

WINCHESTER TOWN FORUM

25 June 2014

2014/5 WORK PROGRAMME AND APPOINTMENTS

REPORT OF HEAD OF DEMOCRATIC SERVICES

Contact Officer: Colin Veal Tel No: 01962 848 438 [cveal@winchester.gov.uk](mailto:cveal@winchester.gov.uk)

RECENT REFERENCES:

WTF188 – 2013/4 Work Programme and Appointments, 12 June 2013

EXECUTIVE SUMMARY:

This report sets out the Forum's draft work programme for the new Municipal Year.

The Forum is also asked to consider its appointments to the Informal Groups established during the previous Municipal Year. The previous membership and terms of reference of these Groups are set out within the report.

RECOMMENDATIONS:

1. That the Forum agrees the issues it wishes to consider during the 2014/5 Municipal Year and delegates to the Corporate Director, in consultation with the Chairman, authority to set the detailed work programme.
2. That the Forum considers whether it wishes to re-appoint the following Informal Groups:
  - i) Winchester Town Forum (Town Account) Informal Group (4 Members)
  - ii) Winchester Town Forum (Town Account Grants) Informal Group (5 Members)
  - iii) Winchester Town Forum (Vision for Winchester) Informal Group (6 Members)

- iv) Winchester Town Forum (St Maurice's Covert) Informal Group (5 Members)
- v) Representative on the Walking Strategy Group (1 representative).

WINCHESTER TOWN FORUM25 June 20142014/5 WORK PROGRAMME AND APPOINTMENTSREPORT OF HEAD OF DEMOCRATIC SERVICESThe 2014/5 Municipal Year

1. The Forum is now a well established part of the Council's democratic process and Cabinet has previously indicated its support for the Forum playing a greater role in providing a 'Winchester voice' on issues that affect the Town area.
  - 1.1 In considering which subjects the Forum should discuss in the coming year, Members should refer to:
    - i) Vision for Winchester Document:  
<http://www.winchester.gov.uk/assets/files/12229/VisionofWinchester2012-WEbV2.pdf>
    - ii) Winchester Town Forum's Terms of Reference (as set out on the reverse of the agenda sheet)
    - iii) Issues considered by the Forum in the previous year (Appendix 1)
    - iv) Latest Forward Plan (Appendix 2)
  - 1.2 In selecting items for discussion, Members should be mindful of the officer resources required and whether there is other relevant Council work is being undertaken in the same area, to avoid duplication.
  - 1.3 For information, the initial draft work programme for the Forum is set out below:

Wednesday 24 September 2014

- Grants update

Wednesday 19 November 2014

- Winchester Town Account – draft budget

Wednesday 21 January 2015

- Proposed Core Grant Allocations for 2014/5
- To agree the Town Account Budget for 2014/5 to be recommended to Cabinet

Wednesday 11 March 2015

- No items yet set

## **2. Informal Groups**

2.1 During the previous Municipal Year, the Forum appointed the following Informal Groups and should consider whether it wishes to re-appoint these Groups and nominate Members as necessary:

### 2.2 Town Account Informal Group

2.3 In 2013/4 the membership comprised of Councillors J Berry, Hutchison, Maynard and Scott.

2.4 The Group had agreed its terms of reference as:

2.5 *“To make recommendations on the draft financial strategy to the Winchester Town Forum and that the Group examine the detailed heads of terms in the budget, with a view to making recommendations in assisting in the budget process.”*

2.6 It is recommended that this Group be re-appointed on the same terms.

### 2.7 Town Account Grants Informal Group

2.8 In 2013/4, its membership comprised of Councillors Collin, Pines, Prowse, Tait and Witt.

2.9 In volunteering to serve on this informal group, Members should be mindful of the restrictions placed on them by the Code of Conduct. From this, Members who are officeholders or otherwise clearly active (for example, on the management board) in any of the organisations that have submitted an application will have a personal and prejudicial interest and should take no part in the consideration of that *particular* organisation’s applications. Members are reminded that the Code makes no distinction between whether or not the Member was appointed to the body concerned as a Council representative, because the potential for conflict can arise in either case.

2.10 It is recommended that this Group be continued.

### 2.11 Winchester Town Forum (Vision for Winchester) Informal Group

2.12 In 2013/4, its membership comprised of Councillors Collin, Hiscock, Hutchison, Pines, Scott and Tait.

2.13 This Group was created at the Town Forum meeting held 12 June 2013 and at the first meeting of the Group, the Group agreed that its first task would be to examine the issues relating to the area around the station and then discuss other projects as and when they arise. The Group met five times during the

last Municipal Year and if the Forum is minded to re-establish this Group, it might wish to clarify and refresh its terms of reference.

2.14 Winchester Town Forum (St Maurice's Covert) Informal Group

2.15 In 2013/14, its membership comprised of Councillors Tait (Chairman), Hutchison, Mather, Nelmes and Pearce.

2.16 At its meeting held on 11 September 2013, the Forum agreed to re-convene this Group to consider with officers the contents for the brief for the improvement for St Maurice's Covert and to suggest any additional issues they would like to see included in the brief for consultants. This Group gave a progress report to the 22 January 2014 meeting of the Forum (WTF200 refers)

2.17 It is recommended that this Group be continued into 2014/15.

2.18 Town Forum Representative on the Walking Strategy Group

2.19 In response to an oral report given to the 11 September 2013 meeting of the Forum, Councillor Hiscock was appointed as the Town Forum's representative on the Walking Strategy Group.

2.20 It is recommended that the Town Forum continues to appoint a representative to this Group.

2.21 Winchester Town Forum (Winchester District Car Parking Strategy) Informal Group

2.22 In 2013/14, its membership comprised of Councillors J Berry, Weir, Witt, Pearce, Scott and Tait.

2.23 This Group was established at that the 11 September 2013 meeting of the Forum in response to Report CAB2511 (Winchester District Car Parking Strategy). This was a task and finish Group, which reported back to Cabinet on 4 December 2013 (CAB2539 refers).

2.24 Therefore, it is recommended that this Group not be re-appointed.

OTHER CONSIDERATIONS:

3. SUSTAINABLE COMMUNITY STRATEGY AND CHANGE PLANS (RELEVANCE TO)

3.1 This paper seeks to ensure that

- a) the Town Forum fulfils its terms of reference in a way that is well planned and executed, and
- b) the role of Councillors elected to lead and serve their communities is properly supported and developed.

Both these objectives support the corporate outcome of being an Efficient and Effective Council.

4. RESOURCE IMPLICATIONS

- 4.1 Currently none, beyond the cost of room hire and officer support from within current budgets. If officers are involved in work of the Forum in the same way as they would be with Parishes; then their time will not be a specific charge to the Town Account. Work that solely relates to the Town may involve additional charges to the Town Account. The Forum will need to assess its work priorities so that they can be supported from within available resources.

5. BACKGROUND DOCUMENTS

- 5.1 None

6. APPENDICES

Appendix 1: Issues previously considered by the Forum in 2013/14

Appendix 2: Forward Plan for July 2014

## **Appendix 1 - Review of the 2012/13 Municipal Year**

In considering which subjects the Forum might want to discuss in the coming year, Members may find the following review of the previous year useful:

### 12 June 2013

- Public Participation on Neighbourhood Watch and Litter Bins
- Presentation from Platform 4 (Oral Report)
- 2013/14 Work Programme and Appointments (WTF188)

### 13 September 2013

- Public Participation on River Park Leisure Centre and Station Approach
- Winchester Litter Bin Provision (WTF192)
- St Maurice's Covert and other Town Centre Enhancements (WTF 193)
- 20 MPH Speed Limits (WTF190)
- Winchester Town Evening Bus Service (WTF 194)
- Winchester Town Account Financial Strategy 14/15-18/19 (WTF189)
- Town Forum Small Grants 2013/14: Awards Summary (WTF 191)
- Winchester District Car Parking Strategy (CAB2511)
- Town Forum Public Meetings in 2013/14 (Oral Report)
- Appointment of a Town Forum Representative on the Walking Strategy Group (Oral Report)

### 27 November 2013

- Public Participation on Bespoke Biking, Casson Block (St Georges Street), and Station Approach
- Theatre Royal Presentation (Oral Report)
- Station Approach – Progress (Oral Report)
- Winchester Town Account Budget 2014/15 (WTF190)
- Public Transport (WTF196)

### 22 January 2014

- Fairtrade Network Presentation (Oral Report)
- North Walls Skate Park and Sports Pavilion (WTF198)
- Winchester Town Account Budget 2014/15 (WTF199)
- Proposed Grant Allocations for 2014/15 (CAB2546)
- St Maurice's Covert Update (WTF200)
- Litter Bin Provision (WTF197)
- Local Plan Part 2 (Oral Report)

### 12 March 2014

- Public Participation on Local Plan Part 2, Local Listing of buildings, litter bins and Silver Hill and the bus station

- Silver Hill Update (Oral Report)
- Evening Bus Service (WTF201)
- Community Infrastructure Levy (Oral Report)
- Local Plan Part 2 – Update (Oral Report)
- 20 MPH Speed Limit and Walking Strategy (Oral Report)



## FORWARD PLAN OF KEY DECISIONS

July 2014

The Forward Plan is produced by the Council under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet, Cabinet Committees, Portfolio Holders or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This is the Forward Plan prepared for the period **1 July 2014 – 31 July 2014** and will normally be replaced at the end of each calendar month.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £200,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet and its committees, together with the individual Portfolios held, where appropriate. The membership of Cabinet and its committees, and their meeting dates can be found [via this link](#). Other decisions may be taken by Portfolio Holders or Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a list of Portfolio Holders and key to the abbreviations used in the Plan is set out overleaf).

The Plan has been set out in the following sections:

**Section A** – Cabinet and Committees

**Section B** - Individual Portfolio Holders

**Section C** – Officer Decisions

relevant to the decision may also be submitted to the decision maker and are available on Council's website or via email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above address. Documents that are confidential or exempt from publication under the Local Government Acts are not available to the public.

Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 refers to the requirement to provide notice of an intention to hold a meeting in private, inclusive of a statement of reasons. If you have any representations as to why the meeting should be held in private, then please contact the Council via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above address. **Please follow this link to definition of the paragraphs** (Access to Information Procedure Rules, Part 4, page 32, para 10.4) detailing why a matter may be classed as exempt from publication under the Local Government Acts, and not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact David Blakemore (Democratic Services Manager) on 01962 848 217.

**Cllr Rob Humby**  
Deputy Leader of the Council

30 May 2014

Cabinet Members*:	Portfolio Held:
<i>*Cabinet Members will be appointed by the Leader of the Council at Council on 4 June 2014. Portfolio Holder responsibilities will be allocated at Cabinet on 5 June 2014.</i>	

## KEY TO ABBREVIATIONS

CMT Corporate Management Team

Comprises of:

Chief Executive - Simon Eden  
Chief Operating Officer - Stephen Whetnall  
Corporate Director - Steve Tilbury  
Chief Finance Officer – Alexis Garlick

ADs Assistant Directors

Comprises of:

Assistant Director (Economy & Communities) – Eloise Appleby  
Assistant Director (Built Environment) – Simon Finch  
Assistant Director (Chief Housing Officer) – Richard Botham

SMG Senior Managers Group

Comprises of all Heads of Operational Teams

TACT	Tenants and Council Together
N/K	Not Known
N/A	Not Applicable



Item	Portfolio Holder	Cost (over £200,000)	Wards Affected	Comments to	Documents submitted to decision taker	Decision taker	Date/period decision to be taken	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
<b>Section A --</b>								
<b>Decisions made by Cabinet and Cabinet Committees</b>								
1	Electoral Review/Governance Review	N/A	All	Stephen Whetnall	Committee Report	Cabinet - 02/07/14	Jul-14	Open
2	River Park Leisure Centre	TBC	Town Wards	Steve Tilbury	Committee Report	Cabinet - 02/07/14	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3
3	Extra Care Scheme	TBC	St John & All Saints	Andrew Palmer	Committee Report	Cabinet - 02/07/14	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3
4	Approval to Proceed with Victoria House Redevelopment	TBC	St Bartholomew	Andrew Palmer	Committee Report	Cabinet (Housing) Committee - date tbc	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3
5	Capital Expenditure Outturn 2013/14	c£20m	All	Alexis Garlick	Committee Report	Cabinet - 02/07/14	Jul-14	Open
6	General Fund Revenue Outturn 2013/14	c£15m	All	Alexis Garlick	Committee Report	Cabinet - 02/07/14	Jul-14	Open
7	Review of Housing Development Strategy 2012/13 - 2018/19	TBC	All	Andrew Palmer	Committee Report	Cabinet (Housing) Committee - date tbc	Jul-14	Open
8	Silver Hill	TBC	Town Wards	Steve Tilbury	Committee Report	Cabinet - 10/07/14 tbc	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3

Item	Portfolio Holder	Cost (over £200,000)	Wards Affected	Comments to	Documents submitted to decision taker	Decision taker	Date/period decision to be taken	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
9	St Clements Surgery Leader	TBC	Town Wards	Steve Tilbury	Committee Report	Cabinet - 02/07/14 or 10/07/14 tbc	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3
10	Housing Revenue Account (HRA) Outturn Housing	c£25m	All	Richard Botham	Committee Report	Cabinet (Housing) Committee - date tbc	Jul-14	Open
11	Transfer of Museums Service to Hampshire Cultural Trust - Final Decision Deputy Leader	TBC	All	Eloise Appleby	Committee Report	Cabinet - 02/07/14	Jul-14	Part Open / Part Closed decision by virtue of exempt paragraph 3

**Section B -**

**Decisions made individual Portfolio Holders**

None								
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**Section C -**

**Decisions made by Officers**

1	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Finance and Organisational Development	In accordance with the Prudential Indicators approved by the Council	All	Alexis Garlick, daily	Designated working papers	Designated Finance staff, daily	May-14	Open
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