

Marchwood

From: Sharon Elson <Sharon.Elson@NFDC.gov.uk>
Sent: 31 January 2013 15:00
To: Undisclosed recipients:
Subject: GIS Partnership - additional information

Sent to all Town and Parish Council Clerks that signed the GIS Partnership Service Level Agreement for the period 2012/15.

Dear Clerk

Firstly, thank you for showing ongoing commitment to the partnership for the current financial year. The new partnership arrangement commencing on 1st April 2013 will mean the current Service Level Agreement will terminate on 31st March and therefore I want to relay some additional information that is relevant to your town or parish council: -

- NFDC will not be charging a membership fee for the period 1st April 2012 – 31 March 2013.
- Any new/unusual requests for maps or other GIS service provision between now and 31st March may be charged for based on fees to be set under the new SLA.
- Parish land and asset data capture – NFDC will not charge for any outstanding data capture for the map layers that have been agreed under the old SLA. This includes both data that NFDC are holding and that we are waiting to receive. Work will commence on this once the new GIS Officer has been recruited.

I would be grateful if you could let me know by 28th February if you wish to continue to participate in the partnership from April . Please contact me if you have any questions.

Kind regards
Sharon

Sharon Elson
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Marchwood

From: Sharon Elson <Sharon.Elson@NFDC.gov.uk>
Sent: 31 January 2013 14:15
To: Undisclosed recipients:
Subject: GIS Partnership with Town and Parish Councils
Attachments: Parish GIS Partnership.pdf; NFALC_GIS_2013.pdf; Forestmap Map Layers.pdf

SENT TO ALL CLERKS AND CHAIRMEN ON E-MAIL

Dear Clerk, Chairman

Most of you will be aware that a GIS Partnership has been in operation between NFDC and Town and Parish Councils since 2009. The partnership has been successful in providing: -

- Low cost access to a managed map based information system and
- GIS service to include
 - parish land and asset data capture
 - large format paper maps
 - map design service (for village design statements etc)

Those parishes currently in the partnership believe it is the best value-for-money option available for this type of system.

Several parishes now consider access to mapping to be a valuable tool and rely on it to help them make better informed decisions – not only in carrying out their internal day to day work and for ad-hoc projects, but also when responding to queries from residents. Participating in the GIS partnership can pave the way for further partnership working and lead to efficiency savings in time, money and resource.

Ken Connolly (Head of ICT Services) and I presented the GIS Partnership to the NFALC meeting on 17th January and I hope those of you in attendance found it informative. I have attached the presentation slides and GIS Partnership document (providing more detail about what is on offer and costs) that were distributed at the meeting. I have also attached a list of the map layers that are currently available. Further layers will be added as they become available and as demand requires them, through a combination of both internal and external sources.

The GIS Partnership is being re-launched from April 2013 and I would encourage all Town and Parish Councils to participate. This is not a profit making scheme for NFDC but just inviting you to benefit from the huge investment we have made, and still make, in this fascinating and extremely useful tool, at a modest cost. Please could I ask you to either confirm your commitment to the partnership, or let me know you are not interested. For our planning of resources required it would very helpful to have your reply by 28th February but, bearing in mind you have to take this to your Council meeting, let me know if additional time is required.

Please feel free to contact me if you have any questions or wish to discuss in more detail. Alternatively, Len Griggs (Clerk, Ashurst and Colbury), Susan Whitcher (Clerk, Hordle), David Shimpe (Clerk, Hythe and Dibden), Theresa Elliott (Deputy Clerk, New Milton) and Jo Stannard (Deputy Clerk, Ringwood) are all members of the partnership project team and would also be happy to answer queries.

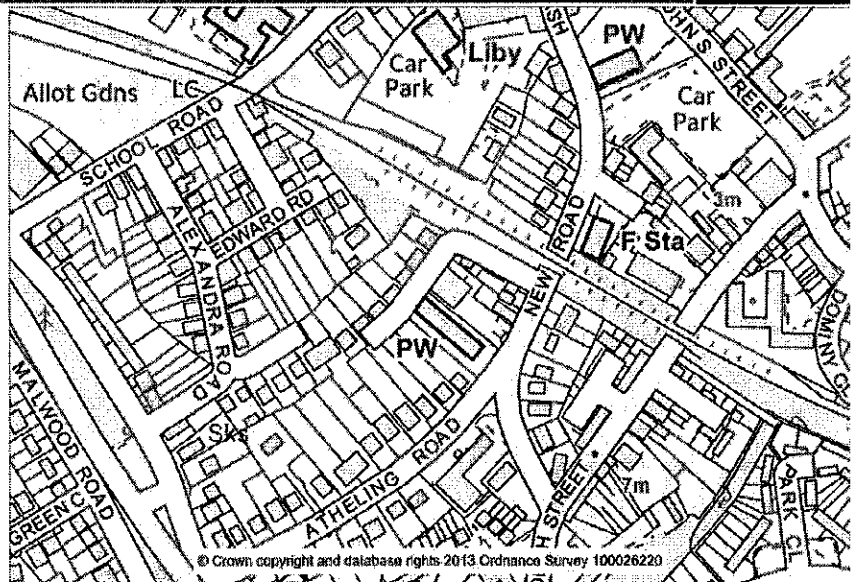
I look forward to hearing from you shortly.

Kind regards
Sharon

Sharon Elson
GIS Manager
ICT Services
New Forest District Council

2013

PARISH GIS PARTNERSHIP



Sharon Elson
New Forest District Council

Introduction

In 2011 the Public Sector Mapping Agreement (PSMA) came into existence and this enabled local councils to directly access Ordnance Survey mapping. Many local councils require mapping to support their regular business activities such as asset management, grounds maintenance and planning, but it is also useful for less frequent activities such as preparing village design statements, registering rural land and planning for local events. So far, over 1400 local councils have signed up to the PSMA and more are joining each week.

The New Forest District Council GIS Partnership with Town and Parish Councils was established in 2009. It is unique and has attracted interest at a national level. This is because the partnership not only enables us to share Ordnance Survey mapping, but also other map based information from partners such as Natural England, the Environment Agency, Hampshire County Council and the New Forest National Park Authority – along with our own district and parish information. The partnership gives participants access to a managed Geographic Information System (GIS) and an expert GIS service, both of which would be expensive to fund on an individual basis. Several town and parish councils have become reliant upon map based information to support their service delivery.

This document has been produced to promote the success of the partnership and to invite all town and parish councils within the New Forest District Council administration area to participate.

Why was the GIS partnership formed?

For several years Town Councils had been asking NFDC for access to its GIS system to enable them to print and use maps and give them access to information such as land ownership, boundaries and planning information. Unfortunately, at that time, NFDC were prevented from assisting due to restrictions in their Ordnance Survey (OS) Licence. However, in 2008 OS made a significant change to the Licence that, for the first time, permitted local councils access to mapping held by their principal authority for their own use.

Whilst the door to sharing map based information had been opened, the town councils recognised they did not have the resource or expertise to manage their own GIS systems and, critically, they did not have access to the vast amount of map layers already held by NFDC.

In 2009 a 3 year joint-funded GIS partnership was established between NFDC and some town and parish councils (TPCs). Its key objectives were to: -

- Provide a GIS system for TPCs to meet their business needs
- Improve service delivery by sharing information
- Capture and maintain accurate spatial data, including parish land and assets
- Achieve efficiency and cost savings by working in partnership

By March 2012, 26 TPCs had joined the partnership and over 140 users (Clerks, Officers and Councillors) were able to access to Forestmap, the web based GIS system.

What are the benefits?

- **Better decision making.** The Forestmap system gives your local council access to map based information from a variety of sources all in one place. This will help you make better informed decisions and also help to resolve queries more efficiently and easily for your customers.

Aside from having access to data shared freely between partners, NFDC will endeavour to make available free of charge the data they have purchased under licence from other suppliers eg aerial photos and historic mapping.

- **Improved partnership working.** There are many examples of how participation in the GIS partnership can assist further partnership working. A few examples are: -
 - The NFDC tree service. Locations and information about your trees are captured by the Tree Team and this information can then displayed to you within the Forestmap system.
 - Traffic monitoring. Sandleheath Parish Council produced maps for the Police Authority and neighbouring parishes to show locations of where they wanted to locate temporary speed cameras as part of their Speedwatch project.
- **Managed system and data security.** NFDC will use their expertise to provide your local council with a managed GIS system.
 - Data supplied by OS and other 3rd parties will be updated automatically.
 - All GIS data is held securely on NFDC servers, with audit control for monitoring changes.
 - NFDC can capture your land and asset information accurately to industry standard and protect it from unmanaged changes.
 - Expert guidance and advice will be provided to help your local council use mapping in accordance with relevant licences eg the Public Sector Mapping Agreement for your use of Ordnance Survey data.
- **Professional map images and paper maps.** NFDC can produce relevant bespoke map images for inclusion in reports, documents and submissions such as Village Design Statements and registering rural land. Large format printed maps can be produced at significantly lower cost than local mapping outlets.

What does the future hold?

NFDC's commitment to the GIS partnership will continue. The Executive Management Team has approved a part-time resource to support the partnership. The recruitment process will commence shortly and this resource will replace the GIS Officer who left post in September 2011.

A new system is scheduled for development during 2013 that will replace the existing Forestmap system. The new system will not require any PC set up and will work on Apple Macs and Ipads as well as the Microsoft Windows environment. The new system will be easier to use whilst retaining the wide selection of map layers available.

In April 2013 a new Service Level Agreement will be introduced alongside a revised recharge model.

What is the Offer?

NFDC will provide a full GIS service to support town and parish council's use of mapping. The main activities are detailed in the following table: -

ITEM	DETAILS OF SERVICE / ACTIVITY	TYPICAL ESTIMATED RESOURCE
Annual Subscription	Set up and authorised access to the parish GIS system.	
Training	Training in the use of the parish GIS system and associated data licences. To include training for system upgrades.	3 to 4 hours per person
GIS Data Capture	New data capture of parish land and assets from various sources eg paper maps, paper/electronic records. To include the capture of the map feature and associated text based attribute data.	2 – 30 hours per dataset
Ongoing Maintenance	<ul style="list-style-type: none"> • Parish GIS map layer updates • Application and file management/configuration for the parish GIS system and associated GIS files • Ordnance Survey map base updates • Map layer updates provided by 3rd parties eg Environment Agency, Natural England, Hampshire CC etc • Sourcing and maintenance of new map layers provided by 3rd parties and in house departments 	Unlimited
Local (Bespoke) Map Design	Design of bespoke maps for inclusion in publications, submissions and reports etc. The maps will conform to the terms and conditions of the Public Sector Mapping Agreement and other data licences.	2 – 6 hours
Produce Hard Copy Maps and "e" maps	<ul style="list-style-type: none"> • Preparation/printing of simple hard copy maps size A0 to A4 • Conversion of GIS map files to industry standard graphic images eg jpg, bmp, png etc 	½ - 1 hour
Help Desk and Expert Advice	Provision of a help desk service to include: - <ul style="list-style-type: none"> • Technical support for the parish GIS system • Relevant compliance issues eg licensing and copyright • Consultancy and guidance for GIS related issues 	Unlimited

The Recharge Model

The partnership is a 'not for profit' initiative that will operate on a subscription basis with some chargeable services. The subscription will be based on the population size for each parish and the cost for chargeable services will be the same for all parishes.

ITEM	PARISH SIZE/POPULATION		
	SMALL UP TO 4,999	MEDIUM 5,000 – 9,999	LARGE 10,000+
Annual Subscription	£100	£250	£500
Ongoing Maintenance	Included in annual subscription		
Help Desk and Expert Advice	Included in annual subscription		
Training	Hourly rate £10		
GIS Data Capture	Hourly rate £10 for new map layers (updates included in annual subscription)		
Local (Bespoke) Map Design	Hourly rate £10		
Print Hard Copy Maps	Design time hourly rate £10. Per printed copy: - A0 £10.00, A1 £8.00, A2 £4.50, A3 £3.00, A4 £2.00		
Produce Electronic Map Images	Hourly rate £10		
Visiting TPCs	Hourly rate £10, plus recovery of travelling time and cost		

Note: -

Ad-hoc project work may be required and will be subject to the same hourly rates but the delivery timetable will need to be negotiated.

The Forestmap System

Forestmap is a fully functional web based GIS system. There are over 100 map layers in the corporate GIS database and all of these are immediately available to town and parish councils unless our data licence with suppliers prevents the information being shared or the map layers contain sensitive information that is confidential. Map layers containing parish land and assets are added to the system as it becomes available.

The Forestmap system enables you to: -

- Look up addresses/postcodes and go to that location on the map
- Interact with the map – move around the map and zoom in or out
- View map layers – turn them on or off, hover your mouse over an item in the map layer to find out information about it
- Print maps and/or save them as a PDF
- Query the map layers,
- Draw and save items onto a single map layer for your individual use
- Measure distances and areas

Fig 1. Forestmap screen shot that shows an address search. The red flag on the map marks the location of the address.

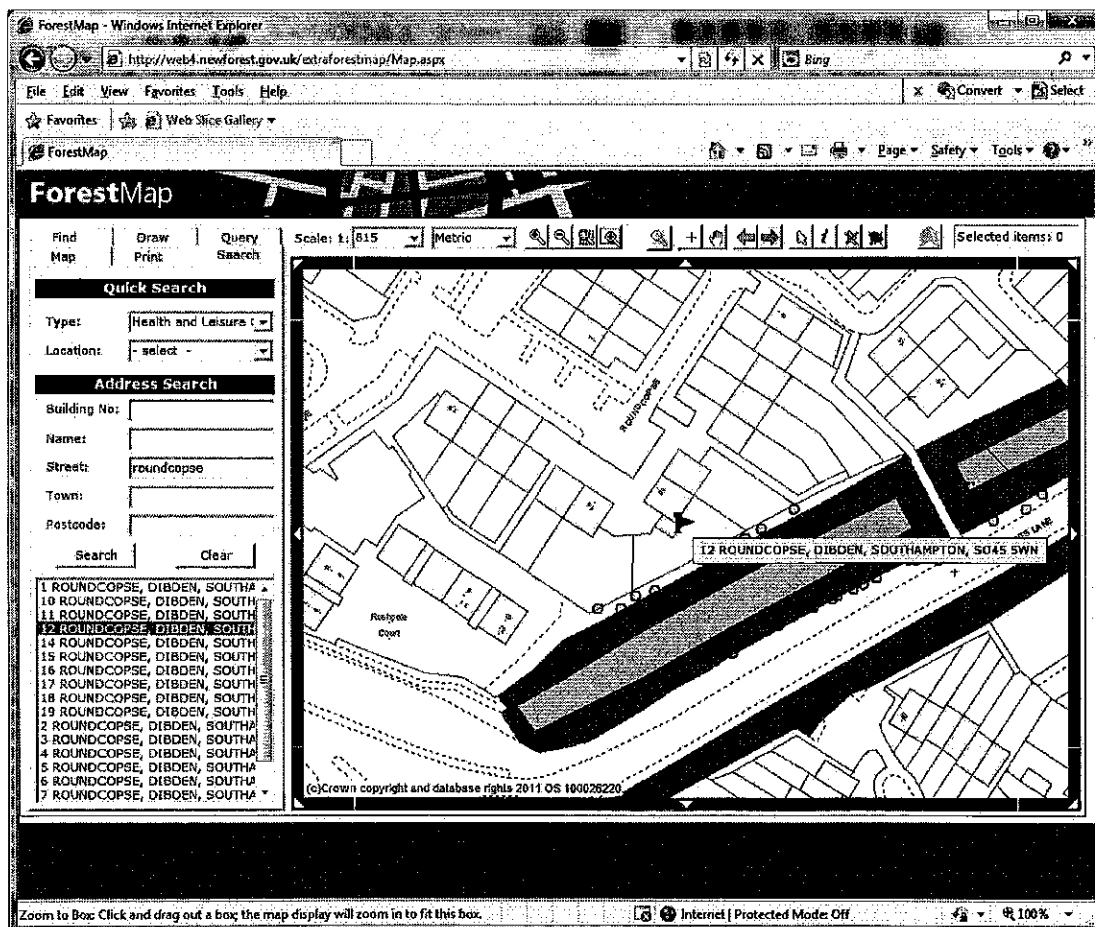
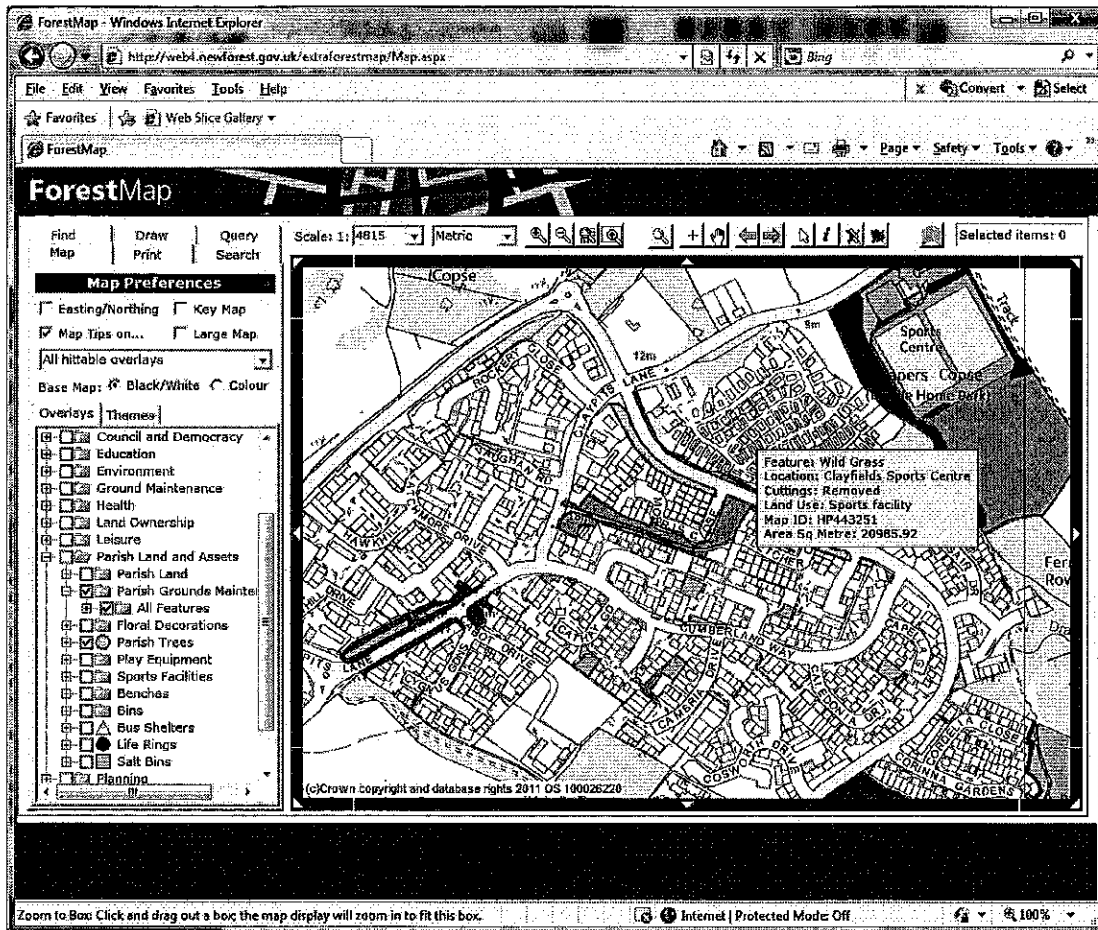


Fig 2. Forestmap screen shot that shows a selection of map layers that are available. The parish grounds maintenance layer has been turned on and the mouse hovered over one of the items to find out further information about it.



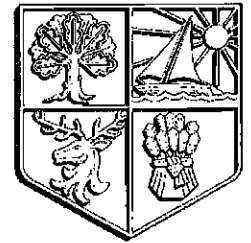
As mentioned previously in this document, the Forestmap system is scheduled to be replaced this year. The new system will: -

- Have all the basic functionality required from a web based GIS system
- Be much easier to use, with little or no training required
- Use the latest technology to improve performance/speed
- Not require the user to set up or make changes to their PC
- Run on Apple Macs and I pads, as well as Microsoft Windows

For more information about the GIS Partnership please contact sharon.elson@nfdc.gov.uk

New Milton Town Council

The Town Hall, Ashley Road,
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Telephone: (01425) 619120

December 2012.

Geographical Information System

New Milton Town Council has been part of this project since its inception, seeing the value in having our own information displayed on layers to help with customer enquiries. At the time this was our main focus, but since becoming regular users we have found that information from other sources has similarly been of regular assistance, for example the OS grid referencing or postcode functions. It truly is a box of tricks!

Being of a reasonable size, we own or manage a great deal of land in the town and have many donated seats. The opportunity to accurately pinpoint the query and then display the relevant layer could not be missed, as we seek to provide a more efficient service. We regularly appreciate the ability to print our own maps for project use or making Tree Work applications.

On planning applications, displaying the site then the land ownership and TPO layers is of great use and enables me to provide members with concise information at their briefing and at the Planning meeting.

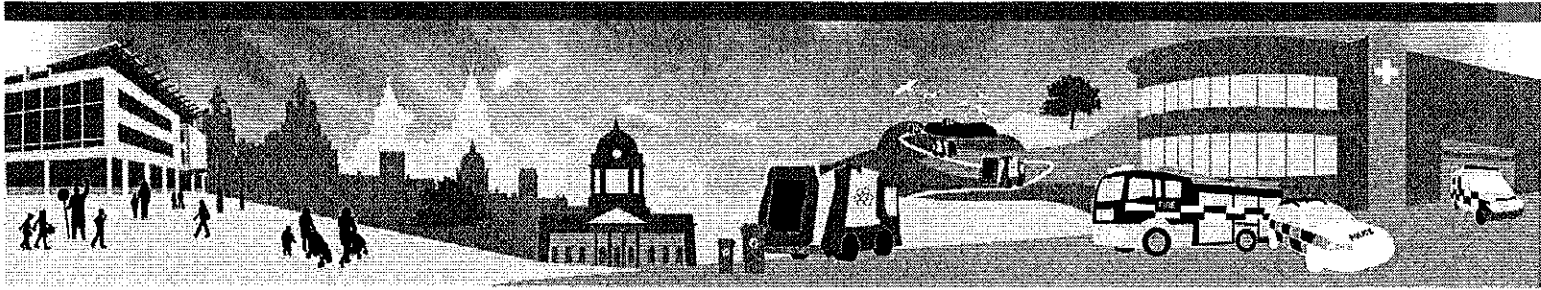
We have recently registered land parcels with the Rural Land Registry to enable entering the Higher Level Stewardship Scheme. Information on positioning of Sites of Importance for Nature Conservation was at the click of a mouse and benefitted us in terms of staff resource during the application process.

We are also using the District Council's tree management services and see that in time, the link between their Arbortrack system and GIS will prove invaluable.

I will also take the chance to mention that the support available from Sharon and her team has been consistently of the highest standard.

I am more than happy to assist if you have questions about practical usage of the system.

Theresa Elliott
Assistant Town Clerk.



Sharing public sector information to distribute the cost of land and asset management



Hythe and Dibden Parish Council is part of a geographical information systems (GIS) partnership established between New Forest District Council and a group of local councils, which gives them access to the

district council's digital data and Ordnance Survey mapping. This sharing of public sector information has brought about tangible improvements to the management of the parish council's land and assets.

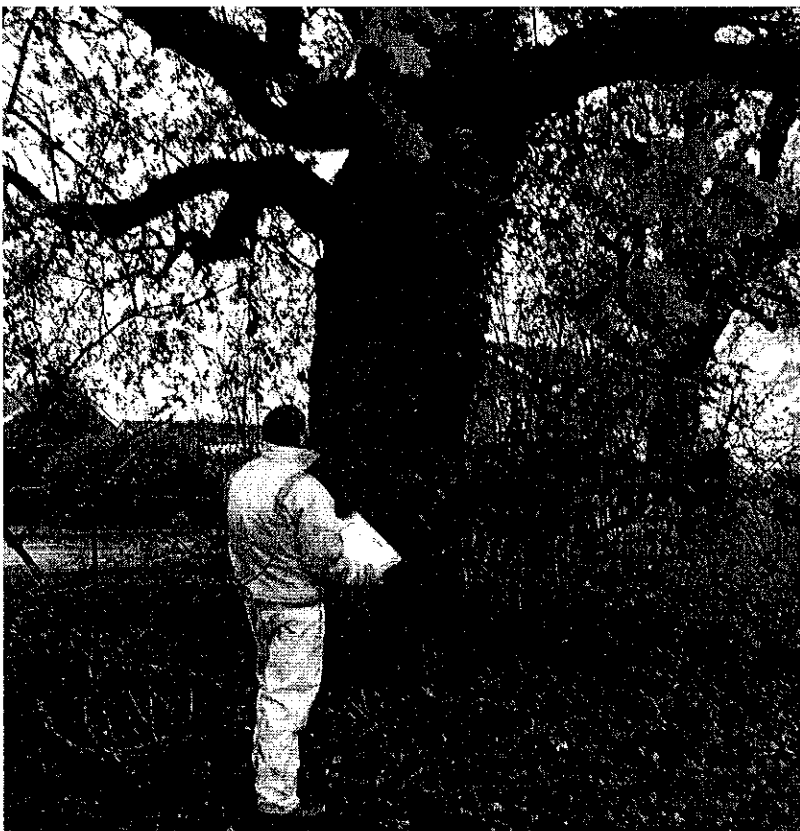
The challenge

Hythe and Dibden Parish Council, along with others nearby like Ringwood Town Council, were keen to gain better access to local government data on land and asset ownership in their areas. Hythe and Dibden Parish Council is a significant land and asset manager in its own right and knowing who owns what land is important, not least to provide a better service to residents. New Forest District Council was receiving a growing number of local council requests for map-based information and felt there must be an efficient way to handle them.

The solution

A GIS partnership was developed between New Forest District Council and 25 local councils in its area. This allows secure access to the district council's ForestMap GIS system via its intranet.

Hythe and Dibden Parish lies on the eastern side of the New Forest, where it owns approximately 200 acres of public land, including allotments, play areas and a sports centre. The council is part of the partnership project team and has, perhaps, been one of the most active GIS users. All of the council's staff can access the Ordnance Survey mapping data and



GIS. The district council is on-hand if additional support is required.

Hythe and Dibden Parish Council takes many calls from the public about maintenance issues. It can now quickly check who owns land or assets and handle those enquiries efficiently. Members of the public are no longer passed from pillar to post. Similarly, the parish owns many trees, which get surveyed by the district council. From the data, the parish council can readily see when they've been or are due to be inspected.

An important spin-off from the data-sharing has been identifying places where the district and parish councils maintain plots of land next door to each other and where one of them could maintain the lot more efficiently. Where this has happened it reduces the number of site visits.

The benefits

- Identifying public sector land and asset ownership allows pooling of resources and reducing workloads.

- Data-sharing allows the councils to distribute the cost of licensing GIS.
- Partnership bodies are better able to respond to issues raised by the public, saving them time and improving their service.
- Further cost-efficiencies are being realised with services such as grass cutting.

'There was no hesitation in being a part of the partnership. It enables us to access the district council's and others' data. I see it all as public sector data and we should be sharing that information.'

David Shimpe,
Clerk, Hythe and Dibden Parish Council

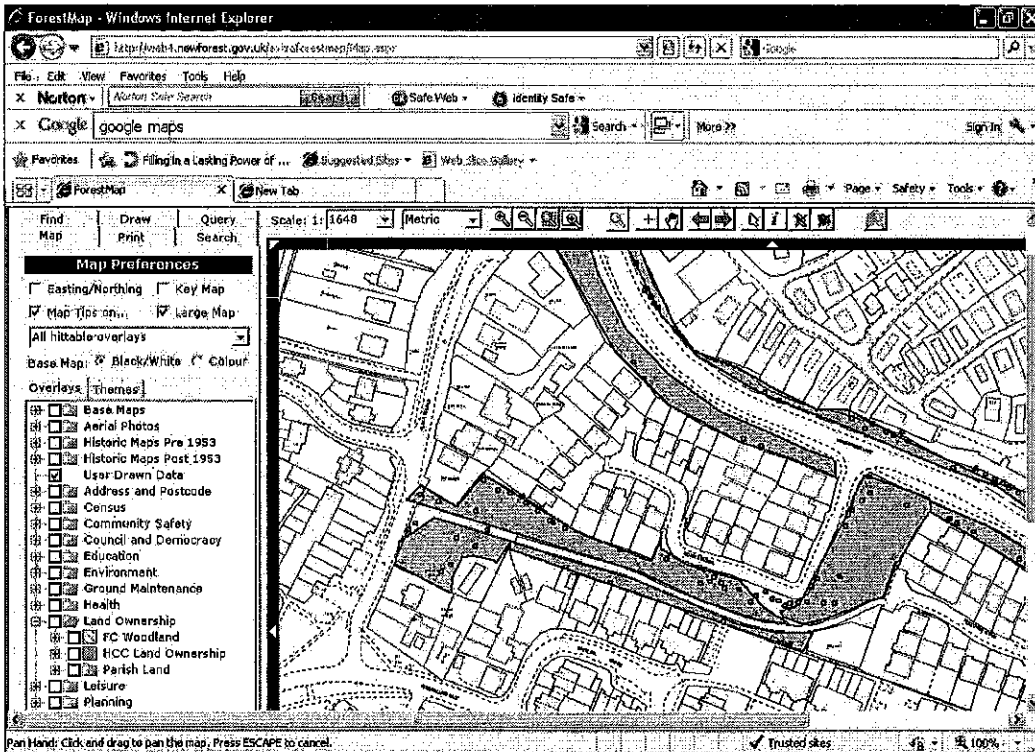
Return on investment

'I would recommend the [GIS partnership] model as a way of sharing information and Ordnance Survey mapping data. If call centres don't know who owns land when they receive a call about it from the public, they don't know where to turn. Using Ordnance Survey data with GIS has improved our public image and helps resolve problems.'

David Shimpe, Clerk,
Hythe and Dibden Parish Council

Data products used:

- OS VectorMap® Local
- OS MasterMap® Topography Layer



New Forest partnership internal GIS used by 25 local councils.

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Forestmap System Map Layers

Map layers are regularly added to the central GIS database to include both those captured by NFDC staff and others received from external suppliers. Where the GIS team are aware that new layers will be of interest to town and parish councils, they will automatically make them available within the ForestMap system. Through the GIS Partnership arrangement, town and parish councils may request access to additional layers: -

- If the data is already held in the GIS database this can immediately be made available providing there are no licence restrictions and the data contains no confidential information.
- When NFDC is responsible for data but it is not held in map format, where possible it will be added to the GIS data capture work programme.
- If data is held in map format by external suppliers the GIS team will make every effort to obtain it (providing it can be supplied at no cost).

The table below contains the map layers that are currently available within the ForestMap system for use by town and parish councils.

Category	Map Layer
Planning and Environment	Listed Buildings
	Conservation Areas
	Tree Preservation Orders
	Hampshire Rights of Way (Footpaths etc)
	Flood Map
	Main Rivers
	Historic Flood Map
	Areas of Outstanding Natural Beauty
	Local Nature Reserves
	National Nature Reserves
	Historic Parks and Gardens
	Sites of Special Scientific Interest (SSSI)
	Special Protection Areas (SPA)
	Special Areas of Conservation (SAC)
	RAMSAR sites
	Scheduled Ancient Monuments
Land Ownership	NFDC Core Strategy
	Forestry Commission Woodland
	HCC
Ground Maintenance	NFDC (scheduled to be available April 2013)
	Amenity Ground Maintenance
Transport	Communal Ground Maintenance
	Bus Stops
	Integrated Transport Network
	Car Parks
	Rail Network
	Traffic Regulation Orders
	Salt Routes
Waste and Recycling	Grit Bins
	Refuse and Recycling Collection
Parish Land and Assets	Recycling Centres
	Parish Land – acquisitions and disposals

Category	Map Layer
	Parish Ground Maintenance
	Floral Decorations
	Parish Trees
	Play Equipment
	Sports Facilities
Parish Land and Assets (ctd)	Benches
	Bins
	Bus Shelters
	Notice Boards
	Allotments
	Lighting
Health	GP Surgeries
	Hospitals
	Pharmacies
Leisure	Barbecue Areas
	Caravan and Campsites
	Cycle Hire
	Golf Clubs
	Health and Leisure Centres
	Holiday Parks
	Libraries
	Play Areas
	Public Toilets
	Public Halls
	Riding Stables
	Skate Parks
	Visitor Attractions
	Visitor Information Centres
Education	Schools and Colleges
Census	Super Output Areas
Addressing	Local Land and Property Gazetteer (the official national address gazetteer that covers the local area)
	Postcode areas
Historic Mapping	Historic maps 1867 - 1995
Aerial Photos	2000 Flight
	2005 Flight
	(NFDC form part of a county wide consortium that has commissioned a new flight)
Base Maps	OS Mastermap Topography (the most detailed OS map base available)
	OS Street View
	Vector Map Local
	1:25,000 Scale Raster
	1:50,000 Scale Raster
	1:250,000 Scale Raster
Boundaries	Parish Boundaries
	Ward Boundaries
	County Boundaries
	Electoral Divisions
	NFDC Boundary
	New Forest National Park Boundary