



New Forest
DISTRICT COUNCIL

Council Meeting Agenda

15 October 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, 15 October 2018 at 6.30 pm



Bob Jackson
Chief Executive

Appletree Court, Lyndhurst, Hampshire. SO43 7PA
www.newforest.gov.uk

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

AGENDA

Apologies

1. MINUTES (Pages 1 - 6)

To confirm the minutes of the meeting held on 10 September 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. CHAIRMAN'S ANNOUNCEMENTS

4. LEADER'S ANNOUNCEMENTS

5. BY-ELECTION FOR DISTRICT COUNCIL'S PENNINGTON WARD - 13 SEPTEMBER 2018 (Pages 7 - 8)

To receive the report of the Returning Officer on the by-election held on 13 September 2018 to fill the vacancy for the Pennington ward.

6. REPORT OF GENERAL PURPOSES AND LICENSING COMMITTEE
(Pages 9 - 10)

To consider the report of the General Purposes & Licensing Committee dated 7 September 2018.

7. REPORT OF THE CABINET (Pages 11 - 14)

To consider the report of the Cabinet dated 3 October 2018.

8. QUESTIONS

Under Standing Order 22.

9. 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 no later than noon on Friday 12 October 2018.)

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

This page is intentionally left blank

10 SEPTEMBER 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, 10 September 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
* E J Heron
* J D Heron
* Mrs A J Hoare
* Mrs M D Holding

Councillors:

* Mrs C Hopkins
* Mrs E L Lane
* M Langdale
Mrs P J Lovelace
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
Mrs C V Ward
* J G Ward
M L White
* C A Wise
* Mrs P A Wyeth

*Present

Officers Attending:

R Jackson, Miss G O'Rourke, C Read, Mrs R Rutins, Mrs M Sandhu and Mrs K Wardle

Apologies

Cllrs Alvey, Mrs Bennison, Mrs Cerasoli, Coombes, Frampton, Mrs Matcham, Mrs Rostand, Mrs Ward and White.

24 MINUTES**RESOLVED:**

That the minutes of the meeting held on 9 July 2018 be signed by the Chairman as a correct record.

25 DECLARATIONS OF INTEREST

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

26 CHAIRMAN'S ANNOUNCEMENTS

- The Chairman announced with great sadness the death on Friday 7 September of Cllr Brian Lucas, who had represented the Totton Central Ward on the District Council since May 2007. He was also a member of Totton & Eling Town Council, to which he was also first elected in 2007. During his service on the District Council he was, at various times, a member of the Community Overview & Scrutiny Panel, the Crime and Disorder Review Panel, the Employment, Health & Wellbeing Review Panel and the Housing Review Panel.

The Chairman extended the Council's sincere sympathy to Cllr Lucas's wife Linda and their family on their loss.

Other members paid tribute to Cllr Lucas, saying that he had been a very good councillor and that he had been a pleasure to work with. They had been deeply saddened to hear of his death and would be sorely missed.

The Council stood as a mark of respect to the late Cllr Brian Lucas.

- The Chairman drew attention to the fact that a "Tommy" silhouette had been installed at the entrance to Appletree Court. The "Tommies" commemorated the centenary of the end of the first World War and those who lost their lives. They were part of the 'There But Not There' project. The Tommies were made by Royal British Legion Industries, by ex-Service Veterans employed by RBLI.
- The Chairman reported that it was #999 Day which celebrated the work of those who worked in the Emergency Services. The Emergency Services flag had been flown at Appletree Court to mark the day.
- The Chairman reported that he had attended a number of engagements, including -
 - Indian Army Obelisk memorial at Barton on Sea: The obelisk memorial remembered the soldiers from India in World War One and the time they had spent in New Milton.
 - Queen's Award for Voluntary Service presentation to Pondhead Conservation Trust. It was noted that the award was the equivalent of an MBE and was only granted to organisations run entirely by and with volunteers. The award was therefore very well deserved.
 - An exhibition at St Barbes Museum, Lymington, which had raised funds for Oakhaven.

- The Chairman reported that he would be holding a Charity dinner at Beaulieu Palace on 8 December. He encouraged Councillors to purchase a ticket for this festive event.

The Chairman celebrated the success of the recent television programme showing the four seasons of the New Forest. Cllr Sevier had made prominent appearances in this programme. The Chairman congratulated Cllr Sevier on the success of programme and said that he was very proud of her new-found fame and the Forest in general.

27 LEADER'S ANNOUNCEMENTS

The Leader presented a short video of the New Forest Show. He reported that one of the theme days at the show was 'prosperity', led by Matt Callaghan and the Economic Development Team, to showcase the support offered to the local economy. For the first time there had been a New Forest Business Partnership "business village" at the show. This demonstrated the Council's support to local business.

The Leader also reported an award received from the Federation of Small Business for the District Council's Film:NewForest project. The award was for the 'Most Innovative Small Business Friendly programme, campaign or project'. A key element of the project was to support local business by attracting film productions to the area. The Award was presented to Cllr Harris, Portfolio Holder for Local Economic Development, Property and Innovation, and Matt Callaghan and Becky Denby, of the Council's Economic Development Team, by Rob Dewing, Chairman of the New Forest Branch of the Federation of Small Business.

28 BY-ELECTION FOR DISTRICT COUNCIL'S FAWLEY, BLACKFIELD & LANGLEY WARD - 26 JULY 2018

The report of the Returning Officer on the by-election held on 26 July 2018 to fill the vacancy for the Fawley, Blackfield & Langley Ward, caused by the death of Cllr Bob Wappett, was noted. Cllr Mervyn Langdale had been elected.

29 REPORTS OF THE CABINET

The Leader of the Council, as Chairman of the Cabinet, presented the reports of the meetings held on 1 August and 5 September 2018.

RESOLVED:

That the reports be received and the recommendations be adopted.

30 QUESTIONS UNDER STANDING ORDER 22

There were none.

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

From Cllr David Harrison to Cllr Alison Hoare, Portfolio Holder for Environment and Regulatory Services:

"How many complaints has NFDC received relating to operations at Eling Wharf, Totton, since Associated British Ports took over ownership of the site and is this a significant increase over the situation beforehand?"

Answer

The Portfolio Holder reported that in 2015 and 2016 two complaints had been received relating to dust from Eling Wharf. The 2016 complaint had referred to the demolition of a building, by the previous land owner. Unfortunately the building had previously shielded local residents from operational noise. In 2017 two complaints had been received regarding noise from the site and these had been discussed with the previous land owner.

In 2018 to date, four complaints had been received, two related to noise, one to dust, and the final complaint to vehicles in Rumbridge Street. ABP had met officers on site, in an endeavour to resolve the issues and they were looking to relocate some of their tenants away from the residential area.

Question 2

From Cllr Mark Steele, to Cllr Jill Cleary Portfolio Holder for Housing Services:

"Can the Cabinet Member for Housing confirm how many of the households/families in B&B accommodation have now been offered alternative temporary accommodation since 1st April 2018 when the Homelessness Reduction Act came into force?"

Answer

The Portfolio Holder said that between 1 April to 31 August 2018, 74 households had been accommodated into emergency accommodation from a total of 909 approaches for assistance to the Housing Options Team. Through the team's positive work with these households, 39 had been moved on to suitable accommodation. On 31 August, 35 households remained in emergency accommodation, with alternative accommodation secured for 7 of these households. Plans to accommodate the remaining 28 were being worked through.

Officers were making great strides to prevent many more households from becoming homeless. The work of the Homelessness Task and Finish Group was proving invaluable, both in understanding the scale of the homeless situation in the Forest but also in coming up with measures to assist those most in housing need within our communities. Work was taking place on a Homelessness Strategy and a number of other initiatives were being considered to help homeless families find their feet again.

Question 3**From Cllr Steve Clarke to Cllr Diane Andrews, Portfolio Holder for Community Affairs**

“Following some anti-social activity around the recreation ground in my ward in New Milton, I reported that trees may have been affecting full efficiency and use of CCTV. Working with the Town Council and the CCTV control room, problems were identified, and the Town Council has now undertaken sympathetic tree management to resolve the problem. Would the portfolio holder consider the introduction of a simple reporting procedure to enable control room staff to inform towns and parishes when such problems are starting to arise so that early action can be taken to prevent this happening and ensure the efficiency of the system; and does she have any suggestions as to how our CCTV may become more effective?”

Answer

The Portfolio Holder reported that the control room staff did monitor issues with foliage obstructing cameras. The team had recently highlighted such issues in Totton by producing a real time disc. Letters had been sent to those responsible for the trees, namely, Hampshire County Council, the foliage team at NFDC and Asda. Trees changed throughout the year and were sometimes problematic for all CCTV systems.

A CCTV Partnership Agreement with Town and Parish Councils had been drafted and distributed. The agreement sought to encourage communication. It was hoped that Town and Parish Councils would continue to assist with any tree issues on their land. Regular meetings would be held with partners. Feedback received from New Milton Town Council on this issue had been very helpful, particularly the comments which concerned CCTV performance.

The Portfolio Holder invited Cllr Clarke to visit the control room which he accepted.

Cllr Clarke asked a supplementary question regarding progressing mobile CCTV and the flexibility it would bring for managing anti-social behaviour, litter, etc. The Portfolio Holder reported that the matter was proceeding and that appropriate systems were being explored. Providers had been approached, and it was clear that each provider offered different qualities and solutions. A decision would need to be taken regarding how best to streamline the deployment of CCTV cameras. The Community Overview and Scrutiny Panel would receive a report on the position and Cllr Andrews looked forward to a decision being taken.

32 MEMBERSHIP OF COMMITTEES AND PANELS**RESOLVED:**

- (a) That Cllr Thierry be appointed to serve on the General Purposes and Licensing Committee in place of former Cllr Mrs Jackman;
- (b) That Cllr Langdale be appointed to serve on the Planning Committee in place of former Cllr Mrs Jackman.

33 MEETING DATE FOR APRIL 2020 - CHANGE OF DATE

RESOLVED:

That the change of the meeting date from 13 April to 6 April 2020 be agreed.

CHAIRMAN

COUNCIL – 15 OCTOBER 2018

BY-ELECTION FOR DISTRICT COUNCIL'S PENNINGTON WARD – 13 SEPTEMBER 2018 – REPORT OF THE RETURNING OFFICER

1. An election to fill the vacancy in the Pennington Ward of the District Council, caused by the resignation of Cllr Penny Jackman was held on Thursday 13 September 2018. Four candidates were validly nominated for the election.

2. The following votes were cast:

Jack Davies (Liberal Democrats)	445
Andrew Gossage (Conservative)	497
Katriona Hart (Labour)	97
Edward Jearrad (Independent)	144

Cllr Andrew Gossage has therefore been declared duly elected a Councillor for the Pennington Ward of New Forest District Council.

3. The turnout was 24%.
4. Cllr Gossage has given notice that he has joined the Conservative Group on the Council. The political representation on the Council (taking into account the vacancy in the Totton Central Ward as a result of the death of Cllr Lucas) remains at:

Conservative	56
Liberal Democrat	2
Independent	<u>1</u>
	59

There is therefore no need to review the allocation of seats on Committees and Panels.

Further information:

Rosemary Rutins
Service Manager, Democratic Services &
Member Support
Tel: (023) 8028 5588
e-mail: rosemary.rutins@nfdc.gov.uk

Background Papers:

Published documents

This page is intentionally left blank

REPORT OF GENERAL PURPOSES AND LICENSING COMMITTEE

(Meeting held on 7 September 2018)

1. COMMUNITY GOVERNANCE REVIEW - NETLEY MARSH PARISH COUNCIL (MINUTE NO. 12)

The Committee has considered the request by Netley Marsh Parish Council to discontinue the two wards of the Parish Council, Netley Marsh North and Netley Marsh South.

Netley Marsh is a relatively small parish both geographically and in population terms, and it is unusual for a Parish of this size to be warded. The reasons why the parish was warded are uncertain, however the two wards have been in existence since at least 1992. Netley Marsh Parish Council considers the two wards unnecessary.

The Local Government and Public Involvement in Health Act 2007 enables a District Council to change a parish's warding arrangements by order, but only after undertaking a "community governance review". When undertaking a review, the District Council must have regard to guidance issued by the Secretary of State and the Electoral Commission, however, subject to that, it is up to the Council to decide how to undertake a review.

Two rounds of consultation have been carried out through the medium of a local newsletter, 'The Outlook', and on the New Forest District Council's website. Five residents of the parish made contact with officers following the second consultation and all expressed support for the idea of combining the two wards.

The Committee considers that the request by the Parish Council would result in "effective and convenient local government" and that combination of the two wards would reflect the interests and identities of the community.

RECOMMENDED:

That, as it is considered that discontinuing the two wards of the Parish Council would result in effective and convenient local government and that community governance in the area would reflect the interests and identities of the community:

- (i) final proposals to abolish the two wards of Netley Marsh Parish Council with effect from the next ordinary election of Councillors in May 2019 be published and that steps be taken to ensure that those who may have an interest are informed of them; and***
- (ii) following the steps in (i) above, a Reorganisation Order be made to give effect to the changes set out above.***

**CLLR S J CLARKE
CHAIRMAN**

This page is intentionally left blank

REPORT OF CABINET

(Meeting held on 3 October 2018)

1. REVIEW OF PARLIAMENTARY CONSTITUENCY BOUNDARIES (MINUTE NO 36)

The Boundary Commission are recommending that the Test Valley wards of Blackwater and Dun Valley should become part of the New Forest East constituency, while the Boldre & Sway ward would be transferred from New Forest East to New Forest West. This follows Parliament's decision to reduce the number of members of Parliament from 650 to 600, which means an increase in the number of constituents represented by each MP and in constituency size. The proposals will produce an electorate of 72,500 for New Forest East and 71,289 for New Forest West. Plans showing the existing and proposed ward boundaries were displayed at the Cabinet meeting.

Under the next and final stage of the review process the Government will introduce a Statutory Instrument to Parliament. It is not open to local authorities or individuals to make further representations to the Commission.

2. SMARTER WORKING – THE CASE FOR CHANGE (MINUTE NO 37)

The Cabinet has supported a strategic approach to the introduction of "Smarter Working", together with an implementation and budget plan for the period 2018 to 2021.

"Smarter Working" is considered to be essential for transforming and streamlining the Council to meet current financial pressures and to plan for the longer term. The strategic approach will be characterised by flexibility, with the processes that people are asked to work with continuously challenged to make sure they are fit for purpose. Performance management will in future focus on results and outcomes. It is important that the Council responds to the public's developing requirement to make contact with the Council through new technologies, such as smart phones. The importance of looking after customers who prefer to make face to face contact with the Council is however still recognised, and it is hoped some of the new systems will help to make the Council more responsive to those styles of contact as well.

It is expected that this approach will achieve greater productivity. The cost and environmental impact of work will be reduced as space is shared and used more intensively. This will accord staff more choice about when, where and how they work, supported and connected by effective and appropriate technology.

The business case in Section 4 of Report Item 4 to the Cabinet sets out the anticipated financial and non-financial benefits.

The programme for implementing change is set out in Section 5 of Report Item 4 to the Cabinet. This recognised the constraints that apply to the process, including budgets, limitations on the investment in IT and the availability and suitability of accommodation.

The budget investment plan is set out in Section 6 of Report Item 4 to the Cabinet. Effective use of new technologies, based upon the use of hybrid computers, is central

to “Smarter Working”. With the right technology choices staff will be able to work more effectively both in the office and away from it, using the internet, broadband and wireless communications to work at the most effective times and locations. The aim is also to create an attractive and inspiring working environment across the Council that supports the new work styles, increases the adaptability of space and enhances performance. In future there will be a mix of work and meeting spaces where work can be carried out.

Budget provision for “Smarter Working” has been included in the Council’s Medium Term Financial Plan capital programme for the period up to 2020/21 and totals £3.5 million over 3 years. The investment programme includes the replacement of the Meridio document filing system and the current telephone system with Office 365 and SharePoint for document management. The full implementation of Office 365 is estimated to cost £750,000 over the next 18 months, with an additional revenue cost of £200,000 per annum. A further £500,000 will be needed for the first stage of changes to accommodation at Appletree court, on the ground floor of the South Wing. Accordingly, the use of £1.25 million of the Smarter Working budget has been approved for these purposes.

3. REVIEW OF SERVICE LEVEL AGREEMENTS WITH THEN NATIONALPARK AUTHORITY RELATING TO THE PLANNING SERVICE (MINUTE NO. 38)

The Cabinet has agreed the mechanisms for the future efficient and cost-effective delivery of 5 of the District Council’s services areas that are currently provided by the National Park Authority under service level agreements. The majority of these agreements expire on 31 March 2019. Two of these services are core to the delivery of the planning function and the context within which they will be provided is changing as the Council’s new Local Plan introduces much higher levels of development that must be managed effectively to safeguard high quality environments. Currently, the separation of the sources of advice on trees and building conservation from the Council’s wider planning service is perceived to be hindering taking a joined up approach.

Having considered the options available, the Cabinet concluded that the tree and building conservation services should be brought back in-house, while new arrangements should be sought for the provision of the specialist ecological and archaeological services. The transfer of the tree and conservation function in-house will involve the TUPE transfer of staff.

With respect to the Ecology and Archaeology Services, it has been agreed that both Hampshire County Council and the New Forest National Park Authority should be invited to put forward proposals to this Council for the future provision of these services

The Council also subscribes to a People and Ranger service, provided by the National Park Authority, and funded from developers’ contributions to meet part of the Council’s obligations under the Conservation of Habitats and Species Regulations 2017 to mitigate the impact of recreational pressure on the New Forest Natura 2000 site. It has been agreed that the current arrangements with the National Park Authority should be extended until March 2021, pending a further review once there is greater clarity about the Government’s longer term intentions on this issue, in about 18 months’ time.

4. COMBINED FIRE AUTHORITY CONSULTATION (MINUTE NO. 39)

The Cabinet has agreed the response to be made in respect of the consultation by Hampshire Fire and Rescue and the Isle of Wight Council on the proposed creation of a combined fire authority for Hampshire, the Isle of Wight, Portsmouth and Southampton. All members of the Council and members of the public have been encouraged to respond to the consultation on an individual basis, and details of the routes through which responses can be submitted are set out in Report Item 6 to the Cabinet.

The rationale and background to the proposed new arrangements are set out in detail in Appendix 1 to Report Item 6 to the Cabinet.

This Council's response is as follows:

“That the District Council recognises the pressure on all public bodies to deliver services in the most efficient way, in the face of financial and other challenges. Having examined the proposals and the expected outcomes, the District Council supports them, whilst emphasising the need for a smooth transition, and for the local service to be protected so there is no detrimental effect on public safety.”

**COUNCILLOR B RICKMAN
CHAIRMAN**

This page is intentionally left blank