

CABINET

18 March 2015

WEST OF WATERLOOVILLE FORUM – REVISED TERMS OF REFERENCE

REPORT OF CORPORATE DIRECTOR

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RECENT REFERENCES:

None

EXECUTIVE SUMMARY:

The Report seeks approval for a revised set of Terms of Reference for the West of Waterlooville Forum.

RECOMMENDATIONS:

That the revised Terms of Reference for the West of Waterlooville Forum attached as Appendix 1 to the Report be agreed.

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WEST OF WATERLOOVILLE FORUM – REVISED TERMS OF REFERENCE

REPORT OF CORPORATE DIRECTOR

DETAIL:

1 Introduction

- 1.1 The West of Waterlooville Forum was established in May 2002 as a Winchester committee which includes elected Member representation from Havant Borough Council and Hampshire County Council. The purpose of the Forum has been to provide an opportunity for elected Members to discuss issues relating to the design, implementation and community development of the major development area (MDA) which straddles the Winchester / Havant border near Waterlooville. The Forum is not a decision making body, but through its guidance to developers and decision makers it has had a very real and practical influence on the content and quality of the Masterplan and the development of a successful community.
- 1.2 The Forum has operated very constructively and has played an important role in providing a 'place' within which local communities, development interests and Council representatives can raise concerns and seek solutions across a variety of issues.
- 1.3 Now that the MDA is well under way and a substantial number of residents have moved in, it is appropriate to consider the future of the Forum since it was never intended to be a permanent part of the representational structure for West of Waterlooville. The Forum needs to have an 'exit strategy' for its work, handing over day to day representation of residents to the regular structures of governance in each district.
- 1.4 In order to achieve this, it is suggested that the Terms of Reference for the Forum are amended to reflect the fact that the primary task is now to achieve a successful transition to permanent democratic/community structures. It should be emphasised that this is exactly what was expected to happen at this point in the development and is an indication of successful progress.

2 Amended Terms of Reference

- 2.1 The proposed amended Terms of Reference are attached as Appendix 1 to the report. These have been prepared following discussions with the Chairman of the Forum and officers from Havant Borough and Hampshire County Councils.

- 2.2 The amended terms of reference take specific account of the role of the Advisory Group which includes representatives of the two existing parish councils which exist in the Winchester part of the development. The Advisory Group is assisting in preparations for the establishment of a new parish council which can be established once a critical mass of residents has been reached. Havant Borough has no parish councils and the Havant part of the development will therefore be unparished and administered solely by Havant Borough Council. Nevertheless, residents who live in the Havant part of West of Waterlooville will all meet the 'live within three miles' qualifying criterion for serving on the parish council and will therefore not be excluded from seeking election.
- 2.3 Havant Borough Council has been consulted and is in agreement with the proposed revisions.
- 2.4 Hampshire County Council has confirmed that it wishes to continue to be represented on the Forum with the same level of representation as under the existing Terms of Reference.

OTHER CONSIDERATIONS:

3 COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):

- 3.1 The West of Waterlooville Major Development Area is a significant new community in the Council's area. It contributes to each of the three priority outcomes (Active Communities, Prosperous Economy and High Quality Environment).

4 RESOURCE IMPLICATIONS:

- 4.1 The resource requirements for the Forum will continue to be officer time in preparing reports and attending Forum meetings, and the costs of room hire. All can be covered in existing budgets.

5 RISK MANAGEMENT ISSUES

- 5.1 There are no risk management issues identified.

BACKGROUND DOCUMENTS:

NONE

APPENDICES:

Appendix 1 – Proposed Revised Terms of Reference for the West of Waterlooville Forum

Appendix 2 – Existing Terms of Reference for the West of Waterlooville Forum

West of Waterlooville Forum – Proposed Revised Terms of Reference

The major development area at West of Waterlooville has outline planning consent and several phases are now under way. The community is beginning to take shape and to find its own voice.

The initial purpose of the West of Waterlooville Forum has been served and it is now revised to oversee the transition from new community to established community.

The three primary objectives of the West of Waterlooville Forum are now as follows:

1. To comment and advise on the next stages of the implementation of the West of Waterlooville master plan, in particular major elements of community infrastructure.
2. To ensure the success of the community development activities undertaken within the development area and advise on how these should progress.
3. To secure the establishment of appropriate local democratic structures for the emerging community that will take responsibility for representing the area from April 2016.

In order to achieve this at each meeting the Forum will:

1. Receive and note a report outlining the progress of the physical development of the MDA;
2. Receive and comment on a report outlining community development activities and issues arising within the MDA;
3. Receive a report and comment to the relevant authority on any major infrastructure issue yet to be resolved which affects the MDA (if any);
4. Receive and comment on a report from the West of Waterlooville Advisory Group on the progress of the establishment of new parish level arrangements for representing the MDA in Winchester District and new neighbourhood level arrangements in Havant Borough.

(These may not be separate reports but may be combined where this is expedient).

Although the Forum has no formal decision making powers it can make recommendations to the parent authorities of Havant and Winchester on the most suitable arrangements for democratic and community representation within the MDA with a target that such arrangements become fully functioning from April 2016 at which point the Forum will be wound up.

In order to do this, the Forum shall:-

- Discuss the issues which arise out of these opportunities and challenges;
- Advise the relevant decision-making authorities on these issues;

- Consider the infrastructure and facility requirements.

The Forum shall meet in public (at least 3 times per year) and shall, so far as possible, seek to engage fully with the public. There may be occasions where there is a requirement to meet in confidential session due to matters of a commercial sensitivity.

Constituent Authorities and membership

The membership of the Forum shall comprise of representatives from:-

- Havant Borough Council = 4 members (one of which shall be the vice-chairman of the Forum)
- Winchester City Council = 4 members (one of which shall be the chairman of the Forum)
- Parish Council of Denmead = 1 member.
- Southwick & Boarhunt Parish Council = 1 member.
- Hampshire County Council = 2 members

The Constituent Authorities may appoint deputy members.

Method of Working and Voting Rights

All members are expected to use their best endeavours to reach conclusions by general consensus. Where any voting members of the Forum require a formal vote to be taken, this shall be on a show of hands by those members present and voting.

Chairman

The Chairman of the Forum shall be appointed by Winchester City Council and the Vice-Chairman will be appointed from the Havant Borough Council membership.

Quorum

The Forum will be quorate if five voting members are present.

Administration

Winchester City Council shall be responsible for administration of the Forum, calling meetings and recording proceedings.

Public Participation Procedure

General

- There will be a period of 10 minutes maximum at the beginning of each Forum meeting when the Chairman invites the public, including interested groups, to raise any general matters of interest and/or matters relating to the work of the Forum.

Detailed matters relating to the agenda will not be accepted at this point, as there will be an opportunity for these to be heard under the appropriate agenda item. As is the usual practice for general public participation, however, Officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

Consideration of Individual Agenda Items

- After an Officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of ten minutes (subject to the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups will be able to object, support or ask questions directly relating to the agenda item and the comments of the Officer's presentation.
- An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will agree to the maximum allocation of the ten minute period for the public participation. The Committee Administrator will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speakers process and may limit individual speakers to less than three minutes or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minute allowed for the public participation on any one item will be at the Chairman's discretion.
- There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended, even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.
- Members and Officers will not provide immediate response to public comments raised from the floor. All comments and enquiries will be noted and the Chairman will invite Officer/Members to respond to specific points during the questions and debate period of the meeting.
- Members of the public who wish to speak should wherever possible contact the Committee Administrator before the start of the meeting (preferably by telephone or email prior to the day of the meeting to register their wish to speak) so that as many people as possible can speak during the public participation sessions (this list will be given to the Chairman before the start of the meeting).
- Once the period of public participation has drawn to a close, there will be an opportunity for elected members who are not on the Forum (relevant Portfolio Holders) to speak in advance of questions and debate amongst Forum Members, at

the Chairman's discretion. This may include any councillors from Winchester City Council and Havant Borough Council.

- The Forum will then debate the item.
- The Chairman will then invite Officers to respond to any public comments raised from the floor, where appropriate, a vote will be taken to reach a formal recommendation on the agenda item.

March 2015

West of Waterlooville Forum – Existing Terms of Reference

TERMS OF REFERENCE

The creation of a Major Development Area at West of Waterlooville offers challenges and opportunities.

The opportunities include:-

- A chance to form a vibrant, caring and sustainable community;
- The ability to house people who are in need of affordable, good quality housing;
- The opportunity for the three local authorities to work together in a model example of community leadership;
- Integration of the MDA with existing communities, in particular Waterlooville Town Centre, and the surrounding countryside.

The challenges include:-

- Determining the types of community facilities (such as community centres, local shops, schools, and recreation facilities) which will be required to promote and engender a spirit of community amongst the new residents;
- Ensuring that the new community has the necessary facilities and infrastructure in place, at appropriate phases throughout the development;
- Dealing with the issues which arise out of the fact that the MDA is to be built across the districts of Winchester City and Havant Borough;
- Creating a sense of community amongst the residents of the MDA, who will be coming together for the first time, and whose primary common interest is a new home in the MDA;
- Learning from the experience of other MDA developments;
- To ensure better coordination of the aims, methods and work of the developers in a way that establishes and retains the confidence of the people already living or working in the area.

Many of these issues will be shaped by the two Local Planning Authorities, as part of the decision-making process to determine any planning applications which are submitted to progress the MDA. However, the issues will, in many cases, involve other functions of the various local authorities involved.

The principal purpose of the Forum is to assist these bodies in dealing with these challenges, and ensuring that these opportunities are achieved.

In order to do this, the Forum shall:-

- Discuss the issues which arise out of these opportunities and challenges;
- Advise the relevant decision-making authorities on these issues;
- Consider the infrastructure and facility requirements;
- Review progress reports on planning applications.

The Forum will meet in public and shall, so far as possible, seek to engage fully with the public. There may be occasions where there is a need to meet in private, due to matters of confidentiality and commercial sensitivity.

Constituent Authorities and membership

The Forum shall comprise representatives from:-

- Hampshire County Council (2 representatives)
- Havant Borough Council (4 representatives)
- Winchester City Council (6 representatives - including chairman of the Forum)

Method of Working and Voting Rights

All representatives are expected to use their best endeavours to reach conclusions by general consensus. Where any voting representative on the Forum requires a formal vote to be taken, this shall be on a show of hands by those voting representatives present and voting. [Only the representatives of Hampshire County Council, Havant Borough Council, and Winchester City Council will have the right to vote.]

Chairman

The Chairman of the Forum shall be appointed by Winchester City Council.

Quorum

The Forum will be quorate if five voting representatives are present.

Administration

Winchester City Council shall be responsible for administering the Forum, calling meetings, and recording proceedings.

Public Participation

Public participation will be permitted at the Chairman's discretion, in accordance with the Forum's adopted public participation procedure.

Public Participation Procedure

General

1. There will be a period of 10 minutes maximum at the beginning of each forum meeting when the Chairman will invite the public, including local interest groups, to raise any general matters of interest and/or matters relating to the work of the Forum. Detailed matters related to agenda items will not be accepted at this point, as there will be an opportunity for these comments to be heard later in the meeting (as set out above). As is the usual practice for general public participation, however, officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

Consideration of Individual Agenda Items

2. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to object, support or ask questions directly relating to the agenda item and contents of the officer report.
3. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be encouraged to agree the allocation of the maximum ten minute period for public participation. The Committee Administrator will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process, and may limit individual speakers to less than three minutes, or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.
4. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.
5. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Forum members that follows.
6. Members of the public should wherever possible contact the Committee Administrator before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many people who wish to speak can be accommodated during the public participation sessions.

Non-Forum Members

7. Once the period of public participation has drawn to a close, there will be an opportunity for elected Members who are not on the Forum (e.g. Ward Members or relevant Portfolio Holders) to speak in advance of general discussion and debate amongst Forum members, at the Chairman's discretion. This may include any Councillors from Havant Borough Council, Winchester City Council or Hampshire County Council.

Forum Debate and Vote

8. The Chairman will subsequently invite questions and open the discussion and debate to all Members of the Forum and will invite officers and/or Members to respond to any public comments raised from the floor. Where appropriate, a vote will be taken to reach a formal recommendation on the agenda item.