

NOTICE OF MEETING

Meeting:	ENVIRONMENT OVERVIEW AND SCRUTINY PANEL
Date and Time:	THURSDAY, 11 JUNE 2020, AT 2.00 PM*
Place:	SKYPE MEETING - ONLINE
Enquiries to:	E-mail: karen.wardle@nfdc.gov.uk 023 8028 5588 - ask for Karen Wardle

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 no later than 12.00 noon on Monday, 8 June 2020. This will allow the Council to provide public speakers with the necessary joining instructions for the Skype Meeting.

Bob Jackson
Chief Executive

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www.newforest.gov.uk

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

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 12 March 2020 as a correct record.

2. DECLARATIONS OF INTEREST

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

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

3. PUBLIC PARTICIPATION

To note any issues raised during the public participation period.

4. PORTFOLIO HOLDERS' REPORTS

To receive an oral update from the Portfolio Holders for Environment and Regulatory Services and for Planning and Infrastructure.

5. COVID19 - SERVICE IMPACT UPDATE

To receive an update on the impact to services as a result of Covid-19.

6. ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN (TO FOLLOW)

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

7. WASTE STRATEGY UPDATE

To receive an oral update on the progress of the Waste Strategy Working Group.

8. FOOD AND SAFETY SERVICE UPDATE (Pages 5 - 18)

To update the panel on the work of the Food and Safety Team during 2019 2020, and to consider the proposed work for the forthcoming year.

9. NEW FOREST VISITOR SURVEY 2018/19 (Pages 19 - 28)

To consider the results of the New Forest Visitor Survey for 2018/19.

10. BIODIVERSITY NET GAIN (Pages 29 - 32)

To consider the local introduction of requirements for development to provide for Biodiversity Net Gain as part of planning permission.

11. UPDATE TO THE STATEMENT OF COMMUNITY INVOLVEMENT (Pages 33 - 68)

To consider the proposed update to the Statement of Community Involvement.

12. UPDATE ON WATERSIDE RAILWAY BID

To receive an oral update on the Waterside Railway Bid.

13. WORK PROGRAMME (Pages 69 - 70)

To agree the work programme to guide the Panel's activities over the coming months.

14. ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT

NEW FOREST DISTRICT COUNCIL – VIRTUAL MEETINGS

Background

This meeting is being held virtually with all participants accessing via Skype for Business.

A live stream will be available on YouTube to allow the press and public to view meetings in real time and can also be found at the relevant meeting page on the Council's website.

Principles for all meetings

The Chairman will read out Ground Rules at the start of the meeting for the benefit of all participants. All normal procedures for meetings apply as far as practicable, as the new Government Regulations do not amend any of the Council's existing Standing Orders.

The Ground Rules for all virtual meetings will include, but are not limited to, the following:-

- All participants are reminded that virtual public meetings are being broadcast live on YouTube and will be available for repeated viewing. Please be mindful of your camera and microphone setup and the images and sounds that will be broadcast on public record.
- All participants are asked to mute their microphones when not speaking to reduce feedback and background noise. Please only unmute your microphone and speak when invited to do so by the Chairman.
- Councillors in attendance that have not indicated their wish to speak in advance of the meeting can make a request to speak during the meeting by typing "RTS" (Request to Speak) in the Skype chat facility. Requests will be managed by the Chairman with support from Democratic Services. The Skype chat facility should not be used for any other purpose.
- All participants should note that the chat facility can be viewed by all those in attendance.
- All participants are asked to refer to the report number and page number within the agenda and reports pack so that there is a clear understanding of what is being discussed at all times.

Voting

When voting is required on a particular item, each councillor on the committee will be called to vote in turn by name, expressing their vote verbally. The outcome will be announced to the meeting. A recorded vote will not be reflected in the minutes of the meeting unless this is requested in accordance with the Council's Standing Orders.

By casting their vote, councillors do so in the acknowledgement that they were present for the duration of the item in question.

Technology

If individuals experience technical issues, the meeting will continue providing that it is quorate and it is still practical to do so. The Chairman will adjourn the meeting if technical issues cause the meeting to be inquorate, the live stream technology fails, or continuing is not practical.

Public Participation

Contact details to register to speak in accordance with the Council's Public Participation Procedures are on the front page of this agenda.

In order to speak at a virtual meeting, you must have the facility to join a Skype for Business Meeting. Joining instructions will be sent to registered speakers in advance of the meeting.

The Council will accept a written copy of a statement from registered speakers that do not wish to join a Skype Meeting, or are unable to. The statement will be read out at the meeting and should not exceed three minutes. Please use the contact details on the agenda front sheet for further information.

To:

Councillors:

Councillors:

Steve Rippon-Swaine
(Chairman)
Sue Bennison (Vice-
Chairman)
Ann Bellows
Geoffrey Blunden
Allan Glass

Andrew Gossage
Stephanie Osborne
Tony Ring
Derek Tipp
Malcolm Wade

ENVIRONMENT OVERVIEW AND SCRUTINY PANEL – 11 JUNE 2020

FOOD AND SAFETY SERVICE UPDATE

1. INTRODUCTION

- 1.1 This report provides an update to the Environment Overview and Scrutiny Panel on the work of the Food and Safety during the 2019 – 2020 year. The key achievements of the team are illustrated and explained in Appendix 1 to this report.
- 1.2 The proposed work plan for the forthcoming year is set out in Appendix 2. This work plan is subject to change based on the impact that the coronavirus pandemic is having on workplaces. Any changes to the work undertaken will be in line with guidance from the Food Standards Agency, Central Government and other relevant bodies.

2. BACKGROUND

- 2.1 The role of the Food and Safety Service is primarily to protect and improve public health across the New Forest. The team works to ensure that all food prepared and sold from local establishments is safe to eat. This is achieved by carrying out a programme of interventions at food businesses, sampling and responding to service requests.
- 2.2 The work is supplemented by the:
 - Investigation of complaints concerning food safety and handling practices across the full range of food establishments;
 - Providing food safety advice and support to new and existing food businesses, including help using the Food Standards Agency's "Safer Food, Better Business" food safety management system;
 - Investigation of suspected and confirmed food poisoning cases and outbreaks, and other notified infectious disease cases;
 - Actioning Food Alerts issued by Food Standards Agency;
 - Acting as Primary Authority to food businesses and manufacturers within the District and issuing Health Certificates for those who export foodstuffs;
 - Removing unfit food from the food chain by seizure, detention or voluntary surrender.
- 2.3 The team is also responsible for the enforcement of workplace health and safety in a range of business sectors across the district, licensing of caravan sites and animal welfare establishments, and registration and inspection of businesses undertaking skin piercing activities.
- 2.4 The Food and Safety Team provide a comprehensive food safety service which benefits consumers and the business community and has a considered balance between investigation, advice, education and enforcement.

3. ACHIEVEMENTS IN 2019-2020

- 3.1 The achievements in the 2019 – 2020 year are set out in Appendix 1 to this report.
- 3.2 The team were on track to complete 99% of the high risk inspections during the year, however due to the impact of the coronavirus pandemic on food businesses, only 93%

could be completed. These outstanding inspections will be prioritised once the businesses are operating again.

- 3.3 A total of 95% of all other programmed inspections were completed and resources were targeted on the poor performing businesses and those carrying out highest risk activities.
- 3.4 The National Food Hygiene Rating Scheme is continuing to encourage food businesses to improve their standards and over 97% of food premises in the District are now rated as 3 (generally satisfactory) or better.
- 3.5 The team investigated approximately 1500 service requests in 2019 – 2020 relating to complaints about food businesses, notifications of infectious diseases and food poisoning, workplace accidents and requests for advice from businesses and residents. Officers take a staged approach to enforcement and work to resolve issues informally wherever possible.
- 3.6 In addition to completing the programmed inspections for food safety, health and safety and caravan sites, a large number of visits involved offering advice and guidance to new businesses.

4. CONCLUSION

- 4.1 The attached report details the work undertaken by the Food and Safety Team in 2019 – 2020 to fulfil their statutory functions. The team's activities focus on the protection of public health, safety and welfare through the provision of advice, guidance and the regulation of those businesses which pose the greatest risk. and providing information to consumers in order that they can make informed choices on where to eat.

5. RECOMMENDATIONS

- 5.1 That the panel reviews the performance of the food and safety service over the past year as set out in the Service Review Report (Appendix 1) and agrees the proposed work plan for the forthcoming year (Appendix 2).

Environmental and Regulation Service

Service Manager: Joanne McClay
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Report Author:

Ben Stockley: Food and Safety Team Manager
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Appendix 1:

Service Review 2019-2020

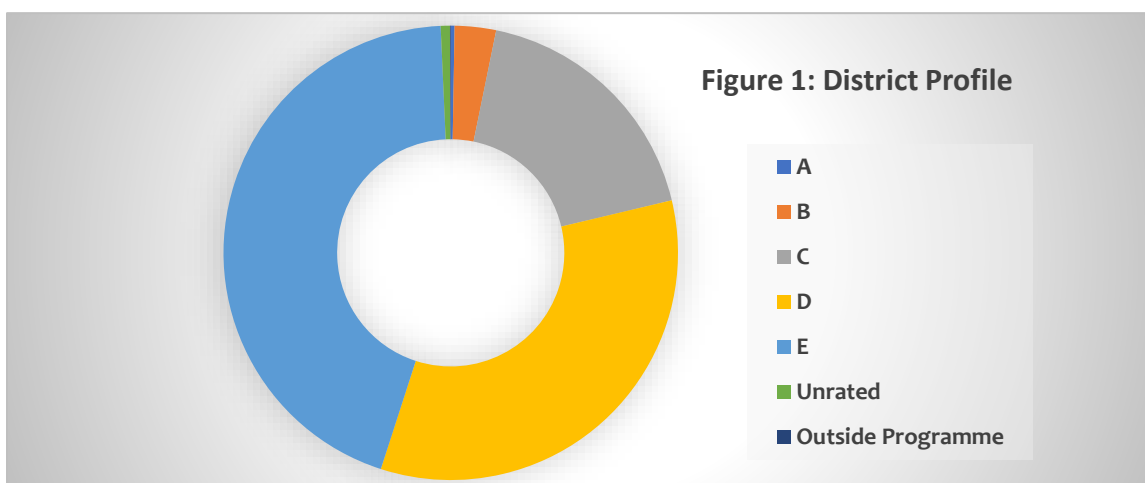
Environmental & Regulation: Food & Safety Team

What we are responsible for

- Protecting the public from potentially hazardous foods and poor food hygiene practices
- Preventing the death, injury and ill health of those at work and affected by work activities.
- Protecting the public from infection through the control of skin piercing activities.
- Protecting the welfare of animals through the licensing of animal establishments.
- Protecting the health and welfare of residents living in caravans in the District.

Food Businesses in the New Forest

- As at 31 March 2020 there were **1837** food businesses in the District; the majority of **1415** were restaurants and other caterers such as takeaways. These range from national companies to sole traders. There are also **333** retailers, **49** manufacturers / packers, **19** importers / exporters, **10** primary producers, and **11** distributors / transporters. Of the total, **13** are approved premises, and are subject to enhanced control.



- Figure 1, illustrates the premises ratings of food businesses in the District. This rating determines how often a business requires an inspection. A high-risk A rated premises will require more frequent inspections than a low risk E rated premises. This may be due to high-risk activities being undertaken at the business (e.g. caring for elderly or food manufacturers) or because the business is known to be poor and requires regular monitoring. E rated

premises are likely to be very low risk activities such as retail of ambient packed foods or a small-scale home-based cake maker.

- As in previous years, the overall number and profile of food businesses in the District has remained stable; however the rate of ‘churn’ or turnover of food businesses, i.e. the relative number of new businesses starting trading and those ceasing trading rose from around 10% to 13%, with **248** new businesses setting up.

Inspections Completed

- Inspections and other interventions are carried out according to the risk posed by the business. The business may have a higher risk due to the processes carried out, the type of food handled, the hygiene standards observed during inspection, as well as, whether they serve a vulnerable group.
- During inspections, officers observe and question, to judge three aspects of the business:
 - food hygiene and food handling practices
 - cleanliness, layout and maintenance
 - how well the business is managed
- These aspects are scored to determine how often to inspect the business – a poor business serving high risk foods will be inspected more frequently.

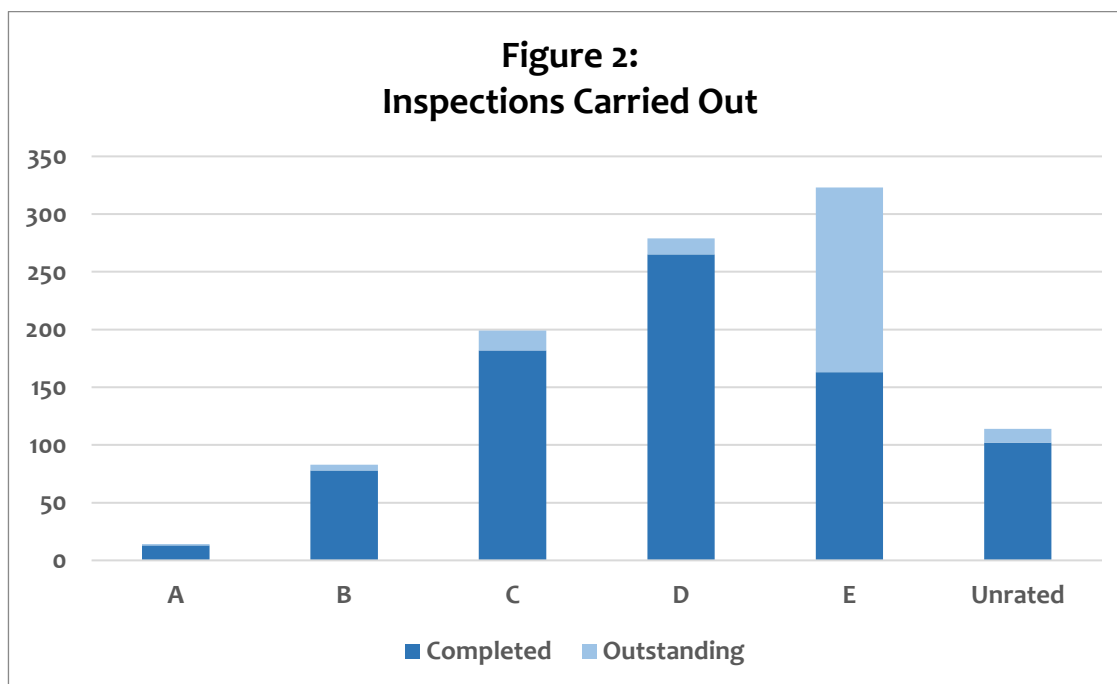


Figure 2 shows the number of food interventions completed in 2019-2020 according to each risk category.

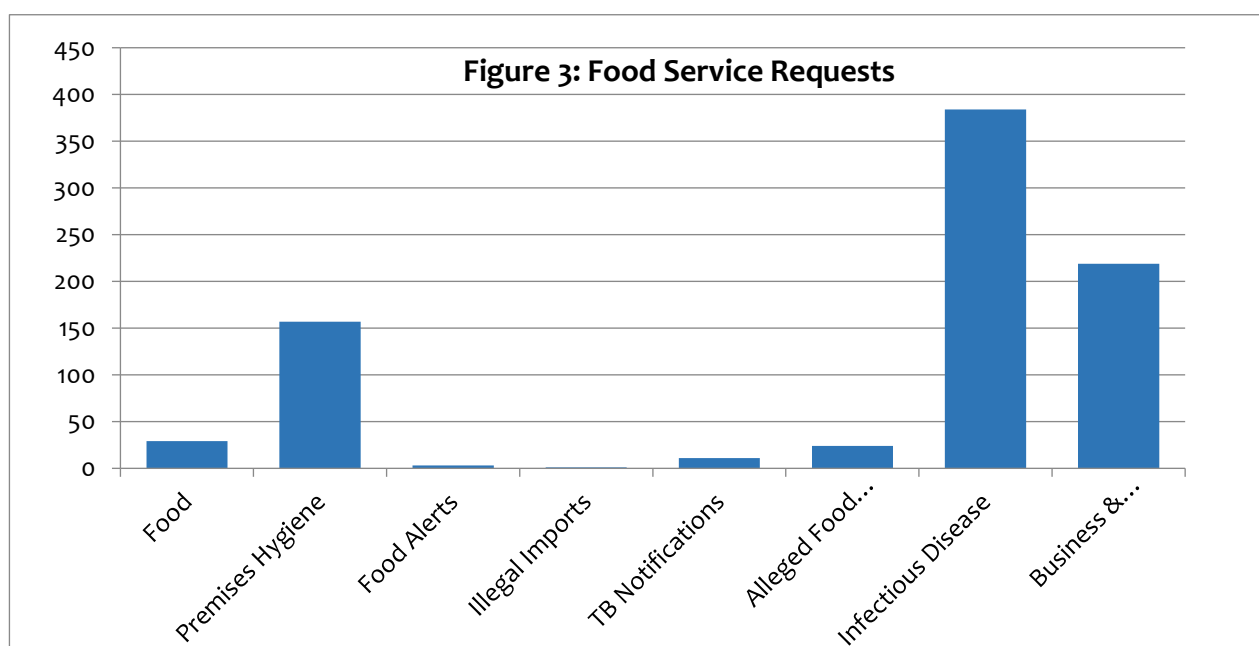
This chart also shows the number of new, previously unrated businesses which were inspected.

- Higher risk businesses with an A, B or C risk category receive a full inspection on a more frequent basis than those with a lower risk – A’s are visited every 6 months, B’s every year, and C’s every 18 months.
- Lower risk businesses with a D or E risk category may not always be inspected and may receive a different intervention such as a partial or targeted inspection.

- A few inspections were not completed due to the lockdown beginning in March as a result of the Government’s public health response to the coronavirus pandemic. Many of the restaurants and cafes closed entirely on lock down, although over time several are now re-opening and offering takeaway and food delivery services.
- The number of inspections outstanding based on lockdown approach taken by Government are 1 A rated inspection, 5 B rated and 17 C rated inspections. These will be prioritised once the businesses are trading again.
- **93%** of all high-risk inspections were completed, which were made up of **13** out of 14 category A, **78** out of 83 category B and **182** out of 197 category C interventions.
- **265** out of **279** category D category premises interventions were undertaken, which is just over 98%. The shortfall was due largely to difficulties in gaining access to the premises.
- For category E businesses, which are the lowest risk businesses and include newsagents and retailers, **163** out of **323** interventions were undertaken which equates to 53%.
- Resources are always focussed on a risk-based approach and despite new initiatives to assist in completing the lower risk inspections and backlog, it has not been possible to achieve this with the current officer resource level.

Investigations and Advice

In the past year we responded to **828** service requests relating to food, hygiene or cases of infectious disease. This is broadly similar to the number received in the previous year. A total of **186** were complaints made by members of the public about food that was purchased or consumed, or standards of hygiene observed at a premise – this is lower than the **234** similar complaints received in the previous year. **29** complaints were made by individuals who claimed that food they had eaten had made them ill. Such complaints are hard to investigate as there is rarely sufficient evidence; however, there were **384** confirmed cases of infectious disease (many related to food where it is alleged to have caused illness.) Action will only be taken if there is strong evidence to support this or there are a number of cases (an outbreak) linked to a single premise.



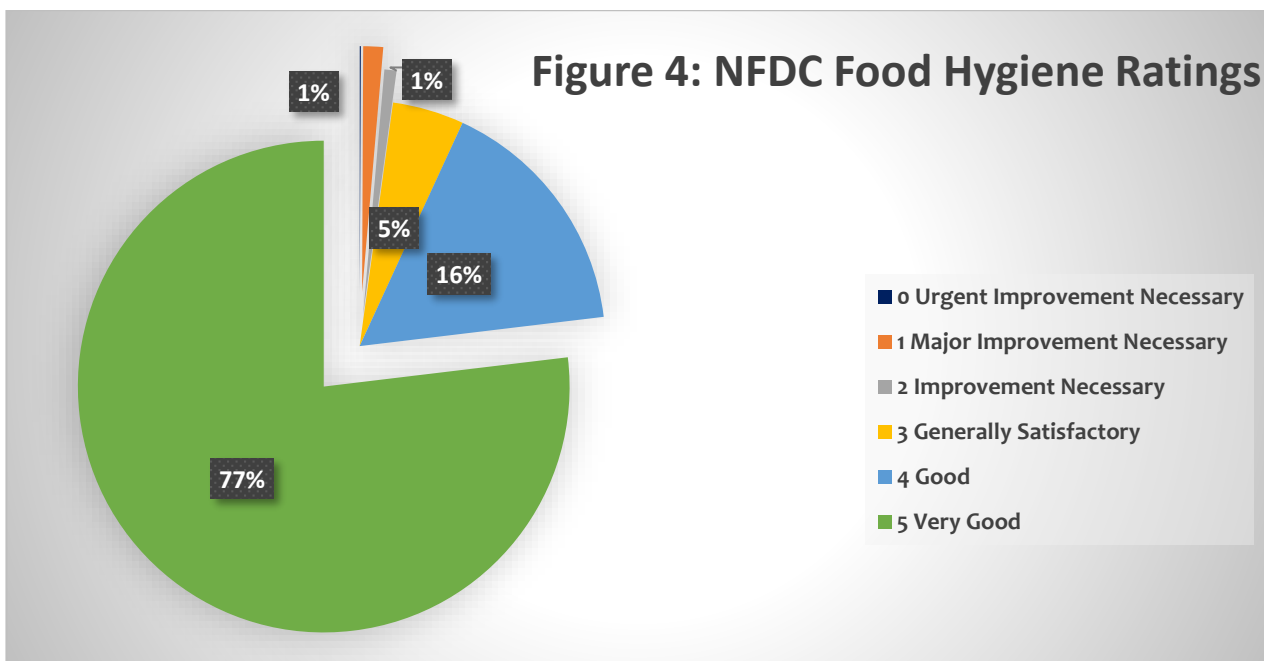
National Food Hygiene Rating Scheme

Business Ratings in the New Forest

The food hygiene rating of a business is a visual indication to the consumer that a business has been inspected by the local authority, and also used to promote high performing food businesses and to enable customers to make informed choices about the standard of hygiene in the business where they eat out or shop for food. Good businesses can expect to get a rating of 4 or 5 and businesses with a 3 rating are considered to be generally satisfactory. Ratings of 0, 1 or 2 are issued to businesses which improvement is necessary.



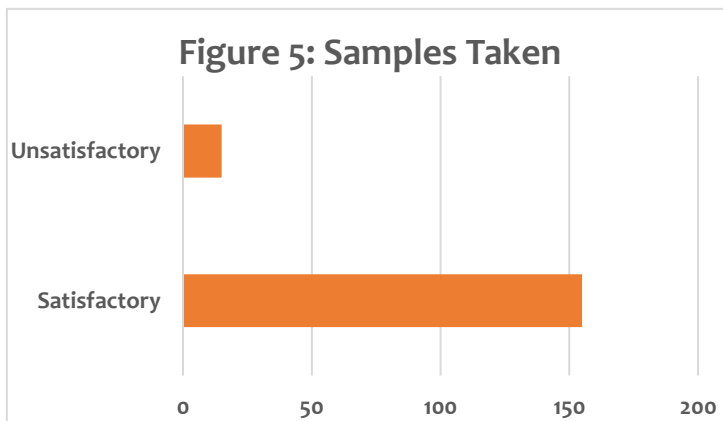
The majority of businesses in the New Forest have a rating of 3 or better. Almost **98%** of businesses fall into these categories. This is an increase of 0.5% on last year and 1.2% over the past two years. This shows that consumers can have further confidence in the standards of food businesses in the District. One business has a rating of zero and 29 businesses have a 1 or 2 rating – only **2.5%** of the total.



A rating remains in place until the next inspection is undertaken, unless the business applies for a re-inspection where they have carried out works identified during the inspection. Re-inspection visits are a discretionary service, and therefore a fee of £162 is charged for the visit. As more consumers rely on the food hygiene rating of a business when deciding where to eat, the food business operators are recognising the importance of a good rating. In 2019-10, **22** applied for a re-inspection, which was a slight increase on 18 which applied the previous year. On re-inspection, the business' rating will be assessed by the original inspecting officer and could go up or down.

In addition to the above, there are safeguards built into the food hygiene rating scheme which allow a business to appeal to the Food and Safety Team Manager should they consider their rating to be incorrect.

Food Sampling



The Food Standards Agency places considerable emphasis on the importance of sampling as part of the delivery of a local authority's food service. Sampling can be used as both a means to support business, to verify that they are producing safe food and also to emphasise when their food safety controls are inadequate. Local high-risk businesses are sampled, such as manufacturers, especially those carrying out specific processing, including sous-

vide foods, butter manufacture, fermentation, or aseptic packaging.

The food team also participates in national and local Hampshire wide sampling projects which are identified by emerging issues and epidemiological data. The team has sampled frozen fruit and vegetables and pastry products in support of these regional projects in the past year.

Over **170** food samples were taken, of which **15** were found to **not** meet food safety requirements. In these cases we support the businesses in investigating what went wrong and will usually re-sample to demonstrate that any additional measures put in place by the business have been successful. Our role is to ensure that measures are taken to prevent unsafe food from being placed on the market.

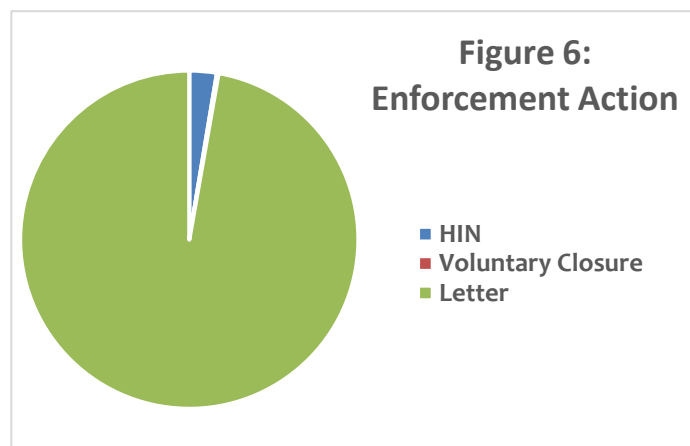
Enforcement Actions

Figure 6 illustrates the enforcement action taken by the food and safety team which ranges from no action to informal discussion, advice, written warning, serving of notice – hygiene improvement Notice (HIN) or hygiene emergency prohibition notice or prosecution.

Action taken is in accordance with our enforcement policy – ensuring that food businesses are compliant with the law and can achieve sustained compliance. The team will always ensure that food business operators deal with serious food safety risks immediately and once resolved, will consider whether further legal action is in the public interest.

Most businesses in the district seek to comply with the requirements and **630** received inspection letters explaining any areas where improvement was required to comply with the law. In the past year, 19 hygiene improvement notices were served on **17** businesses and **1** business voluntarily closed due to serious risks to health.

This data consolidates a positive trend which was also noticed in the 2018-2019 where the number of formal notices, prosecutions and simple cautions has reduced.



Export Certificates

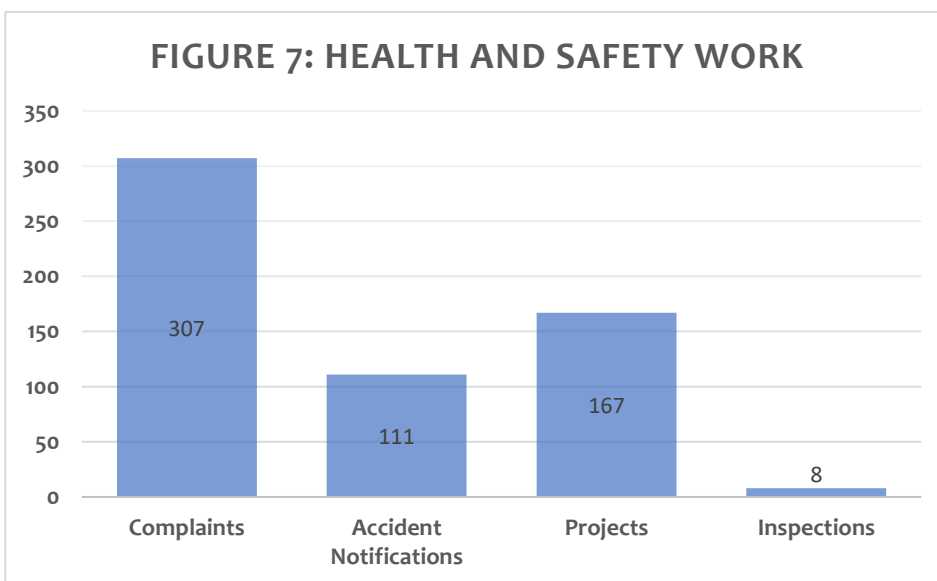
Export Health Certificates are issued to businesses wishing to export foodstuff outside the UK. They provide assurances that food and drink produced in the district meet the export requirements on UK food safety and that of the destination country. The provision of these certificates is not mandatory, so there is a charge of £88 for providing this service. In 2019-2020 **15** export health certificates were issued.

This area of work is likely to increase in the future as export health certificates may be required to export goods to the EU.

Health and Safety Work 2019 - 2020

We are responsible for enforcing health and safety law in a wide range of workplaces in the district through;

- Targeted projects looking at specific health and safety matters
- Investigating workplace accidents
- Inspecting high risk or poor performing businesses
- Advising businesses
- Investigating complaints



To reduce unnecessary burdens on business, we only inspect when intelligence is received which indicate poor standards (e.g. following an accident notification).

As a result, **8** inspections were undertaken last year.

111 formal accident notifications were received and assessed and 37 required further investigation.

Officers work with the business to improve health and safety and identify measures which could have prevented an accident for occurring.

In the past year, the team received **307** health and safety complaints and requests for information – an increase of 15% over the previous year.

Targeted projects are carried out based on local or national intelligence of emerging trends, provided by the Health and Safety Executive. These have included;

Health and Safety Projects 2019 -2020

- Inspection of beauty establishments including nail bars
- Inspection of licensed riding establishments
- Raising awareness of health and safety in relation to inflatables at organised events
- Highlighting health and safety concerns from the public accessing large commercial waste bins.

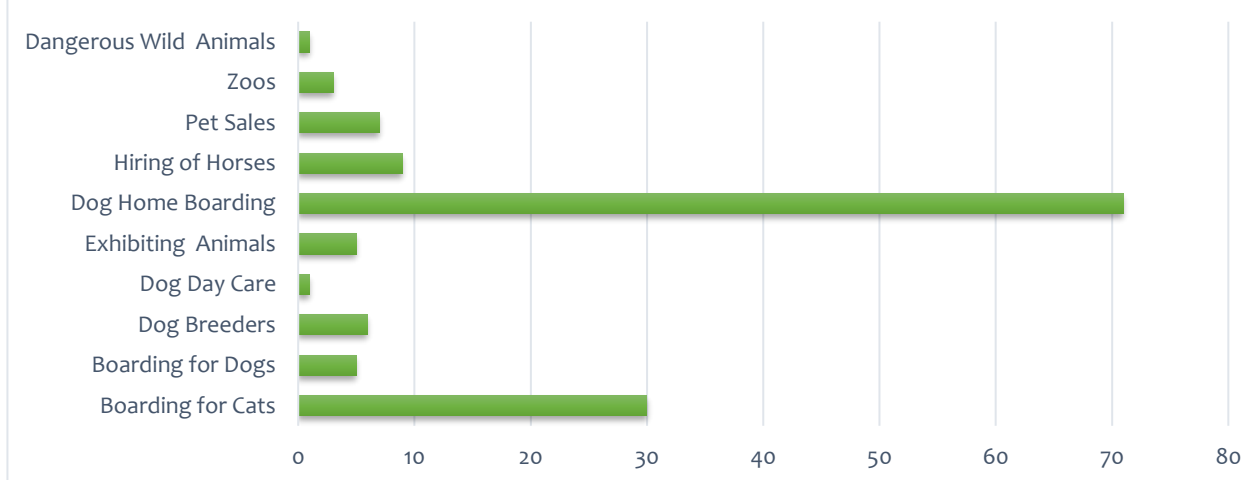
Animal Welfare – Animal Establishment Licences



Animal related activities including dog breeding, animal boarding and pet shops are licensed under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018. This legislation introduced a risk-based process for granting animal establishment licences – recognising high performing businesses and ensuring resources are focussed where most needed. Licences may be issued for 1, 2 or 3 years depending on the standards observed during inspection.

The profile of licensed premises in the New Forest is illustrated in Figure 8:

Figure 8: Animal Establishments in the New Forest



The majority of businesses are dog home boarders and there are also a number of larger businesses, including 9 horse riding establishments and 16 boarding establishments (kennels and catteries.)

Work completed in 2019 – 2020

- Issued 105 licences (new premises and renewals)
- Carried out 84 inspections and responded to 66 requests for information.
- Two officers trained in Inspecting Licensable Activities Involving Animals
- More formal approach taken in relation to unlicensed dog breeders and home boarders
- Worked with non-compliant businesses to improve star-rating and long-term compliance

Primary Authority



The Primary Authority (PA) scheme allows businesses to form a statutory partnership with a single local authority (or group of authorities) to access assured, robust and reliable advice at a reasonable cost. The advice can be on food hygiene and safety, health and safety or licensing and gives companies greater consistency particularly where they have outlets operating across several areas.

We currently have two Primary Authority Partnerships, one with a care home provider and the another with a fish products manufacturer.

Skin Piercing



All businesses carrying out skin piercing must be registered with the Council which cover those carrying out:

- Cosmetic body piercing (including ear piercing)
- Acupuncture
- Tattooing
- Electrolysis
- Semi-permanent skin colouring

There are **141** registered premises who have to follow byelaws and health and safety legislation to ensure they operate in a safe and hygienic manner.

The team has seen an increase in businesses setting up in recent years particularly carrying out semi-permanent skin colouring and have registered **14** new premises and **21** people carrying out eyebrow treatments, microblading and blotch removal.

Caravan Site Licensing

The team is responsible for ensuring that standards at licensed residential caravan sites in the district are maintained for the safety and welfare of the residents.

Licence conditions are used to control issues such as drainage, roadways, safety of electrical supply, fire provisions and the layout of the site including distance between caravans.

Due to the popularity of the New Forest area, there are currently **34** residential caravan sites in the district with over **1400** individual properties. This is a high number compared to many other areas of the UK.

All caravan sites are subject to a yearly inspection.

The team work closely with colleagues in Development Control to ensure that new sites will meet the required standard.



Summary

- The level of business compliance is good, and is gradually improving
- The majority of planned work was completed with the exception of a few food inspections
- The Coronavirus pandemic has impacted on the work of the team and required the rapid adaptation of working practices
- The priority of the team is the protection public health and provision of a high level service to businesses, residents and visitors to the New Forest.

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Introduction – Challenges due to Covid-19

The Covid-19 pandemic and the Government response to control the spread of the virus will have a significant impact on our ability to undertake proposed work for the forthcoming year.

The Food and Safety Team has reviewed all of its activities, in line with Government guidance and as the lockdown is lifted will continue to provide a safe and appropriate level of service to local businesses and the public.

All proactive inspection activities initially ceased when food businesses stopped trading and priority was given to delivering critical functions and being ready to respond to serious public health issues such as food safety incidents, infectious disease outbreaks, or investigation of fatal or major accidents.

The Food and Safety team alongside the Police and Trading Standards were given powers to enforce The Health Protection (Coronavirus, Restrictions) (England) Regulations 2020. This legislation determines those businesses which must remain closed and activities which cannot currently take place.

A range of resources have been developed on the New Forest District Council website with advice to support businesses who remain open, have changed how they operate or are seeking to start-up again. The team have already answered over 170 enquiries from businesses and the public requesting advice and assistance.

However, there have been a very small number of businesses who have decided to continue operating. These have been visited, officers have explained the risk they pose, two have been issued written warnings and two have been served with Prohibition Notices. The team always take a staged approach to enforcement but public safety and compliance with the law is paramount.

As we undertake recovery planning, the approach will be centred on guidance provided Government, Food Standards Agency (FSA), Public Health England and the Health and Safety Executive and best practice with other Local Authorities. The FSA recognises that Local Authorities will not be able to 'catch-up' on outstanding monthly inspections and many catering establishments will not reopen until later in the year. The team will work to support businesses, many who will be financially fragile, and any enforcement involvement would need to be considered carefully against the risk to public safety.

New innovative ways of working have had to be developed to ensure prioritisation of work based on greatest risk but also protecting officers, employees, and customers of the businesses. In the short-term, this may include some remote assessments such as virtual inspection of well performing businesses and all site visits will be subject to an officer Covid-19 risk assessment.

In the future, work practices will change to ensure they are fit for the purpose and sustainable but we will aim to carry out work in line with the priorities detailed below.

Priorities	
1	<p>To inspect all high-risk food businesses (A, B and C rated) due inspection, all approved businesses and all newly registered food businesses (approximately 350 inspections).</p> <p>To carry out an intervention on all D rated food businesses by inspection, audit, monitoring or sampling (approximately 300 businesses).</p> <p>To carry out alternative enforcement action on low risk E rated establishments. This may include inspection if there have been substantial changes. These are low risk businesses and therefore we will seek to undertake as a minimum 50% of those interventions due.</p>
2	To support the operation of the national food hygiene rating scheme by providing business ratings during food hygiene inspections, updating the national website, and by offering businesses safeguards, including the opportunity to be re-inspected and provided with a new food hygiene rating.
3	To undertake the sampling of food and food business environmental sampling to support work locally and nationally. To investigate where unsatisfactory results are identified.
4	To continue to offer support to businesses through the Primary Authority partnership scheme.
5	<p>To fulfil health and safety enforcement work in line with Health and Safety Executive guidance. This includes:</p> <ul style="list-style-type: none"> - Undertake health and safety assessments whilst undertaking food hygiene inspections - Investigate workplace accidents, securing of improvements and taking action where necessary. - Intelligence based proactive inspections - Local priority work –including inspection of beauty establishments, inspection of riding establishments and raising awareness of inflatable safety at public events.
6	To register and inspect premises undertaking skin piercing activities – cosmetic body piercing, acupuncture, tattooing, electrolysis and semi-permanent skin colouring.
7	To investigate all GP notifications of notifiable food-borne infectious and suspected food poisoning outbreaks. Take any necessary actions arising from the investigation and to report outcomes to assist in national surveillance.
9	To undertake all inspections of businesses subject to licencing under Animal Welfare legislation, including any mid-term visits. This includes horse riding establishments, zoos, pet shops, animal boarders and dog breeders.
10	In all areas of work identified above, to act in accordance with our enforcement policy to select the most appropriate course of action for dealing with issues of non-compliance. This may range from the provision of advice, to service of enforcement notices, and where appropriate the taking of enforcement action to deal with cases of blatant disregard for the law.

ENVIRONMENT OVERVIEW AND SCRUTINY PANEL – 11 JUNE 2020

NEW FOREST VISITOR STUDY 2018/19

1.1 INTRODUCTION

- 1.2 It has been recognised for some years that additional development in and around the New Forest has a potentially harmful impact on the nature conservation designations within the National Park, and that to comply with both national and international legislation to protect the designated sites within the New Forest measures need to be taken to avoid or mitigate these harmful impacts. Since 2009 this Council's Local Plans have had specific policies required to mitigate the potential harm resulting from recreational pressures from new development. However, the approach taken by other local planning authorities in the area around the New Forest to the recreational impacts on the New Forest arising from development in their area has been patchy.
- 1.3 In January 2018 a new study was commissioned by a partnership of local planning authorities - Test Valley Borough Council, Eastleigh Borough Council, New Forest District Council, New Forest National Park Authority, Southampton City Council and Wiltshire Council – working together with Natural England and Forestry England with funding from central government. Phase one of the study has concentrated on establishing a robust evidence base to understand future pressure on the internationally protected habitats of the New Forest from increased population and visitor numbers. This has now been completed. The second phase will be to develop a joint strategic mitigation framework.
- 1.4 The research is the most comprehensive survey of recreational use of the New Forest since 2004/5 when Tourism South East surveyed visitors to the area that was to become the National Park. (It did not specifically look at the visitor use of the protected nature conservation sites.)

2. THE SURVEYS

- 2.1 Specialist consultants Footprint Ecology were commissioned by the partnership organisations to undertake the visitor surveys on their behalf. Footprint Ecology have done similar work in protected habitats across the UK and have a good knowledge of the New Forest, having done previous studies in the area.
- 2.2 For the research three different types of surveys were undertaken.
- On-site visitor surveys
 - Telephone surveys
 - Vehicle counts
- 2.3 **On-site Visitor Surveys**
- 2.4 In a period between 2018 to 2019 surveys took place at 60 locations, mostly car parks across the New Forest SPA/SAC/Ramsar. At each location, 40 hours of survey work were conducted, split to cover a weekday and a weekend day in the autumn/winter (October – November), a weekday and a weekend day in the spring (April – May) and a single day in the summer (late July – August, school holiday period). Surveys were broken into two-hour periods that were spread to cover different parts of the day (i.e. including early mornings and late evenings). Tally counts of people, dogs, bikes and horses were maintained for each two-hour survey period and a random selection of

people seen were approached and interviewed. In total 5,236 interviews were conducted.

2.5 Telephone Surveys

- 2.6 A survey of 2,000 people living within 25km of the New Forest SPA/SAC/Ramsar sites was undertaken by telephone. People were randomly selected. Sampling was weighted to the nearer 5km bands to ensure more interviews were conducted with those living relatively close to the New Forest. Within each band, a target number of interviewees was identified that reflected the amount of housing within each local authority. (The Isle of Wight was excluded.) The questionnaire identified households who had visited the New Forest and asked questions relating to the reasons for visiting, activities undertaken and their visit patterns. For those that did not visit the New Forest woodland and heathland the questions probed the reasons for not visiting. For all visitors, basic visitor profile data were also collected.

2.7 Vehicle counts

- 2.8 Five transect routes were driven concurrently on 15 survey dates, spanning an entire year between October 2018 and September 2019. The routes were chosen to ensure that all formal car parks within the New Forest SAC/SPA/Ramsar site were included in the counts and also numerous more informal parking locations (lay-bys etc.). Locations such as grass verges (where people sometimes park at random) and town/village centre car parks were not included. The 15 survey dates spanned a range of day types, including weekends and weekdays, as well as periods during term time and the school holidays, and bank holidays and the festive period. In total 270 parking locations (comprising 147 formal car parks, 33 gateways/start of tracks, and 90 laybys), with a total capacity of 4,813 parking spaces were covered.
- 2.9 The reports of these three surveys can be viewed on the New Forest National Parks website at: <https://www.newforestnpa.gov.uk/conservation/managing-recreation/future-forest/research-into-recreational-use-of-the-new-forests-protected-habitats-footprint-ecology-2020/> .
- 2.10 The key findings from the three types of survey are set out in Appendix 1 to this report.

3. OTHER REPORTS FROM THE STUDY

- 3.1 Two further reports have been prepared by Footprint Ecology as part of the study:
- Recreation use of the New Forest SAC/SPA/Ramsar: Overview of visitor results and implications of housing change on visitor numbers
 - Recreation use of the New Forest SAC/SPA/Ramsar: Impacts of recreation and potential mitigation approaches
- 3.2 These two reports set out the context of the second phase of the work to develop a joint strategic mitigation framework. The survey work has already produced fresh evidence that residential development within 25km of the New Forest (and to a lesser extent beyond) has potential to produce adverse impacts on the New Forest because of its recreational use by residents. The research indicates local planning authorities beyond this district need to be seriously addressing the effects of development in their area on the internationally important nature conservation sites in the New Forest.

Implications of housing change on visitor numbers

3.3 The study found that around 129,222 new dwellings may come forward within 25km of the New Forest SAC/SPA/Ramsar over the period 2018-2036 (based on levels of planned development at the time of the study). This would represent a 16.4% increase in housing within the 25km. It is predicted that this would result in an increase of around 11.4% in the number of visits. This level of change solely relates to an increase in access from new housing within the 25km and additional visitors may come from further afield – for example tourist visits. Clearly, further increases in house numbers in the area will further increase pressures on the protected habitats. Of the extra visits predicted some 57% will be generated by new dwellings within 10km of the New Forest SPA/SAC/Ramsar site. 34% will arise from visits from dwellings in the 11-25km distance band, which stretches from Swanage in the west, Andover in the north and Portsmouth in the east.

3.4 Extra houses close to the SAC/SPA/Ramsar will lead to more extra visits to the SAC/SPA/Ramsar than the same number of extra houses further away as people who live closer visit more. Modelling work predicted that one dwelling in the 0-1km distance band around a given access point will, on average, generate a similar number of visits (to that access point) as 10 dwellings at 5km distance or over 90 dwellings at 10km.

Impacts of recreation and potential mitigation approaches

3.5 The report includes the following diagram which summarises the potential adverse recreational impacts of visitors.

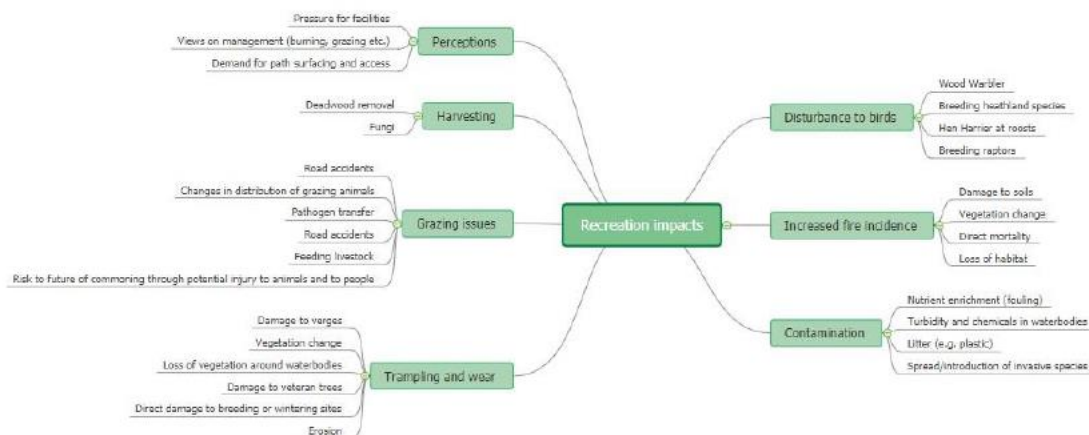


Figure 2: Summary of recreation impacts including examples of features and species affected.

3.6 Many species in the New Forest are already not doing well. More visitors will increase the pressure in general, exacerbate the current issues and there is the potential for further impacts.

3.7 The report sets out a suite of mitigation measures that should be considered, and notes that different approaches may be needed in different areas (related to distance from the New Forest). Many of the measures identified have formed part of the mitigation package which this Council has been applying to enable development since 2014, and as revised in the Local Plan Review (Policy ENV1).

3.8 Measures identified come under the broad headings:

- Alternative recreational greenspace sites and routes outside the New Forest SAC/SPA/Ramsar;
- Access management within the New Forest SAC/SPA/Ramsar;
- Educational and communications activities, both within and outside the New Forest SAC/SPA/Ramsar;
- Monitoring; and
- Other (siting of development to avoid/reduce impacts).

3.9 The report states that:

“Together, the measures identified could form a ‘package’ of avoidance and mitigation measures that should resolve the cumulative impacts from recreation associated with housing growth around the New Forest. Such a package should enable Local Authorities to be able to rule out adverse effects on integrity to the New Forest SAC/SPA/Ramsar as a result of increased recreation associated with Local Plans. The measures will however not necessarily be easy to establish and will require significant impetus to achieve. Given the broad geographic scope and need for measures to dovetail, it will be important that there is a strategic, proportionate and co-ordinated approach, which will require partnership working across a range of local authorities and stakeholders.”

4. NEXT STEPS

- 4.1 This Council has a well-established recreational impact mitigation strategy in place. The Council’s approach has been confirmed as ‘sound’ at part of the Local Plan Review 2016-2036 public Examination. The results of the study confirm that additional residential development in the district outside the National Park, have a proportionately higher impact on the protected nature conservation sites than locating development further away, and as a consequence the mitigation measures required in this area are greater. However, the results of the New Forest Visitor Study do not indicate any need for a revised approach to mitigation in this Council’s planning area (the district outside of the National Park). Nonetheless, the studies do provide valuable information about the nature of the recreational use of the New Forest by the district’s residents and this information will assist in refining the design and implementation of our projects to provide alternative recreational greenspace sites and routes.
- 4.2 It is important that we continue to collaborate with adjoining Authorities in the development of a strategic, proportionate and co-ordinated approach to mitigation of recreational impacts on the New Forest in a wider geographical area.

5. CONCLUSIONS

- 5.1 The New Forest Visitor study provides a wealth of information which will improve the level of understanding and nature of the impacts on the New Forest arising from recreational visits, including those which will result from higher levels of development in the area.
- 5.2 It suggests a range of possible measures which local planning authorities will need to consider and implement to ensure development in their area does not result on harmful impacts on the New Forest SAC/SPA/Ramsar.

6. FINANCIAL IMPLICATIONS

- 6.1 No direct

7. CRIME & DISORDER IMPLICATIONS

7.1 None

8. ENVIRONMENTAL IMPLICATIONS

8.1 The understanding gained from the New Forest Visitor Study will contribute positively towards the long-term protection of the New Forest SPA/SAC/Ramsar sites.

9. EQUALITY & DIVERSITY IMPLICATION

9.1 None

10. DATA PROTECTION IMPLICATIONS

10.1 None

11. RECOMMENDATIONS

11.1 That the report be welcomed.

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Background Papers:

Published documents

Key Finding of Footprint Ecology Surveys

Visitor Survey

- 83% of interviewees were on a short visit directly from home that day. Those staying away from home on holiday accounted for 14% of interviewees and a further 2% were staying with friends or family.
- During the summer there were relatively more holiday makers (22%) and fewer day visitors (76%), compared to the spring (12% and 85% respectively) and the winter (11% and 86%).
- For most interviewees the main activity was given as either dog walking (55%) or walking (26%). No other single main activity was named by more than 5% of interviewees.
- Dog walking was very much focussed around the peripheral areas of the SPA/SAC, while walking (without a dog) was the most common main activity at the more central survey locations. Cyclists were interviewed at scattered locations but notably those around Brockenhurst and also at Burbush Hill
- Overall, 61% of interviewees were accompanied by at least one dog and the maximum number of dogs per interviewed group was 12. In total, 4,807 dogs were counted accompanying interviewees, giving an average of 0.9 dogs per interviewee.
- Dog walkers accounted for a slightly lower proportion of visitors in the summer compared to the other times of year. 60% of dogs were seen off lead by the surveyor during the interview.
- 26% of interviewees tended to visit the New Forest SPA/SAC/Ramsar site on a daily basis.
- Dog walkers were the most regular visitors, with 41% of dog walkers indicating they visited on a daily basis and a further 14% of dog walkers indicating they visited more than once per day.
- Typical visit duration for all interviewees was around 95 minutes. Those visiting to play golf and for Duke of Edinburgh tended to visit for longer and those dog walking and running typically had relatively short visits.
- 64% visited equally all year round and did not tend to visit at a particular time of year.
- 90% had arrived by car/van or other motor vehicle.
- Reasons given for the choice of specific location to visit that day included: close to home (or work or holiday accommodation) (25%), previous knowledge or familiarity (16%), quick & easy travel route (10%), scenery/variety of views (10%) and for a change/variety (10%). Some 2% had stopped at random and 1% had been deflected from other locations because they were full or because the car park was shut.
- Interviewee routes were mapped as part of the interview. Route lengths tended to be shorter in the summer (for dog walkers and cyclists at least) and cyclists tended to do much longer routes than the other activities.
- Across all seasons, the typical (median) dog walk was 2.7km, typically extending to 922m from the start point. For walkers the equivalent values were 3.2km and 1,004m and for cyclists 12km and 2,828m.
- Factors influencing the choice of route included: previous knowledge of the location (22%), time available (13%), weather conditions (such as shade or shelter etc., 12%), following a marked trail or the paths available (12%) and activity specific factors (such as where the buggy could go, golf course etc., also 12%).
- Maps were the most commonly cited type of information used to plan interviewee's visits (15% of interviewees), followed by websites (8%) and recommendations from friends or family (7%).

- 67% of interviewees were aware of a wildlife habitat or species that could be affected by recreation and could give a named example. Breeding birds (including 'ground-nesting birds') were the most commonly named concern (40% of interviewees).
- For those interviewees on a short visit or day trip, travelling directly from home that day, 41% indicated that all their visits for their chosen activity took place within the New Forest SPA/SAC/Ramsar.
- A wide range of other, alternative locations were given. Those most frequently cited included Hengistbury Head (4%), Lepe Country Park (3%), Barton-on-sea/Barton-on-sea beach (2%), Purbeck (2%), Lymington Marshes (2%), Highcliffe/Highcliffe Beach (3%), Southampton Common (2%), South Downs (2%) and Bournemouth Beach (2%).
- There was little difference in the proportion of interviewees that would use a new Country Park or improved footpath network away from the New Forest SPA/SAC/Ramsar site, suggesting relatively little difference in these as mitigation approaches.
- 4,871 interviewees (91%) gave a full, valid UK postcode that could be geocoded using the national database.
- The Bournemouth/Poole conurbation was the single built-up area from which the most interviewees originated (12%), with the South Hampshire built-up area second (9%).
- 20% of interviewees on a short visit or day trip from home that day gave postcodes within the National Park boundary. A further 40% came from outside the National Park but within the New Forest District. Other local authorities accounted for relatively small proportions of the interviewees in comparison.
- 62% of interviewees lived within a 5km radius of the New Forest SPA/SAC/Ramsar site boundary. The median distance for all interviewees from their home postcode to the interview location was 7.75km and 75% originated from within 21.4km; for those on a short visit/day trip from home, the equivalent values were 6.1km and 13.8km.

Telephone Survey

- 95% of interviewees visited greenspaces (any greenspaces, not just the New Forest) for recreation or leisure.
- Each interviewee typically makes around 130 visits to greenspaces (any greenspaces, not just the New Forest) per annum. Residents of the urban centres of Bournemouth, Southampton and Portsmouth all made slightly fewer visits to greenspaces (115, 104 and 102 visits per annum respectively).
- 1379 interviewees (70%) had visited the New Forest woodland and heathland in the previous 12 months.
- 84% of interviewees in the closer (5km) distance band had visited the New Forest woodland and heathland in the previous 12 months; the percentage declined in successive distance bands to 54% beyond 15km.
- There was evidence that those who lived in flats, the more elderly (65+) and social grades C2, D and E (i.e. working class or non-working people including pensioners) were less likely to have visited the New Forest in the past year.
- Across all interviewees, the average number of visits to the New Forest woodland heathland was around 48 per year (this includes those who don't visit the New Forest at all, the average for those that do visit the New Forest was 72 visits per annum). For all those living within 0-5km (i.e. including those living within the New Forest) we estimated residents make an average of 122 visits to the New Forest woodland and heathland, this tailing off with distance to 18 visits per annum within the 20-25km band.

For those 1,397 interviewees (70% of total) who had visited the New Forest in the past year:

- 20% had stayed overnight in at least one of their visits to the New Forest
- Walking was by far the most commonly cited activity, (60%); other commonly cited activities included dog walking (19%) and enjoying the view/picnic (4%).
- Walkers tended to visit less frequently than other users. Taking into account the frequency of visit and using this to scale up the number of visits would suggest that around 47% of visits (from those living within 25km) are walking, 37% are dog walking and no other activity accounts for more than 5% of visits.
- Dog walking was particularly associated with the nearer distance bands (25% of interviewees from the 0-5km band cited dog walking as their main activity). Main activities that featured more among those living in the 20-25km band included camping (including campervans and caravans) (6%); bird/wildlife watching (4%), and going for a drive/motorbike ride (4%).
- A very wide range of locations were visited within the New Forest woodland and heathland; Lyndhurst was the most popular named destination, followed by Burley, Brockenhurst and Lymington.
- It was clear that sites such as Moors Valley Country Park and Avon Heath were thought to be part of the New Forest woodland and heathland by many interviewees, indicating that some local residents were not clear what the geographic bounds of the 'New Forest' are.
- 93% indicated they had travelled by car; other modes of transport included on-foot (8%), by bicycle (5%), train (2%) and bus (1%).
- The most common length of visit to the New Forest woodland and heathland was 4 hours+ (27%); also commonly cited were 1-2 hours and 2-3 hours (both 26%). Those visiting from the nearer distance bands (particularly 0-5km) tended to visit for shorter time periods. Dog walking was notable compared to other activities in that dog walkers tended to make shorter visits, with 41% of dog walkers visiting for 1-2 hours.
- Those living within 5km of the New Forest SPA/SAC/Ramsar showed a particularly strong affinity to the New Forest, (62% indicating that at least 75% of greenspace visits were to New Forest woodland and heathland). Across all distance bands 22% of interviewees indicated that at least 75% of greenspace visits were to New Forest woodland and heathland.
- Some 312 locations were named as other, alternative locations (beside the New Forest woodland and heathland) visited by interviewees. 230 of the 1,397 interviewees indicated they visited the coast as an alternative to the New Forest. Country Parks were among the most frequently named locations (albeit with relatively low levels of use), notably Royal Victoria Country Park was the most commonly named alternative location (54 interviewees), and Moors Valley Country Park (43 interviewees) and Queen Elizabeth Country Park (27 interviewees). Alternative destinations also included a wide range of other National Parks (11 other National Parks specifically named).

For those 603 interviewees (30% of overall total) who had not visited the New Forest in the past year:

- 67% had visited the New Forest at some time (just not in the past year)
- Key reasons for not visiting included lack of time or too busy (20%), too old/infirm (18%) and too far away (17%). Too far away was cited by as a reason for 2% of those that didn't visit in the 0-5km band, rising to 27% in the 20-25km band.
- The most commonly named greenspace sites visited were the Royal Victoria Country Park (22 interviewees, 4% of the 603 interviewees), Poole Park (18 interviewees, 3%), Queen

Elizabeth Country Park (15 interviewees, 2%), Upton Country Park (15 interviewees, 2%) and Bournemouth (15 interviewees, 2%).

- Main activities undertaken when visiting greenspace sites were walking (46%), dog walking (14%), enjoying the view/picnic (6%), and visiting the café/pub (3%). The are similar responses to those given by interviewees that visited the New Forest woodland and heathland, the key difference relates to the overall percentages, which are lower for those people who had not visited the New Forest in the past year. This would suggest that this group undertakes similar activities but overall potentially use greenspaces less frequently.
- Modes of transport used to access greenspace sites included car (59%), foot (25%), bus (6%) and bicycle (3%). Compared to those interviewees who visited the New Forest in the past year, a relatively high proportion travelled on foot.

Views on new green infrastructure (asked of all 2,000 interviewees):

Interviewees were asked to score three different options for green infrastructure improvements: 1) A large new country park with marked trails, a visitor centre, parking and other facilities – located somewhere around the periphery of the New Forest, 2) new smaller parks or small areas of open greenspace local to their home, and 3) improved footpaths, bridleways, cycle routes close to their home.

- In general, there was a greater level of interest in new small parks or improved footpaths close to home compared to a large new country park around the periphery of the New Forest.
- Those who had visited the New Forest in the past year were typically a little more positive about each option. For example, 67% of those who had visited the New Forest indicated they would be interested in seeing more local footpaths and better links compared to 55% of those who hadn't visited the New Forest in the past year.
- There was little evidence of a clear pattern across distance bands for any of the options, suggesting those that live nearby do not particularly favour different approaches to those living further away. The scores for a large single country park tended to be a little more positive for those living further away from the New Forest, particularly those interviewees in the 10-15 and 15-20km bands, whereas those living in the 0-5km band were particularly negative about this option.
- Comparing scores across the three options, there was a significantly higher proportion of interviewees than expected that did not score any one option higher than another, suggesting all approaches potentially have merit;
- Of those that did show a clear preference, smaller parks were the most common preference (18% of all interviewees);
- There were slight differences between walkers and dog walkers in that a higher proportion of dog walkers to walkers preferred a single country park while a higher proportion of walkers preferred improved footpaths and links.

Vehicle Counts

- An average of 4% of the parking locations surveyed were closed/ inaccessible overall, with a high count of 11% closed during mid-March;
- A total of 17,182 vehicles were counted from all locations across the entire survey period, with an overall mean count per survey date of 1,146 vehicles and a median of 1,006 vehicles;
- An exceptionally high count of 2,908 vehicles was made across the entire survey area on Easter bank holiday Sunday (during a period of unseasonably warm weather), with a low count of 370 vehicles made in mid-March;

- Formal car parks contained the largest proportion of the vehicles counted, overall mean of 92%, with laybys accounting for 6%, and gateways/start of tracks accounting for 2%;
- The largest individual parking location totals were made from Queens (573 vehicles across the 15 transects), Blackwater (565 vehicles), Wilverley Plain (454 vehicles) and Bolderwood (453 vehicles) formal car parks;
- The smallest individual counts within formal car parks were made from Godshill Pit (4 vehicles) and Darkwater (7 vehicles);
- Cars comprised more than 85% (14,948) of the total number of vehicles counted, with vans comprising 6% (880), and camper vans 4% (578);
- Even on the exceptionally busy Easter Sunday count, the total number of vehicles across all surveyed parking locations was only 60% of the potential parking capacity available;
- Parking locations in proximity to urban areas, such as the towns and villages of Brockenhurst and Lyndhurst, and urban areas around the periphery were usually filled closer to capacity than those located elsewhere;
- Despite there being a broadly similar number of formal (147) to informal (123) parking locations, for large swathes in the core of the Forest the nearest parking location is often a formal car park;
- More vehicles were counted during the spring and summer months than during the autumn and winter, and weekends were busier than weekdays;
- More vehicles were counted on weekdays during the school holidays than during term time, and more cars were counted during the morning than in the afternoon;
- There were fewer vehicles on the days where there was rainfall (although few rainy days were surveyed).
- There were indications that a significant minority of vehicles were parked away from formal parking locations included in our counts. On some transects the vehicles parked on verges and other unmapped locations were counted (as a check rather than any systematic count) and these averaged an additional 7% of vehicles. The driving routes did not include every road and so this is a very indicative figure.

ENVIRONMENT OVERVIEW AND SCRUTINY PANEL - 11 JUNE 2020

BIODIVERSITY NET GAIN

1. INTRODUCTION

- 1.1 This report considers the local introduction of requirements for development to provide for Biodiversity Net Gain as a requirement of planning permission. Biodiversity Net Gain is an approach to development that leaves biodiversity in a better state than before. It is required in addition to any 'mitigation' measures that are aimed at negating adverse impacts on protected nature conservation sites.
- 1.2 The Environment Bill, amongst many other initiatives, includes a general duty to conserve and enhance biodiversity. This report deals with the Bill's intention to make biodiversity gain a condition of planning permission. The progress of the Bill through Parliament has been delayed by the coronavirus pandemic but will continue to become an Act. The Bill makes little reference to different types of planning permissions.
- 1.3 The New Forest District (outside the New Forest) Local Plan Part 1: Planning Strategy, contains a policy, Policy STR1: Achieving Sustainable Development, that includes a requirement for development to achieve an environmental net gain, as well as avoiding (through mitigation) direct or indirect impacts on the protected European nature conservation sites within and around the plan area. 'Environmental Net Gain' encompasses 'Biodiversity Net Gain'. In making decisions on planning applications consideration must be given to the most up to date policies and guidance at the time of making the decision.
- 1.4 The purpose of this report is to seek agreement to interim arrangements for the implementation of Biodiversity Net Gain as a requirement of planning permission for development permitted in New Forest District (outside the National Park) on relevant planning permissions granted on or after 7th July 2020.

2. BACKGROUND

- 2.1 The National Planning Policy Framework states that:

"Planning policies and decisions should contribute to and enhance the natural and local environment by:

d.) minimising impacts on and providing net gains for biodiversity,..." (NPPF 2019 para. 170)

Para 174 speaks about pursuing opportunities for securing measurable net gains for biodiversity.

- 2.2 The Government's Natural environment guidance, updated in July 2019 ¹, sets out how biodiversity net gain can be achieved. It states that "Planning conditions or obligations can, in appropriate circumstances, be used to require that a planning permission provides for works that will measurably increase biodiversity."
- 2.3 The Environment Bill sets out a duty on public authorities to consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective. The Bill states that the biodiversity gain objective is met in relation to development for which planning permission is granted if

¹ <https://www.gov.uk/guidance/natural-environment#biodiversity-geodiversity-and-ecosystems>

the biodiversity value attributable to the development exceeds the pre-development biodiversity value of the onsite habitat by at least the relevant percentage. The Government has said that it will legislate to require development to achieve a 10% net gain for biodiversity on or near the site².

- 2.4 With the adoption of the New Forest District (outside the New Forest) Local Plan Part 1: Planning Strategy (subject to formal decision by Council in July), proposals for significant levels of new housing development have been promoted within the district and there is beginning to be discussions on many of the strategic site allocations. There are also active discussions and applications relating to smaller scale development across the district. There is a need for clarity regarding the application of Local Plan Policy STR1.
- 2.5 While the progress of the Environment Bill has been delayed by the COVID19 pandemic, its intentions are clear, and with the support of our own local policy in the New Forest District (outside the New Forest) Local Plan Part 1: Planning Strategy, it is considered appropriate and beneficial to the natural environment of New Forest District to commence securing biodiversity net gain as part of development at the earliest opportunity.
- 2.6 At some point in the future the Government will publish Regulations which will set out the process and procedures for the implementation of Biodiversity Net Gain through the planning process. Indeed, some details are already set out in Schedule 14 to the Bill, including how Biodiversity Net Gain is to be measured. (Defra have developed a Biodiversity Metric for this purpose.) The information already published, including in other government guidance, provides a sound basis for this Council to introduce a requirement for Biodiversity Net Gain as a requirement of planning permission for certain types of development.
- 2.7 The types of measures that can be secured as part of development, to enhance biodiversity include:
 - i. Creating areas of new habitat such as woodland, scrubland, coarse grassland or ponds in landscaped areas or public open space, or enhancing existing habitats
 - ii. Provision of street trees, green roofs, green walls
 - iii. Planting of native wildflower meadows attractive to pollinators
 - iv. Siting open space and landscaping so that planting within them enhances habitat connectivity between areas of habitat within and adjacent to the site (including creating 'hedgehog highways')
 - v. Using native species of local or regional genetic origin in planting schemes
 - vi. Making provision on buildings for species such as bats, birds, pollinators or other species that might live locally. This could include, but is not limited to, nesting and roosting boxes to be built as part of the fabric of the building.
 - vii. Even the smallest developments can provide features which will achieve important benefits to wildlife, such as incorporating 'swift bricks' and bat boxes, or 'bug hotels' in developments and providing safe routes for hedgehogs between different areas of habitat.

² Net gain: Summary of responses and government response - July 2019

- 2.8 Where biodiversity net gains are not achievable on site, provision may be made for off-site provision via a financial contribution to secure a 'credit' for a scheme elsewhere. There is likely to be potential on some of the Council's own land and on existing public open spaces within the district to enhance biodiversity. This will be investigated further and could provide a means of offering developments that cannot achieve full requirements biodiversity net gain on site, credits towards 'off-site' provision. Establishing projects and identifying financial contributions will be the subject of a separate future report. For the purposes of this interim policy, the Council will not seek 'off-site' contributions, but will require measures such as those outlined in para. 2.7 above to be incorporated within a new development. Para.2.7vii indicates some of the measures that can be achieved on even the smallest sites.

3. ISSUES FOR CONSIDERATION: PROPOSED ARRANGEMENTS

- 3.1 The provisions of the Environment Bill/Act will apply to all relevant planning permissions issued from the date the Act is passed. (The Government may use Regulations to exempt some development from the requirement.) The development industry is aware that these requirements are being introduced. (It was originally announced in the 2019 Spring Statement.) Pre-application discussions are being used to make applicants aware of these forthcoming requirements.
- 3.2 Many local planning authorities already secure Biodiversity Net Gain through their local development plan policies.
- 3.3 It is important that opportunities for securing Biodiversity Net Gain in the area are not lost because of delays in national legislation arising from COVID19.
- 3.4 While national legislation will resolve the following matters in time, to assist with the implementation of the Local Plan Part 1 Sustainable Development Policy STR1, Members are asked to consider the following:
- a.) The date from which this Council as local planning authority, will seek Biodiversity Net Gain as a requirement of planning permission for development in New Forest District (outside the National Park)
- b.) The types of development which will be required to deliver 10% Biodiversity Net Gain. (This is to be applied on an interim basis pending implementation of national legislation and regulation.)
- 3.5 Regarding the date for the introduction of a requirement to provide Biodiversity Net Gain (a.) above), it is considered appropriate that the date should be set to co-inside with the date of formal adoption of the Local Plan Review Part 1. Accordingly, any (relevant) planning permission given after the 7th July 2020 should deliver biodiversity net gain as part of the development, as proposals for the introduction of Biodiversity Net Gain has been in the public domain for over one year.
- 3.6 Regarding the type of development to which the policy would be applied, it is suggested that in the interim period before the national policies are set, it is applied to all new build developments, except householder applications. (Proposals for changes of use will be exempt.)

4. FURTHER INFORMATION

- 4.1 To support the introduction of the biodiversity net gain requirement, it is proposed to produce a full supplementary planning document (SPD) on Biodiversity Net Gain, when final details of the Governments proposals become clear. In the interim a

guidance note will be produced and published to support the local introduction of the biodiversity net gain requirement in July.

5. CONCLUSIONS

- 5.1 The Council, as local planning authority, should commence applying the policy objective of securing biodiversity net gain as a requirement of planning permission from 7th July 2020, as set out in paragraph 3.5 of this report, and it should be applied to all new development as identified in paragraph 3.6.

6. FINANCIAL IMPLICATIONS

- 6.1 Within current budgets.

7. CRIME & DISORDER IMPLICATIONS

- 7.1 None

8. ENVIRONMENTAL IMPLICATIONS

- 8.1 Significant benefit to local wildlife and habitats.

9. EQUALITY & DIVERSITY IMPLICATIONS

- 9.1 None

10. DATA PROTECTION IMPLICATIONS

- 10.1 None

11. RECOMMENDATIONS

- 11.1 That the Environment Overview and Scrutiny Panel advise Cabinet of their views on the following measures:
- i. The introduction of a requirement for 10% Biodiversity Net Gain to all planning permissions granted after 7th July 2020.
 - ii. Setting the biodiversity net gain requirement as a minimum of 10% increase in biodiversity.
 - iii. Applying the requirement to all new build developments, except householder applications.

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Background Papers:

Published documents

ENVIRONMENT OVERVIEW AND SCRUTINY PANEL – 11 JUNE 2020

UPDATE TO THE STATEMENT OF COMMUNITY INVOLVEMENT

1.1 INTRODUCTION

- 1.2 The purpose of this report is to give the Environment Overview and Scrutiny Panel the opportunity to comment on the draft amendments to the Statement of Community Involvement in advance of consideration from the Portfolio Holder for Planning and Infrastructure and a report to Cabinet and Council in July 2020 seeking authority to carry out a consultation.
- 1.3 Planning directly affects the places where people live and work, the economy and resident's health and well-being. Meaningful public consultation and engagement on all aspects of planning is vital. It allows communities to have an input in the Planning system and by maintaining community involvement at the centre of what the Council does, we can gain a real understanding of our community's priorities.
- 1.4 The Planning and Compulsory Purchase Act 2004 requires the Council to have a Statement of Community Involvement (SCI)
- 1.5 The Statement of Community Involvement (SCI) only relates to Planning. The SCI is a statutory document which sets out the consultation and engagement methods that the Council will use to involve interested residents, groups, organisations, businesses and other representatives and individuals in the planning process. It explains who will be consulted, when and how. The document describes how the Council will involve the community and stakeholders in the preparation and review of planning policy documents and the consideration of planning applications.

2. BACKGROUND

- 2.1 The Council's Statement of Community Involvement was originally adopted in 2015 and revised in August 2018 to reflect the provisions of the Neighbourhood Planning Act 2017.
- 2.2 There are several matters that have led to the need to review the document at this time which are:
 - As part of on-going review work relating to Development Management neighbour notification and community engagement in pre-application work has been reviewed with the current Statement of Community Engagement needing to reflect this work.
 - Government guidance, in light of the Covid 19 pandemic, on reviewing and updating Statement of Community Involvement together with the introduction by government of temporary regulations to supplement the existing statutory publicity arrangements for planning applications and environmental statement for EIA development in response to the coronavirus.
 - The forthcoming report to Full Council seeking adoption of The Local Plan 2016-2036 Part One: Planning Strategy resulting in amendments to the SCI.
 - Feedback from residents relating to Neighbourhood Plan making to include further information within the SCI to clarify the responsibility of the 'Qualifying Body' for consultation with communities and statutory consultees.
- 2.3 The amended draft Statement of Community Involvement is set out at Appendix 1 showing track change (underlined sections are those added).

3. CONCLUSIONS

- 3.1 The updated draft Statement of Community Involvement, whilst a required statutory document is a critical part of the Council's commitment to the community, it is important that the document is reviewed from time to time to ensure that it is up to date and details to the community how the Council will involve it in the Planning of the area. Comments of the Panel are invited prior to consideration of the draft document by the Portfolio Holder for Planning and Infrastructure and a full report to Cabinet and Council.

4. FINANCIAL IMPLICATIONS

- 4.1 No direct

5. CRIME & DISORDER IMPLICATIONS

- 5.1 None

6. ENVIRONMENTAL IMPLICATIONS

- 6.1 To ensure that the Council delivers high quality development within its area that reflects the needs of local communities.

7. EQUALITY & DIVERSITY IMPLICATION

- 7.1 None

8. DATA PROTECTION IMPLICATIONS

- 8.1 None

9. RECOMMENDATIONS

- 9.1 That the Environment Overview and Scrutiny Panel consider the proposed amendments to the Statement of Community Involvement.

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Background Papers:

Published documents

Track change version



Statement of Community Involvement



First adopted February 2015

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Preface

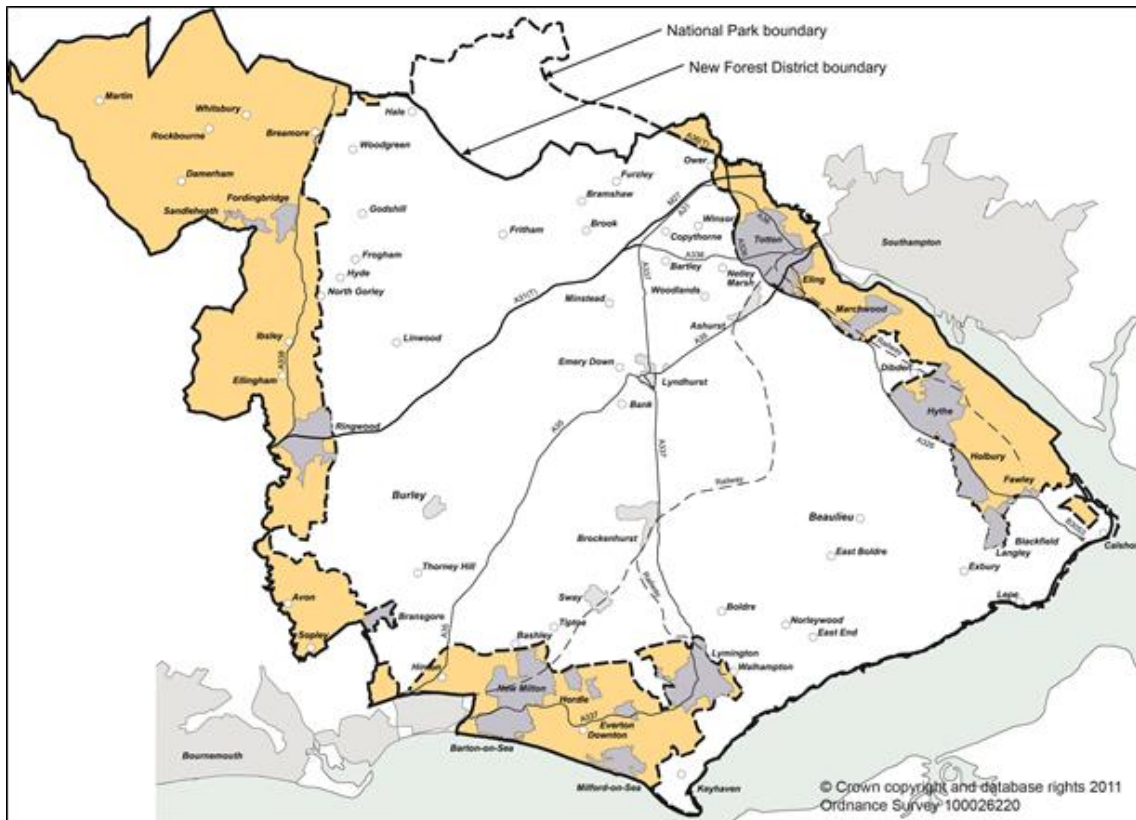
Preface

This Statement of Community Involvement (SCI) was originally adopted and published in February 2015. It was first updated in August 2018 to reflect the provisions in the Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018.

The revision that responds to Covid 19 will apply until restrictions on personal and group interaction arising from coronavirus are lifted, or sufficiently relaxed, to allow events held for the visiting public to take place safely.

Introduction

New Forest District Council is the local planning authority for the parts of the District outside of the New Forest National Park. As the local planning authority, it is responsible for producing the Local Plan and other planning documents for its area and for determining planning applications for most forms of development (Hampshire County Council is the planning authority for minerals and waste planning matters). Within the National Park the National Park Authority is the local planning authority. This document relates to the parts of New Forest District outside of the National Park (the area shaded orange on the map below) referred to as the 'Plan Area' henceforth.



The Council is committed to engage with local people, organisations and businesses to get their views on different aspects of its work. Planning directly affects the places where people live and work and meaningful public consultation and engagement on all aspects of planning is vital.

1. What is a Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) sets out how the District Council will consult and involve others in planning matters in New Forest District outside the National Park. It covers both the preparation of local plans and planning guidance, and applications for planning permission.

2. A brief guide to the planning system

- 2.1 Local planning authorities are responsible for producing Local Plans and other planning policy documents which set the framework under which decisions on planning applications are made. All local planning authorities are expected to have an up-to-date Local Plan for their area. The Plan guides new development, setting the overall planning strategy for the area and setting policies and proposals for what development can happen, and where. The Local Plan is the main planning policy document for the area but can be supplemented by Supplementary Planning Documents (which provide additional guidance on the implementation of policies in the Local Plan) and by Neighbourhood Plans (which are community-led plans).
- 2.2 The Government sets national planning policies in the ‘National Planning Policy Framework’ (NPPF). Local Plan policies must comply with this national framework. The Government also publishes national Planning Practice Guidance (PPG), which gives further guidance and advice on how local authorities are expected to prepare local planning documents and implement Government policy.
- 2.3 The current planning system has no hierarchy of plans between national and local planning policies. However, the Localism Act established a new ‘Duty to Co-operate’ which requires local planning authorities and other organisations to work together constructively in preparing their plans, to try to resolve cross boundary planning issues.

3. Planning in New Forest District

- 3.1 The Council has an adopted Local Plan for the area. The key documents which make up the Local Plan for New Forest District (outside the National Park) are:
 - The Local Plan 2016-2036 Part One: Planning Strategy, adopted in 2020, which sets the planning strategy for housing and employment provision, protection of sensitive environments, town centres, and transportation for the area up until 2036. It replaces and updates parts of the adopted 2009 Core Strategy, and a small number of the more strategic policies in the Local Plan Part 2: Sites and Development Management adopted in 2014.
 - The Local Plan Part Two: Sites and Development Management, adopted in April 2014, which sets out more detailed policies implementing the strategy, including identifying sites for new development. The remaining policies of the adopted 2009 Core Strategy and 2014 Local Plan Part 2 are either saved for continued use pending review as part of the Local Plan Review 2016-2036 Part Two, or are deleted, as set out in Appendix A of the Local Plan Part One. It includes allocations of specific sites for new housing, affordable housing and employment land. It also provides additional development management policies to assist the implementation of the Part One Local Plan.
- 3.2 DELETED.
- 3.3

- 3.4 The Council has adopted several Supplementary Planning Documents. These include Local Distinctiveness SPDs and the Mitigation Strategy for European Sites SPD.
- 3.5 Full details of all current planning policy documents prepared by New Forest District Council are available on the Planning Policy page of the Council's web-site:
www.newforest.gov.uk/planningpolicy

Working with others

The New Forest National Park

- 3.8 The Council attaches great importance to having a close working relationship with the New Forest National Park Authority (NFNPA). Given the geography of the Plan Area and its relationship with the National Park, it is essential to the proper planning of the area that there is collaboration between the two planning authorities. The Council also has a duty to have regard to the purposes of the National Park under Section 85 of the Countryside and Rights of Way Act (2000). Planning policies for the area recognise that development proposals within the Plan Area can have a significant impact on the National Park, and on protected European nature conservation sites within the National Park.

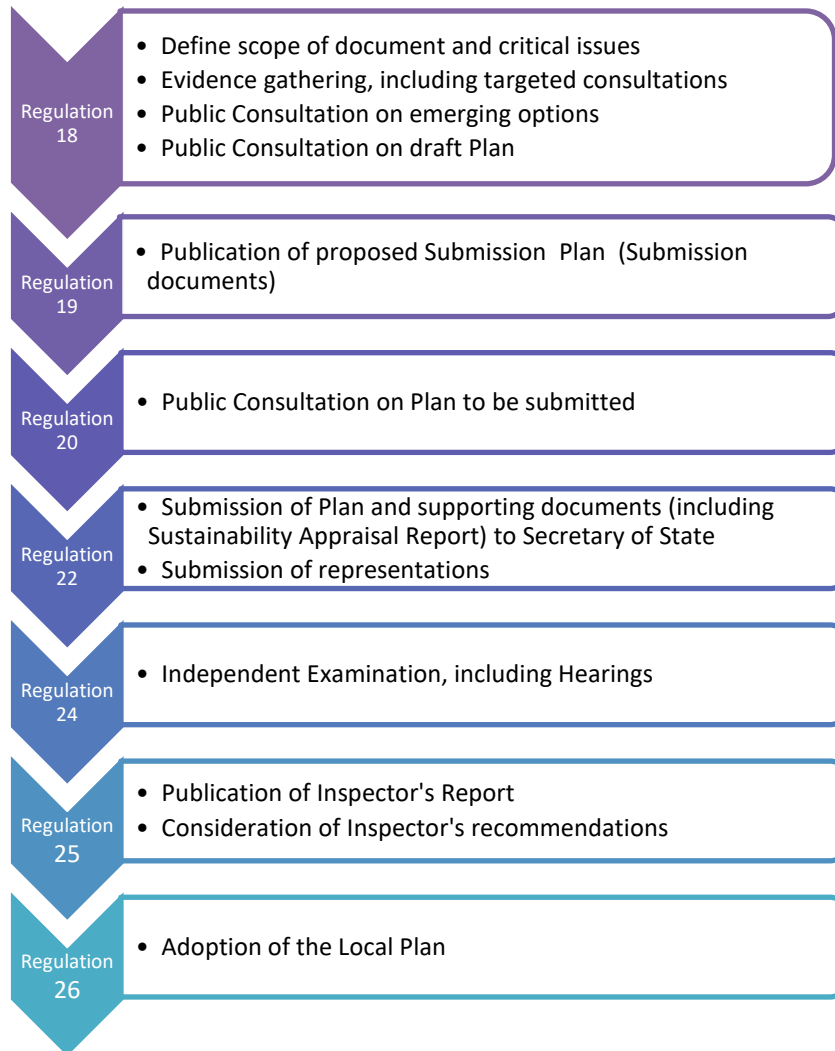
Neighbouring authorities and Local Economic Partnerships

- 3.9 The Duty to Co-operate (DTC), brought into effect by the Localism Act (2011), aims to ensure that bodies engaged in planning work together on issues that are of more than local significance. The Council will continue to work with a wide range of statutory and non-statutory bodies in fulfilling its planning duties and ensuring that issues of more than local significance are dealt with by working with its neighbours and other appropriate bodies.
- 3.10 The Council will work with neighbouring authorities and other authorities in the sub-regions on matters of strategic significance, where cross-boundary working is essential to ensure an appropriate planning strategy for the wider area is established (including the work of the Solent Local Enterprise Partnership, the Partnership for Urban South Hampshire, and other neighbouring Local Enterprise Partnerships). This will include the joint commissioning of appropriate studies to assess housing and business needs locally and within the wider area.

See Section 5 for further information on the Duty to Co-operate.

- 4. The process of Local Plan and Supplementary Planning Document preparation**
- 4.1 Procedures for preparing development plan documents are set out in national regulations, currently the Town and Country Planning (Local Planning) (England) Regulations 2012. The figure below sets out the stages in plan preparation, indicating consultation stages, as set out in the Regulations.

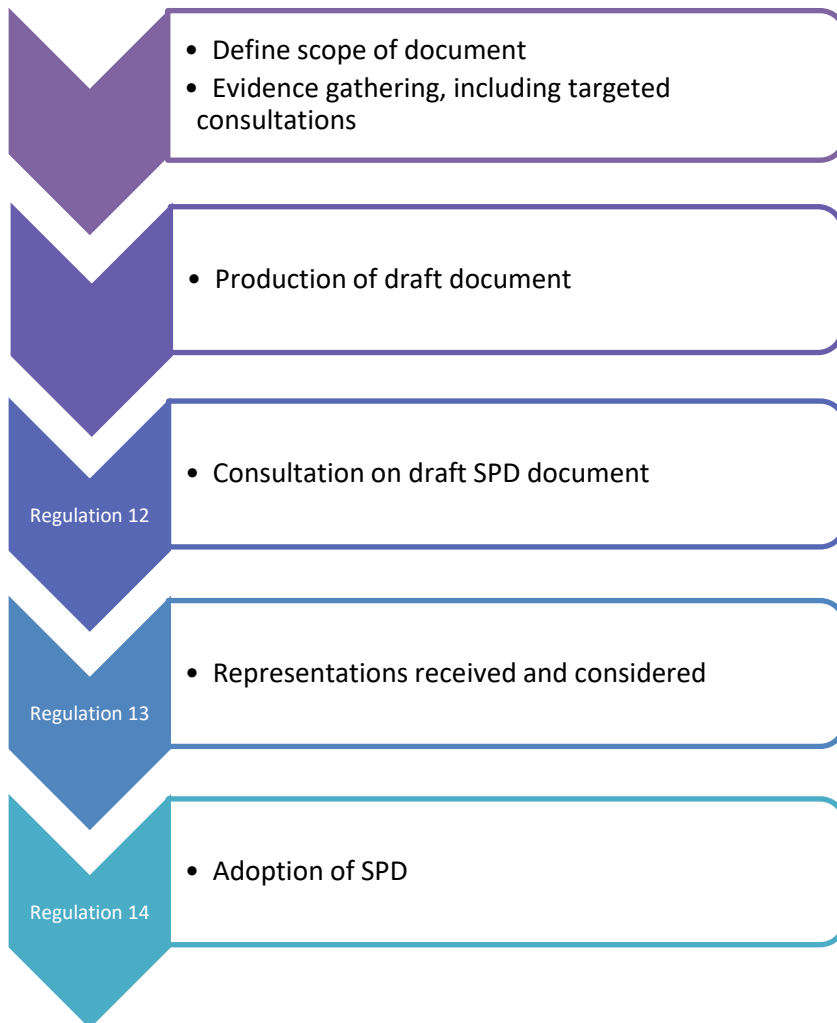
Figure 1 – Stages in Local Plan preparation



- 4.2 In the preparation of documents the Council will be consulting and involving others at various stages of plan preparation, from evidence gathering and developing strategic approaches to preparing the Plan for Submission and public Examination by an independent Inspector. The methods and techniques used to involve the community will vary depending on the stage of preparation reached and the type of planning document being prepared. More detail is given in section 5.
- 4.3 The Local Development Scheme sets out the programme for preparing local planning documents. As well as the Local Plan itself, Supplementary Planning Documents (SPDs), covering particular areas, sites or topics may be prepared. Examples of SPDs which have been prepared by New Forest District Council include the Lymington Local Distinctiveness SPD and the Mitigation Strategy for European Sites SPD (a full list of current SPDs is provided in the Local Development Scheme). The process for preparing Supplementary Planning Documents is simpler than for the Local Plan, the main difference being that an SPD is not subject to public Examination by an

independent Inspector. However, the procedure followed in preparing Supplementary Planning Documents includes targeted involvement and consultation during the preparation of the document. The process is set out in the figure below.

Figure 2 – Stages in Supplementary Planning Document preparation



Further details of how we will involve others in the production of SPDs is set out in section 6.

5. How we will involve and consult others on the preparation of the Local Plan

- 5.1 The National Planning Policy Guidance requires that Local Plans are prepared with meaningful engagement and collaboration with neighbourhoods, local organisations and businesses. The final Plan should aim to be a ‘collective vision and a set of agreed priorities for the sustainable development of the area’ (Paragraph 155).
- 5.2 The Town and Country (Local Planning (England) Regulations 2012 set out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents, including consultation with interested persons and bodies and the documents which must be made available at each stage. The Regulations can change over time; therefore the Council will comply with the relevant Regulations in force at the time.

5.3 The main means of finding out the latest news about progress with Plan preparation will be the Council’s web-site www.newforest.gov.uk.

The Council will use its website to:

- Provide information about progress with the preparation of planning documents
- Publish all current planning policy documents
- Give notice and details of current public consultations on planning policy documents under preparation
- Publish summaries of comments it has received on draft planning policy documents

5.4 The Council will keep a database of those wishing to be kept informed directly (normally by e-mail) about stages in plan preparation (the LDF contacts database).

5.5 Table 1 below sets out how the Council will involve others in the preparation of its Local Plan at various stages of plan preparation.

Table 1 - The key stages of involving and consulting on Development Plan Documents (DPD):

Stage:	What we will do:
Early preparation Evidence gathering	<ul style="list-style-type: none"> - Consult on the scope of the Plan: identifying matters which may need particular attention in a new Plan - Gather relevant social, economic and environmental information to provide for background information and evidence - Engage in discussions and joint studies with neighbouring authorities
Production of draft plan	<ul style="list-style-type: none"> - Prepare a draft Plan based on evidence and views collected
Formal Consultation on draft plan	<ul style="list-style-type: none"> - Provide a minimum period of six weeks for comments to be made on the draft Plan - Publish the consultation document with supporting information and background studies on the Council’s website - Give details of the consultation and how to comment in a news release and on the Council’s website - Notify all those on the LDF contacts database of the opportunity to comment (including, where appropriate, local representative groups for those who do not have internet access). - Hold, virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website - Make all documents available for public inspection at Appletree Court, Lyndhurst or Publish a summary of the comments received on the website
Production of Plan for Submission	<ul style="list-style-type: none"> - Take into consideration all comments received on the draft Plan in preparing the Plan for submission
Publication of Plan for Submission to the Secretary of State	<ul style="list-style-type: none"> - Publish the Plan with supporting information and background studies on the Council’s website

Stage:	What we will do:
	<ul style="list-style-type: none"> - Give details of the consultation and how to comment in a news release and on the Council's website - Provide a minimum period of six weeks for representations to be made on the Plan - Notify all those who commented on the draft Plan that a revised Plan has been published and where the relevant documents can be inspected - Publish a summary of the representations received on the Council's website
Submission to Secretary of State	<ul style="list-style-type: none"> - Submit for public Examination the Submission Plan, all supporting documents and all representations received on the Submission documents - Make all documents available for public inspection on the council's website. - Make all documents available for public inspection at Appletree Court, Lyndhurst - Give notice to those persons who requested to be notified of the submission of the local plan to the Secretary of State that it has been so submitted.
Examination by independent inspector	<ul style="list-style-type: none"> - Those making representations on the Plan will be invited by the Local Plan Inspector to respond to questions on matters identified - If required, Hearing sessions will be held during the Examination on matters decided by the Inspector (the method for holding these will be a matter for the inspector to decide, subject to social distancing rules in place at that time) - Those indicating they wish to appear at a physical or virtual Hearing session will be given the opportunity to do so <p>(Note: the organisation and content of the Examination is a matter for the appointed Inspector)</p>
Formal Adoption by NFDC	<ul style="list-style-type: none"> - Publication of Inspector's Report and any Modifications to the plan required for Soundness - Adoption Statement published alongside the adopted DPD. - Notify all those who commented on the draft Plan that the DPD has been adopted.

Sustainability Appraisal

5.6 Alongside the preparation of the Local Plan the Council will undertake a Sustainability Appraisal of the emerging Plan and its proposals. This work will consider the impact of proposals on environmental, social and economic factors, including internationally significant nature conservation sites, which will be a key consideration. The Sustainability Appraisal will be subject to targeted consultation at

its ‘scoping’ stage, and wider consultation when published for comment alongside a consultation draft Local Plan and submission Local Plan.

Fulfilling the Duty to Cooperate

- 5.7 The “Duty to Co-operate” requires local authorities and other prescribed bodies to work together on planning issues, and particularly on strategic matters which have a significant impact on at least two planning areas.
- 5.8 New Forest District Council will work co-operatively with neighbouring planning authorities in Hampshire, Wiltshire and Dorset and other relevant public bodies on matters relating to the development of appropriate planning strategies within the Plan Area and in neighbouring areas.
- 5.9 In addition to formal written consultations, this co-operation will involve discussions at both Officer, and as appropriate, Member level. Cross- boundary issues will be identified and, where possible, appropriate planning strategies will be agreed as a basis for preparing Local Plans and ensuring compatibility across administrative boundaries.
- 5.10 In south Hampshire a formal partnership of local authorities (Partnership for South Hampshire – PfSH) is well established as a vehicle for developing planning strategies for the area. The Council will participate in and contribute to the work of PfSH at both Officer and Member level.
- 5.11 New Forest District Council will also cooperate with Local Enterprise Partnerships (LEPs) and Local Nature Partnerships (LNPs) and have regard to their activities when preparing the Local Plan, so long as those activities are relevant to local plan making. For the New Forest District area these are currently the Solent LEP, and the Hampshire & Isle of Wight LNP. Local Enterprise Partnerships have a key role to play in delivering local growth by directing strategic regeneration funds and in providing economic leadership through their Strategic Economic Plans. Local Nature Partnerships work strategically to help their local areas manage the natural environment and they are encouraged to work at a broader ‘landscape scale’.
- 5.12 Working relationships on strategic planning matters with neighbouring authorities in Wiltshire and Dorset have been established and will developed as each authorities plan preparation progresses.

6. How we will involve and consult others on the preparation of Supplementary Planning Documents

- 6.1 Supplementary Planning Documents (SPDs) provide additional guidance on the implementation of Local Plan policies.
- 6.2 Although supplementary to the main policies, it is also important that the local community and interested organisations are involved in the preparation of these documents and have a chance to comment on the detail of how Local Plan policies and/or proposals are to be implemented. Supplementary Planning Documents are not subject to a formal examination by an independent Inspector.

Table 2 - The key stages of involving and consulting on Supplementary Planning Documents:

Stage:	What we will do:
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Awareness raising and evidence gathering	<ul style="list-style-type: none"> - Gather relevant background information and evidence - Engage in selective discussions and targeted consultation as appropriate Hold virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website.
Production of draft plan	<ul style="list-style-type: none"> - Prepare a draft document based on evidence and views collected
Formal Consultation on draft plan	<ul style="list-style-type: none"> - Publish the consultation document with supporting information on the website - Contact those on the LDF contacts database by e-mail to inform of the draft publication and opportunity to comment - Give details of the consultation and how to comment in a news release and on the Council's website - Provide a minimum period of four weeks for comments to be made on the draft SPD document (although the norm will be for a six week consultation period) - Write to all those specifically requesting postal notification of publication of a specific SPD - Make all documents available for public inspection at Appletree Court, Lyndhurst and on the Council's website. - Publish a summary of the comments received on the website
Adoption by NFDC	<ul style="list-style-type: none"> - Revised plan submitted with summary of comments received and how comments have been addressed - Comments received reported to members (with summary of comments) - - Publication of Consultation Statement, Cabinet / Full Council papers, and final document for adoption - Adoption Statement released alongside the adopted SPD

7. Neighbourhood Plans and Neighbourhood Development Orders

7.1 The Localism Act 2011 introduced statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area (within certain limits and parameters set by the agreed strategy in the Local Plan). Through preparing a Neighbourhood Plan (or a Neighbourhood Development Order) local communities can have a greater say in deciding how the planned development is accommodated in their area. These can be taken forward by Town / Parish Councils.

7.2 Parish and Town Councils can use neighbourhood planning powers to establish general planning policies for the development and use of land in their neighbourhood through the preparation of a Neighbourhood Plan or the granting of planning permission for a specific type of development through a Neighbourhood Development Order.

7.3 It is the role of the local planning authority to agree the (geographical) neighbourhood planning area. Additionally, the local planning authority must provide advice and assistance; hold an examination; and make arrangements for a referendum. The District Council has published a Neighbourhood planning protocol, and this is

contained in Appendix 2 of this Statement. The protocol outlines how the District Council will undertake its statutory duties, and the level and extent of the technical advice and assistance that the Council will provide.

7.4 Appendix 3 sets out the guidance specifically designed to support qualifying bodies, which includes Parish or Town Council, on the consultation process relating to the preparation of a Neighbourhood Plan. It contains advice on when, who, how and where to consult to ensure effective community engagement. It suggests the qualifying body considers the following consultation mechanisms when developing a Plan or Order:

- Holding events/drop in's
- Adverts/posters
- Letters/flyers to everyone in neighbourhood area
- Questionnaires/comments forms
- Use of websites, social media and e-mail
- Notice in parish newsletters/local magazines
- Visiting/contacting already established local groups.

7.5 Neighbourhood Plans / Orders must be in general conformity with the strategic policies of the Local Plan which the District Council will continue to produce.

7.6 They must also meet a number of conditions before they can be put to a community referendum and legally come into force. The conditions ensure that plans are legally compliant and take account of wider policy considerations (e.g. national policy and the Local Plan strategy). Neighbourhood Plans do not take effect unless there is a majority of support for it in a local Referendum and the Plan is adopted by the District Council.

8. How we will involve others on allocating the Community Infrastructure Levy to projects

8.1 The Community Infrastructure Levy Regulations 2010 require the Council to set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the levy. This list of projects may be revised from time to time following appropriate consultation.

8.2 The consultation process will involve providers of infrastructure including bodies such as HCC, the Police and Health Authorities, NFDC departments and Town and Parish Councils, as appropriate. A recommended list of projects (known as a Regulation 123 list) will then be prepared and subject to further consultation before being presented for approval by the Council's Cabinet at the start of the year. Requirements for who should be consulted are currently set out in Regulation 15 of the Community Infrastructure Levy Regulations 2010 (with amendments) and the Council will apply the relevant regulations in force at the time.

9. Community Involvement and Development Management

9.1 For many people, the most visible impact of the planning system is the regulation of development through planning applications. Applications are normally determined in accordance with the policies and proposals of the statutory development plan for the area

unless there are other material considerations that justify departing from these policies. Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying other material considerations. Community involvement can also help shape proposals so that they are more acceptable and appropriate to the area where the development is occurring.

9.2 There are four main stages in the Development Management Process:

- Pre-application
- Planning applications
- Appeals
- Enforcement

The following provides an overview of the Council's publicity and consultation arrangements for these four elements of Development Management.

Pre-application Stage

9.3 The Council welcomes and encourages discussion with applicants and developers before planning applications are submitted. Receiving considered advice prior to the formal submission of a planning application can ensure that the quality of a development is improved and that certainty in the outcome can be increased for the applicant. Applicants or developers are encouraged to consult with the community before submitting planning applications which are likely to generate public interest.

9.4 Whilst there is no statutory requirement for the Council to engage with the community at the pre-application stage on pre-application schemes. Paragraphs 39 to 46 of the NPPF states that early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties, and that good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community. Entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement.

Planning Application Stage

What happens when a planning application is received?

9.5 All planning applications are checked to ensure that necessary plans and details are provided to enable the application to be determined. When an application has been validated neighbours (those occupying properties that adjoin the site) are notified by letter. Consultees are also notified (as relevant depending on the nature of the application). All applications are placed on the Council's Website for public view. Full details of notification undertaken are provided at Appendix 4.

9.6 The minimum requirements for publicising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. We comply with the minimum requirement in all cases, in most

cases we exceed this to ensure that our communities are as involved as possible. Irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter, site notice and press advertisement explain where the planning application can be viewed.

9.7 Comments are invited on planning applications for a period of 21 days, which is a statutory period set out by government. All comments received prior to the determination of an application, even if outside of the 21 day publicity period will be taken into consideration. In most cases a site notice is also provided, and this will be displayed for 21 days.

Who we will consult?

9.8 The Town and Country Planning (Development Management Procedure) (England) Order 2015 specifies the stages at which statutory consultation will take place on planning applications and notifications. The Regulations set out that certain bodies must be consulted, depending on the type of application and/or constraints that affect the site. The relevant bodies are listed in Appendix 4: 'Publicising Planning and related Application'. We will notify such bodies either by sending them the weekly list, an email or consultation letter. Statutory bodies are made up of both internal and external consultees.

9.9 Schedule 1, paragraph 8, of the Town and Country Planning Act 1990, states that there is only a statutory requirement for local planning authorities to notify Parish Councils of planning applications received if the Parish Council has requested that it be notified. The local planning authority is then required to send a copy of the application or indicate to the Parish Council the nature of the development identifying the land to which the application relates. The Council e mail automatically the weekly lists of applications received, decisions made, and appeals received to all Town and Parish Councils. All town and Parish councils are notified on applications.

How is a planning application determined?

9.10 Whilst a planning application is determined primarily against the Development Plan and National policies, material consideration is also given to:

- Representations of objections and support
- Advice from external specialists such as Natural England or Historic England
- Government guidance
- Comments from town and parish council
- Any other material consideration

9.11 The planning case officer assessment of the application will be based on the above and their judgement on the impact the proposed development will have. The publicity requirements mean that we will not receive all the relevant views until about a month after the council register the application and this will be longer in some cases.

9.12 The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application depending on the degree of change.

Under no circumstances should applicants amend an application following a consultation response they have read online.

9.13 Where the Council receives significant amendments to a current planning application, that it can accept, it will re-publicise the application making it clear that amendments to the application have been proposed.

9.14 Following a review and analysis of all the information and submissions to a development proposal, a report is prepared on the acceptability of the development. The decision on whether to grant planning permission is made either under delegated powers by the Chief Planning Officer, which will be the case for majority of applications, or by the Planning Committee. In cases where applications are to be considered by the Planning Committee, those who have already made written comments on the application can request to address the Committee at the relevant meeting.

9.15 Once the decision is issued on planning applications the decision notice, plans and officer report are available to view online, but letters of representation will be removed one year after decision date.

9.16 The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 introduced a prior approval arrangement for certain single storey extensions to dwelling houses with a statutory requirement being placed on the Council to serve notice on any owner or occupiers of adjoining properties and give them a minimum of 21 days to object. These prior approval notifications introduce a new procedure differing from that for planning applications.

Assisting the Local Planning Authority

9.17 The council expects planning applications to be determined within timescales set by national guidance unless an alternative period has been agreed (in writing) with an applicant to allow positive and proactive discussion. The national targets are as follows;

- (1) Major applications accompanied by an Environmental Impact Assessment – sixteen weeks
- (2) Major applications- thirteen weeks
- (3) Minor and other applications – eight weeks

Post decision

Appeals

9.18 Applicants have the right to appeal against the refusal of a planning permission to the Planning Inspectorate. There is no third-party right of appeal (i.e. for those who objected to a planning application). The Council will notify relevant parties who commented on the planning application of the appeal and advise them how they may make comments to the Planning Inspectorate. Information relating to the appeal will also be available to view on the Council's Online Planning Register.

Discharge of conditions

9.19 The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, natural green space and green infrastructure and highway matters.

9.20 The Council will seek to deal with such applications within eight weeks from the date of receipt. Submissions made for approval of details are not subject to publicity.

Post decision Amended Plans

9.21 Post-decision amendments are only accepted if the amendment is very minor and are considered on a case by case basis. In cases where amendments are accepted, the amendments will not be the subject of publicity.

Enforcement

9.22 If members of the local community draw possible breaches of planning to the attention of the Council these will be investigated in accordance with the Local Enforcement Plan which is published on the Council Website.

Appendix 1: Local Planning documents - consultees

New Forest District Council has an electronic database used solely for the purpose of contacting interested organisations, groups, and individuals about the preparation of local planning documents. There are four types of consultee identified on the database, as set out below.

Type A - Specific Consultation bodies

In accordance with the Town & Country Planning (Local Planning) (England) Regulations 2012, this Council will consult the following organisations on parts of the Local Plan to the extent that it considers the document to be relevant to the organisation:

- All town and parish councils within New Forest District
- The New Forest National Park Authority
- Hampshire County Council
- Dorset County Council
- Wiltshire Council
- Test Valley Borough Council
- Isle of Wight Council
- Melchet Park & Plaitford; Nursling & Rownhams; Romsey Extra; Wellow Parish Councils
- Bishopstone; Bower Chalke; Broad Chalke; Coombe Bisset; Downton; Landford; Odstock; Redlynch; Stratford Tony Parish Councils.
- Southampton City Council
- Christchurch Borough Council
- Burton; Hurn Parish councils
- East Dorset District Council
- Eastleigh Borough Council
- Alderholt; Cranborne & Edmondsham; Sixpenny Handley with Pentridge; St Leonards & St Ives; Verwood Parish council
- The Partnership for Urban South Hampshire (PUSH)
- The Coal Authority
- The Homes and Communities Agency
- The Environment Agency
- Natural England
- Network Rail
- The Historic Buildings and Monuments Commission for England (English Heritage)
- The Highways Agency
- The Hampshire and Isle of Wight Local Nature Partnership
- NHS West Hampshire Clinical Commissioning Group
- British Telecommunications PLC
- Southern Electricity
- Scottish and Southern Energy
- Southern Gas Networks
- RWE npower
- EON PLC
- The National Grid Company PLC
- British Gas
- The Police and Crime Commissioner for Hampshire
- The Solent Local Enterprise Partnership
- The Enterprise M3 Local Enterprise Partnership
- The Marine Management Organisation
- Wessex Water
- Southern Water

- Sembcorp Bournemouth Water PLC
- The Mobile Operators Association (which represents telecommunications operators such as: Airwave, Dolphin Communications; Hutchinson 3G; Mercury; NTL; One2One; Orange; O2; T-Mobile; Vodafone etc).

Type B - General Consultation bodies

In addition to the identified 'Specific' consultees set out above, the Regulations require the Council to also notify and consult additional bodies it considers appropriate.

The list below represents the type of different organisations which are likely to have an interest in the Local Plan process, and is not meant to be exhaustive.

The Council has created a contacts database which includes local groups and organisations in the categories below. However, the Council is dependent on up-to-date information being provided by these local groups and organisations in order to effectively contact them. The Council is keen to hear from other organisations that wish to be involved in the plan-making process, and will be happy to add local groups and organisations to its LDF contacts database on request.

Organisations likely to have an interest in the Local Plan process will include:

- Residents groups and associations.
- Amenity and conservation societies.
- Sports & recreation organisations.
- Schools & colleges.
- Disability organisations and groups.
- Older persons groups.
- Ethnic minority groups.
- Gypsies and travelling show people, including the Traveller Education Service.
- Churches and other religious organisations.
- Housing associations and registered social landlords.
- Tourism organisations.
- Youth groups and organisations.
- Businesses and chambers of trade/commerce.
- Developers and planning agents/architects.
- New Forest Verderers, Commoners and other representative organisations.
- Port operators and harbour authorities at Southampton and Lymington.
- Transport operators and managers including Network Rail, train and bus companies.
- Coastal interests including commercial, leisure and amenity organisations.
- Major estates.
- The Ministry of Defence.
- Southampton and Bournemouth Airports.
- Other Government organisations not already listed in Annex B

Type C - Statutory consultees for the Duty to co-operate

In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012, this Council will co-operate with the following organisations on matters in the Local Plan it considers to be of strategic significance.

- The Environment Agency.
- The Historic Buildings and Monuments Commission for England (known as English Heritage).
- Natural England.
- The Civil Aviation Authority.

- The Highways Agency
- The Homes and Communities Agency.
- Each Primary Care Trust established under section 18 of the National Health Service Act 2006(16) or continued in existence by virtue of that section (in 2014 this was the NHS West Hampshire Clinical Commissioning Group).
- The Office of Rail Regulation
- The Solent Local Transport Body / Transport for South Hampshire
- The Marine Management Organisation.
- The Solent Local Enterprise Partnership.
- The Enterprise M3 Local Enterprise Partnership.
- The Hampshire and Isle of Wight Local Nature Partnership

Type D - Individuals

In addition to the above, any individual that has a particular interest in local planning, for example as a landowner or a local resident, can ask to be included in the LDF contacts database, and will receive notification of consultation stages in Local Plan preparation. Anyone making a comment during public consultation stages of plan preparation will be added to the LDF contacts database and will receive further notifications (normally by e-mail) about the preparation of that document until the time it is adopted.

Appendix 2 – Neighbourhood Planning Protocol

Neighbourhood Planning support

1. Introduction and Purpose

- 1.1. New Forest District Council supports the concept of Neighbourhood Planning and the potential it offers to communities to help shape the places where they live. In deciding whether or how to progress a Neighbourhood Plan, communities will need to consider how they would carry out the work required to deliver an effective and evidence-based Neighbourhood Plan.
- 1.2. There are a range of national and other published sources of information and advice on Neighbourhood Planning, and that advice is not repeated here (see appendix one for some useful links). The aim of this note is to define the nature, scope and limitations of support that will be provided by New Forest District Council Planning Services to Town and Parish councils for the purposes of the preparation of a Neighbourhood Development Plan.
- 1.3. The note is also applicable to Neighbourhood Development Orders and Community Right to Build Orders.
- 1.4. Planning Services will coordinate the involvement of other parts of the Council as and when required, including involvement of Electoral Services at referendum stage.
- 1.5. The District Council is responsible for:
 - a. fulfilling certain statutory requirements at the beginning and end of the process (see section 3)
 - b. the provision of proportionate advice and assistance (see section 4)
- 1.6. This note outlines:
 - a. how the District Council will undertake its statutory duties
 - b. the level and extent of the technical advice and assistance that the District Council will provide

2. Context: Neighbourhood Planning and the District Local Plan

- 2.1. The primary focus and first priority of the District Council is the preparation and adoption of the Local Plan. The ability of the District Council to offer support and advice for Neighbourhood Planning will vary depending on the stage of the Local Plan and the workload of the Local Plan team.
- 2.2. The Local Plan Part One covers strategic matters including strategic housing allocations, and proposes strategic housing allocations in designated Neighbourhood Areas.
- 2.3. Other sites and policies will be progressed through the Local Plan Part Two, scheduled to commence in 2018. The content and coverage of the Local Plan Part Two for designated Neighbourhood Areas would consider the aims and scope of Neighbourhood Plans and their progress.

3. The statutory obligations of the District Council

- 3.1. The District Council will fulfil its statutory Neighbourhood Planning obligations as required by the prevailing regulations, which include
 - i As soon as possible after receiving the Neighbourhood Area application, publicise and consult in accordance with the statutory timeframes (Regulation 6)
 - ii To consider the consultation responses received, and (where appropriate) designate the Neighbourhood Area and publicise it on the NFDC website (Regulation 7)
- 3.2. Upon submission of a Plan Proposal by the Town/Parish Council to the District Council, the District Council will (liaising with the New Forest National Park Authority as appropriate):

- i Confirm to the Town or Parish Council whether or not the submission plan proposal complies with Regulation 15 of the Neighbourhood Planning Regulations
- ii Publicise and start consultation with the public on the submission plan proposal and other relevant documentation (Regulation 16)
- iii Contact the Neighbourhood Planning Independent Examiner Referral Service (or equivalent) and appoint an appropriately qualified and experienced examiner
- iv Submit the draft Neighbourhood Plan, supporting documents and representation to the Independent Examiner (Regulation 17) in a timeframe commensurate with the volume of representations received (Regulation 17)
- v Arrange an Examination hearing and date in consultation with the Town or Parish Council. If a public hearing is required as part of the Examination process (rather than written representations), the hearing will be virtual if circumstances necessitate. If a physical hearing is possible and appropriate, wherever possible the venue will be in the local area.
- vi Publish a 'Decision Statement' (Regulation 18/19) as soon as practicable following the receipt of the inspector's examination report
- vii Subject to the Examiner's recommendations, make arrangements for holding the referendum, by post or digital means if necessary.
- viii Adopt the Neighbourhood Plan (Regulation 19/20) at the first available meeting of the District Council following confirmation of majority support at referendum, and make it available through the District Council website.

4. District Council advice and assistance

- 4.1. This section relates to the preparation of a draft Neighbourhood Plan by the Town / Parish Council prior to submission of a plan proposal to the District Council.
- 4.2. For each Neighbourhood Area, the District Council will identify an officer from the Policy and Plans Team as the first point of contact.
Initial meeting
- 4.3. At the request of the Town or Parish council and following designation of the Neighbourhood Area the liaison officer will host or attend an initial exploratory meeting on the first mutually acceptable date.
Neighbourhood plan objectives, scope and working arrangements
- 4.4. Before the District Council can provide technical advice or assistance on the preparation or proposed content of the Neighbourhood Plan the Town / Parish Council will first need to decide upon and provide a concise statement that sets out
 - the likely aims and objectives of the Neighbourhood Plan e.g. what it is seeking to influence, change, manage, protect or deliver
 - whether or not the Neighbourhood Plan will identify or allocate housing development sites large enough to accommodate ten or more homes
 - what other policy areas or issues the Neighbourhood Plan will address
 - proposed working and decision making arrangements and how they may be resourced
 - an indicative timetable
- 4.5. The District Council accepts that the above matters may change over time.
Background Data and Evidence
- 4.6. Upon request the Council will make electronically available or provide access to the following, subject as applicable to licensing, Data Protection and commercial confidentiality
 - Published reports and studies in the Local Plan evidence base
 - Mapping data (fees may be applicable)

- Any other specific, relevant and proportionate requests for existing planning and environmental information for the Neighbourhood Area that is held by the District Council.
- 4.7. The District Council will not be able to
- Commission, tender for or carry out Sustainability Appraisal, Habitats Regulations Assessments, Environmental Impact Assessments, Flood Risk Assessments, Housing Need surveys or other such assessments as may be necessary
 - Commission, tender for or carry out research or forecasting for the Neighbourhood Area
 - Search for, extract or interpret third party data for the Neighbourhood Area
 - Prepare plans, maps or map-based analyses for the Neighbourhood Area.
- Consultation and engagement
- 4.8. The Neighbourhood Plan process is intended to be local community led. It will be for the local Town or Parish Council to undertake their own Neighbourhood Plan public consultations and the District Council will generally not seek or expect to be involved other than as a consultee. Guidance [specifically designed to support qualifying bodies, which includes Parish or Town Council, on the consultation process relating to the preparation of a Neighbourhood Plan is set out in Appendix 3 of this Statement.](#)
- 4.9. In addition to its statutory responsibilities the District Council will publicise the Neighbourhood Plan consultation on the District Council website with a link to the published draft Neighbourhood Plan.
- Policy and plan writing
- 4.10. On request with advance notification and given sufficient time to respond the District Council will
- Comment on proposed policy approaches (including possible alternatives)
 - Provide initial advice on the application of sustainability appraisal to policy development
 - Review draft policies before they are finalised for consultation or publication and provide informal advice on their clarity, robustness and compatibility with the National Planning Framework and with the adopted and emerging District Local Plan.
- 4.11. The District Council will not be able to
- Write or edit Neighbourhood Plan policies, supporting text or supporting documents
 - Undertake desk top publishing, design, printing, copying or distribution of Neighbourhood Plans or supporting documents.
- Site allocation in Neighbourhood Plans
- 4.12. Where the Town / Parish Council has committed allocating sites for development as part of the Neighbourhood Plan, the District Council will on request and where resources are available to do so
- Share and explain the Local Plan Sustainability Appraisal Site Assessment methodology
 - Briefly review and comment on any local site selection or appraisal methodology
 - Briefly review and comment on the draft results of a Town or Parish site assessment
 - Provide initial advice on Sustainability Appraisal and Habitats Regulations Assessment including Habitats impact mitigation
 - Advise what supporting technical assessments would be appropriate for any development site(s) proposed e.g. ecological surveys, flooding assessments

- Comment briefly on site technical studies.
- 4.13. Town and Parish Councils should encourage site promoters and land owners to seek pre-application advice from the District Council. Where appropriate some of the above matters may be provided in the form of pre-planning application advice.
- 4.14. The District Council will not be able to
- Undertake site selection assessments on behalf of a Town or Parish Council preparing a Neighbourhood Plan
 - Carry out site technical assessments or background studies for the Neighbourhood Plan
 - Undertake detailed site design or masterplanning work unless contracted to do so by the Town or Parish Council.

Attendance of further meetings

- 4.15. On invitation and subject to availability District Council officers may attend further meetings of the working group at critical decision points leading to consultation on or submission of the Neighbourhood Plan, or the identification of sites for development. An agenda and relevant papers will be required two weeks in advance.
- 4.16. District Council officers will not be able to attend routine steering or working group meetings or meetings at weekends or concluding after 8.30pm.

Appendix 3

Who should the Qualifying Neighbourhood Plan seek to engage with?

In preparing a Neighbourhood Plan the Qualifying Body will need to engage and consult with those living, working, with an interest in or affected by proposals and relevant consultees (such as infrastructure providers). The community engagement undertaken by the Qualifying Body will need to be explained in the Consultation Statement required under Section 15(2), Part 5 of the Neighbourhood Planning (General) Regulations 2012(as amended) and which is submitted with the Plan for consideration by the Independent Examiner. Failure to demonstrate that adequate engagement with the community and statutory consultees can lead to the Neighbourhood Plan being found to be unsound.

It is important to recognise the mix of people in your community to ensure that everyone has the chance to engage in the process. Grouping residents and businesses into ‘stakeholder’ groups will help you to identify what methods you need to use to ensure you obtain their views. Typical stakeholders groups include:

- Schoolchildren (aged 5-16)
- Young people (aged 16 – 30)
- Older people
- Commuters (people living in the community but working outside)
- Community groups and societies
- Single parent families
- Persons with disabilities
- Faith groups
- People employed in the community
- Local businesses and landowners
- Black and minority ethnic groups including gypsies and travellers
- Families
- Voluntary organisations acting in the area

<u>Guidance for Parish/town council/neighbourhood forum (qualifying body) in engaging with their Communities.</u>		
<u>Key Stage in the Neighbourhood Plan Process</u>	<u>Consultation for the Qualifying Body to consider undertaking</u>	<u>Methods of Consultation to consider</u>
<u>Stage 1: Designation of neighbourhood area (and if appropriate neighbourhood forum)</u>	<u>Before submitting an application to designate the neighbourhood area the parish/town council or neighbourhood forum may decide to consult with the local community about preparing a neighbourhood plan/order.</u>	<u>Not applicable</u>
<u>Stage 2: Preparing the Draft Neighbourhood Plan/Order</u>	<u>Ongoing consultation and engagement as the neighbourhood plan/order is being developed with the community (those living, working, with an interest in or affected by proposals, including</u>	<ul style="list-style-type: none"> - <u>Adverts/posters</u> - <u>Letters/flyers to everyone in neighbourhood plan area</u> - <u>Questionnaires/comments forms</u>

	<p><u>landowners) and relevant consultees (such as infrastructure providers)</u></p> <p><u>Engagement with other bodies whose interests may be affected by your neighbourhood plan. These include:</u></p> <ul style="list-style-type: none"> - <u>Hampshire County Council</u> - <u>Infrastructure providers</u> - <u>Natural England</u> - <u>Environment Agency</u> - <u>English Heritage</u> 	<ul style="list-style-type: none"> - <u>Use of websites, social media and e-mail</u> - <u>Notice in parish newsletters/local magazines</u> - <u>Visiting/contacting already established local groups.</u> - <u>Public meetings</u> - <u>Focus groups</u> - <u>Stakeholder seminars</u> - <u>Open Days and workshops</u> - <u>Exhibitions</u> - <u>Press Notices</u> <p><u>Whatever means of engagement with the community are used it is important to maintain a record of the activity and responses received to inform the Statement of Community Involvement required to be prepared by the Qualifying Body at Stage 3.</u></p>
<p><u>Stage 3: Pre-submission publicity and consultation:</u></p>	<p><u>At this stage Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 provides that the Qualifying Body bring the Pre-submission Plan to the attention of people who live, work or carry out business in the neighbourhood plan area and invite representations.</u></p> <p><u>Under Regulation 14 the Qualifying Body must also consult any “consultation body” whose interests may be affected by the proposals contained in the Pre-submission Plan.</u></p>	<p><u>Inform local residents, local business and affected landowners of the plan, where to view it and how to make representations</u></p> <p><u>This can use such approaches as:</u></p> <ul style="list-style-type: none"> - <u>Press Notices</u> - <u>Notice in parish newsletters/local magazines</u> - <u>Direct communications by letter</u> - <u>Use of websites, social media and e-mail</u> - <u>Exhibition</u> <p><u>The Pre-submission Plan can be made available to view online, at local libraries and other deposit locations such as Local Council offices and village/town halls.</u></p> <p><u>Formal letters must be sent to the relevant Consultation Body</u></p>

		<u>that may be affected by the Plan.</u>
<u>Stage 4: Submission of Neighbourhood Plan/Order to Borough Council:</u>	<u>None required</u>	<u>Not applicable</u>
<u>Stage 5: Independent examination</u>	<u>None required</u>	<u>Not applicable</u>
<u>Stage 7: Making the neighbourhood plan/order Provided more than 50% vote in favour at the referendum the Plan will proceed to adoption by the District Council.</u>	<u>None required</u>	<u>Subject to strict limitations the Qualifying Body may draw attention to the referendum. The Council's Electoral Services Section will give guidance on what the Qualifying Body can and cannot do in publicising the referendum.</u>

Appendix 4 - Publicising Planning and related Applications

<u>Type of Development</u>	<u>Statutory Publicity Requirement</u>	<u>How the Council will publicise applications</u>
<u>Major Development:</u> <u>Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more.</u> <u>Other development: 1000m² floor space or 1.0 hectares</u>	<u>Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site properties</u> • <u>Display a site notice at or near the site</u>
<u>Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement</u>	<u>Newspaper advertisement (14 days) and Site notice (21 days)</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>
<u>Application that is a departure from the Local Plan</u>	<u>Newspaper advertisement (14 days) and Site notice (21 days)</u>	<ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site properties</u> • <u>Display a site notice at or near the site</u>
<u>Application which would affect a right of way to which Part 3 of the Wildlife and</u>	<u>Newspaper advertisement (14 days) and Site notice (21 days)</u>	<ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>

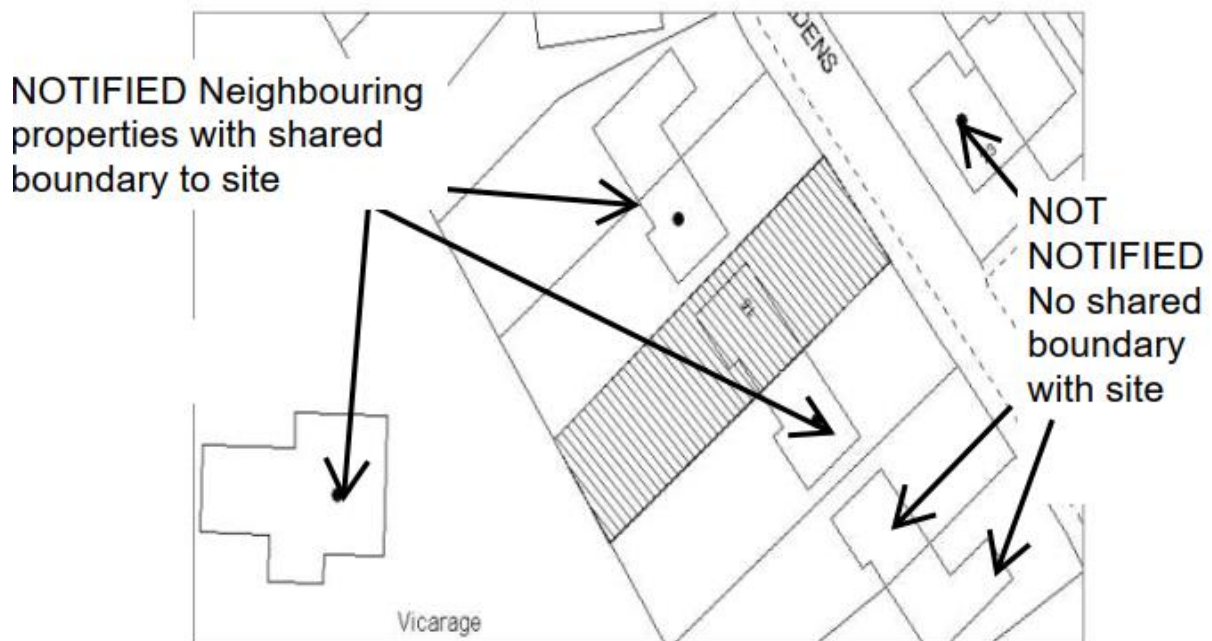
<u>Countryside Act 1981 applies</u>		
<u>Minor Development Residential development involving less than 10 homes. Other development: floor space is less than 1000m²</u>	<u>Site Notice (21 days) Or Neighbour notification (21 days)</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>
<u>Change of use applications</u>	<u>Site Notice or Neighbour Notification</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>
<u>Householder developments</u>	<u>Site Notice or Neighbour Notification</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>
<u>Development affecting the setting of a listed building</u>	<u>Press Advert Site Notice</u>	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice at or near the site</u>
<u>Listed Building consent for works affecting the exterior of the building</u>	<u>Newspaper advertisement (21 days) and Site notice (7 days)</u>	<u>The council will</u> <ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site.</u> • <u>Display a site notice</u>
<u>Development affecting the character of a conservation area.</u>	<u>Newspaper advertisement (21 days) and Site notice (7 days)</u>	<u>The council will</u> <ul style="list-style-type: none"> • <u>Publish Public Notice in newspaper</u> • <u>Notify neighbours with adjoining boundaries to the application site</u> • <u>Display a site notice</u>
<u>Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.</u>	<u>Newspaper advertisement (21 days) and Site notice (7 days)</u>	<u>None</u>
<u>Prior approvals and prior notifications</u>		

<u>Prior Notification of Larger Homes Household Extensions</u>	<u>Neighbour notification (21 days)</u>	<u>The Council will notify neighbours with adjoining boundaries to the application site</u>
<u>Prior Notification of Demolition of a building</u>	<u>Site Notice must be posted by applicant (21 days from date of notification)</u>	<u>None</u>
<u>Prior Notification of Changes of Use</u>	<u>Site Notice or Neighbour Notification</u>	<u>The Council will display a site notice</u>
<u>Prior Approval of Agricultural or forestry development (Agricultural/Forestry)</u>	<u>None (If prior approval of details is required applicant must post site notice for 21 days)</u>	<u>None</u>
<u>Prior Approval for change of use (Class C, J, M, N, O, P, PA, Q, R, S, T)</u>	<u>Site Notice (21 days) or neighbour notification</u>	<u>The council will: Display a site notice</u>
<u>Prior Notification for Telecommunication Equipment</u>	<p><u>Where development is not in accordance with the development plan or would affect a public right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies: Site notice (21 days) and Advertisement in local newspaper.</u></p> <p><u>On sites of 1 hectare or more: Advertisement in local newspaper and Site notice or neighbour notification.</u></p> <p><u>All other development not covered above: Site notice or neighbour notification.</u></p>	<p><u>The council will:</u></p> <ul style="list-style-type: none"> - <u>Notify neighbours with adjoining boundaries to the application site Display a site notice</u>
<u>Advertisement Applications</u>	<u>None</u>	<p><u>The Council will:</u></p> <ul style="list-style-type: none"> • <u>Notify neighbours in adjoining properties</u> • <u>Display a site notice</u>

<u>Applications for Works to Trees Protected by a Tree Preservation Order</u>	<u>Site Notice (21 days)</u> - Where the Council considers that local people might be affected, or that there is likely to be a good deal of public interest - Obligatory in any case where the Council is the applicant	<u>The council will:</u> <ul style="list-style-type: none"> • <u>Notify neighbours in adjoining and opposite properties.</u> • <u>Display a site notice</u>
<u>Notice of works to trees in conservation areas</u>	<u>None</u>	<u>The Council will:</u> <ul style="list-style-type: none"> • <u>Notify neighbours with adjoining and opposite boundaries to the application site</u> • <u>Display a site notice</u>
<u>Certificates of Lawfulness for Existing Use and Development</u>	<u>None</u>	<u>The Council will notify neighbours with adjoining boundaries to the application site</u>
<u>Certificates of Lawfulness for Proposed Use and Development</u>	<u>None</u>	<u>None</u>

Appendix 5 How we will notify neighbours

Once a planning application has been registered, we will notify by letter all properties with a common boundary to the site, including to the rear, as is shown in the example below.



Exceptions

We do not notify neighbours where the applications are for Certificates of Lawfulness for a Proposed Use or Development, Non-Material Amendments following a grant of planning permission, and Prior Notifications for Demolition of a building, erection of agricultural buildings and Prior Approvals for changes of use (Class C, J, M, N, O, P, PA, Q, R, S, T). Additional properties may be notified as the planning case officers will check on their site visit that appropriate neighbour notification have been carried out.

In addition to notifying by letter properties with a common boundary we will display a site notice at or near the application site.

Wider neighbour notification/consultation

Wider neighbour notification will be undertaken where the development proposed is considered to have the potential for wider impacts, such as a major development leading to significant traffic increases or the proposed development being widely visible and potentially visually obtrusive.

Appendix 6 - Glossary

This annex provides supplementary information on some of the techniques mentioned in the Statement of Community Involvement, and on some of the acronyms found in the new planning system.

Appropriate Assessment - Part of the HRA process, considers the impacts of a plan or policy on the integrity of the European sites. Where there are adverse impacts, an assessment of mitigation options is carried out to determine adverse effects on the integrity of the site.

Council's website - www.nfdc.gov.uk or www.newforest.gov.uk

DPD - Development Plan Documents, are the main planning policy documents in the Local Plan. These include the Core Strategy which sets out the main planning strategy for the area.

Duty to Co-operate - The 'Duty to Co-operate' is set out in the Localism Act and ensures that local planning authorities work with neighbouring authorities and other public bodies to address strategic issues that affect local plans and cross administrative boundaries.

European Sites – A collective name for internationally important nature conservation sites, including Special Protection Areas (SPAs), Special Areas of Conservation (SACs) and Ramsar Sites. Areas of international nature conservation importance that are protected under the Habitats Directive and the Ramsar Convention for the benefit of the habitats and species they support.

HRA (Habitat Regulations Assessment) - An assessment of the impacts of implementing a plan or policy on international protected sites for nature conservation (European Sites and Ramsar sites - wetlands of international importance designated under the Ramsar Convention). Helps determine likely significant effect of a plan or project on international protected sites and, where appropriate, assess adverse impacts on the integrity of a site, and examines alternative solutions.

LDF contacts database – A list of names and contact details of specific consultees and others to be kept informed about the preparation of Local Development Framework documents by NFDC

Local Development Scheme (LDS) - a sort of project plan for the preparation of the Local Development Framework. This sets out the timescales for preparing the Local Plan, including when each document will be consulted on.

NFDC – New Forest District Council

NPPF - National Planning Policy Framework, sets out the Government's key economic, social and environmental objectives and the planning policies needed to deliver them. Came into force in March 2012 and streamlined the existing suite of national planning policy documents into a single document (removing previous Planning Policy Statements and Circulars).

NPPG - National Planning Practice Guidance, brings together many areas of English planning guidance into a new online format to accompany the NPPF. It contains 41 categories; from 'Advertisements' to 'Water supply'. Each category contains sub-topics which when clicked on reveal a series of questions and answers.

Neighbour notification letters - Generally used for the advertising of planning applications, these inform property owners of planning applications submitted on adjoining property or land. The letters contain information about the proposed development, and explain how and when to comment.

Neighbourhood Plan - Communities can now set a vision for the future and establish general planning policies for the development and use of land in their neighbourhood in a document known as a Neighbourhood Plan. Can be detailed or general, depending on what local people want. Only become adopted policy if agreed by a majority in a local community referendum.

Plan Area – New Forest District Council area outside of the New Forest National Park (or part of that area) for which the District Council is the Local Planning Authority.

SA / SEA - Sustainability Appraisal / Strategic Environmental Assessment. In simple terms, a process of assessing the environmental, social and economic effects of policies and proposals in the Local Plan.

SCI - Statement of Community Involvement, a document which sets out how the Council will involve and consult the public and other organisations when preparing the Local Plan, and when determining planning applications.

SPD - Supplementary Planning Documents, another part of the Local Plan, these documents contain detailed guidance which supplements policies contained in Development Plan Documents.

Site notices - Planning applications are normally advertised using a notice posted in a convenient location near to the property or land to which the application relates. This notice both describes the proposed development, and gives details of how and when to comment.

Targeted consultation - This can take many forms, including sending early drafts of documents to specific organisations, or holding meetings with individuals or groups to discuss relevant issues. 'Targeted' means that the consultation will not be universal and will concentrate on those that the Council needs information or advice from at a particular stage in plan preparation.

Town & Parish Councils - The District is made up of 37 Town and Parish Councils. These local councils are able to prepare Neighbourhood Plans for their parish if they chose to do

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ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

WORK PROGRAMME 2020/21

ITEM	OBJECTIVE	METHOD	LEAD OFFICER
10 SEPTEMBER 2020			
Off Street Car Parking Strategy	To receive an update on the review of off street car parking	Officer report or oral update	Rob Lane / David Hurd
Review of Street Cleansing Activities and Standards	To receive an update on the review of street cleaning activities and standards	Officer report or oral update	Rob Lane / Colin Read
Waste Strategy update	To receive an update on the work of the working group	Oral update	Chris Noble
14 JANUARY 2021			
Behaviour Change Litter Initiative	To receive an update on this work	Officer report	Nicola Plummer
Fuel/Emission Efficient Vehicles	To be updated on the trial of small electric vans within the Council's fleet of vehicles	Officer report	Colin Read, Chris Noble/ Rob Lane
Waste Strategy update	To receive an update on the work of the working group	Oral update	Chris Noble
11 MARCH 2021			
Waste Strategy update	To receive an update on the work of the working group	Oral update	Chris Noble
FOR LATER CONSIDERATION			
Environmental Strategy	To consider the draft environmental strategy that will develop an overarching framework for the Council's environmental activities	Officer report	Colin Read

Planning Design Guidance		Officer report	Claire Upton-Brown
Green Space signage / protocol		Officer report	Claire Upton-Brown / James Smith