 2017/18 base budgets, only those savings directly associated with the terms of the specific completed review.

#### 4. RECOMMENDATIONS

- 4.1 That the Corporate Overview and Scrutiny Panel note the updates contained within this report.

#### For Further Information Please Contact:

Rebecca Drummond  
Service Manager – Business Improvement  
and Customer Services  
Tel: 023 8028 5588  
E Mail: [rebecca.drummond@nfdc.gov.uk](mailto:rebecca.drummond@nfdc.gov.uk)

#### Background Papers

Key Action and Service Review Programme  
Report – EMT Nov 2016  
Our corporate plan 2016-2020 Delivery Plan  
Cabinet Report Feb 2016

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## CORPORATE OVERVIEW & SCRUTINY PANEL – 25 MAY 2017

### DEMOCRATIC ENGAGEMENT

#### 1. INTRODUCTION

- 1.1 Members will be aware that this Council has operated a Cabinet, or Executive, system of decision-making since 2001, as required then by the Local Government Act 2000. At that time, the Council's decision-making and scrutiny arrangements were considered in depth, with a cross-party working group reviewing, over a considerable period, a number of options for the revised democratic structure.
- 1.2 Since then, the Council has made changes in some areas, such as the number and terms of reference of the Scrutiny Panels, but there has been no fundamental examination or assessment of the overall decision-making structure. Members might therefore wish to undertake a review to test whether the decision-making structure remains appropriate and is providing meaningful engagement with residents to inform decision-making.
- 1.3 This report seeks the Panel's views on whether there is scope for improvement in the way the Council engages with communities and the extent to which residents are able to influence decisions. If so, the Panel is asked to consider whether to establish a Task & Finish Group to assess options for the way forward.

#### 2. BACKGROUND

- 2.1 At the time the Cabinet system of decision-making was introduced by this Council, it was compulsory for Councils with populations above 85,000 to operate Executive arrangements. This requirement was, however, repealed by the Localism Act 2011.

#### 3. DEMOCRATIC/COMMUNITY ENGAGEMENT

- 3.1 While the terms democratic and community engagement are probably self-explanatory, it is a fundamental principle of democracy that communities directly, or through meaningful representation, are involved in decisions that affect their lives. The Council has a number of measures in place through various consultation arrangements and, importantly, through opportunities for public participation at meetings, but it might be opportune to consider whether additional or revised practices could better inform decision-making.
- 3.2 It is suggested that improved arrangements should be aimed at making the decision-making process more accessible to local people, and have the effect of local communities feeling that their voices have been heard before decisions affecting them are taken.
- 3.3 As the Panel will know, an existing Electoral Review Task & Finish Group has been examining a possible reduction in the number of members on the Council. Work on that particular issue has been deferred until the preparation of the revised local plan is more advanced, to enable better projection of likely growth areas on which to base elector:member ratios. The work envisaged by the Task & Finish Group proposed in this report need not impinge on that of the Electoral Review Task & Finish Group.

#### **4. POSSIBLE TASK & FINISH GROUP – TERMS OF REFERENCE**

- 4.1 If the Panel wishes to establish a Task & Finish Group, the following terms of reference are suggested:

*To review the current decision-making arrangements (insofar as is permissible by law) to seek to improve community access to and involvement in the democratic process.*

#### **5. FINANCIAL IMPLICATIONS**

- 5.1 No direct financial implications, other than travel by members, are foreseen in establishing a Task & Finish Group. Those costs will be met from within existing budgets.

#### **6. CRIME & DISORDER, ENVIRONMENTAL AND EQUALITY & DIVERSITY IMPLICATIONS**

- 6.1 There are none.

#### **7. RECOMMENDATIONS**

- 7.1 That the Panel considers establishing a Task & Finish Group to examine possible revised democratic arrangements, with the terms of reference set out in paragraph 4.

#### **For further information contact:**

**Rosemary Rutins**  
**Service Manager, Democratic Services &**  
**Member Support**  
**023 8028 5588**  
**rosemary.rutins@nfdc.gov.uk**

#### **Background Papers:**

**None**

## CORPORATE OVERVIEW & SCRUTINY PANEL – 25 MAY 2017

### FILM: NEW FOREST – YEAR ONE PROGRESS REPORT

#### 1. PURPOSE OF THIS REPORT

- 1.1 This report seeks to highlight the progress of the Film: New Forest Project in its first year and look forward to the future development of the initiative based upon knowledge and experience gained within the initial 12 months.

#### 2. BACKGROUND

- 2.1 In April 2016 an agreement was made for New Forest District Council to form a four year partnership with Creative England to promote filming opportunities in the District. The agreement was signed at platinum level in year one dropping back down to gold in subsequent years allowing commitment to a promotional film during the course of the project.
- 2.2 The overriding objective of the initiative was to bring economic benefit through spend of productions when located here. A single feature film can spend £40,000 in a single day on local goods and services
- 2.3 Research shows that those working within 'Programming, Broadcast and Motion Picture' activities within the New Forest generate a low-end estimate of £6m (GVA) to the local economy. Known spend of film and television productions since the start of the project is estimated by Creative England to have generated £250,000 in local spend for New Forest businesses. This is considered a low estimate as it is based on the known productions and beyond this, unknown, unaccounted for spend will make this figure considerably higher.

#### 3. PROGRESS AND ACHIEVEMENTS IN YEAR 1

- 3.1 A wide range of activities have taken place within the first year of the agreement. These areas of work have primarily been aimed at raising the profile of the New Forest amongst industry professionals, creating a local network and ensuring that the permissions processes for those wishing to work in the New Forest are positive whilst respectful.
- 3.2 In July, a locations event was held at Appletree Court. The event was aimed at business and/or landowners who saw potential in making their premises available for filming of television or film productions. Those attending heard first-hand experience of the benefits and implications that allowing crew onto their premises can bring.
- 3.3 In October, a Crew Night attracted around 100 individuals to Balmer Lawn Hotel. This brought together local producers, location scouts and freelance professionals to network and make valuable contacts. The event also acted as the public launch of the Film New Forest project; receiving a positive response amongst those gathered.

- 3.4 Film: New Forest exhibited at the second Film Expo South event at the Ageas Bowl in Southampton. This regional event provided a platform to promote Film: New Forest to a wider audience for the first time with the focus being on the wide variety of filming locations which the New Forest can offer (“A million possibilities, in one unique location”). At the exhibition the official branding and supporting material were launched. Several valuable contacts were made and significant interest was taken in the New Forest project by those who visited the stand throughout the day.
- 3.5 Early in the project, it was identified that whilst there were a number of organisations and individuals with an interest in this sector but there was little joined up collaboration or communication between them. For this reason the Film: New Forest Steering Group was established. The group is seeking to ensure that those with an interest in this area (including Forestry Commission, National Park Authority and Film Makers) are communicating and working together; seeking to ensure that whilst the industry brings local benefit, it does so in respect of the local area and its residents.
- 3.6 To aid promotion of the New Forest and its diverse filming opportunities, a database of over 50 filming locations has been established. The majority of these have been professionally photographed by Creative England who maintain the database and utilise it accordingly when processing enquiries.
- 3.7 Over the winter months, a Skills Audit was carried out within the district. The objective of this was to understand the (freelance) skills available to productions wishing to work here, many of whom rely on freelance crew as opposed to bringing them on site.

#### **4.0 PLANNED DEVELOPMENTS FOR YEAR 2 AND BEYOND**

- 4.1 A further Crew Night will be held in the autumn to build the local network further. The interest at the inaugural Crew Night was significant but with the local network now significantly further established it will likely be a very popular event.
- 4.2 Under the agreement with Creative England, a short film promoting the benefits is to be produced. Plans for the production of this film are currently in the early stages and will progressed with the input from the aforementioned Film New Forest Steering Group.
- 4.3 Through work carried out in the first year of the project a number of locations where productions have taken place previously have been identified. Ideas around creating a Film New Forest Tour are being explored which could take in sites where major films and television shows have been shot. An exploratory tour has been diarised for June.
- 4.4 A high proportion of the enquiries received to Film New Forest are from students of local universities seeking permission to film their projects in the district. Whilst Film: New Forest is keen to encourage the development of these individuals, their requests often lack sufficient detail resulting in inefficient processes. Film: New Forest will work with local universities to ensure that such requests contain the appropriate information so that filming requests can be handled efficiently.

## **5. ENVIRONMENTAL IMPLICATIONS**

5.1 There are no environmental implications arising from this report

## **6. EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 There are no equality and diversity implications arising from this report.

## **7. CRIME AND DISORDER IMPLICATIONS**

7.1 There are no existing crime and disorder implications arising from this report.

## **8. FINANCIAL IMPLICATIONS**

8.1 The funding for year 2 (at the reduced gold level) will be funded corporately. Any additional spend, for example marketing materials, attendance at events will be met by Economic Development or Communications budgets accordingly.

## **9. CONCLUSIONS**

9.1 In its first year the Film: New Forest project has made significant progress. Of particular note are the connections made between stakeholders at the local level. These relationships have proved valuable and will be increasingly so moving forward.

9.2 The Film: New Forest branding is now established and becoming recognised amongst those within the industry. This will be further developed online and in print to promote the area to those wishing to work here.

## **10. RECOMMENDATIONS**

10.1 That support for the Film: New Forest project should be maintained in order that the progress made to date can be built upon and further sector related benefit can be brought to local businesses.

### **For Further Information Please Contact**

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Sara Hamilton, Communications Manager - 023 8028 5588  
E Mail: [sara.hamilton@nfdc.gov.uk](mailto:sara.hamilton@nfdc.gov.uk)

**Appendix 1 – Film:NewForest visuals**



**Fig 1. Logo and 'hello' branding created for the project**



**Fig 2. Attendance at Film Expo South exhibition**



**Fig 3. Locations meeting held in the first quarter of the partnership**



**Fig 4. Photo library of locations created**



**Fig 5. Website information for enquiries**



**Fig 6. Social media #FilmNewForest being used to increase awareness**

**WORK PROGRAMME 2017/18**

ITEM	OBJECTIVE	METHOD	TIMING	LEAD OFFICER
<b>SEPTEMBER 2017</b>				
Customer Services Review	Progress report	Officer report	21 September 2017	Rebecca Drummond
Financial Monitoring Report and Medium Term Financial Plan		Officer report	21 September 2017	Alan Bethune
Citizens' Advice Bureau (CAB)	To agree new management arrangements and related issues; including Grant	Task and Finish Group	September/November report to Panel	Ryan Stevens
Electoral Review	To consider whether the Council should request the LGBCE to undertake an electoral review	Task and Finish Group	Ongoing/Update in Autumn after Local Plan figures known	Rosemary Rutins
National Farmers Union Presentation on Agricultural Industry in the New Forest	To supplement and inform the Panel's Business Support Scrutiny Function	Presentation from National Farmers Union	21 September 2017	External
<b>NOVEMBER 2017</b>				
Financial Monitoring and Medium Term Financial Plan		Officer report	16 November 2017	Alan Bethune

**ITEMS BELOW NOT YET TIMETABLED OR ARE ONGOING**

<p>“Marine and Engineering”/Export of Goods and Services</p> <p>A high value sector which has a number of established and substantial businesses in the District. Explore ways to assist the sector and exports generally</p>	<p>To assist in the development of this and other sectors, encouraging co-operation and assisting with access to trade fairs</p>	<p>Report to Panel</p>	<p>Ongoing. May/September</p>	<p>Matt Callaghan</p>
<p>Property Investment Strategy</p>		<p>Task and Finish Group</p>	<p>Ongoing</p>	<p>Andrew Smith</p>
<p>Care Sector</p>	<p>Explore ways to assist the Sector</p>	<p>Officer Report in March 2017</p>	<p>Ongoing</p>	<p>Matt Callaghan</p>
<p>Council Tax Reduction Task and Finish Group</p>	<p>To review the Council Tax Reduction Scheme for persons on low income, and other exemptions.</p>	<p>Task and Finish Group</p>	<p>Report to Panel in Autumn</p>	<p>Ryan Stevens</p>
<p>Budget Task and Finish Group</p>	<p>To review the Council’s future Budget Strategy</p>	<p>Task and Finish Group</p>	<p>Report to Panel – January 2018</p>	<p>Rebecca Drummond/ Alan Bethune/ Andy Rogers</p>
<p>Democratic Engagement</p>	<p>To consider ways to enhance democratic engagement</p>	<p>Officer Report/Task and Finish Group</p>	<p>To be discussed at COSP in May 2017</p>	<p>Rosemary Rutins</p>



<p>“Regions”</p> <p>Continue engagement/ collaboration with HCC/LEPS or any other external public agency, including reference to the Hampshire-wide devolution proposal</p>	<p>To effectively facilitate good relationships with these agencies in order to produce beneficial outcomes in the District</p>	<p>Report documenting progress with LEPs and business portal.</p> <p>HCC element via Leader updates.</p>	<p>2017/18</p>	<p>TBC</p>
<p>Access to alternative funding sources for voluntary organisations and parish/town councils</p>	<p>To explore opportunities</p>	<p>Officer written report</p>	<p>2017/18 committee cycle</p>	<p>TBC</p>
<p>Devolution – Wider Hampshire</p>	<p>Monitor progress with regard to devolution</p>	<p>Regular update from Leader</p>	<p>At appropriate times</p>	<p>TBC</p>
<p>Universal Credit update</p>	<p>To be aware of issues arising</p>	<p>Regular update from Finance &amp; Efficiency Portfolio Holder</p>	<p>At appropriate times</p>	<p>TBC</p>
<p>Portfolio Holders’ Updates (Standing Item) Updates from Task and Finish Groups</p>				

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