

## NOTICE OF MEETING

**Meeting:** COMMUNITY & LEISURE OVERVIEW AND SCRUTINY  
PANEL

**Date and Time:** TUESDAY, 19 JUNE 2018, AT 6.00 PM\*

**Place:** THE BRADBURY ROOM, APPLETREE COURT,  
LYNDHURST

**Telephone enquiries to:** Lyndhurst (023) 8028 5000  
023 8028 5588 - Ask for Jan Debnam  
Email: [jan.debnam@nfdc.gov.uk](mailto:jan.debnam@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 of the Community Overview and Scrutiny Panel held on 13 March 2018 and of this Panel held on 14 May 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. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. PORTFOLIO HOLDERS' REPORTS**

To receive an oral update from the Portfolio Holders for Community Affairs and Leisure and Wellbeing on developments within their Portfolio areas.

Please note – the responsibilities of each portfolio are as follows:

**Community Affairs**

Community Engagement  
Community Grants and Support  
Customer Services  
Elections and Electoral Registration  
Community Safety Partnership (Safer New Forest)  
CCTV  
Careline  
Communications

**Leisure and Wellbeing**

Health and Leisure Centres  
Local leisure, arts and heritage  
Health and Wellbeing Board  
Older Person's Affairs  
Children and Youth Matters

**5. HEALTH AND WELLBEING AGENDA**

To receive a presentation on the Council's activities on health and wellbeing.

**6. COMMUNITY SAFETY PARTNERSHIP (Pages 1 - 12)**

To receive an overview on the current activities of the Partnership and this Council's role within the Partnership. A copy of the current Partnership Plan is attached for information.

**7. CCTV**

To be advised of the background of the Council's CCTV system and to receive an update from the CCTV Task and Finish group on current thinking.

**8. CCTV AND COMMUNITY SAFETY PARTNERSHIP AGREEMENT (Pages 13 - 22)**

To consider the draft Partnership Agreement and to commend it to the Portfolio Holder for approval for consultation with the town and parish councils affected.

**9. ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN (Pages 23 - 40)**

To consider the annual performance of services under the purview of this Panel and the provisional budget outturn figures.

**10. COMMUNITY GRANTS (Pages 41 - 48)**

To consider the recommendations of the Community Grants Task and Finish Group.

**11. DIBDEN GOLF CENTRE**

To receive a briefing on the current situation.

**12. WORK PROGRAMME (Pages 49 - 50)**

To consider the Panel's future work programme and to make changes where necessary.

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

To:	Councillors	Councillors
	G R Blunden (Chairman)	I C Coombes
	Mrs F Carpenter (Vice-Chairman)	A H G Davis
	G C Beck	A D O'Sullivan
	D A Britton	D J Russell
	S J Clarke	M L White

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# Safer New Forest Partnership Plan 2018/19

The New Forest is one of the safest places in the UK to live in, work in and visit. The Safer New Forest Partnership is working to make it even safer.



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## **1 INTRODUCTION**

- 1.1** The Safer New Forest Partnership ('the Partnership') is required by law to make an annual Partnership Plan to set out a strategy for the reduction of re-offending and crime and disorder and combating substance misuse for the New Forest area.
- 1.2** This strategy will be implemented through an action plan (Appendix 1) devised by the Partnership to address key crime and disorder priorities for the area.
- 1.3** The Partnership Plan draws upon evidence contained within and is informed by the Safer New Forest Strategic Assessment 2017, which was approved in January 2017. That document provides a detailed analysis of crime in the New Forest area. The priorities included in this Plan have been identified following an examination of the Strategic Assessment.
- 1.4** The Partnership Plan (and associated action plan) will run from 1 April 2018 to 31 March 2019 and will be reviewed regularly by the Partnership during this time.

## **2 PRIORITIES**

- 2.1** The Partnership has identified the following priorities:
- 2.2**
  1. Children at risk
  2. Modern slavery and human trafficking
  3. Drug related harm
  4. Develop consistent recognition and access to support for victims of domestic abuse
- 2.3** For each priority a lead Partner(s) has been agreed by the Partnership. The lead partner has identified, in consultation with the Partnership, the actions which will be taken throughout the year to address the relevant priority, how the success of those actions will be measured and what resources will be required. This is set out in the Partnership's action plan.
- 2.4** Each lead partner will be responsible for developing more detailed targets and a strategy for the delivery of the actions throughout the year.
- 2.5** The progress that each lead partner is making on the action plan will be monitored by the Partnership throughout the year.
- 2.6** This Partnership Plan (including the action plan) is a living document and may be amended over the course of the year to reflect the ongoing work addressing the priorities.

### 3 COMMUNITY ENGAGEMENT

- 3.1 The Partnership is required to make arrangements for engagement with the local community.
- 3.2 The Partnership considers that the views of people and organisations living and working in the New Forest area are a vital source of information to assist with the delivery of its Partnership Plan. In particular, the Partnership has sought, and will continue to seek, to obtain views on the levels and patterns of re-offending, crime and disorder and substance misuse in the area and on the priorities for the Partnership in the future. In addition, the Partnership is always open to hearing of any ways local people feel they might be able to assist with reducing re-offending, crime and disorder and substance misuse in the area.
- 3.3 In order to achieve improved community engagement, the Partnership has established formal links with the New Forest District Association of Local Councils. The Association currently meets four times per year and representatives of the Partnership have been invited to address two of those meetings each year to ascertain the views of local representatives on crime and disorder concerns and priorities in their areas. Representatives of the local councils were invited to attend the September meeting of the Partnership to bring forward information and concerns. In addition to providing valuable input into decision-making on priorities for the coming year, the Partnership found the opportunity to engage with local community leaders extremely useful in the wider context of crime and fear of crime.
- 3.4 The Partnership also has a website which can be accessed by members of the public. <http://www.safer.newforest.gov.uk/15868> .
- 3.5 Members of the public who wish to provide comments on the Partnership Plan generally, wish the Partnership to consider their views on patterns and levels of reoffending, crime and disorder and substance misuse in the New Forest area, or consider that they may be able to assist with the delivery of this Partnership Plan, may contact the Partnership in the following ways:

By emailing: [safernewforest@nfdc.gov.uk](mailto:safernewforest@nfdc.gov.uk)

By telephoning: 02380 285438

Or writing to: Safer New Forest, New Forest District Council, Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA.



## 4 PUBLISHING

- 4.1 Both the Safer New Forest Strategic Assessment 2017 and this Safer New Forest Partnership Plan 2018/2019 will be published on the Safer New Forest website.

## 5 2017/2018 PRIORTIES

- 5.1 In 2017, the Partnership identified the priorities for the 2017/2018 Partnership Plan as follows:

- 5.2
1. Tackle the cause and effects of anti-social behaviour
  2. Tackle the causal effects of offending behaviour and reoffending with a focus on violent crime
  3. Continue to support the partnership and community in preventing arson related incidents
  4. Support victims of domestic abuse
  5. Promote road safety with an emphasis on killed and serious injury
  6. Reducing rural crime

- 5.3 The above listed priorities, although they do not form part of the Strategic Partnership Plan for 2018/2019 they will continue to be “business as usual” and are still being supported and maintained by their lead workers and agencies. The objectives of these will continue to be driven and supported by the partnership and lead members will update the Safer New Forest Strategy and Delivery Group of any emerging developments.

- 5.4 The chart below demonstrates the operational forums to support this year’s priorities. Each forum will oversee an individual priority of the 2018/19 plan. With the participation and assistance of core partners from statutory and non-statutory providers who will develop and implement the priorities to achieve their objectives. The lead officer will provide regular updates to the partnership through participation and attendance at the Safer New Forest Strategy and Delivery Group each quarter.



## Safer New Forest Partnership Plan 2018/2019 – Action Plan

	Priority area	Lead Forum	Action		Measurement of Action	Resource Allocation
<b>1</b>	Children at Risk	Supporting Families/ Children & Young People Group	1.1	Safer New Forest Strategy & Delivery Group members to ensure employees within their respective agencies utilise the virtual college network as funded by the Hampshire Safeguarding Children’s Board (HSCB) with a particular focus on: Identifying, responding to and referring children at risk of harm to appropriate services. i.e. child sexual exploitation.	Training records evidencing that training is up to date and an increase in reporting and access to support services.	Resource material available through the HSCB funded virtual college.
			1.2	To raise awareness of increased risk of harm and exploitation of young people through the medium of digital and online technology.	Access support services.  Reporting and recording through reported offences.	<ul style="list-style-type: none"> <li>• Supporting New Forest Families and Children &amp; Young People Group</li> <li>• Commissioning of the Star project for targeted delivery at youth group facilities</li> </ul>

	Priority area	Lead Forum	Action	Measurement of Action	Resource Allocation
					<ul style="list-style-type: none"> <li>• Head Teachers Network</li> <li>• Safe4Me school programme educational material</li> <li>• The participation of partners from New Forest Association of Local Councils</li> <li>• It's Your Choice targeted Youth Support service</li> <li>• Early Help Hub</li> <li>• Willow Team</li> </ul>
			<p>1.3 Supporting New Forest Families &amp; Children and Young People Group to drive opportunities in identifying and minimising harm to young people who are at risk of:</p> <ul style="list-style-type: none"> <li>• criminal behaviour/exploitation</li> <li>• sexual exploitation</li> <li>• substance misuse/abuse</li> </ul>	<p>Identification resulting in increased access to Supporting New Forest Families Programme &amp; Early Help Hub Nominations with a focus on eligibility criteria consisting of:</p> <ul style="list-style-type: none"> <li>• criminal behaviour/exploitation</li> <li>• sexual exploitation</li> <li>• substance misuse/abuse</li> <li>• Improved use of</li> </ul>	<p>Supporting New Forest Families and Children and Young People Group.</p> <p>Access to funds for targeted work through the: Safer New Forest Strategic &amp; Delivery Group Supporting New forest Families fund.</p>

	Priority area	Lead Forum		Action	Measurement of Action	Resource Allocation
					documented safety planning when formulating supporting family plans.	
			1.4	<p>Safer New Forest Strategy &amp; Delivery Group and Supporting New Forest Families Programme to develop and facilitate a district wide conference.</p> <p>The focus of which is to:</p> <ul style="list-style-type: none"> <li>• Provide practitioner based workshops raising awareness and understanding of all forms of risk and harm to children.</li> <li>• Create a greater understanding of the needs within the community and resources available.</li> </ul>	<p>Attendance and participation by staff of Safer New Forest Strategy and Delivery Group</p> <p>Participation of colleagues from education, Third sector and drug and alcohol services</p> <p>Improved networking and access to support services post conference.</p> <p>Increase in understanding and earlier awareness of children/young people at risk.</p>	Funding available through the Supporting New forest Families and the Safer new forest Strategy and Delivery Group.
2	Modern Slavery & Human Trafficking	Modern Slavery Partnership with representation from Hampshire	2.1	Safer New Forest Strategy & Delivery Group members to raise public and professional awareness and understanding of Modern Slavery &	<p>Through positive engagement with support services.</p> <p>Confidence in identifying and</p>	The lead partner will represent the Safer New Forest Strategy & Delivery Group at the Hampshire County Council Modern Slavery

	Priority area	Lead Forum		Action	Measurement of Action	Resource Allocation
		Fire & Rescue Steve Ash, New Forest Group Commander		Human Trafficking through; <ul style="list-style-type: none"> <li>• Consistent training across agencies</li> <li>• Awareness of signposting and referral mechanisms</li> <li>• Joint public communications and publications across all services.</li> </ul>	signposting to support services through local and national referral mechanisms. The New Forest to be a hostile environment to facilitators of Modern Slavery through increased awareness, identification and improved reporting.	Partnership to enable communication, awareness and training.
			2.2	Safer New Forest Strategy & Delivery Group Partnership to be represented and a participant of the Hampshire Modern Slavery Partnership.	Active participation and representation.  Greater understanding of local and national emerging trends to support the local delivery.	Steve Ash, Group Commander Hampshire Fire and Rescue.
3	Drug & Alcohol Related Harm	Community Tactical Planning Meeting (CTPM) chaired by  Rob Mitchell, Chief Inspector Hampshire Constabulary	3.1	Safer New Forest Strategy & Delivery Group to raise awareness of drug and alcohol harm through the Schools network increasing access to support services.	Active participation of all New Forest educational establishments.  Increase access to support services and identification of unmet needs.  Reduction in children at risk of harm through substance misuse.	<ul style="list-style-type: none"> <li>• Head Teachers Network</li> <li>• Safe4Me school programme educational material</li> <li>• It's Your Choice targeted Youth Support service</li> </ul>

	Priority area	Lead Forum		Action	Measurement of Action	Resource Allocation
			3.2	Create pathway for partners to share intelligence with the aim of reducing drug related harm through the development of the Community Tactical Planning Meeting (CTPM).	<p>Participation of partner within the CTPM.</p> <p>Improved intelligence and risk reduction through effective partnership.</p> <p>Actionable activities targeted towards the disruption drug supply within local communities.</p> <p>Identification and support to those at risk of drug and alcohol related harm</p>	Chief Insp Rob Mitchell with the participation of strategic partners
4	Develop consistent recognition and access to support for victims of domestic abuse	Domestic Abuse Forum	4.1	<p>Safer New Forest Strategy &amp; Delivery Group and Supporting New Forest Families Programme to develop and facilitate a district wide conference for public facing agencies. The aim is to support and enhance individual agencies strategies in understanding and responding to risk and harm. The focus of which is to:</p> <ul style="list-style-type: none"> <li>• Provide practitioner based workshops raising awareness and</li> </ul>	<p>Increase in accessing support services through sign posting and raising awareness.</p> <p>Increase in earlier awareness through recognition and understanding of pathways to accessing support.</p> <p>Increase in nominations to supportive and protective forums i.e. Early Help Hub,</p>	<ul style="list-style-type: none"> <li>• Domestic Abuse Forum.</li> <li>• Access to funds for targeted work through the: Safer New Forest Strategic &amp; Delivery Group and Supporting New Forest Families fund.</li> <li>• Break 4 Change</li> </ul>

	Priority area	Lead Forum	Action	Measurement of Action	Resource Allocation
			<p>understanding of all forms of risk and harm to children through Domestic Abuse, Substance misuse and Child Sexual Exploitation.</p> <ul style="list-style-type: none"> <li>• Create a greater understanding of the needs of the community, resources available and improved partnership working ensuring access to support services for people at risk.</li> <li>• Develop awareness, understanding and recognition of Adolescent to Parent Violence &amp; Abuse (APVA)</li> <li>• Raise awareness and identify problem profiles for scope and opportunities to encourage reporting</li> <li>• Identify suitable front line staff to receive Break 4 Change training to cascade across the district area.</li> </ul>	<p>Supporting Families and Multi-Agency Risk Assessment Conference (MARAC)</p> <p>Increase in protective services/measures inclusive of safety planning.</p> <p>Reduction of risk through safety planning.</p>	

	Priority area	Lead Forum	Action	Measurement of Action	Resource Allocation
			<p>4.2 Develop and implement a bespoke New Forest Domestic Abuse Perpetrator Programme through the Domestic Abuse Forum partnership.</p> <p>The aim of which is to have an accessible programme for participation and intervention before criminal justice intervention.</p>	<p>Measurement of identified risk pre and post course participation</p> <p>Reduction in Police &amp; Criminal justice intervention</p> <p>Reduction in risk through safety planning and participation with support services.</p>	<ul style="list-style-type: none"> <li>• Domestic Abuse Forum Partnership</li> <li>• Externalised funds through the Supporting New Forest Families Programme and Safer New Forest Strategy and Delivery Group.</li> </ul>



## COMMUNITY AND LEISURE OVERVIEW AND SCRUTINY PANEL – TUESDAY 19TH JUNE 2018

### CCTV AND COMMUNITY SAFETY PARTNERSHIP AGREEMENT

#### 1. INTRODUCTION

- 1.1 Community Safety refers to the protection of local communities from the threat and consequence of criminal and anti-social behaviour by achieving reductions in relation to both crime and the fear of crime. This is a statutory function under the Crime and Disorder Act 1998, an additional obligation is also placed by Section 17 of the Act, which directs that we must have community safety embedded into our planning, our policy and our operational day-to-day activity.
- 1.2 There are various roles that statutory partners play in delivering 'safer communities' within the New Forest area. Since 2002, New Forest District Council has contributed to Community Safety through the delivery of a CCTV Service, which has received financial contributions from those Town/Parish Councils directly benefitting from the presence of CCTV Cameras. These Towns are the most populated in the New Forest and include Hythe, Ringwood, Totton, Lymington, Lyndhurst and New Milton.
- 1.3 The financial contributions made by the Town & Parish Councils are a long standing arrangement and not captured by way of formal agreements, although previously a Service Level Agreement has existed.
- 1.4 There is a strategy in place for the delivery of Community Safety objectives and there is a clear need to align CCTV within this approach, recognising the financial contributions of the Town/Parish Councils as a contribution in itself towards Community Safety in the New Forest

#### 2. BACKGROUND AND ISSUES FOR CONSIDERATION

- 2.1 The Safer New Forest Strategy and Delivery Group is created in accordance with the Crime and Disorder Act 1998. The partnership comprises representatives from statutory responsible bodies including both the Police and the Local Authority.
- 2.2 Subsequently Town & Parish Councils, NFDC and Hampshire Police all have a 'Community Safety' responsibility along with being key stakeholders in CCTV Service delivery. Since the CCTV system was introduced, each partner has seen the benefits for their communities and shown commitment to CCTV as a significant collaborative aid in preventing and detecting crime
- 2.3 The key stakeholders described above each directly contribute to this approach in the following way:
  - NFDC operates and contributes significantly to the CCTV service with support from Town & Parish councils through financial contributions towards the maintenance and transmission of cameras in their area.
  - Hampshire Police provide resources (policing)
- 2.4 Following the completion of a CCTV Task and Finish Group in 2016, it was recommended 'That Officers undertake discussions / negotiations with individual Town and Parish Council's to ascertain their commitment to CCTV provision within their area and their future contributions towards the system.'

- 2.5 All Town and Parish Councils support the continuation of CCTV in their areas
- 2.6 Responsibility for the provision of CCTV throughout the district now rests with the Portfolio Holder for Communities who, in response to the recommendation from the Budget Task & Finish Group agreed to review the benefits of CCTV moving forward. Subsequent discussions and findings concluded that CCTV has a positive impact to the residents and visitors alike through prevention and detection of crime and the decrease in fear of crime from the presence of a 24 hour operational service. This significantly contributes to the Council's Community Safety objectives, fulfilling its responsibilities under the Crime and Disorder Act 1998.
- 2.7 However, it was also concluded that a Service Level Agreement was not the appropriate mechanism to the partnership that was effectively in place between the District Council, the Police and the Town and Parish Council's in contributing to Community Safety through CCTV
- 2.8 Wider district benefits were also supported through the use of re-deployable CCTV cameras to allow a time limited response to particular issues in highlighted areas. There are opportunities to work in partnership with all towns and parishes over the funding and logistical arrangements for re-deployable cameras in the future.

### **3. PROPOSALS**

- 3.1 A draft 'Partnership Agreement' **Appendix A** has been produced to agree approaches to Community Safety through the use of CCTV. This will be sent out to Town & Parish Councils to replace the draft SLA. The agreement will also include Hampshire Police, with the Chief Inspector positive with this approach.
- 3.2 NFDC Officers will also seek to attend a future NFALC meeting to inform all Town & Parish Councils of the CCTV Service, its benefits and future opportunities through the use of re-deployable cameras.

### **4. FINANCIAL IMPLICATIONS**

- 4.1 The financial contributions from Town & Parish Councils towards CCTV amount to just over £40K per annum.

### **5. CRIME & DISORDER IMPLICATIONS**

- 5.1 A Partnership Agreement would capture the contributions of each key CCTV Stakeholder towards the service and therefore a commitment in preventing and detecting crime in the New Forest area.
- 5.2 Clear roles and responsibilities defined in the partnership agreement ensure both collaboration and clarity

### **6. ENVIRONMENTAL or EQUALITY & DIVERSITY IMPLICATIONS**

- 6.1 None to note

## 7. RECOMMENDATIONS

**It is recommended that the Community and Leisure Overview and Scrutiny Panel:**

- 7.1 Commend the draft 'Partnership Agreement', as attached as Appendix 1 to this report, to the Portfolio Holder for Community Affairs for approval for consultation with the relevant Town and Parish Councils

**For further information contact:**

**Background Papers: None**

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Name of Partnership

New Forest CCTV Partnership

## 1. Details of partners

- *New Forest District Council*
- *Hampshire Constabulary*
- *Town / Parish Council*

## 2. Context

Town & Parish Councils, NFDC and Hampshire Police all have a 'Community Safety' responsibility along with being key stakeholders in CCTV Service delivery. Since the CCTV system was introduced, each partner has seen the benefits for their communities and shown commitment to CCTV as a significant collaborative aid in preventing and detecting crime

### 2.1 Purpose

This partnership is set up to acknowledge the individual contributions of Partners towards Public Space CCTV in the New Forest area, providing a clear understanding of roles and responsibilities, communication and alignment with overarching Community Safety responsibilities.

### 2.2 Objectives

The objectives of the New Forest District Council CCTV System (recognised by partners) as determined by the New Forest Community Safety Partnership which forms the lawful basis for the processing of data are:-

- To help reduce the fear of crime.
- To help deter crime.
- To help detect crime and provide evidential material for court proceedings.
- To assist in the overall management of Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst
- To enhance community safety, assist in developing the economic well-being of the New Forest area and encourage greater use of the Town Centres, shops, car parks, and community and tourist facilities.



Town / Parish  
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here



- To assist the Local Authority in its enforcement and regulatory functions within Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst.
- To assist in Traffic Management.
- To assist in supporting civil proceedings - which will help detect crime.
- To reduce incidents of public disorder and anti-social behaviour.

### 2.3 Background

Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities, which include Town and Parish Councils, have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area. The Act also introduced a partnership approach to local crime reduction and platforms should be established to ensure local issues are not ignored.

The already established 'Safer New Forest Partnership' brings together partners in accordance with the Act, with an annual Strategic Plan directing focus yearly on clear objectives.

Since 2002, Public Space CCTV has been in operation, funded by New Forest District Council with contributions made from those Town and Parish Councils who directly benefit from it. The CCTV system continues to meet the objectives for which it was installed, as clarified in regular Privacy Impact Assessments and incident statistics.

The presence of Public Space CCTV should be recognised as a partnership approach to tackling Crime and Disorder in the New Forest. This agreement serves to document this approach and provide additional clarity aiming to improve the effectiveness of the partnership.

## 3. Period covered

This agreement commences on *1<sup>st</sup> September 2018* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6. A review of this agreement will take place at each CCTV Partnership meeting.

## 4. Relationships

### 4.1 Principles of partnership

All members are expected to agree to our principles of partnership. These are set out at Annex A.

### 4.2 Membership

The partnership consists of the organisations listed above under *details of partners*.



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### 4.3 Communications

The CCTV partnership will formally convene on a Bi-Annual basis and this meeting will be chaired by New Forest District Council. Monthly statistic reports will be sent out by New Forest District Council summarising the performance of the CCTV cameras in each location.

## 5. Membership roles and responsibilities

### 5.1 Individual Partner Responsibilities

<b>Partner: New Forest District Council</b>
Delivery of a 24 hour Public Space CCTV Service to include staffing, operation and maintenance of the control room and the network of cameras around the district.  Produce statistics on a monthly basis relating to the performance of each camera and incidents recorded for each Town/Parish

<b>Partner: Hampshire Constabulary</b>
To provide resources, by way of a Policing response to crime in the New Forest area. This includes a response if deemed appropriate to incidents monitored on the NFDC CCTV System.

<b>Partner: Town and Parish Councils</b>
To financially contribute towards the operation of the CCTV Service as part of the local Community Safety strategy.



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## 5.2 Collective Partner Responsibilities

Each partner will collectively deliver the services as set out in Annex B

## 5.3 Attendance at partnership meetings & sub groups

All partners are expected to attend partnership meetings (or an update in their absence) and where possible send the same representative each time to ensure continuity

# 6 Financial arrangements

## 6.1 Details of funding

NFDC will operate the CCTV system, Town and Parish Councils will agree to an annual contribution per camera towards transmission and maintenance of cameras in their area to be agreed annually between partners.

Signed on behalf of:

New Forest District Council

Town/Parish Council

Hampshire Police

.....  
Cllr Diane Andrews

.....  
Town /Parish Clerk/Chairman

.....  
CI Robert Mitchell  
(New Forest Commander)



Town / Parish  
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here





## **Partnership Guiding Principles**

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

### *Openness and transparency*

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

### *Sharing good and best practice*

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

### *Commitment to high standards and continuous quality improvement*

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards

### *Operate sound business practices.*

Partners will work as a collective, ensuring efficiency in our shared service delivery, using best practice to meet our Community Safety responsibilities. Partners will maintain appropriate records in accordance with General Data Protection Regulations 2018 and the Data Protection Act 2018.

### *Commitment to flexibility*

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.

## Collective Partner Responsibilities

### Partners will meet their Section 17 (Crime and Disorder Act 1998) objectives through the below actions

- B1. The Partnership will adopt a cohesive approach to the investigation of ASB in areas covered by CCTV. The CCTV and Community Alarms management team will support Town and Parish Clerks with reviews of recorded incidents in their areas. Evidential material will only be shared with the Police for action in accordance with Operational Procedures for Data Release.
- B2. The Partnership will share and communicate relevant intelligence or information that may inform the setup of CCTV cameras and therefore assist in the prevention and detection of crime.
- B3. Partnership organisations will endeavour to make members of their management team available at the request of other Partners to discuss issues concerning the provision of CCTV.
- B4. Partners will adopt a shared risk approach to CCTV, with experience and resources being shared for mutual benefit. For example, the CCTV Manager at NFDC may offer assistance to Town / Parish Council's with regard to their own stand-alone camera system and requirements.
- B5. The 'Safer New Forest Partnership' co-ordinates the strategic response to new or ongoing issues in the New Forest area. They will therefore highlight potential locations where a re-deployable camera would be suitable. This recommendation would be based on a 'pressing need' with clear evidence of on-going issues having exhausted other interventions at prevention/detection. All Partners can provide information or intelligence to inform the strategic response with the CCTV System Manager making the final decision in accordance with current legislation and guidance. See Annex C for Re-deployable CCTV Camera procedure (to follow).

**COMMUNITY AND LEISURE OVERVIEW AND SCRUTINY PANEL –  
19 JUNE 2018**

**ANNUAL PERFORMANCE & PROVISIONAL BUDGET OUTTURN  
REPORT 2017/18**

**1. INTRODUCTION**

- 1.1 'Our corporate plan' is supported by a corporate framework which provides further context around the main issues the plan aims to address, and key strategies which will contribute to the delivery of the plan. This report provides an overview of the Council's performance and achievements over the last 12 months and sets out provisional details of the 2017/18 projected financial outturn positions for the General Fund, Capital Programme and Housing Revenue Account. In recognition of some of the challenges moving forward it also sets out key strategies for implementation during 2018/19.
- 1.2 The Council's statutory Statement of Accounts will be completed and signed by the Responsible Financial (S151) Officer by 31 May and will be presented to Audit Committee in July following external audit. Should there be any significant variations from the figures presented in this report, they will be highlighted at that Committee. The Outturn now presented is in management format.

**2. BACKGROUND**

- 2.1 Much of the focus for 2017/18 has been on the achievement of the service reviews and key activities contained within the delivery plan including the generation of additional income, whilst maintaining frontline service delivery in support of the visions and priorities of the corporate plan.
- 2.2 The Council's financial planning process further supports the delivery of the corporate objectives and the annual budget, and its performance, is an element of the overall corporate plan.
- 2.3 The provisional outturn for 2017/18 as reported to cabinet in April resulted in revised General Fund, Capital Programme and Housing Revenue Account budgets as follows;

	Original Budget £'m	Latest Budget April Cabinet £'m	Reported Variations £'m
<b>General Fund</b>	16.587	15.346	-1.241
<b>Capital Programme</b>	21.266	24.418	3.152
<b>Housing Revenue Account (Income)</b>	-27.919	-27.990	-0.071
<b>Housing Revenue Account (Expend.)</b>	27.919	26.681	-1.238

### 3. PERFORMANCE

- 3.1 Performance continues to be maintained despite ongoing funding reductions. Appendix 1 illustrates some of the Council's achievements and key data for 2017/18, whilst also providing a current picture of the Council's organisational structure.
- 3.2 The level of central government funding reduced by £1.757m from 2016/17 to 2017/18, with further reductions forecast in future years. Appendix 2 (Corporate Framework) introduces the key strategies in development for 2018/19 which will contribute to delivering a level of service that the local population expect, despite these significant reductions.

### 4. BUDGET OUTTURN

- 4.1 The Annual Budget is an important element of the delivery of the Council's financial strategy which supports the delivery of core services and provides value for money to local taxpayers. Financial Monitoring Reports and Medium Term Financial Plan updates to Cabinet throughout the year provide up to date information on both current performance, and the budget outlook over a medium term period.
- 4.2 The updated General Fund revenue outturn position confirms a spend of £14.558m. This is a favourable yearend variation of £788,000, and results in a total favourable variation for the year as against the original budget of £2.029m. The Financial Monitoring reports presented through Cabinet during the year confirm the reasoning for the significant variations other than the outturn variation of £788,000, which are summarised within Appendix 3. As stated within the April Cabinet Financial Monitoring report, a review of the variations against the original budget will be undertaken to determine which are on-going and not yet reflected in the 2018/19 budget or forward looking MTFP.
- 4.3 The updated Capital Programme outturn position confirms a spend for the year of £24.918m. This is a yearend variation of +£500,000, and results in a total variation for the year of +£3.652m.
- 4.4 The updated Housing Revenue Account position confirms income for the year of £27.965m and a spend for the year of £26.153m. This results in a favourable yearend variation of £502,000, and results in an overall favourable variation for the year of £1.812m, with £64,000 being transferred to the ICT reserve.
- 4.5 The following table summarises the positions as explained above (although all stated positions are still subject to change, up until 31-05-18);

	<b>Original Budget</b>	<b>Outturn Position</b>	<b>Total Variation</b>
	<b>£'m</b>	<b>£'m</b>	<b>£'m</b>
<b>General Fund</b>	16.587	14.558	-2.029
<b>Capital Programme</b>	21.266	24.918	3.652
<b>Housing Revenue Account (Income)</b>	-27.919	-27.965	-0.05
<b>Housing Revenue Account (Expend.)</b>	27.919	26.153	-1.77

## **5. ENVIRONMENTAL, CRIME AND DISORDER AND EQUALITY IMPLICATIONS**

5.1 There are no environmental, crime and disorder or equality implications arising directly from this report.

## **6. LEADER'S COMMENTS**

6.1 To follow.

## **7. RECOMMENDATIONS**

7.1 It is recommended that EMT:

- (a) Note the performance and achievements as set out in Appendix 1
- (b) Note the key delivery actions for 2018/19 set out in Appendix 2
- (c) Note the provisional General Fund outturn position
- (d) Note the provisional outturn position of the Capital Programme

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### **Background Papers:**

Our corporate plan –  
Cabinet 3 February 2016

Financial Monitoring  
Report – Cabinet 4 April  
2018

**BUDGET OUTTURN POSITION**

SUMMARY GENERAL FUND OUTTURN INFORMATION 2017/18 (£'000)							
Original Budget				16,587			
<b>Financial Monitoring</b>	<b>Savings/Income</b>	<b>Requirements</b>			<b>NET TOTAL</b>		
August	-499	417			-82		
November	-392	25			-367		
April	-1,093	301			-792		
	<b>-1,984</b>	<b>743</b>			<b>-1,241</b>		
Outturn	-1,259	471			-788		
	<b>-3,243</b>	<b>1,214</b>			<b>-2,029</b>		
<b>Outturn Position</b>					<b>14,558</b>		
<b>Rephasings *</b>	<b>Into 17/18</b>	<b>Out of 17/18</b>			<b>NET TOTAL</b>		
August	1,146				1,146		
November		-416			-416		
April		-438			-438		
	<b>1,146</b>	<b>-854</b>			<b>292</b>		
Outturn		-133			-133		
	<b>1,146</b>	<b>-987</b>			<b>159</b>		
(*transfers from / (to) reserves)							
<b>Portfolio/Committee Level Outturn Analysis</b>							
						Leader & Corporate Affairs	4
						Environment and Reg. Services (1)*	-222
						Community Affairs	18
						Planning & Infrastructure (2)*	-165
						Local Econ. Dev., Property & Innovation	-5
						Leisure & Wellbeing (3)*	-225
						Housing Services	22
						Finance, Corp. Servs. & Improvement (4)*	-92
						Asset Maintenance & Replacement	-123
							<b>-788</b>
						ICT	150
						Other	-17
							<b>133</b>
<b>* Service Variations &gt;-£25,000</b>							
						(1) - Keyhaven River	-42
						(1) - Coast Protection	-37
						(1) - Street Scene	-43
						(1) - Refuse & Recycling	-32
						(1) - Environmental Health	-36
						(2) - Parking	28
						(2) - Highways Agency	-27
						(2) - Transportation	-33
						(3) - Health & Leisure Centres	-168
						(3) - Sports & Comm. Develop.	-50
						(4) - Subsidy Reduction	109
						(4) - Office Accomodation	-83
<b>SUMMARY CAPITAL PROGRAMME OUTTURN INFORMATION 2017/18 (£'000)</b>							
	<b>GENERAL FUND</b>		<b>HRA</b>		<b>TOTAL</b>		
Original Budget	4,873		16,393		21,266		
<b>Financial Monitoring</b>	<b>Savings/Income</b>	<b>Requirements</b>	<b>Savings/Income</b>	<b>Requirements</b>	<b>NET TOTAL</b>		
August	-214	208	-150		-156		
November					0		
April	-452	2,221	-570	1,350	2,549		
	<b>-666</b>	<b>2,429</b>	<b>-720</b>	<b>1,350</b>	<b>2,393</b>		
Outturn	-21	486	-120	631	976		
	<b>-687</b>	<b>2,915</b>	<b>-840</b>	<b>1,981</b>	<b>3,369</b>		
<b>Rephasings</b>	<b>Into 17/18</b>	<b>Out of 17/18</b>	<b>Into 17/18</b>	<b>Out of 17/18</b>	<b>NET TOTAL</b>		
August	1,818		74		1,892		
November					0		
April		-534		-599	-1,133		
	<b>1,818</b>	<b>-534</b>	<b>74</b>	<b>-599</b>	<b>759</b>		
Outturn		338		-814	-476		
	<b>1,818</b>	<b>-196</b>	<b>74</b>	<b>-1,413</b>	<b>283</b>		
<b>Outturn Position</b>					<b>24,918</b>		
<b>Project Level Outturn Analysis</b>							
						Housing Acquisitions (HRA)	556
						Older Persons Scheme Alterations	-56
						Major Repairs	53
						Open Space Projects	99
						Public Conveniences from Revenue	324
							<b>976</b>
						Compton & Sarum New Build	-221
						S106 Acquisitions	-559
						Eling Tide Mill	374
						Other	-70
							<b>-476</b>

## HOUSING REVENUE ACCOUNT OUTTURN INFORMATION 2017/18 (£'000)

	Original Budget	Budget Variations via Financial Monitoring	Latest Budget	Outturn Actuals	Outturn Variation against Latest Budget
<b>INCOME</b>					
Dwelling Rents	-26,077	62	-26,015	-25,992	23
Non Dwelling Rents	-730	-18	-748	-770	-22
Charges for Services & Facilities	-753	11	-742	-741	1
Contributions towards Expenditure	-57	-90	-147	-118	29
Interest Receivable	-76	-36	-112	-102	9
Sales Administration Recharge	-33	0	-33	-42	-9
Shared Amenities Contribution	-194	0	-194	-199	-6
<b>TOTAL INCOME</b>	<b>-27,919</b>	<b>-71</b>	<b>-27,990</b>	<b>-27,965</b>	<b>26</b>
<b>EXPENDITURE</b>					
Repairs & Maintenance					
Cyclical Maintenance	1,472	-100	1,372	1,176	-196
Disabled Facilities	700	-700	0	0	0
Reactive Maintenance	2,789	-87	2,702	2,607	-95
Supervision & Management					
General Management	3,818	6	3,824	3,694	-130
Special Services	1,243	-2	1,240	1,145	-95
Homeless Assistance	62	0	62	59	-3
Rents, Rates, Taxes and Other Charges	11	13	25	34	9
Rent Rebates	0	0	0	0	0
Provision for Bad Debt	150	0	150	131	-19
Capital Financing Costs	8,584	0	8,584	8,584	0
RCCO	9,091	-369	8,722	8,722	0
<b>TOTAL EXPENDITURE</b>	<b>27,919</b>	<b>-1,238</b>	<b>26,681</b>	<b>26,153</b>	<b>-528</b>
<b>HRA OPERATING SURPLUS(-) / DEFICIT</b>	<b>0</b>	<b>-1,309</b>	<b>-1,309</b>	<b>-1,812</b>	<b>-502</b>
<b>HRA Total Annual Surplus(-) / Deficit</b>					<b>-1,812</b>
Transfer to ICT Reserve M410 HY001					<b>64</b>
<b>HRA TOTAL ANNUAL SURPLUS(-) / DEFICIT</b>					<b>-1,748</b>

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# POSITION STATEMENT 2018

## AND ANNUAL PERFORMANCE REPORT



### Page 29 Introduction - The New Forest

The New Forest is an area of southern England which includes one of the largest remaining tracts of unenclosed pasture land, heathland and forest in the heavily populated south east of England. It covers south-west Hampshire and extends into south-east Wiltshire and towards east Dorset. It is a unique place of ancient history, fascinating wildlife and stunning beauty and was established as a royal hunting preserve.

The local government administrative area of New Forest District Council (290 square miles) includes the [New Forest National Park](#) (206 square miles). Within the district there are 145 square miles of Crown land, managed by the [Forestry Commission](#).

The New Forest is a working forest that has prospered for nearly 1000 years. Many of the agricultural practices conceded by the Crown in historical times to local people are still retained. The most significant of these is the depasturing

of ponies, cattle, pigs and donkeys in the open forest by authorised local inhabitants known as Commoners. These unique agricultural commoning practices are administered by the [Verderers](#).

The district council was created on 1 April 1974 and was a merger of the borough of Lymington, New Forest Rural District and part of Ringwood and Fordingbridge Rural District. The district is one of the most populated in England (179,236) not to be a unitary authority and within its boundaries there are 37 active Town and Parish Councils. Hampshire County Council are responsible for upper tier services.

Operating within the heart of the district council area is the National Park Authority established in 2005. The National Park is the planning authority for its area. In other service areas there are shared responsibilities and close collaborative working with the district council. Approximately 70% of the

population of the district live in the New Forest District Council authority area in a number of medium sized towns. To the south and east of the district border there lies 40 miles of coastline.

The broad range of organisations and community groups that exist means that the council works collaboratively with and in the community to deliver solutions.

The New Forest is home to the third largest economy in Hampshire, with a total Gross Value Added of £4.4bn. The district contains over 9,000 businesses in total, which is more than any other local authority in Hampshire, include the cities of Southampton and Portsmouth. 85% of businesses in the district are micro in size employing fewer than 10 people. Self-employment is relatively high at over 19% and unemployment is consistently lower than in the rest of the country. Leisure, tourism and marine along with their associated supply chains

are significant employment and economic sectors within the district. The council works closely with the [New Forest Business Partnership](#) and 'Helping local business grow' is a priority.

Average earnings are low with 60% of the working population earning less than the UK average. This, and the high average house price, results in significant cross commuting between those who work in the forest but can't afford to live there, and those who can afford to live within the district but work elsewhere. The district council is located between the two major conurbations of Southampton and Bournemouth.

The very special nature of the New Forest makes it an extremely attractive place to live; both for those in work and those wishing to retire (28.5% of the population is over 65). Housing development is made more difficult by many of the environmental constraints of the area.

## New Forest District Council

Housing, and particularly affordable housing for local people is a particular issue in the district. The district council manages its own housing stock (5,021 properties) and there are in excess of 3,000 people on the housing waiting list.

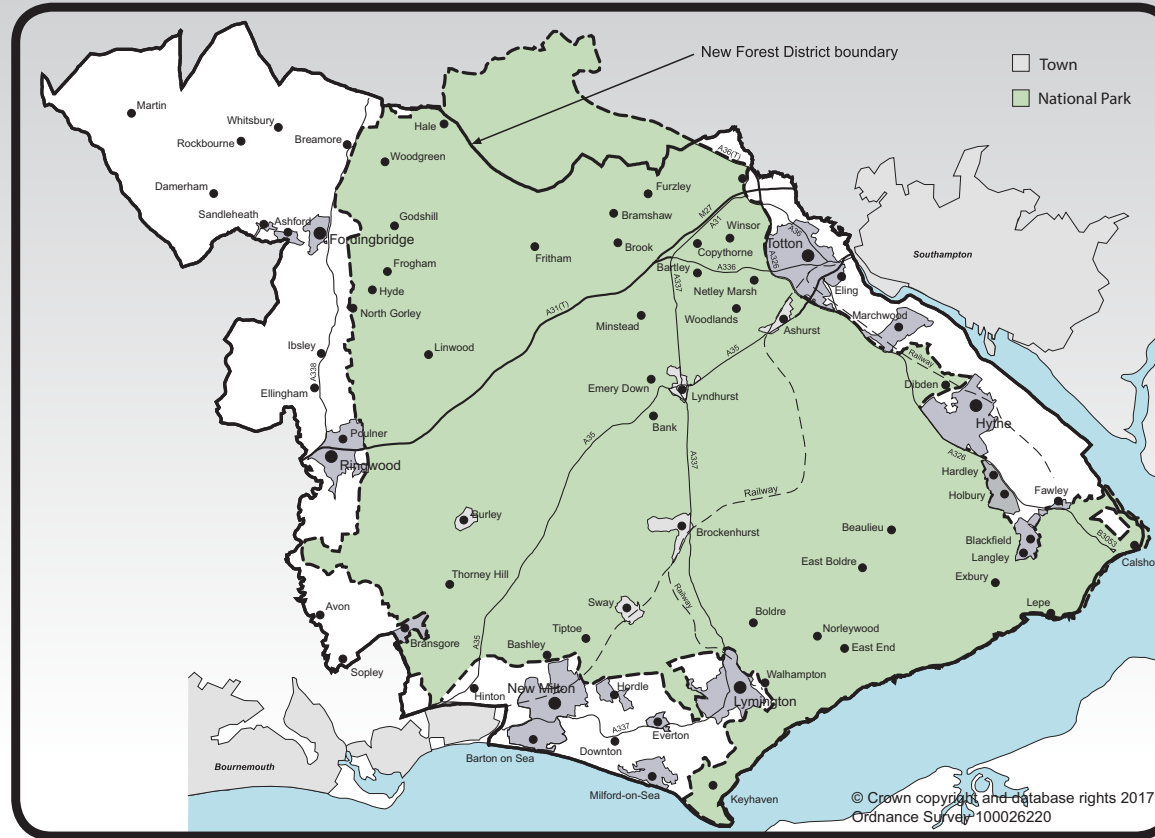
The New Forest district local plan review provides the opportunity to shape the district over the next twenty years and this will be an important process for the council to complete. Early indications are that not all identified housing need will be met. There are opportunities for a significant change, particularly in the Totton and Waterside area.

The vast majority of services are provided by in house teams. This includes the operation of five high quality Health & Leisure Centres, a Housing Services Building Works team as well as Refuse and Recycling, Grounds Maintenance and Street Scene. The council employs 759 FTEs with a small number of services provided by third parties or through shared service arrangements.

The council's assets consist of five Health and Leisure Centres, two depots, two administrative offices and a number of local town and amenity car parks. Other than these primarily operational assets, the council owns few investment opportunities.

In May 2015 the council's new Conservative administration won 58 out of 60 seats at the district council election. They set about aligning their manifesto pledges to the council's [Corporate Plan \(March 2016\)](#) with their priorities to secure a better future for the community. The priorities are:

- Helping local business to grow
- More homes for local people
- Service outcomes for the community
- Protecting the local character of our place



These priorities were underpinned by:

- Living within our means
- Working with others to achieve more

In the last two years significant change has taken place within the senior management of the organisation and in the way in which the council goes about its business as the council has set about rebalancing its expenditure and income in light of the significant reduction in central government funding. During this period services have maintained a consistent level of delivery. There is recognition that despite these changes the organisation needs to ensure that it has the capacity to deliver on its priorities.

## Our performance highlights 2017/18

New Forest District Council remains committed to delivering the priorities set out in the 2016-2020 Corporate Plan: Helping local business grow, More homes for local people, Service outcomes for the community, Protecting the local character of our place, Working with others to achieve more and Living within our means.

Our Economic Development Service continues to work with a variety of partners to deliver a range of information and advice, and has organised and led 32 events during 2017/18. Examples include providing specific workshops on GDPR legislations, dedicated 1-1 business clinics and a seminar on

securing purchasing opportunities with the District Council.

We rehoused 389 households from the home search register in 2017/18. However, there are still over 3,000 applicants on the register seeking council housing which we will continue to work hard to address.

We have been involved in a number of projects to assist the wellbeing of our community. We have been involved in a number of projects to assist the well-being of our community. This has included targeting high levels of childhood obesity, and introducing activities to help relieve the symptoms of dementia.

Work to deliver the Hurst Spit defence project alongside the Environmental Agency has continued and the coastal protection scheme is set to benefit communities in the local area.

£218,020 in grants was approved this year for 15 local not-for-profit and voluntary groups as part of the community grants scheme. We also continued to work with local charities, including donating IT equipment we no longer use to the local homeless charity "Jamie's Computers".

Net Savings and improved income generation totalling £1.377m have absorbed pay and price increases across the Portfolios totalling some £1.130m, and have also made an important contribution towards offsetting the reductions in government resources. The residual required increase in Council Funding has been achieved by an increase in Council Tax.

# UNDERSTANDING OF THE LOCAL PLACE AND PRIORITY SETTING

Average earnings (full time) in the New Forest are **£667** per week

People make **13.5m** day trips to the New Forest each year generating **£120m** and supporting more than **2,500** jobs

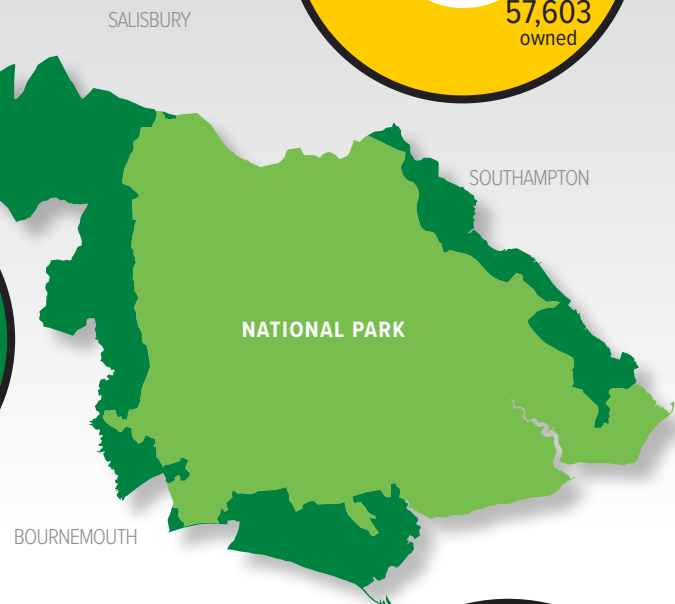
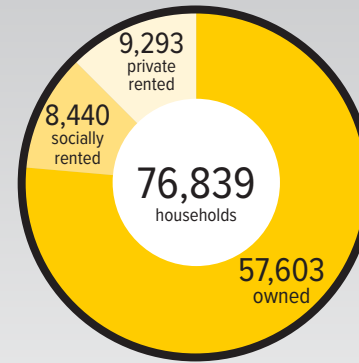
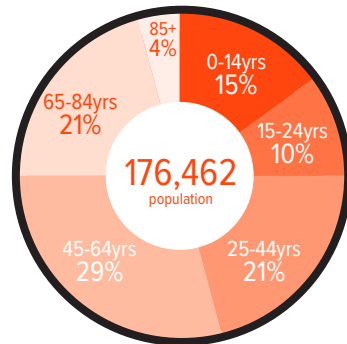
**9,000** businesses

We receive **165** homelessness applications a year and prevent **282** other households from becoming homeless

**5,021** council houses

**142,234** district residents are eligible to vote

**9,000** households are supported with housing benefit and/or council tax reduction



Helping local business grow

Leisure, tourism and marine are significant employment sectors within the district. We work closely with the New Forest Business Partnership and the New Forest Tourism Association to boost the economic viability of the area.

More homes for local people

We grant planning permission to over 1,000 planning applications for new dwellings per year, and around 284 new homes are built here every year, 62 of them being affordable new homes. With over 3,000 people on the Homesearch register, 'more homes for local people' is one of our key priorities.

Service outcomes for the community

We provide over 100 local services that our residents value, including refuse, street cleaning, benefits, health and leisure, and housing advice. We regularly review our services to understand how we can improve and what our customers want.

Protecting the local character of our place

We recognise the area's unique qualities and characteristics - our Local Plan shapes development in the area, and we work to keep the area a clean, green, and safe place. *NFDC is responsible for areas outside the National Park, and outside Forestry Commission Crown Lands.*

Working with others to achieve more

We have a role to play in protecting and improving the New Forest. We know that we can't realise our ambitions in isolation and work closely with the National Park Authority, the Forestry Commission, town and parish councils, local businesses, and numerous local groups.

Living within our means

We continually review activities and services to identify opportunities for savings and opportunities to generate income to address significant reductions in government funding, whilst at the same time maintaining services that are important to our customers.

## HELPING LOCAL BUSINESS GROW

Our Economic Development Service continues to work with a variety of partners to deliver a range of information and advice, and has organised and led **32** events during 2017/18. Examples include providing specific workshops on GDPR legislations, dedicated 1-1 business clinics and a seminar on securing purchasing opportunities with the District Council.

We were involved in the New Forest Partnership Awards, and the **New Forest Brilliance in Business Awards 2017**, celebrating businesses that achieve outstanding results which benefit their workforce, their local community and the New Forest economy as a whole. The overall winner of the awards were Cyclexperience in Brockenhurst, who play an important part in the local economy by not only providing significant seasonal employment, but also in ensuring that users of the cycle hire service use other local, independent businesses and respect the natural forest that they are visiting.

Our specialist team launched a **free business advice service** for New Forest businesses in July, providing bespoke information on areas such as grants, planning, regulations and business growth.

We continue to see benefits of our partnership with Creative England to encourage filming in the district, with around a dozen documentaries filmed in the area this year. Fawley Power Station was used as part of the set for the most recent Star Wars film, generating an additional **£1 million** in the local economy during filming.

We rehoused **389** households from the home search register in 2017/18. However, there are still over **3,000** applicants on the register seeking council housing which we will continue to work hard to address.

The Local Plan continues to be developed and refined and will be published for wider consultation in the Summer of 2018. It will include proposals for **10,000** new houses in the district over the next 20 years.

**284** additional homes were built this year, with **62** of these being affordable. Our Housing Strategy aims to improve availability of genuinely affordable homes, and identifies a range of ways in which the council will enhance housing options available and the supply of affordable housing for the benefit of local people. The council, in its capacity as housing authority, acquired a further **16** homes for social rent during 17/18.

We have also been awarded almost **£1 million** of Community Housing Funds (CHF), part of a national scheme for areas where second home ownership is high. This will allow the council to promote and assist the development of community housing schemes in the future, which could include co-operatives, co-housing, self-build and Community Land trusts.

## MORE HOMES FOR LOCAL PEOPLE

## SERVICE OUTCOMES FOR THE COMMUNITY

We have been involved in a number of projects to assist the **wellbeing of our community**. We have been involved in a number of projects to assist the well-being of our community. This has included targeting high levels of childhood obesity, and introducing activities to help relieve the symptoms of dementia.

In total, over **10 million** waste and recycling collections were made during the year, with only **0.06%** reported as missed. Two new public conveniences have been rebuilt at New Milton and Lymington which continue to be well-received within the local communities.

The annual community litter pick was once again supported by volunteers over several weekends.

We launched the Eat Out, Eat Well public health scheme in July, and continued to carry out regular **food hygiene inspections** across the district which provides reassurance to both residents and visitors when eating out.

Our Health and Leisure centre membership has increased from 7,616 up to **8,208** over the course of the year. Our Ringwood centre was reopened following significant investment in the facility, and we also launched a new "New Forest Health & Leisure" app which enables users to book classes quickly and access a host of information.

## PROTECTING THE LOCAL CHARACTER OF OUR PLACE

Work to deliver the Hurst Spit defence project alongside the Environmental Agency has continued and the **coastal protection scheme** is set to benefit communities in the local area.

We continue to work hard to remove abandoned vehicles, with **54** being removed this year compared to 60 last year, and 26 in 2015/16.

Our Milford-on-Sea beach huts and seafront improvement scheme was completed in time for Summer 2017. The innovative design and engineering behind the scheme has been recognised in a series of prestigious awards throughout the course of the year.

King George V Recreation Ground was enhanced to include new footpaths, improved drainage and a bespoke dog activity area. The dog park is part of our “Greenway” project and this is the first of many similar projects that will **improve dog walking facilities** across the district.

With our support, **The Eling Tide Mill** experience reopened in April 2018 after a major refurbishment project. This included installing new footpaths and wooden boardwalks and improving access to open spaces around Bartley Water and Goatee Beach.

**£218,020** in grants was approved this year for **15** local not-for-profit and voluntary groups as part of the community grants scheme. We also continued to work with local charities, including donating IT equipment we no longer use to the local homeless charity “Jamie’s Computers”.

We support the **Forest Arts Forum**, which allows organisations such as hArt, CODA, Forest Arts and Forest Forge to use the arts to tackle issues such as social isolation and bullying. We continue to undertake a national pilot with **Sport England** – the “Social Prescribing” project to explore the benefits of basing Active Lifestyle Officers in GP surgeries targeting hard to reach patients.

Alongside other public sector organisations, we participated in “Our Day” on 21 November, a national tweetathon to highlight public services. We posted nearly 100 tweets about our staff and services, achieving a Twitter reach of a staggering **749,000** people.

We have an ongoing partnership with the **National Parks Authority and Forestry Commission** and work together on initiatives such as litter picking, and were recently involved in a multi-agency approach to improve safety and licencing of local vehicles. We are also collaborating with our partners in order to contribute to the New Forest National Park partnership plan.

## LIVING WITHIN OUR MEANS

Net Savings and improved income generation totalling **£1.377m** have absorbed pay and price increases across the Portfolios totalling some **£1.130m**, and have also made an important contribution towards offsetting the reductions in government resources. The residual required increase in Council Funding has been achieved by an increase in Council Tax.

Our draft Residential Property Asset Investment strategy was approved by full council in December 2017, which will give us the opportunity to purchase residential properties and become a private sector landlord with the benefit of a proven track record in rental property management.

The undertaking of several service reviews, additional income generation, and a review of our asset maintenance and replacement programme resulted in overall savings during the year against the original 2017/18 revenue budget.

We have continued to deliver our services alongside a reduction in headcount equivalent to **21 full time posts** over the past year, representing 2.7% of the workforce.

## WORKING WITH OTHERS TO ACHIEVE MORE

# FINANCIAL PLANNING AND VIABILITY

## Current position

The Council's net worth increased by **£2.551m** in 2017/18.

Usable Reserves grew by £1.1m at the end of 2017/8, to **£53.5m**. The Treasury Management Strategy allows for up to **£40m** to be invested long term.

The Capital Programme for 2017/18 totalled **£23.237m**, including major repairs to the council's housing stock, new homes, the replacement of vehicles and plant, the Eling Experience project and the first investment property purchase for several years, in line with the strategy adopted in February 2017.

Treasury Investment income grew to **£820,000**, £150,000 up on 2016/17.

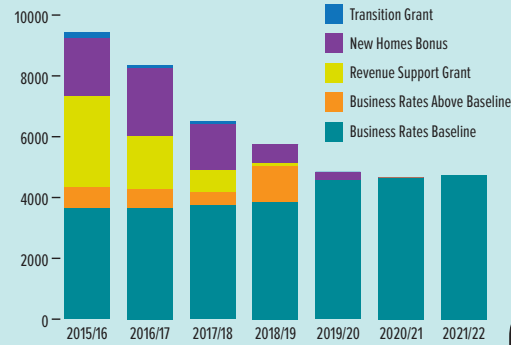
## 2022 position

Predicted budget deficit of **£2m**

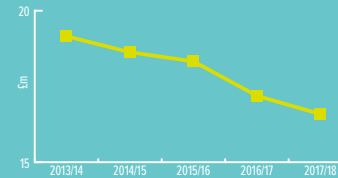
**January**  
Corporate Overview  
Panel

	2014/15	2015/16	2016/17	2017/18	2018/19
Council Tax per Band D - £	155.76	155.76	158.36	163.36	168.36
Annual % change	0.0%	0.0%	1.7%	3.2%	3.1%

## Government Determined Resources



## General fund budget - £m

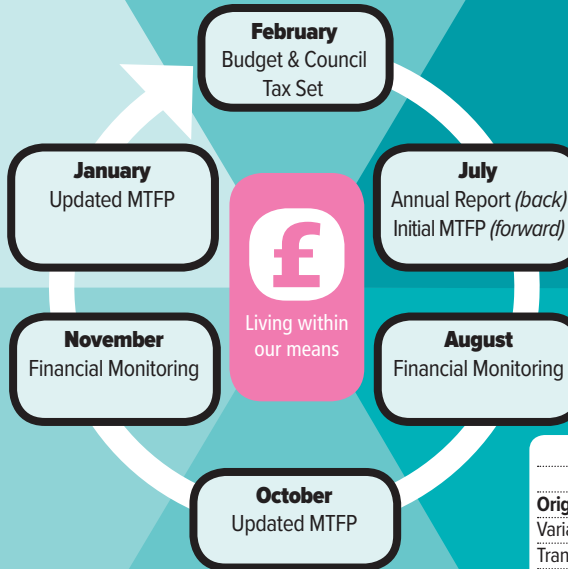


## Summary Balance Sheet 31/03/18

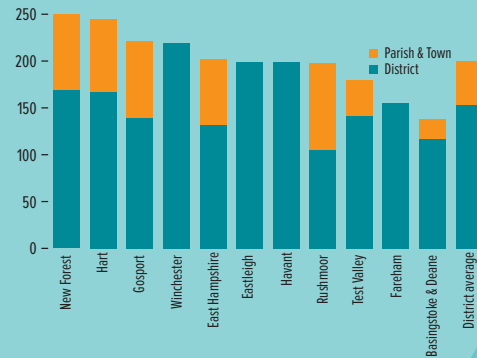
	£'000
Council Dwellings	366,652
Other PPE	78,769
Investment Properties	4,695
Other Long Term Assets	22,744
Current Assets	52,362
<b>Total Assets</b>	<b>525,222</b>
Current Liabilities	(20,118)
HRA Settlement	(139,808)
Other Long Term Liabilities	(99,352)
<b>Net Assets</b>	<b>265,944</b>
Usable Reserves	53,533
Unusable Reserves	212,411
	<b>265,944</b>

## Summary Usable Reserves 31/03/18

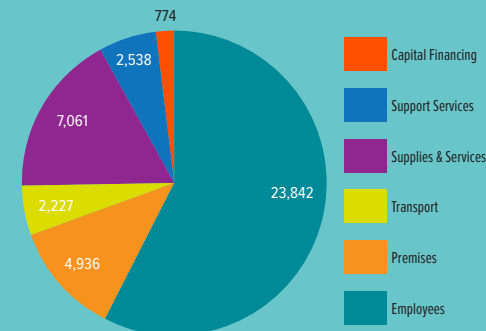
	GF	HRA	Total
	£'000	£'000	£'000
Working Balance	3,000	1,000	4,000
Earmarked	2,686	23,157	25,843
Capital Programme	12,409		12,409
Capital Receipts	1,092	4,823	5,915
	<b>19,187</b>	<b>28,980</b>	<b>48,167</b>
CIL / DC's			<b>5,366</b>
			<b>53,533</b>



## Band D Council Tax: Hampshire Districts & Parish/Town 2018-19



## Budgeted Expenditure 2018/19 £'000 (Exc. Housing Bens)



	Savings	New Req.	Rephasing	Total
	£'000	£'000	£'000	£'000
<b>Original Budget April 2017/18</b>				<b>16,587</b>
Variations agreed in August	-499	567	1,146	1,214
Transfer from Reserves in August		-150	-1,146	-1,296
Variations agreed in November	-392	25	-416	-783
Transfer to Reserves in November			416	416
Variations agreed in April	-1,430	301	-438	-1,567
Transfer to Reserves in April		337	438	775
<b>Updated Budget 2017/18</b>	<b>-1,984</b>	<b>743</b>	<b>0</b>	<b>15,346</b>

**October**  
Budget Task &  
Finish Group

**September**  
Corporate Overview  
Panel

# CAPACITY TO DELIVER

## Current position

Staff turnover **7.7%**

**77%** of vacancies are filled first time

**7** apprentices and **17** management development apprenticeships

Training spend per employee **£296**

## Organisational strategy

### Future position 2022

Aligning future organisation with delivery of the **corporate plan**

Increased **partnering and collaboration** with others to reduce costs and transform service delivery

Continuing on our path to act more **business-like** with targeted additional **income generation**

Aiming to **maximise income** from local government finance reform

Encouraging **smarter working** and the use of digital interaction, transforming our approach to customer services

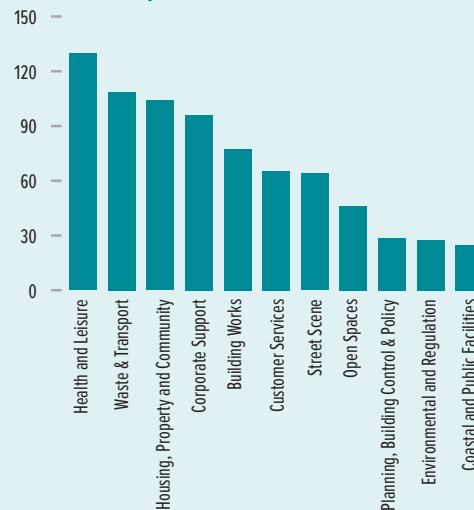
### Challenges

- 1 With further reductions in funding, what are our arrangements to deliver with less?
- 2 Can the organisation sustain capability and capacity with its existing workforce?
- 3 Are arrangements in place to support future smarter working?

## Organisation 2017/18

FTE 759

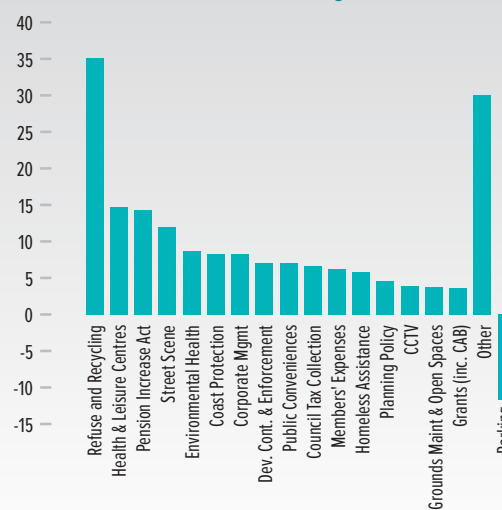
Workforce data by service FTE 2017



Budget £17.243m

Reserves £53.5m

Use of Band D Council Tax 2018/18 budget



Technology  
Risk/Opportunity

Customer Expectations



## Organisation 2022

FTEs  
less than 780

Varied  
mix of service  
delivery

Budget  
requirement  
10% less



# ORGANISATIONAL LEADERSHIP AND GOVERNANCE

Member Task & Finish Groups report to overview & scrutiny on significant projects and processes

**Budget** (annually) **CCTV**  
**Coastal Customer Leisure Review** **Citizens Advice**  
**Community Grants** (annually)  
**Waste Management Strategy**

## Communications

Regular Chief Executive messages to all staff, staff briefings, communications bulletins

## Important documents and links

[Strategic Risk Register](#)

[Annual Governance Statement](#)

[Constitution](#)

[Medium Term Financial Plan](#)

[Annual Audit Letter](#)

[Organisational Strategy](#)

[Organisational Structure](#)

[Democratic Structure](#)

## MANAGEMENT STRUCTURE

### Chief Executive

Bob Jackson

### Executive Heads

Colin Read – Operations and Deputy Chief Executive  
 Grainne O'Rourke – Governance & Regulation, Planning & Housing (Monitoring Officer)  
 Manjit Sandhu - Resources

### Head of Finance

Alan Bethune

### Service Managers

Steve Jones (Open Spaces)  
 Steve Cook (Building & Coastal Services)  
 Rob Lane (Street Scene)  
 Chris Noble (Waste & Transport)  
 Joanne McClay (Environmental & Regulation)  
 Ritchie Thomson (Building Works)  
 David Groom (Planning)  
 Louise Evans (Policy & Strategy)  
 Rosemary Rutins (Democratic & Member Support)  
 Andrew Kinghorn (Legal)  
 Andrew Smith (Estates & Valuation)  
 Brian Byrne (Estates Mgmt & Support)  
 Richard Knott (Housing Options)  
 Joanne Bailey (Health & Leisure)  
 Rebecca Drummond (Community & Customer Engagement)  
 Heleana Aylett (Human Resources)  
 Rob Beere (ICT)  
 Ryan Stevens (Revenue & Benefits)

Informal Engagement Cabinet/EMT

## DEMOCRATIC STRUCTURE

Council 60 members

### Cabinet

Leader and Corporate Affairs  
 Cllr Barry Rickman

Deputy Leader and Portfolio Holder  
 Planning & Infrastructure  
 Cllr Edward Heron

Portfolio Holder  
 Housing Services  
 Cllr Jill Cleary

Portfolio Holder  
 Community Affairs  
 Cllr Diane Andrews

Portfolio Holder  
 Finance, Corporate Services & Improvement  
 Cllr Jeremy Heron

Portfolio Holder  
 Leisure & Wellbeing  
 Cllr James Binns

Portfolio Holder  
 Environment & Regulatory Services  
 Cllr Alison Hoare

Portfolio Holder  
 Local Economic Dev, Property & Innovation  
 Cllr Michael Harris

### Overview & Scrutiny

Corporate Overview & Scrutiny Panel  
 Chairman:  
 Cllr Mark Steele

Community Overview & Scrutiny Panel  
 Chairman:  
 Cllr Geoffrey Blunden

Environment Overview & Scrutiny Panel  
 Chairman:  
 Cllr Steve Rippon Swayne

Housing Overview & Scrutiny Panel  
 Chairman:  
 Cllr Steve Davies

Member Task & Finish Groups

### Committees

Appeals  
 Chairman:  
 Cllr Alan Alvey

Audit  
 Chairman:  
 Cllr Alan O'Sullivan

Employee Engagement Panel  
 Chairman:  
 Cllr Barry Rickman

General Purposes & Licensing  
 Chairman:  
 Cllr Steve Clarke

Planning  
 Chairman:  
 Cllr Bill Andrews



# LEADERSHIP OF PLACE

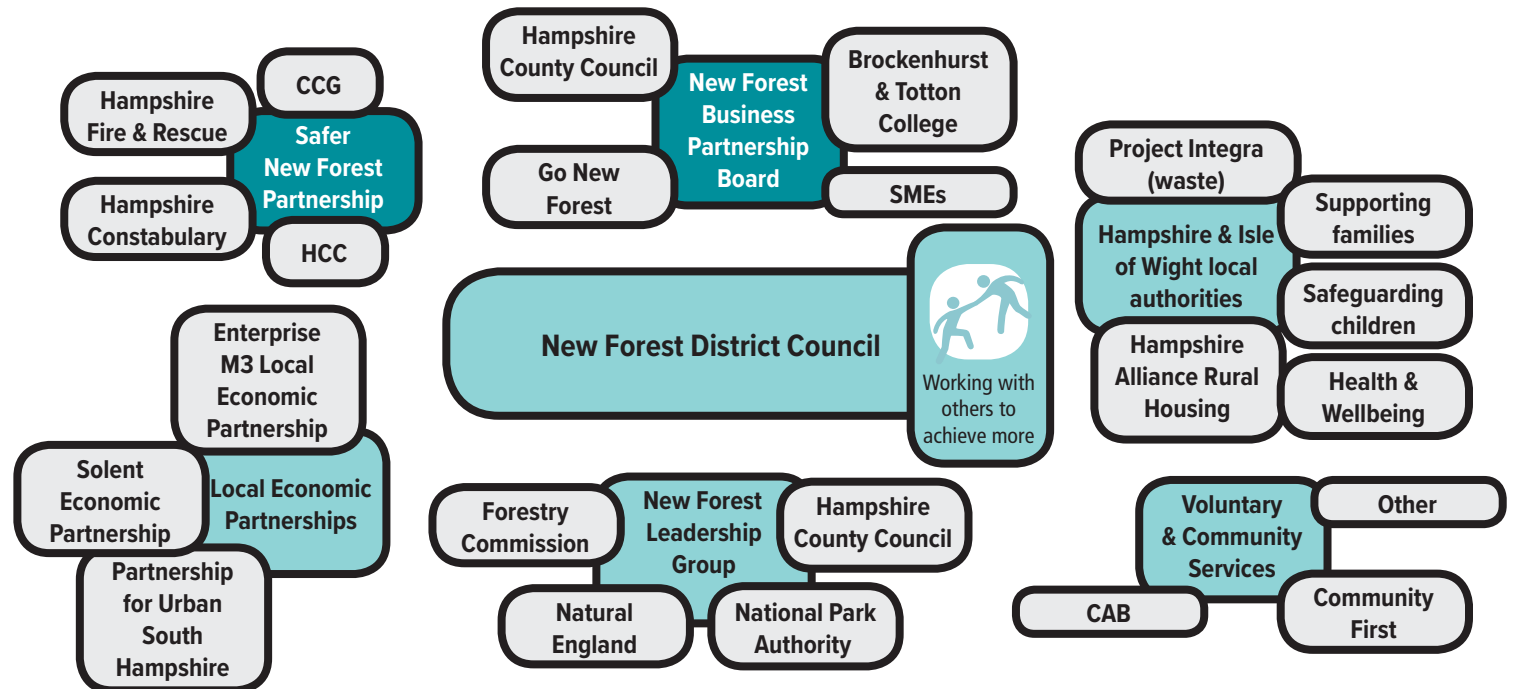
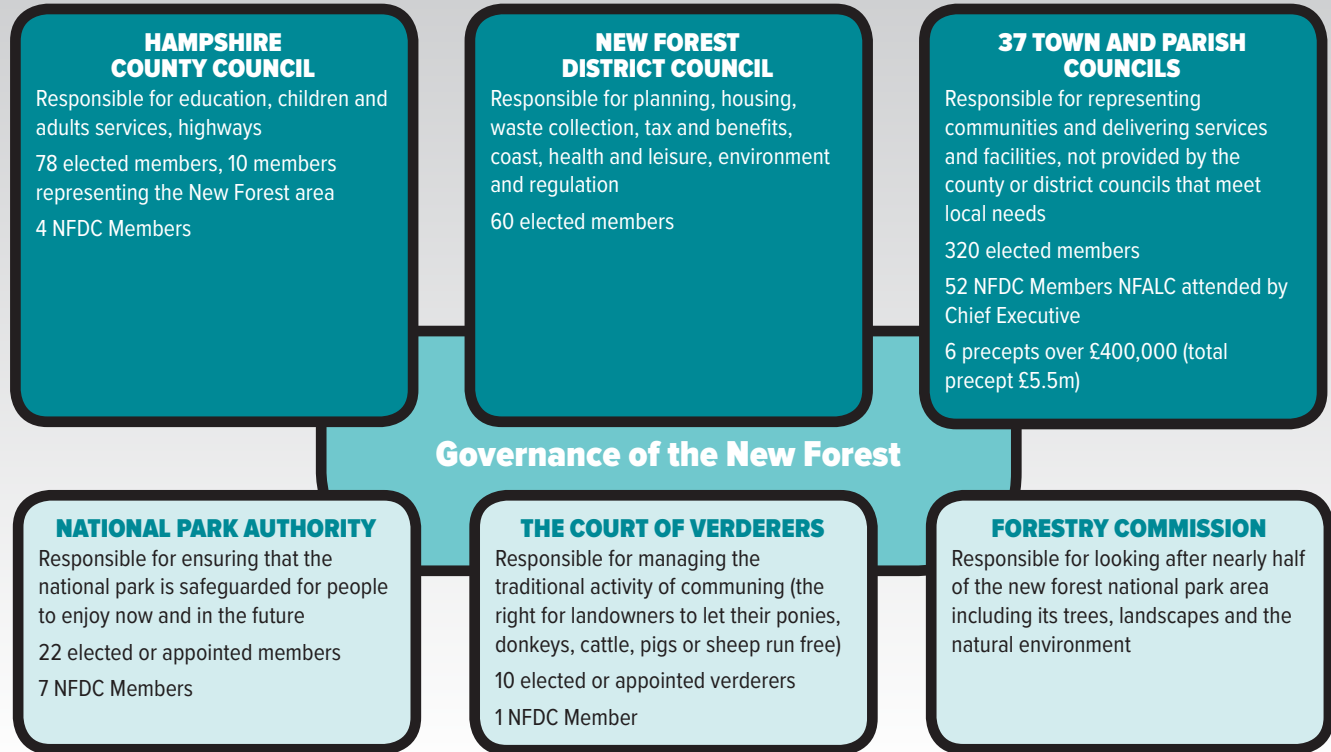
## PARTNERSHIP ARRANGEMENTS

Provided to  
**HR (NPA) Audit** (Dorset Partnership)  
**Customer Services** (Hythe PC)  
**Traffic Management** (HCC)  
**Grounds Maintenance** (various)

Provided from  
**Treasury Management** (HCC)  
**Customer Services** (Totton TC, Fordingbridge PC, Fawley PC)  
**Planning Trees and Conservation** (NPA)

Private/public  
**Dibden Golf Centre**

Shared projects  
 Based at the **channel coastal observatory** we are the lead authority for regional coastal monitoring. Directly managing the south east region and co-ordinating the entire English coastline (six regions) including funding bids of £23 million to 2021. Key partners include Environment Agency, Canterbury, Worthing & Havant councils to deliver the programme.  
 NPA Partnership Plan  
 Ringwood Gateway  
 Community Grants **awarded £218,020**  
 Redevelopment and refurbishment of Eling Tidemill with Heritage Lottery Funding in partnership with Totton & Eling TC totalling **£2 million**  
 Government partnerships  
**Disabled facility grant (£1.259m) and community housing funding (£976k)**



# Key performance measures

Residual household waste per household	TARGET 500kgs	2017/18 490kgs	2016/17 499kgs
Amount sent for reuse, recycling and composting	TARGET 31%	2017/18 32%	2016/17 31%
Processing of major planning applications within 13 weeks	TARGET 90%	2017/18 95.71%	2016/17 93.5%
Completed high risk food hygiene inspections	TARGET 95%	2017/18 99%	2016/17 99%
Council tax percentage collected	TARGET 98.9%	2017/18 98.8%	2016/17 99.06%
Total applicants on the Homesearch register	TARGET NA	2017/18 3,345	2016/17 3,307
Mean Gender Pay Gap	TARGET NA	2017/18 6.95%	2016/17 NA
Median Gender Pay Gap	TARGET NA	2017/18 -9.48%	2016/17 NA

**Our Vision is to secure a better future for the New Forest by:** Supporting local businesses to prosper for the benefit of the community  
Assisting the wellbeing of those people who live and work within the district  
Protecting the special and unique character of the New Forest

**Our Priorities**

Helping local business grow

More homes for local people

Protecting the local character of our place

Service outcomes for the community

Living within our means

Working with others to achieve more

**Our Community Strategies**

Local Plan

Local Economic Strategy

Housing Strategy

Environmental Strategy

Community Strategy

**Our Financial and Organisational Strategies**

Financial Strategy

Medium Term Financial Plan

Investment Strategy

Organisational Strategy

Customer Strategy

ICT Strategy

HR Strategy

Procurement Strategy

Accommodation Strategy

**Supporting Mechanisms**

Service Plans & Budgets

- Our Values**
- Ambitious
  - Collaborative
  - Customer Focused
  - Financially Responsible
  - Innovative
  - Open
  - Proud

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## COMMUNITY AND LEISURE OVERVIEW AND SCRUTINY PANEL – 19 JUNE 2018

### COMMUNITY GRANTS

#### 1.0 INTRODUCTION

- 1.1 When considering the recommendations of the Community Grants Task and Finish Group with respect to individual grant applications, the Community Overview and Scrutiny Panel decided that there should be a fundamental review of the current process and eligibility criteria in preparation for the coming year's grant applications (Minute 39 (b) of 16 January 2018 refers). The task and finish group that had considered the grant applications was asked to undertake that review.
- 1.2 The task and finish group undertook a detailed review of the main community grants process and also reviewed the criteria and process for individual councillor community engagement grants to ensure that there was a degree of consistency between the two.
- 1.3 In addition, members looked at other sources of grant aid being given by the Council to ensure that there was no overlap and that there was transparency and consistency in approach.

#### 2.0 CONCLUSIONS WITH RESPECT TO COMMUNITY GRANTS.

- 2.1 The Group concluded that the following changes should be made to the process:
  - A firm budget should be set for community grant payments to give greater certainty and transparency to the process. The initial suggestion was that, in 2019/20 the budget for capital grants should be £100,000 and the budget for revenue grants £350,000. This includes the £255,000 payment to the Citizens' Advice Bureau. (Payments for 2018/19 totalled £74,000 capital and £415,000 revenue)
  - The Group supported the concept that income from textile banks on council-owned land should in future be directed through the community grants process instead of the Chairman's charities.
  - The Council should only pay up to 50% of the total cost of any project.
  - Each organisation should only be able to apply for one grant each year.
  - Grant requests for less than £600 should, in future, be dealt with through the Councillors' Community Engagement Grant process.
  - The ceiling value for any one capital grant should be the total capital grant budget for that year.
  - The ceiling value for a revenue grant should be £35,000. Applications for higher amounts should be considered separately and, if progressed, should be subject to a formal service level agreement. In addition, organisations providing services on the Council's behalf should not be dealt with through the community grants process, but through a separate Service Level Agreement to provide the service.
  - The submission period for forms should be brought forward to 1 July-30 September each year, with the Task and Finish Group holding interviews with applicants later in the autumn. This would allow more time for applications to be assessed by the officers and reports prepared in good time to allow members to consider them before the interviews.

- All organisations should be required to attend the interview process and if they did not do so their grant application should be refused.
- The Council should require evidence and, if appropriate, regular monitoring reports on implementation. This should be clear in the documentation.

2.2 The proposed revised criteria and process document is attached as Appendix 1 to this report.

### **3.0 COMMUNITY FIRST NEW FOREST**

3.1 The overall review process established that Community First New Forest was receiving grant aid from this Council, directly or indirectly, under a number of different headings. The cumulative level of funding and the functions being undertaken meant that consideration needed to be given to whether future funding should be through a Service Level Agreement. Accordingly, the task and finish group met with Community First New Forest on 7 June 2018.

3.2 The meeting on 7 June was extremely constructive, with Community First providing additional information on their funding and operations. The task and finish group has now requested copies of the latest management accounts for each of the service areas being run by Community First so they can establish exactly how the money is being spent. The group will also need to receive further information about the measurable outcomes from each project so they can evaluate whether this represents good value for money for this Council as a means of fulfilling its own objectives. A further report will be submitted to this Panel in due course.

### **4.0 COUNCILLORS' COMMUNITY ENGAGEMENT GRANTS**

4.1 The proposed revised criteria for Councillors' Community Engagement Grants are set out as Appendix 2 to this report. The revised criteria continue the ethos that this should not be an overly bureaucratic process, and that the grants should promote activities that are of benefit to the local community. One change is to emphasise the local ward councillor's role in investigating and evaluating the requests that they receive.

4.2 The Group is also recommending that, with effect from the 2019 elections, Members are only able to carry forward any unspent grant monies for 1 year. At present the funds can be rolled forward for the 4 year term of the administration, which has budgetary control implications.

### **5.0 OTHER GRANTS**

5.1 This Council pays sums to Hampshire County Council under 3 budget headings as this Council's contribution towards the cost of transport related schemes. One of these is the Wheels to Work moped scheme, which is run by Community First under contract to the County Council. This arrangement will form part of the wider discussion with Community First.

5.2 The Group was satisfied with the general arrangements for the payment of grants from the leisure enabling monies. They considered however that it was important that the Panel should receive an annual report on the funding given and the outcomes of each project.

## **6.0 CRIME AND DISORDER, ENVIRONMENTAL AND EQUALITY AND DIVERSITY IMPLICATIONS**

6.1 None arising directly from this report.

## **7.0 RECOMMENDED:**

That the Portfolio holder for Community Affairs be advised that:

- 7.1 That the revised criteria and process documents for the consideration of Community Grants, as attached as Appendix 1 to this report, be approved;
- 7.2 A firm budget should be set for community grant payments to give greater certainty and transparency to the process. The 2019/20 budget for capital grants should be £100,000 and the budget for revenue grants £350,000;
- 7.3 That income from textile banks on council-owned land should in future be directed through the community grants process instead of the Chairman's charities.
- 7.4 That an annual report should be submitted to the Panel on the projects supported and outcomes through the Leisure Enabling monies;
- 7.5 That a further report be submitted to this Panel in due course following further investigation of the funding arrangements for Community First; and
- 7.6 That the revised criteria and guidance for the consideration of councillor community engagement grants, as set out at Appendix 2 to this report, be approved.

### **For further information contact**

Cllr Steve Davies (Ch Task and Finish Group)  
Tel: 07702 218 796  
Email: [steve.davies@mewforest.gov.uk](mailto:steve.davies@mewforest.gov.uk)

### **Background papers:**

Attached.

Colin Read  
Executive Head Operations and  
Deputy Chief Executive  
Tel: 023 8028 5588  
E-mail: [colin.read@nfdc.gov.uk](mailto:colin.read@nfdc.gov.uk)

## **New Forest District Council Community Grants**

### **Aim**

The Community Grants programme allows the Council to award discretionary grants to support a range of voluntary and community organisations to carry out projects and provide activities to benefit local people.

### **Who do we fund?**

- Community, voluntary and registered charitable organisations
- Not-for-profit groups that are properly constituted, with a signed set of group rules
- But please note that the Council is unlikely to fund an organisation that is in poor financial health as it must be satisfied that the project can be delivered.
- Each organisation can only apply for one grant each year.

### **What do we fund?**

- There are 2 main types of grants. Capital grants are one-off payments for projects such as the construction of a new play area or renovating a community hall. Revenue grants are for things like the cost of providing a charitable or community service.
- Requests for a grant of £600 or less should be made to individual ward councillors under the Councillors' Community Engagement grant scheme. The contact details for each ward councillor can be found on the Council's website at.?????????????
- The Council will pay up to 50% of the total cost of the project.
- The maximum grant that the Council will pay for a capital project is £100,000, while the maximum revenue grant is £35,000.
- The Council may consider entering into a formal Service Level Agreement for revenue costs above £35,000 where the service provided is meeting a need that the Council thinks is important; or where the Council has asked the organisation to provide the service on the Council's behalf, but this is under a separate process.
- The grant should be for something that supports the Council's own priorities and objectives by being of direct benefit to the people of the New Forest

### **What won't be funded?**

- Individuals or an item or project that mainly benefits an individual.
- Projects from private companies, profit-making or trading organisations, or business enterprises.
- Party political activities.
- Religious worship or observance; or works to buildings or grounds that are used solely by a religious organisation.



- Any activity or project that takes place or is started before the grant has been confirmed by the Council
- Any costs incurred when putting together the application or before confirmation of grant.
- Construction projects where the necessary ownership or leasing arrangements are not already in place
- Any project where any necessary formal consents, including any planning permissions, have not been obtained.
- Projects that take place solely outside of New Forest District Council area – the project must be of direct benefit to people living in the District.

### **The Process**

- Applications must be in writing, using the grants application form which can be found on the Council's website at ??????? or by contacting Customer Services on 023 8028 5000 This form is designed to help applicants provide the Council with all the information that it will need to assess the application.
- Applications must be submitted to the Council between 1 July and 30 September each year. Applications that are received outside this period will not be considered.
- The information provided on the form must be up-to-date and complete at the time of submission. Where the financial context of the application changes, for example by a decision on a grant for the same project from another organisation, the Council must be told as soon as possible. The Council will not however accept any other material changes once an application form has been submitted.
- Once the application deadline has passed the Council's officers will assess each application to make sure that it is eligible and will provide demonstrable benefits to local people. Only those applications which pass this initial assessment will progress to the next stage.
- The next stage is that the applicants are invited to attend a meeting of the Community Grants Task and Finish Group to give a short presentation, up to 15 minutes long, and to allow the Panel to interview them further about the application. These interviews take place in the autumn. If any organisation does not attend this interview process their application will not be considered further and will be declined.
- When all presentations have been made the Task and Finish Group will present their recommendations to the meeting of the Community Overview and Scrutiny Panel in due course.
- The Community Overview and Scrutiny Panel advises the Portfolio Holder for Community Affairs on their recommendations on grant allocations. The Portfolio Holder presents them to the Cabinet, who will determine final awards at their meeting in February. Applicants will be notified of the decision on their grant following this meeting.

### **After the grant has been awarded**

- All successful applicants are required to sign a formal agreement for the delivery of the project or service, as described in the application form.
- The project must not be started until this agreement has been completed.

- Applicants can only use the money for that purpose, and for no other purpose whatsoever.
- New Forest District Council must be acknowledged as a funding partner in any marketing and promotional materials for the project.
- The Council must be notified of the date on which the project will commence and the estimated completion date. The Council must be informed of any delay which may result in the project being completed later than that given date.
- Successful applicants will need to prove that the grant is being used for the purpose that has been agreed and evidence, such as invoices and receipts, will need to be provided.
- For some projects applicants will be requested to submit monitoring reports, giving updates on progress against key milestones, during the scheme.
- Unless the Council has already been notified that the project has been completed, all successful applicants will be required to submit a brief progress report on the situation with their project as at 30 September, to be received by the Council's officers by 14 October. All the progress reports will be considered by the Task and Finish Group as they start consideration of the applications for the following year.
- After the completion of every project the provider will need to send the Council an appraisal of whether the key objectives have been met.
- If the money is not used for the specified purpose, for whatever reason, it must be returned to the Council within 2 years of the decision to award the grant. If the project has been delayed as a result of matters outside of the applicant's control they may apply again under the community grants process.
- The Council shall have the right to inspect the project at any reasonable time.
- Applicants must not sell or otherwise dispose of the facility, equipment or items purchased through grant money within 3 years of the date on which the grant is paid other than at full market value. In the event of such disposal an appropriate proportion of the proceeds, equal to the proportion of the original cost met by the Council's grant, must be surrendered to the Council. The equipment or items shall not be returned to the Council for disposal.
- All buildings, land and equipment that are subject to a grant must be fully insured on the basis of full replacement cost. Evidence will need to be provided that suitable policies of insurance are in place before any payment is made.
- No part of the balance of the cost of construction projects can be raised by means of a mortgage secured on the facility without the previous written consent of the Council having been obtained.
- Organisations delivering projects aimed at children, young people or vulnerable adults will need to demonstrate to the Council that they have suitable safeguarding policies and appropriate checks in place.

### **Purposes for which funding may be used**

The purpose of the scheme is to allow members to allocate an amount of £600 a year, at their discretion, to address local needs within their communities where small scale improvements can potentially make a big difference.

The idea is that there should be a minimum of bureaucracy. The grant may be used for any legal purpose, at the discretion of the Councillor, that will, in his or her opinion, be of benefit to residents of their ward. There is an expectation that Councillors, based on their knowledge of their local communities and any further investigations they feel necessary, will have satisfied themselves that the purpose and recipient of the grant are appropriate.

The grant may not, however, be used for any of the following purposes:

- to benefit an individual resident or household;
- to benefit a commercial enterprise or business;
- to support party political activities.
- for religious worship or observance; or works to buildings or grounds that are used solely by a religious organisation; or
- to carry out a function that is the statutory responsibility of another authority

The grant may be used in whole or in part as a contribution towards a particular project, or as a contribution towards another organisation active in the ward. Below are examples of projects for which a community grant may be paid. This list is not exhaustive.

- supporting a specific social event for a community organisation
- buying equipment for a nursery (run by a charity), a youth group or an older persons' social group
- improvements to a public area within the ward/town/village
- sponsorship for a local sports team to attend an event/competition

The organisation should have its own bank account. Payment into an individual's bank account is not desirable.

**It is most cost effective if the payment is made directly using a Bank Transfer (BACS), and members are encouraged to use this payment option whenever possible.**

In each instance, Councillors should consult with their local Parish or Town Council, through the Chairman or his/her nominee, about the proposed allocation of the grant. Each Councillor's grant budget may be allocated for more than one purpose, provided the total of £600 is not exceeded. Two or more Councillors may, if they wish, pool grants.

Members may carry any unspent grant monies over for 1 year, but after that time any unspent monies will be lost.

A condition of the grant is that the recipient should recognise the Council and, if you so wish you as the specific ward councillor, as a funding source in any publicity materials.

## **Procedure**

Councillors wishing to allocate their grant should complete the Request for Payment of Grant e-form on the Councillors' Area of ForestNet by clicking on the following link:

[http://eforms/ufs/ufsmain?formid=MEM\\_CCEG\\_REQUEST](http://eforms/ufs/ufsmain?formid=MEM_CCEG_REQUEST).

The form will then be routed to Jan Debnam.

If you are unable to use the e-form for any reason please email your request to [jan.debnam@nfdc.gov.uk](mailto:jan.debnam@nfdc.gov.uk)

The request should include:

1. The name and address of the person/organisation to whom the amount is to be paid;
2. The amount to be paid (maximum £600 per annum);
3. Whether you wish the payment to be made direct to the organisation, or whether you wish a cheque returned to you, for presentation by you to the group/organisation concerned;
4. If paying direct to the organisation, the name of the payee, their bank account details and the name and address of the person to whom the payment advice should be sent.
5. A short explanation of how the payment will benefit residents of the ward;
6. A short explanation of how you intend to ensure the grant is spent on the intended purpose.
7. A brief note on the views of the Parish/Town Council (which may be obtained from the Chairman).
8. You should also disclose any interest that you may have in the organisation that will receive the grant.

Arrangements for payment will be made as soon as possible after receipt of your completed application.

After the payment has been made

Please make sure that you check that the grant has been used for the purpose intended, and send an e-mail confirming the correct use of the money to [jan.debnam@nfdc.gov.uk](mailto:jan.debnam@nfdc.gov.uk)

If the money has not been used within 12 months of you giving the grant, the recipient should be asked to repay the grant to the Council.

## COMMUNITY AND LEISURE OVERVIEW AND SCRUTINY PANEL WORK PROGRAMME 2018/2019

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>18 SEPTEMBER 2018</b>			
Health and Leisure Task & Finish Group	To receive an update on current provision in the District and the re-modelling of current schemes.	Presentation to Panel	<b>Rebecca Drummond</b>
Corporate Customer Services	To receive and update on progress in improving customer transactions on-line and through the Council's Information Offices; and also in improving connectivity within the Council's own systems to ensure efficiency of payment transactions	Presentation to Panel	<b>Rebecca Drummond</b>

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
<b>15 JANUARY 2019</b>			
Community Grants Task & Finish Group	To consider Task & Finish Group findings with regards to the allocation of grants for inclusion in the 2019 budget	Report to Panel	<b>Colin Read</b>
Safer New Forest Partnership Plan	To consider inputting into the Plan.	Report to Panel	<b>Rosemary Rutins/Brian Byrne</b>
Dibden Golf Centre	To receive the bi-annual update from the Chairman of the Task & Finish Group	Verbal update to Panel	<b>Cllr B Andrews/Colin Read</b>
Community Strategy	To consider the development of an over-arching strategy for community matters.	Report to Panel	<b>Rebecca Drummond/Manjit Sandhu</b>

Young People - Wellbeing	To understand the issues affect the wellbeing of young people living in the District (Mental Health)	Presentation to the Panel	<b>Manjit Sandhu/Cllr Binns</b>
<b>19 MARCH 2019</b>			
	(TBC)		

**Items for the future:**

Eling Tide Mill – Annual report  
 St. Barbe’s Museum – Annual Report.