

NOTICE OF MEETING

Meeting: CABINET

Date and Time: WEDNESDAY, 2 OCTOBER 2024 AT 10.00 AM

Place: COUNCIL CHAMBER - APPLETREE COURT, BEAULIEU ROAD, LYNDHURST, SO43 7PA

Enquiries to: democratic@nfdc.gov.uk
Tel: 023 8028 5071 - Karen Wardle

PUBLIC INFORMATION:

This agenda can be viewed online (<https://democracy.newforest.gov.uk>). It can also be made available on audio tape, in Braille and large print.

Members of the public are welcome to attend this meeting. The seating capacity of our Council Chamber public gallery is limited under fire regulations to 22.

Members of the public can watch this meeting live, or the subsequent recording, on the [Council's website](#). Live-streaming and recording of meetings is not a statutory requirement and whilst every endeavour will be made to broadcast our meetings, this cannot be guaranteed. Recordings remain available to view for a minimum of 12 months.

PUBLIC PARTICIPATION:

Members of the public may speak in accordance with the Council's [public participation scheme](#):

- (a) 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 attend the meeting, or speak in accordance with the Council's public participation scheme, should contact the name and number shown above no later than 12.00 noon on Friday, 27 September 2024.

Kate Ryan
Chief Executive

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

AGENDA

Apologies

1. MINUTES

To confirm the minutes of the meeting held on 4 September 2024 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 receive any public participation in accordance with the Council's public participation scheme.

4. WASTE PROGRAMME UPDATE (Pages 5 - 18)

5. REVISED LOCAL DEVELOPMENT SCHEME (Pages 19 - 32)

6. UPDATE TO THE STATEMENT OF COMMUNITY INVOLVEMENT (Pages 33 - 96)

7. NATIONALLY SIGNIFICANT INFRASTRUCTURE PROJECTS – APPROACH, GOVERNANCE, AND RESOURCING (Pages 97 - 110)

8. COMMUNITY INFRASTRUCTURE LEVY EXPENDITURE FRAMEWORK AND THE USE OF STRATEGIC CIL (Pages 111 - 194)

9. CLIMATE CHANGE AND NATURE EMERGENCY ANNUAL UPDATE 2023/24 (Pages 195 - 238)

10. MEDIUM TERM FINANCIAL PLAN - SCENE SETTING (Pages 239 - 268)

11. UPDATES TO CONTRACT STANDING ORDERS (Pages 269 - 318)

12. MEETING DATES

To agree the following dates of meetings for 2025/2026 (Wednesdays at 10:00am)

2025

7 May (already agreed)
4 June
2 July
6 August
3 September
1 October
5 November
3 December

2026

4 February
18 February
4 March
1 April
6 May

To:

Councillors

Jill Cleary (Chairman)
Steve Davies (Vice-Chairman)
Geoffrey Blunden

Councillors

Jeremy Heron
Dan Poole
Derek Tipp

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Cabinet – 2 October 2024

Waste Programme Update

Purpose	For Review and Decision
Classification	Public
Executive Summary	This report appraises and updates all elements of the programme for the proposed new refuse, recycling, and food waste collection service, and confirms dates for the roll out in three phases during 2025/6.
Recommendation(s)	<p>It is recommended that Cabinet:</p> <p>(i) Approves the waste programme timeline attached at Appendix A</p> <p>(ii) Delegates authority to the Strategic Director for Place, Operations and Sustainability, in consultation with the Portfolio Holder for Environment and Sustainability and the Waste Management Programme Board, to keep the roadmap at Appendix B under review and agree any minor variations to the waste programme.</p>
Reasons for recommendation(s)	<p>NFDC has been working on a new approach to waste and recycling services, detailed in a new Joint Municipal Waste Management Strategy (via Project Integra) approved in October 2021 and the NFDC Waste Strategy 2022-27, approved by Council in July 2022.</p> <p>On 21st October 2023, DEFRA released a response to the “Consistency” consultation from May 2021, though this has still to be formally passed in legislation.</p> <p>The new waste collection service will help to meet NFDC’s environmental and climate change objectives, increase recycling rates, reduce emissions, and reduce the amount of overall general waste and littering from sacks.</p>
Ward(s)	All
Portfolio Holder(s)	Councillor Blunden – Environment and Sustainability Portfolio

Strategic Director(s)	James Carpenter – Strategic Director of Place, Operations and Sustainability
Officer Contact	Karyn Punchard Waste Programme Director Tel: 02380 285618 Email: karyn.punchard@nfdc.gov.uk

Introduction and background

1. In February 2024 NFDC Cabinet approved the timeline, procurement, and budget to enable the new refuse collection, recycling, and food waste collection service to go live in 2025, rolling out in three phases.
2. The agreed service comprises:
 - **New weekly food waste collections**
Households will receive a 23-litre lockable caddy for kerbside collections, and a smaller 7-litre caddy to use in the kitchen.
 - **New recycling and rubbish collections using wheelie bins**
Recycling will be collected one week and rubbish the following week. Households will receive a 240-litre wheelie bin for recycling, and a 180-litre wheelie bin for rubbish. This will allow residents to recycle everything currently collected in clear recycling sacks: including plastic bottles, aerosols, tins, cans, paper and card.
 - **Four weekly glass collections**
Glass collections will continue to be every four weeks, using existing glass collection boxes, or communal bins for those living in flats.
3. A new internal governance structure for the waste programme has also been set up comprising:
 - Waste Management Programme Board (Leader, Environment and Finance Portfolio holders, Chief Executive, relevant strategic directors and waste lead officers)
 - Waste Management Steering Group (Portfolio holder, Strategic Directors, waste lead officers, waste project lead officers, chairs of each of the working groups)

- Three working groups - Waste Strategy Working Group, Waste Operations and Fleet Working Group and Waste Infrastructure Working Group (project leads, waste leads and waste managers).
4. The new structure is working well for the majority of decisions around the waste programme. The Waste Management Programme Board has no decision-making powers delegated from Cabinet and will decide when matters need to be referred to Cabinet for decision.

Timeline

5. A high level timeline has been prepared setting out the start date of each phase, as set out below and at **Appendix A**.
 - Phase 1 (Lymington Depot area) June 2025
 - Phase 2 (Ringwood Depot area) October 2025
 - Phase 3 (Totton/Hardley Depot area) March 2026
6. The new collection service can be delivered to the majority of households (Phases 1-3) in the next financial year 2025/26, including most flats. The original timeline included a Phase 4 for flats, and it is likely that this will not now be needed. Operational staff are in the process of undertaking flat/bin compound assessments and agreeing any physical improvements with the landowner(s) or management companies. Several NFDC flat schemes managed internally by the housing service fall into this category. It is possible that some flats may not be able to go on a wheeled bin service if they do not have space for bins, or they may need an interim sack service if they are awaiting improvements to accommodate bins. The assessments and requirement for a fourth phase will therefore be kept under review.
7. The start date for Phase 3 (the Totton and Waterside area) has been extended to March 2026 to allow for changes to collections over the Christmas period 2025/26, to catch up on the bank holidays when waste operatives are not working.

Roadmap

8. A proposed roadmap is set out at Appendix B, showing each of the key elements that could impact upon start dates and phasing. This roadmap will form the basis of more detailed project planning for each element as set out below.

Project Integra and Disposal Infrastructure

9. The decision on long term collection systems for Hampshire under the Project Integra partnership is awaiting the outcome of reports

from consultants. If a fully comingled service is agreed as the way forward, changes to the Materials Recycling Facilities (MRFs) in the County will need to take place. This may involve changes in layout and capacity at the new site at Eastleigh and/or changes to other facilities. This is a major change and the whole process of gaining planning, EA and other consents and commissioning and implementing the changes is likely to take 3-4 years, i.e., beyond the current NFDC interim roll out programme (to 2026). Officers will keep apprised of HCC modelling work and the implications for NFDC.

10. The disposal infrastructure improvements for the Phase 1 rollout (Lymington area June 2025) are required to transfer food waste from the new food waste collection vehicles to a skip or other bay for onward transport to an anaerobic digester (AD) facility, as food has not been collected as a separate waste stream in NFDC under current arrangements. This will require changes to Veolia's Marsh Lane transfer station (Lymington) and changes either to Veolia's Blue Haze disposal site (north of Ringwood) or diversion to Eco Composting at Hurn (near Bournemouth Airport). Hampshire County Council (HCC) has advised that the changes at Marsh Lane are able to be undertaken before the Phase 1 roll out, but the disposal site in the west of the district is still to be confirmed. Food waste in the east of the district will be transferred at Marchwood.

Vehicle, Container and Wheeled Bin Distribution Procurements

11. Risks still exist around both vehicle and container procurement, and retro fitting of bin lifts, as these are complex procurements. The contract for the award of new food waste vehicles has been awarded, and the tender for new refuse vehicles is currently being prepared. The contract has been awarded for new containers supply, and a direct award has been made for wheeled bin distribution.
12. Delivery of vehicles and containers is planned in line with an earlier estimate of roll out phases, ahead of roll-out dates. NFDC owned sites will be used to store the containers, where needed, before they are delivered to households by the distribution company, as was the case with the Garden Waste wheelie bin roll out.

Human Resource (HR) Planning

13. HR processes are complex and time consuming. A new HR post has been created to assist with this large body of work, which is now underway. Changes to working practices will be required as a result of moving from sack collection to wheeled bin collection services, and as a result of route planning (see below). Officers are considering the appropriate approach to be taken for staff and union consultation. Early engagement with the unions and preparation of

new Job Descriptions (JDs) for evaluation will be undertaken up to December 2024, and temporary transition staff (e.g., waste advisors) will be appointed over a similar period.

14. Early in 2025 a recruitment campaign for new operational staff for Phase 1 will take place (with the newly agreed JDs) over 4-5 months, and similar recruitment plans will be required for phases 2 and 3.

Depot Improvements

15. Depot improvements are required to accommodate new vehicles and staff/crews for the additional collection rounds for the new collection service. This includes the completion of the new Hardley depot (expected January 2025), and an extension of the Ringwood Depot (subject to completion of extended lease with HCC) which is due for completion in March 2025. Changes to the layout for vehicle parking may also be required at Marsh Lane Depot (Lymington).

Route Planning

16. A significant project has been underway led by IT to introduce the Bartec system to waste and street scene services. One of the most useful modules is route optimisation which allows a number of factors to be calculated once data has been input – this includes routes required; the likely time each route will take; the likely tonnage from residual, recycling and food collections for each route; and helps to evaluate the most efficient use of vehicles from the 3 depots when disposal and/or transfer points (tipping distances) are calculated. Data on a district wide basis needs to be analysed first as this is the first major route optimisation project undertaken in NFDC. More detailed route planning will take place for Phase 1 (up to early 2025), with a period of 3 months for operational staff to test and validate the routes, and to enable practical changes to be made in good time before the roll out.
17. Route optimisation (2.5 months) and validation by staff (3 months) will also need to take place for Phases 2 and 3 and adequate time has been included in the programme roadmap shown at **Appendix B**.
18. As vehicles are delivered and/or retrofitted the in-cab devices (tablets) will be fitted. This allows the driver and crew members to input key information about collections using the Bartec system, that is picked up by the back office at the depot and/or customer services.

Administrative Processes

19. Each phase has allowed 3 months for any policy and procedure changes as a result of learning from earlier phases and/or any new government guidance. This would include any new or reviewed health and safety or risk assessments leading to changes in operational procedures or working practices.

Business Waste Review

20. The Simpler Recycling reforms require Business Waste collections to separate food and recyclables by 31 March 2025 for businesses employing 10 or more staff. A piece of work is currently underway to agree the scope and approach required and will be reported to the Waste Management Programme Board. The Roadmap at Appendix B allows time between November 2024 and February 2025 for a project to deliver any changes that might be agreed for business waste collections, though the number of larger businesses affected for March 2025 is likely to be minimal.

Garden Waste

21. The new Garden Waste service is extremely successful and is likely to continue to grow over the next 2-3 years. As the number of customers increases, more vehicles and crews will be required. A fifth vehicle and crew are already being planned. However, the routes have never been optimised, so there is an opportunity to use the Bartec system to do this to ensure services are running as efficiently as possible. Time has therefore been included on the roadmap for Garden Waste route optimisation once the route optimisation work for the main service has been completed.

Flats Rollout Planning

22. The assessment period for flats and communal properties is nearing completion. Time has been set aside in the programme from January to May 2025 for a project to clarify the proposed arrangements for each property, and any interim arrangements. These arrangements will be reviewed again following the Phase 1 rollout (August-September 2025).

Communications

23. Effective and constant communications is essential to the success of any new waste service, to increase/maintain recycling rates, reduce residual waste, and reduce contamination. Recycling can be confusing for many residents, and it can sometimes not be clear what should be put in which bin, or how the collection dates for each waste stream work. A Communications Plan is being prepared that will be considered by the Waste Management Programme Board. On this basis a long period of time has been allowed in all

phases, with an extended period for Phase 1 as the first roll out from December 2024 up to and beyond the proposed roll out date in June 2025.

24. Phases 2 and 3 each have a 3-month period set aside for comms.

Corporate plan priorities

25. The new waste collection service will help to meet priority 2: Protecting our climate, coast, and natural world by:

- Reducing the amount of non-recycled waste produced by households, by separating food waste.
- Reducing emissions from the council's waste vehicle fleet by using the Bartec system to develop the most efficient rounds.
- Increasing the percentage of household waste sent for recycling by collecting food waste separately from general waste and providing large capacity wheeled bins.
- Reducing the amount of littering and spillages from sacks

Options appraisal

26. In February 2024 NFDC Cabinet approved the timeline, procurement, and budget for the agreed collection service following an appraisal of options reported to Cabinet in July 2022 as part of the development of the Waste Strategy. Options for each element of the roadmap detailed above have been explored in the officer working groups and the most realistic and achievable options proposed.

Consultation undertaken

27. The timeline and roadmap have been considered and agreed by the Waste Management Steering Group and Programme Board (membership at para 3 above)

Financial and resource implications

28. The MTFP includes provision in base budgets for increased staffing resources (for the new food waste rounds), and capital has been allocated for the purchase of new vehicles and containers, and distribution of containers. The waste transition budget was based upon an earlier estimate of phasing that assumed all three phases would be completed over a shorter time period. This is set out in the waste strategy report agreed by Cabinet in February 2024.

The full financial implications of the confirmed timeline and programme will be included in a future MTFP report. It is likely that transition costs will increase over a slightly longer time period, and with a more detailed understanding of each element of the

programme, and that frontline costs (e.g. staff) costs will be delayed. In addition, new burdens funding (£1.8mill) is intended to cover the cost of new food waste caddies and food waste vehicles. DEFRA are also due to provide transitional funding support to authorities introducing a weekly food waste collection service and £150,000 has been allowed for in the 2024/25 budget for this. From 2025/6 Extended Producer Responsibility (EPR) payments will also be received to cover the cost of collecting packaging and the amount each local authority receives will be announced in November 2024.

HR implications – see paras 13 and 14 above.

Legal implications

29. None.

Risk assessment

30. None required.

Environmental / Climate and nature implications

31. See corporate plan priorities above.

Equalities implications

32. Equality Impact Assessments were conducted as part of the waste strategy approval in 2022. The proposals in this report are not fundamentally different to those in the strategy itself.

Crime and disorder implications

33. None.

Data protection / Information governance / ICT implications

34. None.

New Forest National Park / Cranborne Chase National Landscape implications

35. Reducing the amount of littering and spillages from sacks will contribute to the interests of the National Park and National Landscape by enhancing the natural beauty and reducing risks for wildlife. It should be noted that wheeled bins are already in use in other parts of the national park covered by other (waste collection authority) councils.

Appendices:

Appendix A – Waste Programme
Timeline

Appendix B – Waste Programme
Roadmap

Background Papers:

Waste strategy implementation –
revised timeline and financial
appraisal Cabinet February 2024
[Agenda for Cabinet on
Wednesday, 21st February, 2024,
10.00 am Council Services
\(newforest.gov.uk\)](#)

Waste Strategy 2022-2027
Cabinet July 2022
[Agenda for Cabinet on
Wednesday, 6th July, 2022,
10.00 am Council Services
\(newforest.gov.uk\)](#)

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Appendix A - Waste Programme Timeline

2025

2026

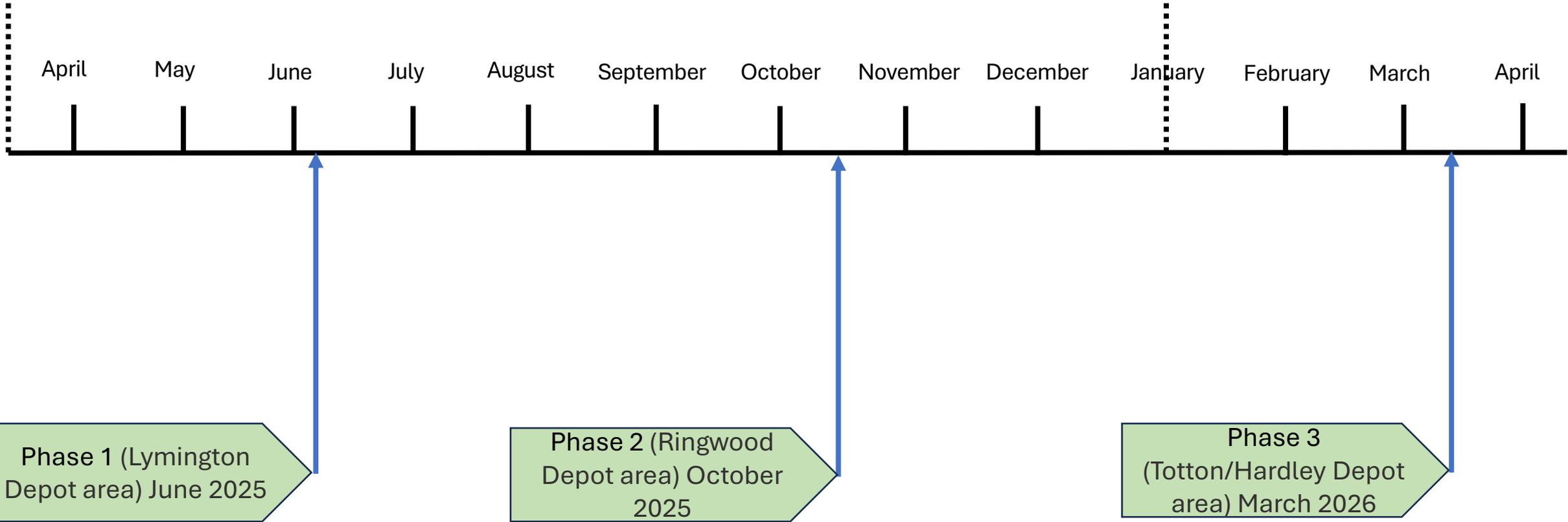
April May June July August September October November December January February March April

15

Phase 1 (Lymington Depot area) June 2025

Phase 2 (Ringwood Depot area) October 2025

Phase 3 (Totton/Hardley Depot area) March 2026



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APPENDIX B

WORKGROUP	WORKSTREAM	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26															
Milestone	Milestone	Implementation stage							Phase 1 prep							Phase 1							Phase 2							Phase 3						
Infrastructure	Disposal	Project integrate - Long term Collection systems and MRF Process																																		
Infrastructure	Disposal	Disposal Infrastructure HCC improvements - Marsh Lane (Veolia), Eco Composting (Hum)																																		
Fleet and Ops	Vehicles	vehicle lift retrofitting							Vehicles delivered for phase 1							Vehicles delivered for phase 2							Vehicles delivered for phase 3													
Fleet and Ops	Containers	Vehicle Procurement process							Delivery and distribution of Containers							Delivery and distribution of Containers							Delivery and distribution of Containers													
Fleet and Ops	Containers	Procurement of all containers							Delivery and distribution of Containers							Delivery and distribution of Containers							Delivery and distribution of Containers													
HR	HR	HR Preparation							Recruitment Process - interviews, onboarding, Training							Phase 2 - New Staff recruitment - onboarding and training							Phase 3 - New Staff recruitment - onboarding and training													
Strategy	HR	JD Change process							Recruitment Process - Transition Staff							Phase 2 - New Staff recruitment - onboarding and training							Phase 3 - New Staff recruitment - onboarding and training													
Infrastructure	Depot Improvements	Ringwood depot extension lease agreed							Ringwood depot: completion of on site work																											
Infrastructure	Depot Improvements	Hardley depot completion																																		
Infrastructure	Bartec - Route Planning	Route planning Phases 1- 3																																		
Fleet and Ops	Bartec - Route Planning	Phase 1 - Route planning - Refuse, recycling, Food							Operational validation of Routes							Operational validation of Routes							Operational validation of Routes													
Strategy	Admin Processes	Policy and procedure changes																																		
Strategy	Admin Processes	Policy and procedure changes							Policy and procedure review							Policy and procedure review							Policy and procedure review													
Strategy	Business Waste review	Scope, Approach and Impleme																																		
Strategy	Business Waste review	Scope, Approach and Impleme							New business waste service project							Business waste service revie							Business waste service revie													
Strategy	Garden Waste	Garden waste route optimisation																																		
Fleet and Ops	Garden Waste	Garden waste route optimisation							Garden waste route optimisation							Garden waste route optimisation							Garden waste route optimisation													
Fleet and Ops	Flats Rollout planning	Assessment period							Interim flat collection arrangements project							Flat collection review																				
Strategy	Comms	Communication activities - Get Ready/set/Go Phase 1																																		
Strategy	Comms	Communication activities - Get Ready/set/Go Phase 1							Communication activities - Get Ready/set/Go Phase 2							Communication activities - Get Ready/set/Go Phase 3							Communication activities - Get Ready/set/Go Phase 3													

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Cabinet 2 October 2024

Revised Local Development Scheme

Purpose	For Decision
Classification	Public
Executive Summary	The revised Local Development Scheme (LDS) sets out New Forest District Council's programme of work for the Local Plan, looking broadly over the next 3-4 years.
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> i. agrees the revised timescales for the Local Plan; ii. agrees that to the revised version of the Local Development Scheme and for this to be published on the council's website; and iii. agrees to a call for sites to be held during 2024 for potential sites.
Reasons for recommendation(s)	Having an LDS is a key requirement with the local plan legislation and there is therefore a need to have this up to date.
Ward(s)	All
Portfolio Holder(s)	Councillor Tipp – Planning and Economy
Strategic Director(s)	James Carpenter – Strategic Director Place, Operations and Sustainability
Officer Contact	James Smith Planning Policy Team Leader james.smith@nfdc.gov.uk

Introduction and background

1. The Local Development Scheme (LDS) sets out New Forest District Council's programme, looking broadly over the next 3-4 years, for the production of documents that will form the Local Development Framework for New Forest District (outside the National Park).
2. The LDS was last updated in February 2024.

Proposed revised local plan timetable

3. The first milestone in the LDS document is the 'Local Plan Issues and Scope' document. This document is to be informed and populated by the work of officer and member working groups, suitably edited by the Planning Policy Team in consultation with the Portfolio Holder.
4. Following the general election in July 2024, planned member working group meetings were postponed and have only recently been reconvened with consequential impacts to the work programme.
5. The key milestones in this revised LDS are, subject to approval:
 - October 2024 – 6 week Consultation on revised SCI
 - February 2025 – 6 week Issues and Scope consultation
 - October 2025 – 8 week Regulation 18 consultation
6. This revised timetable has been prepared in advance of the new government's publication of its revised National Planning Policy Framework (NPPF) following the public consultation that closed on 24 September 2024. The government has made it clear that it expects to undertake significant planning reforms, which are likely to be material to the preparation of the Local Plan. As such the timetable set out above will be kept under review by officers, as further announcements are made by the government.
7. Whilst consideration has been given to pausing the formal preparation of a revised timetable, officers consider that the direction of travel of the new government is already clear in urging the preparation of up-to-date local plans and increasing housing delivery – including through reviewing the Green Belt.

Proposed call for sites

8. The government's recent consultation on the NPPF included proposals to amend the methodology for assessing housing need. As a result, it is likely that the development needs (and associated mitigation) identified for the district through this process is going to be significantly higher than in previous years. The government will also be looking at councils to make as much use as possible of greenfield, brownfield and/or under-utilised land in existing settlements. Site promoters and other interested parties will also be aware of this increased need. It is therefore considered beneficial for the future preparation of the Local Plan review to capture further information now on sites promoted for all forms of development (and mitigation) to help the council consider future development opportunities in a strategic manner.
9. The council continuously looks for possible brownfield sites through its brownfield register. To ensure no stone is left unturned, before we make any decisions about sites in the Local Plan, officers believe it is

useful to undertake a call for sites now to allow land owners to come forward with any sites that they feel are suitable and available for development in the district.

10. The 'Call for Sites' process is an opportunity for landowners, developers, agents and site promoters to submit sites to the council which are potentially suitable and available for future development (or mitigation).
11. As part of the process, it is also an opportunity to ask whether members of public are aware of any sites or land that may be suitable for different types of new developments or uses (e.g. vacant or poorly used sites or premises), to enable the council to investigate these further.
12. The council would welcome submissions for a number of uses including but not limited to:
 - Housing – including for specialised accommodation needs;
 - Commercial - including employment and retail;
 - Infrastructure – including community uses;
 - Green infrastructure;
 - Renewable energy;
 - Biodiversity net gain / nature recovery;
 - Other alternative natural recreation greenspace / habitat mitigation land.
13. It is proposed to carry out this consultation in late Autumn/Winter 2024.
14. It is important to note that the Call for Sites exercise will not in itself determine whether a site should be allocated for development. All sites will need to be further assessed for suitability and capability of development and will then be consulted upon with the public as part of the wider Local Plan preparation. The submission of a site following the Call for Sites does not give them any planning status, nor does it determine any future planning status.

Corporate plan priorities

15. The Corporate Plan 2024-28 was adopted by Cabinet on 3 April 2024. It outlines the vision, values, and priorities for the council over the next four years.
16. The vision of the Corporate Plan is to secure a better future by supporting opportunities for the people and communities we serve, protecting our unique and special place and securing a vibrant and prosperous New Forest. This has been organised into the thematic areas of People, Place and Prosperity. This paper aligns with the following priorities:

- Place Priority 1: Shaping our place.
- People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives.
- Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow.

Consultation undertaken

17. The proposed approach and timetable set out in this paper and appendix has been discussed internally with officers and through informal consultation with the Portfolio Holder for Planning and Economy. The approach set out has also been informed by discussions with officers at the National Park Authority and County Council.

Financial and resource implications

18. Sufficient existing budget provision has been made to cover work on the Local Plan review, including the implications arising from the revised work programme.

Legal implications

19. None. The Planning and Compulsory Purchase Act, 2004 requires provides the legislative framework which requires that councils should prepare a local plan and keep it up-to-date.

Risk assessment

20. No formal risk assessment is required in relation to the recommendations as set out.

Environmental / Climate and nature implications

21. A Local Plan Review, as set out in the revised LDS, is essential if the Council is to stay in control of the planning of its area and ensure a high quality environment.

Equalities implications

22. None directly from this report

Crime and disorder implications

23. None directly from this report

Data protection / Information governance / ICT implications

24. None.

New Forest National Park/Cranborne Chase National Landscape implications

25. The New Forest National Park Authority are required to produce their own Local Development Scheme to support the proposed review of their local plan. The timetable proposed by this council is broadly in line with that of the National Park Authority, therefore there may be increased opportunities for joint working on evidence studies. There are no specific implications identified for the Cranborne Chase National Landscape.

Conclusion

26. Work is progressing on the Local Plan with the next few months being particularly important in preparing an Issues and Scope document for consultation. This revised LDS is a realistic and achievable programme of work to achieve this.

Appendices

Appendix 1 – Revised Local Development Scheme

Background Papers:

None

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Local Development Scheme

Work programme for the Local Plan Review

New Forest District (outside the National Park)

October 2024

Contents

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1 Introduction

1.1 The Local Development Scheme provides information about the production of the New Forest District Local Plan for the area outside the New Forest National Park (Figure 1) hereafter referred to as the ‘plan area’. The National Park Authority is responsible for producing the Local Plan for the National Park area.

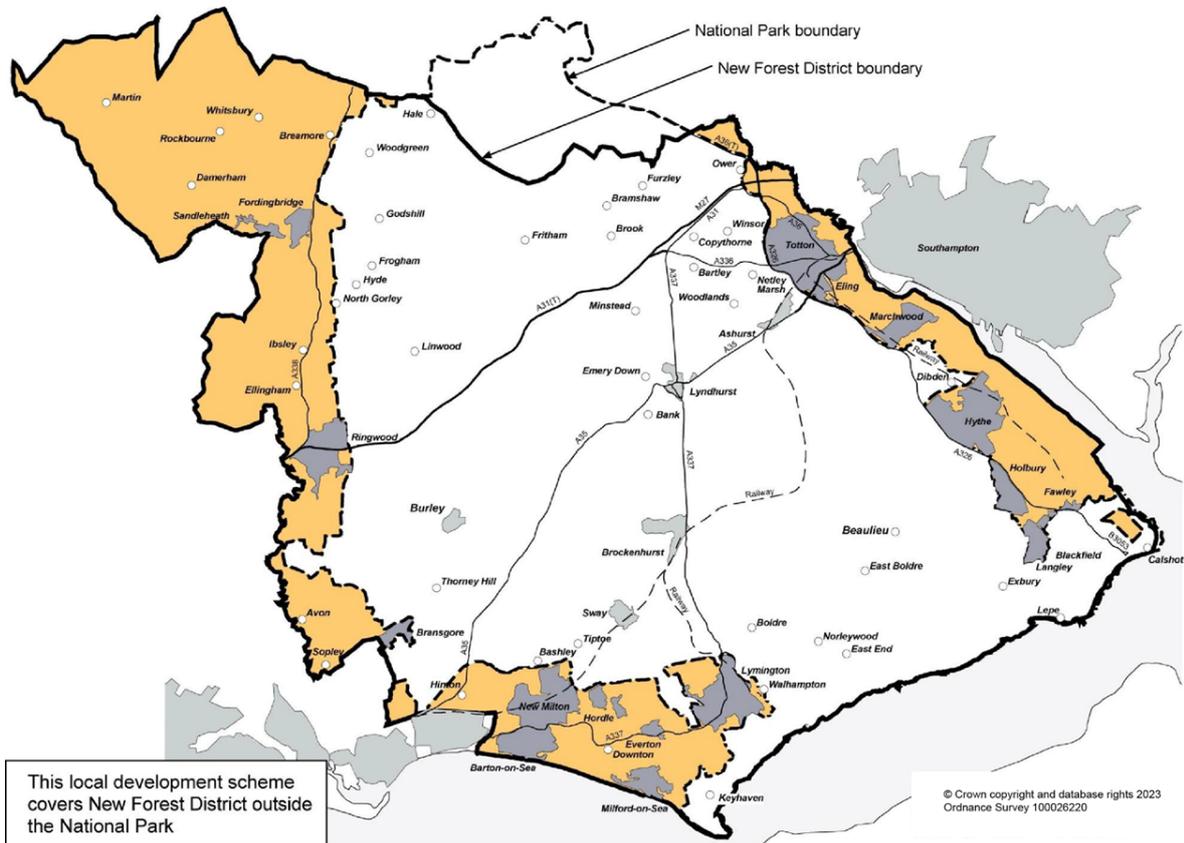


Figure 1: Map of the New Forest District Council Local Planning Authority Area

1.2 The Local Development Scheme (LDS) sets out the work programme for the Local Plan review and identifies when the public and other interested parties can get involved in the process of plan-making. It includes information about the content and production timetable for the Local Plan review, superseding the previous 2021 version which addressed preparation of the Local Plan Part 2 2016-2036. The Local Plan Part 2 is no longer being progressed; work undertaken so far will be included within the full Local Plan review.

1.3 The Local Plan is the most important part of the Development Plan for the plan area. The Development Plan is the statutory basis for deciding planning applications, provided that it is up to date. As at February 2024 the Development Plan for New Forest District (outside the National Park) comprises the following:

- the Local Plan 2016-2036 Part 1: Planning Strategy adopted July 2020
- Saved policies from the following earlier Local Plans as listed in Appendix A of the Local Plan Part 1: Planning Strategy (2020)
- the Local Plan Part 1: Core Strategy adopted in October 2009
- the Local Plan Part 2: Sites and Development Management adopted in April 2014
- Policy DW-E12: Protection of Landscape Features - saved from the Local Plan First Review (2005).
- the Hampshire Minerals and Waste Local Plan adopted by the Hampshire Minerals and Waste authorities in October 2013.
- 'Made' (Adopted by a supportive local referendum, after review by an independent examiner) Neighbourhood Development Plans - as at October 2024 these are for the Hythe & Dibden, New Milton and Ringwood neighbourhood areas.

1.4 As at October 2024 Neighbourhood Plans are being prepared by Totton & Eling Town Council and Lymington & Pennington Town Council, with New Milton currently reviewing their Neighbourhood Plan. If 'made' these Neighbourhood Plans would also become part of the Local Development Plan. Fordingbridge and Sandleheath are designated as Neighbourhood Areas for the purposes of preparing a Neighbourhood Plan but as yet no plans have been drafted or published.

2 Context for the Local Development Scheme (LDS) update

- 2.1 **The Local Plan 2016-2036 Part 1** was adopted in July 2020. It was prepared in a period of national planning policy transition, notably in respect of calculating housing need and the setting of housing targets. The Plan was found sound (subject to agreed modifications) with no requirement for early review in the light of the new planning guidance in place at the time of Local Plan examination.
- 2.2 Shortly after the adoption of the Local Plan 2016-2036 Part 1 in 2020 the government consulted on wide-ranging changes to the planning system and the plan-making process. The Council paused work on the Local Plan Part 2 until it became clearer whether further work on it would be overtaken by events.
- 2.3 The Levelling Up and Regeneration Act (2023) makes revisions to the plan-making process, requiring local plans to be focussed on locally distinctive matters (including identifying land for development and other needs), and that they should be contained in a single document. Subsequent changes to the National Planning Policy Framework (NPPF) were published in December 2023. Further planned changes to the planning system are expected, including introducing national development management policies for the first time.
- 2.4 An LDS for a Local Plan Review was originally published in March 2024. However, following the result of the general election and subsequent consultation on the revised NPPF there has been a need to revise this.

3 Local Plan review approach and programme

3.1 **The Town and Country Planning (Local Planning) (England) Regulations 2012** set out the main requirements for preparing a local plan. The general process followed is shown in (Figure 2), this may evolve as further planning reforms details are introduced.

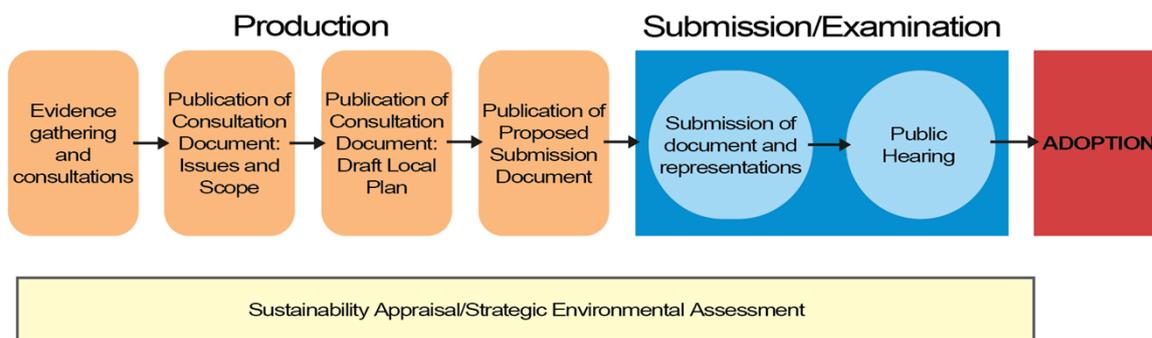


Figure 2: Local Plan Preparation stages

3.2 The next Local Plan review will comprise a single document, replacing the Local Plan 2016-2036 Part 1 and all policies ‘saved’ from earlier Local Plans.

3.3 There can be more than one public consultation before the Local Plan review is published in final ‘submission’ form (when it is open for further public consultation to inform the examination process). Prior to the final submission stage of public consultation, the Council intends to hold an early consultation in early 2025 on the issues the Local Plan review should cover and its scope. This will be followed by consultation on a full draft of the Local Plan review in Autumn 2025.

3.4 For areas where a Neighbourhood Plan is being actively prepared and positive progress is being made, the scope and content of the Local Plan review will be considered in the light of community-led planning objectives. The aim will be to ensure the timely progression of a sufficient and consistent planning framework for the plan area as a whole, whilst avoiding unnecessary duplication.

4 Documents supporting the Local Plan

- 4.1 A full evidence base will be prepared to support the exploration and testing of key issues and feasible policy options for the Local Plan review.
- 4.2 A range of existing Supplementary Planning Documents (SPD) and other supplementary guidance supports the adopted Local Plan 2016-2036, although these are expected to cease to apply from 2027 under the provisions of the Levelling Up and Regeneration Act (2023). Further details on supplementary guidance can be found on our **Planning Policy guidance page**.
- 4.3 The Levelling Up and Regeneration Act (2023) requires that a Design Code (or Codes) be prepared to cover the full local plan area. This work would replace, in whole or part, existing SPD or supplementary guidance documents that provide guidance on local design and character. A plan area-wide Design Code will be prepared alongside the Local Plan review. Further Design Codes for specific communities, sites or types of development will be considered

Annex 1: Initial programme for 2024/25 and 2025/26 and for the preparation of the Local Plan review

32

Local Plan Review		2024			2025			2026		
		Summer	Autumn	Winter	Spring	Summer	Autumn	Winter	Spring	Summer
Initial evidence base scoping and commissioning		█	█							
Preparation of an Issues and Scope public consultation document		█	█	█						
Call for sites				█						
Public consultation on the Local Plan Issues and Options				█	█					
Consultation review, evidence base development, option testing, Local Plan drafting					█	█	█			
Public Consultation on a full Draft Local Plan ('Regulation 18')							█	█		
Consultation review, further testing, and refinement							█	█		
Public Consultation on Published Plan (regulation 19)										
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; width: 20%;"> <p>Examination period ¹</p> </div> <div style="width: 80%;"> <p>Submit published local plan for independent examination (regulation 22)</p> <p>Examination hearing</p> <p>In-examination Modifications and consultation, if recommended by the Inspector</p> <p>Inspector's report</p> </div> </div>		<p>To be published at a later date once planning reforms in progress are finalised.</p>								
Adoption										

1. The timing and duration of the examination period is at the discretion of the Planning Inspectorate. Modifications of some form may be required. These may affect the final Local Plan adoption date.

Cabinet – 2 October 2024

Update to the Statement of Community Involvement

Purpose	For Decision
Classification	Public
Executive Summary	<p>The Statement of Community Involvement (SCI) sets out how the District Council will consult and involve others in planning matters. It covers both the preparation of local plans and planning guidance, and applications for planning permission.</p> <p>Whilst a required statutory document, it is also a critical statement of the council’s commitment to the involvement of our communities in planning matters.</p> <p>Last revised in July 2020, it is important that the document is reviewed from time to time to ensure that it is up to date This report seeks Cabinet approval to consider draft amendments to the SCI (revisions shown in red underlined text in Appendix 1) and to seek authority to go out to public consultation on the document.</p>
Recommendations	<p>It is recommended that the Cabinet:-</p> <p>agrees a 6-week consultation on the proposed amendments to the Statement of Community Involvement (changes set out in Appendix 1 shown in red) to inform a future Cabinet decision on whether to adopt the revised document.</p>
Reasons for recommendations	<p>The Planning and Compulsory Purchase Act 2004 requires the council to have a Statement of Community Involvement (SCI).</p> <p>The SCI was last reviewed in 2020 and moderate changes are recommended to reflect changes in legislation, best practice and to aide clarity.</p> <p>The NFDC Corporate Plan puts community engagement central to its ‘People’ priority.</p>
Wards	All
Portfolio Holder	Councillor Derek Tipp – Planning and Economy

Strategic Director	James Carpenter – Place, Operations and Sustainability
Officer Contact	Andrew Herring Planning Officer 023 8028 5471 andrew.herring@nfdc.gov.uk

Introduction and background

1. Planning directly affects the places where people live and work, the economy and residents' health and well-being. Meaningful public consultation and engagement on all aspects of planning is vital. It allows communities to have an input into the planning of their area. By maintaining community involvement at the centre of what the council does, we can gain a real understanding of our communities priorities.
2. The Planning and Compulsory Purchase Act 2004 requires the council to prepare a Statement of Community Involvement (SCI) and associated regulations requires that these are reviewed at least once every 5 years to ensure that policies remain relevant and effectively address the needs of the local community.
3. The SCI only relates to the statutory function of the council in its role as local planning authority. The SCI is a statutory document which sets out the consultation and engagement methods that the council will use to involve interested residents, groups, organisations, businesses and other representatives and individuals in the planning process. It explains who will be consulted, when and how in the preparation and review of planning policy documents and the consideration of planning applications. The council's Statement of Community Involvement was adopted in 2015 and last revised in July 2020. The last update reflected changes to the way in which neighbours were notified of new planning applications, encouragement to developers to engage with the community via pre-application consultation and to reflect the adoption of the Local Plan Part 1 (2016-2036).
4. Given four years have passed since its last review, and work is beginning on a Local Plan Review, there is an identified need to review the document to ensure that it remains up-to-date.

Amendments to the SCI

5. The proposed revisions to the SCI are set out in Appendix 1 (shown in red underlined text). In summary these revisions relate to:

- Insertion of a number of weblinks;
 - Deletion of previous references to the Covid-19 pandemic and associated restrictions;
 - Clarifications on statutory legislation and updates where there have been changes to the National Planning Policy Framework;
 - Updates in relation to the Community Infrastructure Levy (CIL) and how the council will involve others in allocating CIL to projects;
 - Modest revisions to provide further detail in relation to the different stages of Local Plan production (Section 2); and
 - More extensive updates to the part of the SCI dealing with Development Management and what the council will do at various stages of the planning application consent process (section 6 and Appendix 4 of the SCI).
6. The commitments made and set out in the SCI, as proposed to be updated, represent the minimum that NFDC will do and how the council will engage with residents and wider public bodies.

Corporate Plan priorities

7. The existing SCI already helps to deliver all the priorities of the NFDC Corporate Plan. The Corporate Plan puts community engagement central to its 'People' priority, and under its 'Place' priority the council aims to balance growth with conservation and sustainable development. This also closely aligns with the objective to foster economic growth while ensuring inclusivity and sustainability (under its 'Prosperity' priority).

Options appraisal

8. The alternative options to that recommended are appraised as follows–
- a) Retain the existing adopted SCI with no updates. This has been rejected on the grounds that the existing SCI is dated. Failure to take opportunities to amend it, to reflect the latest Development Management processes and CIL arrangements, would risk harming future opportunities to encourage community involvement in the planning process. It is vital that communities have an input in the planning system and that community involvement remains at the centre of what the council does.
 - b) Introduce detailed changes which are mandatory and comprehensive. This has been rejected on the basis that the council is mindful of having the ability to ensure that the consultation undertaken is proportionate and utilises council resources efficiently. The SCI does not prevent the council from

utilising further measures, over and above the minimum set out.

9. It is considered that an approach to consultation is required which strikes the right balance between statutory requirements and particularly intensive engagement measures which stretches the resources of the council without scope to be flexible. The proposal is therefore for a modest revision to bring the SCI up to date.

Consultation proposed

10. A 6-week consultation is proposed on the draft amendments to the SCI. This will use the existing consultation database to contact all the requisite individuals and bodies as set out (listed) in the existing SCI. Social media and a press release will also raise the profile of the SCI to those not currently on the database.
11. The outcome of the consultation will be reported back to Cabinet for it to consider whether to adopt the amended document.

Financial and resource implications

12. The costs of undertaking the preparation of the SCI, and the implications for plan-making and the development management function of the council are capable of being met within existing budgets.

Legal implications

13. The requirement to prepare the SCI is set out in Section 18 of the Planning and Compulsory Purchase Act 2004.
14. Regulation 10A of the Town and Country Planning (Local Planning) (England) Regulations (as amended) requires that local planning authorities should review their SCIs at least once every 5 years to ensure that policies remain relevant and effectively address the needs of the local community.

Risk assessment

15. The SCI commits the council to undertake certain community engagement activities in its function as a local planning authority. Failure to undertake these activities as a minimum presents a risk of future local plans being found unsound and judicial challenge of future planning decisions with associated financial, reputational and planning consequences.

Environmental / Climate and nature implications

16. Consulting the community on proposed updates to the SCI will help to ensure that the council delivers high quality development within its area that reflects the needs of local communities.

Equalities implications

17. The proposed revisions to the SCI will help to ensure that opportunities to engage with communities on planning matters across plan making and development management are equal. There are opportunities to advance equality and foster good relations through targeted and specific consultation in plan-making, which will in itself be subject to continuing monitoring and review. The development of an appropriate consultation and engagement strategy for plan-making consultations and in relation to development proposals through development management should lead to positive engagement.

Crime and disorder implications

18. None arising directly from this report.

Data protection / Information governance / ICT implications

19. The council will continue to utilise existing ICT software and processes to maintain data protection of individuals and organisations involved in the planning system.

Appendices

Appendix 1 –
Draft Revision SCI October 2024

Background Papers:

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Statement of Community Involvement

Planning

DRAFT REVISED VERSION FOR CONSULTATION

(Revisions in red text)

October 2024

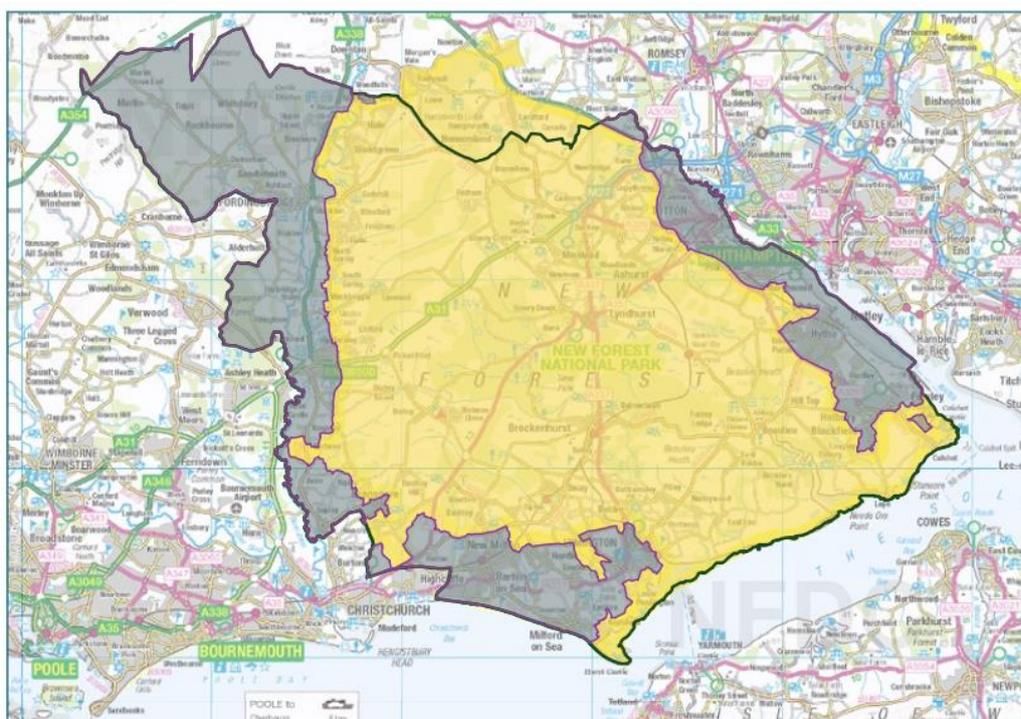
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Introduction

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



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-  New Forest District Boundary
-  New Forest National Park
-  Plan Area

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

1 What is a Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) sets out how the council will consult and involve others in planning matters in New Forest District outside the National Park. It covers both the preparation of local plans and planning guidance, and applications for planning permission. [It is also a requirement of the Planning and Compulsory Purchase Act 2004.](#)

A brief guide to the planning system

- 1.2 Local planning authorities are responsible for producing Local Plans and other planning policy documents which set the framework under which decisions on planning applications are made. All local planning authorities are expected to have an up-to-date Local Plan for their area. The Plan guides new development, setting the overall planning strategy for the area and setting policies and proposals for what development can happen, and where. The Local Plan is the main planning policy document for the area but can be supplemented by Supplementary Planning Documents (which provide additional guidance on the implementation of policies in the Local Plan) and by Neighbourhood Plans (which are community-led plans).
- 1.3 The Government sets national planning policies in the 'National Planning Policy Framework' (NPPF). Local Plan policies must comply with this national framework. The Government also publishes national Planning Practice Guidance (PPG), which gives further guidance and advice on how local authorities are expected to prepare local planning documents and implement Government policy.
- 1.4 The current planning system has no hierarchy of plans between national and local planning policies. However, the Localism Act [\(2011\)](#) established a [new](#) 'Duty to Co-operate' which requires local planning authorities and other organisations to work together constructively in preparing their plans, to try to resolve cross boundary planning issues.

Planning in the New Forest

1.5 The council has an adopted Local Plan for the area. The key documents which make up the Local Plan for New Forest District (outside the National Park) are:

- The Local Plan 2016-2036 Part 1: Planning Strategy, adopted in July 2020, which sets the planning strategy for housing and employment provision, protection of sensitive environments, town centres, and transportation for the area up until 2036. It replaces and updates parts of the adopted 2009 Core Strategy, and a small number of the more strategic policies in the Local Plan Part 2: Sites and Development Management adopted in 2014.
- The Local Plan Part 2: Sites and Development Management, adopted in April 2014, which sets out more detailed policies implementing the strategy, including identifying sites for new development. The remaining policies of the adopted 2009 Core Strategy and 2014 Local Plan Part 2 are either saved for continued use pending review as part of the Local Plan Review 2016-2036 Part Two, or are deleted, as set out in Appendix A of the Local Plan Part One. It includes allocations of specific sites for new housing, affordable housing and employment land. It also provides additional development management policies to assist the implementation of the Part One Local Plan.

1.6 The council has adopted several Supplementary Planning Documents. These include Local Distinctiveness SPDs, the Mitigation [For Recreational Impacts Strategy for on New Forest](#) European Sites SPD [\(2021\)](#) and Planning for Climate Change SPD (2024).

1.7 Full details of all current planning policy documents prepared by New Forest District Council are available on the Planning Policy page of the council's website: www.newforest.gov.uk/planningpolicy.

Working with others

The New Forest National Park and Cranborne Chase ~~Area of Outstanding Natural Beauty (AONB)~~ National Landscape

1.8 The council attaches great importance to having a close working relationship with the New Forest National Park Authority (NFNPA) and the Cranborne Chase National Landscape (CCNL). Given the geography of the Plan Area and its relationship with the National Park, it is essential to the proper planning of the area that there is collaboration between the two planning authorities. This includes matters that have an impact across the New Forest and will be addressed in the review of the Local Plan. These are addressed through regular liaison meetings with the National Park Authority. The council also has a duty to have regard to the purposes of the National Park under Section 85 of the Countryside and Rights of Way Act (2000). Planning policies for the area recognise that development proposals within the Plan Area can have a significant impact on the National Park and the National Landscape, as well as on protected European nature conservation sites within the National Park. The council will also engage with the Cranborne Chase National Landscape AONB and have regard to the Planning Protocol agreed between the two parties¹.

Neighbouring authorities and Local Economic Partnerships

1.9 The Duty to Co-operate (DTC), brought into effect by the Localism Act (2011), aims to ensure that bodies engaged in planning work together on issues that are of more than local significance. The council will continue to work with a wide range of statutory and non-statutory bodies in fulfilling its planning duties and ensuring that issues of more than local significance are dealt with by working with its neighbours and other appropriate bodies.

¹ https://cranbornechase.org.uk/wp-content/uploads/2020/04/PlanProtocolOct05_Sept061.pdf

1.10 The council will work with neighbouring authorities and other authorities in the sub-regions on matters of strategic significance, where cross-boundary working is essential to ensure an appropriate planning strategy for the wider area is established (including the work of ~~the Solent Local Enterprise Partnership~~, the Partnership for South Hampshire², and other neighbouring Local Enterprise Partnerships). This will include the joint commissioning of appropriate studies to assess housing and business needs locally and within the wider area.

1.11 See paragraphs 2.12 – 2.17 for further information on the Duty to Co-operate.

² <https://www.push.gov.uk/>

2 The process of Local Plan and Supplementary Planning Document preparation

2.1 Procedures for preparing development plan documents are set out in national regulations, currently the Town and Country Planning (Local Planning) (England) Regulations 2012 [\(as amended\)](#). The figure below sets out the stages in plan preparation, indicating consultation stages, as set out in the Regulations.

Figure 1 – Stages in Local Plan preparation

Stage:	What we will do:
Regulation 18	<ul style="list-style-type: none"> Define scope of document and critical issues Evidence gathering, including targeted consultations Public Consultation on emerging options (at least 6 weeks) Public Consultation on draft Plan (at least 6 weeks)
Regulation 19	<ul style="list-style-type: none"> Publication of proposed Submission Plan (Submission Draft documents) taking account of comments received at Regulation 18 stage Public consultation (at least 6 weeks)
Regulation 20	Public Consultation on Plan to be submitted
Regulation 22	<ul style="list-style-type: none"> Submission of Plan and supporting documents (including Sustainability Appraisal Report) to Secretary of State Submission of representations / Statement of Consultation
Regulation 24	<ul style="list-style-type: none"> Independent Examination, including Hearings
Regulation 25	<ul style="list-style-type: none"> Publication of Inspector's Report Consideration of Inspector's recommendations

Regulation 26	<ul style="list-style-type: none"> • Adoption of the Local Plan
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2.2 In the preparation of documents the council will be consulting and involving others at various stages of plan preparation, from evidence gathering and developing strategic approaches to preparing the Plan for Submission and public Examination by an independent Inspector. The methods and techniques used to involve the community will vary depending on the type of planning document being prepared and the stage of preparation reached. More detail is given in Tables 1 and 2 below.

2.3 The Local Development Scheme sets out the programme for preparing local planning documents. As well as the Local Plan itself, Supplementary Planning Documents (SPDs), covering particular areas, sites or topics may be prepared. Examples of SPDs which have been prepared by New Forest District Council include the Lymington Local Distinctiveness SPD and the Mitigation Strategy for European Sites SPD (a full list of current SPDs is provided in the Local Development Scheme and on the council's website). The process for preparing Supplementary Planning Documents is simpler than for the Local Plan, the main difference being that an SPD is not subject to public Examination by an independent Inspector. However, the procedure followed in preparing Supplementary Planning Documents includes targeted involvement and consultation during the preparation of the document. The process is set out in the figure below.

Figure 2 – Stages in Supplementary Planning Document preparation

Stage:	What we will do:
<u>Internal preliminary work</u>	<ul style="list-style-type: none"> • Define scope of document and critical issues • Evidence gathering, including targeted consultations
<u>Internal preliminary work</u>	<ul style="list-style-type: none"> • Production of draft document
Regulation 12	<ul style="list-style-type: none"> • Consultation on draft SPD document
Regulation 13	<ul style="list-style-type: none"> • Representations received and considered

Regulation 14	<ul style="list-style-type: none"> • Adoption of SPD
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2.4 Further details of how we will involve others in the production of SPDs is set out in section 3.

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

2.5 The National Planning Policy Framework requires that Local Plans are prepared with meaningful engagement and collaboration with neighbourhoods, local organisations and businesses. The final Plan should “be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees” (Paragraph 16). aim to be a ‘collective vision and a set of agreed priorities for the sustainable development of the area’ (Paragraph 155).

2.6 The Town and Country (Local Planning (England) Regulations 2012 (as amended) set out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents, including consultation with interested persons and bodies and the documents which must be made available at each stage. The Regulations can change over time and the council will comply with the relevant Regulations in force at the time.

2.7 The main means of finding out the latest news about progress with Plan preparation will be the council’s website www.newforest.gov.uk.

2.8 The council will use its website to:

- Provide information about progress with the preparation of planning documents
- Publish all current planning policy documents
- Give notice and details of current public consultations on planning policy documents under preparation

- Publish summaries of comments it has received on draft planning policy documents

2.9 The council will keep a database (Local Plan contacts database) of those wishing to be kept informed directly (normally by e-mail) about stages in plan preparation.

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

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

Stage:	What we will do:
<p>Early preparation</p> <p>Evidence gathering</p>	<ul style="list-style-type: none"> • Consult on the scope of the Plan: identifying matters which may need particular attention in a new Plan • Gather relevant social, economic and environmental information to provide for background information and evidence • Engage in discussions and joint studies with neighbouring authorities
<p>Production of draft plan</p>	<ul style="list-style-type: none"> • Prepare a draft Plan based on evidence and views collected
<p>Formal Consultation on draft plan</p>	<ul style="list-style-type: none"> • Provide a minimum period of six weeks for comments to be made on the draft Plan • Publish the consultation document with supporting information and background studies on the council’s website • Give details of the consultation and how to comment in a news release and on the council’s website

Stage:	What we will do:
	<ul style="list-style-type: none"> • Notify all those on the Local Plan contacts database of the opportunity to comment (including, where appropriate, local representative groups for those who do not have internet access). • <u>Various consultation methods may be used depending on the content of the documents but this could include:</u> holding hosting virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website • Make all documents available for public inspection at Appletree Court, Lyndhurst or Publish a summary of the comments received on the website
Production of Plan for Submission	<ul style="list-style-type: none"> • Take into consideration all comments received on the draft Plan in preparing the Plan for submission
Publication of Plan for Submission to the Secretary of State	<ul style="list-style-type: none"> • Publish the Plan with supporting information and background studies on the council’s website • Give details of the consultation and how to comment in a news release and on the council’s website, and by publicising on social media • Provide a minimum period of six weeks for representations to be made on the Plan • Notify all those who commented on the draft Plan that a revised Plan has been published and where the relevant documents can be inspected • Publish a summary of the representations received on the council’s website

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

Stage:	What we will do:
	<ul style="list-style-type: none"> Notify all those who commented on the draft Plan that the DPD has been adopted.

Sustainability Appraisal

2.11 Alongside the preparation of the Local Plan the council will undertake a Sustainability Appraisal of the emerging Plan and its proposals. This work will consider the impact of proposals on environmental, social and economic factors, including internationally significant nature conservation sites, which will be a key consideration. The Sustainability Appraisal will be subject to targeted consultation at its ‘scoping’ stage, and wider consultation when published for comment alongside a consultation draft Local Plan and submission Local Plan.

Fulfilling the Duty to Cooperate

2.12 The “Duty to Co-operate” requires local authorities and other prescribed bodies to work together on planning issues, and particularly on strategic matters which have a significant impact on at least two planning areas.

2.13 New Forest District Council will work co-operatively with neighbouring planning authorities in Hampshire, Wiltshire and Dorset, and other relevant public bodies on matters relating to the development of appropriate planning strategies within the Plan Area and in neighbouring areas.

2.14 In addition to formal written consultations, this co-operation will involve discussions at both Officer, and as appropriate, Member level. Cross-boundary issues will be identified and, where possible, appropriate planning strategies will be agreed as a basis for preparing Local Plans and ensuring compatibility across administrative boundaries.

2.15 In south Hampshire a formal partnership of local authorities (Partnership for South Hampshire – PfSH) is well established as a vehicle for developing planning strategies for the area. The council will participate in and contribute to the work of PfSH at both Officer and Member level.

- 2.16 New Forest District Council will also cooperate with ~~Local Enterprise Partnerships (LEPs) and~~ Local Nature Partnerships (LNPs) and have regard to their activities when preparing the Local Plan, so long as those activities are relevant to local plan making. For the New Forest District area ~~these are currently the Solent LEP, and~~ this is the Hampshire & Isle of Wight LNP³. Local Enterprise Partnerships have a key role to play in delivering local growth by directing strategic regeneration funds and in providing economic leadership through their Strategic Economic Plans. Local Nature Partnerships work strategically to help their local areas manage the natural environment and they are encouraged to work at a broader 'landscape scale'.
- 2.17 Working relationships on strategic planning matters with neighbouring authorities in Wiltshire and Dorset have been established and will be developed as each authorities plan preparation progresses.

³ <https://hantswightlnp.wordpress.com/>

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

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

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

Stage:	What we will do:
Awareness raising and evidence gathering	<ul style="list-style-type: none"> • Gather relevant background information and evidence • Engage in selective discussions and targeted consultation as appropriate • Hold virtual exhibitions, digital consultations, publicising on social media and providing documents for inspection on the council website.
Production of draft plan	<ul style="list-style-type: none"> • Prepare a draft document based on evidence and views collected
Formal Consultation on draft plan	<ul style="list-style-type: none"> • Publish the consultation document with supporting information on the website • Contact those on the Local Plan contacts database by e-mail to inform of the draft publication and opportunity to comment

	<ul style="list-style-type: none"> • Give details of the consultation and how to comment in a news release and on the council’s website • Provide a minimum period of four weeks for comments to be made on the draft SPD document (although the norm will be for a 6-week consultation period) • Write to all those specifically requesting postal notification of publication of a specific SPD • Make all documents available for public inspection at Appletree Court, Lyndhurst and on the council’s website. • Publish a summary of the comments received on the website
<p>Adoption by NFDC</p>	<ul style="list-style-type: none"> • Revised plan submitted with summary of comments received and how comments have been addressed • Comments received reported to members (with summary of comments) • Publication of Consultation Statement, cabinet / full council papers, and final document for adoption • Adoption Statement released alongside the adopted SPD.

4 Neighbourhood Plans and Neighbourhood Development Orders

- 4.1 The Localism Act 2011 introduced statutory Neighbourhood Planning in England. It enables communities to draw up a Neighbourhood Plan for their area (within certain limits and parameters set by the agreed strategy in the Local Plan). Through preparing a Neighbourhood Plan (or a Neighbourhood Development Order) local communities can have a greater say in deciding how the planned development is accommodated in their area. These can be taken forward by Town / Parish Councils.
- 4.2 Parish and Town Councils can use neighbourhood planning powers to establish general planning policies for the development and use of land in their neighbourhood through the preparation of a Neighbourhood Plan or the granting of planning permission for a specific type of development through a Neighbourhood Development Order.
- 4.3 It is the role of the local planning authority to agree the (geographical) neighbourhood planning area. Additionally, the local planning authority must provide advice and assistance; hold an examination; and make arrangements for a referendum. NFDC has published a Neighbourhood planning protocol, and this is contained in Appendix 2 of this Statement. The protocol outlines how NFDC will undertake its statutory duties, and the level and extent of the technical advice and assistance that NFDC will provide.
- 4.4 Appendix 3 sets out the guidance specifically designed to support qualifying bodies, which includes Parish or Town Council, on the consultation process relating to the preparation of a Neighbourhood Plan. It contains advice on when, who, how and where to consult to ensure effective community engagement. It suggests the qualifying body considers the following consultation mechanisms when developing a Plan or Order:
- Holding events/exhibitions (where allowed in line with government Covid19 guidance)
 - Adverts/posters
 - Letters/flyers to everyone in neighbourhood area

- Questionnaires/comments forms
- Use of websites, social media and e-mail
- Notice in parish newsletters/local magazines
- Visiting/contacting already established local groups.

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

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

4.7 It will be for those preparing a Neighbourhood Plan to decide how best to consult during the preparation of the document, but they must comply with the Neighbourhood Planning Regulations in place at the time. More information about Neighbourhood Planning can be found at:

[Http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/](http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/)

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

~~5.1 The Community Infrastructure Levy Regulations 2010 require the Council to set out a list of those projects or types of infrastructure that it intends to fund, or may fund, through the levy. This list of projects may be revised from time to time following appropriate consultation.~~

~~5.2 The consultation process will involve providers of infrastructure including bodies such as HCC, the Police and Health Authorities, NFDC departments and Town and Parish Councils, as appropriate. A recommended list of projects (known as a 'Regulation 123 list') will then be prepared and subject to further consultation before being presented for approval by the Council's Cabinet at the start of the year. Requirements for who should be consulted are currently set out in Regulation 15 of the Community Infrastructure Levy Regulations 2010 (with amendments) and the Council will apply the relevant regulations in force at the time.~~

5.3 The Community Infrastructure Levy Regulations 2010 (as amended) require the council to publish annually an 'Infrastructure Funding Statement', which sets out those projects that it intends to fund via the levy as well as the receipts and expenditure from the previous year.

5.4 ~~Separately, In October 2023~~ the council has an adopted ~~an~~ Community Infrastructure Levy Expenditure Framework and Communications Strategy, which detail how the council would look to allocate CIL funding towards recreational habitat mitigation projects as well as local and strategic infrastructure projects. ~~The framework details who will be consulted as well as the time period for when bids will be sought.~~

5.5 Should the council review its Community Infrastructure Levy Charging Schedule the requirements for who should be consulted are currently set out in Regulation 16 of the Community Infrastructure Levy Regulations 2010 (as amended) and the council will apply the relevant regulations in force at the time.

6 Community Involvement in Development Management

6.1 For many people, the most visible impact of the planning system is the regulation of development through planning applications. Applications are normally determined in accordance with the policies and proposals of the statutory development plan for the area unless there are other material considerations that justify departing from these policies. Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying other material considerations. Community involvement can also help shape proposals so that they are more acceptable and appropriate to the area where the development is occurring.

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

- Pre-application
- Planning applications
- Appeals
- Enforcement

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

Pre-application Stage

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

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

6.6 The council does not publicise or share pre-application enquiries with the public, or allow public comments on the pre-application stage.

~~6.7 Where pre-application advice is sought, the response to that application will be not be published, although this can be requested through the Freedom of Information Act (FOI). Where an FOI is sought, the applicant will be informed and agreement sought to release before it is done so.~~

Planning Application Stage

What happens when a planning application is received?

6.8 All planning applications and tree works are checked to ensure that necessary plans and details are provided to enable the application to be determined. ~~When~~ Once an application has been validated we will consult in accordance with the provisions in Appendix 4. ~~neighbours (those occupying properties that adjoin the site) are notified by letter. Consultees are also notified (as relevant depending on the nature of the application).~~ All applications are placed on the council's website for public view and full details of notification undertaken are provided at Appendix 4.

6.9 The minimum requirements for publicising and consulting on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015. We comply with the minimum requirement in all cases, in most cases we exceed this to ensure that our communities are as involved as possible. Irrespective of how the community hear about a proposal, anyone can submit comments on an application. The notification letter, site notice and press advertisement explain where the planning application can be viewed.

6.10 All applications are placed on the council's website for public view. ~~Full details of notification undertaken are provided at Appendix 4.~~

Comments are invited on planning applications for a period of 21 days, which is a statutory period set out by government. All comments received prior to the determination of an application, even if outside of the 21 day publicity period will be taken into consideration. In most cases a site notice is also provided, and this will be displayed for 21 days. When comments are submitted on planning applications through the website the name and address of the individual are also published. [For further information regarding how the council handles personal data, please see our privacy notice⁴.](#)

Who will we consult?

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

⁴ www.nfdc.gov.uk/privacy

6.12 Schedule 1, paragraph 8, of the Town and Country Planning Act 1990, states that there is only a statutory requirement for local planning authorities to notify Town and Parish Councils of planning applications received if the Town or Parish Council has requested that it be notified. NFDC goes further than the regulations by automatically sending the weekly lists of applications received, decisions made, and appeals received to all Town and Parish Councils.

How is a planning application determined?

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

- i) Representations of objections and support [\(for further guidance on how to comment see the council's website⁵\)](#)
- ii) Advice from external specialists such as Natural England or Historic England
- iii) Government guidance⁶
- iv) Comments from town and parish councils
- v) Any other material consideration

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

⁵ [View or comment on a planning application - New Forest District Council](#)

⁶ [Planning practice guidance - GOV.UK \(www.gov.uk\)](#)

6.15 The council will determine planning applications on the information submitted. There may however be some circumstances whereby, at the discretion of the council, amendments can be accepted prior to a determination to resolve outstanding issues. In these instances, the case officer will provide the necessary time in order to provide the applicant with an opportunity to amend the application depending on the degree of change. Under no circumstances should applicants amend an application following a consultation response they have read online.

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

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

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

~~6.19 The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015 introduced a prior approval arrangement for certain single storey extensions to dwelling houses with a statutory requirement being placed on the Council to serve notice on any owner or occupiers of adjoining properties and give them a minimum of 21 days to object. These prior approval notifications introduce a new procedure differing from that for planning applications.~~

Assisting the Local Planning Authority

~~6.206.19~~ The council expects planning applications to be determined within timescales set by national guidance unless an alternative period has been agreed (in writing) with an applicant to allow positive and proactive discussion. The national targets are as follows:

- (1) Major applications accompanied by an Environmental Impact Assessment – 16 weeks
- (2) Major applications - 13 weeks
- (3) Minor and other applications – 8 weeks

~~Post decision~~ Appeals against decisions or non-determination

~~6.216.20~~ Applicants have the right to appeal to the Planning Inspectorate against the refusal of a planning permission; for non-determination or against the imposition of a condition ~~to the Planning Inspectorate~~. There is no third-party right of appeal (i.e. for those who objected to a planning application). The Council will notify relevant parties who commented on the planning application of the appeal and advise them how they may make comments to the Planning Inspectorate. Information relating to the appeal will also be available to view on the Council's Online Planning Register.

~~Discharge of~~ Details submitted pursuant to planning conditions

~~6.226.21~~ The grant of planning permission is commonly subject to planning conditions which may require the submission of further information to the council for approval. This may address matters such as materials, landscaping, natural green space and green infrastructure and highway matters.

~~6.236.22~~ The Council will seek to deal with such applications within eight weeks from the date of receipt. The agreed discharge of condition details are subsequently published on the councils website. ~~Submissions made for approval of details are not subject to publicity.~~

Post decision Amended Plans

[6.246.23](#) Post-decision amendments are only accepted if the Council is satisfied that the change is not material. ~~amendment is very minor and are considered on a case by case basis.~~ In cases where amendments are accepted, the amendments will not be the subject of publicity.

Enforcement

[6.256.24](#) If members of the local community draw possible breaches of planning to the attention of the Council these will be investigated in accordance with the Local Enforcement Plan which is published on the Council Website⁷.

⁷ [LOCAL ENFORCEMENT PLAN 20221.pdf \(newforest.gov.uk\)](#)

Appendix 1 – Local Planning documents: Consultees

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

Type A – Specific Consultation bodies

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

- All town and parish councils within New Forest District
- The New Forest National Park Authority
- Cranborne Chase National Landscape
- Hampshire County Council
- Dorset Council (Unitary Authority)
- Wiltshire Council
- Test Valley Borough Council
- Isle of Wight Council
- Melchet Park & Plaitford; Nursling & Rownhams; Romsey Extra; Wellow Parish Councils
- Bishopstone; Bower Chalke; Broad Chalke; Coombe Bisset; Downton; Landford; Odstock; Redlynch; Stratford Tony Parish Councils.
- Southampton City Council
- Bournemouth, Christchurch and Poole Council
- Burton; Hurn Parish councils
- ~~East Dorset District Council~~
- Eastleigh Borough Council

- Alderholt; Cranborne & Edmondsham; Sixpenny Handley with Pentridge; St Leonards & St Ives; Verwood Parish council
- The Partnership for South Hampshire (PfSH)
- The Coal Authority
- ~~The Homes~~ [England and Communities Agency](#)
- The Environment Agency
- Natural England
- Network Rail
- The Historic Buildings and Monuments Commission for England (Historic England)
- ~~The~~ [Highways England Agency](#)
- The Hampshire and Isle of Wight Local Nature Partnership
- NHS West Hampshire Clinical Commissioning Group
- British Telecommunications PLC
- Southern Electricity
- Scottish and Southern Energy
- Southern Gas Networks
- RWE npower
- EON PLC
- The National Grid Company PLC
- British Gas
- The Police and Crime Commissioner for Hampshire
- The Solent Local Enterprise Partnership
- The Enterprise M3 Local Enterprise Partnership
- The Marine Management Organisation
- Wessex Water
- Southern Water

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

Type B – General Consultation bodies

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

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

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

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

- Residents groups and associations.
- Amenity and conservation societies.
- Sports & recreation organisations.
- Schools & colleges.
- Disability organisations and groups.
- Older persons groups.
- Ethnic minority groups.

- Gypsies and travelling show people, including the Traveller Education Service.
- Churches and other religious organisations.
- Housing associations and registered social landlords.
- Tourism organisations.
- Youth groups and organisations.
- Businesses and chambers of trade/commerce.
- Developers and planning agents/architects.
- New Forest Verderers.
- New Forest Commoners.
- New Forest Commoners Defence Association.
- Forestry Commission.
- Port operators and harbour authorities at Southampton and Lymington.
- Transport operators and managers including Network Rail, train and bus companies.
- Coastal interests including commercial, leisure and amenity organisations.
- Major estates.
- The Ministry of Defence.
- Southampton and Bournemouth Airports.
- Other Government organisations not already listed in Type B

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

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

- The Environment Agency.
- The Historic Buildings and Monuments Commission for England (known as Historic England).

- Natural England.
- The Civil Aviation Authority.
- ~~The National Highways Agency~~
- ~~The Homes England and Communities Agency.~~
- Each Primary Care Trust established under section 18 of the National Health Service Act 2006(16) or continued in existence by virtue of that section (in 2024 this includes the NHS West Hampshire Clinical Commissioning Group).
- The Office of Rail Regulation
- The Solent Local Transport Body / Solent Transport
- The Marine Management Organisation.
- The Solent Local Enterprise Partnership.
- The Enterprise M3 Local Enterprise Partnership.
- The Hampshire and Isle of Wight Local Nature Partnership

Type D – Individuals

In addition to the above, any individual that has a particular interest in local planning, for example as a landowner or a local resident, can ask to be included in the Local Plan contacts database, and will receive notification of consultation stages in Local Plan preparation.

Anyone making a comment during public consultation stages of plan preparation will be added to the Local Plan contacts database and will receive further notifications (normally by e-mail) about the preparation of that document until the time it is adopted.

Appendix 2 – Neighbourhood Planning Protocol

Neighbourhood Planning support⁸

Introduction and Purpose

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

⁸ <https://www.newforest.gov.uk/neighbourhoodplanning>

- b. the level and extent of the technical advice and assistance that the District Council will provide

Context: Neighbourhood Planning and the District Local Plan

2.1 The primary focus and first priority of the District Council is the preparation and adoption of the Local Plan. The ability of the District Council to offer support and advice for Neighbourhood Planning will vary depending on the stage of the Local Plan and the workload of the Local Plan team.

2.2. The Local Plan Part One covers strategic matters including strategic housing allocations, and proposes strategic housing allocations in designated Neighbourhood Areas.

2.3. Other sites and policies will be progressed through the Local Plan Part Two, scheduled to commence in 2018. The content and coverage of the Local Plan Part Two for designated Neighbourhood Areas would consider the aims and scope of Neighbourhood Plans and their progress.

The statutory obligations of the District Council

3.1. The District Council will fulfil its statutory Neighbourhood Planning obligations as required by the prevailing regulations, which include

- i As soon as possible after receiving the Neighbourhood Area application, publicise and consult in accordance with the statutory timeframes (Regulation 6)
- ii To consider the consultation responses received, and (where appropriate) designate the Neighbourhood Area and publicise it on the NFDC website (Regulation 7)

3.2. Upon submission of a Plan Proposal by the Town/Parish Council to the District Council, the District Council will (liaising with the New Forest National Park Authority as appropriate):

- i Confirm to the Town or Parish Council whether or not the submission plan proposal complies with Regulation 15 of the Neighbourhood Planning Regulations

- ii Publicise and start consultation with the public on the submission plan proposal and other relevant documentation (Regulation 16)
- iii Contact the Neighbourhood Planning Independent Examiner Referral Service (or equivalent) and appoint an appropriately qualified and experienced examiner
- iv Submit the draft Neighbourhood Plan, supporting documents and representation to the Independent Examiner (Regulation 17) in a timeframe commensurate with the volume of representations received (Regulation 17)
- v Arrange an Examination hearing and date in consultation with the Town or Parish Council. If a public hearing is required as part of the Examination process (rather than written representations), the hearing will be virtual if circumstances necessitate. If a physical hearing is possible and appropriate, wherever possible the venue will be in the local area.
- vi Publish a 'Decision Statement' (Regulation 18/19) as soon as practicable following the receipt of the inspector's examination report
- vii Subject to the Examiner's recommendations, make arrangements for holding the referendum, by post or digital means if necessary.
- viii Adopt the Neighbourhood Plan (Regulation 19/20) at the first available meeting of the District Council following confirmation of majority support at referendum, and make it available through the District Council website.

District council advice and assistance

4.1. This section relates to the preparation of a draft Neighbourhood Plan by the Town / Parish Council prior to submission of a plan proposal to the District Council.

4.2. For each Neighbourhood Area, the District Council will identify an officer from the Policy and Plans Team as the first point of contact.

Initial meeting

At the request of the Town or Parish council and following designation of the Neighbourhood Area the liaison officer will host or attend an initial exploratory meeting on the first mutually acceptable date.

Neighbourhood plan objectives, scope and working arrangements

4.4. Before the District Council can provide technical advice or assistance on the preparation or proposed content of the Neighbourhood Plan the Town / Parish Council will first need to decide upon and provide a concise statement that sets out -

- the likely aims and objectives of the Neighbourhood Plan e.g. what it is seeking to influence, change, manage, protect or deliver
- whether or not the Neighbourhood Plan will identify or allocate housing development sites large enough to accommodate ten or more homes
- what other policy areas or issues the Neighbourhood Plan will address
- proposed working and decision making arrangements and how they may be resourced
- an indicative timetable

4.5. The District Council accepts that the above matters may change over time.

Background Data and Evidence

4.6. Upon request the Council will make electronically available or provide access to the following, subject as applicable to licensing, Data Protection and commercial confidentiality -

- Published reports and studies in the Local Plan evidence base
- Mapping data (fees may be applicable)
- Any other specific, relevant and proportionate requests for existing planning and environmental information for the Neighbourhood Area that is held by the District Council.

4.7. The District Council will not be able to -

- Commission, tender for or carry out Sustainability Appraisal, Habitats Regulations Assessments, Environmental Impact Assessments, Flood Risk Assessments, Housing Need surveys or other such assessments as may be necessary
- Commission, tender for or carry out research or forecasting for the Neighbourhood Area
- Search for, extract or interpret third party data for the Neighbourhood Area
- Prepare plans, maps or map-based analyses for the Neighbourhood Area.

Consultation and engagement

4.8. The Neighbourhood Plan process is intended to be local community led. It will be for the local Town or Parish Council to undertake their own Neighbourhood Plan public consultations and the District Council will generally not seek or expect to be involved other than as a consultee. Guidance specifically designed to support qualifying bodies, which includes Town or Parish Council, on the consultation process relating to the preparation of a Neighbourhood Plan is set out in Appendix 3 of this Statement.

4.9. In addition to its statutory responsibilities the District Council will publicise the Neighbourhood Plan consultation on the District Council website with a link to the published draft Neighbourhood Plan.

Policy and plan writing

4.10. On request with advance notification and given sufficient time to respond the District Council will:

- Comment on proposed policy approaches (including possible alternatives)
- Provide initial advice on the application of sustainability appraisal to policy development
- Review draft policies before they are finalised for consultation or publication and provide informal advice on their clarity, robustness and compatibility with the National Planning Framework and with the adopted and emerging District Local Plan.

4.11. The District Council will not be able to:

- Write or edit Neighbourhood Plan policies, supporting text or supporting documents
- Undertake desk top publishing, design, printing, copying or distribution of Neighbourhood Plans or supporting documents.

Site allocation in Neighbourhood Plans

4.12. Where the Town / Parish Council has committed allocating sites for development as part of the Neighbourhood Plan, the District Council will on request and where resources are available to do so:

- Share and explain the Local Plan Sustainability Appraisal Site Assessment methodology
- Briefly review and comment on any local site selection or appraisal methodology
- Briefly review and comment on the draft results of a Town or Parish site assessment
- Provide initial advice on Sustainability Appraisal and Habitats Regulations Assessment including Habitats impact mitigation
- Advise what supporting technical assessments would be appropriate for any development site(s) proposed e.g. ecological surveys, flooding assessments
- Comment briefly on site technical studies.

4.13. Town and Parish Councils should encourage site promoters and land owners to seek pre-application advice from the District Council. Where appropriate some of the above matters may be provided in the form of pre-planning application advice.

4.14. The District Council will not be able to:

- Undertake site selection assessments on behalf of a Town or Parish Council preparing a Neighbourhood Plan
- Carry out site technical assessments or background studies for the Neighbourhood Plan

- Undertake detailed site design or masterplanning work unless contracted to do so by the Town or Parish Council.

Attendance of further meetings

4.15. On invitation and subject to availability District Council officers may attend further meetings of the working group at critical decision points leading to consultation on or submission of the Neighbourhood Plan, or the identification of sites for development. An agenda and relevant papers will be required two weeks in advance.

4.16. District Council officers will not be able to attend routine steering or working group meetings or meetings at weekends or concluding after 8.30pm.

Appendix 3 – Who should the Qualifying Body seek to engage with?

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

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

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

- Voluntary organisations acting in the area

Guidance for Parish/Town Council/Neighbourhood Forum (qualifying body) in engaging with their communities

Key Stage in the Neighbourhood Plan Process	Consultation for the Qualifying Body to consider undertaking	Methods of Consultation to consider
<p>Stage 1: Designation of Neighbourhood Area (and if appropriate Neighbourhood Forum)</p>	<p>Before submitting an application to designate the neighbourhood area the parish/town council or neighbourhood forum may decide to consult with the local community about preparing a neighbourhood plan/order.</p>	<p>Not applicable</p>
<p>Stage 2: Preparing the Draft Neighbourhood Plan/Order</p>	<p>Ongoing consultation and engagement as the neighbourhood plan/order is being developed with the community (those living, working, with an interest in or affected by proposals, including landowners) and relevant consultees (such as infrastructure providers)</p>	<ul style="list-style-type: none"> - Adverts/posters - Letters/flyers to everyone in neighbourhood plan area - Questionnaires/comments forms - Use of websites, social media and e-mail - Notice in parish newsletters/local magazines

	<p>Engagement with other bodies whose interests may be affected by your neighbourhood plan. These include:</p> <ul style="list-style-type: none"> - Hampshire County Council - Infrastructure providers - Natural England - Environment Agency - English Heritage 	<ul style="list-style-type: none"> - Visiting/contacting already established local groups. - Public meetings - Focus groups - Stakeholder seminars - Open Days and workshops - Exhibitions - Press Notices <p>Whatever means of engagement with the community are used it is important to maintain a record of the activity and responses received to inform the Statement of Community Involvement required to be prepared by the Qualifying Body at Stage 3.</p>
<p>Stage 3: Pre-submission publicity and consultation:</p>	<p>At this stage Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 provides that the Qualifying Body bring the Pre-submission Plan to the attention of people who live, work or carry out business in the neighbourhood plan area and invite representations.</p>	<p>Inform local residents, local business and affected landowners of the plan, where to view it and how to make representations</p> <p>This can use such approaches as:</p> <ul style="list-style-type: none"> - Press Notices - Notice in parish newsletters/local magazines

	<p>Under Regulation 14 the Qualifying Body must also consult any “consultation body” whose interests may be affected by the proposals contained in the Pre-submission Plan.</p>	<ul style="list-style-type: none"> - Direct communications by letter - Use of websites, social media and e-mail - Exhibition <p>The Pre-submission Plan can be made available to view online, at local libraries and other deposit locations such as Local Council offices and village/town halls.</p> <p>Formal letters must be sent to the relevant Consultation Body that may be affected by the Plan.</p>
<p>Stage 4: Submission of Neighbourhood Plan/Order to Borough Council:</p>	<p>None required</p>	<p>Not applicable</p>
<p>Stage 5: Independent examination</p>	<p>None required</p>	<p>Not applicable</p>

<p>Stage 7: Making the Neighbourhood Plan/ Order. Provided that more than 50% vote in favour at the referendum, the Plan will proceed to adoption by the District Council.</p>	<p>None required</p>	<p>Subject to strict limitations the Qualifying Body may draw attention to the referendum. The Council’s Electoral Services Section will give guidance on what the Qualifying Body can and cannot do in publicising the referendum.</p>
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Appendix 4 – Publicising Planning and related applications

Type of Development	Statutory Publicity Requirement	How the Council will publicise applications
<p>Major Development: Residential developments involving 10 or more homes, or where the site area is 0.5 hectares or more.</p> <p>Other development: 1000m² floor space or 1.0 hectares</p>	<p>Newspaper advertisement (14 days) and either Site notice (21 days) or Neighbour notification (21 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site properties • Display a site notice at or near the site (<u>exact location at case officer discretion</u>) • Consult relevant infrastructure providers
<p>Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement</p>	<p>Newspaper advertisement (14 days) and Site notice (21 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site • Consult relevant infrastructure providers

<p>Application that is a departure from the Local Plan</p>	<p>Newspaper advertisement (14 days) and Site notice (21 days)</p>	<ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site properties • Display a site notice at or near the site
<p>Application which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies</p>	<p>Newspaper advertisement (14 days) and Site notice (21 days)</p>	<ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site
<p>Minor Development: Residential development involving less than 10 homes. Other development: floor space is less than 1000m²</p>	<p>Site Notice (21 days) Or Neighbour notification (21 days)</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site
<p>Change of use applications</p>	<p>Site Notice or Neighbour Notification</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site

Householder developments	Site Notice or Neighbour Notification	<p>The Council will:</p> <ul style="list-style-type: none"> • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site
Development affecting the setting of a listed building	Press Advert Site Notice	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site • Display a site notice at or near the site
Listed Building consent for works affecting the exterior of the building	Newspaper advertisement (21 days) and Site notice (7 days)	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish Public Notice in newspaper • Notify neighbours with adjoining boundaries to the application site. • Display a site notice
Development affecting the character of a conservation area.	Newspaper advertisement (21 days) and Site notice (7 days)	<p>The Council will:</p> <ul style="list-style-type: none"> • Publish Public Notice in newspaper

		<ul style="list-style-type: none"> • Notify neighbours with adjoining boundaries to the application site • Display a site notice
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	Newspaper advertisement (21 days) and Site notice (7 days)	None
Prior approvals and prior notifications		
Prior Notification of Larger Homes Household Extensions	Neighbour notification (21 days)	The Council will notify neighbours with adjoining boundaries to the application site
Prior Notification of Demolition of a building	Site Notice must be posted by applicant (21 days from date of notification)	None
Prior Notification of Changes of Use	Site Notice or Neighbour Notification	The Council will display a site notice
Prior Approval of Agricultural or forestry development (Agricultural/Forestry)	None (If prior approval of details is required applicant must post site notice for 21 days)	None

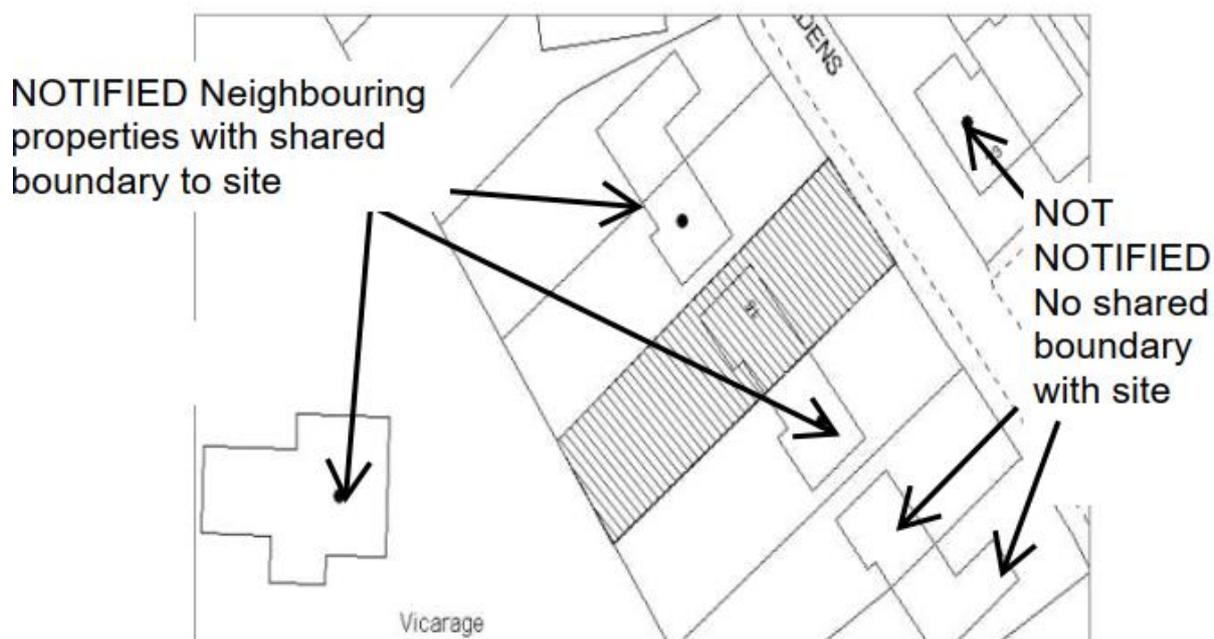
<p>Prior Approval for change of use (Class C, J, M, N, O, P, PA, Q, R, S, T)</p>	<p>Site Notice (21 days) or neighbour notification</p>	<p>The Council will: Display a site notice</p>
<p>Prior Notification for Telecommunication Equipment</p>	<p>Where development is not in accordance with the development plan or would affect a public right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies: Site notice (21 days) and Advertisement in local newspaper.</p> <p>On sites of 1 hectare or more: Advertisement in local newspaper and Site notice or neighbour notification.</p>	<p>The Council will:</p> <ul style="list-style-type: none"> - Notify neighbours with adjoining boundaries to the application site. - Display a site notice

	All other development not covered above: Site notice or neighbour notification.	
Advertisement Applications	None	The Council will: <ul style="list-style-type: none"> • Notify neighbours in adjoining properties • Display a site notice
Applications for Works to Trees Protected by a Tree Preservation Order	Site Notice (21 days) - Where the Council considers that local people might be affected, or that there is likely to be a good deal of public interest - Obligatory in any case where the Council is the applicant	The Council will: <ul style="list-style-type: none"> • Notify neighbours in adjoining and opposite boundaries to the application site. • Display a site notice
Notice of works to trees in conservation areas	None	The Council will: <ul style="list-style-type: none"> • Notify neighbours with adjoining and opposite boundaries to the application site. • Display a site notice

Certificates of Lawfulness for Existing Use and Development	None	The Council will notify neighbours with adjoining boundaries to the application site
Certificates of Lawfulness for Proposed Use and Development	None	None

Appendix 5 – How we will notify neighbours

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



Exceptions

We do not notify neighbours where the applications are for Certificates of Lawfulness for a Proposed Use or Development, Non-Material Amendments following a grant of planning permission, and Prior Notifications for Demolition of a building, erection of agricultural buildings and Prior Approvals for changes of use (Class C, J, M, N, O, P, PA, Q, R, S, T).

Additional properties may be notified as the planning case officers will check on their site visit that appropriate neighbour notification have been carried out.

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

Wider neighbour notification/consultation

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

Appendix 6 - Glossary

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

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

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

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

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

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

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

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

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

NFDC – New Forest District Council

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

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

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

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

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

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

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

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

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

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

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

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Cabinet – 2 October 2024

Nationally Significant Infrastructure Projects – approach, governance, and resourcing

Purpose	For Decision
Classification	Public
Executive Summary	This paper provides a summary of Nationally Significant Infrastructure Projects and seeks to formally set out how the council should be involved in the determination process, including by the use of Planning Performance Agreements.
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> i. notes the provisions of the Planning Act 2008 in relation to the process by which Nationally Significant Infrastructure Projects are determined and agrees for the council to be involved in future projects in its role as a host authority. ii. delegates authority to the Strategic Director of Place Operations and Sustainability to manage the District Council’s involvement in Nationally Significant Infrastructure Projects in consultation with the Portfolio Holder for Planning and Economy and, depending on the scale and nature of the project, the Leader of the Council as appropriate; and iii. agrees that Planning Performance Agreements be sought from promoters and applicants for each project at the earliest stage to cover the District Council’s costs involved in accordance with the key principles set out in para 37.
Reasons for recommendations	The NSIP process can be time consuming and involving significant resource, even as a host authority. Due to the significant impact that NSIP projects may have on the District, and the amount of officer resource that will be needed to provide the required responses, it is important

	<p>that the council are both resourced and receive appropriate funding to cover this time.</p> <p>The recommendation aligns with priorities across the place, people and prosperity elements of the council’s Corporate Plan including:</p> <ul style="list-style-type: none"> • Place Priority 1: Shaping our place now and for future generations. • Place Priority 2: Protecting our climate, cost and natural world. • Place Priority 3: Caring for our facilities, neighbourhoods and open spaces in a modern and response way. • People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives. • Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow.
Wards	All
Portfolio Holder	Councillor Derek Tipp – Planning and Economy
Strategic Directors	James Carpenter – Place Operations & Sustainability
Officer Contact	Tim Guymer Acting Assistant Director for Place Development tim.guymer@nfdc.gov.uk

Introduction and background

1. A Nationally Significant Infrastructure Project (NSIP) is a large-scale project that falls into one of the following categories:
 - Energy;
 - Waste;
 - Transport;
 - Waste water;
 - Water; or
 - Business and Commercial.
2. The Planning Act 2008 sets out these categories of projects and provides more detail about the types and scale of infrastructure projects within these categories that are deemed to be nationally significant.
3. This legislation was introduced following concerns that approvals for Nationally Significant Infrastructure Projects (NSIPs) were taking

too long in the planning system to reach a resolution. Heathrow Terminal 5 was the longest inquiry in British planning history, held between 1995 and 1999, and it took a further two years before the decision was made in November 2001.

4. The Growth and Infrastructure Act 2013 and Infrastructure Planning (Business or Commercial) Regulations 2013 enable the Secretary of State for Business, Energy and Industrial Strategy to direct 'business or commercial' projects into the NSIP regime. This includes developments of a significant scale (typically over 40,000 sqm) which include offices, industrial, research and development, storage and distribution, conferences, exhibitions, sport, leisure and tourism.
5. In addition, the Secretary of State, at the request of an applicant, can make a Direction under Section 35 of the Act to designate that a project which falls under any of the categories be directed into the NSIP regime, provided the applicant can demonstrate it is nationally significant. In Hampshire (including the unitary authority of Portsmouth), AQUIND was successful in securing a Section 35 Direction to have its interconnector project deemed a NSIP.
6. A project that is deemed to be nationally significant requires a Development Consent Order (DCO) in order to be delivered. A DCO is a Statutory Instrument, a piece of legislation that gives the promoter all the powers needed to construct the project. Consequently, the DCO can disapply other areas of legislation that may normally apply to a project if it is dealt with through the planning process.

Process

7. The NSIP process is managed by the National Infrastructure Planning team at The Planning Inspectorate and involves six stages:



8. The council is deemed a 'host authority' for any eligible project within the District and therefore would be invited to be involved in the process.

9. The pre-application stage is led by the applicant and follows a process that is not dissimilar from that followed for other major planning development proposals made under the 'traditional' planning application route. The importance of this stage in the process is emphasised in [government advice](#) as being the greatest opportunity to influence emerging proposals.
10. There are various stages of public engagement and consultation, but the key stages of consultation during the pre-application process for the District Council are:
 - Statement of Community Consultation – commenting on the statement and ensuring it meets both the requirements of the regulations and the local needs;
 - Environmental Impact Assessment (EIA) scoping – commenting on the scope of the EIA and highlighting any areas missed or scoped out in error; and
 - Preliminary Environmental Information Report (PEIR) statutory consultation – commenting on the proposals (including design and impacts post land restoration (where appropriate)) as presented within the PEIR and feeding back any issues or concerns to the applicant.
11. Following the PEIR consultation, the applicant will consider whether to progress to application, taking account of the issues raised during the consultation. The applicant does not necessarily have to address any concerns the council, or others, may have raised. However, they may seek to modify the proposals in light of consultee responses prior to submitting the application.
12. Any comments made by the council during the pre-application stage are likely to form the basis of its position and representations during the subsequent pre-examination and examination stages. Whilst it is not a statutory requirement for the council to actively engage in this process, it is considered likely to be in the council's best interest to do so at the earliest opportunity in order to influence the scheme and achieve the best outcomes for its communities.
13. Upon the application (for a DCO) being submitted, the Planning Inspectorate has 28 days to decide whether to formally accept it. During that 28-day period it will ask the host authorities to confirm the 'Adequacy of Consultation', which seeks to ensure that the applicant followed the regulations in respect of public engagement and consultation.
14. Once the application has been accepted, and prior to the start of the formal examination, the council and other stakeholders and

members of the public are asked to submit a 'Relevant Representation'. This sets out a summary of the points in the application with which the council agrees and/or disagrees, highlighting what is considered to be the main issues and impacts. This period of time usually takes approximately three months.

15. Once the examination starts the council is responsible for submitting a Local Impact Report (LIR) which goes into more detail about the likely impact of the proposed development on the Hampshire area (or part thereof). The deadline for submitting the LIR is set at the Preliminary Hearing and local authorities are given 28 days' notice of this deadline. However, given the detail expected to be covered in the report, local authorities are strongly encouraged to start drafting the report during the pre-application period, and to ensure that any approval process for the report is built into the timetable. Local authorities are instructed to prioritise preparation of the LIR irrespective of whether they consider the development would have a positive or negative impact on their area.
16. The examination itself takes six months, and this is a very intensive period. The Examining Authority will consider representations made by interested parties (the District Council will automatically be registered as such) through a series of hearings, and deadlines will be set for those involved in the examination to respond to questions and submissions by the applicant as the examination progresses. Alongside this, there will be a need to prepare and agree Statements of Common Ground, Section 106 agreements, and the draft DCO itself. Unlike a planning application, which may take several months of negotiations before a recommendation is made to the Planning Committee, followed by several months of negotiations on the Section 106 agreement, all matters relating to the NSIP must be agreed and finalised within the six-month examination period. Anything that is not agreed between parties will be determined by the Examining Authority.
17. Following the close of the examination, the Examining Authority has three months within which to make a recommendation on the application to the relevant Secretary of State. The Secretary of State then has a further three months to make a decision.
18. Once a decision has been issued by the relevant Secretary of State, there is a six week period in which the decision may be challenged in the High Court. This process of legal challenge is known as Judicial Review.

Nationally Significant Infrastructure Projects in New Forest District

19. As of July 2024, there are 229 projects in England that have been through, or are in the process of going through, the NSIP

procedure. Of these, only Navitus Bay Wind Park (NSIP reference: EN010024) involved land partly in New Forest District (required to connect the wind farm to the National Grid). The application was submitted in April 2014 and refused in September 2015.

20. Whilst there have been no NSIP projects in the District Council's Planning Area since, national government has been encouraging the use of NSIP to speed up the decision-making process for strategic infrastructure projects. In this context, officers have been made aware of two potential projects which may qualify as NSIPs and therefore are likely to require an application for a DCO. These are:
 - i. the development of the strategic land reserve between Marchwood and Dibden to enable the physical expansion of the Port of Southampton; and
 - ii. a project to capture and store CO2 from Fawley Oil Refinery (Solent CO2 Pipeline Project) –
21. Initial discussions have been held with the prospective applicants of both projects who have indicated a keenness to progress these projects, with the Solent CO2 Pipeline project advancing more quickly than the Port of Southampton expansion. There is a likelihood that the timeline of these projects will overlap with consequences in resourcing this for the council.

Role of the District Council

22. Local planning authorities potentially have a number of important roles in the NSIP regime, including as
 - i. a statutory consultee;
 - ii. a determining authority or statutory consultee for ancillary development related to NSIPs; and
 - iii. determining applications to discharge requirements (akin to planning conditions) post-consent.
23. Local planning authorities are recognised to provide an important local perspective in the process, in addition to the views expressed by residents, groups and businesses. Engaging in the process helps to secure appropriate changes to the proposals, concessions and/or community gains on behalf of affected communities. For this reason, the government strongly advises that a host local authority should normally be engaged in all stages of the DCO process.
24. However, participation is not obligatory. Furthermore, the process can be very resource intensive, and the council has no existing capacity to resource these projects, particularly given the compressed nature of the process. Conversely, the designation of

such infrastructure projects as 'nationally significant' is also an indication of their likely complexity and potential impacts arising. Given this, it is considered entirely appropriate that this council engages with the process, subject to resourcing being available to do so.

25. Likely disciplines within the District Council which would be involved in future NSIPs include:
 - Planning (often as lead officer within the council)
 - Landscape Architects
 - Urban Designers
 - Conservation
 - Ecology
 - Environmental Health
 - Legal Services
 - Sustainability
 - Coastal
26. There will also likely be a significant amount of work required in liaising with other key partners (including the National Park Authority and Hampshire County Council) and in engaging with local communities, including town and parish councils, potentially affected.
27. As already explained in section 3, the process requires a lot of work to be undertaken at the pre-application stage. There is a risk that such work may be abortive as there is no guarantee an application will subsequently be made. Ensuring that a Planning Performance Agreement (PPA) is entered into at the earliest opportunity to enable reasonable costs to be recovered must, therefore, be a priority.
28. The urgency of the examination deadlines, and the need to ensure the council's position at examination is protected, is likely to place increasing resourcing demands on officers during the examination period. This raises concerns about the council's capacity to deal with these projects, particularly if there is more than one going through the process concurrently.
29. Once at examination, the NSIP regime requires agility in decision making to ensure the council can meet the examination deadlines and respond to issues raised during hearing sessions. However, it is also acknowledged that these projects have the potential to gain significant local and political interest. As such there is a need to put a process in place to ensure officers and members are aware of the proposals and are fully briefed on the issues.

Proposed approach to managing the council's involvement.

30. At the time of preparing this report, there is little detail available about the NSIPs outlined in section 4, albeit it is reasonable to assume that they will differ in terms of technical issues, scale, community and stakeholder interest and impacts arising. Rather than prescribing an approach to the NSIP process, and reflective of the approach of other councils, a set of principles to oversee the governance of the process is proposed.

Governance

31. The Strategic Director of Place Operations and Sustainability is the corporate lead on strategic developments, supported by the Assistant Director for Place Development. The Strategic Director therefore has overall responsibility for directing and managing planning duties. Given the tight timescales involved at different stages of the process, delegated authority to the Strategic Director will be required to approve responses to consultations and requests for engagement as follows:

Pre-application/acceptance stage

- Environmental Impact Assessment Scoping Response – on the basis that legislation states that host authorities have 28 days from being consulted to respond.
 - Statement of Community Consultation response - on the basis that legislation states that host authorities have 28 days from being consulted to respond.
 - Adequacy of consultation representation - on the basis that legislation states that host authorities have 14 days from being consulted to respond.
32. In addition, the following activities do not have prescribed timescales with the deadlines for response set by the applicant at their discretion. As such delegated authority is also required for approving responses to:
- Responses to non-statutory and statutory consultations including the preliminary environmental information report.
 - Response to principal areas of disagreement summary statement (if required).
 - Response to adequacy of consultation milestone.

Pre-examination and examination stages

33. At the pre-examination and examination stages there are the following activities where delegated authority is also required:

- relevant representation (on the basis that legislation states that host authorities have 30 days from being consulted to respond).
- local impact report (this is required early in the examination stage with exact timescales set by the Examining Authority)
- written representation (this is required early in the examination stage with exact timescales set by the Examining Authority)
- responses to the Examining Authority's written questions and requests for information (this is likely to be required throughout the examination process, often with very tight timescales for responses (e.g. 10 working days))
- statement of common ground (to be agreed, where possible, by the close of examination – a maximum of 6 months, or 4 months for fast-track consent applications)
- DCO obligations (if appropriate) including entering into a Section 106 legal agreement where necessary
- Post Decision – if the Secretary of State grants consent for the project, the local authority are likely to have responsibility for:
 - discharging the requirements of the DCO
 - responding as a consultee about the discharge of requirements
 - monitoring the works as required by the DCO
 - carrying out enforcement actions as necessary – sections 160 to 173 of the Planning Act set out the local authority's powers to enforce a breach of the terms of the DCO
 - storing and enabling access to any certified information as part of the DCO
 - Responses to any requests for advise for applications for non-material and material changes to the DCO

34. Whilst delegated authority is sought for such decisions to be made by the Strategic Director, it is proposed that wherever feasible and appropriate this is done in consultation with the Portfolio Holder for Planning and Economy, following liaison with local ward councillors where relevant. Depending on the scale and nature of the project, it may also be appropriate to consult the Leader of the council and the Chair of the Planning Committee. In certain circumstances, including establishing the council's position on the overall merits of the project, it may be appropriate to seek formal Member direction through the committee process where time allows. Updates to the scheme of delegation, in accordance with the provisions sought above, will be made accordingly.

35. The Executive Management Team (EMT) is considered to be an appropriate forum for officers to feedback updates on NSIP projects from council staff. It is proposed that an officer sub-group be established to track which projects are coming forward, keeping interested service areas updated and report key issues to EMT. At a Member level, it is proposed that regular updates are provided to the Planning Committee, as appropriate.

Cost recovery

36. The Planning Inspectorate Advice Note Two: '[The role of local authorities in the development consent process](#)', makes it clear that local authorities are not obliged to participate in the DCO process, but it is strongly encouraged. As such it is reasonable for the council to seek to cover its costs in engaging in the process and working proactively with the applicant(s) on issues as they arise. The preferred approach to covering this is through a Planning Performance Agreement (PPA).
37. The following key principles are proposed to be utilised in securing a PPA:
- Full cost recovery.
 - Covering all stages, from project inception and initial discussions to discharge of requirements and ongoing monitoring, including the Examination in Public.
 - Commitment to service level agreements.
 - Mutually beneficial "Without prejudice" engagement between the council and promoter.
 - Arrangements that give sufficient certainty and confidence for investment by the council.
 - Simple and unbureaucratic way of recording and recharging levels of engagement, with agreed fixed sum regular payments.
 - Index linked and with Value Added Tax (VAT) charge.

38. Securing a PPA with the applicant(s) in accordance with these principles is expected to provide the funding to enable sufficient resources to be put in place to deal with the application. Further details of these principles will be prepared to inform the preparation of PPAs as appropriate.

Staff resourcing

39. The level of resourcing required is likely to be significant over the course of any NSIP project; both across the technical specialisms and also with regard to the need for a project lead. The capacity of existing staff to undertake this work will need to be ascertained for

each project and a PPA secured at the earliest opportunity to cover these requirements.

40. The resource demands are likely to be most intense during the six months of examination when officers are likely to be required on any one DCO project for a significant proportion of their time. The PPA secured will need to recognise this, as well as the potential for overlap with any other NSIP during this time.

Corporate plan priorities

41. The Corporate Plan 2024-28 was adopted by Cabinet on 3 April 2024. It outlines the vision, values, and priorities for the council over the next four years.
42. The vision of the Corporate Plan is to secure a better future by supporting opportunities for the people and communities we serve, protecting our unique and special place and securing a vibrant and prosperous New Forest. This has been organised into the thematic areas of People, Place and Prosperity. This report aligns with the following priorities:
 - Place Priority 1: Shaping our place now and for future generations.
 - Place Priority 2: Protecting our climate, cost and natural world
 - Place Priority 3: Caring for our facilities, neighbourhoods and open spaces in a modern and response way.
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives.
 - Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow

Consultation undertaken

43. The proposed approach set out in this paper has been discussed internally with officers and through informal consultation with the Portfolio Holder for Planning and Economy. The approach set out has also been informed by discussions with officers at the National Park Authority and County Council.
44. The proposals were also discussed at the Place and Sustainability Overview and Scrutiny Panel on 12 September. Members of the Panel agreed the contents of the report and requested that Members be engaged whenever possible and wherever time allows during the process of preparing the project.

Financial and resource implications

45. As set out in paragraphs 34 – 38, there are potential financial and resource implications arising from the recommendations, albeit the approach proposed is that the council seeks full cost recovery of its involvement in the NSIP process.

Legal implications

46. The Planning Act 2008 provides the consenting regime for Nationally Significant Infrastructure Projects and confirms the role of this council as a host authority within this process.

Risk assessment

47. No formal risk assessment is required in relation to the recommendations as set out. The council's involvement in the NSIP process helps to ensure that a local perspective is offered on proposed projects which will ensure that the applicant and Examining Authority are provided with relevant information to minimise risks associated with proposed projects.

Environmental / Climate and nature implications

48. Following the declaration of a Climate and Nature Emergency, and the preparation of the Climate Change Action Plans, the council will want to ensure that any NSIP proposals that come forward are consistent with these objectives. Proposals that come forward through the NSIP regime must comply with the National Planning Statements, National Planning Policy Framework and relevant local plan policies, rather than the council's own declaration and action plans. However, planning policies relating to climate change will provide a sufficient hook to enable the council to comment in this regard.

Equalities implications

49. The approach that the council is taking to Nationally Significant Infrastructure Projects is intended to benefit all communities across the New Forest and beyond. It is considered that there will be no additional impact on people with protected characteristics and therefore the strategy has been assessed as having a neutral impact overall.

Crime and disorder implications

50. None.

Data protection / Information governance / ICT implications

51. None.

New Forest National Park / Cranborne Chase National Landscape implications

52. Where individual NSIPs have the potential to affect the land within the National Park area, or the Cranbourne Chase National Landscape, the council's involvement in the process will help to ensure that the project demonstrates how it furthers the interests of the National Park/National Landscape. This includes demonstrating how it would further the purpose of conserving and enhancing the natural beauty, wildlife and cultural heritage of the area.

Appendices

None

Background Papers:

None

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Cabinet – 2 October 2024

Community Infrastructure Levy Expenditure Framework & the use of strategic CIL

Purpose	For Decision
Classification	Public
Executive Summary	This paper provides an update to the Expenditure Framework for Community Infrastructure Levy (CIL) and the approach for the expenditure of the strategic element of the CIL.
Recommendations	<p>It is recommended that Cabinet:</p> <ul style="list-style-type: none"> • adopt the revised CIL Expenditure Framework and communication strategy attached at Appendix 2 and 3; • approve the allocations and approach to strategic element of CIL; and • approve the progression of the five identified projects noting that formal decision making in respect of projects as they progress will be in accordance with the council’s Constitution and Financial Regulations
Reasons for recommendations	<p>CIL is collected to mitigate the impacts of new development on its infrastructure. The CIL Expenditure Framework sets the process to spend this money and requires moderate revisions following its initial implementation in 2023.</p> <p>The recommendation aligns with priorities across the place, people and prosperity elements of the council’s Corporate Plan including:</p> <ul style="list-style-type: none"> • Place Priority 1: Shaping our place now and for future generations. • People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives. • Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow

Ward(s)	All
Portfolio Holder(s)	Councillor Tipp – Planning and Economy
Strategic Director(s)	James Carpenter – Strategic Director Place, Operations and Sustainability
Officer Contact	Dean Brunton Planning Implementation and Monitoring Team Leader 023 8028 5454 dean.brunton@nfdc.gov.uk

Introduction and background

1. This paper provides an update on work to develop a strategy for the expenditure of the strategic element of the council’s Community Infrastructure Levy (CIL).
2. New development needs to be supported by physical, social, and green infrastructure. Developer contributions are collected to make new developments acceptable in planning terms, providing mitigation that serves to minimise the impacts on the local community and infrastructure. CIL provides a funding stream for this infrastructure.
3. CIL can be used to fund a wide range of infrastructure, including transport, flood defences, schools, hospitals, and other health and social care facilities. This definition allows the levy to be used to fund a broad range of facilities.
4. Local authorities must spend the levy on infrastructure needed to support the development of their area, and they will decide what infrastructure is needed.
5. The levy can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure if that is necessary to support development.
6. The current CIL Expenditure Framework was adopted by Cabinet in October 2023 and sets out the mechanism for allocating CIL into three separate areas:
 - i) recreational mitigation programme.
 - ii) local infrastructure; and
 - iii) strategic infrastructure.

7. Following its adoption expenditure has been agreed towards recreational mitigation (£800k) and just over £1 million allocated for the first time for local infrastructure projects for 24-25.
8. As of 1 April 2024, the council had issued CIL invoices totalling just over £9m. A further £10-14m is forecast to be received over the next 5 years, depending on the rate of development. The impacts on any potential CIL income from Fawley Waterside is only likely to occur after this five-year period.
9. The decision from Cabinet 2023 was that the CIL Expenditure Framework would be reviewed before the end of 2024, including an indication on the approach to spending the strategic element of CIL. This paper sets out that approach.

Corporate priorities

Current Development Plan

10. The currently adopted Local Plan 2016 - 2036 Part 1: Planning Strategy (July 2020) sets out the planning strategy for the plan area. CIL monies are collected to mitigate the impacts of new development. It is therefore important that any projects proposed positively align with the provisions, objectives, and policies of the adopted development plan, including those projects identified in the Infrastructure Delivery Plan.

Corporate Plan 2024-28

11. The Corporate Plan 2024-28 was adopted by Cabinet on 3 April 2024. It outlines the vision, values, and priorities for the council over the next four years.
12. The vision of the Corporate Plan is to secure a better future by supporting opportunities for the people and communities we serve, protecting our unique and special place and securing a vibrant and prosperous New Forest. This has been organised into the thematic areas of People, Place and Prosperity. This paper aligns with the following priorities:
 - Place Priority 1: Shaping our place.
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives.
 - Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow.

Local Plan Review

13. As part of the Local Plan Review, officers will be engaging with infrastructure providers and internal officers to understand the

infrastructure demands based on future housing/economic growth scenarios.

14. The CIL funds currently held, and currently forecast to be received, are based on housing that has already happened, or is forecast to be built, in accordance with the current Local Plan.

Freeport

15. At a meeting of Cabinet on 3 April 2024, a list of priorities for the council was agreed in relation to the development of a New Forest Solent Freeport Delivery Plan. These priorities were:
 - Transport/wider infrastructure.
 - Employment and Skills:
 - Prosperous Communities:
 - Environmental Sustainability: and
 - The Development of a Local Delivery Plan
16. It is important alignment is made between any strategic CIL spending decisions and the infrastructure asks within the Freeport Delivery Plan as it continues to be developed. There is potential that some projects are better to be delivered through CIL in the short term compared to others that would be delivered through the Freeport Delivery Plan.

Options appraised for the use of strategic CIL

17. In preparing an emerging strategy for the use of strategic CIL, the following matters have been considered by officers:
 - Infrastructure baseline – Officers have begun work on an Infrastructure Business Plan. This will set out the baseline infrastructure position across the Plan Area and help understand the range of infrastructure needs and where this may be funded from (e.g. directly by utility providers).
 - Amount – the proportion of the existing and forecast future CIL pot which should be allocated at this time to strategic CIL expenditure.
 - Timing – the period over which the amount allocated for strategic CIL should be aimed to be spent by
 - Location of projects – the weight to be given to where development has taken place, other geographic considerations (e.g. areas of deprivation) or not take geography into account in allocating spend.
 - Identifying projects – whether there should be a specific list of projects, or whether to allocate pockets of funding to projects or themes.

- Local infrastructure bids – whether they should continue, and if so, how much funding to make available.

18. In addition, the following points have been considered:

- Strategic CIL should not be used to provide infrastructure to unlock development sites. This is on the basis that infrastructure required to deliver these will have been identified within the existing Local Plan and taken into account by developers.
- Financial implications – there is currently no statutory requirement for all CIL funds to be committed/spent. Further, as a local authority focussed on improving outcomes for our communities and continuing to invest in our unique place, expenditure of CIL is a key part of this work.
- Governance discussion – a clear governance position would need to be agreed and accord with the adopted CIL Expenditure Strategy.

Preparing an initial list

19. A working group of officers was tasked with capturing an initial list of ideas of strategic infrastructure projects for consideration. Alongside this work, and taking into account their respective strategic responsibilities as organisations working in the district, officers from Hampshire County Council and the New Forest National Park Authority were also contacted to identify any strategic projects to include for consideration. A long list of projects identified is set out in Appendix 1
20. It is important to note that other infrastructure providers, including those in the private sector, have not been actively engaged in this process to date, albeit informal dialogue with many partners has not identified any specific strategic needs over and above those identified in Appendix 1.
21. There are also a number of other partners with more localised interests, including town and parish councils, who have not been specifically engaged in this process. Historically, parish and town councils have received money directly from development (through S106 developer contributions and as a proportion of CIL monies collected), as well as bidding for funds from the local infrastructure element of CIL.

Preferred approach to the use of strategic CIL

22. Until a baseline infrastructure position is established, it is acknowledged that there may be some existing infrastructure needs that have yet to be identified. In addition, as the council embarks on a Local Plan Review, it is likely that additional strategic

infrastructure needs will be identified which may be suitable for funding from CIL.

23. It is therefore considered appropriate to not commit all held and forecast CIL funding to projects at this stage, but limit to a small number (officers have suggested five) of key projects, from those identified in Appendix 1, whilst retaining further monies pending discussions with a wider audience of infrastructure providers.
24. Officers propose that a pot of around £4.5m should be made available to progress the five identified projects. This figure represents approximately 50% of the CIL invoices issued to date, as outlined in paragraph 8 of this report.
25. Making this sum available at this stage, ensures that the residual CIL monies currently held will be available to progress recreational mitigation projects and local infrastructure bids for the next three years without being dependant on any further CIL receipts. It is also a significant amount of funds to help ensure delivery of these projects but does not prejudice further strategic projects being identified and delivered if the forecast for CIL income proves accurate (and based on the developed housing trajectory).
26. The following strategic projects over the next 3 years (to 2027) have been identified following officer review and evaluation.
 - Ringwood town centre – there are opportunities to invest in strategic projects around the town centre to reflect the proposed development in the area. The proposed project ('Thriving Marketplace') is being developed in partnership with Ringwood Town Council and Hampshire County Council to reinvigorate the Marketplace.
 - Milford on Sea seafront – There is an opportunity to invest in a strategic project around the current public conveniences. The proposed project will take a holistic view of this frontage in terms of our assets and what opportunities there may be for developments and enhancements. The council are currently awaiting results of a structural survey on the building. As part of the project the whole frontage requirements will need to be considered, particularly with regards to flood and erosion risk measures as detailed in the Christchurch Bay Strategy.
 - Bath Road Lymington – There is a project for the redevelopment of site including play area, recreational habitat mitigation and flood defence works. The land is owned by the Town Council who are keen to see improvements at the site. Flood and erosion matters will need to be considered as part of the masterplanning work.

- Totton town centre regeneration – Through the development of a Town Centre Masterplan, a number of projects could be identified for implementation of both strategic and small scale with funds channelled through the Totton Partnership for agreed priorities.
 - Forestry England walking routes – The establishment of a wider multiuser trail network using pre-existing gravel tracks and trails to link New Forest communities and places of interest. The project includes new wayfinding and waymarking of the trail network and the upgrade of a number of broken links to connect established gravel tracks.
27. These projects have been identified by officers on the basis of long term ideas and objectives throughout the council and by reviewing their alignment against a series of factors including:
- Projects emerging through existing strategic community partnership work;
 - Links to significant housing growth identified in the adopted Local Plan;
 - Links to opportunity areas in adopted and developing neighbourhood plans or through the council’s Solent Freeport Delivery Plan;
 - Links to recreational mitigation projects and wider infrastructure projects (e.g. flood mitigation works with the Environment Agency);
 - Links to enhancing council assets for the benefits of our communities; and
 - Likely value for money/benefit to cost ratio based on preliminary officer judgements.
28. Appendix 1 sets out the rationale taken for grouping the long list of projects into themes and aligning them to the objectives above to come to a recommended list of projects to be taken forward at this point in time. The rationale for further allocations for strategic CIL will be kept under review.
29. By identifying an initial release of £4.5m towards the strategic element of CIL projects, the council will retain a significant amount of money to review further opportunities and potential funding as part of the Solent Freeport Business Plan and to react should new priorities emerge.
30. It will be important that full project teams are set up for the delivery of these projects and a need for departments to have input to and an oversight of the delivery of each project to ensure issues such as climate/emissions/culture/biodiversity/ engagement issues are embedded in design/delivery.

31. It is proposed that there will be an annual opportunity for 'Expressions of Interests' for further strategic projects over and above these first five (and in addition to those in Appendix 1) for review and inclusion in further funding rounds. This will be open to anyone, including infrastructure providers and other partners, who are actively engaged in the district.

Review of CIL Expenditure Framework

32. The CIL Framework adopted in October 2023 provided a robust basis for the allocation of the £1m local infrastructure bids awarded for 2024-25. Some minor textual changes have been proposed to further tighten this, including the amendment to allow a maximum bid towards local infrastructure bids of £100k. The revised CIL Expenditure Framework can be seen at Appendix 2. Other amendments proposed to the framework are as follows:

Cultural infrastructure fund

33. The need for cultural facilities is recognised both nationally and locally. The council is taking a leading role in developing the creative and cultural industries in the New Forest and is committed to playing its role in a cultural strategy currently in preparation.
34. The National Planning Policy Framework (NPPF) states planning policies should "plan positively for the provision and use of shared spaces, community facilities (such as local shops, meeting places, sports venues, open space, cultural buildings, public houses and places of worship) and other local services to enhance the sustainability of communities and residential environments". This paragraph remains unchanged in the Government's proposed amendments to the NPPF.
35. The council's Corporate Plan People Priority 2 'empowering our residents to live healthy, connected and fulfilling lives' also sets a measurement of the 'number of events and cultural activities supported by New Forest District Council'.
36. Integrating public art/cultural facilities into new developments significantly enhances the cultural well-being of communities and improves the overall quality of the environment.
37. It helps promotes quality and inclusive design, as well as catering to community needs through enhancing health, social, and cultural well-being. Cultural facilities and public art are also recognised as a valuable contributor to creating distinctive and culturally rich places.
38. There are a number of further benefits to the district of investing in cultural facilities including:

- Physical and psychological health and wellbeing: culture in the public realm is a key factor in generating collective wellbeing and a sense of place and belonging;
 - Economic success: There is a wide range of evidence demonstrating the links between a rich artistic and cultural offer and economic success; and
 - Place identity: Creating a sense of identity, place, ownership, and belonging are among the significant benefits that culture can bring, whether inspired by the area's landscape and history or through hosting events that bring communities together.
39. Whilst contributions can be collected through S106 legal agreements, the wider community values and benefits this brings to the whole area make CIL a more appropriate method to fund this element rather than through individual applications. It is therefore recommended that a dedicated fund for the development of cultural infrastructure is created from CIL monies.
40. To begin with, it is recommended that £150,000 (approximately 2% of held funds) is made available for 25/26 for officers to develop schemes. It is proposed that 2% of future CIL receipts is allocated to this fund for the life of the current Corporate Plan. The scope for this specific fund be included within the CIL Expenditure Framework with projects allocated in consultation with the Portfolio Holder. A figure of 2% is proposed as this will provide a modest budget to help deliver a programme, but this will not significantly impact on the overall amount of CIL available for other projects/initiatives at this time.

Continuing investment in recreational mitigation programme and local infrastructure

41. Recreational pressures arising from residential development within our Plan Area have a potentially harmful impact on the internationally important nature conservation sites within the New Forest. To comply with both national and international legislation to protect the designated sites, measures need to be taken to ensure adverse effects on the integrity of protected sites from recreational impacts is avoided or mitigated. Our adopted mitigation strategy sets out a way to address these issues, which in part is via the implementation of a number of projects year.
42. The current CIL Framework set out the importance for delivering local infrastructure projects alongside strategic projects. During the initial bidding window, the council received 61 bids and allocated funding to 26, this highlights that there is a demand for projects of this scale and, in areas where there is no strategic project

identified, a way to provide local projects to mitigate the impacts from new development.

43. For the purposes of understanding the potential financial implications arising, and to give a degree of clarity for the overall CIL budget for the next few years, the following is proposed:
- A maximum of £1 million per annum is allocated towards the recreational mitigation programme in support of the delivery of the existing local plan. The current CIL Expenditure Framework indicates approximate expenditure of £800k per annum which officers will continue to aim to target with the £1million allocated providing headroom for inflationary pressures etc.
 - £1 million will continue to be allocated per annum for life of the current Corporate Plan for local infrastructure projects in recognition of the successful allocation for 24/25. This figure is included within the revisions to the framework. The next call for projects will begin shortly after the adoption of the revised framework.
44. Officers are working towards a full review at the end of 26/27 to look at the delivery of both the local and strategic CIL schemes and identify further opportunities for investment. This could include an independent evaluation of the local CIL programme to consider its impact.

Alternatives considered

45. Option 1 – Allocate the full CIL monies held to strategic projects known as of this point. This would help ensure that the monies are spent. Whilst there is currently no statutory requirement for all CIL funds to be committed/spent, annual reporting of spending on infrastructure is required by government. Any unallocated CIL held by the council is recognised to be capable of generating a financial return (e.g. through investment or interest accrued) which is not retained within the CIL fund. Conversely, in a time of high inflation, the purchasing power of the CIL fund to deliver infrastructure is capable of reducing significantly over time if unspent.
46. Option 2 – Do not allocate any strategic CIL at this time until further consultation has been carried out with all partners. Officers have begun work on an Infrastructure Business Plan to support the new Local Plan. This will set out the baseline infrastructure position across the Plan Area and help understand the range of infrastructure needs and where this may be funded from (e.g. directly by utility providers). It is recognised that new development has taken place with CIL having been paid to help mitigate the wider impacts of development on infrastructure. There are now compelling reasons to identify strategic infrastructure projects to reflect that growth has taken place and to identify a key number of

projects as a starting point for providing the necessary infrastructure.

Next Steps

47. At this stage the proposed strategic projects have not been fully developed. Subject to Cabinet agreement to progress these projects, the next steps would be to produce / agree:
 - full governance arrangements to be agreed, including how officers will work with Members on the development and delivery of the projects.
 - the formation of an officer project group from within existing resources.
 - a full business case approved including resourcing costs which would need to be contained within the agreed budgets;
48. Once a business case, and appropriate resource, has been signed off these projects would be monitored by the council's Capital Change Board.
49. Additionally, officers are looking to recruit to a new vacant post (included within the approved 2024/25 establishment), funded by CIL.

Consultation undertaken

50. The proposed approach set out in this paper has been discussed internally with officers and through informal consultation with the Portfolio Holder for Planning and Economy.
51. The proposals were also discussed at the Place and Sustainability Overview and Scrutiny Panel on 12 September where the contents of the report were noted and agreed. Members of the Panel queried whether there would be an application process for the £1m local infrastructure release like the previous year, officers confirmed this would be the case.

Financial and resource implications

52. After the release of the funding towards local infrastructure and recreational mitigation for 24/25, the council is still holding around £9m of invoiced CIL funds specifically towards infrastructure projects.
53. Based on the housing trajectory it is likely that over the next 5 years a further £10m-£14m will be received, depending on the rate of implementation of the council's strategic sites.

54. The likely CIL figure will increase over time with CIL payable on commencement and many of the strategic sites due to commence in the later stages of the local plan period.

Legal implications

55. The collection and spending of CIL is governed by The Community Infrastructure Levy Regulations 2010 as amended ("the CIL Regulations"). Part 7 of the CIL Regulations sets out how CIL may be applied and, in particular, Regulation 59(1) places a duty on the council to apply CIL to funding the provision, improvement, replacement, operation or maintenance of infrastructure to support the development of its area. The recommendations set out in this report meets these requirements.

Risk assessment

56. The following risks are applicable to this paper.

Risk Description	Likelihood	Impact	Risk	Mitigation Measures
Failure to allocate expenditure such that if we do not secure investment in infrastructure (schools, health, broadband, transport etc.), then development is stifled and/or unsustainable.	Unlikely (2)	Major (3)	Medium (6)	Adopted Community Infrastructure Levy (CIL) in 2014 to secure investment on infrastructure via planning process (e.g. S106). Production of Infrastructure Delivery Plan as part of the Local Planning processes, with an associated Infrastructure delivery Strategy will ensure that infrastructure across the council is addressed.
Failure to produce a Regulation 121A report (Infrastructure Funding Statement) would result in non-compliance with the CIL	Highly Unlikely (1)	Moderate (2)	Low (2)	The Implementation and Monitoring Team Leader produces the required report which is checked and verified by Senior Management. Reminders are set

Regulations 2010 (as amended) and may mean that Members and the public are not aware of CIL income and expenditure activities.				to ensure the report is published by the statutory date. The format of the Regulation IFS is laid out in the CIL Regulations, so there is no risk in relation to the way the information is presented
Failure to monitor expenditure such that CIL expenditure is not effective.	Unlikely (2)	Major (3)	Medium (6)	The software which supports CIL collection will be used to support CIL expenditure. In addition, the council's CCB will receive details of all allocated and proposed CIL expenditure and this together with the software will be used for effective monitoring.

Environmental / Climate and nature implications

57. Any strategic project should help to deliver environmental benefits as well as health and well-being and climate change benefits through the enabling greater use of existing open space, the creation of new of sustainable Connectivity, enhanced cultural facilities and facilitating sustainable travel for young people.

Equalities implications

58. Through investing in the strategic projects identified it will seek to regenerate and enhance key centres of communities across the plan area, including opportunities to positively address/design-out any existing crime and disorder issues.

Crime and disorder implications

59. There will also be the opportunity to widen access to key community hubs and countryside for all, with consequential benefits for disadvantaged communities and those that currently do not feel that such areas are accessible to their needs.

Data protection / Information governance / ICT implications

60. Alongside the CIL Expenditure Framework is a series of internal governance/process notes. The initial bidding round was robustly audited by our internal audit team who found that the process was in order.

New Forest National Park implications

61. The proposed multiuser trail will enable visitors and residents to safely navigate through the National Park. By having upgraded and designated routes, this will help conserve and enhance the natural beauty, wildlife and cultural heritage of the area comprised in the National Park by providing a safe trail route.
62. Additionally, the investment in the other four other projects identified may help to take some visitor pressures from the National Park by providing alternative destinations at times.

Appendices

Appendix 1 – Long list Strategic CIL projects

Appendix 2 – Revised CIL Expenditure Framework

Appendix 3 – Revised CIL Communication Strategy

Background Papers:

[Cabinet – 4 October 2023 – Community Infrastructure Levy \(CIL\) Framework for CIL Expenditure](#)

SHORTLISTING OF PROJECTS FOR THE USE OF STRATEGIC COMMUNITY INFRASTRUCTURE LEVY

1. INTRODUCTION

- 1.1 This paper sets out the list and prioritisation process for the proposal to identify the first tranche of strategic CIL projects.

2. PROCESS FOR LONG LISTING

- 2.1 The long list of projects can be themed to ten areas as set out below (with the costs only relating to the known costs of the projects):
- Community provision (£500k) – project includes creation of a concession stand at a Council asset.
 - Connectivity (£7.95m) – projects include enhancements to the Public Right of Way by measures including signage, car parking facilities and surface enhancements.
 - Culture (£6.38m) – projects include creation of gallery/exhibition space and installation of public art.
 - Energy Infrastructure (no cost estimate) – projects include improving electrical capacity at the grid through the provision of net zero infrastructure.
 - Flood management / Coastal defences (£8.2m) – projects regarding coastal flood and erosion risk but excluding the costs being identified in the Environment Agency led long term strategies for coastal management.
 - Highways (£134m) – projects include junction and access improvements on HCC highways (of which Dft would fund 85%).
 - Formal open space / playing pitches (£10.445m) – projects include additional formal pitches, multi-use games areas (MUGAs) and changing facilities.
 - Public Transport (£10.14m) – projects include enhancements to bus services and the Hythe Ferry.
 - Informal open space (£600k) – projects include enhancements to the existing open space owned by the Council.
 - Town centre regeneration (£22m) – projects including regeneration schemes around key towns in the District.
- 2.2 Each project (as listed in Appendix A) is at a different stage in development with costs often not known or provided on a very indicative basis. On those projects where an indicative cost is known, the total sum is around £200m of which the A326 project totals £125m. If all projects were fully costed, the estimated costs will be significantly more.

3. PROJECTS NOT LISTED

3.1 Despite a considerable number of projects being identified to date, there are still some areas where we may wish to consider further exploration, including potential liaison with the private sector in future years. These include (for each, we have summarised why they have not been included at this stage):

- Education – on the basis that school enrolment numbers are declining within the existing population, and forecast to continue to decline, there is currently limited rationale for including as part of a S106 requirement (thus enabling more affordable homes to be included).
- Nursery/childcare provision for under 5s – with the recent role out of additional 'free' hours of childcare provision for those over 2 years old there is expected to be increasing demand for space from this sector. Officers have engaged with HCC Children Services who are currently appraising capacity to accommodate this demand. Taking account
- Waterside Rail – on the basis that Network Rail/Department of Transport have not indicated an appetite for progressing at this stage.
- Water
 - Supply issues caused by flood inundation (rainfall), particularly at Testwood, Totton – on the basis that this is an issue that officers are engaging with Southern Water to progress as they are the responsible body for this, alongside the Environment Agency and Hampshire County Council.
 - Waste water treatment works upgrades – these are now required to be upgraded following changes to government regulations, funded by the respective water companies.
- Utilities provision (e.g. energy providers) – on the basis that they have a duty to connect, and officers are progressing this separately with them. This would also include where and when renewable energy solutions are implemented.
- Health – on the basis that no specific needs have been identified by the NHS, other than needs arising at Ashurst Hospital which are being addressed through the approved local CIL project spend for 24/25.
- Leisure/community facilities – no such needs have been identified to date, but could potentially include energy improvement projects as part of infrastructure projects..
- Skills training – on the basis that this is expected to come through the Freeport process.

4. SHORTLISTING

4.1 Of the ten themes identified in section 2, officers have sought to refine these in the light of the following key priorities, all of which reflect the Council's adopted Local Plan and Corporate Plan:

- Projects emerging through existing strategic community partnership work;
- Reflecting significant housing growth identified in the adopted Local Plan;
- Links to opportunity areas in adopted and developing neighbourhood plans or through the council's Solent Freeport Delivery Plan;
- Links to recreational mitigation projects and wider infrastructure projects (e.g. flood mitigation works with the Environment Agency);
- Links to enhancing council assets for the benefits of our communities; and
- Likely value for money/benefit to cost ratio based on preliminary officer judgement.

4.2 Following this assessment, the following four key themes are identified as performing best against these priorities:

- Connectivity
- Town centre regeneration
- Informal open space
- Community provision

4.3 Taking account of these key themes, 5 projects were identified that it was felt scored highly within those themes and could be delivered using a proportion of held funds. It is considered that at this stage a pot of around £4.5m should be made available to progress the following projects over the next 3 years (to 2027).

- Ringwood town centre – there are opportunities to invest in strategic projects around the town centre to reflect the proposed development in the area, The proposed project ('Thriving Market Place') is being developed in partnership with Ringwood Town Council and Hampshire County Council to reinvigorate the Market Place. This project aligns with:
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives
 - Prosperity Priority 1: Maximising the benefits of inclusive economic growth and investment

- Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow
- Milford on Sea seafront – There is an opportunity to invest in a strategic project around the current public conveniences. The proposed project will take a holistic view of this frontage in terms of our assets and what opportunities there may be for developments and enhancements The Council are currently awaiting results of a structural survey on the building. As part of the project the whole frontage requirements will need to be considered, particularly with regards to flood and erosion risk measures as detailed in the Christchurch Bay Strategy. This project aligns with:
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives
 - Place Priority 1: Shaping our place
 - Place Priority 2: Protecting our climate, coast and natural world
- Bath Road Lymington – There is a project for the redevelopment of site including play area, recreational habitat mitigation and flood defence works. The land is owned by the Town Council who are keen to see improvements at the site. Flood and erosion matters will need to be considered as part of the masterplanning work. This project aligns with:
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives
 - Place Priority 2: Protecting our climate, coast and natural world
- Totton town centre regeneration – Through the development of a Town Centre Masterplan, a number of projects could be identified for implementation of both strategic and small scale. This project aligns with:
 - People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives
 - Place Priority 1: Shaping our place
 - Prosperity Priority 1: Maximising the benefits of inclusive economic growth and investment
 - Prosperity Priority 2: Supporting our high-quality business base and economic centres to thrive and grow
- Forestry England walking routes – The establishment of a wider multiuser trail network using pre-existing gravel tracks and trails to link New Forest communities and places of interest. The project includes new wayfinding and waymarking of the trail network and the upgrade of a number of broken links to connect established gravel tracks. This project aligns with:

- People Priority 2: Empowering our residents to live healthy, connected and fulfilling lives
 - Place Priority 2: Protecting our climate, coast and natural world
- 4.4 These projects provide a reasonable representation of the prioritises against the ten key strategic themes of projects identified across the plan area, and delivers projects where development has (and will) take place as part of the current Local Plan.
- 4.5 By identifying a release of £4.5m as this first round of identifying projects at a strategic CIL level, it allows the Council to retain a significant amount of money to review further opportunities and potential funding as part of the Solent Freeport Business Plan and have funding to react should new priorities emerge. Over the 3-year period there will also be the opportunity to identify further funding through the Freeport Delivery Plan and further strategic CIL projects.
- 4.6 Until a baseline infrastructure position is established, it is acknowledged that there may be some existing infrastructure needs that have yet to be identified. In addition, as the Council embarks on a Local Plan Review, it is likely that additional infrastructure needs will be identified which may be suitable for funding from CIL.

Appendix A – Call for ideas list of projects

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Community provision	Calshot Concession	Calshot Beach – slipway car park	Provision of a facility to be operated as a concession.	Other	£500,000	Delivery 2025/26
Flood management	Supporting Future FCERM Projects	Christchurch Bay	Provision of flood and erosion risk management defences to better protect our coastline	<ul style="list-style-type: none"> • Strategic Flooding • Climate Change/Net zero • Other 	£500k per year	Strategy is due to be adopted late Spring 2024. Following this business cases will need to be developed for each option. Delivery to be over next 15 years circa
Flood management	Milford-on-Sea Coast protection Scheme	Milford on Sea	Provision of rock structure to coastal frontage to protect concrete seawall	<ul style="list-style-type: none"> • Strategic Flooding • Climate Change/Net zero • Other 	£700,000	Strategy is due to be adopted in late Spring 2024. Following this business cases will

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
						need to be developed for each option. Delivery to be over next 15 years circa
Quality improvements	Langdown walk/Tates Copse paths	Hythe	<p>The existing paths are unattractive and potentially discourage many users from accessing these areas or recreating within this space. They may also present slip/trip hazards during some weather conditions.</p> <p>This proposal aims to renovate existing desire lines and supplement these with new pathways to connect other woodland path/routes. This presents several benefits (outlined below), including recreation mitigation</p>	<ul style="list-style-type: none"> • Provision of offsite OS • GI • Strategic Flooding • Leisure/Community Facilities • Public transport improvements • Provision of health facilities • Climate Change/Net zero • Other 	£400,000	June 2024 – June 2027

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			and promoting active green travel choices.			
Informal open space	Bath Road, Lymington	Lymington	Redevelopment of site including play area, recreational habitat mitigation and flood defence works	<ul style="list-style-type: none"> • Provision of offsite OS • GI • Strategic Flooding • Leisure/Community Facilities 		
connectivity	Enhancements to PROW in Fordingbridge	Fordingbridge	Enhancements to a number of PROW in and around Fordingbridge, particularly around the locations of the main strategic sites that are currently being implemented.	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Public transport improvements 	£400,000	
town centre regeneration	Totton Town Centre Regeneration	Totton	To be determined through the development of a Town Centre Masterplan.	Other		
town centre regeneration	Ringwood Thriving marketplace	Ringwood	To be determined through the development of a project between HCC, NFDC and RTC	Other		
community provision	Milford on Sea Public conveniences	Milford on Sea	Awaiting results of a structural survey on the building. That may	Other		

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			tell us that we can invest a relatively small £ to keep the building ticking over while we plan, or it could tell us we need to replace ASAP or risk the building needing to be closed altogether			
Culture	Cultural Infrastructure Development Project	Various	<p>Improved cultural infrastructure across the district. This could include, but not limited to:</p> <ul style="list-style-type: none"> • New and/or improved gallery/exhibition space. • Creative health hubs for the delivery of preventative and early intervention creative community programmes. • New artist/creative/maker studios. 	Leisure/Community Facilities	£2m-£6m	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			<ul style="list-style-type: none"> • Performance rehearsal and performance spaces. • Consideration for existing under-utilised community assets to be developed in line with cultural strategy. • Expansion and development projects at existing 'artistically excellent' businesses and organisations. 			
Culture	Public Art Programme	Various	To deliver six public art commissions across the district, co-created with the local community. This work is designed to deepen sense of place, pride of place and community cohesion and safety, as well as furthering our ambitions to make	<ul style="list-style-type: none"> • Leisure/Community Facilities • Other 	£380,000	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			<p>arts and culture more accessible and visible throughout the district.</p> <p>Additional aims include:</p> <ul style="list-style-type: none"> • Scope and testing for a longer-term public art programme. • To develop a public art policy and/or strategy in partnership with NFDC and NPA planning teams. <p>Develop legacy community programmes through our ongoing partnership with Culture in Common.</p>			
Highways	Transport Projects	Totton/Marchwood/Hythe	Capacity and Junction Improvements along A326 HCC/DfT grant / Developer contributions where	Transport	£2.5 million (based on LTP)	Not known

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			there are site specific Impacts. Local Transport Plan Scheme will provide improved efficiency and capacity of the bypass.			
Highways	Transport Projects	Totton	Access junctions and roundabouts along A36 Salisbury Road Walking and cycling routes for SS1 HCC / Site Promoter TA Study	Transport	Not known	Not known
Highways	Transport Projects	Fawley	Downgrade the existing B3053 (Calshot Road) between site access and Calshot- works to be agreed between Developer and HCC Walking/cycling route between site, Fawley Calshot, Blackfield, Holbury	Transport	Not known	Fawley Waterside Consortium (within draft S106)
Highways	Transport Projects	Ringwood	A338, A31 and B3347 Roundabout - Scope to modify the design and convert the junction to traffic signal control.	Transport	Not known	Not known

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			Recommendations of mitigation works within Systra report. Ringwood TAP			
Public Transport	Public Transport	Lyndhurst	Improved bus services to Lyndhurst from major train stations and towns at peak times to enable arrival in/departure from Lyndhurst at a time conducive to working hours	Public Transport	£140,000	Not known
Quality improvements	Changing Rooms	Fawley	To deliver two changing rooms as ancillary facilities for two public open space playing pitches in our most deprived location (a top decile deprived LSOA on the IMD), replacing current shipping containers	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite OS • Provision of health facilities 	£200,000	Spring 2024
Playing Pitches	Floodlights	New Milton	Provide floodlights on the public open space to facilitate the training and playing of formal activity, supporting the	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite OS 	£95,000	Summer 2024

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			documented shortfall in playing and training facilities in the in the district against current standard and evidenced need. Supporting targeted and informal activity by young people at the newly developed youth club allowing activity afterschool for at risk young people.	<ul style="list-style-type: none"> • Provision of health facilities 		
Playing Pitches	Pitch and Pavilion	Fordingbridge	To safeguard the current extension to the recreation ground and the essential rugby pitch. To develop suitable changing rooms for the formal open space on the recreation ground	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite OS • Provision of health facilities 	£1,200,000	
Playing Pitches	Pitch and Pavilion	Ringwood	The purchase of land, laying out of a minimum of three pitches and develop suitable ancillary facilities to address the evidenced short	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite OS • Provision of health facilities 	£2,000,000	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			fall in rugby pitches in the town			
Playing Pitches	Pitch improvement	Totton	To improve the drainage and therefore the playability of the rugby pitches ensuring that the pitches can be better used	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£50,000	
Playing Pitches	Artificial Grass Pitch	Testwood	The redevelopment of the artificial pitch to a rugby/football compliant pitch to address the under provision of artificial pitches as evidenced in the New Forest Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£100,000	Summer 2024
Playing Pitches	Artificial Grass Pitch	Hounslow	The build a football compliant artificial pitch to address the under provision of artificial pitches as evidenced in the New Forest Football Facilities Strategy and support the lack of playing and training facilities in the district, increasing	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£800,000	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			participation rates, especially with targeted groups.			
Playing Pitches	Artificial Grass Pitch	Fawley	The build a rugby/football compliant artificial pitch to address the under provision of artificial pitches as evidenced in the New Forest Football Facilities Strategy and support the lack of playing and training facilities in the district, increasing participation rates, especially with targeted groups.	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£800,000	
Playing Pitches	Artificial Grass Pitch	Brockenhurst	The redevelopment of the artificial pitch to a rugby/football compliant pitch to address the under provision of artificial pitches as evidenced in the New Forest Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£500,000	Summer 2025

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Playing Pitches	Artificial Grass Pitch	New Milton	The build a rugby/football compliant artificial pitch to address the under provision of artificial pitches as evidenced in the New Forest Football Facilities Strategy and support the lack of playing and training facilities in the district, increasing participation rates, especially with targeted groups.	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space • Provision of health facilities 	£800,000	
Playing Pitches	Artificial Grass Pitch	Noadswood School	To replace the AGP with a 7v7 football compliant surface. As identified in the Football Facilities Strategy	Provision of leisure and community facilities	£100,000	
Playing Pitches	Pitch improvements	New Milton – Fawcetts Field Sports Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	TBC	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Playing Pitches	Pitch improvements	Brockenhurst College	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	Provision of leisure and community facilities	TBC	
Playing Pitches	Pitch improvements	Milford on Sea – Barnes Lane Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	TBC	
Playing Pitches	Pitch improvements	Lyndhurst – Coles Mead/Wellands Road Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	Provision of leisure and community facilities	TBC	
Playing Pitches	Pitch improvements	Fawley – QE2 Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities 	TBC	
Playing Pitches	Pitch improvements	Totton – Testwood Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	TBC	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Playing Pitches	Pitch improvements	Hythe- Shore Road playing fields	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	Provision of leisure and community facilities	TBC	TBC
Playing Pitches	Pitch improvements	Bransgore Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	TBC	TBC
Playing Pitches	Pitch improvements	Hordle Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	TBC	TBC
Playing Pitches	Pitch improvements	Pennington Recreation Ground	Improvements to the grass playing pitches to make them more resilient. As identified in the Football Facilities Strategy	Provision of leisure and community facilities Provision of offsite Open Space	TBC	TBC
Playing Pitches	Changing Room development	Hythe Shore Road Playing Fields	Development of changing rooms to support the formal open space. As identified in the Football Facilities Strategy	Provision of leisure and community facilities	£300,000	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Playing Pitches	Pavilion	Fawley	A pavilion with changing rooms as ancillary facilities to support the cricket and football club that use the formal open space pitches.	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of health facilities 	£500,000	2025
Playing Pitches	Small sided MUGA	Netley View	Delivery of a small sided informal multi use games area as identified in the Football Facilities Strategy	Provision of leisure and community facilities	£150,000	TBC
Playing Pitches	Small sided MUGA	Heather Road	Delivery of a small sided informal multi use games area as identified in the Football Facilities Strategy	Provision of leisure and community facilities	£150,000	TBC
Playing Pitches	Club house roof	Lymington	To replace the roof and air conditioning at the boxing club to	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of health facilities 	£50,000	TBC
Formal play	Skatepark	Hythe	To build a skate park for the young people of Hythe to replace the one that was removed	Provision of leisure and community facilities	£200,000	TBC
Formal play	Skatepark	Fawley	To build a wheeled park facility for informal activity and	<ul style="list-style-type: none"> • Provision of leisure and community facilities 	£200,000	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			play options for older young people. To mitigate impact on the NPA of off-road cycling	<ul style="list-style-type: none"> • Provision of offsite Open Space 		
Formal play	Changing room pavilion development	Paultons Cricket Club	To support the building of the changing rooms as part of the new pavilion (last one a victim of arson) in easy reach of the developments in north Totton. To address the short fall caused by escalating costs as the building becomes fit for modern purposes	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of offsite Open Space 	£50,000	January 2024
Formal play	Changing rooms and pavilion development	Cadnam	To support the development of the pavilion to be fit for purpose	Provision of leisure and community facilities	£100,000	2025
Formal play	Layout of pitches and provision of ancillary facilities to support formal open space	Hawkers Fields Totton.	To bring forward the formal open space provision that the space was provided for, helping to address the shortfall of formal open space in the town and displaced local teams.	Provision of leisure and community facilities	£2,000,000	

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Formal play	Ancillary facilities for New Forest Hockey Club	Lymington	To develop ancillary facilities to support the New Forest Hockey club and create additional community space.	Provision of leisure and community facilities	£300,000	
Energy Infrastructure	Electrical capacity and infrastructure upgrades	District Wide	Improved electrical capacity (grid access or renewable generation) and infrastructure (including substations and cabling)	<ul style="list-style-type: none"> • Provision of Climate change/net zero infrastructure • Other 	Unknown	Unknown
Connectivity	New Forest Multiuser Trail	Across New Forest National Park / Crown Lands	The establishment of a wider multiuser trail network using pre-existing gravel tracks and trails to link New Forest communities and places of interest. The project includes new wayfinding and waymarking of the trail network and the upgrade of a number of broken links to connect established gravel tracks.	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision of sustainable travel and green tourism 	£630,000	TBC
Connectivity	Extending the Castleman	Ringwood to New Forest	Bridging a gap in public access along a disused rail line to	<ul style="list-style-type: none"> • Provision of off-site open space 	£700,000	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
	Trail into the open Forest		provide an off-road route for walking, cycling and horse-riding from Ringwood into the open Forest, providing sustainable travel, green tourism, and support for the local economy.	<ul style="list-style-type: none"> • Provision of sustainable travel and green tourism • Other 		
Connectivity	Avon Valley Path	Fordingbridge/Ringwood area	A strategic approach to improving this walking route through or close to NFDC Strategic Sites 12-18 inclusive, linking communities to each other and to the countryside. Project can be sized to suit budget.	Provision of off-site open space	£1,000,000	TBC
Connectivity	A waterside path along Southampton Water	Marchwood to Fawley	To provide a through route for walkers along the edge of Southampton Water, incorporating Strategic Sites 2 and 3 at Marchwood and 4 at Fawley. This will need feasibility work including discussions with landowners;	Provision of offsite open space	£1,000,000	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			could potentially be delivered over several years as developments take place.			
Connectivity	Lepe Country Park	Exbury Southampton	Two projects identified in Lepe Masterplan both are from the park masterplan which was developed in response to visitor growth.	<ul style="list-style-type: none"> • Provision of offsite open space • Provision of leisure and community facilities 	£250,000	2024-2030
			<p>Car Park improvements Redesign of the clifftop car park to maximise vehicle numbers as well as reviewing other parking opportunities on site (with the eventual loss of the beach car park). Work includes resurfacing of parking spaces and access roads as well as demarcation and signage.</p> <p>Heritage & Community Space Design and construction including service provision (e.g.</p>		£600,000	2024-2030

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			water, power, drainage). The building will probably be modular in construction allowing for flexibility of use and siting.			
connectivity	Bridge & boardwalk programme for Strategic Sites	Ringwood, Fordingbridge and Fawley	A programme to resolve bridge and boardwalk issues on the rights of way network near Strategic Sites. There is also opportunity to upgrade (e.g. wider bridges with handrails) and/or replace with much longer-lasting materials such as recycled plastic boardwalks. This could be combined with a programme replacing stiles with gates, opening up access to people with mobility difficulties, purchasing gates which are then	<ul style="list-style-type: none"> • Provision of offsite open space • Provision of leisure and community facilities • Provision of sustainable travel and green tourism • Other 	£450,000.	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			installed by local volunteer groups.			
Highways	Infrastructure improvements A326	Totton, Marchwood	Improvements to A326	Provision transport improvements	£125M	TBC
Highways	A326 complementary TM measures	Totton, Marchwood and surrounding areas	Traffic management on parallel or side roads near or adjoining A326. Project will improve tranquillity of the Forest area and local settlement	Provision transport improvements	£250,000-£500,000	TBC
town centre regeneration	Traffic Management	Fordingbridge High Street	Traffic and placemaking scheme in high street	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision transport improvements 	£500,000	TBC
town centre regeneration	Regeneration scheme (probably focused on Market Place)	Ringwood – Town centre	Regeneration placemaking scheme for Ringwood. Focus on marketplace and road closure to SRN	<ul style="list-style-type: none"> • Provision of leisure and community facilities • Provision transport improvements 	£1,500,000	TBC
connectivity	River walk	Lymington	River Walk from Station to Lymington Town Sailing Club via Captains Row possibly involving road narrowing and 1-way	Provision of offsite open space	£3,000,000	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			systems to make a boulevard type walk. Creating an alternative pedestrian scheme potential to also assist with the Redrow issue by creating an alternative option to the bridge			
Highways	Traffic Management Plan – identify and reclassify roads.	Wider New Forest area	A plan to identify a New Forest road hierarchy and reclassify each road by its movement and place function in the context of the special character of the New Forest. Essentially to create a low traffic forest so would involve road closures/gates, improvement of main corridors and a focus on changing the commuter routes that now have much more traffic as a result of development around the National Park.	Provision public transport improvements	Revenue project therefore project cost not identified	TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
Highways	Junction improvement A337	New Milton	Placemaking scheme to downgrade scale of junction and improve active travel facilities.	Provision public transport improvements	£3,000,000	TBC
Highways	Active travel improvement B3058	New Milton	Placemaking scheme to downgrade scale of junction and improve active travel facilities. Plus, a small regeneration scheme	Provision public transport improvements	£3,000,000	TBC
town centre regeneration	Regeneration and Public realm	Totton	Public realm and regeneration scheme	<ul style="list-style-type: none"> • Provision of leisure and community • Other infrastructure 	£10M to £20M	TBC
Public Transport	Hythe ferry interchange	Hythe	Hythe Ferry interchange. Modern technologies exist which could see Ferry operation change. On the back of this a new interchange and waterfront opportunity for change potentially exists	<ul style="list-style-type: none"> • Other infrastructure • Provision public transport improvements 	£10M	TBC
connectivity	New off road cycle link between Lyndhurst – Brockenhurst	Lyndhurst	This was an agreed action in the predecessor Partnership Plan (2015-2020) which enjoyed the	<ul style="list-style-type: none"> • Provision of offsite open space • Provision of leisure and community facilities 		TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			<p>unanimous support of the local town and parish councils at the time (it was voted on at a New Forest Association of Local Councils' meeting). There are obvious regulatory hurdles to overcome (e.g. consent from Natural England as it would be on designated SSSI land) but with the emergence of the New Forest LCWIP and our recent success in securing grant funding from Active Travel England, this would be a great project that would enjoy widespread support as a vital piece of infrastructure for the Forest.</p>	<ul style="list-style-type: none"> • Provision of sustainable travel and green tourism • Other 		
connectivity	Signage and interpretation board	Across the District	NFNPA Signage and interpretation boards at key gateway locations to assist visitors and to get key	<ul style="list-style-type: none"> • Provision of offsite open space • Provision of leisure and community facilities 		TBC

Theme	Project Name	Project Location	Summary	Type of infrastructure	Cost (if known)	Timescales
			partnership messages across to the public – such as the New Forest Code. If the current PSPOs are to continue and or be extended in scope, then having some CIL funds available to support signage would be helpful.	<ul style="list-style-type: none"> • Provision of sustainable travel and green tourism • Other 		
Highways	A326 Additional and/or improvements to existing access structure	A326	Additional and/or improvements to existing access structure to support delivery of/enhancements to the A326 improvements, such as upgrading existing underpasses, putting in ecological corridors etc.	<ul style="list-style-type: none"> • Provision of offsite open space • Provision of leisure and community facilities • Provision of sustainable travel and green tourism • Other 		TBC



Community Infrastructure Levy

Expenditure Framework

Planning

October 2024

Revision version for Cabinet Meeting

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1 Background

- 1.1 The development of a detailed framework for Community Infrastructure Levy (CIL) expenditure for consideration and adoption is required as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations 2010 (as amended).
- 1.2 As such all councils across the country where a CIL charging regime has been adopted and is being implemented have brought in their own schemes for how CIL monies are spent.
- 1.3 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each council is required to publish a list of infrastructure that they will put the CIL towards in an Infrastructure Funding Statement
- 1.4 This Framework should be read alongside the CIL Expenditure Framework Communication Strategy (revised 2024).
- 1.5 This CIL Expenditure Framework will be kept under periodic review with details of any forthcoming review to be set out in the yearly CIL Key dates calendar which will be published on the Web site.
- 1.6 This document sets out the key elements and information relating to the CIL Expenditure Framework under the following headings: -
 - Key principles of the CIL Expenditure Framework
 - Processes of the CIL Expenditure Framework
 - Validation and screening of bids and prioritisation criteria of bids under the CIL Expenditure Framework (to allow bids to be considered and determined)
 - Governance of the CIL Expenditure Framework

2 Key principles of the CIL Expenditure Framework

2.1 These are: -

- The process should encourage openness and transparency of decision taking.
- CIL data must be 100% accurate and software database must have integrity and be trusted.
- Decisions must be compliant with the CIL Regulations 2010 (as amended).
- The expenditure approach must be legally sound.
- Deliverability and Timeliness must be demonstrated.
- CIL expenditure should support The Local Plan 2016-2036 Part 1: Planning Strategy and the Infrastructure Delivery Plan (IDP) and any review
- CIL expenditure should contribute positively towards climate change.
- The apportionment of CIL monies into three separate funds:
 - The Strategic Infrastructure Fund occurs after
 - the 5% administrative costs are removed; and
 - the Neighbourhood CIL portion (either 15% for Parishes (subject to a cap) with no made Neighbourhood Plan or 25% for Parishes (without a cap) where a Neighbourhood Plan is made).
- Publication of all expenditure through the Infrastructure Funding Statement (IFS).
- CIL expenditure will be regularly audited, including The CIL Expenditure Framework Review process.
- A Communication Strategy for the CIL Expenditure Framework is necessary.

- Infrastructure projects that are funded by using CIL funds shall be carried out on publicly owned or controlled land/buildings or where public access is guaranteed (unless exceptional circumstances apply). However where leased buildings or land is involved and a CIL Bid is made for infrastructure the lease must be long (i.e. no shorter than 25 years with a break clause no sooner than 15 years. Shorter leases will normally be regarded as unacceptable.
- Spending outside the geographical boundary of the District Council is acceptable where appropriate to the circumstances of the infrastructure to be provided and where there is clear benefit to the residents.
- Where offers of CIL funds are made to authors of Bids the monies will be allocated to the infrastructure project for a period of no longer than 2 years whereupon the allocation of funds would be withdrawn and it would be necessary to reapply through the Bid process to secure CIL funds for that project.
- CIL funds can be used for an infrastructure project to make it Disability Discrimination Act compliant.
- Evidence of need for the proposed Infrastructure project must be submitted with all CIL Bids.
- Parish/Town Councils will only be able to apply for CIL Bids provided that evidence is submitting showing that their CIL Neighbourhood element has either been spent or formally allocated.
- Maximum limit of £100,000 for CIL Bids (per project/CIL Bid) . Those bids with third party match funding will be scored more favourably.
- Regular meetings between the council officers and Infrastructure providers will take place to develop an Infrastructure Business Plan (e.g. for Rail, Health and Hampshire County Council – Education and Bus Passenger transport).

- Those CIL Bids that are within the Infrastructure Delivery Plan (IDP) will have greater weight when prioritisation criteria are used in the technical assessments of each CIL Bid
- No monies will be awarded through a CIL Bid towards costs which have already been paid for a project (i.e. no claiming retrospectively)
- Churches are not excluded from CIL funding, but proposed projects must be for infrastructure and the proposal must benefit the community in the widest sense by offering wide community benefits and be capable of being used by the whole community. Any Bids must also address additionality and not include maintenance or church restoration costs.
- Greater weighting towards Bids that align with spend priorities designated in Local Plan and IDP. Agreed critical/ essential infrastructure will carry more weight than desirable infrastructure
- Best value criteria should include land values where CIL Bids involve purchase of land for infrastructure
- Agreed that CIL Bids that demonstrate positive impacts on climate change and show sustainability characteristics shall carry greater weight in determination terms than those CIL Bids which do not.
- If a CIL Bid is invalid upon submission, opportunity will be given for the next 12-month period (from the date of its submission) to be made valid. If it is still invalid after the expiry of the 12-month period, the CIL Bid will be treated as withdrawn and no formal decision (Cabinet or delegated) will be made on it.

3 Processes of the CIL Expenditure Framework

Distribution of CIL Income

3.1 The council will retain up to 5% of the CIL income received within each District (for administrative costs).

3.2 The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap) occurs in April and October each year.

CIL funds will be saved into four separate funding streams with the following definitions:-

- Recreational Mitigation Programme Delivery – to support the implementation of the council’s adopted Mitigation Strategy and ensure compliance with the Habitat Regulations (approx. £800k per annum)
- Strategic Infrastructure Fund (£4.5m in total until 27/28 for the first five identified projects)
- Local Infrastructure Fund (£1m per annum for the duration of the current Corporate Plan)
- Cultural Development pot (2% of CIL receipts per year for the duration of the current Corporate Plan)

3.3 The Neighbourhood CIL allocation to Parish/Town councils (either 15% or 25% subject to a cap) occurs in April and October each year.

Definitions of Strategic and Local Infrastructure:

3.4 One or more of these elements constitute Strategic infrastructure:

- is of strategic economic or social importance to the council;
- would contribute substantially to the fulfilment of any of the objectives of the Corporate Plan 2024 to 2028, The Local Plan 2016-2036 Part 1: Planning Strategy or in any other spatial and economic strategy in respect of the area;

- would have a significant effect on the area of more than one planning authority; and
- Illustrated Examples include strategic flood defence, town centre regeneration, new strategic (District wide) walking routes and large highways infrastructure

3.5 One or more of these elements constitute Local infrastructure:

- meeting need at a local level; and
- projects which support the expansion, improvement, provision of local services for the people living or visiting within the local area;
- Illustrated examples include:
 - extensions to early years, primary, secondary, or further education not constituting an entirely new facility.
 - bus stops and Real Time Passenger Information notice boards (RTPI);
 - provision of leisure and community facilities, such as extensions to community buildings and leisure centres, provision of play equipment and areas, sports facilities and open space; and
 - waste recycling facilities.

Definitions of Cultural Development projects:

3.6 Improved cultural infrastructure across the district as a whole. This could include, but not limited to:

- New and/or improved gallery/exhibition space.
- Creative health hubs for the delivery of preventative and early intervention creative community programmes.
- New artist/creative/maker studios.
- Performance rehearsal and performance spaces.
- Consideration for existing under-utilised community assets to be developed in line with cultural strategy.

Expansion and development projects at existing 'artistically excellent' businesses and organisations.

Apportionment of CIL Funds

- 3.7 The apportionment of CIL monies into four funds; recreational habitat mitigation, Strategic Infrastructure Fund, Local Infrastructure Fund and cultural development fund will occur annually. This apportionment, in particular, allows saving of monies towards strategic infrastructure projects for the betterment of the council and the prospect of collaborative spend with other funding organisations and or funding streams to achieve strategic infrastructure. The annual recreational mitigation programme for each financial year will be set during February/March of the preceding financial year and approved by the Portfolio Holder
- 3.8 The Local infrastructure Fund will be set at £1m per annum for the duration of the current Corporate Plan, with a funding round to begin during October of the previous financial year and be ready for inclusion in a budget for the next financial year.
- 3.9 The priorities for Strategic CIL will be set by Cabinet with an annual call for Expression of Interest
- 3.10 The Cultural development pot will be drawn out each year of 2% of all CIL funds received during that year for the duration of the current Corporate Plan. The Cultural Development Officer, will be able to draw on this pot when required in consultation with the Portfolio Holder. Any funds released will be subject to suitable governance arrangements to ensure that monies are directed to the relevant projects.

3.11 Whilst CIL is identified as the source of funding for the recreational mitigation programme, the council also collects S106 from developments that are exempt from paying CIL (e.g. social housing or self builders). As this money is specifically ringfenced in a legal agreement towards the recreational mitigation programme this 'pot' will always be used first ahead of CIL.

Process and timetable for local infrastructure bids

3.13 The CIL Expenditure Framework will operate with the following approach:

- The process is centred upon a bidding round with consideration on yearly basis, with email submission of bids by Infrastructure Providers and all towns/parishes
- The yearly bid round cycle will be as follows:

Bid Round for the year	
October - December	Bid Window open
December/January	Bids validated screened and assessed against prioritisation criteria
January / February	Information presented to Task and Finish group by officer
March	Consideration of CIL Expenditure Programme by Cabinet. Letters issued confirming outcome of bids to applicants

- Details of the process for submitting a bid and its subsequent assessment and determination will be made available on the council's website.
- The timetable for the bid process will be clearly documented on the council's website. Bespoke emails will be sent to parish/town councils, Hampshire County Council, other key partners and organisations and community groups in the New Forest to highlight upcoming bidding opportunities.

- A proforma will be available on the website all year where a potential bidder can submit an idea to check its eligibility.

Expressions of Interest for Strategic CIL Projects

3.14 The decision for allocating a Strategic CIL project will sit with Cabinet. Each year the council will hold a round of expressions of interest. Any EOI will be screened and prioritised using the same criteria set out in section 4 of this framework and considered annually by Cabinet for inclusion in any given budget year. Should any additional criteria be identified, this will be published alongside the EOI.

Apportionment of Neighbourhood CIL

3.15 Currently six monthly allocations to Parish/Town Councils (which occur in April and October) continue, and where Neighbourhood CIL is received.

3.16 The Parishes apportionment of CIL monies (set out in the CIL Regulations) will remain at 15% (where there is no Neighbourhood Plan) and 25% where a Neighbourhood Plan is made.

Infrastructure Project Decisions and Delivery

3.17 There will be a collaborative approach towards expenditure, working with infrastructure providers and Parishes to get projects delivered and to “add value” is important and supported.

3.18 Funding bids must provide adequate evidence/information to provide necessary certainty on timely delivery.

3.19 CIL monies can be spent flexibly alongside s106 monies, Community grants and Locality monies and any other external or internal funding streams but expenditure of s106 monies must be in accordance with the terms of the s106 agreement.

3.20 The following will apply to CIL bid decisions:

- All decisions to be final.
- No appeals process.
- Only one bid per project per bidding round per council funding scheme (if when a bid is received that officers identify could be better funded through a different funding pot they will direct this accordingly).
- After a funding award, no more Bids for this project unless funding circumstances are materially different and/or a time period passes of not less than 1 year.
- Where bids are to be submitted, evidence of community support shall be required (which could include from a county councillor, district ward member, NPA Member , parish council or evidence of community engagement activities)
- Once Bids are validated and screened (see below) Officers will direct any appropriate Bids towards other funding streams where this is considered to be more appropriate

3.21 A yearly report on CIL and s106 expenditure is required as part of the CIL Regulations 2010 (as amended). This document is known as an Infrastructure Funding Statement (IFS) and will need to be produced by the 31 December each year in addition to the twice yearly CIL Expenditure Programme.

3.22 Payment of successful bids to be retrospective following receipt of paid invoices from the successful bid authors.

3.23 For local infrastructure bids, evidence of a competitive tender will be required in accordance with the council's procurement standing orders. These quotes must be offered to the Bidders and then submitted as part of the Bids on the basis that the cost of the works will remain held and not vary for a 6-month basis. (to ensure that when CIL monies are offered the project can be completed for the cost of the works submitted).

3.24 Where infrastructure being proposed also carries a dual use (such as education provision which would also be used by the community) the completion of a Community User Contract is required so that the community use can be guaranteed.

- 3.25 Technical assessments of all CIL bids where decisions are being made will be undertaken and published as part of the CIL Expenditure Programme documentation so that decision taking is open and transparent.

Screening part of process

- 3.26 Where a CIL Bid is valid, it will be screened against other forms of funding (external/unspent s106/community grant/neighbourhood CIL). This will ensure the outcomes of these other funding opportunities are known before committing to CIL expenditure. Bidders should be encouraged to explore all possible alternatives for other sources of funding alongside requests for CIL funding including using crowd funding/encouraging donations/gifts.
- 3.27 Churches not excluded from CIL funding despite many other funding opportunities for Churches but proposal must be for infrastructure and the proposal must benefit the community by offering community benefit.
- 3.28 CIL Bids will be treated as withdrawn if no progress is made after 12 months and no further action will be taken on them. Where a Bid is refused, the council will not reconsider an identical Bid.

4 Validation and Screening of Bids and Prioritisation Criteria

- 4.1 Each Bid will be validated, screened, and prioritised and a technical assessment will be completed (and ultimately published on the web site as part of the CIL Expenditure Programme documentation).
- 4.2 The correct CIL Bid form must be submitted and all the questions on the Bid application form must be fully completed (where information known or where additional information is required (e.g. Business Case) together with evidence of need for the infrastructure). Bids should be emailed to developer.contributions@nfdc.gov.uk or, if available, online via a consultation platform.
- 4.3 The bid form should include the following:
- Description of infrastructure, location, purpose
 - Need /Justification
 - Costs and funding streams for provision
 - Quotations for works
 - How much financial support is sought
 - Collaborative spend – yes/no and if yes give details
 - Who is leading on delivery
 - Delivery proposal and timescales
 - Will the Infrastructure be provided on Public or Private land – has the Bidder obtained all the necessary permissions to implement the infrastructure
 - If the infrastructure needs planning permission - has this been sought and obtained
 - Are there any implications under the Subsidy Control Act to receive this funding.
 - Consideration of future funding/maintenance once project is complete
 - Business Plan required dependant on size of the project (see guidance documents)

4.4 When Bids are made valid, consultation will occur with the District Ward Member the County Councillor for the Ward affected and the Parish Council for that ward (except where the Parish Council is the Bidder for the Infrastructure project). The Consultation will occur by email and 14 days will be allowed for the submission of comments. A copy of the CIL Bid application form and a location plan will be made available to the consultee.

4.5 The screening process is as follows: -

- Could this infrastructure bid be provided using other internal and external funding streams that the council can either submit Bids for or support others or where the council has access to other funding (e.g. LEP Government funding or other external funders s106 or, Community Grants? – if so, can it be delivered using this without complete or any reliance on CIL funds)
- Any incomplete bids will be considered, and effort will be made to improve these bids to enable them to be capable of then being assessed against the priority criteria.
- Where appropriate, information will be checked or sought to verify the information within the bid
- Where there are CIL infrastructure asks under Development Management decisions on major projects, these will be given consideration in terms of devising the CIL Expenditure Programme and through a programme of delivery working collaboratively with the Infrastructure Providers

4.6 Prioritisation criteria is as follows: -

- Does it positively score against provisions /objectives of the Local Plan 2016-2036 Part 1: Planning Strategy and the Infrastructure Delivery Plan?
- Does it offer value for money ?
- Are there clear community benefits?
- Is there community support?

- Is it deliverable?
- Is it affordable?
- Can it be delivered in good time?
- Supports housing and employment growth
- Positively supports climate change activities
- Have a package of measures been proposed and submitted which allow for ongoing maintenance of the infrastructure such that its longevity can be assured
- Does the provision of this infrastructure address a current inadequacy in infrastructure terms?
- Will the infrastructure be capable of being used by the wider community
- How does the proposal affect green infrastructure principles
- How does the project address green/sustainability principles/infrastructure
- Does the project accord with the principles of the Equality Act 2010
- Does the project have implications in regards to the Subsidy Control Act
- How does the project affect security and safety in the community

4.7 In addition to this, any monies allocated to the recreational mitigation programme will have to meet the criteria for projects as set out in the Recreational Mitigation Strategy adopted by the council in 2021.

5 Governance of the CIL Expenditure Framework

- 5.1 All decisions once validated, screened and assessed will be collated and considered by an Executive advisory task and finish group. Following this, a report will be presented to the Cabinet for decision.
- 5.2 There will be tiered approach to decision taking in respect of bids submitted for Recreational habitat mitigation, the Cultural Development Fund and any amendments to the Strategic Infrastructure Fund and Local Infrastructure Funds (if required during the course of the year) as follows: -

Delegated Decisions to Director Place, Operations, and Sustainability

- a) Decisions to approve/amend the allocation towards infrastructure projects the subject of bids where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less and the total spend can still be contained within the annual approved amount.
- b) Decisions to carry forward Infrastructure projects the subject of bids to the next Bid Round where the amount of monies sought from the Local Infrastructure Fund is £10,000 or less

Delegated Decisions to Portfolio Holder, Planning, and Economy

- a) Decisions to approve the recreational habitat mitigation programme of works
- b) Decisions to approve projects under the Cultural Development portion
- c) All other decisions to approve or refuse all other Local Infrastructure Fund bids which are not covered by the delegated decision outlined above where a bid is deemed required to be progressed outside of the annual bidding window

Cabinet decision

- a) Decisions to amend the CIL Expenditure Framework
- b) Decisions to approve the annual local infrastructure bid
- c) Decisions to approve the Strategic Infrastructure Fund bids

5.3 Following the decision to grant an allocation of CIL to a project, the applicant will be sent an offer letter and terms of conditions which must be returned to the council to confirm the allocation is in place. The terms and conditions are attached as Appendix 1 to this framework.

5.3 Each year an annual Expression of Interest process will take place for further Strategic Infrastructure Projects, this list should be reviewed by Cabinet each year on the basis of including those within an annual programme for the following year.

Terms and Conditions of grant award

Award of Funding

Any grant of funding from the Community Infrastructure Levy (CIL) Infrastructure Fund, is subject to the applicants acceptance of the offer, these terms and conditions and the requirements set out in the Offer Letter

Any award must be used exclusively for the delivery of the project as set out in the application submitted, summary annexed to the Offer Letter and in the Offer Letter itself ('the Project').

The Project must be carried out and completed to the standard and specification stated within the attached application form.

If the Applicant fails to comply with any of these terms and conditions, NFDC ('the Council') may withhold, vary, terminate, or require any or all of the CIL award to be repaid.

The CIL funding will be conditional upon the applicant obtaining any necessary building regulations and/or planning permission and any other consents or permissions as may be required.

The CIL funding is a one-off payment and will not result in any future revenue commitment by the council. The council will not be responsible for any future maintenance, revenue liability or ongoing funding related to the application.

There is no right of appeal against an award, refusal or withdrawal of CIL funding.

Starting the Project

The Project must commence within the period stated in the Offer Letter. If this is not possible, the applicant must inform the council, in writing, of when they will start the project and the reason for the delay for approval by the council. For the purpose of this document, commencement is defined as when the works relating to the delivery of the Project materially begins.

Works already completed or expenditure incurred prior to the Applicant's acceptance of the offer, these terms and conditions and the Offer Letter will not be funded.

Approved Projects for CIL Funding

The works that are the subject of the CIL funding must be carried out strictly in accordance with the details as described in the attached application submission and in accordance with these terms and conditions and any requirements contained within the Offer Letter.

The council reserves the right to carry out independent financial checks where appropriate and may withdraw the offer at its sole discretion if it considers the public funds may be put at risk

If during the course of the work, the applicant finds it impracticable to carry out the work in accordance with what was approved, then changes must only be made after written approval has been given by the council. Failure to do so may result in the withdrawal or withholding of the funding or requirement to repay any sums already provided by the council

Where requested by the Council the applicant must provide a written statement or an appropriate certificate of completion and the council must be satisfied that the work has been carried out in accordance with the attached application Form before payment of the funding.

On completion of the project, for publicity purposes, the applicant agrees to submit photographs (with no copyrights) of the completed project and agrees that these may be used to promote the CIL funding allocations.

Payment of funding

Subject to the terms of these terms and conditions the council shall pay the funds to the Applicant only after completion of the project and the submission of verifiable invoices. The original invoices/receipts need to be submitted to the council as proof of purchase and/or expenditure. The Applicant agrees and accepts that the payment of the funds can only be made to the extent that the council has available funds.

You must have a bank account in your name or the name of your organisation into which the council will pay the funding. As part of the acceptance of the offer of funding, you will need to provide the bank account details including the sort code, account number and name on the account.

The award of funding contained in the Offer Letter is the maximum CIL funding awarded to this scheme. If the Project cost is lower than the amount stated in the attached application form, unspent monies cannot be used on matters not included. If the total Project cost is lower than amount stated in the attached application form, there will be a pro rata reduction in CIL funding.

There will be no obligation on the council to increase its offer in the event of cost increases on eligible work.

The Applicant shall promptly repay to the Council any money incorrectly paid to it either because of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where monies have been paid in error before all conditions attaching to the funds have been complied with by the Applicant

Withholding or Recovery of Payment

It is the councils intention that the funds will be paid to the Applicant in full. However, without prejudice to the council's other rights and remedies, the council may at its discretion withhold or suspend payment of the Funds and/or require repayment of all or part of the Funds if:

the Applicant uses the funds for purposes other than those for which they have been awarded;

the council considers that the Applicant has not made satisfactory progress with the delivery of the Project;

the Applicant is, in the reasonable opinion of the council, delivering the Project in a negligent manner;

the Applicant obtains funding from a third party which, in the reasonable opinion of the council, undertakes activities that are likely to bring the reputation of the Project or the council into disrepute;

the Applicant provides the council with any materially misleading or inaccurate information
the Applicant commits or committed a prohibited act under the Bribery Act;

any member of the governing body, employee or volunteer of the Applicant has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the council's name or reputation into disrepute;

the Applicant ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);

the Applicant becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or

the Applicant fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure.

The council may retain or set off any sums owed to it by the Applicant which have fallen due and payable against any sums due to the Applicant under this Agreement or any other agreement pursuant to which the Applicant is a party.

Where the Applicant receives or intends to apply to a third party for other funding for the Project, it will notify the council in advance of its intention to do so and, where such funding is obtained, it will provide the council with details of the amount and the purpose of that funding. The Applicant agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project.

If the Applicant receives funding from a third party either during the delivery or after completion of the project the council reserves the right to recover that amount of funding from the applicant.

If the Project does not comply with the delivery timetable stated within the application form and Offer Letter, the council reserves the right to revoke or recover the amount of the funding, or such other amount as it considers reasonable.

Compliance and Insurance

The applicant must ensure compliance with all regulations and legislation relating to the project including equality, sustainability and health and safety.

The applicant must ensure appropriate and sufficient insurance cover, including public liability and employer liability applicable to the project.

Limitation of liability

The council accepts no liability for any consequences, whether direct or indirect, that may come about from the Applicant running the Project the use of the funds or from withdrawal of the funds. The Applicant shall indemnify and hold harmless the council, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Applicant in relation to the Project, the non-fulfilment of the obligations of the Applicant or its obligations to third parties.

Subject to clause 27, the council's liability under these terms and conditions is limited to the payment of the funds.

Communication & Monitoring

The Applicant must maintain regular communication with the council following the acceptance of the offer, these terms and conditions and the Offer Letter. The Applicant should provide regular updates and information on the project until it has been completed.

In any event the Applicant shall within 7 days after written request by the council provide the council with such information and documents as the council may reasonably require to enable to the council to verify that the Applicant has complied with it's obligations under these terms and conditions.

The applicant must provide an annual return no later than 01 May each year, with information on the progress of the Project, within the previous financial year This will ensure the council is able to fulfil its monitoring requirements under the CIL Regulations 2010 (as amended Sept 2019).

Publicity for the Project

The Applicant must acknowledge the support of the council in any materials that refer to the Project and in any written or spoken public representations about the project in a form or style agreed in advance with the council.

Where the council has provided the Applicant with any of its intellectual property rights for use in connection with the Project (including without limitation its name and logo), it shall only be used in accordance with reasonable brand guidelines.

The council reserves the right to use images of the project, resulting from the award of the CIL funding, as part of any publicity material that it may wish.

Freedom of information

The Applicant acknowledges that the council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs).

The Applicant shall:

provide all necessary assistance and cooperation as reasonably requested by the council to enable the council to comply with its obligations under the FOIA and EIRs;

transfer to the council all requests for information relating to this agreement that it receives as soon as practicable and in any event within 2 working days of receipt;

provide the council with a copy of all information belonging to the Council requested in the request for information which is in its possession or control in the form that the council requires within 5 working days (or such other period as the council may reasonably specify) of the council's request for such information; and

not respond directly to a request for information unless authorised in writing to do so by the council.

The Applicant acknowledges that the council may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Applicant. The council shall take reasonable steps to notify the Applicant of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so but notwithstanding any other provision in this agreement) the council shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.

Miscellaneous

The council reserves the right to vary these terms and conditions. Such a right will be exercised by the council acting reasonably.

No provision of these terms and conditions shall be enforceable or intend to confer any contractual benefit on any person under the Contracts (Rights of Third Parties) Act 1999.

Insofar as any clause or clauses of these terms and conditions are found (for whatever reason) to be invalid, illegal or unenforceable then such invalidity, illegality or unenforceability shall not affect the validity or enforceability of the remaining provisions of these terms and conditions.

All notices and other communications in relation to these terms and conditions shall be in writing and shall be deemed to have been given if personally delivered, emailed or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if emailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working days following such mailing.

These terms and conditions shall not create any partnership or joint venture between the council and the Applicant, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

No waiver (whether expressed or implied) by the council or Applicant of any breach or default in performing or observing any of the covenants terms or conditions of these terms and conditions shall constitute a continuing waiver and no such waiver shall prevent the council or Applicant from enforcing any of the relevant terms or conditions or for acting upon any subsequent breach or default.

These terms and conditions are governed by and interpreted in accordance with the laws of England and Wales

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Communication Strategy

For the Community Infrastructure Levy Expenditure
Framework

Planning

October 2024

Revision version for Cabinet

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1 Background

- 1.1 Following the decision by New Forest District Council to adopt the Community Infrastructure Levy (CIL) in April 2021, the council have been charging for CIL liable development since April 2015.
- 1.2 A framework for CIL expenditure has been adopted and sits alongside this Communications Strategy. This expenditure framework has been reviewed at the same time as this communication strategy.

2 Aims of the Strategy

2.1 These are: -

- To identify the key messages and ensure these remain consistent throughout all communications which this Strategy covers.
- Establish the key stakeholders and determine the communication channels and tools needed to convey the key message.
- Set out the framework for communication in terms of where and when and how to deliver key messages.
- Identify opportunities for proactive communication and address circumstances when communication is necessary to address any CIL collection and expenditure issues.
- Identify any potential risks and put in place communication counter measures to mitigate against these.

3 CIL collection

- 3.1 CIL is collected and allocated in accordance with the CIL Regulations 2010 (as amended). The council retains 5% of the total CIL income for administration of CIL. From the remainder, 15% is allocated to Parish or Town Councils (subject to a financial cap) but where there is a Neighbourhood Plan in place this figure rises to 25%.(with no financial cap)
- 3.2 Each year the council is required as a CIL charging authority to publish monitoring statistics for collection, allocation and expenditure of CIL monies by the 31st of December for each year known as the Infrastructure Funding Statement (IFS). The statement is available on the council's website at [Infrastructure Funding Statement - New Forest District Council](#)
- 3.3 The IFS is a factual document and does not include any information where a formal decision is required. Therefore this document is published following officer signoff without a Cabinet or Portfolio decision.

4 CIL Expenditure

- 4.1 The development of a detailed framework for CIL expenditure for consideration and adoption has been devised as there is no set approach for CIL expenditure prescribed either by Central Government or through the CIL Regulations.
- 4.2 As such all CIL charging authorities have established their own schemes for how CIL monies are spent.
- 4.3 The CIL Regulations stipulate that CIL monies which are collected must be spent on infrastructure. Each council must publish a list of infrastructure that will be all or partially funded through CIL in their annual IFS.
- 4.4 The CIL Expenditure Framework which sits alongside this ‘Communication Strategy’ is critical to the funding of infrastructure to support inclusive growth, sustainable development and to support climate change activities.
- 4.5 The CIL Expenditure Framework operates on an annual bid cycle, with bids sought in October each year.
- 4.6 The bids will be reviewed and scored by officers, prior to a Member task and finish group before a final decision on allocations by Cabinet.
- 4.7 Some of the information (including financial information) around the bids when submitted may be commercially sensitive. However, it is intended that basic information concerning the infrastructure to be provided by the Bid will be capable of being placed on the council’s website together with outcomes both when the Bids are determined and when the infrastructure project has been completed. This information will be placed in the CIL Expenditure Programme, updated regularly.
- 4.8 The key messages of this Communication Strategy reflect this position and strike a balance between openness and transparency and the need to safeguard any commercial sensitivity that may apply.

5 Key Messages and the Framework for Communication

General

- 5.1 These will relate to CIL expenditure (including CIL collection – see section 3). They will involve the process and any specific cases where Bids are made together with the outcome following decision taking.
- 5.2 Key messages will also include details of the completion of any infrastructure projects which are the outcome of successful Bids (for Strategic or Local infrastructure expenditure) where CIL monies are spent including infrastructure projects which are the subject of a collaborative spend.
- 5.3 There will be reports provided throughout each year in the following way:
- Annual reports on CIL collection and expenditure including updates on process and detailed CIL expenditure for all District Members
 - Annual briefings on CIL collection and expenditure including updates on process and detailed CIL expenditure for all Parish and Town Councils within the Districts
 - Regular engagement with appropriate infrastructure providers as needed throughout the year to ensure that infrastructure is planned for and provided as part of a developing programme of infrastructure delivery linked to growth (funded either through s106 or CIL)

Regular Communication - Frequency and type

- 5.4 From the 1 September 2019 the CIL Regulations introduced a new requirement for the production of an Infrastructure Funding Statement (IFS) about infrastructure including s106 and CIL expenditure.
- 5.5 Details of, and payment of, Neighbourhood CIL monies from the Councils CIL income to the Parish /Town Councils and will be undertaken twice yearly (April and October).

- 5.6 Details of the CIL Expenditure Framework, (including details of the yearly cycle of Bid submission and consideration) any supporting Guidance Documents, Bid Application forms and prioritisation criteria (which will be applied to Bids) will be available on the councils' web site in order to facilitate Bid submission. Clear information of the process will also be provided on the web site.
- 5.7 In advance of the Bid Round opening, advance monthly email communications will be sent to all Infrastructure Providers and all Parish and Town Councils to advise of the Bid process being open for the submission of Bids. This will also be communicated through the web site and email notification to potential Bidders.
- 5.8 Following validation of submitted Bids, the Ward Member(s), County Councillor for that Ward and the Parish Council (via the Clerk) shall be advised of the receipt of the validated Bid via email and be given 14 days to comment upon the submitted Bid. Further details of the bid will be made available on request, in order to assist with the submission of a response.
- 5.9 A list of all validated Bids received will be placed on the website at the time that local consultation takes place containing basic information only to safeguard any commercial sensitivity.
- 5.10 For the duration of the Bid when it is validated, during consultation and whilst being assessed until decision taking, there will be no comment on individual Bids or comments made following consultation except for required communication with affected Infrastructure Providers, the District and County Councillor for the Ward and the Parish or Community Group or the author of the Bid. (This will allow resources to be directed towards consideration of and determination of the Bids). No proactive press statements will be made during this time.
- 5.11 All authors of successful Bids will receive an offer letter and a grant award form which would need to be signed and returned and which would make the terms of the Bid decision clear. The website will be updated with the decisions on the Bid and appropriate press/media coverage will be undertaken involving joined up communication for all organisations where collaborative spend is involved. When all press releases are devised, section 9 of this strategy will be taken into account and the communication will reflect the inclusion of District Ward Members and relevant Parish Councils and other key organizations (or funding bodies) particularly in the case of the latter where collaborative spend is involved.

- 5.12 The annual Infrastructure Funding Statement will contain details of CIL collection, details of all Bids approved and, any other allocated spend whether collaborative or not with details of delivery (of the infrastructure project) and timescales and any details of decisions for infrastructure.
- 5.13 Our key audience will be advised of decisions by email and the annual CIL Expenditure Programme will be made available on the website.
- 5.14 A yearly CIL Calendar will be issued outlining all the key dates in that year affecting CIL and this will also be publicised on the website.

6 Key Audience

6.1 These are: -

- Infrastructure Providers, including schools and churches
- All District Members
- County Council Members for the New Forest area
- All Parish Councils
- Community Groups where Bids are made
- Local Residents
- The Leader and Cabinet Member for New Forest District Council
- Chief Executive
- All Staff (including all Strategic Directors, Assistant Directors and Service Managers)
- Media

7 Communication Channels

7.1 These are: -

- District Council websites
- Emails to our Key Audience
- Town and Parish Council Meetings
- Leader and Cabinet Member briefings
- District Council Member Briefings
- Parish and Town Council briefings and workshops
- Media releases
- Social media (Facebook, X and LinkedIn)
- Town and Parish Council newsletter (if applicable)

8 Communication Tools

- 8.1 Many of our audience already receive a number of communications from us across a range of subjects and projects. To help ensure our communication on CIL is easily recognisable and read, it will be necessary to clearly identify the purpose of the communication at the top of the key message.
- 8.2 Templates for emails, and updates will also be developed to ensure clarity of message. Our website will identify how the process will work and when Bid submission and decision taking will occur.
- 8.3 Social media will also be a key channel for communicating with our audiences and to help ensure these messages are recognised is intended to use the CIL expenditure and CIL collection hashtag for each X and Facebook update where appropriate.

9 Spokespeople

- 9.1 For CIL collection information will be communicated through the website and this will be regularly updated subject to the other requirements in this document.
- 9.2 For Strategic Infrastructure Expenditure – which has considerable impact on each District suggest the following: -
- Portfolio Holder for Planning and Economy
- 9.3 For Local Infrastructure Expenditure which has significant impact on the District suggest the following: -
- Portfolio Holder for Planning and Economy
 - Strategic Director for Places, Operations and Sustainability
- 9.4 With the exception of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme , every decision on submitted Bids or where Infrastructure projects are delivered, the District Ward Member for the Community where the infrastructure is to be provided must be included in the Key message. In respect of press announcements of the decisions on the CIL Bids after determination of the CIL Expenditure Programme , the lead messages will be from the Portfolio Holder for Planning and Economy. However, when such CIL Bids are determined, Ward Members affected will also be given the opportunity to offer a quote to support the press announcement.
- 9.5 Where proactive or reactive Key messages are delivered these must be managed so that where the Bids involve collaborative spend the different organisations working in collaboration including Parishes must be part of the Key message and the key message is effective and joined up (including the Ward Member)
- 9.6 Every opportunity will be taken wherever possible to undertake joint communication messages with infrastructure providers and other funding bodies and partners including those carrying out the infrastructure project together with Parish Councils. Members must always remain involved.

10 Risks

- 10.1 The successful delivery of Infrastructure projects across the council are important for a number of reasons. Not only are these projects aligned with a range of our key strategic priorities but the infrastructure that is provided will mitigate any harm from new development and make that development sustainable. In addition, some infrastructure projects may address current infrastructure inadequacy or deliver a Parish or community infrastructure initiative. As such they will be the focus of a great deal of interest from our key audience and may generate media interest and engagement on a wider level.
- 10.2 All this audience is invested in the outcome of these projects for a variety of reasons. (financial, social and economic). This will bring these projects under very close scrutiny and we need to acknowledge that failure to effectively communicate with our audience could have a significant impact on its success and the reputation of the council.
- 10.3 It is also important to recognise that communication needs to be accurate and clear and there is a need to take appropriate measures to correct any factual inaccuracies should they occur.

Cabinet – 2 October 2024

Climate Change and Nature Emergency Annual Update 2023/24

Purpose	For Review
Classification	Public
Executive Summary	<p>This report provides an update on progress towards achieving the aims of the Climate Change and Nature Emergency declaration. Updates within this report are aligned to the four adopted programmes of activity – Carbon Reduction, Climate Adaptation and Nature Recovery and Programme Management and cover activities undertaken between 1 January 2023 and 31 March 2024.</p> <p>NFDC corporate emissions and utility data is provided and analysed, in addition to New Forest District emissions data, as published by the UK Government.</p> <p>The strategic direction of climate action, working in partnership with its stakeholders, is outlined. A longer-term strategy and action plan is in development and will be informed by a new Member Task and Finish Group.</p>
Recommendation(s)	<p>That the Cabinet: -</p> <ul style="list-style-type: none"> a) Acknowledges activities undertaken and efforts made by NFDC and its partners between 1 January 2023 and 31st March 2024 in response to the declared Climate Change and Nature Emergency. b) Notes that as local leaders of place, NFDC, through its corporate plan, transformation programme and ongoing approaches to service delivery has made a clear commitment to the climate and nature emergency agenda, recognising UK Government’s legally binding net zero targets. c) Support the ongoing delivery of the approved Climate Change and Nature Emergency Action Plan (Appendix 2),

	<p>and by continuing to work with partners and the public, the Council will continue to play a key role.</p> <p>d) Continues to support the development of the longer-term Climate Change and Nature Emergency Strategy and Action Plan supported by the Members Climate Change and Nature Emergency Task and Finish Group.</p>
Reasons for recommendation(s)	<p>The new NFDC Corporate Plan 2024-28 reinforces the Council's commitment to the issues of climate change and sustainability. The activities reported contribute towards a number of corporate plan priorities, however the report itself is most closely aligned with Place Priority 2 – Protecting our climate, coast and natural world.</p> <p>The recommendations support key principles of the Council's Future New Forest Transformation Programme and align to the UK Government's legislative target to achieve net zero CO₂e emissions by 2050.</p>
Ward(s)	All
Portfolio Holder(s)	Councillor Geoffrey Blunden Environment and Sustainability
Strategic Director(s)	James Carpenter Strategic Director – Place, Operations and Sustainability
Officer Contact	Roxanne King Climate and Sustainability Manager 02380 285988 Roxanne.King@nfdc.gov.uk

Introduction and background

1. This report provides an update on progress towards achieving the aims of the Climate Change and Nature Emergency declaration. As committed in October 2021, an annual report is to be produced which highlights key activities since the previous report and sets out intended activities for the coming year. A report in February 2024 outlined the decision to amend the reporting timetable to align to the financial year as opposed to the calendar year. For this reason, this update covers the 15-month period 1 January 2023 to 31 March 2024, with the Action Plan at Appendix 5 outlining activity undertaken from April 2024.
2. Updates within this report are aligned to the four currently adopted programmes of activity – Carbon Reduction, Climate Adaptation and Nature Recovery and Programme Management. Until such time as new priorities or programmes are developed, all of the work both internal to NFDC and external within the wider district area is mapped to these four programme areas. Working with our partners, our vision is to create a net zero, climate resilient and nature positive New Forest District which provides a safe and prosperous environment now and in the future.
3. As in previous annual updates and consistent with other local authorities in the UK, this report presents an approach for how New Forest District Council (NFDC) can demonstrate climate leadership and safeguard council services and the wider area in response to the declared Climate Change and Nature Emergency. The Council will need to continue to ensure that prioritisation of these objectives is embedded within the delivery of all services and fundamental to all projects and partnerships going forward.
4. Sustainability in its most inclusive sense remains the ultimate goal of NFDC's approach to climate and nature action. Working to reduce greenhouse gasses, adapt to a changing climate and enhance natural environments are aspects of broader, holistic sustainability and should not be considered in isolation. Ensuring that actions align to long-term environmental, social and financial health requires a considered approach to all decisions that balances finances, wellbeing, ecosystem services, cost of living and the needs of future generations.
5. As set out in the Climate Change and Nature Emergency Annual Report 2023, future climate projections show that the UK is likely to experience hotter, drier summers and warmer, wetter winters, with extreme weather events such as heatwaves and heavy downpours becoming more frequent and more intense. These events are largely driven by increasing global temperatures, but how significant the impacts we experience are will depend on the rate and degree

of temperature rise and the interconnectedness of changes across the globe. More information can be found in sources such as the Government's Climate Change Risk Assessment 2022 or the 2024 Progress Report to Parliament by the Committee on Climate Change (CCC).

6. The Committee on Climate Change (CCC) reported in July 2024 that despite some progress over the previous year, the pace of emissions reduction was slowing, and key policies had been reversed or delayed. The CCC also stated that the UK is not on track to hit the legally binding reduction target of 68% by 2030 (from 1990 levels). It is not yet known what long-term impact the change in national leadership will have, following the UK General Election in July 2024, however the proposed energy and net zero measures indicate greater investment and policy support which could push progress in the coming years. It is hoped that these initiatives combined with measures under the Environment Act (2021), and new legislation around biodiversity net gain, could lead to significant improvements to the UK environment. Conversely, competing challenges such as increased housing requirements for local authorities, could be detrimental to the achievement of climate targets.
7. Previous Annual Update reports in 2022 and 2023 outline in greater detail the drivers, risks and opportunities associated with the climate change and nature emergency – as these have not changed significantly in the short time since publication, they will not be repeated here. Links to these documents are available at the end of this report.
8. Commencing in the Autumn of 2024, a review of the climate science relating to the New Forest District area will be undertaken, followed by a vulnerability assessment of both the council's services and assets; and the residents, infrastructure and wider environment of the District. This review, alongside the Member Task and Finish Group, will inform the short, medium and long-term activities, priorities and targets (if desired) for New Forest District Council and the wider District area.

Climate Action in Partnership

9. New Forest District Council continues to work with partners in the design, delivery and financing of services and projects that seek to enhance environmental quality and improve resilience to the impacts of climate change. Working collaboratively enables NFDC and its partners to work effectively and efficiently across physical, social and administrative boundaries, prioritising high-quality outputs and maximising value for money. Partnership working is consistently cited as best practice for local authorities in combatting the Climate Change and Nature Emergency.

10. As highlighted in the previous annual update report in 2023, due to the overlapping geography of the NFDC administrative boundary, the Council works closely with the New Forest National Park Authority (NFNPA) and Hampshire County Council (HCC), in addition to other neighbouring authorities such as BCP, Test Valley and Southampton City (see map in Appendix 1). This close proximity offers many opportunities such as joint funding and shared resources, but also presents challenges, particularly around delivering effective change across administrative boundaries and managing impacts/benefits without double counting. NFDC will continue to use the national dataset produced by the UK Government to monitor emissions reductions in the NFDC area and communicate with partners to ensure clear and consistent messaging and reduce any duplication of effort.
11. At a county level, projects such as Solar Together and the Greening Campaign continue to be active and successful across the Hampshire. NFDC will continue to work in partnership with Hampshire County Council to ensure that New Forest residents and businesses can benefit from countywide initiatives.
12. The New Forest is one of the most important places for nature in Europe. Nature restoration has been recognised as critical to tackling climate change and the New Forest is uniquely placed to offer greater land-based carbon sequestration whilst expanding and restoring the unique and special habitats that are here. This is demonstrated in the UK Government's Statistical Release Report (June 2024) which identifies New Forest as having the third highest decrease in area emissions since 2005 thanks to its land use and forestry assets. With partners and communities, the New Forest NPA are working to unlock more climate benefits from nature and to support emissions reductions across the National Park, in areas such as energy use, transport and food and drink. The New Forest NPA are acting to reach 'Net Zero with Nature', as set out in the Re:New Forest Partnership Plan 2022-2027, an approach which supports shared environmental benefits for the National Park, NFDC and the wider region.
13. In addition to cultivating local partnerships, NFDC has continued to forge relationships with industry bodies and other networks and organisations. The Council has taken up membership of both APSE (Association of Public Sector Excellence) and APSE Energy, giving access to knowledge and resources that can help NFDC achieve the highest standards across all service and corporate operations, providing insights and best practice guidance particularly across emerging and challenging areas such as emissions reduction and green fleet transition. The Council is also actively engaged with the Solent Freeport and the Solent Cluster partnerships to ensure that economic development within and surrounding the New Forest District is supported and sustainable over the long-term.

Emissions Data

14. A detailed account of NFDC’s historical and baseline emissions data can be seen in the previous Annual Update 2023. Data detailed in this report is a continuation from these figures, providing an overview of progress to date. Note that previously reported figures have been adjusted by the Government based on updated data and methodology (standard practice).
15. **New Forest District (Area) Emissions:**
 As detailed in Table 1, Government figures published in June 2024 show that emissions from the New Forest District have reduced by approximately 70% from the 1990 baseline – this is above the UK overall reduction rate of 54%. The report notes that this is largely due to changes to ‘Large Industrial Installations’ within the District, which is clearly seen in Graph 2. The report also explains that given the rural nature of the District and designation of the National Park (emissions categorised as LULUCF – Land Use, Land Use Change and Forestry), the environment acts as a ‘carbon sink’ reducing the overall emissions significantly. When considering only the non-LULUCF data (i.e. emissions related to human activity), the percentage reduction is much smaller, demonstrating the importance of local environmental protection and the need to encourage greater behaviour change.

	UK (MtCO₂e)	% reduction from 1990	NFDC area (ktCO₂e)	% reduction from 1990
1990	809.1	-	3010.7 (estimated)	-
2005	656.0	14%	2589.2	14%
2019	417.1	44%	1024.3	66%
2020	377.3	53%	923.9	69%
2021	395.9	51%	975.3	68%
2022	375.9	54%	909.1	70%

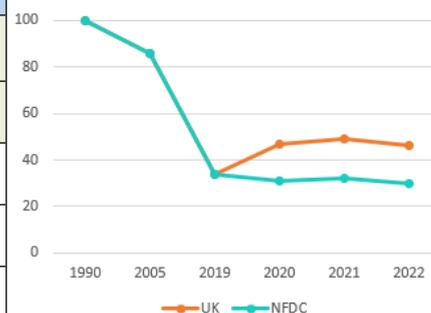
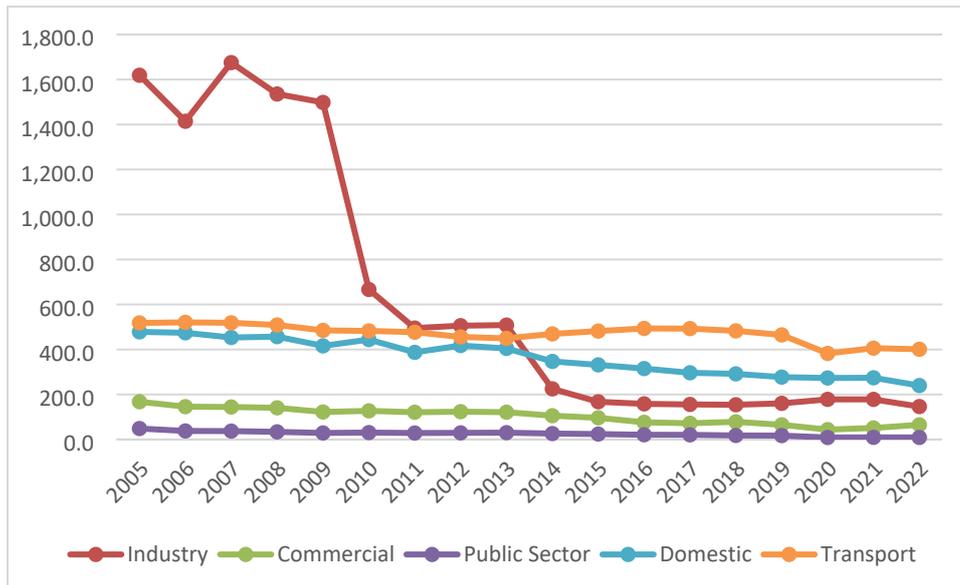
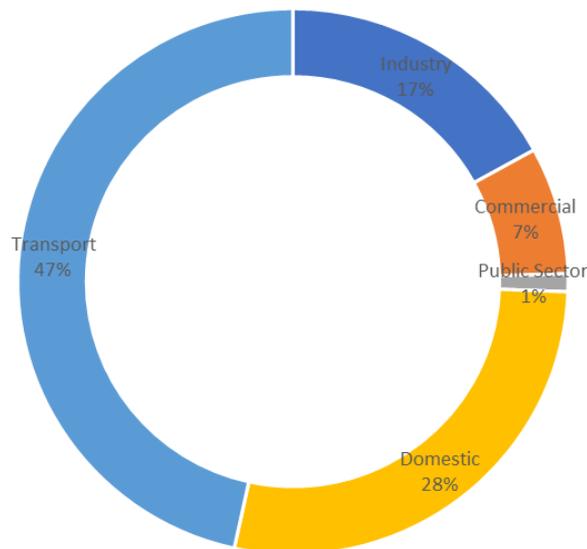


Table 1/Graph 1: UK and NFDC Emissions from 1990 and 2005 Baselines



Graph 2: NFDC Emissions by Sector 2005-2022



Graph 3: NFDC Area Emissions by sector 2022

16. Based on 2022 data, the most significant emissions sectors in the New Forest District Council Area are transport at 47%, domestic at 28% and industry at 17%. This is consistent with the findings of the previous report, however the percentages are marginally different.
17. When compared to the other District Council areas in Hampshire, the New Forest has the highest domestic, industrial and waste emissions, and the second highest transport emissions. As seen in previous years, high emissions in these sectors can be attributed to building type and efficiency (homes and business premises), their distribution across the area (rural with limited connectivity), waste infrastructure and practices (awaiting transformation) and industrial operations in the east of the district. Net total emissions and

subsequent per capita and per km² rates remain comparatively low due to the high absorption of CO₂e through the New Forest land use and forestry (LULUCF), for which New Forest had the best performance of the Hampshire Districts. NFDC Area also ranked highest in public sector emissions.

18. The New Forest District's assessment via the UK Council Climate Scorecard 2023 (see [Place and Sustainability O&S Panel Report January 2024](#)) showed that the District performed well overall, but with a total score of 41% that there is still a significant amount that can be done. Of note, the New Forest's lowest performing areas were judged to be Transport and Waste Reduction & Food. The sectors assessed were slightly different to that of the Government data referenced above, but it works to validate the information and focus efforts on those sectors most in need of reform and is being addressed through the transformation of our waste collection service and fleet management.
19. New Forest Council (Corporate) Emissions:
Known NFDC Council emissions in 2022/23 and 2023/24 were calculated using the Local Partnerships/LGA Greenhouse Gas Accounting Tool for Local Authorities. More information about the methodology, including scope and assumptions, can be found here. Known emissions for the financial year 2022/23 and 2023/24 were calculated as follows in Tables 2 and 3, respectively.

Scope	Emissions Type	Emissions (tCO ₂ e)	Percentage of Total Emissions
Scope 1	Heating	1002.83	29%
	Fugitive Emissions	0	0%
	Authority's Fleet	1719.45	50%
Scope 2	Electricity	549.87	16%
Scope 3	Staff Business Travel	92.58	3%
	Outsourced Fleet	0.78	0%
	Transmission and Distribution Losses	48.68	1%
	Water	18.53	1%
	Material Use	0	0%
	Waste generated from own operations	0	0%
	Outsourced Scope 3	0	0%
Total Emissions		3432.73	100%

Table 2: NFDC Council Emissions 2022/23

Scope	Emissions Type	Emissions (tCO ₂ e)	Percentage of Total Emissions
Scope 1	Heating	974.49	29%
	Fugitive Emissions	0	0%
	Authority's Fleet	1695.92	50%
Scope 2	Electricity	536.55	16%
Scope 3	Staff Business Travel	91.67	3%
	Outsourced Fleet	0.78	0%
	Transmission and Distribution Losses	47.5	1%
	Water	22.02	1%
	Material Use	0	0%
	Waste generated from own operations	0	0%
	Outsourced Scope 3	0	0%
Total Emissions		3368.93	100%

Table 3: NFDC Council Emissions 2023/24

20. Where values are listed as '0' in Tables 2 and 3, this is because data is not available at this time or at this level. It is also important to note that the figures do not include leased out buildings i.e. housing, leisure, commercial properties where NFDC does not pay the energy bills. Any changes in scope or data will affect the amount emissions that NFDC is committed to eliminating. Taking broader accountability for emissions would increase the practical and financial burden for the Council but would ultimately reduce emissions from assets over which we have significant influence and a social responsibility.
21. It can be seen from Tables 2 and 3 that the percentage of emissions per type is consistent across the two reporting years, which is also almost identical to the emissions levels report in 2021/22. There was a 2% decrease in overall emissions from 21/22 to 22/23 and a 1.8% decrease between 23/24 showing a marginal and slowing pace of emissions reductions.
22. If NFDC is to achieve net zero by 2050 or before, high impact activities will be needed to reduce emissions at the pace and scale required.
23. In addition to calculating the CO₂e emissions associated with NFDC's operations, it is important to monitor the amount of utilities consumed and the cost paid for them. Looking at only one of these factors will not give a true indication of progress, for the following reasons:
 - a) Emissions per unit of gas/electric/water will change over time as conversion factors are updated to reflect greening of the grid etc

- b) Unit quantity shows if we are successfully driving down demand and achieving sustainable behaviour change/process improvements
- c) Cost will reflect the impact of unit rates on financial sustainability

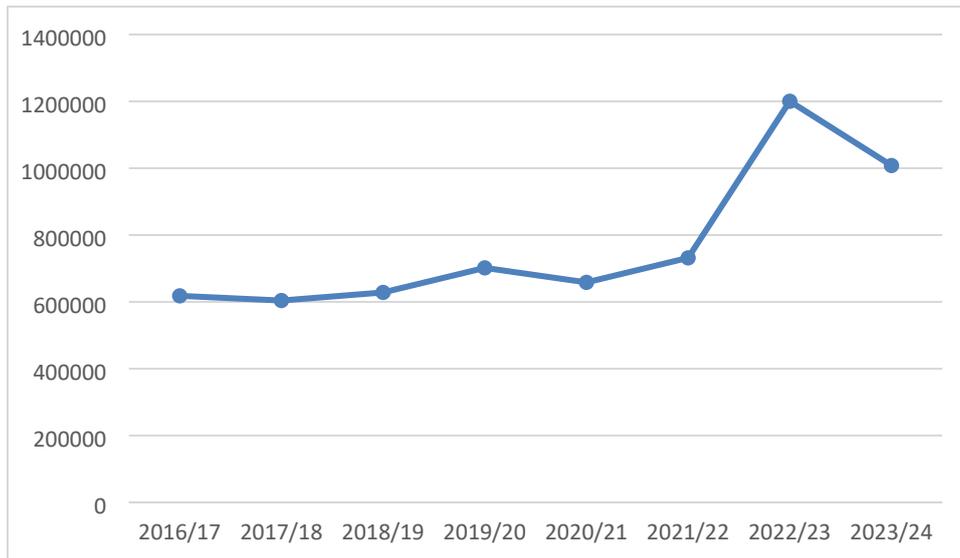
Utility	Annual Unit Quantity	Annual Cost	Average Unit cost
Gas	5,475,185 kWh	£386,629.60	7p/kWh
Electricity	2,389,703 kWh	£691,690.17	29p/kWh
Water	45,489 m ³	£121,986.32	£2.68/m ³
		£1,200,306.09	

Table 4: Utility consumption and costs 2022/23

Utility	Annual Unit Quantity	Annual Cost	Average Unit Cost
Gas	5,320,425 kWh	£278,829.79	5p/kWh
Electricity	2,325,958 kWh	£582,121.77	25p/kWh
Water	54,044 m ³	£147,053.78	£2.72/m ³
		£1,008,005.34	

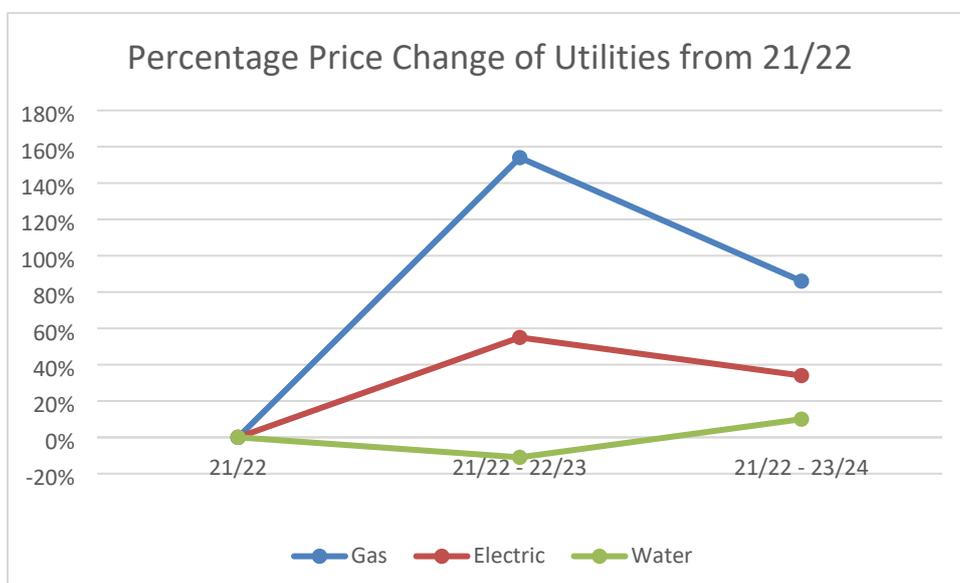
Table 5: Utility consumption and costs 2023/24

24. The figures in Tables 4 and 5 include all NFDC operated buildings/facilities, excluding council housing and leisure centres. Water consumption includes supply and waste figures. The majority of gas and electric metres are arranged through a consortium contract with LASER, however not all meters are on the same unit rates. The average unit rates include all charges associated with the supply of the utility.
25. Between 22/23 and 23/24, the Council reduced gas and electricity consumption by approximately 2.8% and 2.7%, respectively. Water consumption increased by approximately 18.9%. Actions that could have accounted for these changes include increasing the water pressure in ATC toilets, reopening of showers post-Covid closure, upgrading the boiler efficiency in ATC, reducing heating temperatures, Winter Plan measures, and staff behaviour change e.g. switching off equipment more consistently. The council has invested in new energy data management software to better understand these fluctuations and analyse demand for gas, electricity and water across the estate. This software will help to identify any inefficiencies or leaks and highlight links between, for example, solar PV generation and switching from gas to electrical heating systems.



Graph 4: NFDC Annual Spend on Utilities (£)

26. Graph 4 illustrates the trend in utility spend from 2016/17 to 2023/24. The price fluctuation is caused by a combination of higher net utility consumption and increased average unit rates (as shown in Tables 4 and 5). Using predominantly grid-supplied utilities means that the council is more vulnerable to experience price volatility. Installing independent energy generation systems e.g. solar PV, across the estate would reduce this risk in the future, improving energy security for the organisation.
27. Graph 5 below shows in greater detail the percentage price change of utility units from the price paid in 2021/22. For example, the unit price of gas increased by 154% from 21/22 to 22/23; the unit price then decreased the following year but was still at a rate 86% higher than in 21/22.



Graph 5: Percentage Price Change of Utility Units from 2021/22

Climate Change and Nature Emergency – Strategic Update

28. The first Climate Change and Nature Emergency Annual Update Report to Cabinet on 6 February 2022 identified six strategic actions to address the Climate Change and Nature Emergency. Progress to date against the intended outcomes are detailed below in Table 6.

Strategic Action 1: Define to set targets for the climate change emergency declaration	
<p>Planned Activities:</p> <ul style="list-style-type: none"> - De-couple the New Forest District Council estate versus the wider New Forest area and set targets. Scoping what is covered by term estate. - Identifying and working with experts to assess the trajectory for reducing emissions for both estate and wider area. - Assessing what is in and out of scope for the estate emissions. 	<p>Progress by 31st March 2024:</p> <ul style="list-style-type: none"> - Complete – differentiation made between corporate and area wide emissions. The net zero target for both is currently 2050 - Trajectory report to be considered/commissioned by the Climate and Nature Task and Finish (T&F) Group - LGA Tool guidance used to date (see 4.5) but will be reviewed by the T&F Group
<p>Outcome intended: A fully defined, evidence-based target with a pathway outlined</p>	<p>Outcome achieved: Work underway</p>
Strategic Action 2: Define the target for the nature emergency declaration	
<p>Planned Activities:</p> <ul style="list-style-type: none"> - Identifying and working with experts to identify relevant baseline measurements and a trajectory for meeting and measuring progress towards the target. - Assess against the Environment Act to align the target with Central Government. 	<p>Progress by 31st March 2024:</p> <ul style="list-style-type: none"> - Baseline measurements for meeting net zero by 2050 target complete (see Update Report 2023). This is to be reviewed by the T&F Group. - Alignment to Environment Act and Climate Change Roadmap to be completed in 24/25
<p>Outcome intended: A fully defined, evidence-based target with a pathway outlined</p>	<p>Outcome achieved: Work commenced, to be reviewed by the T&F Group</p>
Strategic Action 3: Collate existing data and conduct area-wide baseline emissions to identify key areas for future focus	
<p>Planned Activities:</p> <ul style="list-style-type: none"> - Map existing baseline data and carry out a gap analysis - Identifying and working with experts to conduct the area-wide baseline emissions data. - Map baseline data against existing actions to identify gaps and consolidate these into a long-term programme to reach the climate change targets. 	<p>Progress by 31st March 2024:</p> <ul style="list-style-type: none"> - Area-wide emissions known; NFDC emissions gap analysis to be carried out - Complete – to be reviewed by T&F Group - Complete – Climate Change and Nature Emergency Strategy and Action Plan aligns work programmes

	with major emissions/ impact sources. To be reviewed 24/25.
Outcome intended: Data-driven programme on climate change	Outcome achieved: Data-driven programme on climate change
Strategic Action 5: Develop a climate change and nature engagement and communications strategy.	
Planned Activities: <ul style="list-style-type: none"> - Reaching residents, such as through developing webpages to showcase information, including the climate change actions. - Utilising internal communications channels and developing further external channels. - Exploring insights-led, behavioural change communications to engage residents. - Carry out a stakeholder mapping exercise and development an engagement plan. - Capture activities of other stakeholders and target/performance measures. - Continue to work with partners on shared messages to influence behaviours. 	Progress by 31st March 2024: <ul style="list-style-type: none"> - Working with Corporate Communications Team to delivery regular comms. - Development of climate comms strategy – to be carried into 24/25. - Internal comms issued, inc. newsletters, staff briefings and social activities. - Working with Behavioural Insights Officer on waste and climate projects. - Climate questions included in residents’ insights survey in 2023. - Engagement with key partners, including HCC and NFNPA. - Engagement with key partners on events and communications.
Outcome intended: Greater transparency and availability of information regarding the work being carried out on climate change/nature.	Outcome achieved: Work commenced, to be carried into 24/25
Strategic Action 6: Maximise partnerships and networks to facilitate the delivery of projects.	
Planned Activities: <ul style="list-style-type: none"> - Maximising links with Hampshire County Council, such as through the Hampshire Climate Change Officers Group, to align with and support existing projects, such as community engagement initiatives. - Demonstrate Place Leadership and maximise partnership working with the New Forest National Park Authority and Forestry England. Map existing projects and programmes and identify gaps to inform future actions. - Join new local and national networks to enhance knowledge, alongside becoming more deeply involved in existing networks to amplify the climate and nature agenda. 	Progress by 31st March 2024: <ul style="list-style-type: none"> - Continued engagement with HCOG and other professional/community networks. - Close working with the NFNPA on Green Leadership Training, engagement events and communications. Mapping exercise to visualise local partnership undertaken through Green Leadership Training (NFNPA) and NFDC Corporate Leadership Training. - Engagement with new and existing networks e.g. ADEPT, LGA, IEMA, APSE

<p>Outcome intended: Leading the Place with greater partnership working and shared knowledge.</p>	<p>Outcome achieved: Working towards place leadership</p>
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Table 6: Progress against Strategic Actions by 31st March 2024

29. The previously endorsed Climate and Nature Action Plan (Appendix 2) has been extended until such time that the Council adopts an overarching strategy to drive long-term action towards the Council’s committed climate and nature goals. It is intended that this strategy will be developed following the conclusion of the Climate and Nature Task and Finish Group in 2025/26.
30. The actions within the current plan were endorsed in the knowledge that they will:
 - a) deliver progress towards net zero, biodiversity net gain and climate resilience goals
 - b) require time and resources well beyond what is available in a 1-year period, meaning that it is reasonable for the delivery timeframe to be extended into 2025/26.
31. Key activities undertaken in 2023/24 to address Council aspects and those in the wider area, are highlighted below in sections 32 and 33 respectively.

Progress 2023/24 – NFDC Council

32. A number of initiatives were carried out between 1 January 2023 and 31 March 2024 by NFDC to respond to the Climate Change and Nature Emergency, both in what we do and how we do it (our services and our operations). Some of the key activities are outlined below.

Carbon Reduction

- a) Energy assessment of key corporate/leisure sites to inform (successful) bid for funding from the Public Sector Decarbonisation Scheme (PSDS), administered through SALIX
- b) Development of business cases to improve the efficiency of council services e.g. green waste shredder, zero carbon gloves for operational staff, fleet decarbonisation
- c) Commitment to buy renewably generated energy (REGOs) through corporate Laser account for 2024/25
- d) Design and commencement of projects to be delivered through the UK Shared Prosperity Fund (UK SPF), including EV charging infrastructure, shared transport improvements and green skills development

- e) Delivering council housing retrofit energy efficiency measures through delivery of the NFDC Greener Housing Strategy. Through the day-to-day repairs and planned works services the council has improved 353 homes rated EPC D which are now achieving EPC band C or above. The Greener housing annual review was presented in September 2023 and can be viewed [here](#).
- f) The Social Housing Decarbonisation fund (SHDF) 2.1. The council received £545,000 matched funding by DESNZ to improve 70 inefficient homes to Energy Performance Certificate Band C. This two-year programme was completed in 12 months.
- g) Creation of an officer EV Steering Group to align the investment and activities of services with an overarching EV strategy for the district, to include policies for public, fleet, staff and housing
- h) Two electric vehicles for cleaning the public toilets, operating 7 days a week
- i) Solar panels at Lyndhurst Barton Beach & Barton Court Avenue public toilets
- j) Introduction of smart phones across all frontline Street Scene staff to reduce paper and speed up service delivery; and tablets used for inspections reducing paper by supervisors
- k) Recycling used HP print cartridges by staff at Marsh Lane Depot to reduce waste and disposal costs.

Climate Adaptation

- l) Climate Change Supplementary Planning Document (SPD) preparation and consultation
- m) Climate change risk added to the NFDC strategic risk register
- n) New cleaning products reducing the number of chemicals and moving to less environmentally damaging products. Climate reports will be available from the contract going forward. With ongoing assessment of our products to reduce their impact on the environment. COMAX at Ringwood are the new supplier.
- o) Independent collection of POPS waste to reduce forever chemicals from the environment.

Nature Recovery

- p) 'No Mow May' campaign running in the Spring/Summer of 2023 to support biodiversity health and habitat restoration across the District

- q) Met requirements of new Biodiversity Duty to facilitate biodiversity net-gain. A report was produced which highlights the main areas of NFDC's work that help to deliver the 'biodiversity duty' – the report can be read [here](#)
- r) Installation of bird and bat boxes on council housing to deliver biodiversity improvements and facilitate habitat connectivity. Installation of bird nesting and bat roosting features on NFDC new build properties
- s) Habitat restoration projects across NFDC owned land
- t) Recreational Mitigation projects designed and delivered to protect sensitive habitats within the District and support health and wellbeing of residents.

Programme Management

- u) Member engagement – Overview & Scrutiny Panel sessions, launch event for Town, Parish and District Councillors (March 23), all Member training (June 23)
- v) Staff engagement – Steering group, staff events, service team meetings
- w) Purchase of Parity Projects software (Cosy Homes New Forest) – housing energy data platform to inform retrofit requirements, resource requirements, training needs, likely cost/climate impacts. This platform continues to provide up to date data on the energy efficiency of the councils housing stock. This information is helping the council track improvements and bid for future waves of funding.
- x) Purchase of i-Tree – measurement and holistic valuation of tree stock, including ecosystem services and carbon sequestration
- y) Understanding local, national, global policy framework, climate predictions and public sector trends
- z) 'Caring for the Climate' stand at the New Forest Show (July 2023).

Progress 2023/24 – NFDC Area:

- 33. Action to address the Climate and Nature Emergency (outside of NFDC direct operations) is undertaken by residents, businesses, community groups and third sector organisations. NFDC work in partnership to support and deliver many of these activities, some of which are highlighted below.

Carbon Reduction

- a) Launch of the Community Energy New Forest, in partnership with Community Energy South, to support renewable energy generation within the District

- b) Launch of Solar Together (Phase 3) in partnership with Hampshire County Council to support residents with the purchase of solar PV/battery storage technology at group discount rates
- c) Public requests for water stations in the New Forest led to the reduction in the use of plastic water bottles by the public and staff. We currently have 11 water stations linked to the public toilets. This led to positive comments from all areas with a water station, with further requests from the areas without them to have more
- d) In March 2024 a new round of the Home Upgrade Grant (HUG) was released with an increase to the amount of funding available for homeowners and rented homes.

Climate Adaptation

- e) Working with partner organisations through the Local Resilience Forum to ensure that the New Forest area is resilient and prepared for emergency situations
- f) Cosy homes new forest - The council launched this retrofit tool with advice on basic home energy improvements and technology. The website attracts approximately 100 new users each month
- g) Working with neighbouring authorities and partner organisations on local Flood and Coastal Erosion Risk Management Strategies – engagements events held throughout 2023/24 on the options for key New Forest management strategies.

Nature Recovery

- h) Extension of the 'Greening Campaign' into New Forest District, in partnership with Hampshire and Isle of White Wildlife Trust
- i) Working with partners to protect and enhance wildlife corridors across administrative and water catchment boundaries
- j) Establishment of orchard habitats at Sweatford Meadow and Heatherstone Orchards.

Programme Management

- k) Supporting green/eco community groups within the New Forest District and the wider County to raise awareness of environmental and climate friendly activities
- l) Working with external stakeholders and partners to align key strategies and identify funding opportunities where possible
- m) Posting NFDC content and sharing the external communications of partners on climate, nature and sustainability topics

- n) Attending local events such as the Brockenhurst Community Event to give energy advice to the public, raising awareness of available funding like the Home Upgrade Grant (HUG) through government run schemes like ECO 4 and HUG.

34. Case Study: Behavioural Insights Programme

Litter in the New Forest has been a public issue over many years. A co-funded research program led by the LGA and Social Engine resulted in the publication of a paper on litter in the New Forest. During the Covid 19 pandemic, this research was used in a coastal campaign which reduced litter and created significant cost savings. A 2-year program of work is now underway, with multiple delivery strands, including: a coastal litter #Crabby campaign, A35 highway litter program, urban trail, and an art sculpture to link strands and educate stakeholders across a breadth of levels.

This programme of projects is encouraging a reduction in waste, protecting the local environment from further pollution, and it is hoped that long-term cost savings and ongoing positive behaviour change will be achieved. The early success of the programme led it to become a finalist in the National MJ Awards.



Behavioural Insights Litter Programme

35. Case Study: Replacement public toilet building at Barton Beach
 Great efforts were made to ensure that the replacement toilets facilities installed at Barton Beach were of the highest sustainability standards. 'Green' features of the facilities include: solar panels to supply energy to the building, water efficient hand wash units, air sterile system to reduce chemical use, modern fit for purpose building, upgraded consumer units requiring less servicing (reducing staff mileage to site), self-locking functionality to reduce staff millage and vehicle use at the beginning/end of each day, Haloceen water softener to reduce lime scale and ongoing maintenance costs, local build, and a water bottle refill station.

The project has been highly commended by Members and the public, with multiple news articles and local accolades.



Barton Beach Public Toilets

Efficient design built by local companies



36. Case Study: Community Energy New Forest
CENF was formed by communities in the New Forest to take positive action on the climate crisis. The vision of the group is to provide sustainable and renewable energy solution which positively impact communities in the New Forest. They are partnering with well-established community energy organisation Schools Energy Coop, which has delivered more than 90 community owned solar rooftop projects across England. CENF is currently developing a pipeline of community owned projects in the District.



37. **Case Study: Citizens Lab (now Go Vocal)**
Piloted and then launched by NFDC, this new digital resident platform is another way the council can communicate with residents and the wider districts to set up new projects, ask for feedback and ideas allowing people to give direct feedback, make suggestions and track progress on a range of items like improving a residents journey through retrofit, local plans or complete a survey. The platform reduces the carbon and resource impacts of more traditional means of communication (post, visits) and has been used to support residents in making their homes as comfortable, low carbon and low cost as possible. The platform allows videos, easy user guides and webinars which is helping the council improve resident knowledge of the technology and home improvements which help keep repairs and repeat home visits by our contractors to a minimum.

Using Citizen lab we asked residents with an air source heat pump to give us their feedback. The results were very positive, and their feedback is helping to improve access and help for heating controls.

A screenshot of the Citizens Lab interface. At the top, there is a green circle with the number '1' and the title 'Retrofit journey' with the date '22 January 2024 - No end date'. Below this is a welcome message: 'Welcome. Your home has recently been fitted with insulation, ventilation and renewable technology which is helping to improve its energy efficiency. This platform is being developed to provide useful information and links to keep your newly retrofitted home healthy. Over the next 12 months there will be an opportunity to attend webinars relating to better ventilation, damp and mold and tips on getting the most out of your air source heat pump. There will be on line links to user guides and a place for comments and feedback.' In the center, there is a video player with a play button and a progress bar showing '0:00'. Below the video player, there is a 'Read more' link. At the bottom, there is a list of user guides with their file names and sizes: 'Damp&mould.pdf (101.5 KB)', 'NFDC Home User Guide.doc (569.5 KB)', 'Small Monobloc Easy User Guide (2).pdf (970.6 KB)', 'Simplified Room Thermostat UserGuide_English (1).edf (172.2 KB)', and 'ASHP leaflet & FAQs.pdf (2.0 MB)'. Each item has a document icon to its left.

Community engagement via Citizens Lab

38. Case Study: Fawley Fields
The original green field site is now planted as woodland and Meadow with footpaths and over 200 new saplings. An independent ecologist site survey and pre-site assessment baseline was undertaken, followed up this year with a site resurvey to determine increased biodiversity, showing that the number of species present has increased significantly.



Meadows at Fawley Fields

39. Case Study: Swift box installations
Provision of swift nest boxes as part of the retrofit programme in collaboration with Hampshire Swifts and NFDC Housing Services. Budget was released for the purchase and installation of 70 swift bricks which were included as part of the retrofit programme on properties with suitable elevations.



Swift Box Installations at NFDC Property

Climate Change and Nature Emergency – Strategic Direction

40. The new NFDC Corporate Plan 2024-28 re-enforced the Council's commitment to the issues of climate change and sustainability. A Climate Change and Nature Emergency Strategy is being drafted and will be informed by a Member Task and Finish Group. This Group which will explore the climate change and nature issues, data and opportunities over a 12-month period, commencing in Autumn 2024.
41. The Resident Insights Survey carried out in Spring 2023 demonstrated the public support for climate action across the District, with three quarters of the population stating that they felt worried about the impacts of climate change. This should give the Council and other stakeholders confidence to adapt and invest in measures to reduce local climate risk; it also supports the priority areas for action identified within the Climate and Nature Programmes (below).
42. Resident feelings were echoed by NFDC staff during engagement exercises undertaken in the development of the new Corporate Plan. As a result, operating sustainably and taking steps to reduce our environmental impact and improve resilience to climate change are key themes within the New Forest District Council's Corporate Plan 2024-28, in particular, Place Priority 2 – Protecting our climate, coast and natural world.
43. The Future New Forest Transformation Programme was approved for implementation in April 2024 and within this programme, 'climate and sustainability' is identified as one of four key challenges to be addressed. The Transformation Programme identifies the following ways in which this subject can be addressed through corporate transformation:
 - a) We will need to redesign services to be delivered in ways that promote positive environmental impacts
 - b) We will need to upskill staff to be climate aware and to develop solutions for their service
 - c) We will need to invest in building and other assets to reduce CO2 emissions and ensure long-term sustainability
 - d) We will ensure a clear strategic focus on the future environmental sustainability of the council
44. Achieving the above outcomes will undoubtedly reduce the carbon footprint of the Council and result in more cost-effective, efficient and beneficial service delivery, however successful implementation will require a continued investment of time, resources and effort. Recognising that behaviour changes may be uncomfortable or impractical at first, this must be achieved if the state which NFDC transforms into (the new 'business as usual') is to be sustainable in the long-term.

45. It is encouraging to see local commitments and policy drivers supporting national and international trends towards low-emission and high-sustainability; however the level of delivery needs to meet the level of ambition. The extent to which changes in climate performance will result from the election of a new UK Government is currently unknown, but indications that initiatives such as localised energy companies, large scale renewable installations, improved provisions for biodiversity and changes to the National Planning Policy Framework (NPPF) are coming will set a clear direction for local authorities to follow.
46. Since January 2023, NFDC’s climate action has been aligned to four main programmes of work – Carbon Reduction, Climate Adaptation, Nature Recovery and Programme Management. Priority areas for action and indicative projects can be seen in the tables below. Information on the rationale behind why these programmes were created can be found in the Annual Update Report 2023. These programme areas will be reviewed by the Climate and Nature Task and Finish Group and retained, amended or replaced accordingly.

CARBON REDUCTION					
INTERNAL PRIORITIES			EXTERNAL PRIORITIES		
Fleet	Gas	Electric	Industry	Road Transport	Homes
Depot electrification	Building fabric / insulation	LED lighting in buildings	Solent Cluster	LTP4 / LCWIP	Community Energy South
EV fleet replacement	BMS systems	Street lighting	Industry engagement	EV charging network	Retrofit / Greener Housing
Service delivery optimisation	Boiler replacement	Renewable energy	Carbon capture & storage	Public transport improvements	Local Plan
BUSINESS AS USUAL IMPROVEMENTS					
Sustainable policies, plans, services & procurement			Net zero infrastructure, investment & engagement		

Table 7: NFDC Council and Area Carbon Reduction Programme

CLIMATE ADAPTATION					
INTERNAL PRIORITIES			EXTERNAL PRIORITIES		
Buildings	Assets	Staff	Flooding	Coastal Erosion	Heatwaves
Location risk assessment	Natural assets e.g. open space	Climate Champions	Built infrastructure	Christchurch Bay / Harbour FCERM	NHS / Public Health
Temperature adaptation	Fixed assets e.g. bins	Emergency preparedness	Natural infrastructure	Hurst Spit to Lymington FCERM	Community Resilience Plans
Storm resilience	Vehicles e.g. fleet / grey	Business continuity	Catchment partnerships	Durlston to Hurst SRM Programme	Water conservation
BUSINESS AS USUAL IMPROVEMENTS					
Service risk assessment, adaptation plans & comms			Area risk assessment, adaptation plans & comms		

Table 8: NFDC Council and Area Climate Adaptation Programme

NATURE RECOVERY					
INTERNAL PRIORITIES			EXTERNAL PRIORITIES		
Biodiversity	Connectivity	Stewardship	Biodiversity	Connectivity	Stewardship
NFDC land studies	Nature corridors / Habitat banking	Local Plan / SPDs / GI strategy	Environmental surveys / data	Local Nature Recovery Strategy	Environment Act / regulations
Habitat protection	Ecology infrastructure	Maintenance / upkeep	Habitat protection	Connectivity of strategic sites	BNG Credits / Habitat banking
Habitat creation	Local partnerships	Staff volunteering	Habitat creation	Active travel / accessibility	Ecology without boundaries
BUSINESS AS USUAL IMPROVEMENTS					
Nature Recovery in policies, strategies & decisions			Nature protection, enhancement & partnerships		

Table 9: NFDC Council and Area Nature Recovery Programme

PROGRAMME MANAGEMENT					
INTERNAL PRIORITIES			EXTERNAL PRIORITIES		
Communications	Governance	Funding	Communications	Data	Partnerships
Newsletters / updates	CC&NE Steering Group	NFDC internal budget	Social media	Carbon / Climate / nature data	Hampshire County Council
Staff / member training	Portfolio Holder	Central Government	External webpages	Public Reporting	New Forest National Park
Forest Net Resources	Decision making	Private investment	Public events	External verification	Professional organisations
BUSINESS AS USUAL IMPROVEMENTS					
CC&NE principles embedded in NFDC culture & services			Residents, businesses, visitors support CC&NE principles		

Table 10: NFDC Climate Change and Nature Emergency Programme Management

Governance

47. It is widely communicated that reducing emissions, protecting our environment and improving resilience to climate change is the responsibility of every single officer and Member across the Council, not just the job of one person or team, however there are certain individuals and groups that play a key role in ensuring the quality of NFDC's Climate Change and Nature Emergency response.
48. The Climate and Sustainability Manager is responsible for coordinating climate action across the council and externally with partners, with operational governance provided through direct supervision from the Strategic Director for Place, Operations and Sustainability. This is supplemented by oversight from the Climate and Nature Steering Group – membership of which is Council officers representing services with a pivotal role in delivering environmental improvements. Activities requiring corporate approval will progress through NFDC decision-making boards as required e.g. Executive Management Team or Capital and Change Board, ensuring that the appropriate level of consideration and oversight has been given to each initiative.

49. Political Governance is provided by the Portfolio Holder for Environment and Sustainability. Regular Portfolio Holder Briefings provide the opportunity for progress updates and discussion of increasing or emerging risks/opportunities. Further political oversight is provided primarily by the Place and Sustainability Overview and Scrutiny Panel, with key decisions escalating to Cabinet and Council as required. The creation of a Member Task and Finish Group to support the further development of the strategic direction and long-term priorities for the Council's climate action is to be launched in Autumn 2024 and will meet regularly over the course of the following 12 months.
50. As the budget associated with climate action cuts across all council services, an internal Terms of Reference (ToR) has been agreed which sets out the criteria for spending from the £250k annual Sustainability Budget. These ToR are based on the priority areas for action, as set out in Section 7 above, and provide a clear and objective view of what does and doesn't qualify for funding. Spend on a single initiative costing more than £25k is reviewed by the Capital and Change Board before progressing.

Corporate plan priorities

51. The new NFDC Corporate Plan 2024-28 re-enforces the Council's commitment to the issues of climate change and sustainability. The activities reported contribute towards a number of corporate plan priorities, however the report itself is most closely aligned with Place Priority 2 – Protecting our climate, coast and natural world.

Options appraisal

52. As committed in October 2021, an annual update is to be produced which highlights key activities since the previous report and sets out intended activities for the coming year. The recommendations are to note the content of this report and continue to operate in the context of the Climate Change and Nature Emergency.

Consultation undertaken

53. This report has been produced in consultation with NFDC officers across all service areas, with the support of the Climate and Nature Steering Group. Officers in estates, housing and operational teams have provided data and case studies. New Forest National Park Authority as also provided content.
54. Portfolio Holder for Environment and Sustainability has provided input and oversight, in addition to Strategic Director – Place, Operations and Sustainability.

Financial and resource implications

55. NFDC has made an ongoing financial commitment of £250,000 per year to directly address the Climate Change and Nature Emergency. All items of spend will be subject to an assessment of financial viability and a wider sustainability appraisal.
56. It is expected that the cost of all the projects within the Action Plan would exceed that budget and therefore projects will be prioritised, and funding further supplemented on a case-by-case basis where clear invest-to-save projections are attached. Sources of external funding will also be maximised through the delivery of the action plan, to include central government grants (e.g. Public Sector Decarbonisation Scheme), match-funding (e.g. SALIX recycling fund), public investment (e.g. community bonds) and private investment (e.g. commercial entities, landowners etc).
57. Due to the large number, scale and complexity of actions within the Action Plan, factors such as officer time, technology, resource availability, procurement, legal and planning considerations will need to be considered and effectively managed. Some projects will be relatively quick and straightforward to deliver with short-term returns on investment e.g. LED lighting replacement; but others will take months or years to deliver, requiring acceptance of longer-term benefit realisation e.g. large-scale renewable energy installations. Anticipated timescales, resource implications and funding requirements over a time-period greater than one year will be reflected in the Climate Change and Nature Emergency Strategy, when this comes to fruition.
58. It should be noted that any change in activity scope could impact the financial risk for NFDC. The severity of climate change experienced will also affect the pace and degree to which we will need to act, having knock on financial implications to ensure appropriate resourcing of activities and effective mitigation of risk.
59. There are no direct resource impacts or actions for approval resulting from this update report.

Legal implications

60. There are no direct legal impacts resulting from this update report.

Risk assessment

61. There are no direct risks or impacts resulting from this update report or its recommendations.

Environmental / Climate and nature implications

62. There are no direct environmental implications resulting from the publication of this report, however the Climate Change and Nature Action Plan (at Appendix 2) is intended to bring about significant environmental benefits upon delivery of each of the constituent projects. Each one will be assessed fully as they are brought forward to ensure that maximum sustainable benefits are achieved.
63. It is hoped that through the Council's role as a community leader, this report will inspire the stakeholders of New Forest District Council area to take positive action to address the Climate Change and Nature Emergency in their own ways.

Equalities implications

64. Action Plan includes actions which are likely have both positive and potentially negative impacts on persons sharing a relevant protected characteristic. These include, but are not limited to, social justice in terms of carbon and climate resilience and fuel poverty. A key strand of developing the Climate Change Strategy and Action Plan will be to fully assess the potential impacts of the actions and incorporate mitigation measures as necessary.

Crime and disorder implications

65. Identify any crime and disorder implications arising from the recommendations.

Data protection / Information governance / ICT implications

66. Identify any implications arising from the recommendations.

New Forest National Park implications

67. New Forest National Park Authority colleagues were engaged in the creation of this report. Activities undertaken to date and the strategic direction proposed align to the objectives of the NFNPA's Re:New Partnership Plan.

Conclusion

68. NFDC and its stakeholders and partners engaged in a wide range of activities between 1 January 2023 to 31st March 2024 in response to the Climate Change and Nature Emergency. These activities demonstrate commitment to the local, national and international drive towards net zero and will in addition have delivered substantial co-benefits such as health and wellbeing, biodiversity improvements, upskilling our workforce and enhancing the local economy.

69. Delivery of the Climate Change and Nature Emergency Action Plan will continue, alongside the formation of a Member Task and Finish Group which will assess the climate projections, risk assessments and opportunities for improvement of the programme, to determine a clear and coordinated way forward and support the development of the strategy.

Appendices

Appendix 1 – Boundaries of Hampshire County Council, New Forest District Council and New Forest National Park

Appendix 2 – Climate Change and Nature Emergency Action Plans

Background Papers:

[NFDC Climate Change and Nature Emergency Annual Update 2022](#)

[NFDC Climate Change and Nature Emergency Annual Update 2023](#)

[NFDC Climate Change and Nature Emergency Update January 2024](#)

[NFDC Corporate Plan 2024-28](#)

[NFDC Greener Housing Strategy](#)

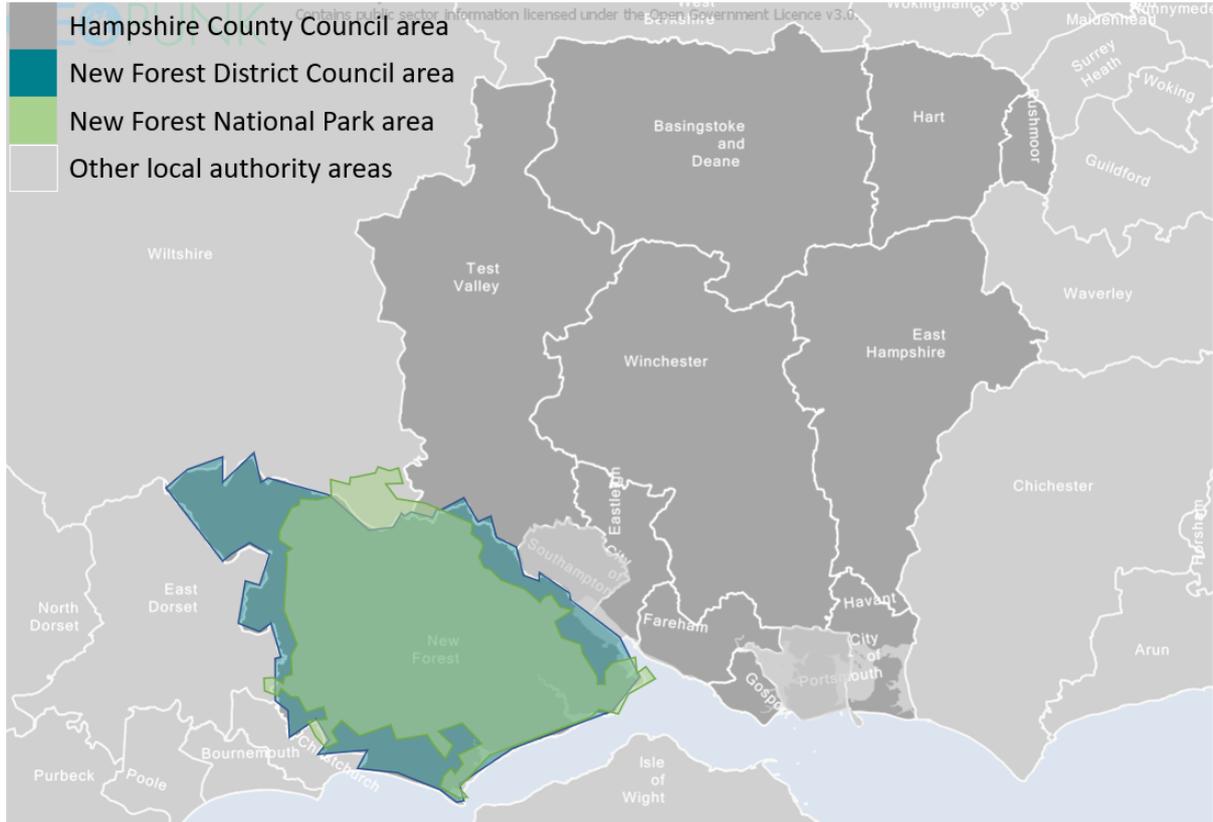
[NFDC Future New Forest Transformation Plan](#)

[NFNPA Re:New Forest Partnership Plan](#)

[UK Government Local Authority GHG Emissions statistical Release Report 2024](#)

APPENDIX 1

Boundaries of Hampshire County Council, New Forest District Council and New Forest National Park Authority



Climate Change And Nature Emergency – Internal Council Action Plan 2023 Continued Into 2024/25:

CARBON REDUCTION PROGRAMME			
Activity	Priority Area	Objective	Co-benefits
Sustainable policies, plans, services and procurements	BAU	Embed carbon reduction as a priority within all council activities - what we do and how we do it - including reduced travel, only essential procurement, waste reduction e.g. paperless working, online archiving	Efficient/shared resource use
Depot electrification	Fleet	Carry out building and infrastructure upgrades to facilitate transition to EV fleet and other electrical requirements	Reduced CO2e emissions from fleet and staff commuting; electricity resilience to protect service delivery
Sustainable fleet replacement	Fleet	Ensure that vehicle replacement programme prioritises more sustainable fuel types e.g. EV/hydrogen/ULEV/active travel. This includes all vehicle types - cars/vans/RCVs	Reduced CO2e emissions from fleet; climate leadership; reduced fossil fuel dependency; improved fuel security; improved air and water quality; reduced carbon offset liability; uptake of active travel schemes e.g. Cycle to Work
Service delivery optimisation	Fleet	Evaluate and adapt routes/operational practices to deliver lower emissions through reduced mileage, optimised vehicles etc	CO2e, fuel and time savings; minimal investment required
Building Fabric / insulation	Gas	Assess all corporately owned buildings and improve building fabric (particularly roof and wall insulation, doors and windows) to retain heat and reduce energy bills	Lower energy bills; reduced CO2e; climate leadership; improved building conditions; prolonged building life; opportunities for building use optimisation
Building Management Systems	Gas	Installation of BMS systems and supporting equipment to reduce energy wastage and optimise building conditions	Stable internal climate; less dependency on heating/cooling /ventilation;

Boiler replacement	Gas	Assess and replace inefficient boilers in NDFC occupied and leased properties where required - gas/oil to be replaced with heat pumps, destratification technology etc where appropriate	Reduced CO2e emissions; fuel efficiency; use of green technology
LED lighting in buildings	Electric	Replacement of lighting (bulbs and fittings) to new LEDs throughout corporate estate	Reduced CO2e emissions; reduced energy demand; better lighting conditions and controls; fast payback on investment
Street lighting	Electric	Replacement of NFDC-owned street lighting (bulbs and fittings) to new LEDs - in conjunction with HCC if appropriate	Reduced CO2e emissions; reduced energy demand; better lighting conditions and controls; fast payback on investment
Renewable energy - installed	Electric	Installation of renewable energy on NFDC owned land or in partnership with landowner	Reduced CO2e emissions; improved energy security; biodiversity opportunities around installation; possibility for community investment/stewardship
Renewable energy - purchased	Electric	Investigate opportunities for PPA contract to purchase renewable energy direct from a local supplier	Reputational benefits of purchasing locally generated energy; long term fixed electricity rates; support local green economy; future training/education on site

CLIMATE ADAPTATION PROGRAMME

Activity	Priority Area	Objective	Co-benefits
Service risk assessment, adaptation plans and comms	BAU	Understand and communicate climate risks to services and develop effective adaptation plans to secure safety and service delivery	Upskilling staff; improved emergency preparedness; reduced health and safety/financial/legal/ reputational risk from climate change impacts

Location risk assessment	Buildings	Undertake risk assessments of all existing corporate buildings in regard to the location/situation of buildings and the expected impacts of climate change e.g. flooding, coastal erosion, storm exposure	Reduce risk of service impacts; safeguard assets and staff; identify opportunities for building fabric/use improvements; positive deflection of risks e.g. water gardens
Temperature adaptation	Buildings	Understand the ability of buildings and their inhabitants to adapt to extremely hot and cold temperatures e.g. over heating, natural shading, passive ventilation, insulation	Reduce risk of service impacts; safeguard assets and staff; identify opportunities for building fabric/use improvements; positive deflection of risks e.g. food growing, cold storage
Storm resilience	Buildings	Assess ability of buildings to withstand storm damage from direct (e.g. wind) and indirect (e.g. tree fall) sources, including appropriate SUDs	Reduce financial/insurance/legal liability from pre-existing risks
Natural assets e.g. open space	Assets	Assess risk climate change impacts pose to natural assets e.g. tree/plant health, water retention, soil composition, water quality, agricultural potential, community access and use	Protection of ecosystem services; habitat protection
Fixed assets e.g. bins	Assets	Assess ability of fixed assets to withstand climate change impacts e.g. melting point of materials, strength of fixings, maintenance of moving parts	Reduced maintenance and replacement costs; reduced waste; health and safety
Vehicles e.g. fleet / grey	Assets	Ensure vehicles (existing and planned upgrades) are able to withstand extreme weather conditions or that emergency provisions are in place for short-term conditions e.g. snow/ice, temperature control, flooding	Reduced maintenance and replacement costs; reduced waste; health and safety
Climate Champions	Staff	Upskill staff and use champions network to identify climate risks and develop solutions that are appropriate for the area/service	Staff engagement/upskilling/ retention; better support for initiatives
Emergency preparedness	Staff	Ensure staff are aware of how to act in emergency situations related to climate impacts e.g. snow, flooding, heatwaves	Health and wellbeing of staff; increased resilience of service delivery; expedited resolution of emergency situation

Business continuity	Staff	Ensure business continuity plans provide a robust solution for all anticipated climate change impacts, over multiple intensity/duration scenarios e.g. minor/major flooding for 1day/7days; 25°C for 3 days or 40°C for 18 days	Effective service delivery to residents; coordination of effort/ activity between NFDC/NFNPA/ HCC; efficient resource use; reduced stress for all stakeholders
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NATURE RECOVERY PROGRAMME			
Activity	Priority Area	Objective	Co-benefits
Nature recovery in policies, strategies and decisions	BAU	Understand full implications of council activities on the natural environment and biodiversity	Safeguard ecosystem services; limit environmental damage and subsequent reparation; maximise carbon sequestration; reduce objections to plans/decisions
NFDC land studies	Biodiversity	Assess the size, variety and quality of natural space/habitats/ biodiversity on NFDC owned land, in addition to opportunities to deliver biodiversity net gain projects	Informed land use decisions; environmental protection and enhancement; potential for staff/public involvement in surveys
Habitat protection	Biodiversity	Create plans to safeguard existing habitats and areas of natural value e.g. maintenance, access, improvements, security	Environmental protection and enhancement; opportunities for biodiversity net gain; education and engagement
Habitat creation	Biodiversity	Actively create new habitats where conditions are favourable to encourage biodiversity net gain and/or connectivity or segregated habitats	Environmental protection and enhancement; opportunities for biodiversity net gain/species introduction; education and engagement for staff and public
Nature corridors / habitat banking	Connectivity	Explore opportunities for the creation of 'nature corridors' to facilitate the safe movement of biodiversity across physical or administrative boundaries. This could include initiatives such as 'habitat banking' to secure and invest in pockets of land for the purpose of connectivity and environmental improvement	Environmental protection and enhancement; opportunities for biodiversity net gain/species introduction; education and engagement for staff and public; external financial investment through habitat banking

Ecology infrastructure	Connectivity	Design and delivery of physical infrastructure to support habitats and biodiversity e.g. green bridges/tunnels for safe movement of animals across roads/built environments	Reduced roadkill; improved environmental quality; enhanced landscape character/aesthetics; education and engagement
Local partnerships	Connectivity	Continued engagement in local partnerships to ensure that natural habitats and movement of species are actively supported and not restricted by administrative boundaries	Shared responsibility; shared resources; broader engagement; access to a variety of funding streams; improved knowledge and understanding of the area
Local Plan / SPDs / Green Infrastructure Strategy	Stewardship	Adoption of a new Local Plan that prioritises sustainable land use and promotes ecological protection and enhancement. To be supported by, for example: Biodiversity SPD, Green Infrastructure Strategy, mandatory swift boxes, Climate Change SPD, nitrate and phosphate abatement	Improved natural environments; biodiversity net gain; enhanced ecosystem services; demonstration of climate leadership by planning authority
Maintenance / upkeep	Stewardship	Ensure maintenance policies and practices prioritise net environmental gain e.g. grass cutting schedule, electric equipment, long term plans, regular monitoring	Improved carbon sequestration; demonstration of climate leadership; improved air quality from electric equipment
Staff volunteering	Stewardship	Support and encourage staff to engage in nature projects	Improved health and wellbeing of staff; upskilling of staff; raised awareness of projects and outcomes; education of family and friends

PROGRAMME MANAGEMENT

Activity	Priority Area	Objective	Co-benefits
CC&NE principles embedded in NFDC culture and services	BAU	All activity to be sustainable by design and a prioritised deliverable for all services e.g. through corporate/service risk registers, service trajectories to net zero, new build corporate/ housing designed to be low carbon and climate resilient, delivering biodiversity net gain as standard e.g. Testwood Club, SUDs	Demonstration of climate leadership; shared responsibility across services; shared resources; reduced negative impact for future mitigation

Newsletters/updates	Communications	Keep staff and NFDC stakeholders informed of climate and nature information and activities	Staff/public education and engagement; greater uptake/support for projects; evidence log of activities; demonstration of climate leadership; recognition of services/ individuals for commitment to climate action
Staff/member training	Communications	Increase knowledge and understanding of carbon reduction, climate adaptation and nature recovery to ensure effective action and embedding of principles across council services	Staff engagement; staff retention; upskilling and improved effectiveness/efficiency of work
ForestNet resources	Communications	Create repository of climate and nature resources for use by staff and members e.g. technical information, guidance notes, impact assessment tool	Shared resources reduce dependency on Climate Change Manager; staff can improve knowledge and embed principles at convenient times
CCandNE Steering Group	Governance	Continued meeting of the Climate Change and Nature Steering Group to ensure robust governance of activities and provide support to services/officers in delivery services/projects sustainably. Governance framework to be reviewed annually.	Support/advice/guidance for staff; opportunity to raise awareness of issues/opportunities; improved communication and collaborative working
Portfolio Holder	Governance	Continued engagement with Portfolio Holder on climate, nature and sustainability issues/opportunities	Raise awareness of topics; provide information/support for public/member scrutiny
Decision making	Governance	Embed climate change, nature and sustainability principles in all decision-making processes of NFDC, including report templates, overview and scrutiny, impact assessments, procurement decisions etc	All activities are contributing to direct or indirect carbon reduction/climate adaptation/ nature recovery; improved transparency of long-term impacts of NFDC decisions
NFDC internal budget	Funding	Continued revenue budget for the delivery of actions to positively address the Climate Change and Nature Emergency	Funding for projects available when needed, avoiding short term or competitive funding streams

Central Government funding	Funding	Awareness and uptake of government funding streams where aligned to NFDC priority actions around climate, nature and sustainability	Reduced local funding requirement; recognition of support for Central Government initiatives
Private investment	Funding	Awareness of alternative external funding sources, including private investors, community investment and income generating initiatives	Reduced local funding requirement; recognition as a local partner for climate action; joint bid opportunities

Climate Change And Nature Emergency – External Area Action Plan 2023 Continued Into 2024/25:

CARBON REDUCTION PROGRAMME			
Activity	Priority Area	Objective	Co-benefits
Net zero infrastructure, investment and engagement	BAU	Demonstrate commitment to net zero carbon in the design and delivery of area-wide initiatives e.g. electrical infrastructure improvements, and support partners in understanding impacts and reducing emissions as a priority in all activities	Partnership working; demonstration of climate leadership; reduced carbon burden for future mitigation; progress against national and local targets; improved air quality and natural environments; contribution to reducing climate change
Solent Cluster	Industry	Engage with newly formed Solent Cluster partnership and support efforts to make the area a leading centre for low-carbon investment	Partnership working; local economic growth; protection of skilled jobs; creation of new employment opportunities; investment into carbon reduction technologies and initiatives
Industry engagement	Industry	Engage with businesses to facilitate carbon reduction, including manufacturing, energy generation and large marine companies	Partnership working; local economic growth; protection of skilled jobs; creation of new employment opportunities; investment into carbon reduction technologies and initiatives
Carbon capture and storage	Industry	Investigate opportunities for carbon capture and storage in and/or from the New Forest district area	Reduced area-wide carbon emissions; improved environmental quality; contribution to reducing climate change; job creation; investment into low-carbon technologies; recognition as a climate leader in the public sector
LTPS/LCWIP	Road Transport	Reduce travel through remote working and increase uptake of sustainable and active travel options where travelling to sites is unavoidable e.g. EV/ hydrogen/ULEV/walking/cycling/ public transport. Creation of sustainable travel plans and installation of bike racks and other sustainable travel infrastructure as part of ongoing building maintenance and investment plans	Health and wellbeing; resident/ visitor/business/staff engagement; congestion reduction; air quality improvement; water quality improvement; reduced roadkill; Reduced CO2e; reduced road congestion; improved health and wellbeing; increased patronage of local facilities including leisure; support for local green economy

EV charging network	Road Transport	Build network of EV chargers throughout NFDC area to increase uptake of electric travel to/through New Forest. Phase 2 of EV charger installations to be delivered in 2023, including electrical capacity	Reduce range anxiety; support residents in switching to EV; visitors supporting local businesses while charging
Public transport improvements	Road Transport	Partnership working with public and shared transport providers to increase uptake and efficiency of services e.g. ferries, busses, trains, taxis, community car schemes	Reduced CO2e; reduced road congestion; improved health and wellbeing; increased patronage of public transport services; support for local economy
Community Energy South	Homes	Establish a successful Community Energy Pathways Programme for the New Forest District Council area	Awareness and understanding of local energy issues; community engagement; community investment in renewable energy; increased renewable energy for NFDC area; upskilling of local residents
Retrofit / Greener Housing	Homes	Delivery of Greener Housing Strategy to improve energy efficiency, energy security, climate change resilience and reduced emissions of all homes within the NFDC district	Cost of living benefits for residents; improved living conditions/health and wellbeing; reduced fuel poverty; support of local green economy; reduced CO2e emissions; increased renewable energy generation/energy resilience; uptake of EVs; access to external funding; reputational benefits to NFDC
Local Plan	Homes	Work with developers to achieve schemes that maximise the ability for residents to access facilities/ employment/recreation by walking/ cycling, as well as enforcing sustainable construction and operation standards e.g. low carbon, local supply chain. New schemes should also include measure to promote good waste management e.g. appropriate space for segregated bins, RCV access	Improved health and wellbeing; reduced congestion; reduced CO2e; improved air quality

CLIMATE ADAPTATION PROGRAMME			
Activity		Objective	Co-benefits
Area risk assessment, adaptation plans and communications	BAU	Understand and communicate climate risks to residents, businesses and visitors and develop effective adaptation plans to ensure health and safety, particularly during extreme weather events	Upskilling staff; improved emergency preparedness; reduced health and safety/financial/legal/ reputational risk from climate change impacts
Built infrastructure	Flooding	Assess flooding risks (coastal/ river/surface water) to built infrastructure including buildings and roads. Ensure Local Plan requires new developments and those requesting permission for improvements to be resilient to climate change impact e.g. appropriate SUDs	Protect assets from physical damage; safeguard users of the built infrastructure; reduce legal/financial/ reputational risks from flooding; implementation of non-emergency adaptation measures; more efficient and cost-effective adaptation solutions
Natural infrastructure	Flooding	Assess flooding risks (coastal/ river/surface water) to natural infrastructure including trees and protected habitats	Biodiversity protection; implementation of non-emergency adaptation measures
Catchment partnerships	Flooding	Work with partners to ensure effective water and flooding management to reduce likelihood and severity of flooding incidents	Biodiversity protection; implementation of non-emergency adaptation measures; shared resources; join bids for external funding
Christchurch Bay / Harbour FCERM	Coastal Erosion	Continued delivery of projects within the Christchurch Bay / Harbour FCERM Strategy	Reduced risk; stakeholder engagement; identification of funding and resource requirements; protection of ecosystem services
North Solent SMP	Coastal Erosion	Continued delivery of projects within the North Solent Shoreline Management Plan	Reduced risk; stakeholder engagement; identification of funding and resource requirements; protection of ecosystem services
Durlston to Hurst SRM Programme	Coastal Erosion	Continued delivery replenishment projects within the Durlston to Hurst SRM Programme	Reduced risk; stakeholder engagement; identification of funding and resource requirements; protection of ecosystem services
NHS / Public Health	Heatwaves	Ensure that advice and guidance is available and appropriate to reduce to impacts of extreme heat on human health	Reduced risk to health and wellbeing; stakeholder engagement; identification of funding and resource requirements

Community Resilience Plans	Heatwaves	Work with health and community partners to ensure that robust plans are in place for residents, businesses and visitors to manage prolonged heatwaves effectively	Reduced risk to health and wellbeing; management of cost and availability of emergency measures; stakeholder engagement; identification of funding and resource requirements
Water Conservation	Heatwaves	Understand freshwater capacity and pressures for the NFDC area and create a proactive procedure for managing risk in the event of prolonged heatwaves	Reduced risk of water scarcity; stakeholder engagement; identification of funding and resource requirements

NATURE RECOVERY PROGRAMME

Activity		Objective	Co-benefits
Nature protection, enhancement and partnerships	BAU	Understand full implications of activities in the New Forest District area on the natural environment and biodiversity	Safeguard ecosystem services; limit environmental damage and subsequent reparation; maximise carbon sequestration; reduce objections to plans/decisions; leverage external funding
Environmental surveys / data	Biodiversity	Assess the size, variety and quality of natural space/habitats/ biodiversity on non-NFDC owned land, in addition to opportunities to deliver biodiversity net gain projects	Informed land use decisions; environmental protection and enhancement; potential for staff/public involvement in surveys
Habitat protection	Biodiversity	Creation of, for example, Recreational Mitigation Strategies to reduce impact of new development on the natural environment	Environmental protection and enhancement; opportunities for biodiversity net gain; education and engagement
Habitat creation	Biodiversity	Actively support partners in the creation of new habitats where conditions are favourable to encourage biodiversity net gain and/or connectivity or segregated habitats	Environmental protection and enhancement; opportunities for biodiversity net gain/species introduction; education and engagement for staff and public

Local Nature Recovery Strategies	Connectivity	Work with others to establish key locations within the district for nature recovery projects. Input into the LNRS seeking to agree priorities for nature's recovery, map the most valuable existing areas for nature and map specific proposals for creating or improving habitat for nature and wider environmental goals	Safeguarding of ecosystem services across administrative boundaries; partnership working; access to external funding opportunities
Connectivity of strategic sites	Connectivity	Ensure the connectivity of strategic sites to ensure that biodiversity net gain and movement of species across and between areas is facilitated	Safeguarding of ecosystem services across administrative boundaries; partnership working; access to external funding opportunities; enhanced value of strategic sites to the local environment
Active travel/accessibility	Connectivity	Work with local transport partners, landowners and other stakeholders to improve access to/through green spaces via sustainable transport modes e.g. walking, cycling, EV	Connectivity and expansion of active travel routes; greater uptake of sustainable travel modes; support for local economy e.g. bike shops, cafes; reduced environmental impact of vehicular transport; improved air and water quality
Environment Act / regulations	Stewardship	Ensure plans/strategies/projects align with national, regional and local environmental regulations and objectives	Legislative compliance; access to government funding; demonstration of climate leadership; consistency with public sector peers
BNG Credits / habitat banking	Stewardship	Investigate opportunities for financial investment and associated benefits through the introduction of schemes such as Biodiversity Net Gain credits and habitat banking	Reduced local funding requirement; recognition of support for Central Government initiatives
Ecology without boundaries	Stewardship	Working with partners to ensure that conservation efforts are not hampered by administrative boundaries e.g. working with Bird Aware and partners in the Solent Water area to prioritise biodiversity across land in multiple ownership	Environmental protection and enhancement; opportunities for biodiversity net gain; education and engagement

PROGRAMME MANAGEMENT PROGRAMME			
Activity	Priority Area	Objective	Co-benefits
Residents, businesses, visitors support CC&NE principles	BAU	Increase local action on carbon reduction, climate change resilience and nature recovery, supporting sustainable behaviour change in communities and businesses.	Shared responsibility; partnership working; shared resources; reduced negative impact for future mitigation; environmental improvements
Social/online/print media	Communications	Provide climate and nature information to residents, businesses and visitors through online channels, traditional media. Ensure messaging is consistent with insights from Residents Survey 2022	Public education and engagement; greater uptake/support of projects; evidence log of activities for reporting; promotion of local action
External webpages	Communications	Ensure NFDC website provides up to date information and guidance on responding to the Climate Change and Nature Emergency - what the Council is doing and what residents/businesses/visitors can do	Public education and engagement; greater uptake/support of projects; partnership working; promotion of local action
Public events	Communications	Creation of new events and/or attendance at non-NFDC climate and nature events to raise awareness, gather feedback and provide information and guidance	Public education and engagement; greater uptake/support of projects; partnership working; promotion of local action
Carbon/climate/nature data	Data	Seek to improve the quality and accuracy of data used to monitor and communicate climate action	More accurate monitoring and reporting; possibility of external validation; better transparency of true impacts (positive and negative)
Public reporting	Data	Explore the use of public reporting platforms to communicate NFDC Council/Area actions to address the Climate Change and Nature Emergency	Raised awareness of NFDC Council/Area activities; reputational benefits; potential access to alternative funding sources

External verification	Data	External validation of NFDC Council/Area performance data	Raised awareness of NFDC Council/Area activities; reputational benefits; confidence in progress to date, awareness of underlying problems with data gaps/sources/ assumptions
Hampshire County Council	Partnerships	Continued work with HCC to maximise carbon reduction, climate adaptation and nature recovery in the New Forest, particularly around unitary services delivered by HCC in or on behalf of the NFDC area e.g. transport infrastructure, waste disposal etc. Alignment of activities and support for county-wide climate initiatives such as Retrofit and Pathways	Carbon reduction; climate resilience; consistent public messaging; complimentary programme development and delivery
New Forest National Park Authority	Partnerships	Continued work with the NFNPA to maximise carbon reduction, climate adaptation and nature recovery in the New Forest. Alignment and support for delivery of the Re:New Partnership Plan	Carbon reduction; climate resilience; consistent public messaging; complimentary programme development and delivery
Professional Organisations	Partnerships	Membership of professional networks/organisations such as IEMA, LGA, HCOG to maintain up to date industry knowledge and maximise partnership working opportunities	Raised awareness of NFDC Council/Area activities; reputational benefits; potential access to alternative funding sources

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Cabinet – 2 October 2024

Medium Term Financial Plan - Scene setting

Purpose	For Decision
Classification	Public
Executive Summary	<p>This report</p> <ul style="list-style-type: none"> • Presents the latest medium-term financial plan (MTFP) of the council. • Considers the initial development of the MTFP for the General Fund and Housing Revenue Account (HRA) including the factors that will influence its delivery and that of the annual budget strategy 2025/26. • Proposes a financial strategy to support the delivery of a legally balanced budget for 2025/26. • Proposes a budget planning process and timeline for key financial reports.
Recommendation(s)	<p>Cabinet are asked to recommend to Council that the:</p> <ol style="list-style-type: none"> 1. revised MTFP forecasts, as outlined within the report and appendices be adopted. 2. options identified to close the budget gap for 2025/26 and through to 2028/29 are developed further. 3. reporting timeline as set out in paragraph 74 be agreed. 4. proposed car parking fees and charges from 1 January 2025 as referenced in paragraph 48 and detailed in appendix 5 are approved. 5. proposed Keyhaven river fees and charges from 1 January 2025 as referenced in paragraph 49 and detailed in appendix 6 are approved. 6. decision to enter into an agreement with other Hampshire authorities regarding the pooling of business

	rates is delegated to the s151 officer in consultation with the portfolio holder for Finance & Corporate.
Reasons for recommendation(s)	<p>To comply with accounting codes of practice and best practice which requires councils to have a rolling multi-year MTFP.</p> <p>To provide Cabinet with the latest high-level overview of the MTFP.</p> <p>To present a proposed financial strategy to support the delivery of a balanced budget for 2025/26.</p> <p>To ensure fees and charges decisions are taken in line with the Council policy.</p>
Ward(s)	All
Portfolio Holder(s)	Councillor Jeremy Heron - Finance & Corporate
Strategic Director(s)	Alan Bethune – Strategic Director Corporate Resources & Transformation (Section 151 Officer)
Officer Contact	<p>Paul Whittles</p> <p>Assistant Director - Finance</p> <p>02380 285766</p> <p>paul.whittles@nfdc.gov.uk</p>

Introduction and background

1. The Council's financial strategy seeks to achieve a balanced budget through the crystallisation of efficiencies driven through Council Transformation, supported with the targeting of new and additional income generation and align available financial resources, and create additional financial resources, to deliver on corporate priorities. Financial stability over the medium-to-long term has underpinned the Council's financial strategy, with due consideration being given to the potential implications that the Fair Funding Review, Business Rate Reset, and national rent setting policy will have on this Council. The Council has understood the need to consider its overall organisational business model in order to ensure the future protection of its services and seeks to align the financial plan to ensure delivery of key priorities as outlined in the Corporate Plan.
2. Actions need to commence on the development of future years' budgets. To support this work, it is necessary that an assessment is

made of the likely financial scenario based upon latest available information. To help support the important work of Portfolio Holders and officers in developing future plans, the future outlook and the current uncertainties are set out within this report and a prudent forecast set out through the appendices.

3. The announcement of yet another 1-year General Fund funding settlement for 2024/25 did not come as a surprise considering the norm from the previous few years. Initial suggestions from the (recently rebranded) Ministry of Housing, Communities and Local Government are that 2025/26 will be a 1-year funding settlement, with a target to issue a multi-year settlement (potentially 2 years) thereafter. With the formation of the new government in July 2024, it is highly unlikely that the long-awaited Fair Funding Review will come into effect from 2025/26. The Business Rate Retention Scheme is still under potential review within the context of the Fair Funding Review. The expectation is that this will still be based on a hard reset with partial redistribution of the national surplus, and a revised retention scheme (currently a 50% retention scheme, with the District Council retaining 40% of Business Rate growth).

Economic Commentary

4. After a period of frequent changes to the Bank of England's base rate, increasing the rate from the historic low of 0.1% in March 2020 to 5.25%, the Bank of England's base rate for the first time in over 4 years was reduced in August 2024 by 0.25% to its current 5% rate. Changes to the base rate can impact our investment returns and borrowing rates of interest.
5. Many mortgages at low fixed rates are continuing to be systematically re-set at higher rates at the end of their fixed rate period. Consequently, there remains increased pressures on households' ability to afford mortgages payments and reduces disposable income which may impact some of the council's support costs and revenue streams respectively.
6. The National Employers Pay Award offer for 2024/25 is still to be resolved (except for 'Chief Officers', which has been finalised). The 2024/25 approved budget (both for GF and HRA) includes adequate provision for the 'full and final' national employers offer, but as this has yet to be agreed by the unions, it is not known whether ultimately the level of budget will be sufficient.
7. The General Fund Medium Term Financial Plan has been populated using the most up to date information currently available covering the period to 2028/29. The effect of the Fair Funding Review and final design of the Business Rate Retention Scheme as outlined in paragraph 3, including the timing of the initial reset, and frequency thereafter of partial or full resets, and the ultimate proportion of

rates to be retained by the District Council, has the potential to significantly amend the funding figures currently forecast.

8. The Housing Revenue Account section of the report sets out the specific and unique challenges faced by this ring-fenced account, and begins to introduce some of the key considerations, including rent levels, that need to be factored into the production of a balanced budget for 2025/26, and over the medium-long term.
9. The Council's overall financial planning needs to take into account inflation and the current cost of living faced by its residents and tenants when making difficult decisions on proposed Council Tax, Rent and Fees and Charges.
10. The report hereafter is split into 2 distinct sections before concluding as a single item. The first considers the General Fund (paragraphs 11 to 52), and paragraphs 53 to 72 considers the Housing Revenue Account.

The General Fund

Funding Assumptions over the Medium Term (Appendix 1)

11. Ongoing annual funding support from Central Government is still uncertain. The 2024/25 final settlement included a services grant (£28,000) and a 4% funding guarantee grant (£1.233 million). The Council also received New Homes Bonus (NHB; £22,000) in 2024/25, although the future of this funding stream is also uncertain. No further funding from NHB or services grants is currently included within the MTFP forecast. The forecast does however assume a continuation of the funding guarantee grant but at a slightly reduced amount; £1 million compared to £1.233 million in 2024/25 with further reductions thereafter.
12. At present, the base scenario for retained business rates has been prepared on the basis that a hard baseline reset will take place in 2027/28 with the loss of c£3.5 million of accumulated growth, partially offset by an assumed damping redistribution following the reset of 60% in 2027/28 totalling £2.1 million, reducing to 40% in 2028/29 and thereafter (£1.4 million). In planning for this hard reset, and in recognition of how the Business Rate collection fund can fluctuate year-on-year, the Council established a Budget Equalisation Reserve and has utilised this reserve in addressing budget fluctuations since 2017/18. Although changes to the business rate system could be implemented in isolation of the spending review, this is considered unlikely.
13. The Hampshire and Isle of Wight s151 group have been consulting on the potential to pool business rates across Hampshire for 2025/26. This would mean that Hampshire retains a greater share

of the business rates generated in the county for distribution amongst its partners. Work is ongoing to determine the impact on NFDC and consequently whether we would want to be a part of this arrangement. A recommendation to delegate this decision to the s151 officer in consultation with the portfolio holder for Finance & Corporate is included above.

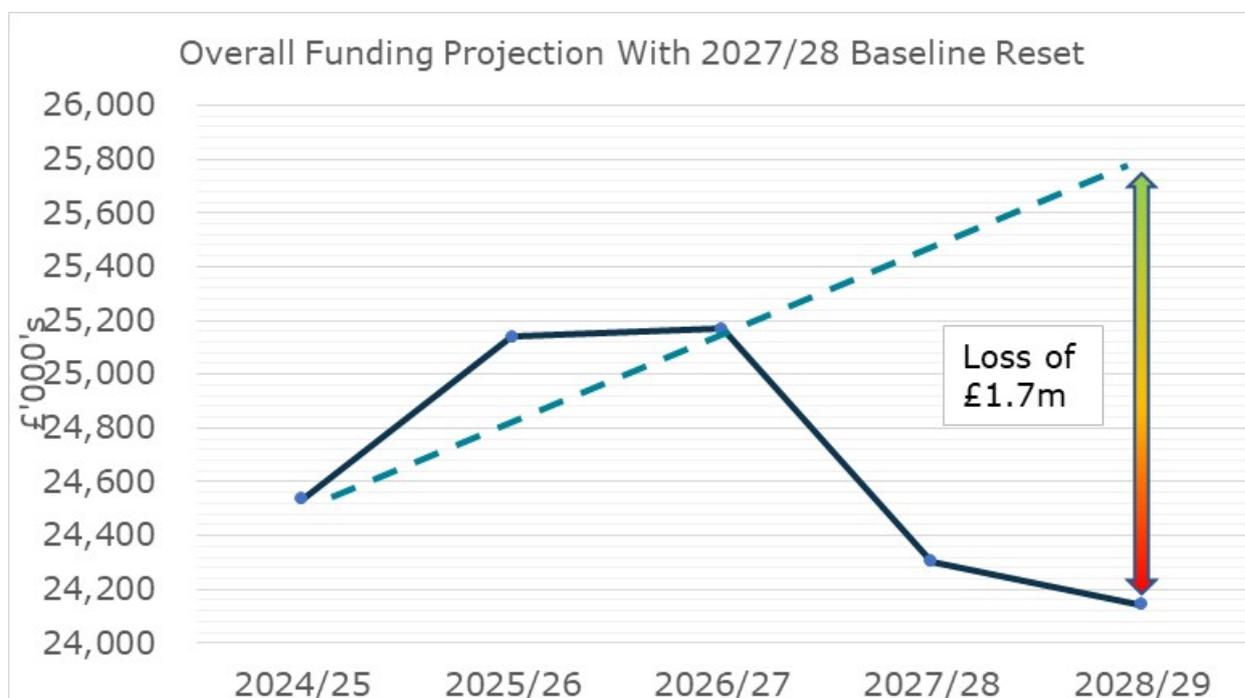
14. The results from the 2021 census is also likely to have an impact to future Settlement Funding Assessments (SFA) for the Council. The SFA essentially determines funding assumptions on a per head basis and is used within the core funding formulae used by the Treasury and MHCLG in determining finance settlements. The district saw a reduction in population of 0.38% in comparison to 2011. Whilst this might not appear significant, the overall increase in England was 6.56%. Whilst other areas then will see an increased funding need reflected in their SFA, the SFA for the district will decrease.
15. The 2021 census outcome was not reflected in the SFA for 2024/25 and considering the assumption of a continuation of funding support for 2025/26, this pushes the impact back a further year, to 2026/27.
16. Any form of continued funding from services grant and/or NHB built into the next funding settlement would be very welcome, although unlikely, and in any case, has the effect of reducing the % funding guarantee grant by an equivalent value.
17. The Council's base budget for 2024/25 also includes Flexible Homelessness Support Grant and specific other homelessness prevention grants, totalling £1.051 million. For the time being, the base scenario assumes the grants will be static over the period, and in any case, at the point grants are reduced, fixed term resource positions would need to end (unless the Council takes the decision to continue and fund accordingly). Any reduction in resource in this area would be subject to evidence-based decisions based on costs of preventative measures, as against cost of statutory duty of care reactionary responsibilities.
18. In recent years, the Council has followed the central government directive that local tax should be used to support local services. As the cost of services increases, so must local taxation. The Council has no say on the setting of business rates but does have the statutory responsibility to set a level of Council Tax for the oncoming financial year. The current allowable government parameter (albeit set by the previous government) for an increase, before a referendum is necessary, is for annual Band D equivalent Council tax to increase by the greater of 2% or £5 for 2025/26 and thereafter. Each year currently assumes a £5 increase. This updated MTFP follows on from the previously established position, assuming

that the Council makes use of the allowable pre-referendum increases;

19. **Table 1 – Council Tax**

	2025/26	2026/27	2027/28	2028/29
£ Annual level	204.79	209.79	214.79	219.79
%age increase	2.50%	2.44%	2.38%	2.32%
£ Increase	5.00	5.00	5.00	5.00
£ Value of increase	363,667	365,485	367,312	369,149

20. The following graph demonstrates the base funding scenario:



Budget Requirements over the Medium Term (Appendix 2)

Pay & Price Increases

- 21. Increases in costs are expected to total £2.920 million over the next 4-year period.
- 22. The assumptions include the following areas of pay and price increases;

- a. Annual Pay Award of between 2.00% - 2.5% per annum
- b. Incremental progression
- c. Insurance, Utilities, Fuel and Maintenance cost increases

Budget Adjustments Relating to one-off Items

- 23. The £1 million increase to homelessness budget in 2023/24 was reduced by a third in 2024/25 and is being forecast to reduce by a further third in each of the next 2 years (subject to close monitoring considering paragraph 5).
- 24. Additional removals of one-off investments in strategies and the Local Plan (funded hereafter through the reserve and increased planning income yield) total £522,000.
- 25. This gives a combined favourable MTFP contribution of £855,000 in 2025/26.

Waste Collection

- 26. Discussions have been ongoing with the County Council and the Councils across Hampshire. The County Council are proposing changes to long-standing arrangements, above the loss of recycling credit income that the Council lost (to the County) from April 2021. The proposals being outlined by the County would further reduce the Council's recycling income. The Council is still engaging in discussions with the County Council. A financial impact of £400,000 has been allowed for within the MTFP for 2026/27 with further financial implications likely after the implementation of the new Materials Recycling Facility. Updated forecasts will be presented within future MTFP updates pending ongoing discussions with the County Council.
- 27. The newly adopted Waste Strategy included some key financial assumptions around new burdens funding, the Extended Producer Responsibility (EPR) scheme and the Deposit Return Scheme, all of which will play a part in absorbing additional forecast costs, and potentially current costs of waste and recycling collection. The implementation of the EPR scheme has been delayed, and as of yet, no confirmation has been received on new burdens funding as a result of the introduction of the new national waste strategy. The working assumption within the MTFP is that new costs will be offset through new burdens funding from 1 April 2026. Transitional funding has been provided to cover the initial costs of vehicles and bins for the new food waste service, but nothing has been provided to contribute towards necessary changes to depot infrastructure to support the additional fleet and crews. To re-confirm the expected key expenditure forecasts, as included within the Waste Strategy;

- a. The additional annual cost of separate food waste collection is forecast at £1.612 million
 - b. The reduced collection cost as a result of changing to an alternate weekly collection cycle is forecast at £342,000.
28. Resourcing within the Waste Collection service has been fairly settled to date in 2024. It is envisaged that the new service aligned to the new waste strategy will help further, as the manual loading requirement reduces.
29. Further work is required to re-base the estimates on the phased food waste collection system roll-out, and updated assumptions will be included in future Medium Term Financial Planning, following key decisions required on the programme delivery timeline.

New Budget Requirements, Alignment of Budget to Priorities and Other Matters Arising

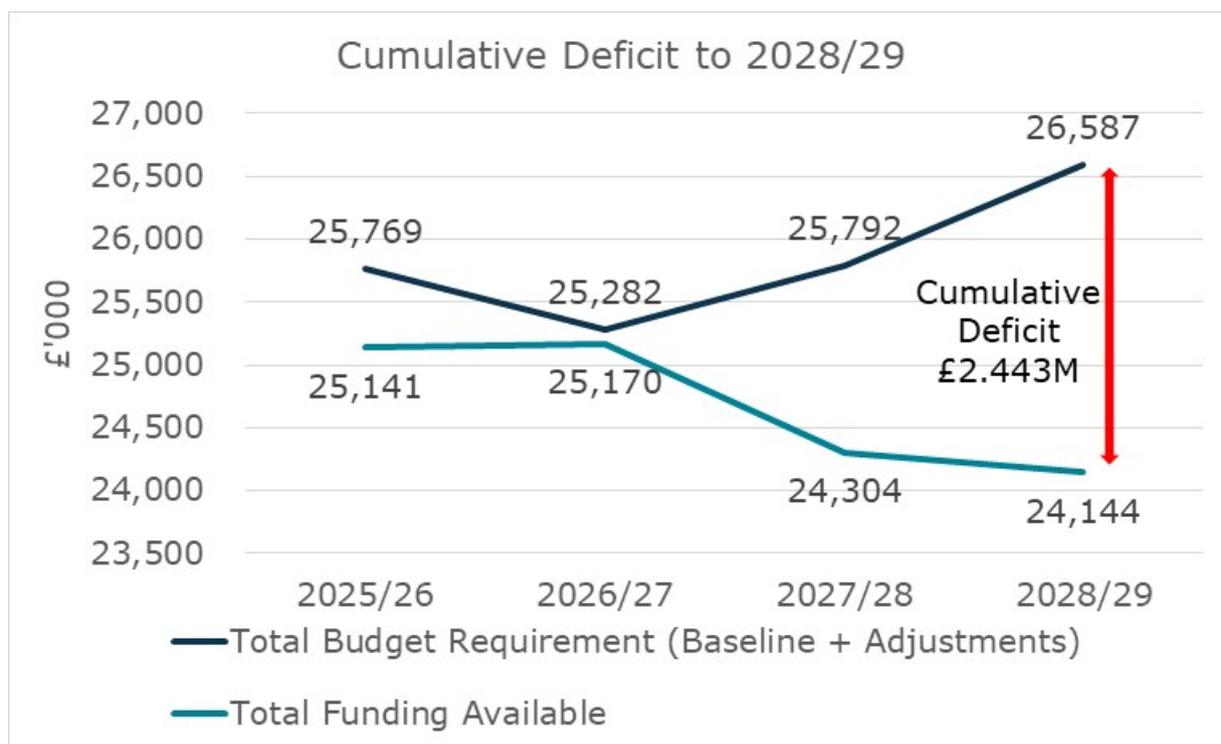
30. The 2024/25 budget included a one-off £25,000 to fund a resident insight survey. The survey is likely to be conducted in 2025/26 and so result in a saving to 2024/25, and a continued base budget requirement for 2025/26. The MTFP thereafter reflects the 2-year nature of the survey.
31. As announced by the Leader of the Council in February 2024, an additional £40,000 has been included to support the annual Community Grant Fund activity, resulting in an overall fund balance of £350,000 for 2025/26.
32. The Council must also be extremely mindful of the budget pressures faced by the Council County, as decisions by the County in order to address their budget deficit are very likely to have a direct effect on the district. The District Council must maintain a strong position in terms of statutory responsibilities and remain mindful that the District Council has its own budget deficit and corporate plan priorities to address.

Bringing together the Funding Assumptions and Budget Requirements

33. The overall forecast deficit taking into the account the funding assumptions and necessary budget movements totals £628,000 for 2025/26, increasing to a cumulative £2.443 million by 2028/29. For valuable context, the General Fund budget set for 2024/25 was £24.536 million, so the deficit represents a gap equivalent to 10%. It is vitally important that the Council continues to pro-actively address this funding deficit and create valuable headroom for resources to be directed towards the delivery of corporate plan priorities, which will undoubtedly include difficult decisions on

service delivery, Council Tax and Fees and Charges yield over the period.

34. **Figure 1 – Cumulative Deficit to 2028/29**



35. **Table 2 – Cumulative Budget Deficit**

	2025/26	2026/27	2027/28	2028/29
Estimated Cumulative Budget Deficit - £	628,000	112,000	1,488,000	2,443,000

Financial Strategy and Options Identified to Address the Budget Deficit (Appendix 3)

36. In order to address the forecast deficit to 2028/29, the Council's financial strategy over the medium-term period extends to:
- a. The development and delivery of a structured approach to Council wide Transformation. Delivering a more customer centred and cost-efficient Council, focussing on digital capability, consistency and a skilled and motivated workforce. This will include, for example;

- i. digital and cost-effective corporate back-office solutions to our customers, whilst maintaining customer choice in how services are accessed
 - ii. Developing a programme of business and function reviews aligned to our strategic priorities and transformation design principles that will maximise outcomes, streamline processes and ensure the most appropriate, efficient and effective delivery model
 - iii. Providing capacity across the organisation by streamlining and joining up activities to enable the adjustment of resources to meet corporate plan priorities
 - iv. Identifying commercial opportunities to improve income
 - v. Getting best value from Council assets and considering the impact of new ways of working in refreshed people and accommodation strategies.
- b. The release of accrued short-term reserve balances to assist in the damping of the Fair Funding Review (and impact this has specifically to retained business rates) as necessary,
 - c. The utilisation of reserve balances (and when necessary external borrowing) to invest in assets and assist in supporting a vibrant and robust New Forest Economy, whilst targeting valuable additional income,
 - d. Ensuring strategies developed through the corporate framework appropriately feed into the Council's financial strategy; and
 - e. Investment in an approach to financial planning and spending that reflects the Council's declaration of a Climate and Nature Emergency.

37. The options identified to close the forecast deficit include:

- a. The Generation of additional investment income through the delivery of the enhanced treasury returns and Property Strategies. As well as having significant economic and social benefits, the Commercial and Residential Property Strategies combined with improved interest received are forecast to generate further net income of £350,000 by the commencement of 2028/29.
- b. The Transformation Programme making a net fiscal contribution of £1.25 million towards the MTFP deficit; £1

million from process efficiencies and £250,000 from the rationalisation of the council's accommodation.

- c. A pro-active fees and charges yield programme, targeted at £1.05 million over the MTFP period.

- 38. It will be a significant challenge to deliver the sum of options currently identified at £2.650 million. There is plenty to be done, and difficult choices to be made to crystallise the options that will ultimately support the delivery of a balanced budget over the Medium Term.
- 39. The Budget Equalisation Reserve balance of £2.699 million is available to plug short term budget gaps. Use of this reserve is only a short-term fix however, as reserves can only be used once, they do not represent a long-term fix to the deficit over the period.

Council Tax Assumptions and the Application of Premiums

- 40. The base assumption in the MTFP is that the Council continues to apply maximum allowable discretion on Band D Council Tax increase, before the referendum limits set in. These increases over the period have the potential to generate an additional annual income of £1.466 million by 2028/29.
- 41. Council in February 2024 approved the formal determination as required by the Levelling up and Regeneration Act 2023, to apply Council Tax premiums to dwellings occupied periodically and long-term empty dwellings, for implementation from 1 April 2025; consequently, the MTFP includes an additional £293,000 in 2025/26. Guidance remains outstanding regarding putting these premiums into effect, but it is anticipated they will be forthcoming for April 25 implementation.
- 42. The MTFP assumes that the Council will look favourably on revenue raising powers made available to it by Central Government and will seek to include the positive financial impact of any legislative changes within future iterations.

Fees and Charges

- 43. Fees and Charges have a significant role to play in assisting the Council achieve a balanced budget, and in providing the necessary finance for service delivery and enhancements. The Council aspires to continually develop and improve front line service delivery and continues to offer more to the residents and visitors of the New Forest.
- 44. The Fees and Charges policy agreed February 2024 to support the MTFP assumed that growth in Fees and Charges over the period

2024/25 to 2026/27 will amount to 20% (broadly equating to 6.3% per year if annualised). Specific requirements were placed on Portfolio Holders to:

- a. review their discretionary fees and charges to ensure they remain competitive, to ensure they account for increased costs in running and delivering services, and to ensure that the fee increases in 2024/25 have improved income levels as intended and will provide income growth to the Council over the 2 next financial years (2025/26 and 2026/27) equivalent to 20% across the 3 year period.
 - b. review their fees and charges which are the subject of cost recovery regulations, to ensure that proposed charges meet the increased costs of running services and provide for full cost recovery.
45. Fee decisions for 2025/26 for implementation from 1 April 2025 will be included within the February 2024 Budget setting report, with a decision on charges being made by the Council.
 46. Fee decisions for 2025/26 for implementation after 1 April 2025 (an in-year decision), up to a cumulative 20% on the 2023/24 baseline fee will be taken as a Portfolio Holder Decision. Any proposals outside of this rate will be referred to the Council for a decision. The decisions taken by Portfolio Holder will be reported to the Council at the earliest opportunity.
 47. In support of the MTFP (including matters arising) and the desire to create short-term fiscal headroom for investment in service delivery and enhancements, it is in the best interest of the Council for some increases to be frontloaded. Early action is required, and fees must look to keep abreast of inflation, and local benchmarks.
 48. A recommendation to increase car parking fees and charges from 1 January 2025 is included in this report with full details contained in appendix 5. The revised fees and charges are anticipated to generate around £380,000 of additional income which will support the current in-year variation and the overall yield target included in the MTFP. The proposed prices have been determined following a benchmarking exercise against other comparable authorities.
 49. A recommendation to increase Keyhaven river fees and charges from 1 January 2025 is included in this report with full details contained in appendix 6. The proposed fees for implementation from 1 January 2025 are forecast to deliver £25,000 of additional income to the 2025/26 financial year. This additional income is expected to ensure the council meets its budgeted income target for 2025/26 resolving the underlying forecasted in year pressure.

Budget Consultation

50. The Resources and Transformation Overview and Scrutiny Panel established a Financial Strategy Task and Finish group when the panel met 25 June 2024. The group is set to run between September and November. Feedback from the Group will be given to the Overview and Scrutiny panel at its meeting in November.
51. In keeping with prior years, prior to the adoption of the budget by Council in February, the panel will also receive an overview of a few specific and key variable elements within the budget, namely the asset maintenance and replacement programme, and Capital programme.
52. The Council is required to run an annual budget consultation with business rate payers. A consultation is planned take place during November / December 2024.

The Housing Revenue Account (HRA)

Budget Requirements over the Medium and Long Term (Appendix 4)

Pay & Price Increases (Medium Term)

53. Increases in costs are expected to total £2.670 million over the next 4-year period.
54. The assumptions include the following areas of pay and price increases;
 - a. Annual Pay Award of between 2.00% - 2.5% per annum
 - b. Incremental progression.
 - c. Fuel and Energy Cost increases
 - d. An increase in materials and hired services

Greener Housing (Long Term)

55. The Greener Housing Strategy 2022-2032 was adopted by the Council on 11 July 2022. While final costs are still uncertain, assuming an average £25,000 cost per property the total bill could be upwards of £125 million through to 2050. Funding for this programme of works has been factored into the forthcoming 30-year HRA Business Plan.

Housing Delivery Plan (Medium - Long Term)

56. The Council has a target to deliver 600 new affordable homes by March 2026, which represented an expectation of District Council ownership of around 50% of affordable homes supply brought forward by developers from the local plan sites. 339 NFDC owned

homes have been delivered to date. External / Internal financing of this programme has been factored into the medium-term forecast, with the rent income largely offset through property maintenance and management requirements.

Other New Budget Requirements (Medium Term)

57. In 2022/23 the Housing Service was allocated £5.5 million over 3 years to fund fire safety works on high-risk buildings. This was supplemented by an additional £500,000 for 2023/24. Approaching the end of year 3 of this programme indications are that a further £1.0 million is required to complete known works in 25/26 with an expectation that a similar level of funding will be required in subsequent years for the medium-term. The original allocated amount was an estimated cost, and the additional financial requirement represents known expenditure to date.
58. To meet the medium-term Government target of all Council owned housing properties having an energy performance certificate rating of C by 2030, the projected cost is an additional £9.3 million on top of existing capital programmes. The programme timeline is being worked on in more detail and will be reflected in the updated 30-year HRA Business Plan, and in future Medium Term Financial planning.
59. An internal review is underway to understand increased expenditure on the turnaround of empty (void) council properties for re-letting. The outcome of this review may have medium term implications on existing budgets.

Income Assumptions over the Medium Term and their Longer-Term impact

60. Current guidelines to March 2025 allowed for rent increases of CPI (September) + 1%. This was re-introduced in 2020/21, following 4 years of annual 1% rent reductions. However, the Government stepped in for 2023/24, capping increases at 7%, as opposed to sticking to the previous policy which would have seen allowable increases of 11.1% (based on 10.1% CPI + 1%). Early indications are that CPI +1% increases will continue under the new Government and therefore increases of 3% per year have been built into the MTFP.
61. The level of proposed rent for the 2025/26 financial year will ultimately be a Council decision in February 2025, to take effect from 6th April 2025.
62. As the budget preparation cycle progresses, factors such as the number of tenants in receipt of Housing Benefits and Universal Credit, which ultimately seek to cover the cost of accommodation,

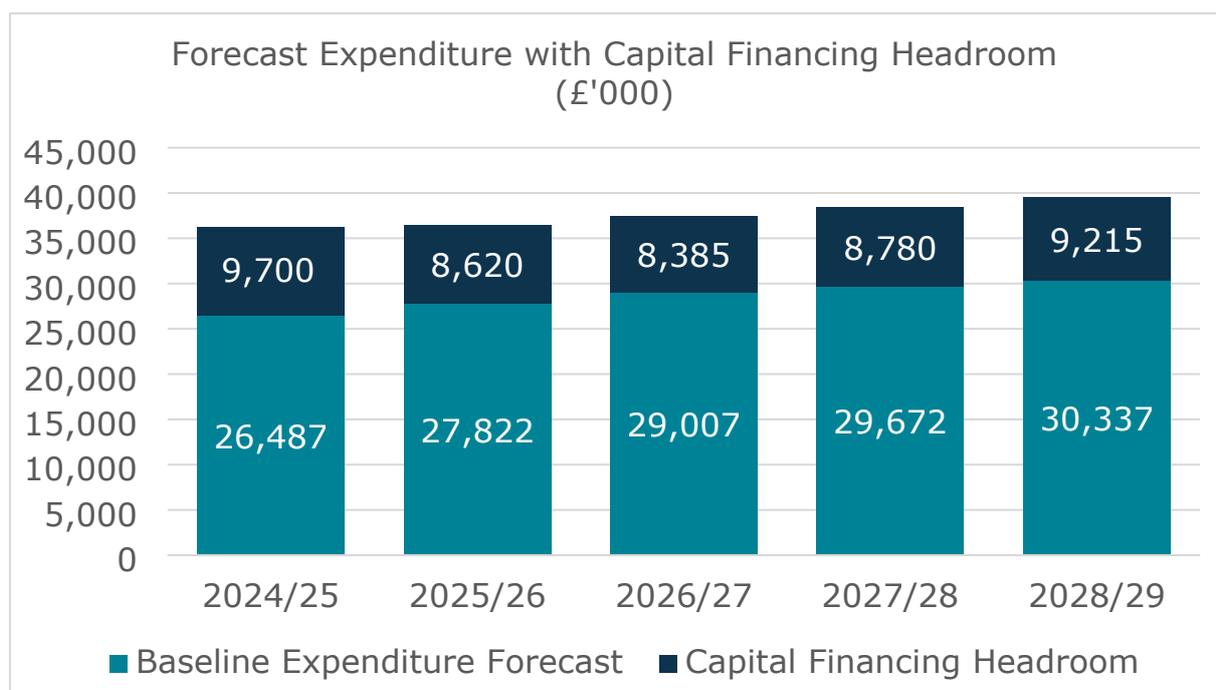
as against tenant numbers who do not, will be carefully considered. At present, approximately 68% of all housing tenants receive index linked state support.

- 63. External factors, such as rent levels currently applied across the district within the private rental market will also be considered as social and affordable rent should fundamentally be set in the context of the wider housing market.
- 64. Energy and other communal costs incurred within the HRA are generally largely recovered by service charges to individual tenants.

Overall Summary and the 30 Year Business Plan

65. The forecast budget adjustments and expenditure priorities as outlined above create a potential for reduced Capital Financing Headroom within the HRA (how much the HRA revenue budget can support the financing of the Capital Development Programme), equivalent to circa £1,315,000 by 2026/27 compared with 2024/25 available resources. This will necessitate a review of the overall capital programme even before building in the impact of the greener housing programme requirements to 2050.

66. Figure 2 – Forecast Expenditure with Capital Financing Headroom



67. The Council engages with an external consultant to assist with the preparation of its 30-year HRA business plan. The 30-year business plan was summarised as part of the budget setting for 2024/25 but is under further review now that clarity has been gained on long - term major repairs, replacement programmes and decarbonisation

costs. The Plan itself will come forward separately but it continues to help shape the forecasts as we look forward over the longer-term.

68. The Greener Housing Budget will need to take account of projected additional spend of over £9 million required to upgrade homes by 2030, and an additional circa. £125 million to decarbonise the stock ahead of 2050. Following recent structural changes in the housing maintenance service this decarbonisation work is being amalgamated with replacement programmes (kitchens, bathroom etc.) to gain maximum efficiencies in property upgrades. Whilst there is scope to offset some of these additional costs with grant funding there has been no announcements of future Government funding schemes beyond 2025. The Council continues to lobby the government to make significant grant funding available.
69. There are clearly significant competing demands on HRA resources at this time, whether that be regulated maintenance quality standards, health and safety compliance standards, the projected required spend of over £9 million to meet the EPC C 2030 target, the net zero carbon 2050 target, or the continued priority to deliver additional Council owned homes. In light of the significant external factors placed on the HRA, including an interest rate that has steeply risen from a 13-year average of less than 0.5% to a new level in the region of 5% and high inflation, internal discussions are ongoing to ensure the Council correctly align financial resources available and decisions taken through the Council's decision making process, working towards the achievement of a sound budget for 2025/26 in February 2025, with the 30-year HRA Business Plan to follow.

Budget Consultation

70. New legislation regarding social housing reform is not likely to significantly impact budgets for 2025/26, although there will be a requirement to increase the training budget due to the requirement to have qualified managers and staff in key roles. However, future years spending and budgeting for the HRA will need wider review, scrutiny and consultation with tenants as part of our commitments in the Tenant Engagement Strategy.
71. The Housing and Communities Overview and Scrutiny Panel will consider the HRA Medium Term Financial Plan and the detailed 2025/26 HRA budget in January 2025.
72. The Tenant Involvement Group will consider the HRA Medium Term Financial Plan in the Autumn and the detailed 2025/26 HRA budget in January 2025.

REPORTING TIMELINE

73. It is important that the Medium-Term Financial Planning of both the General Fund and HRA supports the ambition of the Council and remains driven by the objectives set out in the Corporate Plan. The organisation must be able to support both and must remain vigilant and susceptible to change. A timeline is set out in Table 3, paragraph 74, for Overview and Scrutiny and Cabinet which supports the development of the MTFP, through to the final setting of the 2025/26 budget.

74. Table 3 – Reporting Timeline

Item	Date	Meeting	Report
1	21 November 2024	Resources and Transformation Overview and Scrutiny	<ul style="list-style-type: none"> Financial Strategy Task and Finish Group feedback
2	26 November	Housing portfolio holder briefing	<ul style="list-style-type: none"> Budget update
3	4 December 2024	Cabinet	<ul style="list-style-type: none"> Medium Term Financial Plan (MTFP) Update
4	16 January 2025	Tenant Involvement Group (TIG)	<ul style="list-style-type: none"> Budget update
5	22 January 2025	Housing and Communities Overview and Scrutiny	<ul style="list-style-type: none"> Proposed Housing Revenue Account (HRA) Budget 2025/26
6	23 January 2025	Resources and Transformation Overview and Scrutiny	<ul style="list-style-type: none"> Asset Maintenance and Replacement Programme (AMR) and Capital Programme 2025/26 Capital Strategy 2025/26 Budget update
7	24 January 2025	Audit Committee	<ul style="list-style-type: none"> Investment Strategy Treasury Management Strategy
8	5 February 2025	Cabinet	<ul style="list-style-type: none"> Capital Strategy 2025/26 Community Grants 2025/26
9	24 February 2025	Cabinet	<ul style="list-style-type: none"> AMR and General Fund Capital Programme 2025/26 MTFP and Budget 2025/26 HRA Budget and the housing sector capital expenditure budget

Corporate plan priorities

75. The Council's Medium Term Financial Plan sets out to align the financial resources available to meet and deliver on Corporate Plan Priorities. More will be done on this as the budget preparation process evolves, heading towards the February 2025 adoption date.

Options appraisal

76. The Council's Medium Term Financial Plan sets out to provide options in the ultimate achievement of a balanced budget. As noted, some options will be more or less palatable than others as the process evolves, but key to a sound MTFP is that decisions are taken in the context of the medium-long term, not the short-term.

Consultation undertaken

77. Internal consultation between finance officers, service managers and budget holders has informed the latest assumptions included in the report and will continue throughout this process.
78. Additional consultation with the Financial Strategy Task and Finish Group and portfolio holders will occur during September through to November 2024.

Financial and resource implications

79. This is a financial report; therefore, all financial and resource implications are contained within the body of the report.

Legal implications

80. The council has a fiduciary duty to its taxpayers to be prudent in the administration of the funds on their behalf and an equal duty to consider the interests of the community which benefit from the services it provides.
81. It is the responsibility of councillors to ensure the council sets a balanced budget for the forthcoming year. In setting, such a budget councillors and officers of the council have a legal requirement to ensure it is balanced in a manner which reflects the needs of both current and future taxpayers in discharging these responsibilities. In essence, this is a direct reference to ensure that Council sets a financially sustainable budget which is mindful of the long-term consequences of any short-term decisions.
82. As a billing authority, failure to set a legal budget by 11 March each year may lead to intervention from the Secretary of State under section 15 of the Local Government Act 1999. It should however be noted that the deadline is, in reality, the 1 March each year to allow

sufficient time for the council tax direct debit process to be adhered to.

Risk assessment

83. None at this stage.

Environmental / Climate and nature implications

84. None at this stage, although it is worthy to note that the Council's Medium-Term Financial Planning will need to seek to support the delivery of the Council's Climate and Nature Action Plan.

Equalities implications

85. None at this stage.

Crime and disorder implications

86. There are no direct implications regarding crime and disorder as a result of this report.

Data protection / Information governance / ICT implications

87. There are no direct implications regarding data protection, information governance or ICT as a result of this report.

Appendices

Appendix 1 – Medium Term Financial Plan 2025-2029 - Summary of Resources

Appendix 2 – Medium Term Financial Plan 2025-2029 - Summary of Budget Requirement

Appendix 3 – Medium Term Financial Plan 2025-2029 – Options Identified to Close Budget Shortfall

Appendix 4 – Housing Revenue Account Medium Term Financial Plan 2025-2029 - Summary of Budget Requirement 2025/26-2028/29

Appendix 5 – Car Parking Proposed Fees and Charges from 1 January 2025

Appendix 6 - Proposed Keyhaven river fees and charges from 1 January 2025

Background Papers:

Cabinet 21 February 2024 – Budget Reports 2024/25

[Housing Revenue Account Budget and the Housing Public Sector Capital Expenditure Programme 2024/25](#)

[Medium Term Financial Plan and Annual Budget 2024/25](#)

MEDIUM TERM FINANCIAL PLAN 2025 - 2029

SUMMARY OF RESOURCES

	2024/25	2025/26	2026/27	2027/28	2028/29
Original					
Budget	Forecast	Forecast	Forecast	Forecast	Forecast
£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
Total Government Determined Resources	9,898	9,753	9,341	8,031	7,423
Total Council Tax (Tax Base growth only)	14,459	15,188	15,629	16,073	16,521
Total Collection Funds	179	200	200	200	200
TOTAL FUNDING	24,536	25,141	25,170	24,304	24,144
Cumulative Change from Original 2024/25		605	634	-232	-392
%age change		2.5%	2.6%	-0.9%	-1.6%

MEDIUM TERM FINANCIAL PLAN 2025 - 2029

SUMMARY OF BUDGET REQUIREMENT

	2025/26	2026/27	2027/28	2028/29
	Forecast	Forecast	Forecast	Forecast
	£'000's	£'000's	£'000's	£'000's
Baseline Funding 2024/25	24,536	24,536	24,536	24,536
Budget Adjustments 2025/26 - 2028/29				
Pay & Price Increases	760	720	720	720
Budget adjustments relating to one-off items	-855	-333	0	0
Waste Service Changes	1,079	-1,255	-60	0
Ongoing Savings and Income Generation	0	200	100	50
New Budget Requirements and Alignment of Budget to Priorities	249	181	-250	25
Cumulative effect of Known Budget Adjustments	1,233	746	1,256	2,051
Total Budget Requirement (Baseline + Adjustments)	25,769	25,282	25,792	26,587
Total Funding Available (as Appendix 1)	25,141	25,170	24,304	24,144
Estimated Cumulative Surplus / Shortfall (-)	-628	-112	-1,488	-2,443

MEDIUM TERM FINANCIAL PLAN 2025 - 2029

OPTIONS IDENTIFIED TO CLOSE BUDGET SHORTFALL

Cumulative Property Investment Income
 Cumulative Targeted Transformation Programme
 Cumulative Targeted Fees and Charges Growth

MTFP 26/27 Potential Impacts....

Impact OR Mitigation: Business Rate Changes
 Impact OR Mitigation: Fair Funding Review
 Mitigation: EPR Income from HMT
 Mitigation: Tax Raising Flexibilities
 Mitigation: Reduce RCCO

Total of the Options Identified

Use of Equalisation Reserves (-) / Headroom +

2025/26	2026/27	2027/28	2028/29
Forecast	Forecast	Forecast	Forecast
£'000's	£'000's	£'000's	£'000's
100	350	350	350
0	458	916	1,250
500	750	900	1,050
+ / - ?	+ / - ?	+ / - ?	+ / - ?
+ / - ?	+ / - ?	+ / - ?	+ / - ?
- ?	- ?	- ?	- ?
	- ?	- ?	- ?
- ?	- ?	- ?	- ?
600	1,558	2,166	2,650
-28	1,446	678	207

Reserves Supporting the MTFP

General Fund Balance	3,000	3,000	3,000	3,000	3,000
Budget Equalisation Reserve	2,699	2,699	2,699	2,699	2,699

HOUSING REVENUE ACCOUNT MEDIUM TERM FINANCIAL PLAN 2025 - 2029

	2025/26	2026/27	2027/28	2028/29
SUMMARY OF BUDGET REQUIREMENT 2025/26 - 2028/29	Forecast	Forecast	Forecast	Forecast
	£'000's	£'000's	£'000's	£'000's
Pay & Price Increases				
Pay Award (assumed 2%-2.5%)	160	150	150	150
Increments	65	65	65	65
Prices (third party contracts, utilities etc)	450	450	450	450
Total Pay & Price Increases	675	665	665	665
Other Budget adjustments				
Internal/External Financing Costs of Capital Programme	660	520	0	0
Total Other Budget adjustments	660	520	0	0
Cumulative Impact of Expenditure Increases and Adjustments	1,335	2,520	3,185	3,850
Ongoing Savings and Income Generation				
Rent Increases @ CPI +1%	-1,000	-1,030	-1,060	-1,100
Adjustment for 53 week rent year in 23/24	585			
Interest Receivable	160	80		
Total Ongoing Savings and Income Generation	-255	-950	-1,060	-1,100
Cumulative effect of Savings and Income Generation	-255	-1,205	-2,265	-3,365
Additional(-)/Reduced Resources to support Capital Programme	1,080	1,315	920	485

APPENDIX 5 – CAR PARKING FEES AND CHARGES

NOTICE OF VARIATION OF CHARGES: OFF STREET CAR PARKING PLACES

**NEW FOREST DISTRICT COUNCIL
DISTRICT OF NEW FOREST (OFF-STREET PARKING PLACES) ORDER 2005, AS
AMENDED
NOTICE OF VARIATION**

VARIATION OF CHARGES: OFF-STREET CAR PARKING PLACES

This Notice is given under Section 35C of the Road Traffic Regulation Act 1984, and varies the charges in off-street amenity parking places.

The varied charges will come into effect on **1st JANUARY 2025** as indicated below.

1. AMENITY PARKING PLACES – NEW OFF-SEASON TARIFF CHARGES AND PERIOD SITUATION OF PARKING PLACES		CURRENT CHARGE FOR PERIOD 1 JANUARY TO 31 MARCH/ 1 OCTOBER TO 31 DECEMBER		PROPOSED CHARGE FOR PERIOD 1 JANUARY TO 31 MARCH/ 1 OCTOBER TO 31 DECEMBER	
Lymington Keyhaven	Town Quay (short stay)	Up to 1 hour	£1.00	Up to 1 hour	£1.50
	Keyhaven (short stay), Ancient Highway	Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 3 hours	£5.00	Up to 3 hours	£5.20
Lymington	Bath Road	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 4 hours	£5.00	Up to 4 hours	£5.20
		Up to 6 hours	£7.00	Up to 6 hours	£7.30
		Up to 24 hours	£11.00	Up to 24 hours	£11.40
		Up to 48 hours	£17.00	Up to 48 hours	£17.60
Keyhaven Lymington	Keyhaven Road Town Quay (long stay)	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 4 hours	£5.00	Up to 4 hours	£5.20
		Up to 6 hours	£7.00	Up to 6 hours	£7.30
		Up to 20 hours	£11.00	Up to 20 hours	£11.40
Barton-on-Sea Calshot Milford-on-Sea	Marine Drive (East), Marine Drive (West), Marine Drive 3 Areas north of Jack Maynard Road on either side of B3053, Areas adjoining south side of Jack Maynard Road, Areas adjoining north side of Jack Maynard Road to the west of Calshot Activities Centre Hordle Cliff (East), (known as “Paddy’s Gap”), Hordle Cliff (West), Area of land on the north-east side of Hurst Road (known as “Sturt Pond”), Hurst Road (East), Hurst Road (West), Taddiford Gap	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 4 hours	£4.00	Up to 4 hours	£4.20
		Up to 6 hours	£5.50	Up to 6 hours	£5.80
		Up to 20 hours	£9.00	Up to 20 hours	£9.30

2. AMENITY PARKING PLACES – NEW ON-SEASON TARIFF CHARGES AND PERIOD SITUATION OF PARKING PLACES		CURRENT CHARGE FOR PERIOD 1 APRIL TO 30 SEPTEMBER		PROPOSED CHARGE FOR PERIOD 1 APRIL TO 30 SEPTEMBER	
Lymington Keyhaven	Town Quay (short stay) Keyhaven (short stay), Ancient Highway	Up to 1 hour £1.00 Up to 2 hours £4.00 Up to 3 hours £6.00	Up to 1 hour £1.50 Up to 2 hours £4.20 Up to 3 hours £6.30		
Lymington	Bath Road	Up to 1 hour £1.00 Up to 2 hours £4.00 Up to 4 hours £6.00 Up to 6 hours £8.00 Up to 24 hours £12.00 Up to 48 hours £18.00 Up to 72 hours £24.00	Up to 1 hour £1.50 Up to 2 hours £4.20 Up to 4 hours £6.30 Up to 6 hours £8.30 Up to 24 hours £12.40 Up to 48 hours £18.60 Up to 72 hours £24.80		
Keyhaven Lymington	Keyhaven Road Town Quay (long stay)	Up to 1 hour £1.00 Up to 2 hours £4.00 Up to 4 hours £6.00 Up to 6 hours £8.00 Up to 20 hours £12.00	Up to 1 hour £1.50 Up to 2 hours £ 4.20 Up to 4 hours £6.30 Up to 6 hours £8.30 Up to 20 hours £12.40		
Barton-on-Sea Calshot Milford-on-Sea	Marine Drive (East), Marine Drive (West), Marine Drive 3 Areas north of Jack Maynard Road on either side of B3053, Areas adjoining south side of Jack Maynard Road, Areas adjoining north side of Jack Maynard Road to the west of Calshot Activities Centre Hordle Cliff (East), (known as “Paddy’s Gap”), Hordle Cliff (West), Area of land on the north-east side of Hurst Road (known as “Sturt Pond”), Hurst Road (East), Hurst Road (West), Taddiford Gap	Up to 1 hour £1.00 Up to 2 hours £4.00 Up to 4 hours £5.00 Up to 6 hours £6.50 Up to 20 hours £10.00	Up to 1 hour £1.50 Up to 2 hours £4.20 Up to 4 hours £5.20 Up to 6 hours £6.70 Up to 20 hours £10.40		

3. TOWN AND VILLAGE PARKING PLACES – NEW TARIFF CHARGES AND PERIOD SITUATION OF PARKING PLACES		CURRENT CHARGE FOR PERIOD 1 JANUARY TO 31 DECEMBER		PROPOSED CHARGE FOR PERIOD 1 JANUARY TO 31 DECEMBER	
Beaulieu Burley Fordingbridge Hythe Lymington Lyndhurst New Milton Ringwood Totton	Village Centre	Up to 1 hour	£1.00	Up to 1 hour	£1.50
	Village centre	Up to 2 hours	£3.00	Up to 2 hours	£3.10
	Roundhill	Up to 3 hours	£3.50	Up to 3 hours	£3.70
	A338 Slip Road	Up to 4 hours	£4.00	Up to 4 hours	£4.20
	Jones Lane	Up to 5 hours	£5.00	Up to 5 hours	£5.20
	New Road	Up to 20 hours	£8.00	Up to 20 hours	£8.30
	Barfields				
	Cannon Street East				
	Cannon Street West				
	Emsworth Road				
	Gosport Street				
	Southampton Road				
	St Thomas Street				
	Town Hall				
High Street					
Crossmead Avenue					
Elm Avenue					
Spencer Road North					
Spencer Road South					
Blynckbonnie					
Furlong					
Civic Centre					
Elingfield					
Rumbridge Street					
Westfield Road					
Winsor Road					
Brockenhurst	Brookley Road	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 3 hours	£3.50	Up to 3 hours	£3.70
		Up to 4 hours	£4.00	Up to 4 hours	£4.20
		Up to 5 hours	£5.00	Up to 5 hours	£5.20
		Up to 8 hours	£6.00	Up to 8 hours	£6.30
Milford on Sea	Sea Road	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 3 hours	£3.50	Up to 3 hours	£3.70
		Up to 4 hours	£4.00	Up to 4 hours	£4.20
		Up to 5 hours	£5.00	Up to 5 hours	£5.20
		Up to 6 hours	£5.70	Up to 6 hours	£5.90
		Up to 7 hours	£6.40	Up to 7 hours	£6.60
		Up to 8 hours	£6.50	Up to 8 hours	£6.70
		Up to 9 hours	£7.00	Up to 9 hours	£7.30
		Up to 20 hours	£10.40	Up to 20 hours	£10.80
New Milton	Osborne Road	Up to 1 hour	£1.00	Up to 1 hour	£1.50
		Up to 2 hours	£3.00	Up to 2 hours	£3.10
		Up to 3 hours	£3.50	Up to 3 hours	£3.70
		Up to 4 hours	£4.00	Up to 4 hours	£4.20
		Up to 5 hours	£5.00	Up to 5 hours	£5.20
		Up to 6 hours	£6.00	Up to 6 hours	£6.30

NEW FOREST DISTRICT COUNCIL

**DISTRICT OF NEW FOREST (OFF-STREET PARKING PLACES) ORDER 2005, AS AMENDED
NOTICE OF VARIATION**

**VARIATION OF CHARGES: OFF-STREET CAR PARKING PLACES
PARKING CLOCKS**

This Notice is given under Section 35C of the Road Traffic Regulation Act 1984, and varies the charges for parking clocks.

The varied charges will come into effect on **1 JANUARY 2025**.

TYPE OF CLOCK		CURRENT CHARGE £	NEW CHARGE £
District-wide Parking Clock (long stay) – annual (valid in parking places listed at both A and B below)	1 January to 31 December or part thereof	220.00	230.00
District-wide Parking Clock (long stay) – three-monthly (valid in parking places listed at both A and B below)	1 January to 31 March or part thereof; 1 April to 30 June or part thereof; 1 July to 30 September or part thereof; 1 October to 31 December or part thereof	65.00	70.00
Shoppers' Parking Clock – annual (valid in parking places listed at A below)	1 January to 31 December or part thereof	40.00	45.00

PARKING PLACES TO WHICH THIS NOTICE RELATES

- A. **Beaulieu; Brockenhurst** Brookley Road (short stay), Brookley Road (long stay); **Burley; Fordingbridge** Round Hill (short stay), Round Hill (long stay) and A338 Slip Road); **Hythe** Jones Lane (short stay), Jones Lane (long stay), New Road (short stay), New Road (long stay), **Lymington** Barfields, Cannon Street East (short stay), Cannon Street East (long stay), Cannon Street (West), Emsworth Road, Gosport Street (short stay), Gosport Street (long stay), Southampton Road, St Thomas Street (short stay), St Thomas Street (long stay), Town Hall (area allocated for seven day public parking), Town Hall (area allocated for Weekends and Bank/Public holiday public parking); **Lyndhurst** High Street (short stay), High Street (long stay); **Milford-on-Sea** Sea Road (short stay), Sea Road (long stay); **New Milton** Crossmead Avenue, Elm Avenue (short stay), Elm Avenue (long stay), Osborne Road (short stay), Osborne Road (long stay), Spencer Road North, Spencer Road South); **Ringwood** Furlong (South), Furlong (North West), Furlong (North East), Blynkbonnie (short stay), Blynkbonnie (long stay); **Totton**, Civic centre, Elingfield, Westfield Road (short stay), Westfield Road (long stay), Winsor Road, Rumbridge Street (Mon to Fri only)
- B. **Barton-on-Sea** Marine Drive (East), Marine Drive (West), Marine Drive 3); **Calshot** Areas North of Jack Maynard Road on either side of B3053, Areas adjoining South side of Jack Maynard Road, Area adjoining North side of Jack Maynard Road to the west of Calshot Activities Centre); **Keyhaven** (Keyhaven Road), Keyhaven Ancient Highway (short stay); **Lymington** Bath Road, Town Quay (short stay), Town Quay (long stay); **Milford-on-Sea** Hordle Cliff (East) ("Paddy's Gap"), Hordle Cliff (West), Area of land on North-East side of Hurst Road ("Sturt Pond"), Hurst Road (East), Hurst Road (West), Taddiford Gap).

All parking clocks are valid subject to the terms and conditions contained in the District of New Forest (Off-Street Parking Places) Order 2005 (as amended).

The conditions on which parking is permitted are set out in the District of New Forest (Off-Street Parking Places) Order 2005 (as amended).

All charges are subject to the maximum waiting times advertised in individual car parks.

The hours during which charging applies will not change.

The amounts for Penalty Charges, Discounted Penalty Charges (if paid within 14 days), and Penalty Charges not paid, will not change.

ENVIRONMENT & SUSTAINABILITY PORTFOLIO
KEYHAVEN RIVER PROPOSED SCALE OF FEES AND CHARGES FOR 2025

		NFDC Council Tax Payers				Non NFDC Council Tax Payers (50% Surcharge)							
		Current Charge ex VAT 2024 £	Proposed Charge ex VAT 2025 £	Increase £	%	Current Charge inc VAT 2024 £	Proposed Charge inc VAT 2025 £	Current Charge ex VAT 2024 £	Proposed Charge ex VAT 2025 £	Increase £	%	Current Charge inc VAT 2024 £	Proposed Charge inc VAT 2025 £
With effect from 1 January until 31 December 2025													
KEYHAVEN RIVER													
Waiting List Fee													
Moorings		49.50	51.98	2.48	5.0	59.40	62.37	74.25	77.96	3.71	5.0	89.10	93.56
Dinghy Park		49.50	51.98	2.48	5.0	59.40	62.37	74.25	77.96	3.71	5.0	89.10	93.56
Annual Admin Fee		9.90	10.40	0.49	5.0	11.88	12.47	14.85	15.59	0.74	5.0	17.82	18.71
Note: Waiting list fee will be discounted off first years mooring fees once offer of annual mooring accepted.													
Licence Fees - Private Moorings (12 months)													
		148.50	155.93	7.43	5.0	178.20	187.11	← Same as NFDC Council Tax Payer					
Mooring Fees (including licence fee and river dues)													
Small (M2)		445.50	467.78	22.28	5.0	534.60	561.33	668.25	701.66	33.41	5.0	801.90	842.00
Medium (M3)		495.00	519.75	24.75	5.0	594.00	623.70	742.50	779.63	37.13	5.0	891.00	935.55
Medium + (M4)		594.00	623.70	29.70	5.0	712.80	748.44	891.00	935.55	44.55	5.0	1,069.20	1,122.66
Large (M5)		891.00	935.55	44.55	5.0	1,069.20	1,122.66	1,336.50	1,403.33	66.82	5.0	1,603.80	1,683.99
Large + (M6)		1,089.00	1,143.45	54.45	5.0	1,306.80	1,372.14	1,633.50	1,715.18	81.68	5.0	1,960.20	2,058.21
Wall Moorings													
Suitable for less than 12 feet and/or less than 15 hp (M1)		346.50	363.83	17.33	5.0	415.80	436.59	519.75	545.74	25.99	5.0	623.70	654.89
Suitable for 12 feet or more and/or 15 hp or more (M3)		495.00	519.75	24.75	5.0	594.00	623.70	742.50	779.63	37.13	5.0	891.00	935.55
Dinghy Park													
Dinghy Park	Per space per annum	297.00	311.85	14.85	5.0	356.40	374.22	445.50	467.78	22.28	5.0	534.60	561.33
Seasonal Let	Per week (October to March)	14.85	15.59	0.74	5.0	17.82	18.71	← Same as NFDC Council Tax Payer					
	Per week (April, May & Sep)	24.75	25.99	1.24	5.0	29.70	31.19	← Same as NFDC Council Tax Payer					
	Per week (June, July & August)	39.60	41.58	1.98	5.0	47.52	49.90	← Same as NFDC Council Tax Payer					
Dinghy winter storage in dinghy park	Sub-let spaces only (Nov to Mar)	N/A	83.33	N/A	N/A	N/A	100.00	← Same as NFDC Council Tax Payer					
Grass Bank	Per annum	198.00	207.90	9.90	5.0	237.60	249.48	198.00	207.90	9.90	5.0	356.40	374.22
Specific Groups													
Fisherman Association	Wall mooring	49.50	51.98	2.48	5.0	59.40	62.37	← Same as NFDC Council Tax Payer					
Keyhaven Sea Scouts	Seasons launching	0.00	0.00	0.00	0.0	0.00	0.00	← Same as NFDC Council Tax Payer					

ENVIRONMENT & SUSTAINABILITY PORTFOLIO
KEYHAVEN RIVER PROPOSED SCALE OF FEES AND CHARGES FOR 2025

With effect from 1 January until 31 December 2025	NFDC Council Tax Payers						Non NFDC Council Tax Payers (50% Surcharge)						
	Current Charge ex VAT	Proposed Charge ex VAT	Increase		Current Charge inc VAT	Proposed Charge inc VAT	Current Charge ex VAT	Proposed Charge ex VAT	Increase		Current Charge inc VAT	Proposed Charge inc VAT	
	2024	2025	£	%	2024	2025	2024	2025	£	%	2024	2025	
River Dues (includes launching fees)													
Single launch													
Kayaks Canoes and paddleboards	9.90	10.40	0.49	5.0	11.88	12.47	← Same as NFDC Council Tax Payer						
Sailing vessels and/or engine size 5hp or less	9.90	10.40	0.49	5.0	11.88	12.47	← Same as NFDC Council Tax Payer						
Boats with engine size over 5hp to 10 hp	14.85	15.59	0.74	5.0	17.82	18.71	← Same as NFDC Council Tax Payer						
Boats with engine size over 10hp to 50 hp	24.75	25.99	1.24	5.0	29.70	31.19	← Same as NFDC Council Tax Payer						
Boats with engine size over 50 hp	49.50	51.98	2.48	5.0	59.40	62.37	← Same as NFDC Council Tax Payer						
Personal water craft (Jet Skis)	91.66	96.24	4.58	5.0	109.99	115.49	← Same as NFDC Council Tax Payer						
Season launch													
Kayaks Canoes and paddleboards	29.70	31.19	1.49	5.0	35.64	37.42	← Same as NFDC Council Tax Payer						
Sail boats and/or engine 5hp or less	29.70	31.19	1.49	5.0	35.64	37.42	← Same as NFDC Council Tax Payer						
Boats with engine size over 5hp to 10 hp	49.50	51.98	2.48	5.0	59.40	62.37	← Same as NFDC Council Tax Payer						
Boats with engine size over 10hp to 50 hp	99.00	103.95	4.95	5.0	118.80	124.74	← Same as NFDC Council Tax Payer						
Boats with engine size over 50 hp	198.00	207.90	9.90	5.0	237.60	249.48	← Same as NFDC Council Tax Payer						
Moving boat to allow for mooring maintenance	39.60	41.58	1.98	5.0	47.52	49.90	← Same as NFDC Council Tax Payer						
Anchorage/Visitor Moorings													
Anchorage	9.90	10.40	0.49	5.0	11.88	12.47	← Same as NFDC Council Tax Payer						
Large Mooring (for over 27ft)	19.80	20.79	0.99	5.0	23.76	24.95	← Same as NFDC Council Tax Payer						
Medium/small Mooring (up to 27ft)	14.85	15.59	0.74	5.0	17.82	18.71	← Same as NFDC Council Tax Payer						
Quayside	29.70	31.19	1.49	5.0	35.64	37.42	← Same as NFDC Council Tax Payer						
Anchorage	49.50	51.98	2.48	5.0	59.40	62.37	← Same as NFDC Council Tax Payer						
Large Mooring (for over 27ft)	79.20	83.16	3.96	5.0	95.04	99.79	← Same as NFDC Council Tax Payer						
Medium/small Mooring (up to 27ft)	69.30	72.77	3.47	5.0	83.16	87.32	← Same as NFDC Council Tax Payer						
Quayside	See note	See note	N/A	N/A	See note	See note	← Same as NFDC Council Tax Payer						
Note: Only in exceptional circumstances - speak to river warden first													
Short stay (less than 4 hours)													
Anchorage	5.94	6.24	0.30	5.0	7.13	7.48	← Same as NFDC Council Tax Payer						
Moorings	9.90	10.40	0.49	5.0	11.88	12.47	← Same as NFDC Council Tax Payer						
Quayside	11.88	12.47	0.59	5.0	14.26	14.97	← Same as NFDC Council Tax Payer						

NOTE: VAT inclusive figures are shown using the current VAT rate of 20% as at September 2024. Actual charge will use the prevailing rate of VAT. Charges which are zero rated or not subject to VAT are marked * either individually or by service.

KEYHAVEN – FULL AND PRO RATA RATES

January to December	As per tables above
July to December	25% off
October to December	50% off

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Cabinet – 2 October 2024

Updates to Contract Standing Orders

Purpose	For Review
Classification	Public
Executive Summary	<p>The Council’s Contract Standing Orders have been reviewed. The review included consideration of the upcoming changes to procurement regulations, a benchmarking exercise with other similar Councils, and a feedback session with the Senior Leadership Team.</p> <p>This report sets out the proposed changes. The key proposed changes are:</p> <ol style="list-style-type: none"> 1. Increasing the transparency threshold (at which we advertise contracts openly to the market) from £50k to £100k. 2. Requiring all requests for quotations to include at least 1 supplier from the local and surrounding areas, where possible. 3. Increased scrutiny through a Breaches order, in which all known or discovered breaches of the Contract Standing Orders are reported to the Statutory Officers Group and the Audit Committee. <p>The proposed Contract Standing Orders for adoption from 28 October 2024 are set out in Appendix 1.</p> <p>Furthermore, the proposed Contract Standing Orders for adoption when the new regulations come into force (currently planned for 24 February 2025) are set out in Appendix 2 and include the legislative changes.</p>
Recommendation	The Cabinet is asked to recommend that Council approve the Contract Standing Orders as set out in Appendices 1 and 2.
Reasons for recommendation	The Council’s current Contract Standing Orders document was introduced in March 2018 and has not been subject to major scrutiny or review since then.

	<p>Furthermore, the UK's public procurement regulations are being replaced with one set of regulations under the Procurement Act 2023. This was due to come into force on 28 October 2024 and it was planned to introduce all changes at the same time, but the current working date for go-live has now been postponed by the Cabinet Office to 24 February 2025.</p>
Wards	All
Portfolio Holder	Councillor Jeremy Heron – Finance & Corporate
Strategic Director	Alan Bethune – Strategic Director Corporate Resources & Transformation
Officer Contact	<p>Josie West Strategic Procurement Manager 02380 285741 Josie.west@nfdc.gov.uk</p>

Introduction and background

1. The Council is required under the Local Government Act 1972 to draw up a set of Contract Standing Orders. These orders provide a set of rules that must be followed in relation to the procurement of all goods, services and works by the Council. Procurement rules for the Council are also mandated by the public procurement regulations, currently legislated under the Public Contract Regulations 2015.
2. The UK's public procurement regime is being reformed, in which the four existing sets of regulations (including the Public Contract Regulations 2015) are being replaced with one set of regulations under the Procurement Act 2023. The new regime was due to come into force on 28 October 2024 and this review was originally aligned with that date. However, the Cabinet Office advised on 12 September 2024 that the go-live date had been postponed until 24 February 2025.
3. The current version of the Council's Contract Standing Orders was introduced in March 2018 and has only had minor amendments and additions made since then. In keeping with the introduction of the new regulations, the Strategic Procurement Manager has undertaken a full review of the Contract Standing Orders and proposed some changes as outlined within this report.
4. This review has included consideration of the following:
 - i. New regulatory requirements as set out in the Procurement Act 2023.
 - ii. A benchmarking exercise against ten comparable Councils in the South (2 x City Councils, 4 x District Councils, 3 x Borough Councils and 1 x Unitary Council), with similar annual expenditure and population size.
 - iii. Feedback from the Senior Leadership team and their nominated Contract Administrators and Purchasing Coordinators, obtained as part of a Masterclass training session and via questionnaires.
 - iv. Assessment of the Council's procurement data for 2023/24.

Key outcome sought

5. The key outcome sought is to recommend the proposed changes to Contract Standing Orders for approval by Council. The Contract Standing Orders proposed for adoption on 28 October 2024 are set out in Appendix 1. The Contract Standing Orders in Appendix 2 also incorporate the changes set out in the Procurement Act 2023 and

are proposed for adoption when the new regulations come into force (currently planned for 24 February 2025).

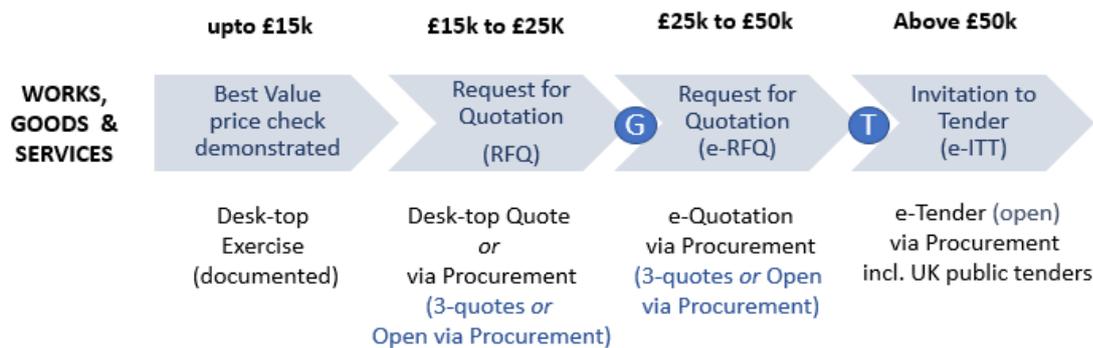
General and formatting changes

6. The format of the document has been changed for ease of use, with the document being split into three parts:
 - i. Part 1 – Introduction & Compliance
 - ii. Part 2 – Orders
 - iii. Part 3 – Appendices
7. A contents page has been added, with links to each section for convenience.
8. The previous Contract Standing Orders referred to 'Service Managers' which does not correlate to the Council's current organisational structure. This has been modified throughout the document to 'Senior/Service Managers', with a definition added to clarify that these persons must be a member of the Senior Leadership Team.
9. The Scheme of Delegation at Annex B of the Contract Standing Orders has been updated to reflect the current organisational structure at the Council. It additionally aligns the authorisation levels for raising purchase orders and payment of invoices, with the authorisation levels for signing of contracts, thereby providing a more consistent and clearer approach.
10. It is recommended that the Contract Standing Orders are henceforth reviewed every 4 years.

Thresholds

11. Other than those thresholds set out by law, the current contract thresholds have not been amended since the introduction of this version in 2018, despite inflationary rises during this time.
12. The thresholds set out by law, at which the Council is legally required to openly advertise on the UK-wide Central Digital Platform are £214,904 for goods and services and £5,372,609 for works.
13. The current and proposed thresholds as set out in the Council's Contract Standing Orders are set out below.

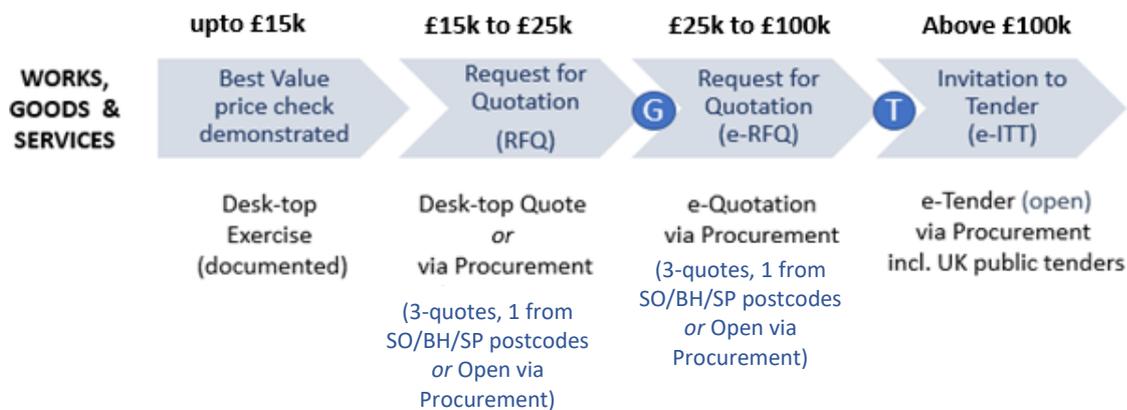
Current thresholds:



Key: **G** = Gateway Review required for any Contract exceeding £25,000

T = Transparency – All contracts £50k+ must be openly advertised via Procurement

Proposed thresholds:



Key: **G** = Gateway Review required for any Contract exceeding £25,000

T = Transparency – All contracts £100k+ must be openly advertised via Procurement

12. It is proposed that the minimum threshold for Gateway Review remains unchanged at £25,000 (excluding VAT). This aligns with the legislative requirement to consider any contracts over £30,000 (including VAT) as a 'regulated below-threshold contract'. For these contracts, the Council is required to publish a 'contract details notice' on the central digital platform.
13. It is proposed that the minimum threshold for an Open Tender is raised from £50,000 to £100,000 (excluding VAT). Benchmarking found that 80% of the Councils reviewed had an 'open tender' threshold of £100,000 or higher. Increasing the threshold for an open tender to £100,000 will provide the following benefits:

- a. It will result in work being appropriately employed regarding the level of risk. For example, in many cases the service teams will only need to evaluate and score 3 quotations, instead of an open number of quotations which can sometimes be up to 15.
 - b. It will allow the Procurement team to focus resource on the high-value and high-risk contracts, in a timely manner, that are above the legislated thresholds and therefore attract increased obligations.
- 14. For contracts valued between £25k - £100k, the Procurement team will advise and agree, in conjunction with the service team, the most appropriate procurement route depending on the contract and the market. Nevertheless, the minimum requirement will be to request three quotations, one of which must be from a local supplier (where possible). A local supplier is defined, for this purpose, as operating within the SO, BH and SP postcode regions. This will support the Council's Procurement Strategy and align with its guiding principles:
 - i. 'Value' – A minimum of three quotations will ensure a competitive exercise takes place to achieve value for money.
 - ii. 'Fairness' – Stipulating that at least one quotation must be requested from a local supplier promotes engagement with local businesses and encourages them to bring forward solutions to help the Council deliver better services.

Exemptions

- 15. Under the current Contract Standing Orders, orders placed through a Framework Agreement are listed as exempt from the Contract Standing Orders. This has caused some confusion with service teams, as they should only be exempt from the Tendering Thresholds, and still subject to other provisions of the Orders, such as the Gateway Review Process. The Contract Standing Orders have therefore been updated to clarify this position.

Breaches and waivers

- 16. The Waivers order has been updated to reflect the new legislation and current organisational structure at the Council. It has also been strengthened by stating that alternative procurement options should be firstly explored and exhausted prior to seeking a waiver.
- 17. To enhance our internal processes and governance, the Strategic Procurement Manager proposes implementing a Breaches order, to assign responsibilities for reporting all known or discovered breaches of the Contract Standing Orders to the Statutory Officers

Group, made up of the Chief Executive, Section 151 Officer and Monitoring Officer, and subsequently to the Audit Committee. This increased scrutiny will improve compliance with the Contract Standing Orders, as well as reduce the risk to the Council of litigation due to non-compliance with the Public Procurement Regulations.

Evaluation of bids

18. Feedback from the leadership team was that their teams would benefit from further guidance in respect of the evaluation process. It is therefore proposed to set out the roles and responsibilities in respect of the evaluation of quotations/tenders.
19. The requirements have been established based on value, to align with the thresholds, and should be considered a minimum requirement. Please refer to table below:

Tendering Threshold (Excluding VAT)	Evaluation Panel	Moderator
Up to £15k	Officer	None
£15k - £25k	Officer and Line Manager	None
£25k - £100k	Officer and Line Manager	None (Procurement Team if open tender)
£100k – UK Threshold	Officer and Line Manager (including Senior/Service Manager)	Procurement Team
UK Threshold +	Officer and Line Manager (including Senior/Service Manager)	Procurement Team

20. Irrespective of whichever tendering threshold, the placing of orders and approval of invoices must adhere to the Council’s Financial Regulations.

Climate & sustainability

21. The Council is committed to its responsibilities regarding climate change and sustainability and aims to embed consideration of these issues within the procurement process.

22. It is therefore proposed that, for all contracts valued at £100,000 or above, a minimum of 5% of the evaluation weighting must be allocated to climate change and sustainability actions.
23. This proposal was supported by the leadership team at a recent feedback session and aligns with the improvement goals for the Environment objectives as set out in the Procurement Strategy 2024, as well as the Climate Change and Nature Emergency Action Plan.

Contract modifications

24. The new Procurement regulations will allow more flexibility to modify contracts. Previously, modifications were permitted up to a maximum percentage value (10% for goods/services, 15% for works, or up to 50% in the event of unforeseen circumstances) of the **original** contract value. Under the new regulations, modifications will be permitted up to the same percentage values of the **current** contract value. Therefore, modifications may be made successively, allowing for multiple separate modifications, incrementally, increasing the contract value to the maximum percentage of the immediately preceding value of the contract each time. The Contract Standing Orders in Appendix 2 have been updated to reflect this.
25. All contract modifications are recorded and authorised by Senior/Service Managers. When a modification results in the total contract value reaching the next threshold, authorisation of the modification will be required by the relevant officer, as per section 11.1.1 of the Council's Financial Regulations.
26. Contract modifications will be reported to the Executive Management Team twice yearly and brought to Members attention as appropriate.

Corporate plan priorities

25. The Contract Standing Orders apply to all officers and provide a framework to enable all service teams to procure goods, services and works to support the activities of their service. It therefore supports all the priorities within the corporate plan.
26. It provides particular support to the Prosperity priority; changes to our request for quotation process proposed in this report will require officers to obtain quotes from suppliers within the district and neighbouring areas, which supports the business base and economic centres in and around the District and champions the local economy.

Options appraisal

27. An alternative option would be to only make the changes required from the new regulations coming into force. However, a holistic approach was preferred, and a review was undertaken which took into account benchmarking from other Councils as well as feedback from the service teams.

Consultation undertaken

28. Consultations were undertaken with the Senior Leadership team, Contract Administrators and Purchasing Coordinators, as well as the Finance and Legal teams. This report has also been scrutinised by the September Resources & Transformation Overview & Scrutiny Panel.

Financial and resource implications

29. There are no direct financial implications as a result of this report. The revisions do however empower managers across the Council to make more procurement decisions in their service areas due to the increase in threshold for those contracts requiring an open tender. All expenditure incurred as part of these procurement processes will require an approved budget. Any approved budget will have gone through its own authorisation process in line with the financial regulations.

Legal implications

30. The new legislation will result in changes to procurement processes at the Council and these changes have been captured within this review. The Procurement team are preparing briefing sessions for Senior Managers at the Council, ahead of the changes going live.
31. The changes outlined within this report will ensure that the Council continues to comply with legal requirements. Although a review will take place as a matter of routine every 4 years, any changes in the legal framework will also prompt a review to ensure ongoing compliance. The breach reporting process will help mitigate the risk of non-compliance with the requirements.

Risk assessment

32. A formal risk assessment is not deemed to be required. The key risk associated with the proposals in this report is that Senior/Service Managers authorisation limits for raising purchase orders and authorising invoice payment are increasing. However, the new authorisation limits align with their current authorisation limits for signing contracts.

Environmental / Climate and nature implications

33. Environmental factors will be considered as part of the evaluation of bids for all contracts valued at £100,000 or above. This will result in increased obligations for suppliers and contractors to deliver environmental innovations and improvements throughout the contract lifecycle.

Equalities implications

34. None.

Crime and disorder implications

35. None.

Data protection / Information governance / ICT implications

36. The Council's 'invitation to tender' templates will be updated in line with the Procurement Act 2023, to ensure that all bidders are aware of the increased information that will be published under the new transparency requirements.

Conclusion

37. Up-to-date Contract Standing Orders ensure the appropriate processes are followed in relation to the procurement and management of contracts within the Council. They are a central point of reference for managers and form a mandatory framework for procurement within the Council.

Appendices

Appendix 1 – NFDC Contract
Standing Orders October 2024

Appendix 2 – NFDC Contract
Standing Orders February 2025

Background Papers:

Procurement Act 2023
(legislation.gov.uk)



CONTRACT STANDING ORDERS RELATING TO PROCUREMENT

APPLICABLE FOR PROCUREMENTS AFTER 28 OCTOBER 2024

Part 1 Introduction & Compliance

1. Introduction
2. Compliance
3. Exemptions
4. Conflicts of Interest, Bribery and Corruption

Part 2- Orders

5. Budgetary Provisions and Gateway Review Process
6. Estimate of total contract value (TCV)
7. Tendering thresholds
8. Content of Invitations to Quote or Tender
9. Climate Change and Sustainability
10. Collaborative Procurement
11. Submission and Opening of Tenders and Quotations
12. Evaluating Tenders and Quotations
13. Award Notifications and Entering into Contracts
14. Form and Contents of Legal Terms and Conditions (Contracts)
15. Performance Bond / Parent Company Guarantee
16. Contracts Register
17. Breaches of Contract Standing Orders

- 18. Waivers of Contract Standing Orders
- 19. Contract Modifications
- 20. Contract Mobilisation and Monitoring
- 21. References and Testimonials

Part 3 – Appendices

- 22. Annex A – Threshold & Sourcing Quick Guide
- 23. Procurement Contract Definitions
- 24. Contract Value Calculation
- 25. Annex B – Scheme of Delegation vs Contract Value

Version Control:	Amendment record:	Date
V1	New CSOs	28 October 2024

Part 1 – Introduction & Compliance

1. Introduction

- 1.1. Procurement operates in a complex legal framework set by the UK Government under the Public Contract Regulations (2015). All local authorities are required by law under the Local Government Act 1972 to draw up a set of Contract Standing Orders (CSO's) for the procurement of goods, services and works. Contract Standing Orders are part of the Councils Constitution (section 4/10).
- 1.2. By following these Contracts Standing Orders in dealing with the Councils procurement, officers can be sure that they have acted in an appropriate manner and are protected from any accusation of corruption, fraud, illegality or misuse of public funds.
- 1.3. These Contract Standing Orders provide the framework for the procurement of all works, goods and services and must be complied with by all Members, Officers, Consultants and other external Agents appointed to act on behalf of the Council in procurement matters.
- 1.4. The Procurement Team will provide advice to Officers on CSO considerations as well as best practice procurement relative to the specific project being planned.
- 1.5. All monetary values referred to in these rules are total contract values, not annual values, and exclude VAT unless otherwise stated. They cover expenditure contracts and income generating contracts.
- 1.6. Governance of Contract Standing Orders: The Functions and Responsibility Regulations 2000 set out that Contract Standing Orders as to contracts are expressly excluded as matters that the Executive Management Team can decide upon, therefore any changes will be presented to full Council for ultimate decision.

2. Compliance

- 2.1. Every Member of the Council and every officer and employee of the Council must comply with these Contract Standing Orders.
- 2.2. Any other person who is engaged in the letting, management or supervision of a contract on behalf of the Council must comply with these Rules as if s/he were an officer of the Council.
- 2.3. These Rules apply to all procurement decisions, regardless of the source of funding, or the status of the contractor (i.e. they apply equally to selection of both main contractors and nominated sub-contractors or suppliers).

- 2.4. Every contract must be let in compliance with The Public Contracts Regulations 2015 (PCR2015) and domestic legal requirements.
- 2.5. Where the Council has established in-house expertise in a function with suitable capacity, whether it be direct works (engineering, building, grounds maintenance, etc.) or professional services (accountancy, legal, surveying, etc.) all relevant works and services shall normally be delivered by that service.
- 2.6. These Rules are supplemented by a quick guide to the Councils Procurement Thresholds and Sourcing Matrix (See Annex A).

3. Exemptions

3.1. The following contracts are exempt from the requirements of these Rules:

- 3.1.1. Employment contracts
- 3.1.2. Contracts for the disposal or acquisition of an interest in land, existing buildings or other immovable property
- 3.1.3. Legal advice sought by the Legal Services Manager, connected with the business of the Council.
- 3.1.4. Arbitration or conciliation services.
- 3.1.5. Financial advice sought by the section 151 officer in connection with council business.
- 3.1.6. Central bank services
- 3.1.7. Public contracts between entities within the public sector
- 3.1.8. Grants to external organisations

4. Conflicts of Interest, Bribery and Corruption

- 4.1. All officers involved with the award of contracts must comply with the Council's Anti-Fraud, Bribery and Corruption Strategy.
- 4.2. No gifts or hospitality, other than simple refreshments, shall be accepted by Officers or members from any tenderers to any contract being let by the Council until the time that the contract has been awarded.
- 4.3. No contract can be wholly awarded or managed by an officer who has other interests in the arrangement.

- 4.4. If it comes to the knowledge of a member or officer of the Council that a contract in which s/he has a pecuniary interest has been or is proposed to be entered into by the Council, s/he shall immediately inform the Monitoring Officer.

Part 2 – Orders

5. Budgetary Provision and Gateway Review

- 5.1. No quotation or tender shall be invited or order placed unless there is sufficient approved budgetary provision.
- 5.2. A **Gateway Review** shall be conducted on all procurement contracts with an estimated value **in excess of £25,000**. The Gateway Review is carried out at two key stages of the Procurement Sourcing Process. Gateway Review forms can be found on the ForestNet Procurement Pages.
- 5.3. **Gateway 1 – Project Outline & Procurement Planning.** The Gateway 1 sets out the project scope, aims and objectives, confirms budget provision, describes the procurement procedure to be used and requires relevant Senior/Service Manager and Accountancy approval in order to proceed to formal tendering. Note: Invitations to quote or tender will not proceed without a Senior/Service Manager signed off Gateway 1.
- 5.4. **Gateway 2 – Contract Award Proposal & Approval.** The Gateway 2 reports on the outcome of the tendering activity, proposes way forward including how the contract will be monitored and confirms Senior/Service Manager and Accountancy approval to award contract. Note: Formal contract award letters will not be issued without a Service Manager signed off Gateway 2.



6. Contract Value (Estimation of)

- 6.1. All monetary values referred to in these Rules relating to estimation of contract value are total lifetime contract values, not annual values and applies to all expenditure contracts and income generating contracts.
- 6.2. Estimation of “below UK Threshold” (See [7.1-7.4](#) herein) contract values should be calculated exclusive of VAT.

- 6.3. Estimation of “above UK Threshold” (See 7.5 herein) contract values should be calculated inclusive of VAT.
- 6.4. Advertising of Contracts. Where applicable, under the Councils transparency rules (See 7: Tendering Thresholds herein) PPN 10/21 also states that for the purposes of advertising, the estimated contract value will continue to be provided exclusive of VAT. Similarly contract award notices will continue to be published exclusive of VAT.
- 6.5. Guidance on how to calculate the value of a contract can be found in the CSO Thresholds and Sourcing Matrix set out in Annex A herein.
- 6.6. Contracts must be packaged appropriately to achieve maximum value for the Council. They should not be split in order to avoid quotation or tendering limits in these Rules or UK public procurement thresholds or packaged in a way to reduce the potential for fair and open competition.

7. Tendering Thresholds

Different procedures apply based on the estimated contract value:

7.1. Contracts valued below £15,000

Where the estimated contract value is less than £15,000, Service teams will adopt the procedure that is most appropriate to provide best value to the Council. Details of the method used to obtain price checks, benchmark the market or any quotations received will be documented and retained electronically for 12 months (or length of supply agreement plus additional 12 months) to support and justify the ordering decision. Senior/Service Manager approval to award contract is required. NFDC terms and conditions should be used unless otherwise agreed with Legal Services.

7.2. Contracts valued between £15,000 and £25,000

Where the estimated value of a contract is between £15,000 and £25,000 a minimum of three quotations must be invited (via desk-top quotation) for a works, goods or services contract. NFDC terms and conditions should be used unless otherwise agreed with Legal Services. Alternatively, an electronic quotation issued via the Procurement team can be requested to save officer time and make use of our e-procurement system.

7.3. Contracts valued between £25,000 and £100,000

Where the estimated value of a works, goods or services contract is between £25,000 and £100,000, the Procurement team will advise and agree, in conjunction with the service team, the most appropriate procurement route depending on the contract and the market. Nevertheless, the minimum requirement will be to request three quotations, at least one of which must be from a local supplier (where possible). A local supplier is defined, for this

purpose, as operating within the SO, BH and SP postcode regions. Procurement will invite quotations via the e-procurement system. However, the option to convert from restricted to open advertising will be used if a wider supplier search would benefit the Council.

7.4. Contracts valued between £100,000 and UK Threshold*

The Councils standing orders require transparent advertising of any contract with an estimated value of £100,000 or more. Procurement will “openly” advertise such contract opportunities on the Council's e-Tendering platform, the South East Business Portal (SEBP) and in addition the Governments Contracts Finder (CF) portal and for above UK threshold (see Annex A) the Find a Tender Service (FTS) to seek expressions of interest and tender responses from suitably qualified suppliers. Note: ALL procurement documentation must be available from date of publication of contract notice (advert).

Advertising of contracts below £100,000 is not required and Officers in conjunction with Procurement will carry out soft market testing to identify local economy, regional and national suppliers prior to the issue of restricted quotations. However, the option to convert from restricted to open advertising will be used if a wider supplier search would benefit the Council.

7.5. Contracts valued in excess of UK Threshold*

Where the estimated contract value (inclusive of VAT) for a works, goods or services contract exceeds the relevant UK public procurement threshold (*see Annex A for UK threshold £ values) any contract must be issued by the Procurement team in compliance with the relevant legal requirements, in particular the Public Contracts Regulations 2015 and these Rules.

Procurement will arrange for the issue of a Contract Notice (advert) in the UK FTS (Find a Tender Service) to be followed by an invitation to tender using one of the mandated procedures set out in the Public Contract Regulations 2015 (namely; open; restricted; competitive dialogue; competitive procedure with negotiation; or innovation partnership). Procurement will advise on the most appropriate procedure to be followed. Where there is a conflict between legislation and these Rules, the legislation will prevail.

8. Content of Invitations to Quote or Tender

8.1. Procurement will oversee the contents of all invitation to tender or requests for quotation to ensure they include:

- A description of the works, goods or services being procured
- A specification indicating the outcomes required
- Terms and conditions of contract
- The evaluation criteria including any weightings
- The Cost (pricing) mechanism and instructions for completing the tender sum response
- The Quality and Service requirements and associated response form
- Where there is a potential transfer of employees, the Council's view on whether TUPE will apply

- The form and content of any method statements to be provided

9. Climate Change and Sustainability

- 9.1. On 6 October 2021 NFDC declared a climate change and nature emergency for the district. As such for every procurement, the environmental impact must be considered.
- 9.2. For all contracts above £100,000, a minimum of 5% of the evaluation weighting must be allocated to climate change and sustainability actions.

10. Collaborative Procurement

- 10.1. Where procurement is undertaken in collaboration with one or more other public authorities the Contract Standing Orders of one of the other authorities may be used in place of these Rules.
- 10.2. An invitation to tender or to submit quotations may be made for supply to other authorities (including New Forest Town and Parish Councils) in addition to New Forest District Council on similar terms.

11. Submission and Opening of Tenders and Quotations

- 11.1. All invitations to tender or submit a quotation must specify requirements for their submission. Such requirements shall include a time by which tenders or quotations must be received by the Council.
- 11.2. All quotations with an estimated value below £25,000 must be opened, recorded and retained by the nominated officer of relevant Service Team (who is independent of the quotation process). Quotation instructions shall clearly state that the quotations must be returned to the nominated officer only. This can be by email or by post. Returned quotations must be held securely and unopened by the nominated officer until the specified return date. The Contract Administrator must supply the details of the suppliers that have been invited to quotation to the nominated officer prior to the quotations being received.
- 11.3. All quotations and tenders with an estimated value in excess of £25,000 (or any issued by Procurement via the Councils e-procurement system) must be opened by Procurement. Audit history of the opening process will be maintained by the e-procurement system.
- 11.4. Any quotations / tenders received after the specified opening date whether by post or email should not be opened or included in the evaluation.

- 11.5. In the case of quotations / tenders received via the e-procurement system Procurement and Legal Services can agree to accept a late quotation / tender response received via the e-Procurement system in exceptional cases.
- 11.6. If a Quotation or Tender exercise fails to return more than 1 bid response, then the Contract Administrator and Procurement should decide whether the bid represents value for money and delivers the specification in full. A decision to proceed to award based on single bid OR suspension of the procurement exercise should be agreed, documented and approved via the Gateway 2 review. If the procurement exercise is suspended a decision to a) revise the project and re-tender OR b) abandon the whole project should be set out in the Gateway 2 review.

12. Evaluating Quotations and Tenders

- 12.1. Tenders and quotations will be evaluated as per the agreed evaluation criteria set out in the quotation or tender documentation. Procurement provides an evaluation matrix (spreadsheet) for this purpose.
- 12.2. The Contract Administrator must ensure that evaluation of tenders takes place involving suitably experienced officers to form “the evaluation panel”. The results of the evaluation must reflect the consensus of the panel and be approved by the appropriate Senior/Service Manager by sign off **Gateway Stage 2**. When forming the panel, please refer to the following table as a minimum requirement:

Tendering Threshold (Excluding VAT)	Evaluation Panel	Moderator
Up to £15k	Officer	None
£15k - £25k	Officer and Line Manager	None
£25k - £100k	Officer and Line Manager	None (Procurement Team if Open Tender)
£100k – UK Threshold	Officer and Line Manager (including Senior/Service Manager)	Procurement Team
UK Threshold +	Officer and Line Manager (including Senior/Service Manager)	Procurement Team

- 12.3. It is permissible to use consultants to assist with tender evaluation, but the final decision must be made by an NFDC officer with delegated authority.
- 12.4. If during the evaluation of tenders, the panel requires post-tender clarifications from any or all of the tenderers, this must be communicated via the e-procurement system messaging function by the Procurement team).

- 12.5. The results of the evaluation must be retained for the period of SLP from the end of the contract. A copy of the approved evaluation matrix will be provided to Procurement to store electronically in the e-procurement system (along with the award decision letters and final contract documents).

13. Award Notifications and Entering into Contracts

- 13.1. Signing and entering into contracts must be strictly in accordance with the Councils scheme of delegations set out in **Annex B**
- 13.2. The notification of the outcome of a desk-top quotation for contracts below £25,000 will be administered by the relevant Contract Administrator. Senior/Service Manager approval to award contract is required. All tenderers (successful and unsuccessful) will be notified on the same date along with details of their evaluation scores. Template letters are available from Procurement.
- 13.3. The notification of the outcome of a quotation or tender for contracts issued and received via the e-procurement system will be administered by Procurement. All tenderers (successful and unsuccessful) will be notified along with details of their evaluation scores. **Note:** Senior/Service Manager approval of **Gateway Stage 2** is required prior to formal award of contract.
- 13.4. Suppliers / Contractors are required to hold and maintain appropriate levels of insurance during the period of any contract awarded by the Council. Evidence of the insurance cover held must be confirmed prior to the award of contract. See [Insurance Cover Guidance](#) in ForestNet Procurement for advice and guidance.
- 13.5. An official purchase order will be issued (unless otherwise agreed with Procurement) to awarded supplier(s) to call-off goods or services, cross referencing the Councils contract number and awarded suppliers quotation number (if available). Works orders will be instructed as set out in the works contract documents, with payment certificates used to authorise payments. The terms and conditions of contract will be as set out in the quotation / tender pack.

14. Form and contents of Legal Terms and Conditions (contracts)

- 14.1. The choice of contract terms applicable for a Procurement project should be decided at the start of the process by seeking advice from Procurement and/or Legal Services. A range of standard contract type templates are available from ForestNet, others can be provided by Legal Services to suit need.
- 14.2. The decision whether a contract for Works, Goods or Services (with a value below the UK threshold for Goods / Services (**See Annex A**)) should be signed under hand or sealed as a deed, should be discussed and agreed with Legal / Procurement. The decision will depend upon the use of Statutory Limitation Period (SLP). A contract

signed under hand provides 6 years SLP from end of contract term. A contract executed as a deed and sealed provides 12 years SLP from end of contract term.

- 14.3. Contracts for Works, Goods or Services with a value exceeding the UK threshold for Goods / Services (**See Annex A**) must be sent to Legal Services to determine if they need to be sealed.
- 14.4. Contracts for Works, Goods and Services with a value NOT exceeding the UK threshold for Goods / Services (See **Annex A**) may be signed under hand and must be signed by an officer nominated with that level of responsibility as set out in **Annex B**.

15. Performance Bond / Parent Company Guarantee

- 15.1. As part of the evaluation of short-listed tender responses the Contract Administrator will request from Procurement an independent financial appraisal report.
- 15.2. The financial appraisal provides the Council with an overall financial risk score (referred to as failure score) used to assess the applicant's financial standing. The failure score ratings (0 poor to 100 good) are matched to a pass/fail result as detailed below:
 - Score of 0 to 10 will mean automatic **"FAIL"** and the suppliers will be excluded from the procurement process.
 - Score of 11 to 50 will be a **"PASS – SUBJECT TO"** provision of a performance bond or parent company guarantee if/when deemed appropriate.
 - Score of 51 and over is a **"PASS"** meaning the Council will not request a performance bond or parent company guarantee (although this can be overruled on a case-by-case basis).
- 15.3. A performance bond (PB) or parent company guarantee (PCG) provides the Council with a financial guarantee, typically limited to 10% of the contract price to protect against losses and/or damages as result of the Contractor failing to perform its contractual obligations up to practical completion. A performance bond is a tripartite agreement between the Contractor, its surety (a bank / insurer) and the Council. Likewise, a parent company guarantee is a tripartite agreement between the Contractor, its Parent Company and the Council.
- 15.4. The decision to seek the assurance of a performance bond (PB) or parent company guarantee (PCG) will depend on the risk factors related to the specific contractor and proportionate to the contract value and cost to the Council of the assurance. Advice from Procurement, Accountancy and Legal should be sought by the Contract Administrator where a contractor's financial appraisal highlights concerns. Please see ForestNet for an NFDC template performance bond or parent company guarantee.

16. Maintenance of the Contracts Register

- 16.1. Under Government Transparency Law the Council must publish and maintain details of ALL “live” contracts. To achieve this requirement, Procurement will add details of all contracts to the e-procurement systems contract register accessible via a link on the Councils website for enquiries.
- 16.2. The e-procurement systems contract register allows for “private” documents to be stored. Procurement will add an electronic copy of the final signed / sealed contract and any relevant documents. This will be accessible to Council officers linked to the procurement.
- 16.3. All original sealed deed contract documents must be held centrally by Legal Services for the term of the contract (including any agreed extension periods), plus the statutory limitation period (12 years for sealed deeds). They must be referenced back to the Central Register.
- 16.4. All original signed under hand contracts must be held by the relevant Service unit for the term of the contract (including any agreed extension periods), plus the statutory limitation period (6 years for contracts under hand). They must be referenced back to a Service based register.
- 16.5. Senior/Service Managers are responsible for ensuring that:
 - The original signed/sealed copies of the contract and any subsequent signed variations have been stored as set out in 16.3 and 16.4.
 - Summary details of any contract that has been entered into, that binds the Council to the terms and conditions of the contract plus a .pdf copy of the signed / sealed contract is provided to Procurement to be entered on the Contracts Register administered by Procurement.
 - An electronic copy of the contract and any subsequent variations to the contract that are entered into during its lifetime are stored in their service filing areas (working copy);Procurement will maintain the online Contracts Register (via the electronic procurement system) to ensure the Council complies with the obligations of the Local Government Transparency Code (2015).

17. Breaches of Contract Standing Orders

- 17.1. Breaches of these Contract Standing Orders are extremely serious matters and will be fully investigated and reported on following referral or discovery. Any breach of these Orders could lead to disciplinary action being taken against the individual(s) concerned.

- 17.2. Strategic Directors, Assistant Directors, Service Managers and Senior Managers are responsible for reporting all known or discovered breaches of these Orders to the Statutory Officers Group as soon as they become aware of such instances.
- 17.3. Any breaches reported to the Statutory Officers Group will be reported to the Audit Committee on an annual basis.

18. Waivers of Contract Standing Orders

- 18.1. A waiver is the process to follow where circumstances mean that Contract Standing Orders cannot be adhered to, in accordance with the following rules:
- 18.2. A waiver must not result in a breach of UK Public Procurement Regulations for contracts within the UK tendering thresholds or of procurement law below UK public procurement thresholds.
- 18.3. An officer may request a waiver by completing the waiver eForm which can be found on the procurement pages on ForestNet.
- 18.4. All waiver requests will be presented to the Monitoring Officer. The arbiter of a waiver decision shall be the Section 151 Officer.
- 18.5. Alternative options should have firstly been explored and exhausted with Procurement by Senior/Service Managers prior to seeking a waiver. This should be documented as part of the waiver request.
- 18.6. All approved waivers where a contract award is sanctioned shall be added to the Contracts Register by Procurement to ensure compliance with the Local Government Transparency Code.
- 18.7. All approved waivers will be subject to scrutiny of the Audit Committee on an annual basis.

19. Contract Modifications

- 19.1. Under Public Contracts Regulations 2015 (Reg 72), a modification to an existing pre-tendered contract may be possible, without the need to re-advertise or re-tender, under the following circumstances.
- 19.2. The Contract Administrator, following legal advice, has included a modification (or review) clause in the original contract Terms & Conditions at tender stage providing the possible options for a modification (or variation) to the contract (if required) based on quantity, time or monetary value. Any such modification clause must be clear, precise and unequivocal and must not alter the overall nature of the contract. Legal approval is required to invoke any modification clause.

- 19.3. Where no modification clause was added at tender stage, a modification to the contract may be undertaken providing that:
- the additional costs incurred are below 15% (if Works) or 10% (if Goods / Services) of the original contract value; or
 - Where there are “unforeseen circumstances”, and the increase is not greater than 50%; or
 - Where additional works have become necessary and to change suppliers would not be practical and would cause significant inconvenience or duplication of costs, and the increase is not greater than 50%.
- 19.4. Certain other factors may also permit contract modifications, such as for minor changes or as a result of corporate restructuring. Please seek advice from Legal Services. In any event, any contract modifications must be in adherence to the Financial Regulations.
- 19.5. Gaining approval for modification of a contract: Any modification to an existing pre-tendered contract must be documented by amendment of the original Gateway Review 2 form. The Contract Administrator will document the reason for the modification. The Gateway 2 amendment must be approved and signed by the appropriate Senior/Service Manager to confirm the budget increase, confirm the extension does not exceed that allowed for in this clause and provide formal approval to proceed. The signed Gateway 2 amended form should be scanned and sent to Procurement to store alongside the original documents in the Contract Register. The contract variation between the Council and the supplier / contractor can then be arranged by the Contract Administrator.
- 19.6. Contract modifications will be tracked by the Procurement team and reported to the Executive Management Team twice yearly.

20. Contract Mobilisation and Monitoring

- 20.1. The Contract Administrator should establish regular reviews with the awarded supplier(s) to monitor the performance of the contract and ensure the cost, service and quality elements of the supplier offer meet (or improve upon) the tendered specification. The contract monitoring regime should be commensurate and proportionate to the contract and should include the use of simple and effective performance measurement. The proposed arrangement to mobilise and monitor the contract throughout its lifetime should be set out in **Gateway Review Stage 2** (contract award proposal & approval).
- 20.2. Senior/Service Managers are accountable for ensuring the performance monitoring regime for awarded contracts is maintained in line with the contract documents and the Gateway Review Stage 2.

21. References and Testimonials

- 21.1. The Council officers may be asked to provide a reference or testimonial for an organisation with which the Council is in a contractual relationship or partnership. As public entities, district councils are expected to follow certain principles of transparency, fairness, and accountability.
- 21.2. A **reference** is considered a business-to-business communication and should be kept confidential by both parties. It is reasonable to accept requests for references, especially if the supplier has performed well and/or has exceeded expectations. Any opinions offered must be accurate and backed by contemporaneous records. For example, if commenting on supplier performance, such evidence might include performance against KPIs. Subjective assessments should be avoided, and officers should avoid providing “open” references (i.e., a general statement about a supplier not related to any specific contract). Officers need to exercise great care when a request for a reference may result in negative comments about a contractor. It may be appropriate to decline to give a reference in such situations. If in doubt, take advice from the council’s procurement team.
- 21.3. A **testimonial** is considered a communication that may be advertised to the public. The general rule is that officers should not be providing testimonials for marketing purposes to contractors or suppliers. There may be occasions when you are asked to supply a logo or agree to a sign having information such as ‘working with / for New Forest District Council’ which may be appropriate to agree to for a pre-defined period, after which it should be removed.
- 21.4. If you are in any doubt, please contact your Senior/Service Manager and/or the procurement contract relationship officer.

Part 3 – Appendices

22. Annex A – Contract Standing Orders (Thresholds & Sourcing Matrix)

CONTRACT STANDING ORDER (QUICK GUIDE)

Estimated Contract Value (Excl VAT)	Type of Procurement	Advert Required	Sourcing Method to be Used
Less than £15,000	Best Value Price Check (BV) <i>via desk-top</i>	NO	<ul style="list-style-type: none"> Use a National / Regional Framework, <i>or</i> Use an existing NFDC Corporate contract, <i>or</i> Undertake price checks to demonstrate best value for the Council. Document and retain price checks. Senior/Service Manager Approval required.
£15,000 - £25,000	Request for Quotation (RFQ) <i>via desk-top OR via Procurement</i>	NO	<ul style="list-style-type: none"> Use a National / Regional Framework. Use an existing NFDC Corporate contract. Invite a minimum of 3 written Quotations via your desk-top (eMail), inviting a minimum of 1 Local supplier, using templates available from Procurement if required. OR contact Procurement who will run a “restricted” Quotation via the South East Business Portal.
£25,000 - £100,000	Request for Quotation (RFQ) <i>via Procurement Team</i>	NO <i>(with Yes option)</i>	<ul style="list-style-type: none"> Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Use an existing NFDC Corporate contract. Work with Procurement who will advise and agree the appropriate procurement route. The minimum requirement is to run a “restricted” Quotation exercise inviting nominated suppliers via the South East Business Portal, inviting a minimum of 1 Local supplier. <i>Note: the use of an “open” Quotation is optional where potential tenderers are unknown.</i>
£100,000 upto *UK Threshold	Invitation to Tender (ITT) <i>via Procurement Team</i>	YES (SEBP & CF)	<ul style="list-style-type: none"> Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement Options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Contact Procurement who will fully manage an “open” Tender process via the South East Business Portal (SEBP) and Contracts Finder (CF).
*ABOVE UK Threshold & above	Invitation to Tender (ITT) <i>via Procurement Team</i>	YES (SEBP, CF & FTS)	<ul style="list-style-type: none"> Estimate contract value inclusive of VAT Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement Options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Contact Procurement who will fully manage a “UK compliant” Tender process via the “Find a Tender Service” (FTS), Contracts Finder (CF) and the South East Business Portal (SEBP).

Please see [The Public Contracts Regulations 2015](#)

*UK Thresholds @ 18/07/24 = Goods/Services £214,904; Works £5,372,609 (inc VAT)

Please refer to Procurement Rules, Regulations & Contract Standing Orders on Forestnet >>

<http://forestnet/article/2591/NFDC-Procurement-Documents>

23. Procurement Contract Definitions

- 23.1. **Works:** These contracts relate to construction, demolition, building and civil engineering work and completion work such as joinery, plastering and decoration. It includes major repairs or complete refurbishment. (e.g. building affordable housing, repairing building structures, resurfacing a car park, repairing a roof, installing a heating system.)
- 23.2. **Goods / Supplies:** These contracts relate to the purchase, hire, siting or installation of goods, but not their maintenance. (e.g. equipment, clothing, vehicles & spare parts, office stationery, consumables, gas, electricity, IT Hardware/Software)
- 23.3. **Services:** These contracts relate to the provision by a person or other entity to provide services. (e.g. Provision of maintenance services, professional services (consultancy), financial services, cleaning services, servicing an installed product or system)
- 23.4. **Senior/Service Manager:** Member of the Senior Leadership Team as agreed from time to time by the Chief Executive.

24. Contract Value Calculation

- 24.1. The contract value should be the summation of the whole life costs of the contract on offer. e.g. the complete life cycle from start to finish.
- 24.2. **Contract Value = Initial non-recurring elements** (e.g. capital items, materials, supplies, training, refurbishments & labour, set-up costs, etc.) **+ recurring costs over the contract duration** (e.g. materials, parts, maintenance, labour, annual licences, upgrading and ultimate decommissioning / disposal, etc.) for the term duration (e.g. 3 / 4 years). **Note: All estimates for "Above UK Threshold" contracts should include VAT at applicable rate.**
- 24.3. If the contract is a one-off purchase, then the total value will be quite easy to estimate, based on "should cost" or benchmarked comparisons.
- 24.4. If the contract is spread over a number of years (i.e., 3 years + 2 years optional extension), the contract value is the total whole life cost value over the maximum contract duration.
- 24.5. If you intend to buy similar goods or services year-on-year but you do not know the length of the contract or it is indefinite, you will need to estimate the total value of your purchasing over the next 48 months (4 years) to arrive at a Contract value.
- 24.6. Contracts over 5 years duration should be approved by Legal Services in conjunction with Procurement. Single supplier / multi supplier Framework Agreements cannot exceed 4 years duration. Provision should be made for long term agreements

whereby an extension period beyond the initial term may be beneficial to the Council in the future.

- 24.7. Contracts must be packaged appropriately to achieve maximum value for the Council. They should not be split in order to avoid quotation or tendering limits in Contract Standing Orders or UK public procurement thresholds, or be packaged in a way to reduce the potential for fair and open competition.

25. Annex B - NFDC Scheme of Delegations Vs. Procurement Contracts

Process	Covers	Strategic Procurement Manager	Budget Responsible Officer (BRO)	Senior/Service Manager	Assistant Director (AD)	Chief Exec, Strategic Directors (& Statutory Officers)*
Awarding a Contract	Award a contract following a quotation or tender exercise to a supplier with whom orders can be placed (in accordance with procurement rules). Select the winning tender from a procurement exercise.	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Signing a Contract	Sign under hand a contract awarded under a request for quotation or tender process. Sign up to an agreement which ties the council into expenditure (e.g. maintenance agreement). Sign up to an agreement which ties the council into a set of terms and conditions (e.g. grant agreement, IT facility agreement).	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Sealing a Deed	All contracts estimated over the value of £213,477 (the UK Threshold effective from 01 Jan 2022 for Goods/Services) must be referred to Legal Services to confirm whether they require sealing.	N/A	N/A	Up to £1M (Legal Services)	Up to £3M (Legal Services)	Unlimited
Purchase Order Approval	Purchases Orders (PO) are mandatory for the supply of works, goods or services. Use Finance Mgt System to create PO once contract is signed / sealed.	N/A	BROfficer = Upto £50k BRAdmin = Up to £10k	Up to £1M	Up to £3M	Unlimited
Invoice payment	All works, goods and services invoices must be checked and approved for payment (via GRN process) being processed for payment by Accounts Payable. Supplier Invoice must quote a valid NFDC PO number.	N/A	BROfficer = Up to £50k BRAdmin = Up to £10k	Up to £1M	Up to £3M	Unlimited

*Statutory Officers are S151 Officer and Monitoring Officer.

** Values are excluding VAT

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CONTRACT STANDING ORDERS RELATING TO PROCUREMENT

APPLICABLE FOR PROCUREMENTS AFTER 24 FEBRUARY 2025 (TBC)

Part 1 Introduction & Compliance

1. Introduction
2. Compliance
3. Exemptions
4. Conflicts of Interest, Bribery and Corruption

Part 2 Orders

5. Budgetary Provisions and Gateway Review Process
6. Estimate of total contract value (TCV)
7. Tendering thresholds
8. Content of Invitations to Quote or Tender
9. Climate Change and Sustainability
10. Collaborative Procurement
11. Submission and Opening of Tenders and Quotations
12. Evaluating Tenders and Quotations
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14. Form and Contents of Legal Terms and Conditions (Contracts)
15. Performance Bond / Parent Company Guarantee
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17. Breaches of Contract Standing Orders

- 18. Waivers of Contract Standing Orders
- 19. Contract Modifications
- 20. Contract Mobilisation and Monitoring
- 21. References and Testimonials

Part 3 Appendices

- 22. Annex A – Threshold & Sourcing Quick Guide
- 23. Procurement Contract Definitions
- 24. Contract Value Calculation
- 25. Annex B – Scheme of Delegation vs Contract Value

Version Control:	Amendment record:	Date
V1	New CSOs	28 October 2024
V2	Amendments following go-live of the Procurement Act 2023	TBC / 24 February 2025

Part 1 – Introduction & Compliance

1. Introduction

- 1.1. Procurement operates in a complex legal framework set by the UK Government under the Procurement Act 2023. All local authorities are required by law under the Local Government Act 1972 to draw up a set of Contract Standing Orders (CSO's) for the procurement of goods, services and works. Contract Standing Orders are part of the Councils Constitution (section 4/10).
- 1.2. By following these Contracts Standing Orders in dealing with the Councils procurement, officers can be sure that they have acted in an appropriate manner and are protected from any accusation of corruption, fraud, illegality or misuse of public funds.
- 1.3. These Contract Standing Orders provide the framework for the procurement of all works, goods and services and must be complied with by all Members, Officers, Consultants and other external Agents appointed to act on behalf of the Council in procurement matters.
- 1.4. The Procurement Team will provide advice to Officers on CSO considerations as well as best practice procurement relative to the specific project being planned.
- 1.5. All monetary values referred to in these rules are total contract values, not annual values, and exclude VAT unless otherwise stated. They cover expenditure contracts and income generating contracts.
- 1.6. Governance of Contract Standing Orders: The Functions and Responsibility Regulations 2000 set out that Contract Standing Orders as to contracts are expressly excluded as matters that the Executive Management Team can decide upon, therefore any changes will be presented to full Council for ultimate decision.

2. Compliance

- 2.1. Every Member of the Council and every officer and employee of the Council must comply with these Contract Standing Orders.
- 2.2. Any other person who is engaged in the letting, management or supervision of a contract on behalf of the Council must comply with these Rules as if s/he were an officer of the Council.
- 2.3. These Rules apply to all procurement decisions, regardless of the source of funding, or the status of the contractor (i.e. they apply equally to selection of both main contractors and nominated sub-contractors or suppliers).

- 2.4. Every contract must be let in compliance with the Procurement Act 2023 and domestic legal requirements.
- 2.5. Where the Council has established in-house expertise in a function with suitable capacity, whether it be direct works (engineering, building, grounds maintenance, etc.) or professional services (accountancy, legal, surveying, etc.) all relevant works and services shall normally be delivered by that service.
- 2.6. These Rules are supplemented by a quick guide to the Councils Procurement Thresholds and Sourcing Matrix (See Annex A).

3. Exemptions

- 3.1. The following contracts are exempt from the requirements of these Rules:
 - 3.1.1. Employment contracts
 - 3.1.2. Contracts for the disposal or acquisition of an interest in land, existing buildings or other immovable property
 - 3.1.3. Legal advice sought by the Legal Services Manager, connected with the business of the Council.
 - 3.1.4. Arbitration or conciliation services.
 - 3.1.5. Financial advice sought by the section 151 officer in connection with council business.
 - 3.1.6. Central bank services
 - 3.1.7. Public contracts between entities within the public sector
 - 3.1.8. Grants to external organisations

4. Conflicts of Interest, Bribery and Corruption

- 4.1. All officers involved with the award of contracts must comply with the Council's Anti-Fraud, Bribery and Corruption Strategy.
- 4.2. No gifts or hospitality, other than simple refreshments, shall be accepted by Officers or members from any tenderers to any contract being let by the Council until the time that the contract has been awarded.

- 4.3. No contract can be wholly awarded or managed by an officer who has other interests in the arrangement.
- 4.4. If it comes to the knowledge of a member or officer of the Council that a contract in which s/he has a pecuniary interest has been or is proposed to be entered into by the Council, s/he shall immediately inform the Monitoring Officer.

Part 2 – Orders

5. Budgetary Provision and Gateway Review

- 5.1. No quotation or tender shall be invited or order placed unless there is sufficient approved budgetary provision.
- 5.2. A **Gateway Review** shall be conducted on all procurement contracts with an estimated value **in excess of £25,000**. The Gateway Review is carried out at two key stages of the Procurement Sourcing Process. Gateway Review forms can be found on the ForestNet Procurement Pages.
- 5.3. **Gateway 1 – Project Outline & Procurement Planning.** The Gateway 1 sets out the project scope, aims and objectives, confirms budget provision, describes the procurement procedure to be used and requires relevant Senior/Service Manager and Accountancy approval in order to proceed to formal tendering. Note: Invitations to quote or tender will not proceed without a Senior/Service Manager signed off Gateway 1.
- 5.4. **Gateway 2 – Contract Award Proposal & Approval.** The Gateway 2 reports on the outcome of the tendering activity, proposes way forward including how the contract will be monitored and confirms Senior/Service Manager and Accountancy approval to award contract. Note: Formal contract award letters will not be issued without a Service Manager signed off Gateway 2.



6. Contract Value (Estimation of)

- 6.1. All monetary values referred to in these Rules relating to estimation of contract value are total lifetime contract values, not annual values and applies to all expenditure contracts and income generating contracts.

- 6.2. Estimation of “below UK Threshold” (See 7.1-7.4 herein) contract values should be calculated exclusive of VAT.
- 6.3. Estimation of “above UK Threshold” (See 7.5 herein) contract values should be calculated inclusive of VAT.
- 6.4. Advertising of Contracts. Where applicable, under the Councils transparency rules (See 7: Tendering Thresholds herein) PPN 10/21 also states that for the purposes of advertising, the estimated contract value will continue to be provided exclusive of VAT. Similarly contract award notices will continue to be published exclusive of VAT.
- 6.5. Guidance on how to calculate the value of a contract can be found in the CSO Thresholds and Sourcing Matrix set out in Annex A herein.
- 6.6. Contracts must be packaged appropriately to achieve maximum value for the Council. They should not be split in order to avoid quotation or tendering limits in these Rules or UK public procurement thresholds or packaged in a way to reduce the potential for fair and open competition.

7. Tendering Thresholds

Different procedures apply based on the estimated contract value:

7.1. Contracts valued below £15,000

Where the estimated contract value is less than £15,000, Service teams will adopt the procedure that is most appropriate to provide best value to the Council. Details of the method used to obtain price checks, benchmark the market or any quotations received will be documented and retained electronically for 12 months (or length of supply agreement plus additional 12 months) to support and justify the ordering decision. Senior/Service Manager approval to award contract is required. NFDC terms and conditions should be used unless otherwise agreed with Legal Services.

7.2. Contracts valued between £15,000 and £25,000

Where the estimated value of a contract is between £15,000 and £25,000 a minimum of three quotations must be invited (via desk-top quotation) for a works, goods or services contract. NFDC terms and conditions should be used unless otherwise agreed with Legal Services. Alternatively, an electronic quotation issued via the Procurement team can be requested to save officer time and make use of our e-procurement system.

7.3. Contracts valued between £25,000 and £100,000

Where the estimated value of a works, goods or services contract is between £25,000 and £100,000, the Procurement team will advise and agree, in conjunction with the service team,

the most appropriate procurement route depending on the contract and the market. Nevertheless, the minimum requirement will be to request three quotations,, at least one of which must be from a local supplier (where possible). A local supplier is defined, for this purpose, as operating within the SO, BH and SP postcode regions. Procurement will invite quotations via the e-procurement system. However, the option to convert from restricted to open advertising will be used if a wider supplier search would benefit the Council.

7.4. Contracts valued between £100,000 and UK Threshold*

The Councils standing orders require transparent advertising of any contract with an estimated value of £100,000 or more. Procurement will “openly” advertise such contract opportunities on the Council's e-Tendering platform, the South East Business Portal (SEBP) and in addition the Governments Contracts Finder (CF) portal and for above UK threshold (see Annex A) the Find a Tender Service (FTS) to seek expressions of interest and tender responses from suitably qualified suppliers. Note: ALL procurement documentation must be available from date of publication of contract notice (advert).

Advertising of contracts below £100,000 is not required and Officers in conjunction with Procurement will carry out soft market testing to identify local economy, regional and national suppliers prior to the issue of restricted quotations. However, the option to convert from restricted to open advertising will be used if a wider supplier search would benefit the Council.

7.5. Contracts valued in excess of UK Threshold*

Where the estimated contract value (inclusive of VAT) for a works, goods or services contract exceeds the relevant UK public procurement threshold (*see Annex A for UK threshold £ values) any contract must be issued by the Procurement team in compliance with the relevant legal requirements, in particular the Procurement Act 2023 and these Rules.

Procurement will arrange for the issue of a Contract Notice (advert) in the UK FTS (Find a Tender Service) to be followed by an invitation to tender using one of the mandated procedures set out in the Procurement Act 2023 (namely; open; or competitive flexible). Procurement will advise on the most appropriate procedure to be followed. Where there is a conflict between legislation and these Rules, the legislation will prevail.

8. Content of Invitations to Quote or Tender

8.1. Procurement will oversee the contents of all invitation to tender or requests for quotation to ensure they include:

- A description of the works, goods or services being procured
- A specification indicating the outcomes required
- Terms and conditions of contract
- The evaluation criteria including any weightings
- The Cost (pricing) mechanism and instructions for completing the tender sum response
- The Quality and Service requirements and associated response form

- Where there is a potential transfer of employees, the Council's view on whether TUPE will apply
- The form and content of any method statements to be provided

9. Climate Change and Sustainability

9.1. On 6 October 2021 NFDC declared a climate change and nature emergency for the district. As such for every procurement, the environmental impact must be considered.

9.2. For all contracts above £100,000, a minimum of 5% of the evaluation weighting must be allocated to climate change and sustainability actions.

10. Collaborative Procurement

10.1. Where procurement is undertaken in collaboration with one or more other public authorities the Contract Standing Orders of one of the other authorities may be used in place of these Rules.

10.2. An invitation to tender or to submit quotations may be made for supply to other authorities (including New Forest Town and Parish Councils) in addition to New Forest District Council on similar terms.

11. Submission and Opening of Tenders and Quotations

11.1. All invitations to tender or submit a quotation must specify requirements for their submission. Such requirements shall include a time by which tenders or quotations must be received by the Council.

11.2. All quotations with an estimated value below £25,000 must be opened, recorded and retained by the nominated officer of relevant Service Team (who is independent of the quotation process). Quotation instructions shall clearly state that the quotations must be returned to the nominated officer only. This can be by email or by post. Returned quotations must be held securely and unopened by the nominated officer until the specified return date. The Contract Administrator must supply the details of the suppliers that have been invited to quotation to the nominated officer prior to the quotations being received.

11.3. All quotations and tenders with an estimated value in excess of £25,000 (or any issued by Procurement via the Councils e-procurement system) must be opened by Procurement. Audit history of the opening process will be maintained by the e-procurement system.

11.4. Any quotations / tenders received after the specified opening date whether by post or email should not be opened or included in the evaluation.

- 11.5. In the case of quotations / tenders received via the e-procurement system Procurement and Legal Services can agree to accept a late quotation / tender response received via the e-Procurement system in exceptional cases.
- 11.6. If a Quotation or Tender exercise fails to return more than 1 bid response, then the Contract Administrator and Procurement should decide whether the bid represents value for money and delivers the specification in full. A decision to proceed to award based on single bid OR suspension of the procurement exercise should be agreed, documented and approved via the Gateway 2 review. If the procurement exercise is suspended a decision to a) revise the project and re-tender OR b) abandon the whole project should be set out in the Gateway 2 review.

12. Evaluating Quotations and Tenders

- 12.1. Tenders and quotations will be evaluated as per the agreed evaluation criteria set out in the quotation or tender documentation. Procurement provides an evaluation matrix (spreadsheet) for this purpose.
- 12.2. The Contract Administrator must ensure that evaluation of tenders takes place involving suitably experienced officers to form “the evaluation panel”. The results of the evaluation must reflect the consensus of the panel and be approved by the appropriate Senior/Service Manager by sign off Gateway Stage 2. When forming the panel, please refer to the following table as a minimum requirement:

Tendering Threshold (Excluding VAT)	Evaluation Panel	Moderator
Up to £15k	Officer	None
£15k - £25k	Officer and Line Manager	None
£25k - £100k	Officer and Line Manager	None (Procurement Team if Open Tender)
£100k – UK Threshold	Officer and Line Manager (including Senior/Service Manager)	Procurement Team
UK Threshold +	Officer and Line Manager (including Senior/Service Manager)	Procurement Team

- 12.3. It is permissible to use consultants to assist with tender evaluation, but the final decision must be made by an NFDC officer with delegated authority.

- 12.4. If during the evaluation of tenders, the panel requires post-tender clarifications from any or all of the tenderers, this must be communicated via the e-procurement system messaging function by the Procurement team).
- 12.5. The results of the evaluation must be retained for the period of SLP from the end of the contract. A copy of the approved evaluation matrix will be provided to Procurement to store electronically in the e-procurement system (along with the award decision letters and final contract documents).

13. Award Notifications and Entering into Contracts

- 13.1. Signing and entering into contracts must be strictly in accordance with the Councils scheme of delegations set out in **Annex B**
- 13.2. The notification of the outcome of a desk-top quotation for contracts below £25,000 will be administered by the relevant Contract Administrator. Senior/Service Manager approval to award contract is required. All tenderers (successful and unsuccessful) will be notified on the same date along with details of their evaluation scores. Template letters are available from Procurement.
- 13.3. The notification of the outcome of a quotation or tender for contracts issued and received via the e-procurement system will be administered by Procurement. All tenderers (successful and unsuccessful) will be notified along with details of their evaluation scores. **Note:** Senior/Service Manager approval of **Gateway Stage 2** is required prior to formal award of contract.
- 13.4. Suppliers / Contractors are required to hold and maintain appropriate levels of insurance during the period of any contract awarded by the Council. Evidence of the insurance cover held must be confirmed prior to the award of contract. See [Insurance Cover Guidance](#) in ForestNet Procurement for advice and guidance.
- 13.5. An official purchase order will be issued (unless otherwise agreed with Procurement) to awarded supplier(s) to call-off goods or services, cross referencing the Councils contract number and awarded suppliers quotation number (if available). Works orders will be instructed as set out in the works contract documents, with payment certificates used to authorise payments. The terms and conditions of contract will be as set out in the quotation / tender pack.

14. Form and contents of Legal Terms and Conditions (contracts)

- 14.1. The choice of contract terms applicable for a Procurement project should be decided at the start of the process by seeking advice from Procurement and/or Legal Services. A range of standard contract type templates are available from ForestNet, others can be provided by Legal Services to suit need.

- 14.2. The decision whether a contract for Works, Goods or Services (with a value below the UK threshold for Goods / Services (See Annex A)) should be signed under hand or sealed as a deed, should be discussed and agreed with Legal / Procurement. The decision will depend upon the use of Statutory Limitation Period (SLP). A contract signed under hand provides 6 years SLP from end of contract term. A contract executed as a deed and sealed provides 12 years SLP from end of contract term.
- 14.3. Contracts for Works, Goods or Services with a value exceeding the UK threshold for Goods / Services (See Annex A) must be sent to Legal Services to determine if they need to be sealed.
- 14.4. Contracts for Works, Goods and Services with a value NOT exceeding the UK threshold for Goods / Services (See Annex A) may be signed under hand and must be signed by an officer nominated with that level of responsibility as set out in Annex B.

15. Performance Bond / Parent Company Guarantee

- 15.1. As part of the evaluation of short-listed tender responses the Contract Administrator will request from Procurement an independent financial appraisal report.
- 15.2. The financial appraisal provides the Council with an overall financial risk score (referred to as failure score) used to assess the applicant's financial standing. The failure score ratings (0 poor to 100 good) are matched to a pass/fail result as detailed below:
- Score of 0 to 10 will mean automatic **"FAIL"** and the suppliers will be excluded from the procurement process.
 - Score of 11 to 50 will be a **"PASS – SUBJECT TO"** provision of a performance bond or parent company guarantee if/when deemed appropriate.
 - Score of 51 and over is a **"PASS"** meaning the Council will not request a performance bond or parent company guarantee (although this can be overruled on a case-by-case basis).
- 15.3. A performance bond (PB) or parent company guarantee (PCG) provides the Council with a financial guarantee, typically limited to 10% of the contract price to protect against losses and/or damages as result of the Contractor failing to perform its contractual obligations up to practical completion. A performance bond is a tripartite agreement between the Contractor, its surety (a bank / insurer) and the Council. Likewise, a parent company guarantee is a tripartite agreement between the Contractor, its Parent Company and the Council.
- 15.4. The decision to seek the assurance of a performance bond (PB) or parent company guarantee (PCG) will depend on the risk factors related to the specific contractor and proportionate to the contract value and cost to the Council of the assurance. Advice

from Procurement, Accountancy and Legal should be sought by the Contract Administrator where a contractor's financial appraisal highlights concerns. Please see ForestNet for an NFDC template performance bond or parent company guarantee.

16. Maintenance of the Contracts Register

- 16.1. Under Government Transparency Law the Council must publish and maintain details of ALL "live" contracts. To achieve this requirement, Procurement will add details of all contracts to the e-procurement systems contract register accessible via a link on the Council's website for enquiries.
- 16.2. The e-procurement systems contract register allows for "private" documents to be stored. Procurement will add an electronic copy of the final signed / sealed contract and any relevant documents. This will be accessible to Council officers linked to the procurement.
- 16.3. All original sealed deed contract documents must be held centrally by Legal Services for the term of the contract (including any agreed extension periods), plus the statutory limitation period (12 years for sealed deeds). They must be referenced back to the Central Register.
- 16.4. All original signed under hand contracts must be held by the relevant Service unit for the term of the contract (including any agreed extension periods), plus the statutory limitation period (6 years for contracts under hand). They must be referenced back to a Service based register.
- 16.5. Senior/Service Managers are responsible for ensuring that:
 - The original signed/sealed copies of the contract and any subsequent signed variations have been stored as set out in 16.3 and 16.4.
 - Summary details of any contract that has been entered into, that binds the Council to the terms and conditions of the contract plus a .pdf copy of the signed / sealed contract is provided to Procurement to be entered on the Contracts Register administered by Procurement.
 - An electronic copy of the contract and any subsequent variations to the contract that are entered into during its lifetime are stored in their service filing areas (working copy);

Procurement will maintain the online Contracts Register (via the electronic procurement system) to ensure the Council complies with the obligations of the Local Government Transparency Code (2015).

17. Breaches of Contract Standing Orders

- 17.1. Breaches of these Contract Standing Orders are extremely serious matters and will be fully investigated and reported on following referral or discovery. Any breach of these Orders could lead to disciplinary action being taken against the individual(s) concerned.
- 17.2. Strategic Directors, Assistant Directors, Service Managers and Senior Managers are responsible for reporting all known or discovered breaches of these Orders to the Statutory Officers Group as soon as they become aware of such instances.
- 17.3. Any breaches reported to the Statutory Officers Group will be reported to the Audit Committee on an annual basis.

18. Waivers of Contract Standing Orders

- 18.1. A waiver is the process to follow where circumstances mean that Contract Standing Orders cannot be adhered to, in accordance with the following rules:
- 18.2. A waiver must not result in a breach of UK Public Procurement Regulations for contracts within the UK tendering thresholds or of procurement law below UK public procurement thresholds.
- 18.3. An officer may request a waiver by completing the waiver eForm which can be found on the procurement pages on ForestNet.
- 18.4. All waiver requests will be presented to the Monitoring Officer. The arbiter of a waiver decision shall be the Section 151 Officer.
- 18.5. Alternative options should have firstly been explored and exhausted with Procurement by Senior/Service Managers prior to seeking a waiver. This should be documented as part of the waiver request.
- 18.6. All approved waivers where a contract award is sanctioned shall be added to the Contracts Register by Procurement to ensure compliance with the Local Government Transparency Code.
- 18.7. All approved waivers will be subject to scrutiny of the Audit Committee on an annual basis.

19. Contract Modifications

- 19.1. Under the Procurement Act 2023 (Reg 74 and section 8), a modification to an existing pre-tendered contract may be possible, without the need to re-advertise or re-tender, under the following circumstances.

- 19.2. The Contract Administrator, following legal advice, has included a modification (or review) clause in the original contract Terms & Conditions at tender stage providing the possible options for a modification (or variation) to the contract (if required) based on quantity, time or monetary value. Any such modification clause must be clear, precise and unequivocal and must not alter the overall nature of the contract. Legal approval is required to invoke any modification clause.
- 19.3. Where no modification clause was added at tender stage, a modification to the contract may be undertaken providing that:
- the additional costs incurred are below 15% (if Works) or 10% (if Goods / Services) of the current contract value; or
 - Where there are “unforeseen circumstances”, and the increase is not greater than 50%; or
 - Where additional works have become necessary and to change suppliers would not be practical and would cause significant inconvenience or duplication of costs, and the increase is not greater than 50%.
- 19.4. Certain other factors may also permit contract modifications, such as for minor changes or as a result of corporate restructuring. Please seek advice from Legal Services. In any event, any contract modifications must be in adherence to the Financial Regulations.
- 19.5. Gaining approval for modification of a contract: Any modification to an existing pre-tendered contract must be documented by amendment of the original Gateway Review 2 form. The Contract Administrator will document the reason for the modification. The Gateway 2 amendment must be approved and signed by the appropriate Senior/Service Manager to confirm the budget increase, confirm the extension does not exceed that allowed for in this clause and provide formal approval to proceed. If the modification results in the total contract value reaching the next threshold of the Scheme of Delegation, authorisation will also be required by the relevant officer as per section 11.1.1 of the Council’s Financial Regulations. The signed Gateway 2 amended form should be scanned and sent to Procurement to store alongside the original documents in the Contract Register. The contract variation between the Council and the supplier / contractor can then be arranged by the Contract Administrator.
- 19.6. Contract modifications will be tracked by the Procurement team and reported to the Executive Management Team twice yearly.

20. Contract Mobilisation and Monitoring

- 20.1. The Contract Administrator should establish regular reviews with the awarded supplier(s) to monitor the performance of the contract and ensure the cost, service and quality elements of the supplier offer meet (or improve upon) the tendered specification. The contract monitoring regime should be commensurate and

proportionate to the contract and should include the use of simple and effective performance measurement. The proposed arrangement to mobilise and monitor the contract throughout its lifetime should be set out in Gateway Review Stage 2 (contract award proposal & approval).

- 20.2. Senior/Service Managers are accountable for ensuring the performance monitoring regime for awarded contracts is maintained in line with the contract documents and the Gateway Review Stage 2.

21. References and Testimonials

- 21.1. The Council officers may be asked to provide a reference or testimonial for an organisation with which the Council is in a contractual relationship or partnership. As public entities, district councils are expected to follow certain principles of transparency, fairness, and accountability.
- 21.2. A **reference** is considered a business-to-business communication and should be kept confidential by both parties. It is reasonable to accept requests for references, especially if the supplier has performed well and/or has exceeded expectations. Any opinions offered must be accurate and backed by contemporaneous records. For example, if commenting on supplier performance, such evidence might include performance against KPIs. Subjective assessments should be avoided, and officers should avoid providing “open” references (i.e., a general statement about a supplier not related to any specific contract). Officers need to exercise great care when a request for a reference may result in negative comments about a contractor. It may be appropriate to decline to give a reference in such situations. If in doubt, take advice from the council’s procurement team.
- 21.3. A **testimonial** is considered a communication that may be advertised to the public. The general rule is that officers should not be providing testimonials for marketing purposes to contractors or suppliers. There may be occasions when you are asked to supply a logo or agree to a sign having information such as ‘working with / for New Forest District Council’ which may be appropriate to agree to for a pre-defined period, after which it should be removed.
- 21.4. If you are in any doubt, please contact your Senior/Service Manager and/or the procurement contract relationship officer.

Part 3 – Appendices

22. Annex A – Contract Standing Orders (Thresholds & Sourcing Matrix)

CONTRACT STANDING ORDER (QUICK GUIDE)

Estimated Contract Value (Excl VAT)	Type of Procurement	Advert Required	Sourcing Method to be Used
Less than £15,000	Best Value Price Check (BV) <i>via desk-top</i>	NO	<ul style="list-style-type: none"> Use a National / Regional Framework, <i>or</i> Use an existing NFDC Corporate contract, <i>or</i> Undertake price checks to demonstrate best value for the Council. Document and retain price checks. Senior/Service Manager Approval required.
£15,000 - £25,000	Request for Quotation (RFQ) <i>via desk-top OR via Procurement</i>	NO	<ul style="list-style-type: none"> Use a National / Regional Framework. Use an existing NFDC Corporate contract. Invite a minimum of 3 written Quotations via your desk-top (eMail), inviting a minimum of 1 Local supplier, using templates available from Procurement if required. OR contact Procurement who will run a “restricted” Quotation via the South East Business Portal.
£25,000 - £100,000	Request for Quotation (RFQ) <i>via Procurement Team</i>	NO <i>(with Yes option)</i>	<ul style="list-style-type: none"> Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Use an existing NFDC Corporate contract. Work with Procurement who will advise and agree the appropriate procurement route. The minimum requirement is to run a “restricted” Quotation exercise inviting nominated suppliers via the South East Business Portal, inviting a minimum of 1 Local supplier. <i>Note: the use of an “open” Quotation is optional where potential tenderers are unknown.</i>
£100,000 upto *UK Threshold	Invitation to Tender (ITT) <i>via Procurement Team</i>	YES (SEBP & CF)	<ul style="list-style-type: none"> Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement Options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Contact Procurement who will fully manage an “open” Tender process via the South East Business Portal (SEBP) and Contracts Finder (CF).
*ABOVE UK Threshold & above	Invitation to Tender (ITT) <i>via Procurement Team</i>	YES (SEBP, CF & FTS)	<ul style="list-style-type: none"> Estimate contract value inclusive of VAT Gateway Review to be approved by Senior/Service Manager. Discuss with Procurement (Add to Procurement Pipeline). <p>Procurement Options are;</p> <ul style="list-style-type: none"> Use a National / Regional Framework. Contact Procurement who will fully manage a “UK compliant” Tender process via the “Find a Tender Service” (FTS), Contracts Finder (CF) and the South East Business Portal (SEBP).

Please see The Procurement Act 2023 <https://www.legislation.gov.uk/ukpga/2023/54/contents>

*UK Thresholds @ 10/09/24 = Goods/Services £214,904; Works £5,372,609 (inc VAT)

Please refer to Procurement Rules, Regulations & Contract Standing Orders on Forestnet >>

<http://forestnet/article/2591/NFDC-Procurement-Documents>

23. Procurement Contract Definitions

- 23.1. **Works:** These contracts relate to construction, demolition, building and civil engineering work and completion work such as joinery, plastering and decoration. It includes major repairs or complete refurbishment. (e.g. building affordable housing, repairing building structures, resurfacing a car park, repairing a roof, installing a heating system.)
- 23.2. **Goods / Supplies:** These contracts relate to the purchase, hire, siting or installation of goods, but not their maintenance. (e.g. equipment, clothing, vehicles & spare parts, office stationery, consumables, gas, electricity, IT Hardware/Software)
- 23.3. **Services:** These contracts relate to the provision by a person or other entity to provide services. (e.g. Provision of maintenance services, professional services (consultancy), financial services, cleaning services, servicing an installed product or system)
- 23.4. **Senior/Service Manager:** Member of the Senior Leadership Team as agreed from time to time by the Chief Executive.

24. Contract Value Calculation

- 24.1. The contract value should be the summation of the whole life costs of the contract on offer. e.g. the complete life cycle from start to finish.
- 24.2. **Contract Value = Initial non-recurring elements** (e.g. capital items, materials, supplies, training, refurbishments & labour, set-up costs, etc.) **+ recurring costs over the contract duration** (e.g. materials, parts, maintenance, labour, annual licences, upgrading and ultimate decommissioning / disposal, etc.) for the term duration (e.g. 3 / 4 years). **Note: All estimates for "Above UK Threshold" contracts should include VAT at applicable rate.**
- 24.3. If the contract is a one-off purchase, then the total value will be quite easy to estimate, based on "should cost" or benchmarked comparisons.
- 24.4. If the contract is spread over a number of years (i.e., 3 years + 2 years optional extension), the contract value is the total whole life cost value over the maximum contract duration.
- 24.5. If you intend to buy similar goods or services year-on-year but you do not know the length of the contract or it is indefinite, you will need to estimate the total value of your purchasing over the next 48 months (4 years) to arrive at a Contract value.
- 24.6. Contracts over 5 years duration should be approved by Legal Services in conjunction with Procurement. Single supplier / multi supplier Framework Agreements cannot exceed 4 years duration. Provision should be made for long term agreements

whereby an extension period beyond the initial term may be beneficial to the Council in the future.

- 24.7. Contracts must be packaged appropriately to achieve maximum value for the Council. They should not be split in order to avoid quotation or tendering limits in Contract Standing Orders or UK public procurement thresholds, or be packaged in a way to reduce the potential for fair and open competition.

25. Annex B - NFDC Scheme of Delegations Vs. Procurement Contracts

Process	Covers	Strategic Procurement Manager	Budget Responsible Officer (BRO)	Senior/Service Manager	Assistant Director (AD)	Chief Exec & Strategic Directors (& Statutory Officers)*
Awarding a Contract	Award a contract following a quotation or tender exercise to a supplier with whom orders can be placed (in accordance with procurement rules). Select the winning tender from a procurement exercise.	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Signing a Contract	Sign under hand a contract awarded under a request for quotation or tender process. Sign up to an agreement which ties the council into expenditure (e.g. maintenance agreement). Sign up to an agreement which ties the council into a set of terms and conditions (e.g. grant agreement, IT facility agreement).	Up to £50k	Up to £50k	Up to £1M	Up to £3M	Unlimited
Sealing a Deed	All contracts estimated over the value of £213,477 (the UK Threshold effective from 01 Jan 2022 for Goods/Services) must be referred to Legal Services to confirm whether they require sealing.	N/A	N/A	Up to £1M (Legal Services)	Up to £3M (Legal Services)	Unlimited
Purchase Order Approval	Purchases Orders (PO) are mandatory for the supply of works, goods or services. Use Finance Mgt System to create PO once contract is signed / sealed.	N/A	BR Officer = Up to £50k BR Admin = Up to £10k	Up to £1M	Up to £3M	Unlimited
Invoice payment	All works, goods and services invoices must be checked and approved for payment (via GRN process) being processed for payment by Accounts Payable. Supplier Invoice must quote a valid NFDC PO number.	N/A	BR Officer = Up to £50k BR Admin = Up to £10k	Up to £1M	Up to £3M	Unlimited

*Statutory Officers are S151 Officer and Monitoring Officer.

** Values are excluding VAT

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