

NOTICE OF MEETING

Meeting:	CABINET
Date and Time:	WEDNESDAY, 3 NOVEMBER 2021, AT 10.00 AM*
Place:	COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA
Enquiries to:	democratic@nfdc.gov.uk Tel: 023 8028 5072 - Matt Wisdom

PUBLIC PARTICIPATION:

Members of the public may watch this meeting live on the [Council's website](#).

*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, 29 October 2021.

Colin Read
Interim Chief Executive

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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 6 October 2021 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. PARKING STANDARDS SUPPLEMENTARY PLANNING DOCUMENT (Pages 3 - 44)

5. MAINTAINING WASTE AND RECYCLING COLLECTION SERVICES (Pages 45 - 48)

6. FINANCIAL MONITORING (Pages 49 - 60)

7. APPOINTMENTS TO OUTSIDE BODY - NEW FOREST NATIONAL PARK AUTHORITY (Pages 61 - 62)

To:

Councillors

Edward Heron (Chairman)
Jill Cleary (Vice-Chairman)
Diane Andrews
Steve Davies

Councillors

Michael Harris
Jeremy Heron
David Russell
Mark Steele

PARKING STANDARDS SPD: DRAFT SUPPLEMENTARY PLANNING DOCUMENT

1. RECOMMENDATIONS

- 1.1 That the Cabinet agree that the draft Supplementary Planning Document (SPD) “Parking Standards” be published and subject to a six-week period (or equivalent) of public consultation.
- 1.2 That prior to publication, the final editing of the draft document (attached in Appendix 1 to this report) be agreed by the Executive Head for Planning, Regeneration and the Economy in consultation with the Portfolio Holder for Planning, Regeneration and Infrastructure.

2. INTRODUCTION

- 2.1 The purpose of this report is to seek approval to carryout a public consultation of the Parking Standard draft supplementary planning document (SPD) in support of the adopted Local Plan 2016-2036 Part 1: Planning Strategy (July 2020), and in particular Policies CCC2: ‘Safe and sustainable travel’, Policy IMPL2: ‘Development standards’ and ENV3: ‘Design quality and local distinctiveness’. The document is a guidance document. The policies it relates to have already been adopted by the Council when adopting the Local Plan 2016-2036 Part 1: Planning Strategy.
- 2.2 Parking standards required in new development need to contribute to the delivery of sustainable development and balance the provision of car parking with key drivers of change including climate change, to assist in shifting behaviour of the transport modes currently chosen in the different parts of the District. This strategic direction is set out in the overarching policies of New Forest District Council’s Local Plan 2016-2036 Part 1: Planning Strategy (July 2020), including Policy STR1, ST7 and STR8.

3. BACKGROUND

- 3.1 In October 2012 the Council adopted its ‘Parking Standards’. This provided additional guidance to the implementation of Policy CS24 and CS25 of the Core Strategy adopted in 2009. These policies have now been superseded by Policies CCC2, IMPL2 and ENV3 in the recently adopted Local Plan 2016-2036 Part 1: Planning Strategy (July 2020) and therefore the 2012 SPD needs review and amendment.
- 3.2 The guidance set out in this draft SPD has been updated to take account of the step changes in national and local policy, ensuring they achieve sustainable development in the context of climate change and are responsive to local circumstances regarding the availability of parking, accessibility and public transport.
- 3.3 Of particular note is the revised National Planning Policy Framework (NPPF), which promotes sustainable transport that will in turn contribute to wider sustainability and health objectives through reducing the need to travel and ensuring active travel choices are pursued. Hampshire County Council’s emerging Local Transport Plan 4 has also identified two guiding principles for its Plan’s development including firstly significantly reducing dependency on the private car and reducing the overall need to travel, and secondly creating a transport system that supports high quality, prosperous places and puts people first.

- 3.4 To assist in the update, a Councillor Task & Finish Group was set up to consider a series of questions and steer the drafting of the SPD. The issues covered included:
- a) Should the SPD relate to residential parking only or residential and other uses?
 - b) To what extent should we allow flexibility for parking provision (requirements) in town centre sites?
 - c) Are different standards appropriate in different locations, and what should the relevant criteria for assessment be?
 - d) Whether and how to assess / take into account the availability of on-street parking?
 - e) What guidance should the SPD set out on the provision of electric vehicle charging points?
- 3.5 These were taken into account in the draft SPD primarily by continuing to provide guidance for uses listed in 2012 document, proposing flexibility for parking provision in town centre sites, ensuring on-street parking issues are taken into account and providing clearer requirements for electric vehicle parking.
- 3.6 Parking standards set out by similar local authorities were also appraised as part of the update.

4. OUTLINE OF THE SPD CONTENT

- 4.1 Existing sections were either substantially updated, or new sections added to the existing 2012 document, with the draft SPD now proposed for consultation including the following matters:
- Sets out recommended car parking numbers and size standards for residential and non-residential development across the District
 - Reduced parking requirements for main town centre locations on a site-by-site basis
 - Advice and considerations for design and quality of the environment
 - Electric Vehicle parking provision
 - Minimum cycle parking standards
 - Additional advice on motorcycle micro-scooter, mobility scooter and commercial vehicle parking
 - Guidance for provision of disabled persons' parking spaces
 - Advice on accommodating car clubs in relevant developments
 - Departures from the parking standards advice
 - Advice on the need and thresholds for Transport Assessments and Transport Statements and Site Travel Plans

5. NEXT STAGES

- 5.1 The exact dates for the period for public consultation on this draft document are to be finalised. All comments made during the consultation period will be considered and taken into account in the preparing the final version of this document for consideration by Cabinet.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications for the Council resulting from the measures set out in the draft SPD.

7. CRIME & DISORDER IMPLICATIONS

7.1 There are none.

8. ENVIRONMENTAL IMPLICATIONS

8.1 The Supplementary Planning Document aims to strike a balance between promoting modal shift and reducing dependence in the car and recognising that there remains limited public transport across the district.

9. EQUALITY & DIVERSITY IMPLICATIONS

9.1 There are none.

10. DATA PROTECTION IMPLICATIONS

10.1 There are none.

11. PORTFOLIO HOLDER COMMENTS

11.1 Agreeing the level of parking provision on new development is challenging and sometimes controversial. A balance needs to be struck between using valuable land for hard surface and parking in less sustainable locations and using less land for parking in sustainable locations where there is a choice to travel in other ways. Consideration needs to be given to the environmental impacts of hard surfacing land, carbon reduction and contributing to net zero acknowledging that in some areas there is little alternative but to travel by car and therefore the level of parking provided needs to reflect the level of car ownership. The revisions made to the SPD have been carefully considered and I believe strikes the right balance for our district.

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Background Papers:

Published documents.

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Parking Standards

For Residential and Non-Residential Development

Supplementary Planning Document

**Draft 2021 UPDATE
Version for Cabinet**

October 2021



New Forest District (outside the National Park)

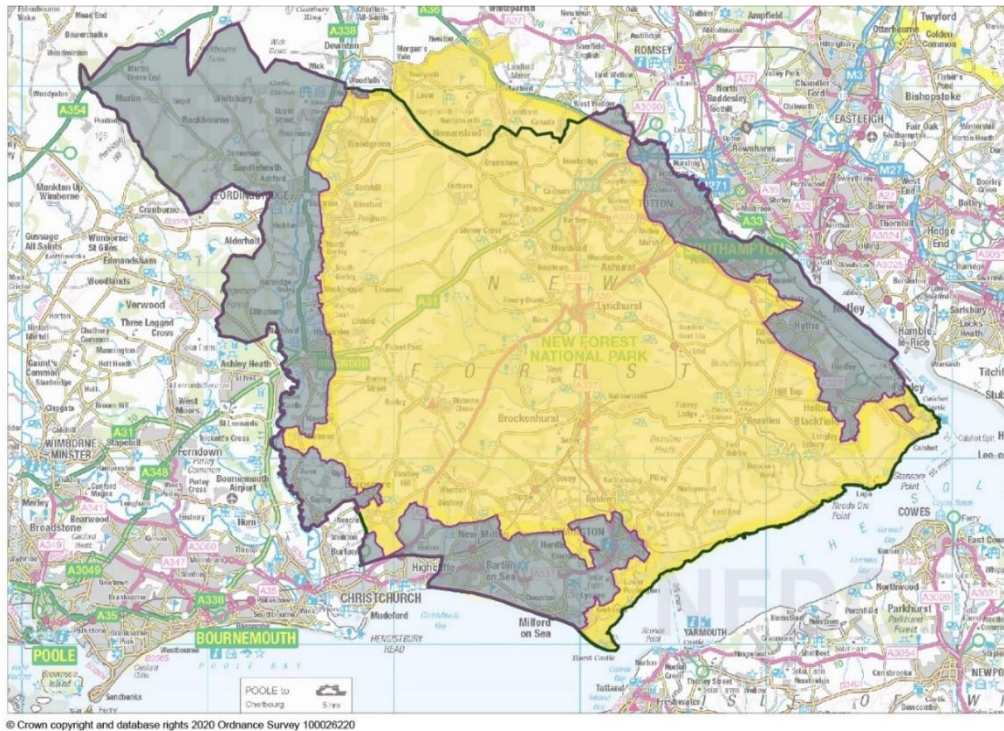
New Forest District (outside the New Forest National Park) Supplementary Planning Document: Provision of car parking and cycle parking in residential and non-residential development

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1: Introduction

- 1.1 This Supplementary Planning Document (SPD) sets out guidance to developers and others in respect of both residential and non-residential developments, including:
 - a) Car parking standards for residential and non-residential development and their split across the District
 - b) Minimum cycle parking standards
 - c) Electric Vehicle Parking Provision
 - d) Advice on Motorcycle and Scooter parking
 - e) Guidance for provision of Disabled Persons' Parking Spaces
 - f) Advice and thresholds for Transport Assessments, Transport Statements and Site Travel Plans
- 1.2 The parking standards within this SPD need to achieve sustainable development through a balance of meeting the parking needs of the District, ensuring land is used for this purpose effectively, whilst taking account of climate change as a key driver for change. This is through helping to prioritise opportunities to walk, cycle and use public transport as an alternative to the use of a car.
- 1.3 The Parking Standards SPD provides further guidance to the Local Plan for New Forest District (outside the National Park) and in the context of the Plan's strategic approach to achieving sustainable development, will assist in the implementation of policies in the adopted Local Plan 2016-2036 Part 1: Planning Strategy (July 2020) and Local Plan Part 2: Sites and Development Management (2014). As well as ensuring the requirements for the type and amount of parking provision contributes towards achieving sustainable development, Local Plan Part One policies it supports are:
 - Policy CCC2: 'Safe and sustainable travel'
 - Policy IMPL2: 'Development standards'
 - Policy ENV3: 'Design quality and local distinctiveness'
- 1.4 The parking standards set out in this document apply to the New Forest District area (outside of the National Park) as shown in Figure 1 below.



Map 1: The Plan Area – New Forest District outside the National Park shown with grey shading

- 1.5 The aims of the parking standards contained in this SPD are to ensure that an appropriate level of vehicle and cycle parking is provided in all new developments to avoid the various problems created by both over- and under-provision of parking.
- 1.6 Changing transport technology and usage, and the impacts of climate change are further key drivers for the SPD. Reducing emissions of all major air pollutants a major challenge and transitioning to zero emission road transport will require long-term solutions to address them. The SPD will also promote opportunities for walking, cycling and public transport use through the requirements of travel plans.

2: Policies and Guidance

National Policy and Guidance

- 2.1 National guidance for transport is set out through the current National Planning Policy Framework (2021) and National Planning Practice Guidance (NPPG) provides the policy context and guidance to promote sustainable development.
- 2.2 Section 9 of the **National Planning Policy Framework (NPPF)** strongly promotes sustainable transport that will also in turn contribute to wider sustainability and health objectives through reducing the need to travel and ensuring active travel choices are pursued. National policy refers to a transport system being balanced in favour of sustainable transport modes, giving people a genuine choice about how they travel. It also requires all developments that generate significant amounts of movement to be supported by a Transport Statement or Transport Assessment to determine the likely impact of the proposed development (NPPF, paragraph 113).
- 2.3 Paragraph 107 of the NPPF specifically addresses car parking. It does not provide suggested standards, but instead sets out that if setting local parking standards for residential and non-residential development, policies should take into account:

- a. the accessibility of the development;
 - b. the type, mix and use of development;
 - c. the availability of and opportunities for public transport;
 - d. local car ownership levels; and
 - e. the need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.
- 2.4 Paragraph 108 states “*Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport....*”. Further to this, the paragraph explains that for town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.
- 2.5 Regarding parking design, paragraph 110 set outs that in assessing sites for development, it should be ensured that the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide¹ and the National Model Design Code².
- 2.6 The NPPF paragraph 113 sets out that all developments that will generate significant amounts of movement should be required to provide a travel plan, and the application should be supported by a transport statement or transport assessment so that the likely impacts of the proposal can be assessed.
- 2.7 At paragraph 131, the NPPF highlights that trees make an important contribution to the character and quality of urban environments and can also help mitigate and adapt to climate change. Therefore, planning policies and decisions should ensure that new streets are tree lined.
- 2.8 The **National Design Guide**³ and the **National Model Design Code**⁴ provides detailed guidance on the production of design codes, guides, and policies to promote successful design. They make clear that how parking is arranged has a fundamental effect on the quality of a place or development.

National Design Code

Paragraph 85

Well-designed car and cycle parking at home and at other destinations is conveniently sited so that it is well used. This could be off-street to avoid on-street problems such as pavement parking or congested streets. It is safe and meets the needs of different users including occupants, visitors and people with disabilities. It may be accommodated in a variety of ways, in terms of location, allocation and design.

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf

² <https://www.gov.uk/government/publications/national-model-design-code>

³

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf

⁴ <https://www.gov.uk/government/publications/national-model-design-code>

Paragraph 86

Well-designed parking is attractive, well landscaped and sensitively integrated into the built form so that it does not dominate the development or the street scene. It incorporates green infrastructure, including trees, to soften the visual impact of cars, help improve air quality and contribute to biodiversity. Its arrangement and positioning relative to buildings limit its impacts, whilst ensuring it is secure and overlooked.

- 2.9 The **Manual for Streets** (MfS)⁵ still contains relevant principles and highlights a design-led approach is appropriate for all forms of developments. Parking should not be considered in isolation from other design parameters and consideration should be given to the type of parking provided and how it relates to its context.

Local Policy

- 2.10 The current Local Transport Plan 3 (LTP3) was adopted in 2011 with minor changes being made in 2013. LTP3 includes a policy objective of working with district authorities to agree coherent policy approaches to parking and recognises that availability of parking has considerable influence on travel choice and if not managed in a coordinated manner can act as a barrier to efforts to widen travel choice. The County is now preparing Local Transport Plan 4 and carried out public consultation earlier this year. The County has identified a set of proposed outcomes for the LTP4 which are grouped under four key themes which are:
- Carbon neutral, resilient Hampshire;
 - Respect and protect Hampshire's environment;
 - Thriving and prosperous places; and
 - Healthy, happy, and inclusive lives.
- 2.11 The outcomes define what HCC are seeking to achieve and provide the focus for how we collectively progress to considering the right solutions for Hampshire. They help to establish the scale of the challenge, and hence the types of transport interventions and approaches that will be necessary. There are two identified guiding principles for LTP4:
- Significantly reduce dependency on the private car and reduce the overall need to travel
 - Create a transport system that supports high quality, prosperous places and puts people first.
- 2.12 In summary, this approach effectively looks at the delivery of a hierarchy in transport that first looks at ways of reducing the need to travel, and then focuses on options for walking, cycling and public transport infrastructure provision, ahead of the private car.
- 2.13 The standards set out in this SPD have been updated from those in the previous 2012 Parking Standards SPD, to take account of the step changes in national and local policy, ensuring they achieve sustainable development in the context of climate change and other drivers, and are responsive to local circumstances regarding the availability of parking and accessibility.
- 2.14 Parking standards required in new development need to contribute to the delivery of sustainable development and balance the provision of car parking with key drivers of change including climate change, to assist in shifting behaviour of the transport modes currently chosen in the different parts

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/341513/pdf/6anforstreets.pdf

of the District. The strategic direction is set out in the overarching policies of New Forest District Council's Local Plan 2016-2036 Part 1: Planning Strategy (July 2020) provides this, including **Policy STR1** that plans for reducing reliance on the car creating options for sustainable travel modes including cycling, walking and public transport. Through the need for physical provision and good design, this is further reinforced by **Policy STR7** with Council support for major projects that improve accessibility for pedestrians and cyclists, and that also improve public transport, and **Policy STR8** that looks to ensure the provision of adequate community services, infrastructure and facilities.

- 2.15 From this overarching strategic direction, New Forest District Council's Local Development Plan contains the main policies relevant to parking and for which this SPD provides further guidance on their implementation. From Local Plan 2016-2036 Part 1: Planning Strategy (July 2020), this includes:
- **Policy CCC2:** 'Safe and sustainable travel' which requires new development to provide sufficient car and cycle parking, including secure cycle parking in schools and colleges, workplaces, bus and rail stations, and in shopping areas.
 - **Policy IMPL2:** 'Development standards', which requires the provision in development to enable the convenient installation of charging points for electric vehicles in residential properties and in residential, employee and visitor parking areas. Supporting text to this policy provides further information to ensure new developments are designed to enable the provision of such points
 - **Policy ENV3:** 'Design quality and local distinctiveness' requiring new development to integrate sufficient car and cycle parking spaces so that realistic needs are met in a manner that is not prejudicial to the character and quality of the street, highway safety, emergency or service access or to pedestrian convenience and comfort.

Neighbourhood Plans

- 2.16 There are currently two Neighbourhood Plans that have been made and adopted in the District also address car parking.
- 2.17 New Milton Neighbourhood Plan (2021) includes Policy NM4 (Design Quality) that requires development that incorporates well integrated parking that does not dominate the street environment, with consideration also be given to availability of electric vehicle charging points in communal parking areas.
- 2.18 Hythe and Dibden Neighbourhood Plan (2019) has a similar approach with Policy WEL2, where new developments should be designed so as not to exacerbate, and where possible improve, air pollution, traffic congestion, road safety and parking. New residential developments should provide infrastructure for charging electric vehicles.

3: Background Information

Public Transport in the District

- 3.1 Public transport provision in the New Forest District is currently limited. With regards bus provision:
- a) Routes - they generally follow the existing transport corridors, focusing on the main settlements rather than form a comprehensive 'spider's web'; and
 - b) Frequency and timetable – key routes (including services through Fordingbridge and Ringwood; Southampton and Lymington services; and main Waterside

routes) do provide some evening and/or Sunday services, however remaining areas of the district do not have such service patterns.

- 3.2 The District is also served by railways that operate between Southampton, Portsmouth and London to the east and Bournemouth and beyond to the west. Stations are situated close to the centres of Totton and New Milton. In addition to this, though still regular, a less frequent shuttle service is provided to Lymington Town and Pier. As with bus services, the focus is on this provision at the main settlements.
- 3.3 There are also ferry services that operate from the District, the first linking with railway at Lymington with regular services to the Isle of Wight for both vehicles and foot passengers. There is also a foot passenger service operating daily between Hythe and Southampton, though has no evening service.
- 3.4 Therefore, whilst taxi and car share schemes do exist in some the very rural areas, much of the district has low or very low accessibility characteristics. This means lower parking standards are not always considered appropriate for non-residential developments that rely on its workforce from within the district.

Car ownership levels in the District

- 3.5 Car ownership in the New Forest District stands at about 1.4 cars per household based on Department for Transport statistics from 2020⁶. This figure has remained broadly consistent and is the same figure that was recorded in the 2001 Census. This is more than the national average, but very close to the average for Hampshire (excluding the cities of Portsmouth and Southampton). Car is the dominant mode of travel in the District as it is in Hampshire, with 45% of households having two or more cars or vans. The parking standards take this into account and the rural nature of the District.
- 3.6 Car ownership has also been analysed by 'cars per person' at a finer grain across the District⁷ using data from 2018. This shows that all but a few areas in the centre of the main settlements (Totton and Ringwood in particular) have car ownership significantly above the national average.
- 3.7 Along with increasing levels of low emission and electric vehicles, driven by national targets to phase out petrol and diesel fuels, further research points to a rise nationally in autonomous and shared vehicles – the latter pointing to a potential reduction nationally of car ownership, though this is only expected in the longer term⁸.

Electric and Ultra-low emissions vehicles

- 3.8 There are two key drivers for change that are impacting the transport industry⁹:
- Air pollutants: particles or chemicals (Nitrogen Oxides and Particulate matter) that are released into the atmosphere with the potential to cause harm to human health or the natural environment. The most common are coronary heart disease, strokes, lung cancer, and child asthma.

⁶ <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01#licensed-vehicles>

⁷ <https://www.carbon.place/> - using Lower Super Output Areas (LSOA)

⁸ For example: <https://www.pwc.com/gx/en/industries/automotive/assets/pwc-five-trends-transforming-the-automotive-industry.pdf>

⁹ The Road to Zero:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/739460/road-to-zero.pdf

- Greenhouse gas emissions (Carbon dioxide, methane, and Carbon monoxide): these have a global impact. A sustainable future will look at both direct and indirect emissions of greenhouse gases.

3.9 Reducing emissions of all major air pollutants is a major challenge and transitioning to zero emission road transport will require long-term solution to the poor air quality in our larger settlements. Electric and hybrid vehicles are important emerging technologies essential to address these drivers for change and achieve the national commitment to phase out new combustion engines, with the end of sale of new petrol and diesel cars to end by 2030.

3.10 The follow graph shows the ultra-low emission vehicles ownership in New Forest District. Whilst the figures in the graph still represent a small proportion of the overall vehicles registered in the District, the trend clearly shows an increasing ownership of this vehicle type.

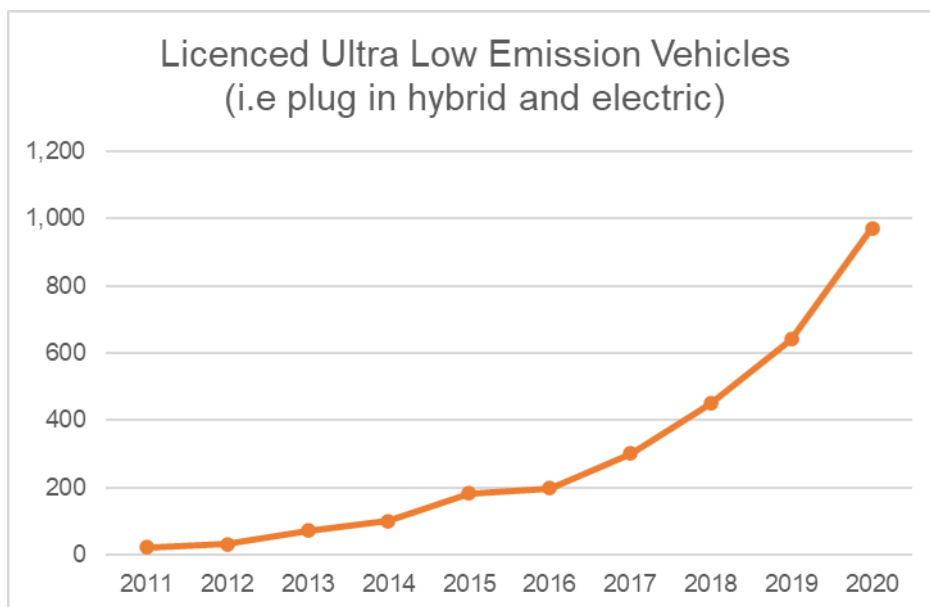


Figure 1 Number of licensed ultra-low emission vehicles in New Forest District (Department for Transport statistics 2020)

3.11 The success of electric and hybrid vehicles as technologies is in part dependent on there being a readily available supply of vehicle charging points. In the context of car parking, national and local policies are now addressing this by ensuring an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles.

Economic vitality, and the quality of the environment

3.12 It is important to ensure that a realistic and sufficient level of vehicle and cycle parking is provided where new development takes place. Ensuring that there is an adequate supply of labour within the district to support the economy of the area is critical in ensuring that existing businesses thrive, business retention and to attract inward investment to the district. The availability of sufficient car parking has a role in economic vitality and improving accessibility to necessary local services and facilities, particularly in rural areas and for the less mobile including people with disabilities.

3.13 Taking account of climate change as a driver for change through prioritising opportunities to walk, cycle and use public transport is key factor for this SPD to support. It is equally as important to approach parking requirements and standards with some flexibility to ensure land is used

efficiently, having regard to existing parking provision, the realistic needs arising from the proposed development, and the accessibility of the location by other travel modes. At non-residential locations, there will also be a need to manage the demand for car travel by ensuring that the availability of car parking space does not discourage the use of alternative transport modes whilst ensuring that car parking does not adversely impact on the surrounding local area.

4: Applying the Parking Standards

- 4.1 The following sections set out a series of principles and further guidance to assist in applying the parking standards for developments where they are required to provide parking.

Residential Development

Principle 1

Residential development within the District should provide the **recommended car parking standards** as set out in Table 1 below, with the following exception:

- In the main town Main Town Centre locations of Fordingbridge, Hythe Village, Lymington, New Milton, Ringwood and Totton, a reduced car parking provision will be acceptable subject to the site being well served by existing public and active modes of travel, and confirmation that factors influencing parking pressure set out in **Annex 2** will not be exacerbated.
- Proposals in these Main Town Centre locations will be assessed on a site by site basis with account taken of the layout and design of the development and where relevant can also take into account future public and active travel projects, where there is sufficient certainty in their delivery.

Dwelling size (bedrooms)	Recommended average provision (car spaces per dwelling)		
	Shared/Communal Parking	OR	On-plot parking
1	1.4		2.0
2	1.5		2.0
3	1.9		2.5
4 or more	2.1		3.0

Table 1 Residential car parking standards

- 4.2 National policy sets out the factors to be taken into consideration if parking standards are to be used by a local planning authority. Those that vary geographically across the district include the accessibility of the development to local shops, services and facilities, the availability of and opportunities for public transport and local car ownership levels.
- 4.3 To provide a general picture, a high-level analysis of these factors across the main settlements in the plan area has been undertaken, along with other localised factors influencing the impact of parking and new development, including the demographics and

parking enforcement cases (reflecting the on-street parking availability). Car ownership is above national average levels across most of the District. Levels of ownership however are lower in the main town centre locations as defined in the settlement hierarchy of the Local Plan (Policy STR4) but are shown to be higher on edge of settlement areas.

- 4.4 Taking in to account the analysis, car ownership levels and higher accessibility to services and facilities, the ‘Main Town Centres’ of Fordingbridge, Hythe Village, Lymington, New Milton, Ringwood and Totton, are areas considered appropriate for a reduced level of car parking from the recommended figures above in Table 1. Proposals in these areas will be assessed on a site by site basis, reflecting the need to follow a design led approach for the overall site layout and design, and taking in to account the factors used to provide the overall settlement analysis shown in Annex 2. This includes vehicle ownership, proximity to public transport and local facilities and incidences of traffic enforcement. Whilst the details of Annex 2 provide a general picture for each settlement, it is acknowledged that there will be variations in the parking pressures within any settlement and therefore as part of the development proposal will need to be assessed on a site by site basis to justify the level of reduction from the recommended standards.
- 4.5 Where this is evidenced, the Council will be supportive of low-car development in these sustainable locations, well served by public transport and the active modes of walking and cycling travel. This may include the use of car clubs for relevant developments (see section 9), with these sustainable modes of travel needing to be integrated into development proposals from earliest stages of the planning process, supported by a comprehensive travel plan.
- 4.6 Layouts based on on-plot parking may include lay-bys and/or other visitor parking space providing that highway safety is not prejudiced and up to a maximum of 20% of the total amount of parking is on site. Such spaces may be counted towards the total provision on the site.

Non-residential Development

Principle 2

Non-residential development within the District should be provided to the **recommended car parking standards** set out in this SPD.

Standards are provided for different uses and are set out in **Annex 1**.

- 4.7 An extensive list of development types and the relevant parking standards that apply are provided in Annex 1. However, some developments proposals may not fall into any of the categories below, in such cases suitable parking provision will be considered on the development’s own merit. Parking provision should be set out in detail in the Design and Access Statement or if required the Transport Assessment.
- 4.8 The Council will be supportive of low-car development in sustainable locations, well served by public transport and the active modes of walking and cycling travel, acknowledging there is a need to manage the demand for car travel by ensuring that the availability of car parking space does not discourage such alternative transport modes whilst ensuring that car parking does not adversely impact on the surrounding local area. Such departures

from the standards are further explained in section 15, and regard should also be given to the factors used to summarise the level of parking stress in a settlement, as shown in Annex 2, as to whether this should justify a higher or lower provision of car spaces.

5: Car Parking Space Size Guide in Private Developments

Principle 3

Car parking space sizes are recommended to be provided to the minimum dimensions set out, to ensure they can be safely and effectively used.

- 5.1 The standard parking space has remained at a consistent size for several decades. However, national research has shown that on average, cars have got larger over time, both in width and in length. In 1965 the top five models sold in the UK had an average width of 1.5 m and average length of 3.9 m, compared to an average width of 1.8 m and length of 4.3 m for the top five sellers of 2020¹⁰. The minimum dimensions recommended in this SPD reflect this trend, whilst ensuring space provided in a development for parking is used efficiently.

Type of Space	Recommended Minimum Dimensions
Standard Parking Space	2.5m x 5.0m
Parallel parking Space	2.0m x 6.0m
Disabled Parking Bay	3.6m x 5.0m ¹¹
Parking Space with EV Charger	2.8m x 5.0m
Garages (Internal sizes)	3.0m x 6.0m

Table 2 Car parking space size guide for private developments

- 5.2 An additional minimum of 0.5m will need to be added to the above spaces where either dimension is adjacent to wall or other obstruction. Where driveways are to be used for parking in front of a garage, then the overall length of the space will need to be a minimum of 6.0m to allow access to the garage.
- 5.3 It is widely accepted that single on-plot garages are often unavailable for cars because they are being used for storage. Given the extent of this practice, whether garages will be counted towards parking provision will be determined on a case by case basis as per Manual for Streets Guidance.
- 5.4 Tandem parking (one vehicle behind another) will be acceptable for individual properties but not where parking is intended for use by more than one dwelling. Driveways longer than 6m will be counted as a single parking space unless the developer can adequately demonstrate that the driveway can reasonably accommodate more than one vehicle and allow access to garages where provided. To accommodate side-by-side parking on a driveway, additional width will be required where it is also used for pedestrian access.

¹⁰ <https://www.racfoundation.org/wp-content/uploads/standing-still-Nagler-June-2021.pdf>

¹¹ Whilst the current UK standard for parking spaces 3.6m wide by 4.8m long (see: https://www.britishparking.co.uk/write/Documents/Library%202016/Bay_Sizes_-_Jul_2016.pdf), this takes account of recent trends in car sizes

- 5.5 Different layouts such as parallel and herringbone will have different overall space requirements and detailed layout of parking spaces using these approaches will be considered on a site-specific basis.

6: Design and Quality of the Environment

Principle 4

Car parking in residential and non-residential development should be well designed to integrate successfully within a development, should not be an over dominant feature on the street scene and ensure land is used efficiently.

Parking areas should be designed to include the use of sustainable drainage systems (SuDS) to minimise surface water run-off unless there are technical reasons why this cannot be done. Permeable surface materials should also be used wherever possible to reduce surface water runoff.

- 6.1 The impacts of both designated parking spaces and of parking activity wherever it occurs are central to the success or failure of the wider environment. The overall design of parking areas will need to reflect current national guidance, including the National Design Guide¹² and the National Model Design Code¹³, which make clear that how parking is arranged has a fundamental effect on the quality of a place or development. As an example, the use of perimeter blocks can be used and enable the creation of connected streets, and ensure the public areas have a good level of natural surveillance and activity. Courtyard blocks provide opportunity for car parking to be inserted within the block, whereas other block styles will require car parking spaces provided on street.
- 6.2 As part of the comprehensive design-led approach, communal car parking areas in both residential and non-residential development should be suitably screened and landscaped in order to minimise negative impacts on the streetscape. However, the design will need to be balanced with the need to provide adequate lighting and surveillance so that people feel safe using them, particularly after dark.

On street parking

- 6.3 Parking provision on a development should meet the standards set out in this SPD or where reduced levels are justified and agreed in sustainable locations well served by public transport and the active modes of walking and cycling travel.
- 6.4 Where exceptionally it is agreed that on-street parking is relied upon in whole or part, streets on the development should either be designed to accommodate likely demand, or it should first be demonstrated that existing on-street parking capacity is sufficient to meet likely current and future needs. This includes, but not limited to, the following factors:
- Impacts on highway safety, including pedestrian and cyclist safety.
 - Physical widths of the road carriageways close to the site and whether they are capable of accommodating parking and the flow of traffic.

¹²

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/962113/National_design_guide.pdf

¹³ <https://www.gov.uk/government/publications/national-model-design-code>

- Where there is likelihood of an increase in verge parking based on road and pavement widths.
 - Take into account loss of existing on-street parking due to the creation of new accesses
 - Consider whether the introduction of on-street parking controls are required.
- 6.5 Where measures such as parking controls are proposed for a development will need to be agreed with the relevant Highways Authority and set out in detail in any required Design and Access Statement, Transport Assessment or Transport Statement. The proposals must have a reasonable prospect of implementation so the views of the local community and other key stakeholders of the proposed measures such as parking control need to be established by the developer prior to the submission of the assessment.

7: Electric Vehicle Parking Provision

Principle 5

Residential and non-residential developments should be designed to enable the provision of plug-in charging points for electric and hybrid vehicles. This includes:

- Within all dedicated off-street parking spaces that are within the curtilage of a dwelling, the requirement is the installation of a dedicated fast charging unit and associated infrastructure in a location accessible to the parking space.
- In both residential and non-residential developments where communal parking areas are provided, or where private parking is separate from the premises or dwelling, an electrical supply should be installed with sufficient power capacity to enable the convenient provision of fast charging points to all parking spaces in the future, without the need for significant re-wiring, structural or subsurface works. About 20% of spaces should be provided with 'active' charging points unless up-to-date and robust evidence demonstrates this is not feasible. Rapid chargers are expected in locations of high demand, or of short dwell times.
- The provision of the infrastructure to allow the enable convenient installation of a charging unit on change of use applications will be agreed with the Council on a case-by-case basis.
- Proposals for new garages associated with a dwelling are encouraged to include installing an electrical supply with sufficient power capacity to enable the convenient installation of charging points where they don't already exist on the site.

- 7.1 The provision of electric vehicle (EV) charging points within new development will support the early take up of electric vehicles in the Plan Area, helping to reduce the level of traffic emissions.
- 7.2 Where charging points and infrastructure are provided off-site such as in communal areas, the design will need to consider an approach to the future control access to charge points and allocation of electricity charges to individual users, together with the management and maintenance arrangements.
- 7.3 The technology used by EV vehicles and charging techniques is changing at a fast pace, so new developments should install the latest method of charging that is accepted as an industry standard and cost effective for general use. Current examples of industry benchmarks used include BS

61851 and BS 7671¹⁴. Approaches to the co-location renewable energy such as solar panels to provide power to EV chargers will be explored in separate supplementary guidance prepared by the Council for addressing climate change and sustainable development.

8: Parking for those with disabilities

Principle 6

Suitable parking spaces should be provided for people with disabilities.

Non-residential development that are required to deliver 20 or more spaces should provide a minimum of 5% of their total parking spaces for people with disabilities. However, the use of these bays should be regularly monitored, and the numbers adjusted, by the re-designation of existing parking spaces, to ensure the needs of disabled people are fully met (or vice versa if there is significant over provision).

- 8.1 Disabled car parking spaces should be located close to the main pedestrian entrance and clearly signed. Dropped kerbs should be provided to enable access from the parking space to any pedestrian access.
- 8.2 Developments with a requirement of less than 20 spaces will be considered on a case by case basis.
- 8.3 Residential developments for elderly persons and other developments which are likely to be highly used by people with disabilities may require a relatively higher provision of disabled spaces and should make adequate provision for access, parking and charging of mobility vehicles.
- 8.4 Further guidance on provision is included in DfT's Traffic Advice Leaflet 5/95 'Parking for Disabled People'¹⁵ and the relevant British standard BS8300-1:2018.
- 8.5 Where residential developments are built to accessible standards to meet Part M of the Building Regulations, it will be expected that parking spaces will also be Building Regulations Part M compliant.

9: Car Clubs

Principle 7

Consideration should be given to car club use on residential and non-residential developments, where proposals are likely to generate a large number of travel movements which triggers the requirement for a Transport Assessment/ Statement, or where they meet travel plan objectives.

¹⁴ <https://www.gov.uk/government/publications/electric-vehicle-homecharge-scheme-minimum-technical-specification/electric-vehicle-homecharge-scheme-minimum-technical-specification>

¹⁵

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/3695/inclusive-mobility.pdf

Where provided, car club parking spaces should be in a preferential location within the development, clearly labelled as such and will be expected to include electric vehicle charging points.

The Council may also look for contributions to enable the establishment of a car club in settlements where there is likely to be sufficient existing or future demand to make this a sustainable option.

- 9.1 Car clubs are increasingly playing a role in reducing dependence on car ownership by giving member's access to a car for essential journeys without the need to own one. It is currently estimated that for each car club car in operation, 9 private vehicles are taken off the road¹⁶. Car clubs can contribute towards reducing congestion, parking problems and local pollution levels. They can also promote co-operation and avoiding social isolation and support the viability of low-car housing.
- 9.2 Successful operation of car clubs tends to be in areas that have higher density housing, commercial users, and there are parking restrictions with designated parking bays available¹⁷. Schemes also have greater success where there is support from the relevant local council. They function efficiently through complementing other sustainable travel modes, rather than a standalone solution and an act as an incentive for households to reduce car ownership, particularly ownership of second cars.
- 9.3 Car clubs should be considered early in the planning process and normally in combination with the preparation of a site or company travel plan. Provision of car sharing bays should be based on forecast modal splits associated with the development. This could be based on surveys carried out as part of the travel plan process, census data, or other recognised methodologies. Developers are advised to consult with car club operators to determine the suitability and likely costs of a proposed car club and further consider how car sharing bays are expected to be managed.
- 9.4 Where provided, the use of parking areas for car sharing may result in a reduction of the number of parking spaces for other vehicles, which will be considered on a site by site basis.

10: Minimum Cycle Parking Standards

Principle 8

Cycle parking should be provided on-site using at least the minimum standards set out for residential and non-residential development

Provision should also address the short term and longer term parking needs of a development.

¹⁶ Car Club Annual Report England and Wales 2020, comouk

¹⁷ <https://como.org.uk/shared-mobility/shared-cars/why/>

Residential Development

Dwelling size (bedrooms)	Cycle Standard (minimum)	
	<i>Long stay</i>	<i>Short stay</i>
1	1 space per unit	1 loop/hoop per unit
2	2 spaces per unit	1 loop/hoop per unit
3	3 spaces per unit	
4 or more	4+ spaces per unit	1 loop/hoop per unit

Table 3 Cycle Parking Standards for Residential Development

- 10.1 For residential development, the short stay requirements primarily address the needs of visitors in communal developments. However, in the case of individual dwelling houses, other alternative provision for cycle storage may be considered.

Non-Residential Development

- 10.1 The minimum standard of provision is set out for the various development types in Annex 1. The Cycle parking provision for staff and visitors will both need to be addressed in relevant development.

Further guidance on cycle parking provision

- 10.1 Cycle parking is integral to any cycle network, and to the effective operation of wider active transport systems incorporating public transport. The availability of secure cycle parking at home, the end of a trip or at an interchange point has a significant influence on cycle use. Therefore, to enable cycling, the provision of convenient, safe and secure cycle parking in this District, both at home and at other destinations such as places of work, education and other community establishments is critical. National guidance states that “*opportunities to promote walking, cycling and public transport use are identified and pursued*” and should be considered at the earliest stages of plan-making and development proposals.
- 10.2 The minimum standard of provision is set out are based around Guidance on provision provided by the “Cycle Infrastructure Design” Local Transport Note 1/20 published by the Department for Transport (DfT)¹⁸.
- 10.3 For development providing at least 20 cycle parking spaces, a proportion of the cycle parking (typically 5%) should be provided for non-standard cycles and to accommodate people with mobility impairments and additional cycle parking of this nature provided if a need is identified in either a Transport Assessment or Site/Company Travel Plan.

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https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/951074/cycle-infrastructure-design-ltn-1-20.pdf



Figure 2: Typical dimensions of cycles (Source: Cycle Infrastructure Design, Local Transport Note 1/20, July 2020, Figure 5.2)

- 10.4 Cycle parking should be located in areas that are convenient for the trip origin/destination, taking into account existing cycle networks and generally should be in a location more convenient than car parking to encourage bicycle use. Likewise, the cycle parking needs to be easy to use and access, secure, covered and overseen, particularly for longer term parking. As with the provision of parking for cars and other vehicles, the design and environmental impacts of the provision of stands, racks, etc. will need to be fully considered as part of the comprehensive overall design of a development, balancing the issues of screening, natural surveillance and safety aspects so that people feel safe using them, and ensuring they are not overly obtrusive on the public realm.
- 10.5 For non-residential developments where longer term cycle parking is provided, particularly education premises and places of work, facilities for the secure storage of clothing should also be provided, as well as showering and changing facilities. An example of how this can be achieved, is through commitments in a site or company travel plan provided in support of a development proposal.
- 10.6 Electric bikes, or e-bikes, are becoming a popular alternative to other modes of travel such as the car for daily activities. The majority of models can also currently be charged using a standard electrical socket. For communal areas in residential development and non-residential developments providing at least 20 cycle parking spaces of longer term cycle parking, provision

should be made for electric bike charging hubs to enable the convenient recharging of these bikes. Provision should equate to 5% of the total spaces, unless evidence presented suggests otherwise.

11: Motorcycle Parking

Principle 9

Parking provision for motorcycles, mopeds and scooters – also known as Powered two-wheelers (PTWs) should reflect national guidance and the proportion locally they make up of registered vehicles.

For developments that provide at least 25 car parking spaces including non-residential and residential communal parking areas, one PTW space is to be provided for every 25 car spaces.

- 11.1 Motorcycles, mopeds and scooters – also known as Powered two-wheelers (PTWs), are seen by many as a convenient and affordable alternative to running a car. They currently make up approximately 4.5% of the vehicles registered in the District¹⁹. Unauthorised parking can cause hazards to pedestrians if pavements are blocked or if cycle parking is misused to secure them.
- 11.2 Parking for PTWs should offer security, ease of access, and where possible, protection from the elements. Facilities for securing them should be provided through either a raised anchor or a ground anchor point. A raised version includes a horizontal bar and requires the PTW owner to have their own lock. A ground level type has an anchor point below the surface, with a loop allowing a lock to be passed through. They should be appropriately located so that they do not cause a hazard to pedestrians or conflict with other vehicles.
- 11.3 For long stay parking normally associated with places of employment, facilities for the secure storage of helmets and clothing should also be provided, as well as changing facilities. An example of how this can be achieved, is through commitments in a site or company travel plan provided in support of a development proposal.
- 11.4 Guidance on provision and further references are included in Manual for Streets²⁰.

12: Mobility Scooter Parking

Principle 10

Developments likely to be used by people that require mobility scooters, electric wheelchairs and other mobility aids should include provision for accessible, safe and covered storage, together with charging of such devices.

- 12.1 Relevant development include those where people with reduced mobility, the elderly or warden-controlled developments are proposed, but may also include health and care establishments, and relevant community, retail and leisure facilities where users may also travel to. The number of

¹⁹ <https://www.gov.uk/government/statistical-data-sets/all-vehicles-veh01#licensed-vehicles>

²⁰ Page 112/113

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/341513/pdfmanforstreets.pdf

spaces should be proportionate to the occupancy level for residential institutions or the visitor level for community, retail and leisure uses.

13: Micro-scooter Parking

Principle 11

Provision for micro-scooters parking should be considered on developments for education, or work where their use is more commonplace. Provision is in addition to the cycle parking standards.

- 13.1 The use of micro-scooters as a mode of transport for children and adults using for school or work travel, as well as leisure purposes has become more commonplace. However, they are particularly associated with school trips and in addition to the cycle provision, foot propelled scooter facilities should be provided within the curtilage of the school sites at the same ratio as the short stay requirements.
- 13.2 Such facilities should be under cover, in safe well-lit areas, ideally lockable and near all the main entrances. Scooter parking can generally either be lockable racks or ground stands.

14: Commercial and Lorry Parking Provision

Principle 12

Parking provision for lorries and commercial vehicles will be considered on a case-by-case basis. Developers will be expected to demonstrate that the proposed provision for such vehicles will be adequate for the levels of activity at the site.

- 14.1 Parking provision in new developments for lorries and commercial vehicles will need to take account of size of vehicles expected to serve the site and vehicles' swept path analysis.
- 14.2 As set out in national policy, the provision of overnight HGV lorry parking facilities is a further consideration and any proposals should take into account any local shortages, to reduce the risk of parking in locations that lack proper facilities or could cause a nuisance. This is particularly the case with the parking of commercial vehicles of different sizes in residential areas.

15: Departures from the Parking Standards

Principle 13

Proposals for parking in development should meet the requirements set out in this SPD.

Where an applicant can demonstrate that a departure from the standards is appropriate, this should be fully justified using a robust evidence base. Consideration should also be given to the factors used in Annex 2 to define the parking pressure of a given area. The resultant level of parking pressure identified may justify parking requirements either above or below the standards set out in this SPD.

- 15.1 If the number of car parking spaces on the development meets or is close to the recommended parking provision set out then it may be assumed that the development will meet its parking needs. As set out in section 4, this is also the case for the main town centre residential developments, where the principle of lower levels of car parking provision is accepted, however this is still subject to agreement on a case by case basis.
- 15.2 Where development does not meet its parking needs within the curtilage of the development by a significant margin, the developer will be expected to survey current parking patterns and assess the impact of not meeting the development's parking needs. This is to ensure the long term consequences are fully understood, and unlikely to lead to significant issues with verge parking, and other enforcement problems. This would be evidenced through a Transport Assessment or Statement submitted as part of the planning application.
- 15.3 Examples of the evidence that could be used to justify such departures include an assessment of local parking and traffic conditions, and a parking survey and assessment of the number of parked vehicles as a percentage of the number of standard available parking spaces. Up to date information on local car ownership levels should also be used as a guide to avoid both the inefficiency of over-provision and the safety and environmental costs of under-provision.
- 15.4 The information in Annex 2 may also assist in preparing Transport Assessments and Statements as part of a justification for changes to the recommended parking standards in this SPD at a higher or lower provision level of provision of parking spaces. The analysis has been used to provide a general indication of settlements most likely to experience greater and lesser parking pressure, also referred to as parking stress. Whilst there will be site specific variations in different areas of the settlement, this will give a broad understanding of the main factors affecting parking in a settlement and what will require further consideration.
- 15.5 Relevant factors considered acceptable in justifying variations include:
- the nature and location of the development
 - layout and design of the development should follow a design-led approach
 - areas with greater public transport accessibility or higher active travel usage
 - the allocation of parking spaces on a development
 - visitor parking requirements
 - the function of the street, carriageway width and existing parking demands
 - other site-specific circumstances of the development or local surroundings

16: Transport Assessments or Statements

Principle 14

As required by national policy, developments that generate significant amounts of movement should be supported by a Transport Assessment or Transport Statement. Development thresholds defining this are detailed in the table below.

The Local Planning Authority can as appropriate require a Transport Assessment or Statement below these thresholds based on further consideration or other cumulative effects.

The main requirements expected to be provided in a Transport Assessment or Statement are based on national and the Local Highways Authority guidance.

Land Use	Threshold above which Transport Assessment and Travel Plans required
Residential	50 dwellings for Transport Assessment 100 dwellings for Travel Plan
Commercial: B1 and B2	2500 sqm
Commercial: B8	5000 sqm
Retail	1000 sqm
Education	2500 sqm
Health Establishments	2500 sqm
Care Establishments	500 sqm or 50 bedrooms
Leisure: General	1000 sqm
Leisure: Stadia, ice rinks	All
Miscellaneous Commercial	500 sqm

Table 4: Summary of thresholds for transport assessments and site travel plans. These requirements are also used by the Highways Authority for Hampshire²¹.

16.1 Transport Assessments, Statements and Travel Plans can positively contribute to encouraging

²¹ <https://www.hants.gov.uk/transport/developers/transportassessments>

sustainable travel; lessening traffic generation and its detrimental impacts; reducing carbon emissions and climate impacts; creating accessible, connected, inclusive communities; improving health outcomes and quality of life; improving road safety; and reducing the need for new development to increase existing road capacity or provide new roads.

16.2 National Guidance further recommends that local planning authorities must make a judgement as to whether a proposed development would generate significant amounts of movement on a case-by-case basis and the subsequent requirement for travel assessments. This includes consideration of the following factors:

- the Transport Assessment and Statement policies in the Local Plan – see Policy CCC2: ‘Safe and sustainable travel’;
- the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Transport Assessment or Statement);
- existing intensity of transport use and the availability of public transport;
- proximity to nearby environmental designations or sensitive areas;
- impact on other priorities/ strategies (such as promoting walking and cycling);
- the cumulative impacts of multiple developments within a particular area; and
- whether there are particular types of impacts around which to focus the Transport Assessment or Statement (e.g. minimising traffic generated at peak times).

16.3 A Transport Assessment should provide evidence illustrating the accessibility to the site by all modes of transport, for example cycle, foot, public transport (including bus, train and ferry) or car.

16.4 The Assessment should also give details of measures which will:

- improve public transport;
- reduce the need for parking;
- mitigate transport impact; and
- consideration of the air quality impacts through the transport choices proposed through a development.

16.5 Transport Statements are similar to a Transport Assessments but are a 'lighter-touch' evaluation to be used where this would be more proportionate to the potential impact of the development.

16.6 As well as being required for meeting the thresholds referred to above, Transport Assessments or Transport Statements will also be expected to accompany applications that depart from the parking standards in this SPD, as described in section 15. In such cases the applicant will be required to show the measures they are taking to mitigate any adverse impacts.

17: Travel Plans

Principle 15

Thresholds for developments requiring the production of Travel Plans are detailed in the table x. A Travel Plan is also required with all Transport Assessments.

The Local Planning Authority can as appropriate require a Travel Plan below these thresholds based on further consideration or other cumulative effects.

The main requirements expected to be provided in a Travel Plan or Transport Assessment are based on national and the Local Highways Authority guidance.

- 17.1 National Guidance recommends that local planning authorities must make a judgement as to whether a proposed development would generate significant amounts of movement on a case-by-case basis and the subsequent requirement for travel plans. This includes consideration of the following factors:
- the Travel Plan policies in the Local Plan – see Policy CCC2: ‘Safe and sustainable travel’;
 - the scale of the proposed development and its potential for additional trip generation (smaller applications with limited impacts may not need a Travel Plan);
 - existing intensity of transport use and the availability of public transport;
 - proximity to nearby environmental designations or sensitive areas;
 - impact on other priorities/ strategies (such as promoting walking and cycling);
 - the cumulative impacts of multiple developments within a particular area; and
 - whether there are particular types of impacts around which to focus the Travel Plan (e.g. minimising traffic generated at peak times).
- 17.2 A travel plan is a package of measures that aims to encourage more sustainable modes of transport such as walking, cycling, bus usage or car sharing. They support national planning policy which sets out that planning should actively manage patterns of growth in order to make the fullest possible use of public transport, walking and cycling.
- 17.3 Travel Plans should identify the specific required outcomes, targets and measures, and set out clear future monitoring and management arrangements all of which should be proportionate. It should set out measures to reduce the demand for travel by private cars and encourage cycling, walking and public transport use through agreed targets and monitoring arrangements.

18: Planning Obligations

Principle 16

Developers will be required to fund the costs of any mitigation measures set out in a Transport Assessment or site Travel Plan required to enable their development. This may include the cost of the introduction of on-street parking controls in the vicinity of the site.

- 18.1 As set out in national and local policy, developers must provide or contribute proportionately to the provision of on-site and off-site infrastructure necessary and reasonably required to support the development and mitigate its impacts to achieve sustainable development.
- 18.2 If the introduction of on-street parking controls is deemed appropriate for a given development, the developer will be expected to pay the reasonable costs of Hampshire County Council as the Highway Authority, to progress the proposal to the stage when the proposed parking controls are publicly advertised. If having considered any responses, it is decided to implement the advertised proposal in whole or part then the developer will fund the implementation and provide a commuted sum for the issue of parking permits where applicable. If it is decided not to implement the advertised proposals the developer shall still pay the Council’s reasonable costs for any work it undertakes in connection with the proposed parking controls.

ANNEX 1: NON-RESIDENTIAL CAR PARKING AND CYCLE PARKING STANDARDS

Table 5: Commercial development

Type	Recommended car parking provision	Cycle Standard (minimum)	
		<i>Long stay (see Note 2)</i>	<i>Short stay</i>
B1(a) office	1 space per 30 sqm (see note 1)	1 stand per 200 sqmGEA	1 stand per 500 sqmGEA
B1(b)(c) high tech/lightindustry	1 space per 45 sqm	1 stand per 250 sqmGEA	1 stand per 500 sqmGEA
B2 general industry	1 space per 45 sqm	1 stand per 350 sqm GEA	1 stand per 500 sqm GEA
B8 warehouse	1 space per 90 sqm	1 stand per 500 GEA	1 stand per 1000 sqm GEA

1. Subject to a condition or legal agreement restricting consent to the specified use.
2. Long-stay cycle parking is to be at least the greater of the spaces per Gross external area (GEA) identified or 1 space per 8 staff.
3. Where long stay cycle parking is provided, secure storage of clothing should also be made available, as well as showering and changing facilities

Gross external area (GEA) - The total external area of a property (including the thickness of the external wall)

Table 6: Retail development

Type	Recommended car parking provision	Cycle Standard (minimum)	
		<i>Long stay</i>	<i>Short stay</i>
Non-food retail and general retail (covered retail areas)	1 space per 20 sqm covered areas	Greater of 1 space per 6 staff or 1 per 300 sqm GEA	1 stand per 200 sqmGEA
Non-food retail and general retail (uncovered retail areas)	1 space per 30 sqm uncovered areas	Greater of 1 space per 6 staff or 1 per 300 sqm GEA	1 stand per 200 sqmGEA
Food retail	1 space per 14 sqm covered areas	Greater of 1 space per 6 staff or 1 per 300sqm GEA	1 stand per 200 sqmGEA

1. Petrol stations with a shop will be considered under the appropriate retail category but with petrol pump spaces counting as one space each.

Table 7: Education establishments

Type	Recommended car parking provision	Cycle Standard (minimum)	
		Long stay	Short stay
Schools	1.5 spaces per classroom	See note 1	See note 1
16+ Colleges and further education colleges	1 space per 2 full-timestaff	See note 1	See note 1
Day nurseries/playgroups(private) and crèches	1.5 spaces per 2 full-time staff	1 stand per 6 full timestaff	At least 2 stands per establishment

1. A Transport Statement or Transport Assessment and/or School Travel Plan are required to determine/establish the number of cycle parking facilities for educational establishments. The provision of facilities will be dependent on a number of factors such as type of educational establishment, location and, provision for cycling in the vicinity - Separate provision should be made for staff and students to include minimum for Staff: 1 per 20 staff and Students; 1 per 10 students.
2. The parking allocation caters for staff, visitors and parents.
3. There will be a requirement for a bus/coach loading area, provided either on-or off site, for primary education and above, unless otherwise justified.
4. Accessibility of the catchment area will be taken into account for schools.

Table 8: Health establishments

Type	Recommended car parking provision	Cycle Standard (minimum)	
		Long stay	Short stay
Private hospitals, community and general hospitals more than 2,500sqm,	The car parking provided for staff and visitors will be based on the approved Transport Assessment.		
As above but with gross floor area of 2,500sqm or less.	Outpatients – see standards for Healthcentres. Inpatients - Staff: 1 space per 2 staff; Patients 1 space per 10 beds	1 space per 2 consulting rooms or 1 space per 6 staff (whichever is greater)	1 stand per consulting room
Health centres	5 spaces per consulting room		
Doctors, dentists or veterinary surgery	3 spaces per consulting room		

Table 9: Care establishments – public and private

Type	Recommended car parking provision	Cycle Standard (minimum)	
		Long stay	Short stay
Day centres for older people, adults with learning/physical disabilities	Staff: 1 space per 2 staff, Visitor: 1 space per 2 clients, (Notes 1 & 2)	1 space per 6 staff (min 1 space)	At least 2 stands per establishment
Homes for children	1 space per residential staff, 0.5 spaces per non-residential staff, Visitor: 0.25 spaces per 2 clients (Note 3)	1 space per 6 staff (min 1 space)	At least 2 stands per establishment
Family centres	Staff: 1 space per 2 staff, Visitor: 1 space per 2 clients, (Notes 1)	1 space per 6 staff (min 1 space)	At least 2 stands per establishment
Residential units for adults with learning or physical disabilities	1 space per residential staff, 0.5 spaces per non-residential staff, Visitor: 0.25 spaces per client (Note 3)	1 space per 6 staff	1 loop/hoop per 2 bedrooms
Day nurseries/playgroups (private)	See education standards above (Table 4)		
Hostels for the homeless	No standard set	1 space per 6 staff	1 loop/hoop per 2 bedrooms
<i>Older people's housing:</i>			
Active elderly with warden control	1 space per unit	1 space per unit (also see note 4)	1 loop/hoop per 2 units (also see note 4)
Nursing and rest homes	1 space per 4 residents and 1 space per staff	1 space per 6 staff (also see note 4)	1 loop/hoop per 2 units (also see note 4)

Notes

1. Staff applies to full-time equivalent member of staff.
2. Plus space for dropping off people.
3. Applies to non-residential staff on duty at the busiest time.
4. In addition to the provision for cycle parking spaces will be secure parking for mobility scooters. The figures are based on the maximum number of children for which the group is licensed or the client capacity of the centre (and are rounded to the nearest whole number where appropriate).

Table 10: Leisure facilities and places of public assembly

Type	Recommended car parking provision	Cycle Standard (minimum)	
		Long stay	Short stay
Hotels/motels/guest houses/boarding houses	1 space per bedroom, (Note 1)	1 space per 5 staff or 1 space per 40sqm GEA (Note 2)	1 stand per 10 bedrooms
Eating and Drinking establishments	1 space per 5sqm dining area/bar area/ dance floor, (Note 3)	1 space per 5 staff or 1 space per 40sqm GEA (Note 2)	1 stand per 20sqm GEA
Cinemas, multi-screen cinemas, theatres and conference facilities	1 space per 5 fixed seats	1 space per 5 staff or 1 space per 40sqm (Note2)	1 stand per 20sqm
Bowling centres, bowling greens	3 spaces per lane	1 space per 5 staff or 1 space per 40sqm (Note2)	1 stand per 20sqm
Sports halls	1 space per 5 fixed seats and 1 space per 30sqm playing area	1 space per 5 staff or 1 space per equivalent badminton court (See notes2& 4)	1 stand per equivalent badminton court (Note 4)
Swimming pools, health clubs/gymnasia	1 space per 5 fixed seats and 1 space per 10sqm open hall/pool area	1 space per 5 staff or 1 space per 40sqm (Note2)	1 stand per 20sqm
Tennis courts	3 spaces per court	1 space per 5 staff or 1 space per 5 courts or pitches (Note 2)	1 stand per pitches or courts
Squash courts	2 spaces per court	1 space per 5 staff or 1 space per 5 courts or pitches (Note 2)	1 stand per pitches or courts
Playing fields	12 spaces per ha pitch area	1 space per 5 staff or 1 space per 5 ha pitch area (Note 2)	1 stand per ha pitch area
Golf courses	4 spaces per hole (Note 5)	(Note 6)	(Note 6)
Golf driving ranges	1.5 spaces per tee/bay	(Note 6)	(Note 6)
Marinas	1.5 spaces per berth	(Note 6)	(Note 6)
Places of worship/church halls	1 space per 5 fixed seats and 1 space per 10sqm open hall	1 space per 5 staff or 1 space per 40sqm (Note2)	1 stand per 20sqm
Stadia	Refer to Note 6	1 space per 5 staff or 1 space per 40sqm (Note2)	1 stand per 20sqm

Notes

1. Other facilities, e.g. eating/drinking and entertainment are treated separately if they are available to non-residents.
2. Whichever is the greater provision of these standards.
3. Where these serve HCVs, e.g. transport cafes, some provision will be needed for HCV parking
4. A badminton court area is defined as 6.1m x 13.4m.
5. Other facilities, e.g. club house, are treated separately.

6. No standards are set for this category. Each application over 1000sqm will be considered individually as part of a transport assessment. For applications 1000sqm or less at least 1 space per 6 staff.
7. Motorway service areas will be included as eating and drinking establishments with additional consideration for associated facilities; parking for HCVs and PCVs will be required.

Table 11: Miscellaneous commercial developments

Type	Recommended car parking provision	Cycle Standard (minimum)	
		<i>Long stay</i>	<i>Short stay</i>
Workshops - staff	1 space per 45sqm GEA	1 space per 8 staff or 1 space per 250sqm GEA (See note 1)	1 stand/500sqm GEA
Workshops - customers	3 spaces per servicebay		
Car sales - staff	1 space per full-time staff (See note 2)	1 space per 8 staff or 1 space per 250sqm GEA (See note 1)	1 stand/500sqm GEA
Car sales - customers	1 space per 10 cars on display (See note 3)		

Notes

1. Whichever is the greater of these standards.
2. Full-time equivalent staff.
3. Applies to the number of cars on sale in the open.

ANNEX 2: PARKING PRESSURE AND MAIN TOWN CENTRES

- A2.1 To provide a general picture of the factors affecting pressure on parking in the Plan Area, a high-level analysis of these factors has been undertaken across the main settlements. This includes localised factors influencing the impact of parking and new development, including the demographics and parking enforcement cases (reflecting the on-street parking availability). They essentially reflect the geographical requirements set out in paragraph 107 of the NPPF.
- A2.2 The analysis has also been used to identify areas more likely to experience greater and lesser parking pressure (often also referred to as parking stress). These have been prepared to assist in justifying a higher or lower parking level for a given development and are summarised using a red / amber / green (RAG) scoring.
- A2.3 Settlements highlighted as green are those where less pressure on parking is likely to be experienced, and where there may be greater opportunities to explore reduced parking levels for a development. Those highlighted red represent areas where there is likely to be greater pressures on parking and therefore areas where reduced parking developments may be harder to justify.
- A2.4 Whilst this provides a general picture for each settlement, it is acknowledged that there will be variations in the parking pressures within any settlement and therefore a development proposal will need to be assessed using these factors on a site by site basis to justify a departure from the recommended standards.

Data	Notes and source of data
Vehicle Ownership (2 cars/vans or more)	Levels of ownership (2011 census): Red = Higher number of 2 car/van households. Green = Lower number relative to other areas.
Car Ownership per person	2011 Census: <0.54 per person 0.55 – 0.64 0.65+ cars
Car Ownership (Demographic trend)	Ownership of 1 car or more by demographic in each settlement (2011 census): Red = Older demographic (60+) with higher car ownership Green = Younger with lower car ownership
% of dwellings within 400m of bus route	GIS analysis of dwellings + bus routes (NFDC data): Red: < 90% within 400m of bus routes Amber: 90-95% within 400m Green: 95-100% within 400m
% of dwellings within 800m of train station	GIS analysis (NFDC data): Red: 0% within 800m Amber: 0% - 20% Green: 30% or above
% of dwellings within 800m of a primary or local shopping frontage	GIS analysis (NFDC data): Red: 70-80% within 800m Amber: 80-90% within 800m Green: 90-100% within 800m
Enforcement	On street enforcement notices served (HCC data): Red = High number of NFDC notices Green = Low number

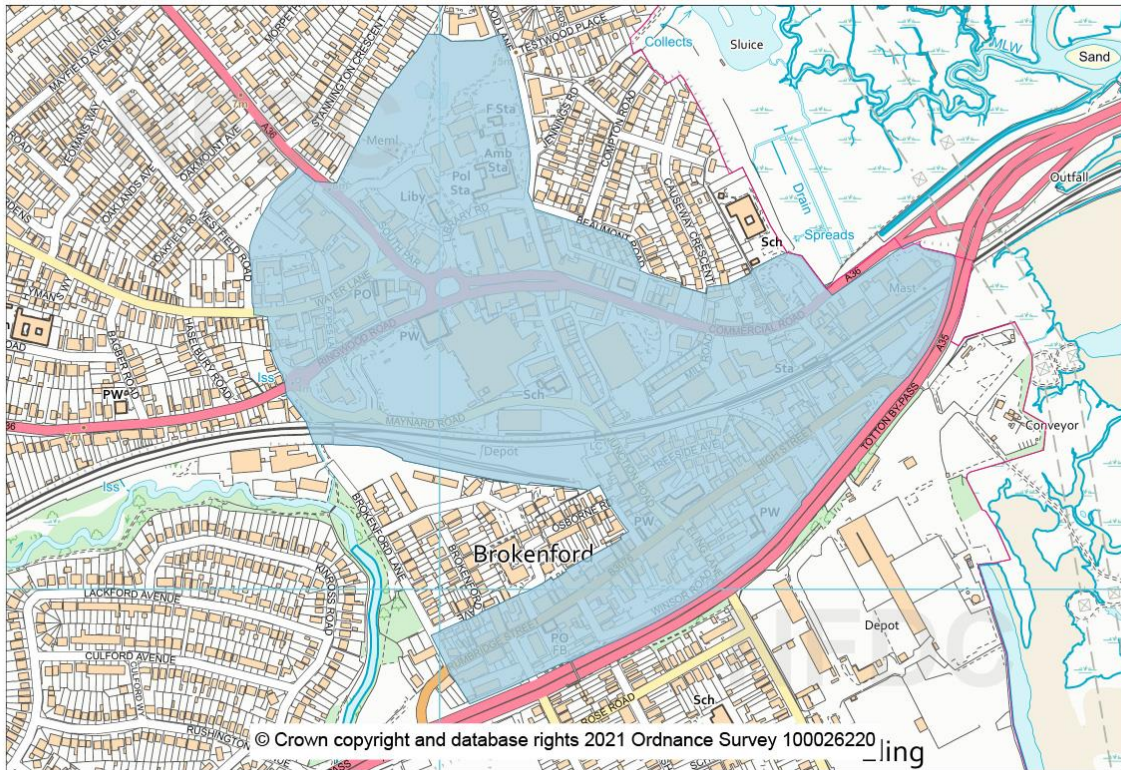
Summary scores for the parking pressure score in the main New Forest District's (outside the National Park) settlements.

Data	Green	Amber	Red
Vehicle Ownership (2 cars/vans or more)	New Milton (central)	Totton Hythe & Dibden Holbury & Blackfield Lymington & Pennington Milford on Sea New Milton (Rest of) Barton on Sea Fordingbridge	Marchwood Hordle & Everton Bransgore Ringwood Ibsley Bashley
Car Ownership per person	Totton Holbury & Blackfield	Marchwood Hythe & Dibden New Milton Lymington Ringwood	Milford on Sea Hordle & Everton Bransgore Fordingbridge
Car Ownership (Demographic trend)	Marchwood Holbury & Blackfield	Totton Hythe & Dibden Lymington & Pennington New Milton Bransgore Ringwood Fordingbridge	Milford on Sea Hordle & Everton
% of dwellings within 400m of bus route	Totton Marchwood Hythe & Dibden Hordle & Everton New Milton Ringwood Fordingbridge	Holbury & Blackfield Milford on Sea Sandleheath	Lymington & Pennington Bransgore
% of dwellings within 800m of train station	New Milton Lymington	Totton	Marchwood Hythe & Dibden Holbury & Blackfield Hordle & Everton Milford on Sea Bransgore Ringwood Fordingbridge
% of dwellings within 800m of a primary or local shopping frontage	Totton Holbury & Blackfield Hordle & Everton Lymington Bransgore Fordingbridge	Marchwood Milford on Sea	Hythe & Dibden New Milton Ringwood
Enforcement (Analysis of notices issued between 01/04/2020 and 31/03/2021)	Marchwood Hythe & Dibden Holbury & Blackfield Hordle & Everton Milford on Sea Bransgore Fordingbridge	Totton Lymington & Pennington New Milton	Ringwood

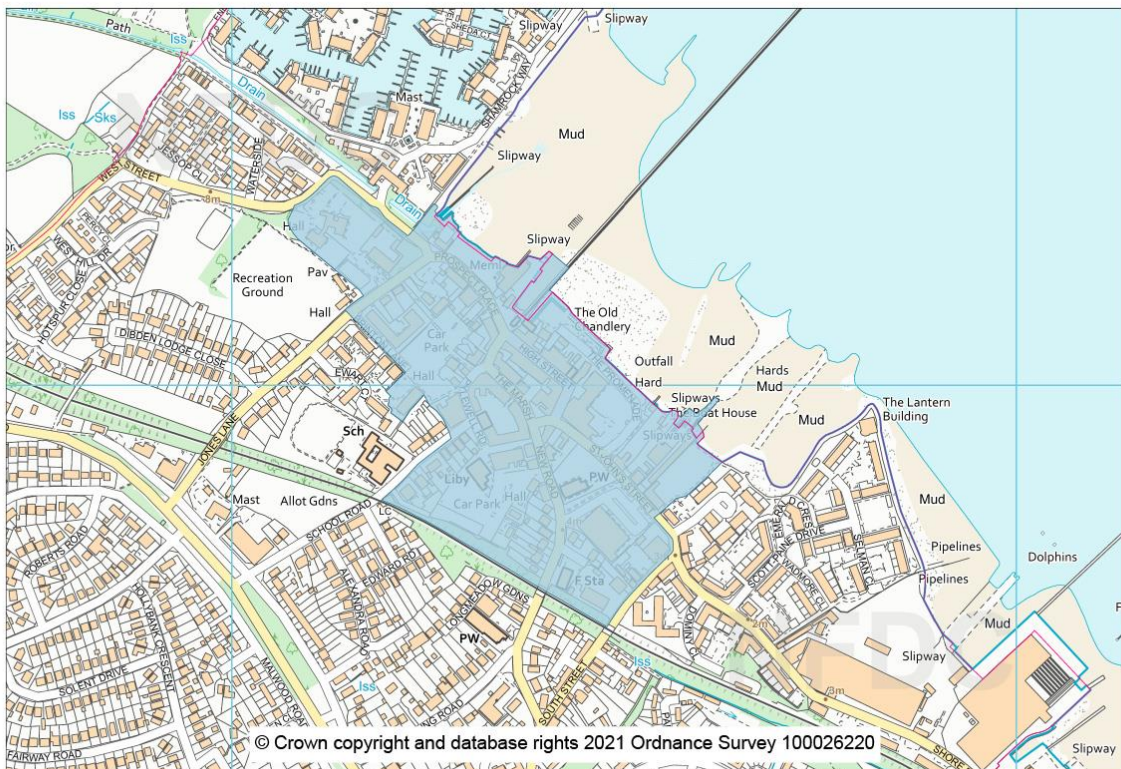
Settlement	Overall Settlement RAG Score
Totton	Amber
Marchwood	Amber
Hythe & Dibden	Amber
Holbury & Blackfield	Green
Lymington	Amber
Milford on Sea	Amber
Hordle & Everton	Amber
New Milton	Green
Bransgore	Red
Ringwood	Red
Fordingbridge	Amber

Main Town Centre Maps

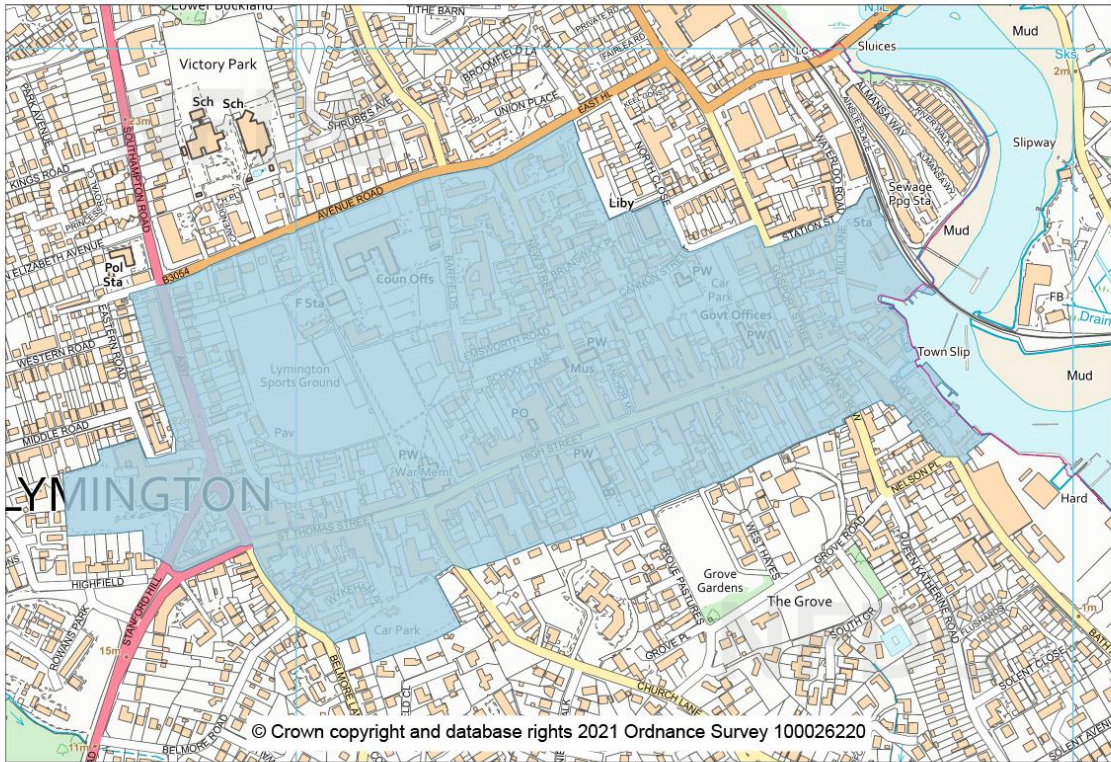
Totton



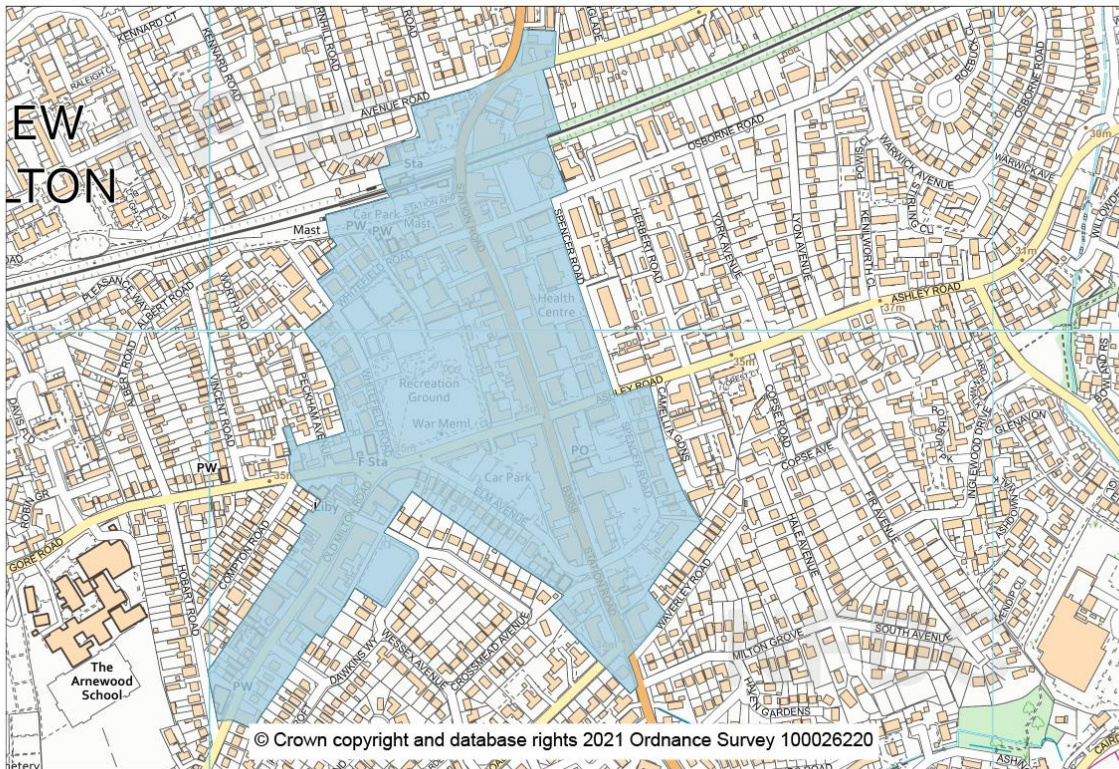
Hythe Village



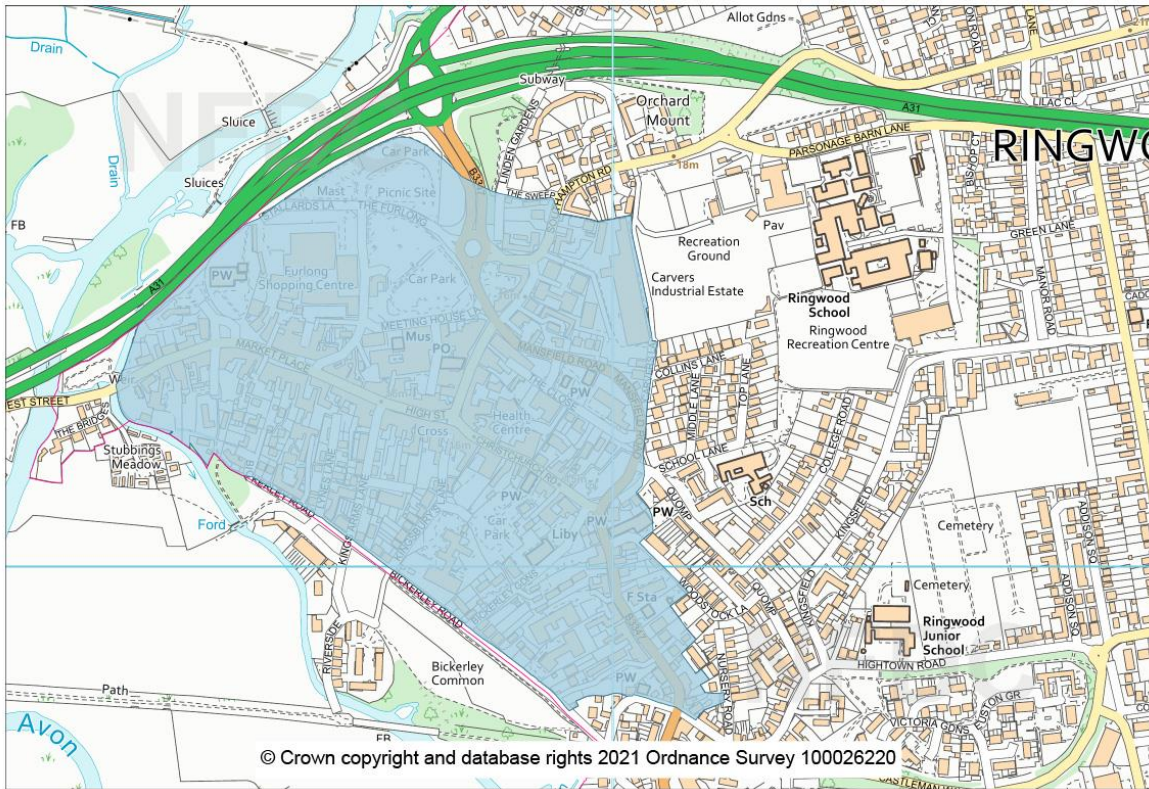
Lymington



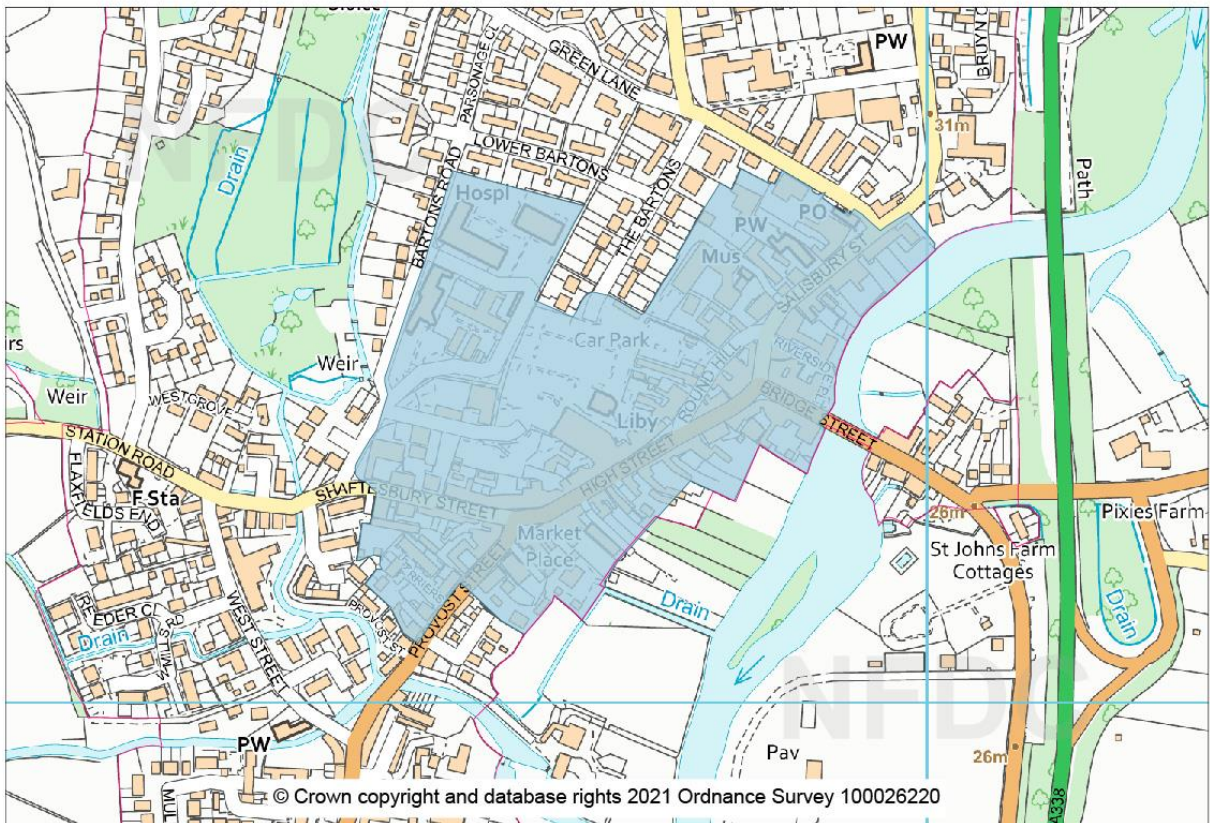
New Milton



Ringwood



Fordingbridge



ANNEX 3: BACKGROUND EVIDENCE SUMMARY

A4.1 This Annex includes background information on car ownership, shown at the Ward level. Based on 2011 census data, it highlights the number of vehicles per household, and whether there are no, one, or multiple cars in the household.

A3.2 The average total number of vehicles in each Ward is 2,371.

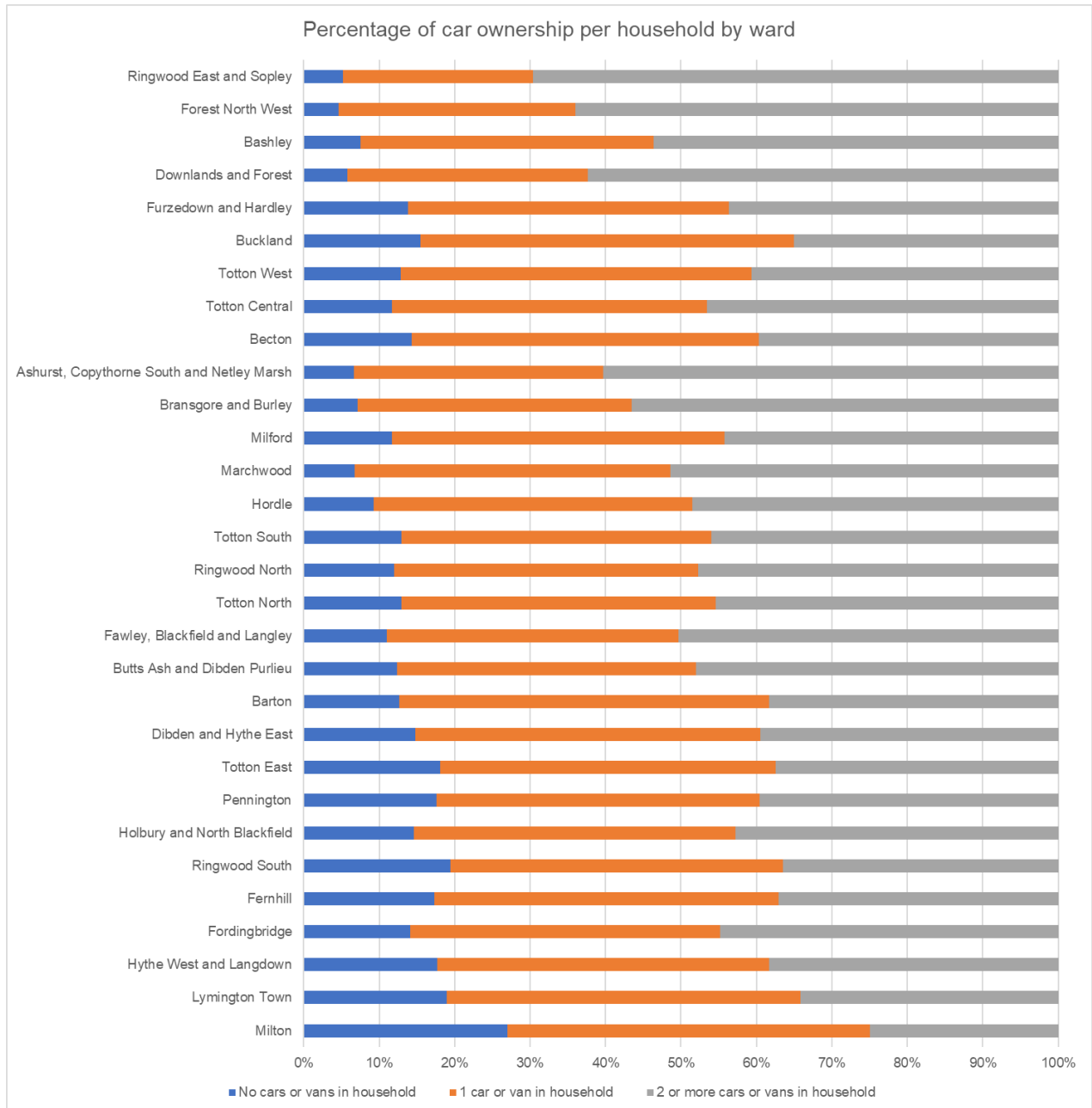
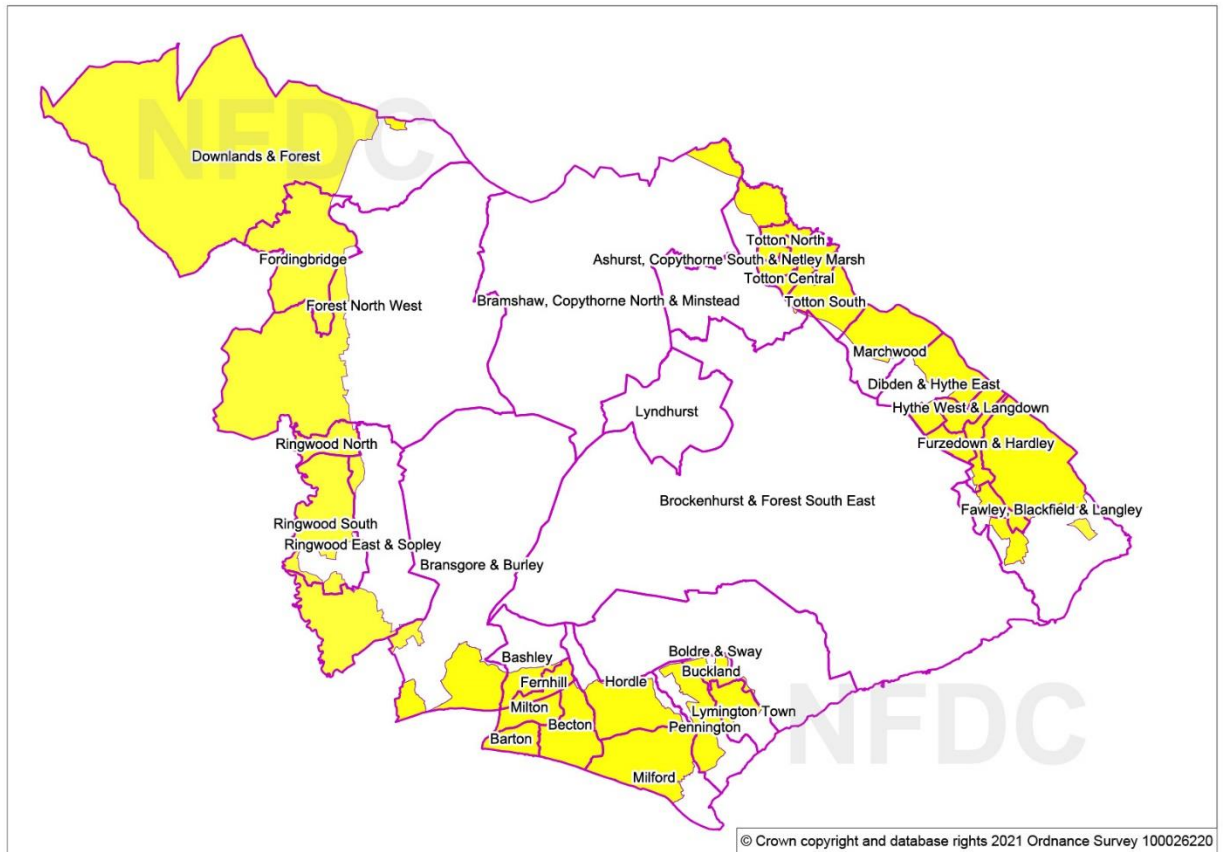


Figure 3: Percentage of car ownership per household



Map 9: New Forest ward names, with the New Forest District Council (outside the National Park) Plan Area shown in yellow.

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MAINTAINING WASTE AND RECYCLING COLLECTION SERVICES

1. RECOMMENDATIONS

- 1.1 That the Cabinet agrees the contingency plans in section 4.

2. INTRODUCTION

- 2.1 Staffing in the waste and recycling service has been difficult to maintain during the whole Covid pandemic, and particularly since June 2021. This has affected delivery of frontline services to residents and businesses of the new Forest.
- 2.2 This report recommends a number of changes that may need to be made to how services are delivered.

3. BACKGROUND

- 3.1 The waste and recycling service collects a range of materials from residents and businesses in the New Forest. This includes regular collections (refuse, mixed recycling, glass, and garden waste) as well as bookable collections (bulky waste, and clinical waste) and support services such as a twice annual delivery of black/clear sacks.
- 3.2 In the early days of the Covid-19 pandemic, garden waste collections were cancelled for a period of 1 month, so that collections of clear and black sacks could be prioritised in a time of increasing staff absence with symptoms of Covid-19. However, through the remaining Covid-19 lockdowns, all regular kerbside collections were maintained by frontline staff, redeploying staff from street scene and other frontline services where needed.
- 3.3 Since June 2021 in particular, services have become increasingly difficult to maintain. This is due to combination of:
- The national shortage of HGV drivers
 - Higher than average staff turnover resulting in a higher than usual level of vacancies
 - Higher than average sickness absence
 - Covid-19 isolations, which continue to cause absences
 - Continued increase in tonnage of residual waste and recycling collected
- 3.4 As a result of the factors listed above, the status of waste and recycling services is now as follows:

Black & clear sack collections	Glass Collection	Garden waste	Bulky waste (i.e., furniture, white goods)
Being maintained as normal. Delivery of rolls of sacks is running 4 weeks behind schedule.	Largely being maintained, but with some localised cancellations or postponements.	Collections were suspended for 2 months but are now operating on reduced four-weekly frequency until at least January 2022	Bookings and collections are currently suspended

3.5 Many other Councils, including in Hampshire and Dorset, have had to cancel, postpone or re-structure collections in recent months because of staff shortages. This Council has taken the following actions to maintain core services thus far:

- Reduction or suspension of services to prioritise main clear and black sack collection rounds.
- Teams working longer shifts and operating at times with smaller crew sizes. Crew members being moved from round-to-round to ensure that services can be completed.
- In the short-term, staff have been utilised from other frontline services, for example vehicle mechanics and streetscene staff.
- Reviewed recruitment processes to improve application numbers and reduce administration burden.
- Reviewed HGV driver pay and provided a 7.5% market supplement to HGV drivers until March 2023.
- Offered staff who are not HGV drivers the opportunity to train to become HGV qualified. There are 7 staff across operational services who will be provided with this training.

3.6 As described, the staffing situation is such that it creates very difficult working conditions for frontline staff. This is compounded by the fact that the levels of waste and recycling being generated by New Forest householders, which increased significantly during periods of lockdown, have remained high. When comparing the period April to June 2021 with the same period in 2019, tonnages of glass, black sacks and clear sacks are 60%, 9% and 10% higher respectively. The nature of the collection service in NFDC is such that this extra weight must be physically lifted into vehicles. Feedback from staff is that much of this material is that which should be disposed of via Household Waste Recycling Centres, or via the Council's business waste collection service.

3.7 The longer-term future of collection services in the New Forest is currently being considered as part of the Council's work on a new Waste Strategy, which will be finalised in 2022. The remainder of this report presents short term options for the best approach to maintain core collection services.

4 SERVICE CONTINGENCY PLANS

4.1 To ensure the core service of collecting black and clear waste is maintained for residents, we may need to take further contingency measures over the next 6 months. If after exhausting all other measures including redeploying staff from the wider operational services, we are still unable to maintain the core service, we will make changes to service delivery as set out as contingency step 1 and 2 below. Items in bold indicate a change to the pre-July 2021 service:

Service pre- July 2021	CURRENT STATUS	Contingency 1	Contingency 2
Weekly Black and clear sacks	Weekly Black and clear sacks	Weekly Black and clear sacks	Weekly Black and clear sacks
2-weekly garden waste	4-weekly garden waste	4-weekly garden waste	Cease garden waste
4-weekly glass collection	4-weekly glass collection	Cease kerbside glass collection	Cease kerbside glass collection
Bulky waste service	Cease bulky waste	Cease bulky waste	Cease bulky waste
Delivery of Black and clear sacks	Delivery of Black and clear sacks	Delivery of Black and clear sacks	Cease delivery of black and clear sacks

4.2 As soon as we are able, we will aim to bring services back up to normal service delivery. We will fully consider the impacts ceasing services is having on our residents especially the most vulnerable and prioritise services accordingly. In the case of cessation of glass collections (contingency 1), this may be on a short-term localised basis or, if needed, a longer-term District-wide service change. In the case of garden waste, fortnightly collections will only resume in January if the forecast for longer term staffing levels allows.

4.3 The Council is exploring the option of temporarily sub-contracting the bulky waste collections service, to reinstate this service for the public.

5 CONCLUSIONS

5.1 The council must consider how to safeguard frontline services, with the priority sack collection service protected. In order to do so, the contingency plans presented here require approval.

6 FINANCIAL IMPLICATIONS

6.1 The suspension and then reduced collection frequency for garden waste collections equates to a forecast loss of £194k of income in 21-22. There will be further financial implications if the service must enact contingency steps 1 and 2.

7 CRIME & DISORDER IMPLICATIONS

7.1 The delay or postponement of waste collections, especially bulky waste, could in future lead to flytipping activity.

8 ENVIRONMENTAL IMPLICATIONS

8.1 The prompt collection of residual and recycling waste is important to maintain local environmental quality. Suspension or cancellation of recycling collections will reduce recycling rates.

9 EQUALITY & DIVERSITY IMPLICATIONS

9.1 The council will review any changes to service delivery that will directly impact upon residents who may generate additional quantities of waste as a result of health needs.

10 DATA PROTECTION IMPLICATIONS

10.1 No Impact.

11. PORTFOLIO HOLDER COMMENTS

11.1 I am grateful for this timely update from our Waste and Transport team. It is an open and honest appraisal of an essential service and demonstrates well our contingency planning.

11.2 This is an opportunity for me to express my gratitude to our waste collection teams across the New Forest for continuing to support our residents and businesses.

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CABINET – 3 NOVEMBER 2021

PORTFOLIO: FINANCE, INVESTMENT &
CORPORATE SERVICES / ALL

FINANCIAL MONITORING REPORT (based on Performance April to September 2021 inclusive)

1. RECOMMENDATIONS

- 1.1 It is recommended that Cabinet;
 - 1.1.1 notes the latest budget forecasts of the General Fund (section 4), Capital (section 5) and Housing Revenue Account (section 6);
 - 1.1.2 approves the Communications Service review (paragraph 7.1), resulting in full year additional costs of approximately £50,000; and
 - 1.1.3 approves the additional resources required in relation to Asbestos Management (paragraph 7.2), resulting in full year additional costs of approximately £80,000 (with costs to be split between the HRA and General Fund accordingly)

2. INTRODUCTION

- 2.1 This report provides an update on the General Fund, Capital and Housing Revenue Account budgets, adjusting for any budget changes now required.

3. BACKGROUND

- 3.1 Financial Monitoring is an important feature in the management of the Council's finances as it gives an opportunity to reflect on variations as against the latest set budget and reflect on the impact that these variations may have over the period covered by the Council's Medium Term Financial Plan.

4. GENERAL FUND REVISED PROJECTION

- 4.1 A General Fund budget of **£19.291m** for 2021/22 was agreed by Council in February 2021.
- 4.2 Net additional budget requirements of £95,000 were reported to Cabinet in September, increasing the total budget requirement to **£19.386m**.
- 4.3 Excluding rephasing items, total net new expenditure requirements identified in this report are £287,000 and reported net income increases are £332,000, resulting in an updated General Fund Budget of **£19.341m**; a reduction of £45,000 from September Cabinet and an overall increase of £50,000 from the original estimate.
- 4.4 The revised General Fund Budget 2021/22 can be seen at Appendix 1, with further details on the material variations being reported in paragraphs 4.5 – 4.9, and all variations included within Appendix 2.

- 4.5 **COVID Expenditure Adjustments** - The original budget for Finance, Investment and Corporate Services included £360,000 for expenditure specifically related to COVID. In September an initial virement of £200,000 was made to other Portfolios to cover predicted spend relating to Homelessness, Public Conveniences and Waste Collection. This report identifies additional virements of £70,000 for COVID related income losses from voids on the Housing Private Sector Leasing scheme and £17,000 additional vehicle insurance costs within Waste Collection.
- 4.6 **Refuse & Recycling** – Suspension of the Garden Waste service will result in an estimated reduction in budgeted income of £194,000. In addition, across the service increased fuel costs of £30,000, additional communications costs of £10,000 and additional staffing costs of £80,000 due to sickness and overtime result in total estimated additional costs of the service of £284,000.
- These cost pressures have however been completely offset by £150,000 anticipated additional income from recycling (increased tonnages), a £119,000 reduction in vehicle costs due to rephasing of purchases and lower insurance premium increases than estimated and a senior management review (impacting mainly Streetscene, Cemeteries and Open Spaces) resulting in savings of £45,000 per annum.
- 4.7 **Coast Protection** - Rephasing of budget of £65,000 from 2022/23 is required, relating to groyne repair works of £90,000 at Milford. The remaining additional cost to 2021/22 is offset by additional foreshores income.
- 4.8 **Homelessness** – The Council has received additional Government Grant of £262,000, to be used to fund additional expenditure on prevention of Rough Sleeping and other Emergency Accommodation/Support schemes. This has largely been allocated this year but some commitments will continue into next financial year, so £70,000 of the funding will be allocated to an earmarked reserve. In addition, general pressures continue on the bed and breakfast budget, resulting in net additional expenditure of £70,000.
- 4.9 **Planning Policy** – Budgetary provision of £59,000 has been made for a legislative Air Quality Monitoring survey which will be funded from future external contributions from developers.

5. CAPITAL EXPENDITURE (General Fund and Housing Revenue Account)

- 5.1 A Capital Programme budget of **£36.197 million** for 2021/22 was agreed by Council in February 2021.
- 5.2 Principally due to the inclusion of £2.4 million for projects at Health and Leisure Centres and rephasing of schemes totalling £488,000, September Cabinet approved an updated programme of **£39.315 million**.
- 5.3 The latest forecast confirms variations totalling £1.3 million and rephasings of £3.807 million into later years, as against the revised budgeted position. The main variations are summarised below:

Variations

- Economic Sustainability and Regeneration Project (£1.3m) – The purchase of a

new unit providing additional employment opportunities and supporting the local economy has been completed in Totton.

Rephasings

- Vehicles & Plant Replacement Programme (-£907,000). Rephasing due to COVID related delays on production lines and supplies.
- Crow Lane Ringwood (-£1m). The Council has been working on the delivery timeline with the appointed contractor with the budget being set across 21/22 and 22/23 accordingly.
- Hardley Depot Site (-£1.9m). Progress stalled whilst ongoing work was ongoing on the new national waste strategy and a wider strategic piece on the Council's overall depot estate was completed.

5.4 The changes, as above, result in an updated Capital Programme Budget of **£36.808 million** (Appendix 3).

6. HOUSING REVENUE ACCOUNT

6.1 A break-even HRA budget for 2021/22 was agreed in February 2021, with a Revenue Account operating surplus of £9.120 million supporting the financing of the £20.250 million HRA Capital Programme. Budget adjustments totalling £605,000 were included on the First monitoring report, reported to the Cabinet in September.

6.2 Work is required on a number of the Council's housing blocks as a result of actions emanating from Fire Risk Assessments. A specific project team has been set up to assess and commission the necessary works. Anticipated costs are not yet known but they are expected to be additional to the original budget provision set aside for works on this nature. At this stage, efforts are being made to fund as much as possible by managing all maintenance and other HRA budgets.

6.3 Asbestos Surveys are taking place on HRA (and General Fund) properties, as recently reported within the 'Control of Asbestos Policy and Control of Contractors Policy'. The costs to the HRA are estimated to be £45,000 in 2021/22. These costs do not account for any potential removal of asbestos and should this be required, the costs will be dealt with as part of the remedial work, once identified.

6.4 Any additional budgetary requirements in relation to paragraphs 6.3 and 6.4 will be included on future Financial Monitoring reports and would ultimately be funded from Housing Reserves.

7. REVIEWS UNDERTAKEN TO FEED INTO FINANCIAL MONITORING AND THE BUDGET

7.1 **Communications** – A review has been carried out of the Communications Service. This review identified that to fully support the Council's objectives and corporate priorities additional staff resources costing £14,000 this year and £50,000 per annum once fully implemented, are required. These additional resources will be added to the Council's Medium Term Financial Plan and will enable the team to:

- fully explore and utilise opportunities to strengthen proactive community engagement, and gain insight

- enable communications work in support of key projects
- move from reactive to proactive
- give resilience
- manage reputational risk
- contribute to aims, create savings, and efficiencies
- strengthen internal and external communications
- meet our legal obligations
- mirror best practice and resourcing structures
- contribute to the desired outcomes of task and finish groups
- set and meet KPIs
- prioritise work tasks based on whole-team planning

7.2 **Asbestos Management** – Having recently adopted a new Control of Asbestos Policy, 2 new posts need to be introduced to the Council’s staffing establishment to ensure the Council’s obligations relating to Asbestos are met.

The ‘Corporate Asbestos Manager’ will be the Council’s “Responsible Person” under Control of Asbestos Regulations 2012 and will manage and oversee the Council’s approach to dealing with asbestos.

The manger will be supported by a new administrative resource who will be responsible for co-ordinating the asbestos activities and keeping asbestos records up to date.

The combined cost of the 2 posts is approximately £80,000 in a full year, with the majority (circa 75%) of this cost falling on the HRA.

8. CRIME AND DISORDER / EQUALITY AND DIVERSITY/ENVIRONMENTAL IMPLICATIONS

8.1 There are no Crime & Disorder, Equality & Diversity or Environmental implications arising directly from this report.

9. PORTFOLIO HOLDER COMMENTS

9.1 As we enter the third quarter of the 2021/22 financial year it is pleasing to see that the net movement within the General Fund shows a forecast outturn within one quarter of one percent of the original budget.

9.2 Changes reported in September showed an increase in forecast expenditure within the Capital programme, but movements within this latest report has brought this back more in line with the original budget. Whilst the Housing Revenue account remains broadly in line with the expenditure set in February I am aware that there are proposals that may well cause a rise in in year expenditure however this can be accommodated within the account.

9.3 Overall the Council remains in a sound financial position.

For Further Information Please Contact:

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FINANCIAL MONITORING 2021/22	Feb 21	Sept 21	Nov 21			
REVISED GENERAL FUND BUDGET 2021/22	2021/22 £'000's Original Budget	2021/22 £'000's Updated Budget	2021/22 £'000's New Variations Expend.	2021/22 £'000's New Variations Income	2021/22 £'000's New Variations Rephasings	2021/22 £'000's Updated Budget
PORTFOLIO REQUIREMENTS						
Business, Tourism and High Streets	296	296	-15			281
Environment and Coastal Services	3,588	3,653	-2	-61	65	3,655
Finance, Investment and Corporate Services	2,722	2,938	-68	-65		2,805
Housing and Homelessness Services	1,791	1,918	390	-262		2,046
Leader	435	435				435
Partnering and Wellbeing	5,345	6,010				6,010
People and Places	3,573	3,562	-56			3,506
Planning, Regeneration and Infrastructure	2,512	2,541	38	-14		2,565
	20,262	21,353	287	-402	65	21,303
Reversal of Depreciation	-1,526	-1,526	100			-1,426
Contribution (from) / to Earmarked Revenue Reserves	-815	-1,262		70	-65	-1,257
Contribution to Revenue Reserves	1,250	1,250				1,250
NET PORTFOLIO REQUIREMENTS	19,171	19,815	387	-332	0	19,870
Minimum Revenue Provision	1,265	1,265	-100			1,165
Interest Earnings (Net)	-569	-569				-569
Sales/Fees and Charges Grant Reimbursement	-300	-849				-849
New Homes Bonus	-276	-276				-276
GENERAL FUND NET BUDGET REQUIREMENTS	19,291	19,386	287	-332	0	19,341
COUNCIL TAX CALCULATION						
Budget Requirement	19,291	19,386	287	-332	0	19,341
Less:						
Settlement Funding Assessment						
Lower Tier Service Grant	-170	-170				-170
Council Tax Reduction Support Grant	-209	-209				-209
Business Rates Baseline	-3,997	-3,997				-3,997
	-4,376	-4,376	0	0	0	-4,376
Locally Retained Business Rates	-2,134	-2,134				-2,134
Use of (-) Budget Equalisation & Variation Reserves	-138	-233	45			-188
Estimated Collection Fund (Surplus)/Deficit Business Rates	424	424				424
Estimated Collection Fund (Surplus)/Deficit Council Tax	94	94				94
Irrecoverable Tax Loss Grant	-44	-44				-44
Use of General Budget Reserve	0	0				0
COUNCIL TAX	13,117	13,117	332	-332	0	13,117
TAX BASE NUMBER OF PROPERTIES	71,538.70	71,538.70				71,538.70
COUNCIL TAX PER BAND D PROPERTY	183.36	183.36				183.36
GENERAL FUND BALANCE 31 MARCH	3,000	3,000				3,000

FINANCIAL MONITORING 2021/22					
VARIATION ANALYSIS GENERAL FUND 2021/22					
	Sept'21	Nov-21			
	2021/22	2021/22	2021/22	2021/22	2021/22
	£'000's	£'000's	£'000's	£'000's	£'000's
	Updated	New	New	New	Updated
	Budget	Variations	Variations	Variations	Budget
		Expend.	Income	Rephasings	
PORTFOLIO ADJUSTMENTS					
Business, Tourism and High Streets					
Removal NF Show Budget		-15			
	0	-15	0	0	-15
Environment and Coastal Services					
Previously Reported	65				
Senior Management Review		-45			
Car Parks - Amenity Meter Income up £140k/PCN's income down £60k			-80		
Coast Protection - Groyne repair works at Milford budget b/f 22/23		25		65	
Foreshores - additional rental income			-25		
Recycling - Garden Waste suspension - income loss etc		10	194		
Recycling - Project Integra recyclables income projection			-150		
Recycling - V&P Capital rephasings revenue savings		-44			
Refuse & Recycling - Fuel projected overspend (price)		30			
Refuse & Recycling - Projected Operational overspend - Agency/Overtime		80			
Refuse and Recycling - Transport insurance saving		-75			
Refuse and Recycling - Transport insurance virement from Contingency		17			
	65	-2	-61	65	67
Finance, Investment and Corporate Services					
Previously Reported	216				
Contingency - Transport insurance virement - Env. and Coastal		-17			
Corporate Management - Communications review		14			
Test & Trace New Burdens Admin Grant			-49		
Lymington Town Hall - AMR Replace Lift Cables no longer required		-12			
Contingency Virement to Private Sector Leasing re COVID impact on voids		-70			
Queensway Industrial Estate - Lease income			-16		
Asbestos Surveys 2021/22		17			
	216	-68	-65	0	83
Housing and Homelessness Services					
Previously Reported	127				
Private Sector Leasing - COVID impact on voids virement from Contingency		70			
Private Sector Leasing - Fire Doors and general turnaround impact on voids		30			
Homelessness - Emergency Accommodation/Support/Move on Grant		130	-130		
Homelessness -Rough Sleeping Initiative Programme		90	-132		
Homelessness - Bed and breakfast costs		70			
	127	390	-262	0	255
Leader					
	0	0	0	0	0

FINANCIAL MONITORING 2021/22					
VARIATION ANALYSIS GENERAL FUND 2021/22		Sept'21	Nov'21		
		2021/22	2021/22	2021/22	2021/22
		£'000's	£'000's	£'000's	£'000's
		Updated	New	New	Updated
		Budget	Variations	Variations	Budget
PORTFOLIO ADJUSTMENTS			Expend.	Income	Rephasings
Partnering and Wellbeing					
Previously Reported	116				
	116	0	0	0	116
People and Places					
Previously Reported	-11				
Streetscene/Cems/Open Spaces - V&P Capital rephasings revenue savings		-56			
	-11	-56	0	0	-67
Planning, Regeneration and Infrastructure					
Previously Reported	29				
Policy - Air Quality Monitoring Survey Legislative requirement		63	-4		
Policy - Air Quality Monitoring income			-10		
Policy - Savings re Vacant Post		-25			
	29	38	-14	0	53
TOTAL PORTFOLIO ADJUSTMENTS	542	287	-402	65	492
NON-PORTFOLIO ADJUSTMENTS					
Contribution to/from(-) Earmarked Reserves - Rephased Projects	-447		70	-65	
TOTAL NON-PORTFOLIO ADJUSTMENTS	-447	0	70	-65	-442
GRAND TOTAL ADJUSTMENTS (Credited to (-) / Debited from (+) Budget Reserves)	95	287	-332	0	50

FINANCIAL MONITORING 2021/22						
REVISED CAPITAL PROGRAMME 2021/22		Feb 21	Sept 21	2021/22	Nov 21	2021/22
		2021/22	2021/22	2021/22	2021/22	2021/22
		£'000	£'000	£'000's	£'000's	£'000
Portfolio		Original	Updated	New	New	Updated
		Budget	Budget	Variations	Variations	Budget
				Expend.	Rephasing	
Disabled Facilities Grants	HSG (GF)	1,200,000	1,200,000			1,200,000
South East Regional Coastal Monitoring Prog (22-27)	ENV & COAST	2,300,000	2,118,000			2,118,000
South East Regional Coastal Monitoring Prog (18-21)	ENV & COAST		399,000			399,000
South East Regional Coastal Monitoring Prog (12-17)	ENV & COAST		291,000			291,000
Barton Drainage Test (19-21)	ENV & COAST	125,000	200,000			200,000
Westover Phase 2 Scheme Development	ENV & COAST	275,000				
Emergency Works - Milford Sea Wall	ENV & COAST		15,000			15,000
Public Convenience Modernisation Programme	PEOPLE & PL	300,000	30,000			30,000
Public Convenience Additional Enhancements	PEOPLE & PL	75,000				
Public Convenience Refurbishment Scheme - Lym Quay	PEOPLE & PL		150,000			150,000
Health & Leisure Centres	PART & WELL		2,400,000			2,400,000
New Depot Site: Hardley	F, I & CS	2,000,000	2,000,000		-1,900,000	100,000
New Depot Site: West	F, I & CS	100,000	100,000			100,000
V&P; Replacement Programme	F, I & CS	3,462,000	4,052,000		-907,000	3,145,000
Commercial Property Acquisition	F, I & CS			1,300,000		1,300,000
Smarter Working; Future Delivery	F, I & CS	250,000	250,000			250,000
Economic Sustainability & Regeneration Projects - Crow Lane Ringwood (provisional sum)	F, I & CS	5,000,000	5,000,000		-1,000,000	4,000,000
Open Space Schemes	P, R & I	265,000	265,000			265,000
Transport Schemes	P, R & I					
Mitigation Schemes	P, R & I	595,000	595,000			595,000
TOTAL GENERAL FUND CAPITAL PROGRAMME		15,947,000	19,065,000	1,300,000	-3,807,000	16,558,000
HRA - Major Repairs	HRA	6,050,000	6,050,000			6,050,000
Estate Improvements	HRA	200,000	200,000			200,000
Development Strategy	HRA	13,000,000	13,000,000			13,000,000
Disabled Facilities Grants	HRA	1,000,000	1,000,000			1,000,000
TOTAL HRA CAPITAL PROGRAMME		20,250,000	20,250,000			20,250,000
GRAND TOTAL CAPITAL PROGRAMME		36,197,000	39,315,000	1,300,000	-3,807,000	36,808,000

FINANCIAL MONITORING 2021/22				
REVISED HOUSING REVENUE ACCOUNT BUDGET 2021/22	Feb 21	Sept 21	Nov-21	
	2021/22 £'000 Original Budget	2021/22 £'000 Updated Budget	2021/22 £'000 New Variations	2021/22 £'000 Updated Budget
INCOME				
Dwelling Rents	-27,276	-27,096		-27,096
Non Dwelling Rents	-713	-713		-713
Charges for Services & Facilities	-730	-730		-730
Contributions towards Expenditure	-64	-64		-64
Interest Receivable	-15	-15		-15
Sales Administration Recharge	-33	-33		-33
Shared Amenities Contribution	-242	-242		-242
TOTAL INCOME	-29,073	-28,893	0	-28,893
EXPENDITURE				
Repairs & Maintenance				
Cyclical Maintenance	1,346	1,346	45	1,391
Reactive Maintenance	3,418	3,718		3,718
Supervision & Management				
General Management	5,546	5,671		5,671
Special Services	1,290	1,290		1,290
Homeless Assistance	76	76		76
Rents, Rates, Taxes and Other Charges				
Provision for Bad Debt	150	150		150
Capital Financing Costs - Settlement Adjustment				
Capital Financing Costs - Internal Borrowing	130	130		130
TOTAL EXPENDITURE	20,303	20,728	45	20,773
HRA OPERATING SURPLUS(-)	-8,770	-8,165	45	-8,120
Contribution to Capital - supporting Housing Strategy	9,120	9,120		9,120
HRA Total Annual Surplus(-) / Deficit	350	955	45	1,000
Use of HRA Reserve for Major Projects	-350	-350		-350
HRA TOTAL ANNUAL SURPLUS(-) / DEFICIT	0	605	45	650

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APPOINTMENTS TO OUTSIDE BODY – NEW FOREST NATIONAL PARK AUTHORITY

1. RECOMMENDATIONS

- 1.1 That appointments to the New Forest National Park Authority, be agreed as follows, for the remainder of the four year term ending May 2023:-

Conservative (3)	Liberal Democrats (1)
Cllr Diane Andrews	Cllr Caroline Rackham
Cllr Sue Bennison	
Cllr Ann Sevier	

2. INTRODUCTION

- 2.1 The Cabinet is asked to make appointments to the New Forest National Park Authority (NFNPA) for the remainder of the four year period ending May 2023.
- 2.2 Appointments to Outside Bodies were made by the Cabinet on 5 June 2019 for a four period. A number of changes arising directly from the new Cabinet structure were agreed in June 2021.
- 2.3 This report deals solely with the NFNPA, to which the Council appoints four Members. Whilst the Cabinet, in accordance with the Council's Standing Orders, makes appointments to all Outside Bodies for the full term of office, the Environment Act 1995 makes specific provision for appointments to the NFNPA to be terminated for the purposes of ensuring the political balance rules in Section 15 to 17 of the Local Government and Housing Act 1989 are met. Political balance rules do apply to the Council's appointments to the NFNPA and there is a duty to take into account the political groups' wishes when making appointments where political balance rules apply.
- 2.4 The Cabinet is therefore asked to take into account the wishes of the Conservative Group with regard to their three seats on the NFNPA, for the purposes of maintaining political balance rules.

3. BACKGROUND DETAIL

- 3.1 The Council's agreed criteria for representation on Outside bodies, states that:-
- (a) there will be a clear benefit to the Council and/or the inhabitants of the District through formal representation on that organisation; or
 - (b) the Council has made or is continuing to make a significant financial contribution towards the establishment or operating costs of the organisation and that appointing a representative will help ensure good governance.
- 3.2 The criteria for making appointments also suggests that where feasible, appointments to Outside Bodies should be made by office rather than by name. In the case of the New Forest National Park Authority and where political balance rules apply, this is not strictly applicable.

3.3 In making appointments, the Cabinet should also give careful consideration to selecting the most appropriate representative, taking into account the nature of the appointment and other issues such as local representation and the relevant experience and expertise of the appointee.

3.4 The current Outside Body Appointments can be viewed in full on the Council's website at the following link:-

<https://democracy.newforest.gov.uk/mgListOutsideBodies.aspx?bcr=1>

4. REPORTING BACK BY REPRESENTATIVES

4.1 As part of the Council's monitoring of representation on outside bodies, all appointed representatives are requested to produce a brief written report as and when appropriate.

5. FINANCIAL, ENVIRONMENTAL, CRIME & DISORDER AND EQUALITIES & DIVERSITY IMPLICATIONS

5.1 There are none arising directly from this report.

6. PORTFOLIO HOLDER COMMENTS

6.1 The Leader is supportive of the recommendations in this report.

For Further Information Please Contact:

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Background Papers:

Environment Act 1995 / Local Government
and Housing Act 1989