

NOTICE OF MEETING

Meeting: CABINET

Date and Time: WEDNESDAY, 1 JULY 2020, AT 10.00 AM*

Place: SKYPE MEETING - ONLINE

Enquiries to: Email: democratic@nfdc.gov.uk
023 8028 5588 - ask for Matt Wisdom

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 Cabinet'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 Friday 26 June 2020. 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

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 3 June 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. RESPONSE TO CORONAVIRUS - COVID-19 - UPDATE

To receive a presentation from Portfolio Holders on the latest progress in relation to the Council's response to the Coronavirus – COVID-19 pandemic.

5. COVID-19 RECOVERY

(a) Report from the Leader of the Council

To receive a verbal update from the Leader of the Council on the progress of the four COVID-19 RECOVERY Task and Finish Groups.

(b) Finance and Resources (Pages 5 - 8)

To consider a report from the Chief Finance Officer, including associated recommendations from the COVID-19 RECOVERY - Finance and Resources Task and Finish Group.

(c) Council Services - Health and Leisure (Pages 9 - 12)

To consider a report by the Executive Head of Resources. Associated recommendations from the COVID-19 RECOVERY - Council Services Task and Finish Group will be made available to Cabinet once the Group has met on Thursday 25 June 2020.

6. ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN 2019/20
(Pages 13 - 30)

7. UPDATE TO THE STATEMENT OF COMMUNITY INVOLVEMENT (Pages 31 - 66)

8. BIODIVERSITY NET GAIN (Pages 67 - 72)

9. RE-APPRAISAL OF RECREATION MITIGATION PROJECTS - FAWLEY (Pages 73 - 78)

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

Diane Andrews
Jill Cleary
Michael Harris
Edward Heron (Vice-
Chairman)

Councillors

Jeremy Heron
Alison Hoare
Barry Rickman (Chairman)
Mark Steele

CABINET – 1 JULY 2020

PORTFOLIO – ALL

COVID-19 RECOVERY - FINANCE & RESOURCES

1. Recommendation

- 1.1 That Cabinet consider the recommendations from the Finance & Resources Recovery Task and Finish Group (FR T&FG) as laid out in section 5.

2. Purpose of the report

- 2.1 The purpose of the report is to approve and recommend some initial actions necessary now ahead of the preparation of a re-drawing of the Council's Medium Term Financial Plan, including the Emergency Budget for 2020/21.

3. Background

- 3.1 The Council has a legal responsibility to set a fully funded balanced budget. In light of the financial implications that COVID-19 will have on the Council's budget for 2020/21 the production of an Emergency Budget is necessary.
- 3.2 At its meeting in June, the Cabinet established 4 Recovery Task and Groups. One of these Task and Finish groups has a focus on Finance and members of the group have agreed on a set of initial recommendations now put forward to the Cabinet, ahead of the preparation of the detailed Emergency Budget. Section 4 of this report gives an overview of the considerations of the Finance & Resources Task and Finish Group meeting, held on 22/06/2020.

4. Finance and Resources Task and Finish Group Overview

The Task and Finish group were asked to consider and make recommendations to Cabinet on:

4.1 2020/21 Immediate Budget Actions

- Vacancy Control
- Budget Review
 - Asset Maintenance
 - Savings from 2019/20 outturn
 - Review of Capital Programme Financing and reserve transfers
 - Review of service budgets directly impacted by COVID-19
 - Utilisation of General Fund Reserve

Members of the Task & Finish Group were supportive of the actions as outlined.

4.2 2020/21 Capital Programme

- Removal of non-essential Capital Schemes that aren't otherwise programmed for Scrutiny and further Cabinet approval

Members of the Task & Finish Group were supportive of the actions as outlined.

4.3 Re-cast MTFP including Emergency Budget 2020/21

- Consider the length & strength of recovery
 - In NFDC Services
 - On collection Funds
 - In the economy
- Increased costs as result of Pay Award
- Use of Budget Equalisation Funds
- The Business Rate Reset
- Repayment Period of Reserves utilised in balancing the 2020/21 budget
- The timing of the Emergency Budget preparation and MTFP through to 2023

Members of the Task & Finish Group were supportive of the actions as outlined. A suggestion to consider an NFDC asset review in the context of the Financial Planning of the Councils was made. This would be added as an action point for the MTFP review.

4.4 Members ICT

- To consider a principle whereby members who required ICT equipment to support their democratic role will be provided with equipment on a loan basis from the Council. The use of Smarter Working Funds (Capital Programme 20/21) will be utilised as the source of funding for this equipment.

Members of the Task and Finish Group were supportive of the action, particularly in providing equal opportunity for Members to engage with the democratic process if their current personal ICT setup was causing difficulties with access.

5. **Finance and Resources Task and Finish Group Recommendations**

- 5.1 Implement measures to control employee costs around a Vacancy Control procedure to ensure only essential staffing posts are filled including considerations for redeployment of existing staff where roles have been impacted by Covid 19.
- 5.2 That the Task and Finish Group focus on an immediate review of 2020/21 budgets, including, but not limited to;
 - Review of the Asset Maintenance Budgets
 - Review Savings generated in 2019/20
 - Review of Capital Programme Financing and reserve transfers

- Review of Service budgets like Travel & Subsistence and Fees & Charges which have been directly impacted by Covid 19
- 5.3 That Cabinet consider the financial basis for the re-opening of Health & Leisure Centres, avoiding further increases in net costs beyond those currently being incurred as a result of Covid-19.
- 5.4 The postponement of non-essential Capital schemes.
- 5.5 Cabinet consider utilising up to £80k of the existing £500k Smarter Working budget to support the democratic role of members.
- 5.6 That Cabinet note the impact that COVID-19 has had on the income generation at Dibden Golf Centre and provide guidance to the Portfolio Holder for Leisure & Wellbeing in discussions with the provider over future rents.

6. Crime & Disorder Implications

- 6.1 None.

7. Portfolio Holder Comments

- 7.1 It is important that the Council reacts in a timely manner to the exceptional circumstances arising from the financial consequences of COVID-19.
- 7.2 The proposals coming forward from the COVID-19 RECOVERY - Finances and Resources Task and Finish Group are proportionate and look to deliver short term savings providing the Council with the time to evaluate the long term impact and begin the remodelling process as we transition to a post COVID world.

Further Information

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Background Papers

COVID-19 Update May 20
2020/21 Budget Feb 20

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CABINET – 1 JULY 2020

PORTFOLIO – LEISURE & WELLBEING

COVID-19 RECOVERY – COUNCIL SERVICES – HEALTH AND LEISURE

1. Recommendation

- 1.1 That Cabinet consider the recommendations from the COVID-19 RECOVERY - Council Services Task and Finish Group (CS T&FG), which will be made available to Cabinet once the Group has met on Thursday 25 June 2020.

2. Purpose of the report

- 2.1 The purpose of this report is to determine:
 - 2.1.1 The Councils approach to the re-opening of the Health and Leisure centres whilst adhering to Government guidance;
 - 2.1.2 the approach to the next stage of the furlough scheme for Health and Leisure staff and
 - 2.1.3 a revised timeline for the Health and Leisure review as part of the overall recovery plan.

3. Background

- 3.1 The Councils 5 Health and Leisure centres closed to the public on the 17th March. Current arrangements are:
 - All Direct Debit payments are currently frozen, any memberships paid for in advance, will have the closure time added to the end of their membership.
 - All centres are being kept operational and cleaned to ensure they can be re-opened once government guidance changes.
 - Across the 5 sites just under 400 staff have been furloughed since March. The remaining staff have been maintaining plant and buildings and supporting other services of the council, including the Local Response Centre. A small team have been working on the development of a Health and Leisure recovery plan.
 - Income losses for April and May equate to £1.2 million, with staffing cost supported by a furlough grant payment of £200k per month. Whilst closed income losses will continue.

4. Council Services Task and Finish Group Overview

The Task and Finish group are being asked to consider and make recommendations to Cabinet on:

4.1 A plan for re-opening of the Health and Leisure Centres

- Ensuring centres are COVID-19 secure:
 - Full risk assessments completed and agreed by Trade Unions
 - One-way systems

- Social distancing requirements maintained
 - Increased cleaning regimes in all the facilities
 - Reconfiguration of gyms to allow 2m distancing
 - Showers closed
 - Cleaning sanitisers available in all public and staff areas
- All centres to be open within a 2-week period of the first re opening
 - The plan to include the re-opening of swimming pools to the public and for the Swim Academy (children's swimming classes) to re-open
 - Programme for Clubs to resume
 - Membership D/D's will re-commence once opening dates of each site are confirmed.
 - Development of new membership offers

4.2 The reopening plan to include the approach to the furlough scheme for staff during the re-opening

4.3 To consider a revised timeline for the Health and Leisure Centre procurement review as part of the recovery plan including the following:

- Re-engaging with all stakeholders including schools, HCC, customer and staff forums.
 - Continuing with monthly meetings with the Trade Unions
 - Updating the financial information provided to bidders
 - Requesting updated bids
 - Undertaking and presenting an evaluation to the Stakeholder group.
 - Shortlisting bidders' negotiations to commence
 - Undertaking Site visits to bidder sites
 - Determining Preferred bidders
 - Undertaking Customer and staff forums (virtual and face to face).
 - Finalising the recommendation to Community and Leisure Panel, Cabinet and Council.

5. Crime & Disorder Implications

5.1 None.

6. Portfolio Holder Comments

6.1 Our Health and Leisure Centres play a key role in improving our communities' physical and mental wellbeing. We are grateful for the patience of our loyal customers and know they are missing their Centres. Throughout the time since our Health and Leisure Centres necessarily closed in March, we have been actively preparing for their safe reopening, once government guidance allows.

Further Information

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CABINET – 1 JULY 2020

PORTFOLIO – LEADER & CORPORATE AFFAIRS

ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN 2019/20

1. Recommendations

- 1.1 It is recommended that Cabinet:
 - a) Note the updated position statement, including the highlights from 2019/20;
 - b) Note the development of the new performance framework in progress;
 - c) Note the provisional outturn of the General Fund revenue and capital budgets for 2019/20; and
 - d) Note the provisional outturn of the Housing Revenue Account for 2019/20.

2. Purpose of the report

- 2.1 This report provides an updated position statement, including Portfolio highlights for 2019/20. It also sets out provisional outturn results for the General Fund and Housing Revenue Account.
- 2.2 The equivalent report for 2018/19 confirmed that report as the last Annual Performance and Provisional Outturn report as against the 2016-20 Corporate Plan. This report falls as part of a transition from the old performance measures and confirms the continued development of the new performance framework.
- 2.3 The Council's statutory Statement of Accounts will be completed and signed by the Responsible Financial (S151) Officer by 10 July and will be presented to Audit Committee following external audit. Should there be any significant variations from the figures presented in this report, they will be highlighted at that Committee. The Outturn now presented is in management format.

3. Background

- 3.1 The Council's financial planning process further supports the delivery of the corporate objectives and the annual budget, and its performance, is an element of the overall corporate plan.
- 3.2 The last Financial Monitoring Report for 2019/20 was presented to the Cabinet in December and was based on latest financial information to the end of October. The provisional outturn report scheduled for April was pulled due to the Coronavirus pandemic.
- 3.3 The latest budgets for 2019/20 as reported to the Cabinet resulted in revised General Fund, Capital Programme and Housing Revenue Account budgets as follows;

TABLE 1	Original Budget	Latest Budget April Cabinet	Reported Variations
	£'m	£'m	£'m
General Fund	17.493	18.125	0.632
Capital Programme	27.919	34.810	6.891
Housing Revenue Account (Income)	-27.876	-28.126	-0.250
Housing Revenue Account (Expend.)	27.876	28.356	0.480

- 3.4 Recent events in relation to COVID-19 have had a significant bearing on the Council. As this is a backward-looking report, there is notable absence of COVID-19 implications, as the general impact to the 2019/20 financial year was minimal.

4. Annual Position Statement

- 4.1 Appendix 1 illustrates some of the Council's achievements and key data for 2019/20. To support the delivery of 'Community Matters', the Council's Corporate Plan 2020-2024, a new Performance Management Framework is under development in consultation with the Overview and Scrutiny Panels. This framework will include achievement indicators and data sets that will be used to inform future reporting of performance across Portfolios.
- 4.2 The level of central government funding (excluding Business Rate Retention) fell in 2019/20 in comparison to 2018/19 by £261,000. This is a smaller reduction than in previous years as ultimately support funding has now all but disappeared apart from New Homes bonus.

5. Budget Outturn

- 5.1 The Annual Budget is an important element of the delivery of the Council's financial strategy which supports the delivery of core services and provides value for money to local taxpayers. Financial Monitoring Reports and Medium Term Financial Plan updates to Cabinet throughout the year provide up to date information on both current performance, and the budget outlook over a medium term period.
- 5.2 The updated General Fund revenue outturn position confirms a spend of £17.928m. This results in a total adverse variation for the year as against the original budget of £0.435m. The Financial Monitoring reports presented through Cabinet during the year confirm the reasoning for the significant variations other than the favourable outturn variation of £197,000, which are summarised within Appendix 2a.
- 5.3 The original Capital Programme budget was set at £27.919m. This was increased via financial monitoring reports to take account of scheme rephasing's from 2018/19 and updated for new requirements, including £4.882m for Commercial Investments. The Capital Programme outturn position confirms a spend for the year of £27.209m. This is a yearend variation in comparison to the revised budget of -£7.6m, and results in a total variation for the

year as against the original budget of -£710,000. This position is summarised within Appendix 2b.

- 5.4 The updated Housing Revenue Account position confirms income for the year of £28.163m and a spend for the year of £28.899m. This results in an overall deficit for the year of £736,000. A transfer of £56,000 has also taken place to the earmarked ICT reserve, resulting in a transfer necessary from the Acquisition and Development reserve of £792,000. This position is summarised within Appendix 2c.
- 5.5 The following table summarises the positions as explained above (although all stated positions are still subject to change during the course of External Audit);

TABLE 2	Original Budget	Outturn Position	Total Variation
	£'m	£'m	£'m
General Fund	17.493	17.928	0.435
Capital Programme	27.919	27.209	-0.710
Housing Revenue Account (Income)	-27.876	-28.163	-0.287
Housing Revenue Account (Expend.)	27.876	28.899	1.023

6. Crime & Disorder / Equality & Diversity / Environmental Implications

- 6.1 There are none arising directly from this report.

7. Portfolio Holder Comments

- 7.1 I am very pleased and grateful to all concerned for the performance outcomes shown in this report, which as we move forward will require new focus and priorities as the Council recovers from the circumstances of COVID-19.

8. Overview and Scrutiny Panel Comments

- 8.1 The Council's four Overview and Scrutiny Panels were supportive of the report.

Further Information:

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Background Papers

The Corporate Plan 2020-2024
'Community Matters'
Cabinet 4 March 2020

Financial Monitoring Report
Cabinet 4 December 2019

POSITION STATEMENT 2020

ANNUAL PERFORMANCE REPORT



17 Introduction - The New Forest

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

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

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

forest by authorised local inhabitants known as Commoners. These unique agricultural commoning practices are administered by the Verderers.

The District council was created on 1 April 1974 and was a merger of the borough of Lymington, New Forest Rural District and part of Ringwood and Fordingbridge Rural District. The District is one of the most populated non-unitary authorities in England (179,753 - in 2018) and within its boundaries there are 37 active town and parish councils. Hampshire County Council are responsible for upper tier services.

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

medium sized towns. To the south and east of the District border there lies 40 miles of coastline.

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

The New Forest is home to the third largest economy in Hampshire, with a total Gross Value Added of £4.4bn. The District contains just under 8,000 businesses in total, which is more than any other local authority in Hampshire, including the cities of Southampton and Portsmouth. 89% of businesses in the District are micro in size employing fewer than 10 people. Self-employment is relatively high at over 11.6% and unemployment is consistently lower than in the rest of the country. Leisure, tourism and marine along with their associated supply chains are significant employment and economic sectors within the District. The council works closely with the New

Forest Business Partnership and 'Helping local business grow' is a priority.

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

The very special nature of the New Forest makes it an extremely attractive place to live; both for those in work and those wishing to retire (28.4% of the population is over 65). Housing development is made more difficult by many of the environmental constraints of the area.

Community Matters

Community Matters, the Council's Corporate Plan for 2020-2024, focuses on the challenges faced and the plans to address them. A summary of the Community Matters can be read on page 3 of this document. It recognises the ongoing financial constraints, whilst building on the strong financial position created and sets priorities that matter to the people of the District to deliver a prosperous New Forest and put the community first.

The commitments of Community Matters are:

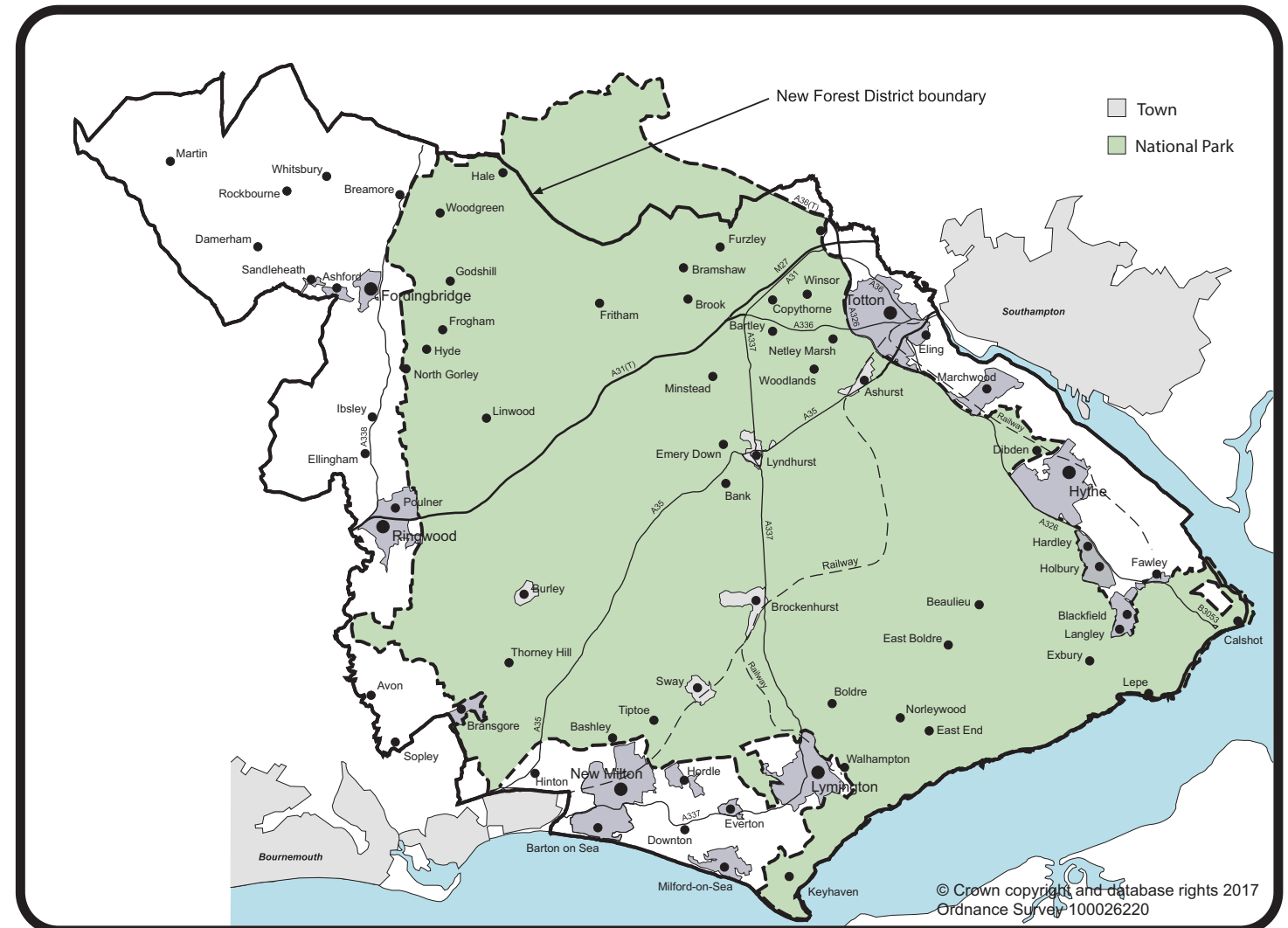
- Delivering a prosperous New Forest and putting our community first
- Encouraging development that meets local needs and enhances the special qualities of the environment
- Creating balanced communities and housing options that are affordable and sustainable
- Keeping our communities safe and listening to their needs
- Enabling service provision and ensuring value for money for the council tax payer
- Improving the health and wellbeing of our community
- Working to tackle climate change and enhancing our special environment
- Helping local businesses grow and prosper

Community Matters was approved in March 2020 and this position statement reflects the transition between the old and new corporate plan. Future performance reporting will be based on the Performance Management Framework that is under development to support the delivery of Community Matters including progress against the achievement measures set out in the plan.

In light of the Covid 19 crisis the priorities set within the Corporate Plan may need to be revisited as recovery efforts and new ways of life are established. This update reflects the plan as agreed prior to the outbreak and the achievements acknowledged before the impacts of Covid 19 were fully felt.

Our performance highlights 2019/20

New Forest District Council is committed to tackling the accelerating impact of climate change, new approaches to providing more homes for local people, responding to the specific needs of our communities, maintaining the unique and special qualities of the environment, improving health and wellbeing and economic prosperity for the area, both now and for the future. Performance highlights for 2019/20 are considered for each Portfolio on pages 4, 5 and 6 of this position statement.



Community Matters Corporate Plan 2020-2024

Delivering a prosperous New Forest and putting the community first

Leader and Corporate Affairs

PORTFOLIO



- Excellence in services to our residents and continuing to maintain front line services.
- Being an employer of choice.
- Working with regional partners to ensure the prosperity of the New Forest area.
- Ensuring effective democratic engagement and representation.

Planning and Infrastructure

PORTFOLIO



- Delivering the vision of the local plan and encouraging development that meets local needs and delivers positive, economic, social and environmental outcomes.
- Working with partners, applicants and developers to ensure a positive, timely and enabling attitude to development.
- Using contributions to deliver projects that mitigate the impact of development on the natural environment.
- Ensuring building control are engaged at the earliest stage to make future in development projects safe.
- Working with Partnership for South Hampshire authorities on a Joint Strategy and Statement of Common Ground to address future growth and unmet housing need.

Housing Services

PORTFOLIO



- Meeting local housing needs and promoting sustainable growth.
- Increasing the supply of high quality affordable homes.
- Improving the housing circumstances of those most in need.
- Enabling the best use of housing to meet the needs of local people, including support for a strong high quality private rented sector.

Community Affairs

PORTFOLIO



- Putting customers at the centre of what we do and how we do it.
- Modernising customer services and responding to changing needs.
- Engaging with partners and the community to inform and contribute towards wider service outcomes.
- Ensuring the New Forest remains a safe place to live, work and visit.

Finance, Investment and Corporate Services

PORTFOLIO



- Protecting front line services through sound financial planning, including the collection of taxation with appropriate support for individuals and businesses.
- Modernisation and innovative use of ICT to enhance operational efficiencies across all services.
- Using investments to support financial resilience and the local economy.
- Supporting the migration to universal credit.

Leisure and Wellbeing

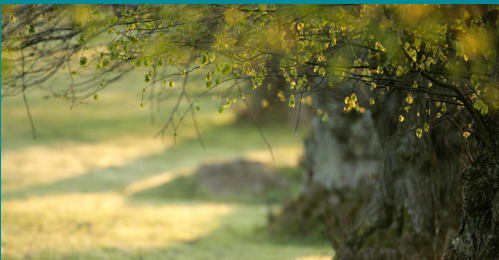
PORTFOLIO



- Working with partners to improve the health and wellbeing of our residents.
- Ensuring that public health prevention principles are embedded within core services of the council.
- Increase the levels of physical activity within the District.
- Providing affordable and accessible leisure facilities.

Environment and Regulatory Services

PORTFOLIO



- Taking actions that address the impact of climate change locally.
- Working with others to protect and enhance our natural environment.
- Reducing waste and increasing recycling.
- Ensuring regulatory services are delivered for the benefit of our residents, businesses and visitors.

Economic Development

PORTFOLIO



- Continuing to work with partners and businesses to grow the New Forest economy.
- Supporting improvements in broadband and mobile connectivity.
- Helping businesses, industries and High Streets respond to social, environmental and technological changes and innovation.
- Continuing to promote the New Forest as a filming destination.

KEY PORTFOLIO ACHIEVEMENTS 2019-20

Leader and Corporate Affairs Portfolio

Delivering a prosperous New Forest and putting our community first

Development of 'Community Matters' during 2019/20 has been key to determining the strategic direction of the Council, focussed on delivering a prosperous New Forest and putting the community first. This plan will shape the way the Council operates and ensure that resources are appropriately focussed on the priorities that have been set.

Initial stages of the Electoral Review for the New Forest have been completed with submissions on Council Size and Ward Boundaries presented to the Local Authority Boundary Commission in line with the timetable set. This is likely to see councillor numbers reduce from **60 to 48 (+/-1)** and ensure effective democratic engagement, electoral equality and representation.

A comprehensive induction and training programme for Councillors following the May 2019 elections was successfully prepared and delivered and a new HR Committee established to consider workforce issues. The employee forum continued to meet every two months and is fully engaged with organisational changes. A new HR system went live during the year enabling more efficient self-service for employees and an improved candidate experience. The employee survey resulted in a return rate of just under **40%**, more than double that of the previous survey.

NFDC hosted a delivery group meeting of the Local Resilience Forum during 2019/20, chaired by the Assistant Chief Constable of Hampshire Police, with all partners attending, and continued to undertake staff training to support the Council's emergency response plan.

Planning and Infrastructure Portfolio

Encouraging development that meets local needs and enhances the special qualities of the environment

The independent examination of the Local Plan Review 2016-2036 Part One: Planning Strategy took place during 2019, including two months of public hearings in the summer. The Council received the report of the Planning Inspectors in March 2020. The Inspectors found the Council's plan 'sound' subject to a small number of modifications which the Council agreed to. Formal adoption of the Plan is expected in July 2020 and the Planning Service is now fully engaged in securing the delivery of the Local Plan's proposals, including the higher levels of new housing development that are required to address the area's needs.

1,353 valid planning applications were received, and performance levels have risen in line with increasing Government expectations regarding the determination of these applications. The percentage of appeals allowed is low at 20 with **90 appeals** received in total.

The Planning Enforcement department received a total of **593 new cases** across the District ranging from unauthorised fences to destruction of wildlife habitats. **21 Planning Contravention Notices** were issued and **46 Requisitions** for information served. In total **11 formal Notices were served** including Stop Notices, none of which were appealed, and an injunction was successfully sought. Further cases are currently being progressed to the courts.

The Council has worked hard on developing its in-house Building Control team and has resulted in an **8%** increase of market share, with income increasing by **26%** in turn.

The modernisation of Fordingbridge car park was completed, improving the layout and has seen three electric charging points installed. A design for Brockenhurst car park has been agreed with the Parish Council and is planned to be completed in the Autumn of 2020.

Housing Services Portfolio

Creating balanced communities and housing options that are affordable and sustainable

A new Allocation policy was approved, and work began to communicate with over **3,000 Housing Register applicants**. The new Policy and online system were launched in January 2020 with nearly **1,100 applicants having live applications**.

A new Homelessness & Rough Sleeping Strategy was also approved setting out the vision to reduce homelessness and rough sleeping in the District over the next five years. Through a successful bid to Central Government, for the second year running, we put in place a team of five Support and Outreach workers to ensure vulnerable people have the necessary practical support to sustain accommodation and access other services. The Homelessness Team received **1,812 approaches for assistance**, culminating in **1,022 homeless applications**, whilst securing **501 successful outcomes** for applicants during the year. The number of households placed into emergency accommodation remained stable at **184 households**, compared with 185 last year.

The Private Sector Housing Service underwent a comprehensive review to enable the service to deliver efficient and effective practice in the delivery of the key areas of: Disabled Facilities Grants; Housing Standards; Empty Homes; and Licensing of Houses of Multiple Occupation.

Following the Council's successful opening of the first temporary accommodation facility providing **six ensuite rooms** for homeless families and single people, a further unit consisting of **three individual bedrooms** in a shared facility environment was delivered. The focus of this provision is for homeless single males. Following the expansion of the housing support services, this has enabled the Council to deliver targeted support which enables clients to move on successfully either within NFDC stock or properties within the private sector. We continue to develop this much needed accommodation with the acquisition of further stock or remodelling of existing assets to provide emergency accommodation.

From January 2020, all Housing calls have been undertaken by the new Housing hub within Housing Maintenance, providing a more joined up response and better experience for tenants. **19,576 responsive repairs** were undertaken and **£5.996m capital expenditure works** were carried out, including kitchens, bathrooms, roofs, windows, doors and boiler replacements.

Community Affairs Portfolio

Keeping our communities safe
and listening to their needs

The relocation and refurbishment of the CCTV room was completed in August of 2019 with the team operating from a modernised and efficient working environment. **1,009 incidents were logged** and the capability for live monitoring and reviews of these incidents was improved through upgraded digital equipment.

Community Safety undertook community engagement surveys with over **600 residents** of the New Forest providing valuable data and informative views pertaining to the fear of crime and experiences of crime and disorder within the District. This has enabled the Community Safety Partnership to target resources and support more effectively.

£361,500 in grants was approved this year for 15 local not-for-profit and voluntary groups as part of the community grants scheme. A further **£86,000 was awarded** to local community organisations for capital projects. A community engagement day and skate jam was delivered in partnership with the Hampshire Police and Hampshire Fire and Rescue at Bartley Park in Totton with **over 100 participants**. The Council also coordinated an application to the Arts Council England's Creative People and Places bid to explore the development and enhancement of local communities through participation in arts and cultural activity.

A new corporate website was procured to support a better and more efficient end to end customer experience. This process is well underway with full implementation during 2020/21.

Customer Services to take over **114,740 calls** during the year with an average wait time of **80 seconds** (from January 2020, all Housing calls were undertaken by the new Housing hub within Housing Maintenance). Email enquiries remained static at **40,388**, and webchat interactions increased from **4,065 to 4,348** with satisfaction rates at **92%** for phone service, **99%** satisfied with email and **83%** satisfied with webchat interactions.

The Electoral Team successfully delivered the quadrennial District and Parish Council elections in May 2019, closely followed by the late notice European elections and the snap General Election in December for an electorate of **144,000 people**.

Finance, Investment and Corporate Services Portfolio

Enabling service provision and ensuring
value for money for the council tax payer

A balanced budget for 2019/20 was delivered on time and within the agreed parameters. Variations arising from the previous financial year end resulted in a significant amount of detailed work.

ICT delivered a range of transformative projects, including phase two of the new HR system, the delivery of a new finance system and the setting up of a new data centre and 10gb network connection, followed by the migration of over **100 virtual servers**. Smarter Working has been enabled by the rollout of **1,000 new laptops/smart devices** and the introduction of new mobile working technology. This includes Office 365 for 800 officers and elected members, Skype for Business and Always on VPN.

The Council continues to invest in commercial property in the District and purchased **2 new sites** during the financial year 2019/20. The Council has also refurbished and let part of Lymington Town Hall. In addition, the Council has incorporated a new wholly owned company to invest in residential property, which has commenced trading during 2019/20 and has **acquired 2 properties**, both of which have been let to private market tenants.

The Revenues and Benefits Service answered **64,000 calls** in 2019/20. The collection rates for Council Tax remained high at **98.69%** and **98.97%** for non-domestic rates. **93%** of Council Tax paid was by electronic means. Housing Benefit of over **£31million** was paid to **5,744 claimants** and localised Council Tax Reduction scheme of **£8.5million to 8,283 claimants** with changes in circumstances being processed quicker than the national average. The Benefits team received 2009 new claims, **65%** made electronically. The service continued to assist claimants with the welfare reform transition.

54 fraud referrals were investigated resulting in overpayments being identified and **33,168** invoices were processed for payment.

Leisure and Wellbeing Portfolio

Improving the health and
wellbeing of our community

The procurement of a partner to operate the centres has progressed well during the year to the point of tendering the opportunity and inviting bids. Staff and customers have been fully engaged throughout the process.

In February 2019, the Council took advantage of a change in the rules on VAT exemption for sporting activities which was reflected in the budget for 2019/20. During the year two new gyms opened in Ringwood and Totton creating competition and impacting membership income. On March 18 2020 all centres closed due to Covid 19, leading to a further loss of income of over **£100,000** in March alone.

The number of fitness members remained stable for most of the year but fell to **7,738 from 8,580** by the end of the year. In contrast public swimming and swim academy performed well against target at all centres and the number of children enrolled on the swim academy staying stable at **4,600**.

The pre school at Applemore is now being operated successfully by Applemore Early years with an increase of **60%** in the number of children attending.

995 people with long term conditions were supported back to health through our activity referral programme Active Lifestyles. The Healthy Walks programme supported by Community First and the New Forest National Park Authority continued. The programme trained and supported **43 volunteer walk** leaders with **789 recorded volunteer hours**.

Other initiatives delivered in partnership during the year included the Young Leadership Academy to develop skills in leading a range of activities within communities, the New Forest Sports Awards to celebrate grassroots sporting achievements and the launch of a youth club for young people in Calshot.

Environment and Regulatory Services Portfolio

Working to tackle climate change and enhancing our special environment

The proportion of household waste recycled increased slightly between 2018/19 and 2019/20, from **32.9% to 33.9%** (provisional), although income received per tonne for dry mixed recyclables reduced from **£44.17 to £27.62** due to significant changes in market values for paper and cardboard. A new arrangement with The Salvation Army commenced in 2019, for a standardised approach to recycling of clothes and shoes at Council recycling centres seeing tonnages **increase by 7%**. Improved litter and recycling bin provision in our high streets continued with modern bins being fitted in Ringwood. These dual-use bins include the opportunity to recycle. The amount of residual waste (excluding recycling) decreased by around **6kg per household (hh)** to around 465kg/hh.

The Council purchased **4 electric vehicles** during 2019 as part of efforts to reduce carbon emissions.

The Corporate Tree Policy was approved and now includes a risk strategy for trees to take account of pest and disease management, with particular reference to Ash Dieback and the Oak Processionary Moth. The new cemetery at Calshot opened in September 2019 to ensure sufficient burial capacity in the east of the District.

The Environmental Protection team investigated **1,259** service requests for nuisance, planning applications, public health funerals and private water supplies and the Air Quality Action Plan for Lyndhurst was updated, adopted and implemented.

93% (273) high risk food hygiene inspections were completed, with **98%** of food businesses being broadly compliant and over **344 health and safety interventions** were carried out which included visits for accident investigations, complaints and advice requests.

Safeguarding training was introduced for all new taxi drivers and existing drivers on renewal of their licence.

The Task & Finish Group report for “Funding for Flood and Coastal Erosion Risk Management Projects” was completed and investment plans for the identified projects will now be developed. Funding approval received from the Southern RFCC will enabling work to commence on development of the Horizontal Directional Drilling trials for Barton-on-Sea and the tracer study for the Hurst Spit project.

The public conveniences at Sea Road Milford were completely rebuilt and opened in time for Easter 2020.

Economic Development Portfolio

Helping local businesses to grow and prosper

The year saw increased engagement from the Solent Local Enterprise Partnership with the delivery of wide-ranging business support and funding programmes which benefit the New Forest economy and the businesses within.

Work was undertaken to actively promote apprenticeships and upskilling in the District. This included engaging with, and promotion of, the Solent Apprenticeship Hub, and sponsorship and participation in the inaugural ‘Get Inspired’ event aimed at promoting local career opportunities to school students within the New Forest.

Mystery shopper programmes were delivered in two locations to independent businesses this year. **50** individual businesses were assessed and provided with detailed reports helping to ensure that they are suitably prepared to face challenges in the retail environment. Assessments enabled targeted training designed to meet the needs identified in their reports.

We continued to grow our relationship with Creative England to encourage filming projects in the District. During 2019/20 this project delivered **£71,000** of benefit to the local economy and the project as a whole has now delivered **£3.8million** in spend on local goods and services.

The inaugural New Forest Film Festival took place last year in association with Film: New Forest. The festival ran from 8 - 16 June, with **30+ events** and screenings across the District, and many were attended by actors and directors involved in the local filming industry who hosted Q&As. The festival and its associated events delivered economic benefit worth **£15,000** to the local economy.

During 2019/20, the EU New Forest LEADER Programme, administered by NFDC, allocated grants worth over £300,000 to support investment by small rural businesses in the New Forest. Work has commenced on delivering a new Business Portal.

Joint European Regional Development Fund bid submitted with the Isle of Wight Council (award decision pending).

Financial planning and viability

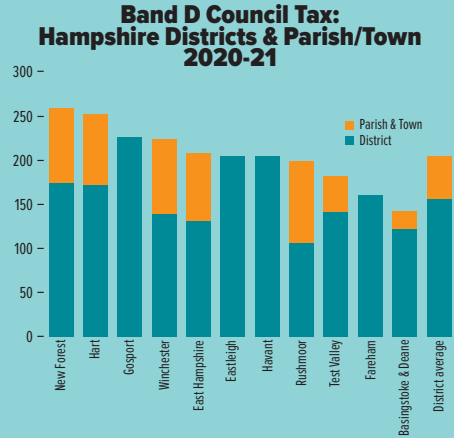
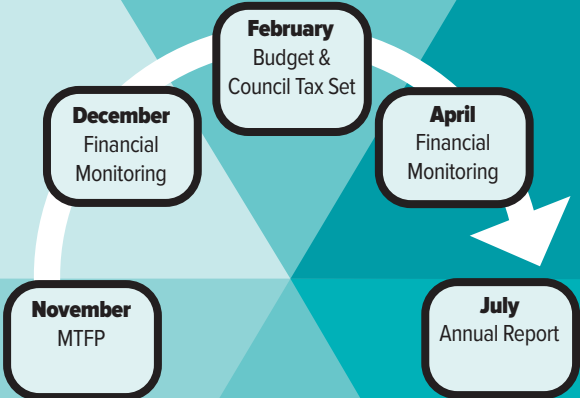
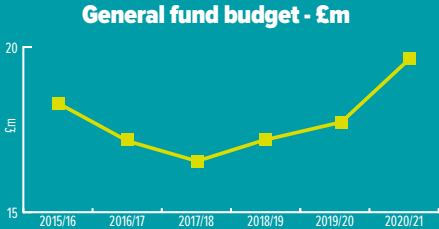
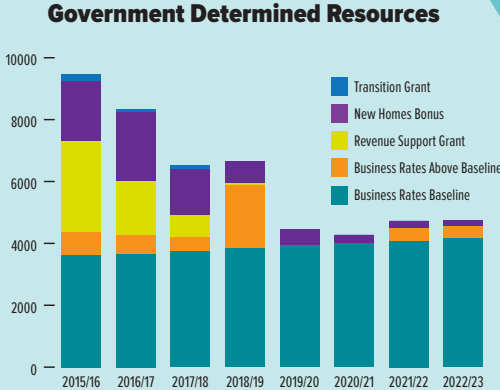
NFDC Capital Programme for 2019/20 totalled **£25.969million**. This included **£4.8million** on investment property purchases, **£9.9million** on new Council dwellings, **£6million** on Council dwelling maintenance and **£2.1million** on disabled adaptations to people’s homes as well as sums spent on vehicles and plant, ICT projects and office accommodation upgrades.

Treasury Management Investment income returns continue to grow and totalled **£1.29million** for 2019/20.

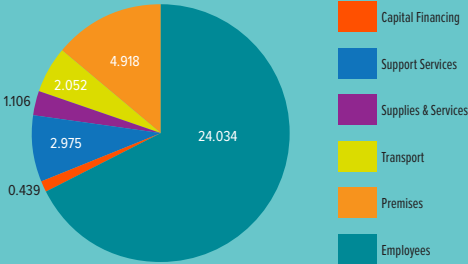
The implication of Covid 19 to the 2019/20 financial year was minor, but will have a significant impact to the Council’s financial plans for 2020/21 and beyond.

January
Corporate Overview
Panel

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Council Tax per Band D - £	155.76	155.76	158.36	163.36	168.36	173.36	178.36
Annual % change		0.0%	1.7%	3.2%	3.1%	3.0%	2.9%



Budgeted Expenditure 2020/21 £'000 (Exc. Housing Bens)



	Savings £'000	New Req. £'000	Rephasing £'000	Total £'000
Original Budget April 2019/20				17,493
Variations agreed in September	0	230	353	583
Transfer from Reserves in September	0	0	-353	-353
Variations agreed in December	-343	745	-255	147
Transfer from Reserves in December			255	255
Variations - Outturn	-1,420	1,648	-384	-156
Transfer from Reserves - Outturn	-216	-209		-425
Transfer to Reserves - Outturn			384	384
Provisional Outturn 31-03-20				17,928

October
Budget Task &
Finish Group

September
Corporate Overview
Panel

ORGANISATIONAL LEADERSHIP AND GOVERNANCE

Member Task & Finish groups report to Overview & Scrutiny panels on significant projects and processes

Budget (annually) **Citizens Advice**
Council Tax Reduction
 Customer **Community Grants**
 (annually) **Electoral Review** **Health and Leisure**
 Private Sector Housing **Waste Strategy**

Communications

Regular Chief Executive messages to all staff, staff briefings, communications bulletins and employee forum

24 Important documents

Annual Governance Statement

Constitution

Medium Term Financial Plan

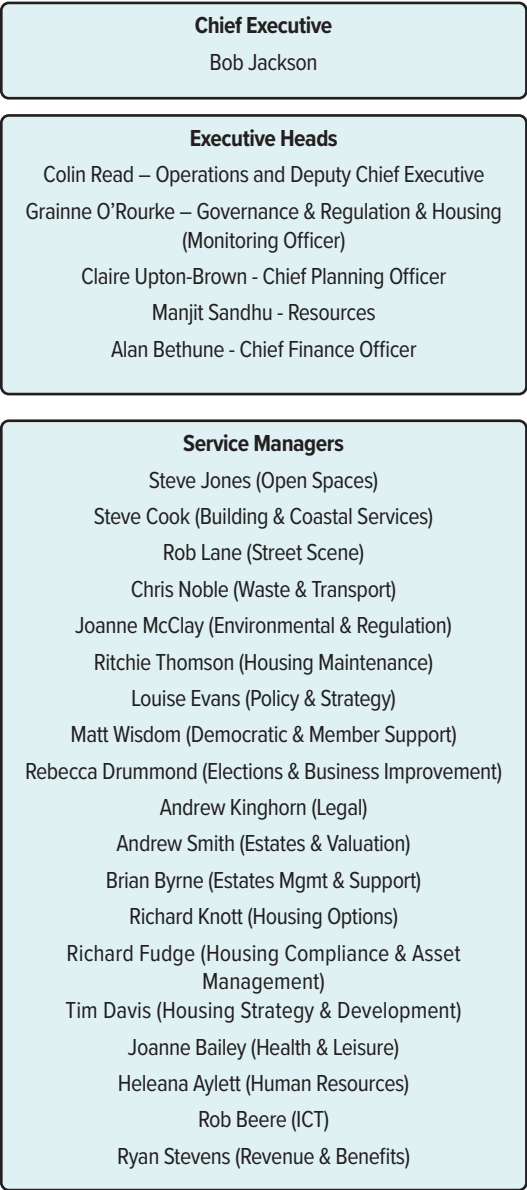
Annual Audit Letter

Organisational Strategy

Organisational Structure

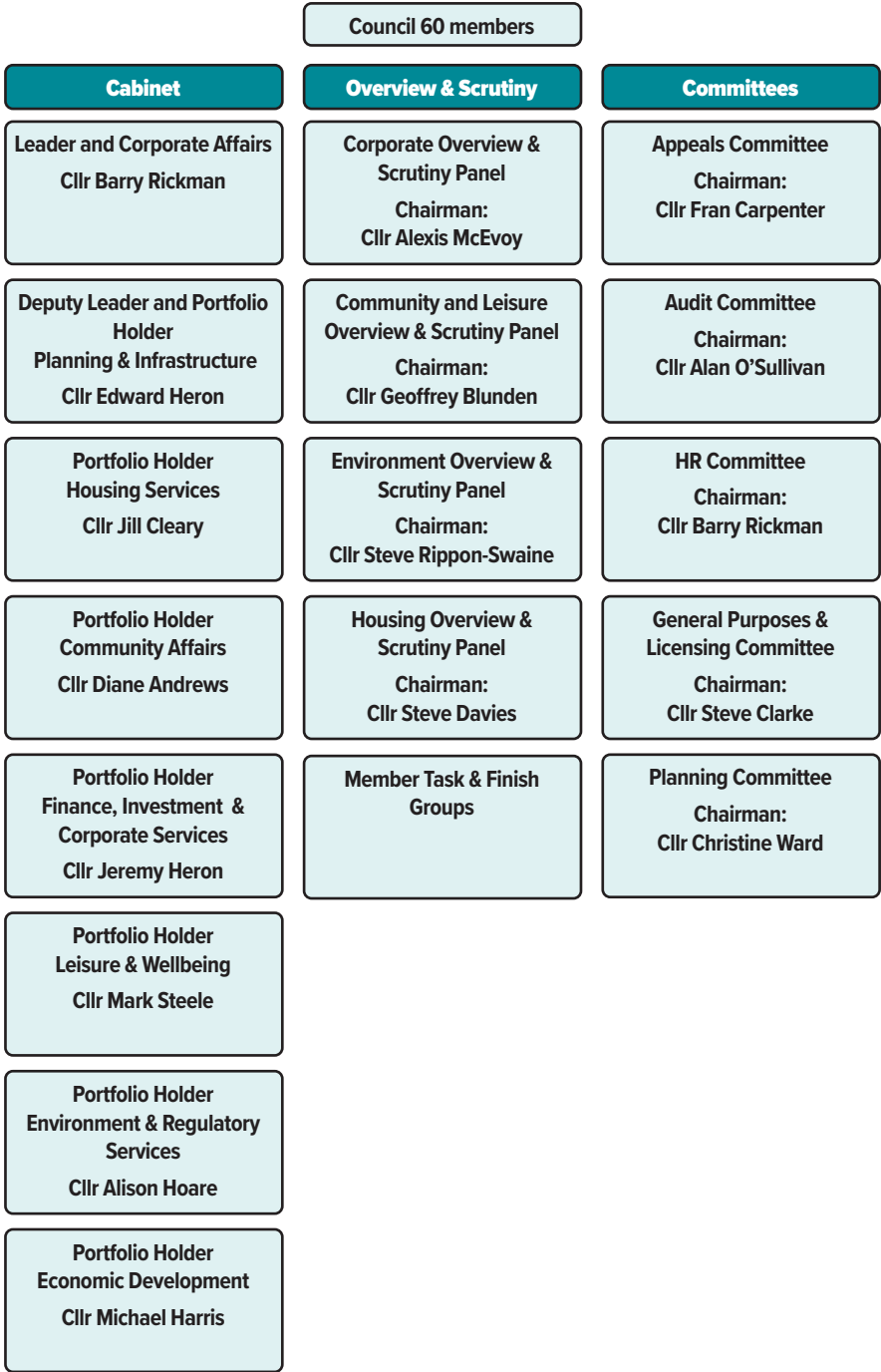
Democratic Structure

MANAGEMENT STRUCTURE



Informal Engagement Cabinet/EMT

DEMOCRATIC STRUCTURE



LEADERSHIP OF PLACE

PARTNERSHIP ARRANGEMENTS

Provided to **HR (NPA)** **Financial Services and Internal Audit (NPA)** **Customer Services (Hythe PC)** **Traffic Management (HCC)** **Grounds Maintenance (various)**

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

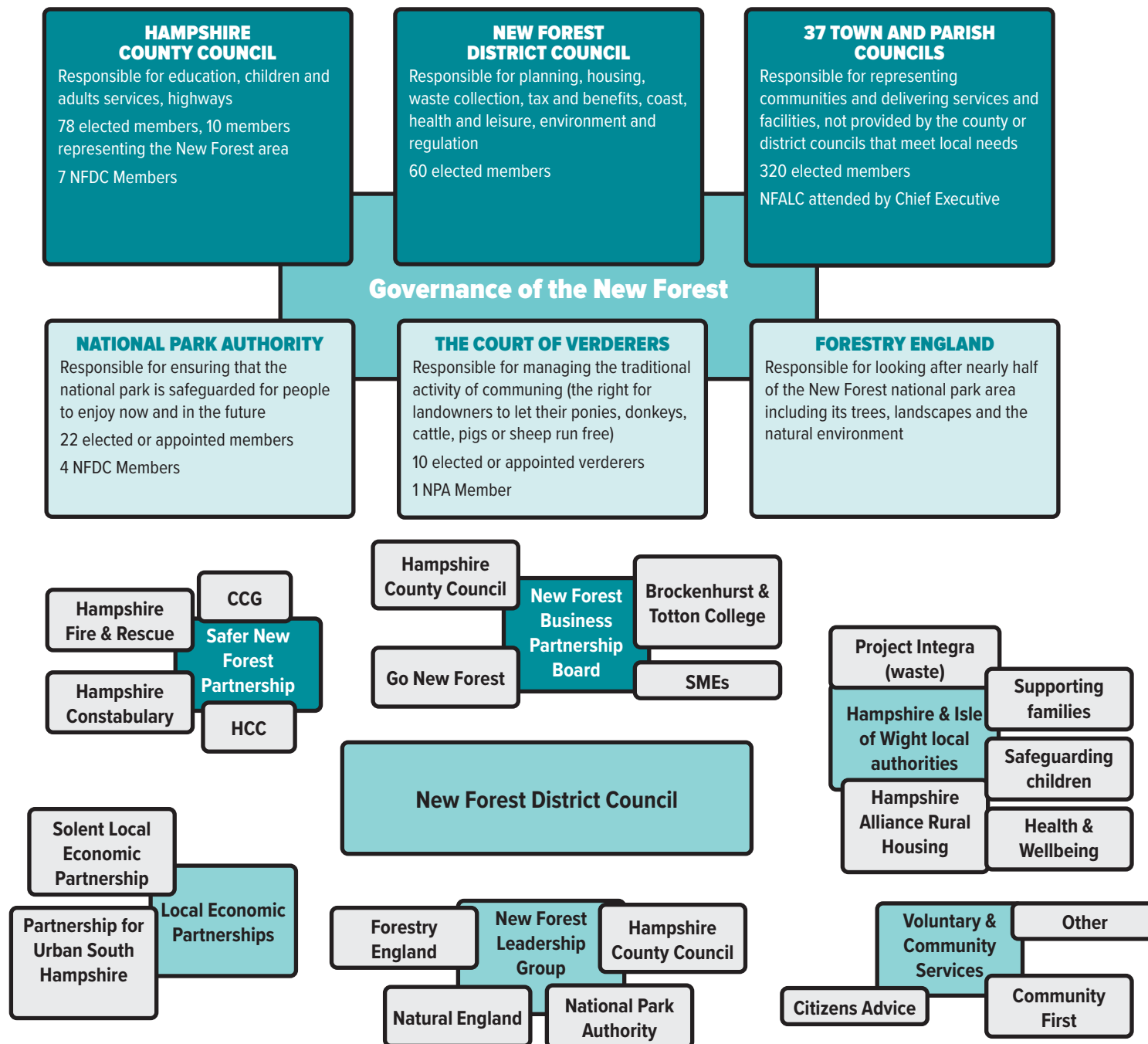
Private/public **Dibden Golf Centre**

Shared projects

Based at the **channel coastal observatory** we are the lead authority for the regional coastal monitoring programmes. Directly managing the south east region and co-ordinating the programmes for the entire English coastline (six regions) including funding bids of £23million to 2021. Key partners include Environment Agency, Canterbury, Worthing & Havant Councils to deliver the programme. NPA Partnership Plan

Ringwood Gateway Community Grants **awarded £361,500**

Government partnerships **Disabled facility grant and community housing funding**



Key Performance Measures

26

Non Domestic Rates - gross rateable value	TARGET NA	2019/20 £171.909m	2018/19 £169.863m
Business count	TARGET NA	2019/20 8,055	2018/19 7,905
Successful homeless prevention outcomes	TARGET NA	2019/20 63%	2018/19 58%
Total number of additional homes	TARGET NA	2019/20 308	2018/19 359
Completed high risk food hygiene inspections	TARGET above 95%	2019/20 93%*	2018/19 98%
Residual household waste per household	TARGET below 465kgs	2019/20 465kg	2018/19 472kg
Amount sent for reuse, recycling and composting	TARGET above 35%	2019/20 33.9%	2018/19 32.9%
Processing of major planning applications within 13 weeks	TARGET above 90%	2019/20 92%	2018/19 96.31%
Council tax percentage collected	TARGET above 98.9%	2019/20 98.69%	2018/19 98.97%
Median Gender Pay Gap	NATIONAL AVERAGE 17.3%**	2019/20 0%	2018/19*** -6.12% (-65p)

* This lower level is due to Covid19 affecting the end of March which restricted the inspections completed at the end of the financial year.

** According to The Office of National Statistics employers had until 31 March to submit their data but due to Covid19 this has been extended and once all data is collected the 17.3% above may change.

*** Percentage represents the difference between the average of men and women's pay. A negative figure represents the female average being higher.

SUMMARY GENERAL FUND OUTTURN INFORMATION 2019/20 (£'000)

Original Budget	17,493		
Financial Monitoring	Savings/Income	Requirements	NET TOTAL
September	0	230	230
December	-343	745	402
April			0
	-343	975	632
Outturn	-1,636	1,439	-197
	-1,979	2,414	435
Outturn Position			17,928
Rephasings *	Into 19/20	Out of 19/20	NET TOTAL
September	353	0	353
December	0	-255	-255
April			0
	353	-255	98
Outturn		-384	-384
	353	-639	-286

(*transfers from / (to) reserves)

Portfolio Level Outturn Analysis	£'000
Leader & Corporate Affairs	0
Environment and Reg. Services (1)*	-144
Community Affairs	6
Planning & Infrastructure (2)*	100
Local Econ. Dev., Prop. & Inno. (3)*	-54
Leisure & Wellbeing (4)*	49
Housing Services (5)*	574
Finance, Corp. Servs. & Imp. (6)*	-531
Asset Maintenance & Replacement	-197
	-197
Environment	-137
Offices	-51
ICT	-124
Grants	-47
Eling	-25
	-384

*** Service Variations >-£25,000**

(1) - Streetscene	-60
(1) - Coast Protection	-121
(1) - Env. Health	-38
(1) - Cems and Pest Control income	80
(2) - Building Control	-27
(2) - Development Control	177
(2) - Planning Policy	-91
(2) - Parking	107
(2) - Highways	-64
(3) - Econ. Dev. Employee Savings	-74
(4) - Health & Leisure Centres	51
(5) - Homelessness	500
(6) - Housing Bens Overpayment Recovery	154
(6) - Delivery Review Consultants	75
(6) - Interest Earnings	-411
(6) COVID-19 Support Funding	-70
(6) ICT Budget Phasing	-315
Net Other	-70
	-197

SUMMARY CAPITAL PROGRAMME OUTTURN INFORMATION 2019/20 (£'000)

	GENERAL FUND		HRA		TOTAL
Original Budget	8,504		19,415		27,919
Financial Monitoring	Savings	Requirements	Savings	Requirements	NET TOTAL
September		265		400	665
December	-46	4,882			4,836
April					0
	-46	5,147	0	400	5,501
Outturn	-593	178	-3,629		-4,044
	-639	5,325	-3,629	400	1,457
Rephasings	Into 19/20	Out of 19/20	Into 19/20	Out of 19/20	NET TOTAL
September	72		1,588		1,660
December		-270			-270
April					0
	72	-270	1,588	0	1,390
Outturn		-3,515		-42	-3,557
	72	-3,785	1,588	-42	-2,167
Outturn Position	9,477		17,732		27,209

Project Level Outturn Analysis	
Major Repairs	-436
Acq. & Dev. Programme	-2,880
HRA DFG's	-163
LTH (spend in 2018/19)	-213
Smarter Working ICT (20/21 Budget)	-313
Net Other	-39
	-4,044
Open Space and Transportation	-1,539
Hardely Depot and Resurfacing	-992
Regional Coastal Monitoring	-249
Coastal Projects	-426
Lym Quay Toilet Project	-225
Net Other	-126
	-3,557

HOUSING REVENUE ACCOUNT OUTTURN INFORMATION 2019/20 (£'000)

	Original Budget	Budget Variations via Financial Monitoring	Latest Budget	Outturn Actuals	Outturn Variation against Latest Budget
INCOME					
Dwelling Rents	-25,963	-250	-26,213	-26,200	13
Non Dwelling Rents	-808	0	-808	-782	26
Charges for Services & Facilities	-684	0	-684	-666	18
Contributions towards Expenditure	-64	0	-64	-105	-41
Interest Receivable	-109	0	-109	-147	-38
Sales Administration Recharge	-32	0	-32	-31	1
Shared Amenities Contribution	-216	0	-216	-232	-16
TOTAL INCOME	-27,876	-250	-28,126	-28,163	-37
EXPENDITURE					
Repairs & Maintenance					
Cyclical Maintenance	1,380	-300	1,080	1,310	230
Reactive Maintenance	2,672	500	3,172	3,486	314
Supervision & Management					
General Management	4,710	280	4,990	4,905	-85
Special Services	1,183	0	1,183	1,193	10
Homeless Assistance	61	0	61	72	11
Rents, Rates, Taxes and Other Charges	39	0	39	93	54
Provision for Bad Debt	150	0	150	171	21
Capital Financing Costs	8,456	0	8,456	8,444	-12
RCCO	9,225	0	9,225	9,225	0
TOTAL EXPENDITURE	27,876	480	28,356	28,899	543
HRA OPERATING SURPLUS(-) / DEFICIT	0	230	230	736	506
HRA Total Annual Surplus(-) / Deficit					736
Transfer to Earmarked (ICT) Reserves					56
HRA TOTAL ANNUAL SURPLUS(-) / DEFICIT					792

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UPDATE TO THE STATEMENT OF COMMUNITY INVOLVEMENT

1. RECOMMENDATIONS

- 1.1 On the basis that the Council formally adopt the Local Plan 2016-2036 Part 1: Planning Strategy 6th July 2020, it is recommended that the Cabinet:
- i) agree to a 6 week consultation on the proposed amendments (Appendix 1 shown in red) to the Statement of Community Involvement
 - ii) that the outcome of the consultation be reported back to Cabinet for it to consider whether to adopt the amended document.

2. INTRODUCTION

- 2.1 The purpose of this report is for the Cabinet to consider the draft amendments to the Statement of Community Involvement and to seek authority to consult on the document.in
- 2.2 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.
- 2.3 The Planning and Compulsory Purchase Act 2004 requires the Council to have a Statement of Community Involvement (SCI).
- 2.4 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.

3. BACKGROUND

- 3.1 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.
- 3.2 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 1: 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.

3.3 The amended draft Statement of Community Involvement is set out at Appendix 1 showing track change (underlined sections are those added).

4 CONCLUSIONS

4.1 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. The Environment Overview & Scrutiny Panel was supportive of the document having considered it at its meeting on 11 June 2020, prior to consideration of the draft document by the Portfolio for Planning and Infrastructure and this full report to Cabinet.

5. FINANCIAL IMPLICATIONS

5.1 No direct

6. CRIME & DISORDER IMPLICATIONS

6.1 None

7. ENVIRONMENTAL IMPLICATIONS

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

8. EQUALITY & DIVERSITY IMPLICATION

8.1 None

9. DATA PROTECTION IMPLICATIONS

9.1 None

10. PORTFOLIO HOLDER COMMENTS

10.1 I support the recommendations for the reasons set out within the report.

For further information contact:

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Background Papers:

Published documents

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Appendix 1 track change version



Statement of Community Involvement



First adopted February 2015

Contents

Preface

Introduction

1. What is a Statement of Community Involvement?
2. A brief guide to the planning system
3. Planning in New Forest District
4. The process of Local Plan and Supplementary Planning Document preparation
5. How we will involve and consult others on the preparation of the Local Plan
6. How we will involve and consult others on the preparation of Supplementary Planning Documents
7. Neighbourhood Planning
8. How we will involve others on allocating the Community Infrastructure Levy to projects
- [9. Community Involvement and Development Management](#)

Appendices

Appendix 1: Local Planning documents - consultees

Appendix 2: Neighbourhood Planning Protocol

[Appendix 3: Who the Qualifying Neighbourhood Plan body seek to engage with](#)

[Appendix 4: Publicising Planning and related Applications](#)

[Appendix 5: How we will notify neighbours](#)

[Appendix 6: Glossary](#)

Preface

Preface

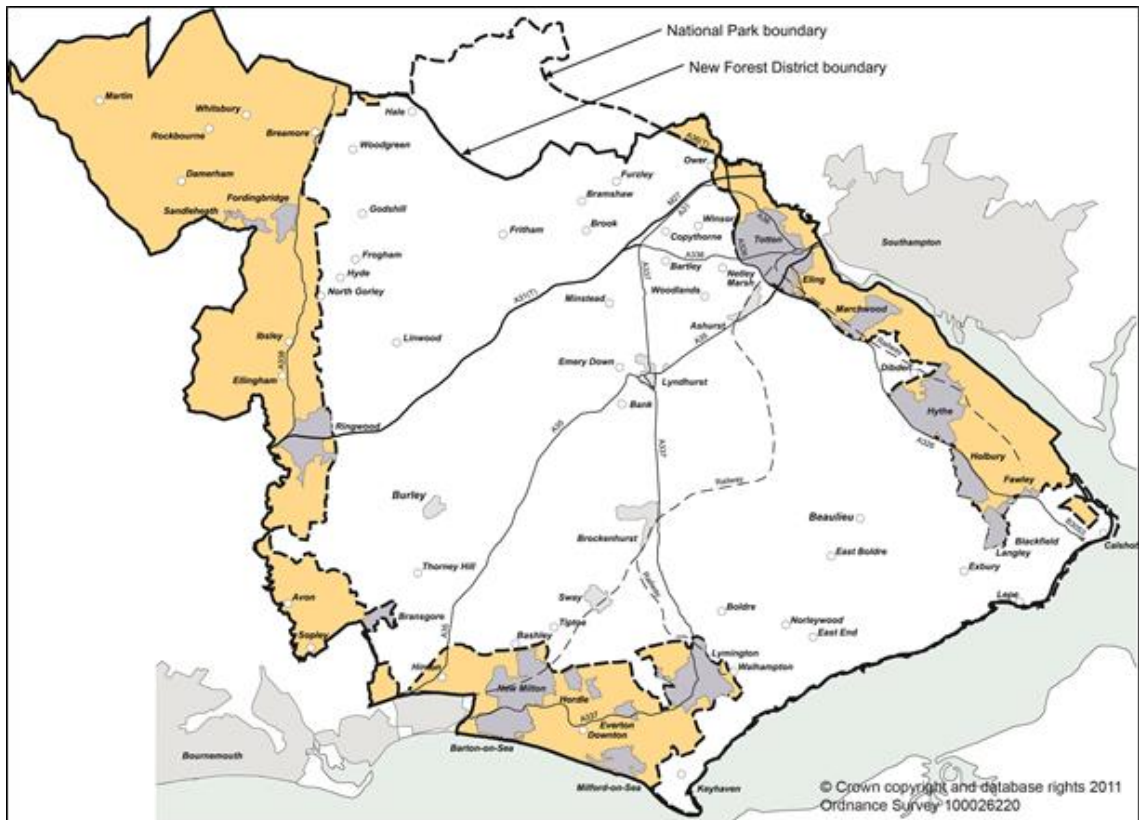
This Statement of Community Involvement (SCI) was originally adopted and published in February 2015. It was first updated in August 2018 to reflect the provisions in the Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018.

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The revision that respond 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.

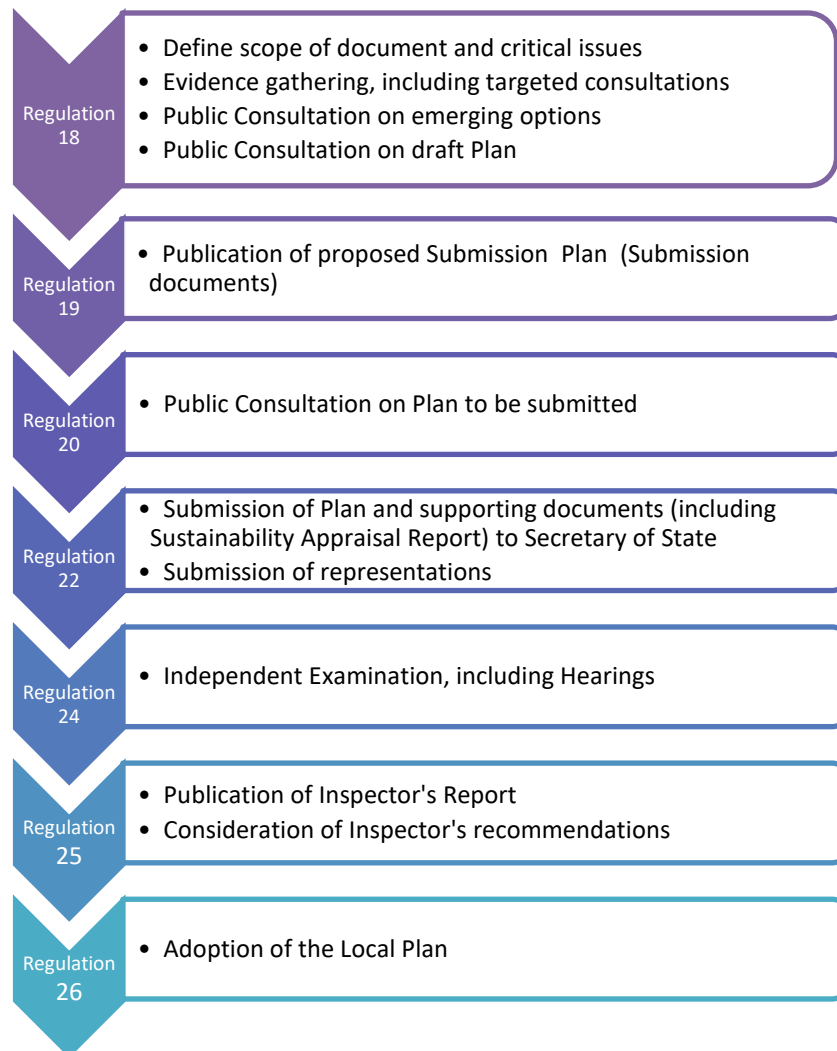
Neighbouring authorities and Local Economic Partnerships

- 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.

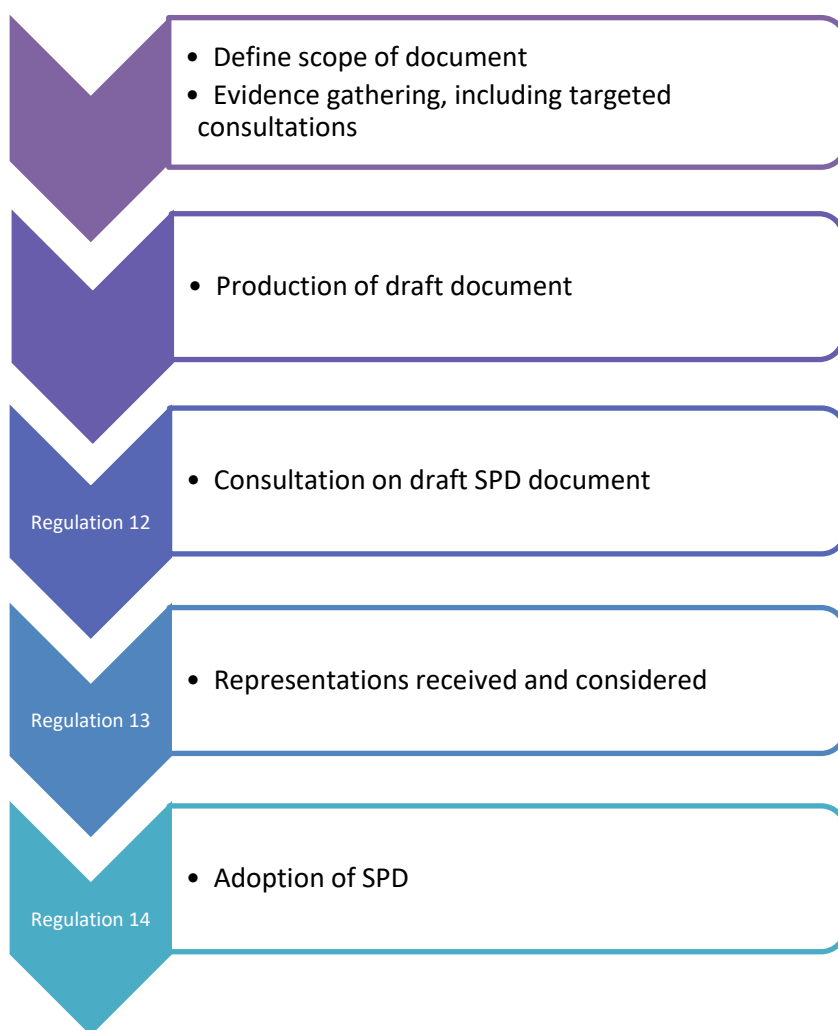
Figure 1 – Stages in Local Plan preparation



- 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 (<u>including, where appropriate, local representative groups for those who do not have internet access</u>). - Hold, <u>virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website</u> - 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 <u>the Council's</u> 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 - <u>Make all documents available for public inspection on the council's website.</u> - Make all documents available for public inspection at Appletree Court, Lyndhurst <u>on request</u> - 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 <u>(the method for holding these will be a matter for the inspector to decide, subject to social distancing rules in place at that time)</u> - 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:
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

	<u>Hold virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website.</u>
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.
- 7.5 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.
- 7.6 It will be for those preparing a Neighbourhood Plan to decide how best to consult during the preparation of the document, but they must comply with the Neighbourhood Planning Regulations in place at the time. More information about Neighbourhood Planning can be found at.
[Http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/](http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/)
- 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:

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

9.11 The planning case officer assesses 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.

9.15 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

9.17 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</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</u>	<u>Not applicable</u>

<u>neighbourhood forum)</u>	<u>community about preparing a neighbourhood plan/order.</u>	
<u>Stage 2: Preparing the Draft Neighbourhood Plan/Order</u>	<p><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 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>Adverts/posters</u> - <u>Letters/flyers to everyone in neighbourhood plan area</u> - <u>Questionnaires/comments forms</u> - <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>
<u>Stage 3: Pre-submission publicity and consultation:</u>	<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 that may be affected by the Plan.</u></p>
<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>	<p><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></p>

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>
<p><u>Major Development:</u></p> <p><u>Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more.</u></p> <p><u>Other development: 1000m2 floor space or 1.0 hectares</u></p>	<p><u>Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)</u></p>	<p><u>The council will:</u></p> <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>
<p><u>Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement</u></p>	<p><u>Newspaper advertisement (14 days) and Site notice (21 days)</u></p>	<p><u>The council will:</u></p> <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>
<p><u>Application that is a departure from the Local Plan</u></p>	<p><u>Newspaper advertisement (14 days)</u></p>	<ul style="list-style-type: none"> <u>• Publish Public Notice in newspaper</u>

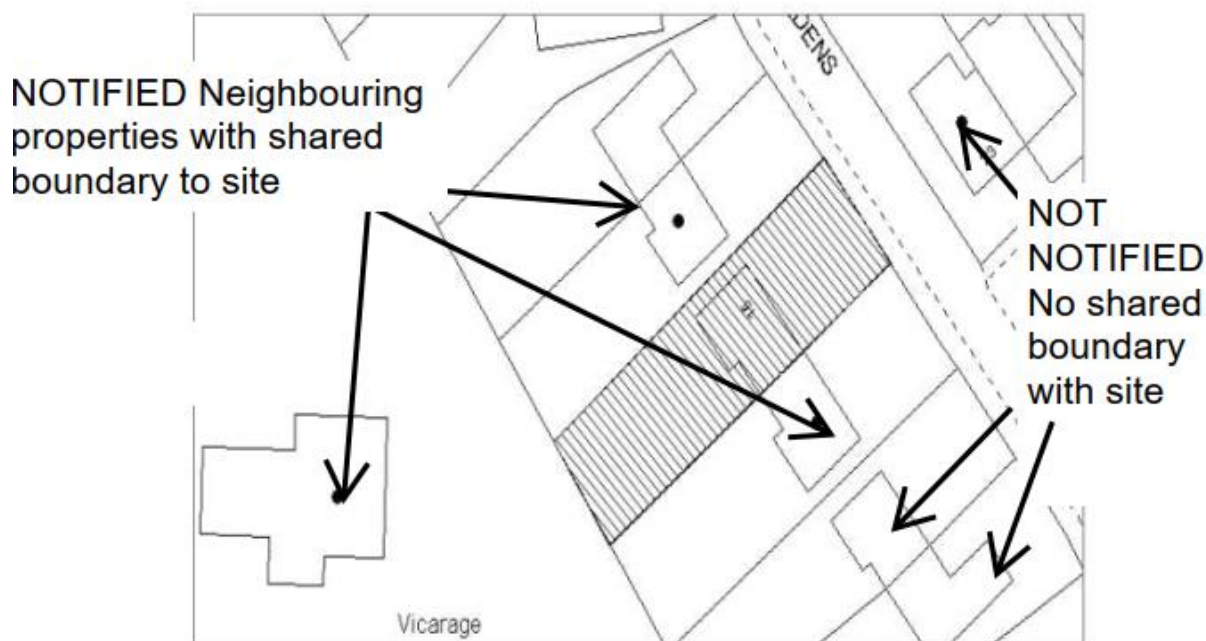
	<u>days) and Site notice (21 days)</u>	<ul style="list-style-type: none"> • <u>Notify neighbours with adjoining boundaries to the application site properties</u> • <u>Display a site notice at or near the site</u>
<u>Application which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies</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>Minor Development</u> <u>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</u>	<u>Newspaper advertisement (21</u>	<u>None</u>

<u>attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.</u>	<u>days) and Site notice (7 days)</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</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>notice or neighbour notification.</u>	
<u>Advertisement Applications</u>	<u>None</u>	<u>The Council will:</u> <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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BIODIVERSITY NET GAIN

1. RECOMMENDATIONS

- 1.1 On the basis that the Council formally adopt the Local Plan 2016-2036 Part 1: Planning Strategy on 6th July 2020, it is recommended that the Cabinet:
- i. Introduce a requirement for 10% Biodiversity Net Gain to all planning permissions granted on or after 7th July 2020.
 - ii. Set the net gain requirement as a minimum of 10% increase in biodiversity.
 - iii. Apply the requirement to all new build developments, except householder applications.

2 INTRODUCTION

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.

3 BACKGROUND

- 3.1 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.

- 3.2 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."
- 3.3 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 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.
- 3.4 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.
- 3.5 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.
- 3.6 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.
- 3.7 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

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

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

- 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.
- 3.7 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 for 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.

4 ISSUES FOR CONSIDERATION: PROPOSED ARRANGEMENTS

- 4.1 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.
- 4.2 Many local planning authorities already secure Biodiversity Net Gain through their local development plan policies.
- 4.3 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
- 4.4 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.)
- 4.5 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 on or after 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.

- 4.6 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.)

5 FURTHER INFORMATION

- 5.1 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.

6 CONCLUSIONS

- 6.1 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 para. 3.5 of this report, and it should be applied to all new development as identified in para.3.6.

7 FINANCIAL IMPLICATIONS

- 7.1 Within current budgets.

8 CRIME & DISORDER IMPLICATIONS

- 8.1 None.

9 ENVIRONMENTAL IMPLICATIONS

- 9.1 Significant benefit to local wildlife and habitats.

10. EQUALITY & DIVERSITY IMPLICATIONS

- 10.1 None.

11 DATA PROTECTION IMPLICATIONS

- 11.1 None.

12 ENVIRONMENT OVERVIEW AND SCRUTINY PANEL COMMENTS

- 12.1 Comments on a draft of this report were considered by the Panel at its meeting on 11th June 2020. The Panel supported the recommendations in the report to introduce a biodiversity net gain requirement for all planning permissions granted after 7 July 2020. There were no specific comments which the Panel wished to raise with Cabinet.

13 PORTFOLIO HOLDER COMMENTS

- 13.1 The adoption of the new Local Plan Part 1: Planning Strategy the District (outside of the National Park) will see a significant increase in the delivery of new homes over the 20 year plan period. While this will be an important step in delivering the homes needed for the residents of the District, and thereby contribute to maintaining the

viability of our shops and high streets, it is also vital that we take this opportunity to support our environment. I welcome this report and the recommendation that a net gain requirement of a minimum 10% increase in biodiversity is required for all new build developments (except householder applications) as one of the mechanisms that will ensure planned new development is sustainable.

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Background Papers:

Published documents

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CABINET – 1 July 2020

PORTFOLIO: PLANNING AND INFRASTRUCTURE

RE-APPRAISAL OF RECREATION MITIGATION PROJECTS - FAWLEY

1. RECOMMENDATIONS

- 1.1 That the Cabinet agree to the revised recreation mitigation project for the Fawley area, as follows to replace projects fa1 and fa3:

Ref	Location	Summary Description	Provisional Cost Estimate
Fa1R	Land west of Gang Warily	Off-lead dog exercise and activity area and recreational walking routes	£100,000 plus design, management and maintenance costs

2. INTRODUCTION

- 2.1 All new residential development within New Forest District has a potentially harmful impact on the New Forest SAC/SPA/Ramsar site (New Forest European sites) and the Solent and Southampton Water SPA/Ramsar site/Solent and Isle of Wight Lagoons SAC/Solent Maritime SAC (Solent Coastal European sites). To enable the planned residential development to proceed the Habitats Regulations require that appropriate mitigation measures are in place to ensure that the proposed development does not have a harmful impact on the protected sites. One of the potentially harmful impacts is recreational pressures.
- 2.2 In the Mitigation Strategy for European Sites: Recreational Pressure from Residential Development Supplementary Planning Document (SPD) adopted in 2014 the Council set out a portfolio of projects and measures which would be implemented as part of a package of measures to mitigate the recreational impact of development for the period up to 2026 (as planned for in the Core Strategy 2009 and the 2014 Local Plan Part 2: Sites and Development Management.) These projects provide mitigation for sites of less than 50 dwellings where on-site provision of mitigation land is not feasible. The projects include the provision or enhancement of natural recreational green spaces and walking routes which offer an attractive and convenient alternative to a visit to the New Forest.
- 2.3 The overall approach to mitigation of recreational impacts on the New Forest arising from new development has been found sound by the Inspectors who undertook the Local Plan Review Examination. However, with the much higher levels of planned development and the extended plan period of the Local Plan Review 2016-2036 Part One: Planning Strategy, there is a need to review of the supplementary planning guidance on recreational mitigation which supports Local Plan Review Policy ENV1. A provisional draft of the revised guidance was published and consulted on in June 2018. Since this document was published other information has emerged which will influence the content of the revised mitigation guidance.
- 2.4 Firstly, we have experience that has been gained from the implementation of some projects. Secondly, the results of the 2018/2019 New Forest Visitor Surveys, are

available, providing up to date information about how the protected sites in the New Forest are used for recreation. This information will enable us to refine and improve the effectiveness of our mitigation projects.

- 2.5 However, while a review of some of our proposed projects is needed, it is essential that we continue to deliver projects to ensure we are providing the mitigation required to enable residential development to take place. A timetable for the review of recreational mitigation projects and the updated supplementary planning document for recreational mitigation will be the subject to a separate report.
- 2.6 This report relates to the proposals for recreational mitigation in the Holbury, Fawley and Blackfield area.

3. ISSUES

The Projects

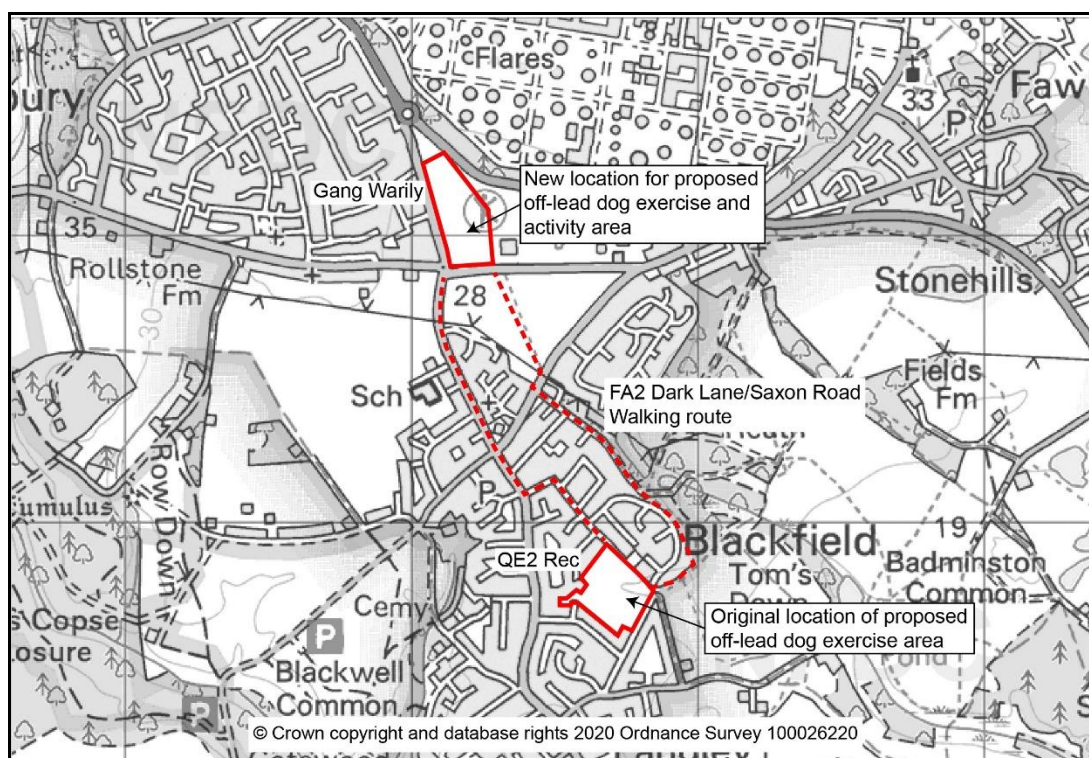
- 3.1 The Recreational Mitigation Strategy SPD adopted in 2014 identified three projects in Fawley Parish which between them would mitigate the impact of an estimated 5000 potential visits to the international protected nature conservation sites of the New Forest arising from new residential development in that area between 2006 and 2026. (Some 295 dwellings).

- 3.2 These projects were:

Ref	Location	Summary Description	Provisional Cost Estimate
fa1	Queen Elizabeth II Recreation Ground	Off-lead dog exercise area	£50,000
fa2	Dark Lane /Saxon Road Walking Route	Improvements to footpath and footway and improved signing	£30,000
fa3	Church Lane	Provide surfaced footpath route and enhance existing space for young people	£50,000

- 3.3 Preliminary work was commenced on project 'fa1', which would see the installation of an all-weather walking route and dog activity area at Queen Elizabeth II (QE2) recreation ground with links to the wider footpath network (fa2). The QE2 recreation ground is owned by Fawley Parish Council and is primarily a sports ground with a pavilion building. The site also includes a children's play area and Multi Use Games Area (MUGA). Available 'unused' space within the recreation ground is limited and Fawley Parish Council expressed some concerns regarding the active encouragement of dog walkers to this sports site. The limited available space to accommodate a dog activity area would restrict the attractiveness of such a facility in this location.
- 3.4 Lessons have also been learnt from a similar project at King George V Recreation Ground in Totton, regarding the need to avoid or minimise potential conflicts between user groups within a recreation area.

- 3.5 The prospect of an alternative location for the dog activity area has been put forward by Fawley Parish Council, namely the site of the old pitch and putt course to the west of Gang Warily. (See location plan below.)



- 3.6 This alternative site is less constrained, has additional facilities including car parking close-by associated with Gang Warily Recreation Centre, and still connects to the same network of local footpath routes. An overriding benefit would be to create a new area of informal open space in Fawley, that, due to its more central location, would be attractive to a wider catchment of existing residents and therefore potentially have an enhanced role and performance in deflecting visits away from the protected habitats of the New Forest.
- 3.7 It is suggested that the recreational mitigation projects for Fawley Parish be amended, by replacing the project for a dog activity area at the QEII Recreation Ground (fa1) and improvements at the Church Lane open space (fa3), with a single larger project at Gang Warily. This project would continue to link in with project fa2 which will provide enhanced walking routes through Blackfield. The projects on the QEII Recreation Ground and on the open space at Church Lane will not be pursued. The Church Lane project – to surface a footpath route and enhance existing space for young people - while of benefit to the local community, is unlikely to be as effective as a mitigation measure as the project now proposed.

Targeted Mitigation

- 3.8 The next section explains the importance of providing an effective project in Blackfield.
- 3.9 The results of the New Forest Visitor Survey 2018-19 (published Spring 2020) have provided increased understanding of the pattern of recreational impacts on the internationally protected habitats of the New Forest (Special Protection Area/ Special Area of Conservation) arising from people visiting the New Forest for recreational purposes. Dog walking activity is very much focussed around the peripheral areas of the SPA/SAC. 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. The eastern part of the New Forest is very well used by local dog walkers as a convenient place to exercise their dogs. The on-site visitor surveys¹ showed a clear and striking pattern of high levels of use of the New Forest by local people, particularly dog walkers, on the eastern edge, around Hythe and towards Fawley in particular, with many of the visitors choosing their nearest car park within the SPA/SAC/Ramsar site as a starting point for walking a dog. Projects specifically targeted in providing alternative attractive facilities for dog walkers in the Fawley area will therefore have significant potential for reducing recreational pressures on the New Forest within this area.

Review of mitigation projects

- 3.10 When the Mitigation Strategy for European Sites Supplementary Planning Document (SPD) adopted in 2014 was drafted, estimates of the costs of each mitigation project were included. These estimates are now six years old, and experience in implementing projects to date has shown these cost estimates to be generally optimistic. Potential additional costs for the long-term management and maintenance of the projects was not factored in. (In most case the land where projects are proposed is already under some form of public management). A reappraisal of the schedule of mitigation projects in the 2014 SPD is required. This will be based on experience to date, and reconsideration of the effectiveness, performance and cost of the identified mitigation projects. Work will be done to ensure a 5-year rolling programme of projects for implementation is sustained. To ensure the programme of projects is responsive to changing circumstances and opportunities, the programme of specific projects will no longer be embedded in the SPD but reported on separately.
- 3.11 However, while this review is undertaken it continues to be of utmost importance to the enabling of development within the District, that we continue to deliver and have in place the required recreational mitigation measures.

4. CONCLUSIONS

- 4.1 To enable work to progress on the recreational mitigation projects in Fawley, agreement is sort to revise the recreational mitigations projects proposed in Fawley Parish, as outlined in this report, by the replacement of projects fa1 and fa3 with a new project for a dog activity area and walking route at on the land west of Gang Warily. The budget of in total £100,000 previously assigned to projects fa1 and fa3 (funded by the Community Infrastructure Levy) should be allocated to this new project together with appropriate additional funding for design, implementation and management fees.

5. FINANCIAL IMPLICATIONS

- 5.1 Reallocation of Community Infrastructure Levy funds from other projects.

6. CRIME & DISORDER IMPLICATIONS

- 6.1 No direct implications

7. ENVIRONMENTAL IMPLICATIONS

- 7.1 The revised project will provide a facility which will result in the reduction of recreational pressures on sites of international importance to nature conservation

¹ Recreational use of the New Forest SAC/SPA/Ramsar: Impacts of recreation and potential mitigation approaches, Footprint Ecology 2020

8. EQUALITY & DIVERSITY IMPLICATIONS

8.1 None

9. DATA PROTECTION IMPLICATIONS

9.1 None

10. PORTFOLIO HOLDER COMMENTS

10.1 I support the recommendations for the reasons set out within the report.

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Background Papers:

Published papers only

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