



New Forest
DISTRICT COUNCIL

Council Meeting Agenda

19 July 2021



SUMMONS

To All Members of the Council

You are hereby summoned to attend a meeting of the District Council to be held in Council Chamber - Appletree Court, Beaulieu Road, Lyndhurst, SO43 7PA on Monday, 19 July 2021, at 6.30 pm



Bob Jackson
Chief Executive

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

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

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AGENDA

Apologies

1. MINUTES (Pages 5 - 14)

To confirm the minutes of the Annual Meeting held on 5 May 2021 and the Extraordinary Meeting held on 21 June 2021 as correct records.

2. DECLARATIONS OF INTEREST

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

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

3. CHAIRMAN'S ANNOUNCEMENTS

4. LEADER'S ANNOUNCEMENTS

5. REPORT OF THE HR COMMITTEE (Pages 15 - 16)

To consider the report of the HR Committee dated 23 June 2021.

6. REPORTS OF THE CABINET (Pages 17 - 20)

To consider the reports of the Cabinet dated:-

- 5 May 2021; and
- 7 July 2021

7. QUESTIONS

Under Standing Order 22.

8. QUESTIONS TO PORTFOLIO HOLDERS UNDER STANDING ORDER 22A

To ask questions of Portfolio Holders. Questions received will be tabled at the meeting. Members are reminded that questions must be submitted to the Chief Executive or to the Executive Head of Governance and Housing by not later than 12.00 noon on Friday 16 July 2021.

9. SOLENT FREEPORT CONSORTIUM LTD (To Follow)

To receive a report on the establishment of the Solent Freeport Consortium Limited, including the proposed appointment of the Leader of the Council to the Board of Directors, and associated matters.

10. MEMBERSHIP OF COMMITTEES AND PANELS

To consider any changes to the membership of Committees or Panels that might be proposed by the political groups.

11. ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT

Agenda Item 1

5 MAY 2021

NEW FOREST DISTRICT COUNCIL

Minutes of a meeting of the New Forest District Council held on Wednesday, 5 May 2021

- * Cllr Allan Glass (Chairman)
- * Cllr Derek Tipp (Vice-Chairman)

Councillors:

- * Alan Alvey
- * Diane Andrews
- * Ann Bellows
- * Sue Bennison
- * Geoffrey Blunden
- Hilary Brand
- * Alex Brunsdon
- Fran Carpenter
- * Louise Cerasoli
- * Mark Clark
- * Rebecca Clark
- * Steve Clarke
- * Jill Cleary
- * Anne Corbridge
- * Keith Craze
- * Kate Crisell
- Jack Davies
- * Steve Davies
- * Arthur Davis
- * Sandra Delemare
- * Philip Dowd
- * Jan Duke
- * Barry Dunning
- * Jacqui England
- * Andrew Gossage
- * Michael Harris
- * David Harrison
- * David Hawkins
- * Edward Heron

Councillors:

- * Jeremy Heron
- * Alison Hoare
- * Maureen Holding
- * Christine Hopkins
- * Mahmoud Kangarani
- * Joshua Kidd
- * Emma Lane
- * Martyn Levitt
- * Alexis McEvoy
- * Ian Murray
- * Alan O'Sullivan
- * Stephanie Osborne
- * Neville Penman
- Caroline Rackham
- * Alvin Reid
- * Joe Reilly
- * Barry Rickman
- * Tony Ring
- * Steve Rippon-Swaine
- * David Russell
- * Ann Sevier
- * Mark Steele
- * Michael Thierry
- * Beverley Thorne
- * Neil Tungate
- * Alex Wade
- * Malcolm Wade
- * Christine Ward
- * John Ward

*Present

Officers Attending:

Bob Jackson, Sara Hamilton, Donna Langfield, Grainne O'Rourke, Colin Read, Daniel Reynafarje, Andy Rogers, Manjit Sandhu, Claire Upton-Brown, Karen Wardle and Matt Wisdom.

Apologies

Apologies for absence were received from Cllrs Brand, Carpenter, J Davies and Rackham.

1 FORMER COUNCILLOR JOHN WADDINGTON

The Chairman referred with great sadness to the recent death of John Waddington, a former councillor, Chairman and Leader of New Forest District Council.

John was first elected a councillor for the Ringwood North Ward in 1976 and served until 1983. He served as Chairman and Leader between 1981-1983. He was re-elected in 1998 and held the portfolio for environment between 2000-2001. John left the Council in 2002.

The Chairman, on behalf of the Council, placed on record his sincere thanks for John's service.

2 MINUTES

RESOLVED:

That the minutes of the meeting held on 12 April 2021, be confirmed.

3 DECLARATIONS OF INTEREST

There were no declarations of any disclosable pecuniary interests by Members.

4 VOTE OF THANKS TO THE OUTGOING CHAIRMAN

The Leader of the Council proposed that a vote of thanks be extended to the outgoing Chairman, Cllr Glass, for the admirable way in which he had carried out the duties of Chairman during the past municipal year. In extraordinary times, the municipal year had lasted two calendar years in response to the coronavirus pandemic. Cllr Cleary seconded the motion.

Other Members of the Council spoke in support of the motion.

RESOLVED:

That the thanks of this Council be extended to Cllr Glass for the admirable way in which he has carried out the duties of Chairman during the past municipal year.

5 OUTGOING CHAIRMAN'S STATEMENT

The Chairman thanked Members for their kind words and reported on the charity work undertaken in the past year for the New Forest Disability Information Service and Solent Dolphins. The Chairman invited Jacqui Keable of the New Forest Disability Information Service to say a few words.

Mrs Keable expressed sincere thanks to the Chairman and the Council for the level of support during the past year.

The apologies of Nigel Bassett of Solent Dolphins were given who was unable to attend.

The Chairman expressed his thanks to Members and Officers for their support and assistance in what had been an unprecedented municipal year from 2019 – 2021.

6 ELECTION OF CHAIRMAN

Cllr Glass moved that Cllr Tipp be elected Chairman of the Council for the ensuing year. Cllr Russell seconded the motion.

RESOLVED:

That Cllr Tipp be elected Chairman of the Council for the 2021/22 municipal year, until his successor is elected at the Annual Council meeting in May 2022.

Cllr Tipp signed the declaration of acceptance of office, which was formally witnessed by the Monitoring Officer. He was then invested with the Chain and Badge of Office before taking the chair.

7 ADDRESS BY THE CHAIRMAN OF THE COUNCIL

The Chairman thanked Members of the Council for electing him and in doing so paid tribute to the outgoing Chairman, Cllr Glass and his wife for their two years in office.

He announced that his charity for the year would be Oakhaven Hospice.

8 APPOINTMENT OF VICE-CHAIRMAN

Cllr Tipp moved that Cllr O'Sullivan be appointed Vice-Chairman of the Council for the ensuing year. The motion was seconded by Cllr S Davies.

RESOLVED:

That Cllr O'Sullivan be appointed Vice-Chairman of the Council for the 2021/22 municipal year, until his successor is elected at the Annual Council meeting in May 2022.

Cllr O'Sullivan signed the declaration of acceptance of office, which was formally witnessed by the Monitoring Officer. He was then invested with the Badge of Office.

Cllr O'Sullivan thanked Members of the Council for electing him.

9 LEADER'S ANNOUNCEMENTS

There were none.

10 COMMITTEE AND PANEL STRUCTURE

The Leader of the Council moved the recommendations for the Council's new Committee and Panel structure. Cllr Cleary seconded the motion.

RESOLVED:

1. That the following Committees and Panels and the number of seats on each body be approved:-

Committee/Panel	No. seats
Appeals Committee	20
Audit Committee	8
General Purposes and Licensing Committee	15
HR Committee	8
Planning Committee	20
Community, Partnerships and Wellbeing Overview & Scrutiny Panel	10
Corporate Affairs and Local Economy Overview & Scrutiny Panel	10
Environment and Sustainability Overview & Scrutiny Panel	10
Housing and Homelessness Overview & Scrutiny Panel	10

2. That the terms of reference of the Overview and Scrutiny Panels as circulated with the agenda, be approved; and
3. That the Monitoring Officer be authorised to make the consequential changes to the Constitution arising from the above.

11 ALLOCATION OF SEATS AND APPOINTMENTS TO COMMITTEES AND PANELS

The Leader of the Council moved the adoption of the recommendations contained within the report, which asked the Council to make appointments to committees and panels in accordance with the principles as set out in Section 15 of the Local Government and Housing Act 1989. Cllr Cleary seconded the motion.

The Council, having received both the wishes of the political groups and the preferences of the non-aligned Members, considered the option to allocate seats to the non-aligned Members as nearly as possible in proportion to the number of those members on the Council.

RESOLVED:

1. That the allocation of seats to committees and panels in accordance with the principles set out in the report, be agreed as at the table at paragraph 3.5 of the report; and
2. That the Council gives effect to the wishes of the political groups in making appointments to these Committees and Panels as set out in the supplementary paper, for the remainder of the four year period ending May 2023.

12 MEETING DATES FOR THE 2021/22 MUNICIPAL YEAR

RESOLVED:

That the following Council meeting dates for the 2021/22 Municipal Year, all commencing at 6.30 pm, be noted:-

- 21 June 2021 (Extraordinary Meeting, Provisional)
- 12 July 2021
- 6 September 2021
- 11 October 2021

- 6 December 2021
- 21 February 2022
- 11 April 2022
- 16 May 2022 (Annual Meeting)

CHAIRMAN

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21 JUNE 2021

NEW FOREST DISTRICT COUNCIL

Minutes of an Extraordinary meeting of the New Forest District Council held on Monday, 21 June 2021

* Cllr Derek Tipp (Chairman)

* Cllr Alan O'Sullivan (Vice-Chairman)

Councillors:

* Alan Alvey
* Diane Andrews
* Geoffrey Blunden
* Mark Clark
* Rebecca Clark
* Steve Clarke
* Jill Cleary
* Keith Craze
* Steve Davies
* Jacqui England

Councillors:

* Edward Heron
* Alexis McEvoy
* Caroline Rackham
* Alvin Reid
* Barry Rickman
* Neil Tungate
* Malcolm Wade
* Christine Ward
* John Ward

*Present

Officers Attending:

Colin Read, Grainne O'Rourke and Matt Wisdom.

Apologies

No apologies for absence were received. All expected Members of the Council were in attendance.

An apology for absence was received from the Chief Executive. The Deputy Chief Executive was in attendance.

13 MEETING ARRANGEMENTS

The Chairman of the Council reported that the Extraordinary Council Meeting was taking place with a reduced attendance to comply with the Government's social distancing requirements. He placed on record his thanks to Group Leaders and all Members of the Council for their cooperation in very exceptional circumstances.

14 DECLARATIONS OF INTEREST

There were no declarations of any disclosable pecuniary interests by Members.

For transparency purposes, the Chairman of the Council confirmed that a number of New Milton Town Councillors were in attendance. The New Milton Neighbourhood Plan had been prepared by the Town Council Steering Group. Those councillors were noted as follows:-

- Cllr Blunden
- Cllr Clarke

- Cllr Craze
- Cllr S Davies
- Cllr O’Sullivan
- Cllr Reid
- Cllr Tungate
- Cllr C Ward
- Cllr J Ward

Cllr Rackham, for transparency purposes, declared that she was the Chair of the Totton Neighbourhood Plan Steering Group.

15 CHAIRMAN'S ANNOUNCEMENTS

Engagements

The Chairman of the Council reported on the following recent engagements.

6 June 2021

Attended the Mayor Elect of Winchester’s Civic Service at Winchester Cathedral.

21 June 2021

Attended Appletree Court to raise the Armed Forces Flag, in recognition of Armed Forces week, accompanied by the Deputy Leader of the Council, Cllr Cleary and the Council’s Armed Forces Champion, Cllr Gossage.

Colin Read

The Chairman reported that the Executive Head of Operations and Deputy Chief Executive, Colin Read would be leaving the Council shortly. This was Colin’s final Council meeting.

Colin had done much to ensure the success of the Council’s Operational activities for nearly 20 years. Colin’s career in Local Government started in 1980, as a trainee groundsman at Southampton City Council. Colin joined NFDC in August 2003 as the Assistant Director of Commercial Services. In 2007, he became Head of Service for NFDC.

In his time with the Council, Colin had overseen many important initiatives, including the implementation of the garden waste recycling scheme, the kerbside glass collection service and he had helped to improve the way in which the Council managed its cemeteries.

On behalf of the Council, the Chairman placed on record his sincere thanks to Colin for all he had done for the New Forest District. The Chairman wished Colin the very best for the future.

16 LEADER'S ANNOUNCEMENTS

The Leader of the Council paid tribute to the retiring Deputy Chief Executive, Colin Read.

The Leader was also joined by the Leader of Opposition and other Members of the Council in paying tribute to Colin.

17 REPORT OF THE CABINET

The Leader of the Council presented the report of the Cabinet meeting held on 2 June 2021, and moved the adoption of the recommendations. Cllr Cleary seconded the motion.

Paragraph 2 – The Parish of New Milton Neighbourhood Plan 2016-2036

Members of the Council paid tribute to the work of Members and Officers of both New Milton Town Council and New Forest District Council, and the local community, in bringing forward a neighbourhood plan that was supported at referendum.

RESOLVED:

That the report be received and the recommendations be adopted.

18 RECRUITMENT OF CHIEF EXECUTIVE

The Leader of the Council moved the recommendations as set out in the report circulated with the agenda, which identified the processes to be followed to appoint a successor Chief Executive. Cllr Cleary seconded the motion.

In response to queries relating to the recommendation of an external recruitment process, the Leader of the Council endorsed the comments of the Council being an equal opportunity employer and any internal applications were also very welcome as part of the recruitment process. The Leader reiterated that the final permanent appointment of the successor Chief Executive would ultimately be a decision for the Full Council to approve.

RESOLVED:

That the Council agrees:-

- (a) The Chief Executive's pay band as set out at paragraph 3.2 of the report;
- (b) Option B as the preferred recruitment and selection process;
- (c) That the new Chief Executive continues to take on the role of Returning Officer;
- (d) That an Appointment Panel (comprising the Leader of the Council, Deputy Leader of the Council, Leader of the Opposition and a non-executive Member to be determined by the Leader of the Council) be authorised to undertake the selection process as set out in section 4 of the report and in accordance with the Council's Constitution;
- (e) That the Appointment Panel be delegated authority to appoint an Interim Chief Executive, if required;

- (f) That the Appointment Panel be authorised to engage an external senior Local Government professional in an advisory capacity to the Panel; and
- (g) That the Panel will make a recommendation to Full Council for the appointment to the position of Chief Executive.

19 ANY OTHER ITEMS WHICH THE CHAIRMAN DECIDES ARE URGENT - REVISED ORDINARY MEETING DATE

The Chairman of the Council referred to the recent delay to the Government roadmap out of coronavirus restrictions, now scheduled to conclude on Monday 19 July 2021.

With the Council's next Ordinary Meeting scheduled to take place on Monday 12 July 2021, it was considered appropriate and proportionate to delay the meeting by one week, to Monday 19 July 2021. The Chairman asked officers to consider a contingency venue for this date if required, but it was hoped that this meeting could take place in the Council Chamber with unrestricted attendance. The Chairman moved the proposal to delay the Council's next Ordinary Meeting by one week. Cllr O'Sullivan seconded the motion.

The Leader of the Council thanked the Leader of the Opposition and all Members for their cooperation with the reduced attendance at this Extraordinary Meeting.

RESOLVED:

That the date of the Council's next Ordinary Meeting is delayed by one week, from Monday 12 July, to Monday 19 July 2021, commencing at 6.30 pm.

CHAIRMAN

REPORT OF HR COMMITTEE (Meeting held on 23 June 2021)

1. WORKSMART (MINUTE NO 6)

The Committee has considered proposals for the implementation of the WorkSmart initiative, the next step in the Council's Smarter Working Programme, and recommends a related new HR Policy.

The significant majority of the Council's c400 office-based employees work in roles that have been working from home since the middle of March 2020. WorkSmart introduces a policy to allow staff to continue to work from home or an alternative base. Working from an alternative base is not possible for our Operational and field-based employees. The investment made by the Council in recent years in its ICT equipment and infrastructure meant the Council was in an excellent position to respond to the immediate challenge faced by enforced home working in March 2020.

Staff surveys have shown the majority of employees prefer a hybrid approach between working at home and at the office. With their manager's agreement, employees would be able to work flexibly outside of the current 'core hours'. There would be some exceptions that are role dependent. Performance management measures would be incorporated.

Moving to a hybrid way of working enables the Council to make a good contribution towards its sustainability agenda. Employee travel in 2019/20 was in the region of 480,000 miles. A reduction in travel was anticipated from employees who have a new flexible working arrangement in place, which could generate financial and time benefits. The proposed policy sets out expectations relating to:

- Hours of work / Visits to the workplace
- Equipment and materials / Telephone and Internet accounts
- Mileage claims
- Health and safety issues / Insurance, mortgage or rental agreements
- Requests to work from home or an alternative location

It is accepted that amendments to the Policy may have to be made subsequently, due to external factors such as the NJC pay negotiations, which include a homeworking element. The initial applications for flexible working can be granted for up to 12 months. The arrangement will be reviewed throughout the agreed period with a more formal review at the end before any further extension is agreed.

The Business Case for the proposal was considered separately by the Corporate Affairs and Local Economy Overview and Scrutiny Panel and the Cabinet, a report on which appears elsewhere on the Council agenda.

RECOMMENDED:

That the Worksmart Policy (attached as Appendix 1 to Agenda Item 6 of the HR Committee) together with related documents, be approved.

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REPORT OF CABINET

(Meeting held on 5 May 2021)

1. MITIGATION FOR RECREATIONAL IMPACTS SUPPLEMENTARY PLANNING DOCUMENT (MINUTE NO 185)

The Cabinet adopted a supplementary planning document, following public consultation in January and February 2021. The consultation attracted over 40 responses, broadly in support of the overall strategy and ambitions, and minor amendments had been made in response to the consultation outcomes.

The purpose of the Supplementary Planning Document is to give additional guidance on the implementation of Policy ENV1 and specifically the elements in relation to the recreational impacts on the New Forest European Sites. It will assist the development industry in understanding the Council's requirements and expectations, and the measures that will need to be secured to satisfy the local planning authority in meeting the requirements of the Conservation of Habitats and Species Regulations 2017. The Supplementary Planning Document also sets out the ways in which the Council will monitor the effectiveness of the mitigation measures.

The projects delivered under the mitigation strategy will not only help to protect the more sensitive parts of the New Forest National Park, but will provide valuable green spaces close to communities. As the projects evolve, full engagement will take place, including with councillors and Town and Parish Councils.

2. THE LOCAL PLAN REVIEW PART TWO AND SUPPORTING WORK (MINUTE NO 186)

The Cabinet agreed to progress the Local Plan Review Part Two, including the publication of a Local Development Scheme set out in Appendix A of the report. The Local Development Scheme informs interested parties of the Local Plan process and timetable, including opportunities for public engagement.

Section 5 of the Cabinet report sets out in detail the following matters for progression:-

- Non-strategic housing land allocations
- Town centre opportunities
- Climate Change and working towards a zero-carbon economy
- Green infrastructure, nature recovery and landscape matters
- Affordable Housing, including First Homes and specialist housing

It is expected that the Portfolio Holder for Planning, Regeneration and Infrastructure will bring forward further planning work priorities for future Cabinet consideration, if warranted by planning reforms or other circumstances.

3. RECAST ORIGINAL BUDGET 2021-22 (MINUTE NO 187)

The Cabinet, following the introduction of a new senior officer structure and new Portfolio Holders as appointed by the Leader of the Council on 12 April 2021, adopted a revised makeup of the original general fund budget and the allocation of lead Portfolio Holders to each project within the Council's Capital Programme.

The report is an important step of housekeeping to ensure transparency and an ease of understanding for anyone using or looking at the District Council's finances.

**COUNCILLOR E HERON
CHAIRMAN**

REPORT OF CABINET

(Meeting held on 7 July 2021)

1. WESTOVER URGENT WORKS – MILFORD-ON-SEA – UPDATE REPORT (MINUTE NO 10)

The Cabinet noted the completion of the urgent works at Westover Seawall, Milford-On-Sea, and the latest expected financial contribution required from the Council. It should be noted that of the total £1.9m expenditure, the Council's contribution is now anticipated to be approximately £525k. This is more than the previously reported estimate of £400k, although with the ultimate potential range to be funded by the Council between £400k - £1.525M, £525k remains at the lower end of this potential range. Despite this, it is not sustainable for a District Council to finance projects of this scale on an ongoing basis. Looking forward, these type of projects will need to secure significant external funding.

Following the failure of the seawall at Westover in February 2020, the project was completed under very trying circumstances during an exceptional year, including the impact of the pandemic and two severe storms. Looking ahead, the Council will be working with Bournemouth, Christchurch and Poole Council on the development of a Christchurch Bay Strategy, covering the entire coastline from Hengistbury Head to Hurst Spit. The significant benefit for the New Forest coastline is that in having an approved strategy, it will support and underpin future flood & coastal erosion risk management projects, particularly when funding support through the Environment Agency and partnership funding is being sought.

2. ANNUAL PERFORMANCE AND PROVISIONAL BUDGET OUTTURN 2020/21 (MINUTE NO 11)

The Cabinet, following consideration by the Council's four Overview and Scrutiny Panels, noted a report which provided an overview of performance and delivery of the corporate plan for 2020/21. The report looks backwards, reflecting on the impact of the coronavirus pandemic, and sets out the provisional outturn results for the General Fund and Housing Revenue Account.

The Leader of the Council would like to place on record his thanks to officers for all they have done to achieve an exceptional outturn in exceptional circumstances. The Council has continued to deliver services throughout the pandemic, whilst responding to entirely new responsibilities to support the community, in addition to the national response to coronavirus.

Setting an Emergency Budget in September 2020 was also an unprecedented requirement for the Council, having seen revenue streams such as health and leisure and car parking income cease earlier in 2020. The Council must continue to take a prudent approach through its Medium Term Financial Plan to ensure its finances remain in good shape.

3. WORKSMART (MINUTE NO 12)

The Cabinet, following consideration by the Corporate Affairs and Local Economy Overview and Scrutiny Panel, supported the Business Case for Worksmart, the next step in the Council's Smarter Working Programme. The business case is supported by a new HR Policy, which is the subject of a separate report to Council on this agenda from the HR Committee. The initiative is also supported by a Members' guidance document for the future of hybrid working.

The Cabinet notes that a twelve month review of the initiative will take place, which will be key to assessing the success of some of the key drivers for change, such as a reduction in the Council's environmental impact, and the ability of the Council to recruit and retain high quality staff as an employer of choice.

The Cabinet are grateful to all officers and elected Members for their commitment to a new way of working throughout the pandemic. Through this hybrid working initiative, the Council will seek to maintain productivity, protect front line service delivery and implement new ways of working from both our own experience and best practice across both the public and private sector.

**COUNCILLOR E HERON
CHAIRMAN**