

## NOTICE OF MEETING

**Meeting:** ENVIRONMENT OVERVIEW AND SCRUTINY PANEL

**Date and Time:** THURSDAY, 14 JANUARY 2021, AT 2.00 PM\*

**Place:** SKYPE MEETING - ONLINE

**Enquiries to:** E-mail: [karen.wardle@nfdc.gov.uk](mailto:karen.wardle@nfdc.gov.uk)  
Tel: 023 8028 5071

### **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, 11 January 2021. This will allow the Council to provide public speakers with the necessary joining instructions for the Skype Meeting.

**Bob Jackson**  
Chief Executive

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

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

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## AGENDA

### **Apologies**

#### **1. MINUTES**

To confirm the minutes of the meetings held on 13 August, 10 September and 15 October 2020 as correct records.

#### **2. DECLARATIONS OF INTEREST**

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

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

**3. PUBLIC PARTICIPATION**

To note any issues raised during the public participation period.

**4. PORTFOLIO HOLDERS' REPORTS**

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

**5. CALL-IN REQUEST - CHANGES TO SHORT AND LONG STAY SPACES IN WINSOR ROAD, CIVIC CENTRE AND WESTFIELD ROAD CAR PARKS AND THE INTRODUCTION OF CHARGES IN CIVIC CENTRE AND WESTFIELD ROAD CAR PARKS, TOTTON (Pages 5 - 22)**

Following the request from Cllr Rackham to call-in the Planning and Infrastructure Portfolio Holder's decision to make changes to the long and short stay car parking spaces in three car parks in Totton and to introduce charges in the Civic Centre and Westfield Road car parks in Totton, to consider the issues being raised by Cllr Rackham, as set out in paragraph 2.3 of the report.

**Please note:** In accordance with the Council's procedures, as only one Member requested that the decision be called in, the decision has been implemented. The matter however has been referred to this Panel for consideration. Cllr Rackham has been invited to attend.

**6. BEHAVIOUR CHANGE LITTER INITIATIVE**

To receive a presentation on the behaviour change litter initiative.

**7. WASTE STRATEGY UPDATE**

To receive an update on the waste strategy.

**8. GUIDE TO PERFORMANCE SPECIFICATIONS AND STANDARD DETAILS FOR PUBLIC ACCESSIBLE SPACES (Pages 23 - 80)**

To consider the proposed draft guide to performance specifications and standard details for public accessible spaces.

**9. SIGNAGE FOR OPEN SPACE DELIVERED THROUGH PLANNING (Pages 81 - 88)**

To consider proposals on a suggested package of standardised signage for play areas and open spaces to be delivered as part of the planning process.

**10. ASH DIEBACK**

To receive a presentation on Ash Dieback.

**11. FREEPORTS BID (Pages 89 - 94)**

To consider the proposal to submit a Freeport Bid to Government.

**12. LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN (Pages 95 - 102)**

To consider the proposed programme of work to inform the preparation of a Local Cycling and Walking Infrastructure Plan.

**13. WORK PROGRAMME (Pages 103 - 108)**

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:**

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

**Councillors:**

Andrew Gossage  
Stephanie Osborne  
Tony Ring  
Derek Tipp  
Malcolm Wade