



**New Forest**  
DISTRICT COUNCIL

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# Council Meeting Agenda

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**9 July 2018**



# SUMMONS

To All Members of the Council

You are hereby summoned to attend a meeting of the District Council to be held in the Council Chamber, Appletree Court, Lyndhurst on Monday, 9 July 2018, at 6.30 pm



**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** (Pages 1 - 6)

To confirm the minutes of the meeting held on 14 May 2018 and the special meeting held on 6 June 2018 as correct records.

**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. CHAIRMAN'S ANNOUNCEMENTS**

**4. LEADER'S ANNOUNCEMENTS**

**5. REPORT OF AUDIT COMMITTEE - ANNUAL REPORT 2017/18 (Pages 7 - 12)**

To consider the Audit Committee's Annual Report for 2017/18.

**6. REPORTS OF THE CABINET (Pages 13 - 14)**

To consider the reports of the Cabinet dated 2 May and 4 July 2018 (to follow).

**7. QUESTIONS**

Under Standing Order 22.

**8. QUESTIONS TO PORTFOLIO HOLDERS UNDER STANDING ORDER 22A**

To ask questions of Portfolio Holders. Questions received will be tabled at the meeting. (Members are reminded that questions must be submitted to the Chief Executive or to the Executive Head of Governance and Regulation by not later than noon on Friday, 6 July 2018.)

**9. MEETING DATES FOR THE 2019/20 MUNICIPAL YEAR**

**RECOMMENDED:**

That meetings be held on the following Mondays at 6.30pm:-

20 May 2019 (Annual meeting, already agreed)

8 July 2019

9 September 2019

14 October 2019

9 December 2019

24 February 2020

13 April 2020

18 May 2020 (Annual Meeting)

**10. MEMBERSHIP OF COMMITTEES AND PANELS**

To consider any changes to the membership of Committees or Panels that might be proposed by the political groups.

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

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# Agenda Item 1

14 MAY 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, 14 May 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
- \* Mrs M D Holding

### Councillors:

- \* Mrs C Hopkins
- \* 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 Clarke, Coombes, Ms Crisell, Frampton, O'Sullivan, Mrs Rostand, Miss Sevier and Thierry.

**1 MINUTES****RESOLVED:**

That the minutes of the meeting held on 16 April 2018 be signed by the Chairman as a correct record.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest made by any member in connection with an agenda item.

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

The Leader of the Council proposed that a vote of thanks be extended to the outgoing Chairman, Cllr Christine Ward, for the admirable way in which she had carried out the duties of the Chairman during the past year. Cllr Mrs Ward's year had focussed on various groups, including those involved in voluntary work, youth activities, music and the arts, and mental health. She had carried out her duties conscientiously and was always kind, calm and patient. The motion was seconded.

Other members spoke in support of the motion. They thanked Cllr Mrs Ward for her hard work, sincerity, enthusiasm, and passion in her role. She had acquitted herself extremely well as a charismatic and dedicated Chairman throughout a very busy year. They also paid tribute to her husband, Mr Derek Ward, who had supported her so well as consort.

**RESOLVED:**

That the thanks and best wishes of the Council be recorded and conveyed to Cllr Mrs Ward for her service during her term of office as Chairman.

**4 OUTGOING CHAIRMAN'S STATEMENT**

The Chairman thanked members for their kind words. She had thoroughly enjoyed her year as Chairman, and gave examples of the many worthwhile organisations and events with which she had been in contact. These included the Stanley's Own Scout Group, the Solent Scout Regatta at Blashford Lakes and the 17 Port and RLC Maritime Regiment. Her chosen charities had been It's Your Choice, a counselling and advice service for 12 to 25 year olds in the New Forest Area, and First Opportunities Pre-School for children with special needs. She had enjoyed her charity abseiling experience at the Spinnaker Tower, as well as her civic day. She thanked those staff and members who had supported her throughout the year, as well as her husband Derek.

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

Cllr Beck moved that Cllr Kendal be elected Chairman of the Council for the ensuing municipal year. The motion was seconded by Cllr Wise.

**RESOLVED:**

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

Cllr Kendal took the chair and signed the declaration of acceptance of office, which was formally witnessed by the Monitoring Officer. He was then invested with the Chain and Badge of Office.

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

The Chairman thanked members of the Council for electing him. He felt that his first duty was to ensure all members were treated fairly in Council debates.

He announced that his charity for the year was 'Oakhaven in Totton'.

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

It was moved by Cllr Harris and seconded by Cllr Mrs Carpenter that Cllr Glass be appointed Vice-Chairman of the Council for the ensuing municipal year.

**RESOLVED:**

That Cllr Glass 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.

**8 LEADER'S ANNOUNCEMENTS**

The Leader of the Council announced that there would be no changes in Cabinet Portfolios or Portfolio Holders. Cllr E Heron would remain Deputy Leader of the Council.

**9 REPORT OF THE CABINET DATED 2 MAY 2018 - ESTABLISHMENT OF ADDITIONAL OVERVIEW AND SCRUTINY PANEL AND CHANGES TO THE PANELS' TERMS OF REFERENCE**

The Leader of the Council presented the report of the Cabinet meeting held on 2 May 2018.

**RESOLVED:**

That the report be received and the recommendations adopted.

**10 ALLOCATION OF SEATS TO POLITICAL GROUPS**

**RESOLVED:**

That the allocation of seats to the political groups/Independent members, as set out in the report, be agreed.

11 **MEMBERSHIP OF COMMITTEES AND PANELS**

**RESOLVED:**

That the membership of the Community & Leisure and the Housing Overview & Scrutiny Panels be 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

CHAIRMAN



**6 JUNE 2018**

**NEW FOREST DISTRICT COUNCIL**

Minutes of a meeting of the New Forest District Council held in the Council Chamber, Appletree Court, Lyndhurst on Wednesday, 6 June 2018

\* Cllr M J Kendal (Chairman)

\* Cllr A T Glass (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  
\* L E Harris  
\* M R Harris  
D Harrison  
\* J D Heron  
\* E J Heron  
\* Mrs A J Hoare  
\* Mrs M D Holding  
\* Mrs C Hopkins

**Councillors:**

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  
\* Mrs C V Ward  
\* M L White  
\* C A Wise  
\* Mrs P A Wyeth

\*Present

**Officers Attending:**

R Jackson, Miss G O'Rourke, C Read, Mrs M Sandhu, A Bethune, D Brunton, Ms J Colclough, Miss J Debnam, Mrs L Evans, A Herring, Mrs S Hughes, P McGowan, R Payne, and M Williams

**Apologies:**

Apologies were received from Cllrs Britton, Mrs Crisell, Davis, Harrison, Mrs Lane, Lucas, Mrs Matcham, Olliff-Cooper, O'Sullivan, Puttock, Russell, Mrs McEvoy and Wade

**12 DECLARATIONS OF INTEREST**

Cllrs Kendal and White – minute 13

**13 REPORT OF THE CABINET**

Cllr Kendal disclosed a non-pecuniary interest in policies for Lymington that mentioned the Oakhaven Hospice, of which he was a Director. He concluded that there were no grounds under common law to prevent him from remaining in the meeting to speak and to vote.

Cllr White disclosed a common law interest on Policy SS6 relating to land south of Lymington on the grounds that he was a friend of the family that owned the site. He concluded that there were no grounds under common law to prevent him from speaking or voting on the local plan, but excluding Policy SS6.

The Leader of the Council, as Chairman of the Cabinet, presented the report of the meeting held on 6 June 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.

CHAIRMAN

## **AUDIT COMMITTEE ANNUAL REPORT - 2017/18**

### **PURPOSE OF THE REPORT**

The purpose of this report is to summarise the work carried out by the Audit Committee during 2017/18.

### **BACKGROUND**

The role of the Audit Committee is to provide assurance regarding best practice in the provision of effective corporate governance arrangements.

The Chartered Institute of Public Finance and Accountancy good practice advice recommends that an annual report is produced setting out the work the Audit Committee has undertaken during the preceding year.

### **MEMBERSHIP**

The Membership of the Panel is:

Cllr A D O'Sullivan (Chairman)  
Cllr J G Ward (Vice-Chairman)  
Cllr A R Alvey  
Cllr W G Andrews  
Cllr J D Heron  
Cllr Mrs E L Lane  
Cllr Ms A Sevier  
Cllr C A Wise

### **WHAT DOES THE AUDIT COMMITTEE DO?**

The terms of reference of the Audit Committee can be found in Annex 1 to Chapter 13 of the Council's constitution, and at the following link :

**<http://www.newforest.gov.uk/CHttpHandler.ashx?id=17902&p=0>**

Since the last annual report, the Committee has met on 4 occasions, in August 2017 and January, March and May 2018. In summary, the Committee's purview in the main includes the following main elements:

- **Annual Financial Report (Statement of Accounts)**
- **Governance Reports**
- **Internal and External audit activity**
- **Treasury Management**
- **Procurement**
- **Risk Management**
- **Counter Fraud**

## **HOW IS THE COMMITTEE SUPPORTED?**

### **INTERNAL AUDIT**

The Council's Internal Audit function is headed by Antony Harvey, Audit Group Manager representing the Southern Internal Audit Partnership. Until 31 March 2018, the in-house team provided audit services for partners including the New Forest National Park, two Town Councils and a management service to East Dorset and Christchurch Councils and Purbeck District Council.

Since then the Southern Internal Audit Partnership has taken over responsibility for the provision of internal audit for NFDC and NFNPA. The Audit Group Manager (acting as NFDC's Principal Auditor) reports to the Section 151 Officer and to the Chairman of the Audit Committee and he also has direct access to the Council's Monitoring Officer and the Chief Executive.

### **EXTERNAL AUDIT**

The External Audit Function is carried out by Ernst and Young, a multinational professional services firm. Mr Kevin Suter and Ms Emily Farley are the local Ernst and Young contacts.

## **ACTIVITY OVER THE PAST YEAR**

### **Annual Financial Report 2016/17 (Statement of Accounts)**

The Committee approved the Council's statutory annual financial report, which included six Statements of Account:

- (a) Comprehensive income and expenditure statement
- (b) Expenditure and Funding Analysis
- (c) Movement in Reserve Statement
- (d) Balance Sheet as of 31 March 2017
- (e) Collection Fund – Council Tax and Business Rates
- (f) Cash flow statement

The report also gave details of the general fund budget, capital programme reserve, net receipts from business rates and identified savings.

The Section 151 Officer considered that the accounts reflected that the Council was in a good financial position, and thanked members of his team for their hard work in the production of the report. The Committee also recorded their appreciation to the Council's finance and audit team members.

### **Draft Annual Financial Report 2017/18**

The Committee also approved the Council's draft unaudited six Statement of Account:

- (a) Comprehensive income and expenditure statement
- (b) Expenditure and Funding Analysis
- (c) Movement in Reserve Statement
- (d) Balance Sheet as of 31 March 2018
- (e) Collection Fund – Council Tax and Business Rates
- (f) Cash flow statement

The report also summarised the Council's financial position as at 31 March 2018.

### **Annual Governance Statement (AGS) 2016/17**

The Committee approved the Annual Governance Statement for 2016/17.

The Leader of the Council and the Head of Paid Service (the Chief Executive) were required to sign the AGS and be satisfied that the document was supported by reliable evidence. It was published with the statement of accounts and provided to the external auditor for review.

### **Draft Annual Governance Statement 2017/18**

The Committee also approved the Draft Annual Governance Statement for 2017/18.

### **Local Code of Good Governance Review – 2017/18**

The Committee received the Local Code of Good Governance Review report for 2017/18, prepared by the Council's Monitoring Officer and the Chief Finance Officer. The report reviewed the Council's compliance against the Code, which contained 7 core principles and concluded that the Council was able to have confidence in the effectiveness of its governance arrangements.

## **ASSURANCES**

To enable the Committee to agree the Statement of Accounts and the AGS (above), the following assurances were provided to the Committee during the year:

### **Assurances Provided by the Internal Auditor**

#### **Annual Internal Auditor's Opinion Report 2017/18**

The Committee received the Annual Internal Audit and Opinion report for 2017/18. This stated that the Council's framework of governance, risk management and management control was considered to be 'Reasonable' and audit testing had demonstrated controls to be working in practice. Where internal audit work identified areas where management controls could be improved or where systems and laid down procedures were not fully followed, appropriate corrective actions and a timescale for improvement were agreed with the responsible managers.

No significant issues requiring inclusion within the Annual Governance Statement were identified as a result of the internal audit activity.

#### **Progress Against the 2017/18 Internal Audit Plan**

The Committee noted regular progress reports against the Internal Audit Plan for 2017/18, and progress made against high priority audit recommendations.

#### **Internal Audit Charter, Assurance Framework and Internal Audit Plan 2018/19**

The Committee considered the proposed Internal Audit Plan for 2018/19, the aim of which was to provide independent and objective assurance to management in relation to the business activities, systems or processes under review that:

- The framework of internal control, risk management and governance was appropriate and operating effectively; and
- Risks to the achievement of the Council's objectives were identified, assessed and managed to a defined acceptable level

It was explained that, over a three year cycle, comprehensive audit coverage could be achieved using half the number of resource days than under previous arrangements, which the Internal Auditor felt was appropriate when compared with other partner authorities.

The Audit Group Manager felt that the District Council's Executive Management Team were very supportive and that good communications and relationships had already developed.

### **Assurances Provided by the External Auditor**

#### **Audit Results Report 2016/17 (External Auditor)**

The Committee has received the External Auditor's Results Report for 2016/17. The report summarised the findings from the 2016/17 Audit, which included:

- Areas of audit focus
- Audit differences
- Value for money
- Assessment of control environment
- Audit Certificate

The External Auditor was pleased to inform the Committee that they could give an unqualified opinion of the accounts and financial statements.

#### **External Auditor – Annual Audit Letter**

The Committee received a summary of the external auditor's audit letter from the year ended 31 March 2017. The report covered opinion on the Council's financial statements, use of resources, governance statement, and public interest report, all of which were concluded satisfactorily, with no weaknesses having been identified. The Committee thanked the officers for their efforts in producing this result.

### **Other Assurances**

The Committee received the following Treasury Management reports:

#### **Treasury Management Annual Out-turn Report 2017/18**

This report confirmed compliance with all treasury management activities, including the authorised investment and borrowing limits.

It was noted that there was a private member's bill progressing through parliament with the aim of restricting the acquisition of land and property by local authorities in England outside their own local authority boundaries, as well as limiting investment in commercial 'risk taking enterprises' and public borrowing for non-core activities. It was hoped that the bill would be modified in Parliament so that the more prudent authorities (such as NFDC) were not adversely affected. The Committee would be kept informed.

## **Treasury Management Mid Year Monitoring Report 2017/18**

This report detailed the economic background, the Borrowing Strategy, the Investment Strategy, as well as compliance with the Prudential and Treasury Management Indicators. Investments had been in line with the Treasury Management Strategy and there was no additional borrowing activity.

The Committee was informed that the European Union would be changing rules on how local authorities access regulated financial services through its Market in Financial Instruments Directive (MiFID II). This would affect how financial services firms classified/treated local authorities. Currently local authorities were classified as 'professional clients' but from January 2018, they would default to 'retail clients'.

In order to maintain the most favourable investment position possible, the Council had been advised by Hampshire County to opt up to professional client status. The Committee supported this view.

## **Treasury Management Strategy for 2018/19**

This report detailed the economic background, the Borrowing Strategy, Investment Strategy, as well as setting the Prudential and Treasury Management Indicators for 2018/19-2020/21.

## **Other (non Treasury Management) reports to the Committee included:-**

### **Final Accounts 2017/18 - Bad Debts Write Off**

The Committee noted a summary of the total bad debts written off during the financial year 2017/18.

### **Summary Strategic Risk Register**

The Committee reviewed the Strategic Risk Register and an update on the number and nature of insurance claims over the last five years, in order to assess the Council's overall performance in this area. The annual cost of insurance policies for 2017/18 was £638,399. EMT and service managers were under an obligation to consider any issues or changes that were likely to have a bearing on future arrangements, including alternative service delivery models, establishment of trading companies or any other major changes in the past twelve months or over the next twelve months. These would be notified to the insurers as part of the renewal.

NFDC's indemnity limit for both public and employer's liability currently stood at £25m with £40m being proposed.

The Strategic Risk Register summarised the most significant risks to the delivery of the Corporate Plan, and the proposed action to mitigate the risks.

### **Review of Financial Regulations**

The Committee agreed an update to the Council's Financial Regulations to reflect the current policy and practice adopted by the Council. The regulations are an essential point of reference for all service managers and form a mandatory framework for financial administration in New Forest District Council.

### **Contract Standing Orders Relating to Procurement Waivers**

The Committee noted a summary of procurement waivers approved in 2017/18.

### **Anti-Fraud, Bribery and Corruption Strategy**

The Committee has agreed the adoption of a new Anti-Fraud, Bribery and Corruption Strategy to take effect from 17 April 2018. The Committee also agreed a Whistleblowing Policy.

### **CONCLUSION**

In partnership with the External Auditors, and with the support of officers, the Audit Committee has concluded that it has provided robust and effective independent assurance on a wide range of risk and internal control issues, thereby making a valuable contribution to the Council's corporate governance arrangements.

The Committee members look forward to continuing their work with the support of officers and external partners.

**CLLR A D O'SULLIVAN**  
CHAIRMAN



## REPORT OF CABINET

(Meeting held on 2 May 2018)

### 1. DISCRETIONARY HOUSING PAYMENTS POLICY (MINUTE NO.88)

The Cabinet has adopted changes to the Council's Discretionary Housing Payments Policy to reflect changes in legislation, mainly relating to the introduction of Universal Credit. The Discretionary Payments Scheme is locally administered and is designed to help claimants on low incomes who have a shortfall between the amount of support they receive through Housing Benefit or Universal Credit and their actual rent, with that shortfall causing hardship. Government funding for the scheme has been reduced from £324,613 in 2017/18 to £278,541 in 2018/19. Last year all the funding was used, through 765 awards. Members have welcomed the help that is being given to the most vulnerable local residents in order to help them remain in their accommodation.

In future it has been agreed that an annual report will be submitted to the appropriate Overview and Scrutiny Panel on funding allocations, policy delivery and appeals.

### 2. INTERNET OF THINGS (MINUTE NO.89)

The Cabinet has agreed, in principle, to allow aerials to be placed on the Council's buildings to allow a local company to establish an "Internet of Things". The aerials are 60 cm tall, of narrow diameter, pole mounted with a base station. The aerials support a Low-Power Wide-Area Network for functions such as asset tracking, remote monitoring of utilities; and the monitoring of equipment used in supporting elderly or vulnerable adults in their homes. In addition to offering potential applications for the Council's business, this should provide an additional income stream.

The Cabinet is pleased to support a local business that has the potential to assist other businesses and service providers, to the benefit of local residents.

Further investigations will be carried out to ensure that appropriate safeguards are in place to protect the Council's interests. Subject to the satisfactory outcome of those investigations, the Service Manager, Estates and Valuation has been authorised to agree the suitability and location of the proposed sites, to secure all necessary authorisations and assessments, and to agree a 5 year licence to permit the installations in accordance with the terms set out in the report to the Cabinet (Report Item 6). All town and parish councils in the District will be told about this new potential resource and a progress report will be submitted to the Cabinet in 6 month's time.

**COUNCILLOR B RICKMAN  
CHAIRMAN**

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