

WINCHESTER TOWN FORUM

27 June 2016

2016/17 WORK PROGRAMME AND APPOINTMENTS

REPORT OF THE HEAD OF LEGAL AND DEMOCRATIC SERVICES

Contact Officer: Claire Buchanan

Tel No: 01962 848 438 cbuchanan@winchester.gov.uk

RECENT REFERENCES:

WTF220 – Work Programme and Appointments 2015/16 - 10 June 2015

WTF223 - Work Programme 2015/16 – 23 September 2015

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 matters it wishes to consider during the 2015/16 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 (Account Informal) Group (4 Members and Officer Representative: Darren Kennedy, Principal Management Accountant)

- ii) Winchester Town Forum (Town Account Grants) Informal Group (5 Members and Officer Representative: Eloise Appleby, Assistant Director (Economy & Communities))
- iii) Winchester Town Forum (Vision for Winchester) Informal Group (6 Members and Officer Representative: Steve Tilbury, Corporate Director)
- iv) Winchester Town Forum (St Maurice's Covert) Informal Group (5 Members and Officer Representative: Eloise Appleby, Assistant Director (Economy & Communities) or representative + BID and stakeholder representatives)
- v) Representative on the Walking Strategy Group (1 representative)
- vi) Winchester Town Forum (Play Areas) Informal Group (6 Members and Officer Representative: Susan Croker, Head of Landscapes and Open Spaces)
- vii) Winchester Town Forum (Community Engagement) Informal Group (6 Members and Officer Representative: Steve Lincoln, Community Planning Manager)

WINCHESTER TOWN FORUM

27 June 2016

2016/17 WORK PROGRAMME AND APPOINTMENTS

REPORT OF HEAD OF DEMOCRATIC SERVICES

1. The 2016/17 Municipal Year

- 1.1 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.
- 1.2 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)
- 1.3 In selecting items for discussion, Members should be mindful of the officer resources required and whether there is other relevant Council work being undertaken in the same area, to avoid duplication.
- 1.4 For information, the initial draft work programme for the Forum is set out below:

Wednesday 27 June 2016

- St Maurice's Covert Update - Oral Report
- Winnall Planning Framework - Oral Report
- Proposed Central Winchester SPD – Oral Report
- North Winchester Flood Alleviation Scheme - Oral Report
- Update on the Future of the Evening Bus Service
- Changes to the Constitution

Wednesday 21 September 2016

- Town Forum Small Grants Allocations
- Update from Play Areas Informal Group
- Proposed Replacement Pavilion at North Walls
- Winchester Town Account – draft budget 2017/18

Wednesday 16 November 2016

- No items as yet

Wednesday 25 January 2017

- Proposed Core Grant Allocations for 2017/18
- To agree the Town Account Budget for 2017/18 to be recommended to Cabinet

Wednesday 8 March 2017

- 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 2015/16 the membership comprised of Councillors Weir (Chairman), J Berry, Hutchison and Sanders, together with Officer Representation from Darren Kennedy, Principal Management Accountant.

2.4 To accommodate working Members, it was agreed that this meeting for 2015/16 would commence at 6.30pm.

2.5 The Group had agreed its terms of reference as:

2.6 *“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.”*

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

2.8 Town Account Grants Informal Group

2.9 In 2015/16, its membership comprised of Councillors Scott (Chairman), Gosling, Hiscock and Tait, together with Officer Representation from Eloise Appleby, Assistant Director (Economy and Communities).

2.10 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.

2.11 It is recommended that this Group be continued.

2.12 Winchester Town Forum (Vision for Winchester) Informal Group

2.13 In 2015/16, its membership comprised of Councillors J Berry, Burns, Hutchison, Maynard, Tait and Weir, together with Officer Representation from Steve Tilbury, Corporate Director.

2.14 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. Members will recall that at the Town Forum meeting held on 25 June 2014, it was agreed that the terms of reference for the Group be amended to clarify its terms of reference to "Examine progress against the aspirations set out in the Vision for Winchester Document and make any recommendations as necessary to Cabinet, the Forum or the Council's partners as appropriate; and recommend to the Forum any amendments to the Vision as necessary."

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

2.16 In 2015/16, its membership comprised of Councillors Hutchison, Mather and Tod, together with Officer Representation from Eloise Appleby, Assistant Director (Economy & Communities) or representative and Catherine Turness, Winchester Business Improvement District (BID) plus other stakeholders as invited attendees.

2.17 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. The Town Forum received a progress report from the Group at its meeting held on 10 June 2015 (WTF219 refers) and oral updates on progress at the meetings held on

18 November 2015 and 9 March 2016. Further progress updates by the Group to be considered at this meeting of the Town Forum (27 June 2016).

- 2.18 It is recommended that this Group be continued into 2016/17.
- 2.19 Town Forum Representative on the Walking Strategy Group
- 2.20 In 2015/16 Councillor Hiscock was appointed as the Town Forum's representative on the Walking Strategy Group.
- 2.21 The Town Forum received an oral update by the Assistant Director (Environment) at its meeting on 10 June 2015, outlining the details of the Walking Strategy Workshop Event formed at the request of the Walking Strategy Group entitled 'Creating a More Walkable Winchester' which took place on 18 September 2016.
- 2.22 It is recommended that the Town Forum continues to appoint a representative to this Group.
- 2.23 Winchester Town Forum (Play Areas) Informal Group
- 2.24 In 2015/16, its membership comprised of Councillors E Berry, J Berry, Hiscock, Maynard, Osborne and Scott, together with Officer Representation from Susan Croker, Head of Landscapes and Open Spaces.
- 2.25 This Group was created at the Town Forum meeting held 10 June 2015 and at the first meeting of the Group on 26 January 2016, it was agreed they would establish the condition of the play areas and existing equipment within the Town area. The findings of the Play Areas Informal Group would be reported back to the Town Forum in the new Municipal Year.
- 2.26 It is recommended that this Group be continued into 2016/17.
- 2.27 Winchester Town Forum (Community Engagement) Informal Group
- 2.28 This Group was created at the Town Forum meeting held on 18 November 2015 with the purpose of identifying what was required from community engagement in the Town Area and to establish the best format to progress this matter for the future. The Group met several times throughout January and February 2016 and a report of the outcome of those meetings was considered by the Town Forum at its meeting on 9 March 2016 (WTF239 refers). As a result, the Town Forum agreed that a working group be established in the 2016/17 Municipal Year to further investigate the matters set out in the Report.
- 2.29 It is recommended that the Forum consider whether to continue the Community Engagement Informal Group into 2016/17.

3. Special Meetings of the Town Forum in 2015/16

- 3.1 During 2015/16, the Town Forum met on two further occasions with arranged special meetings held on 28 July 2015 to consider the Station Approach Brief and Magdalen Hill Cemetery Extension and on 5 October 2015 to consider Presentation and discussion regarding Winchester Chapter of District Local Plan Part 2 (Appendix M (Winchester) – CAB2721(LP) refers).

OTHER CONSIDERATIONS:

4. COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):

- 4.1 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.

5. RESOURCE IMPLICATIONS

- 5.1 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.

6. BACKGROUND DOCUMENTS

- 6.1 None

7. APPENDICES

Appendix 1: Issues previously considered by the Forum in 2015/16

Appendix 2: Work Programme 2016/17 - Schedule of Business

Appendix 3: Forward Plan for July 2016

Appendix 1 - Review of the 2015/16 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:

10 June 2015

- Walking Strategy Workshop (Oral Update)
- SPUD Cycle Café Update (Oral Update)
- Solar City: Outcome of Scoping Study (WTF218 refers)
- St Maurice's Covert – Environmental Enhancement Update (WTF219 refers)
- 2015/16 Work Programme and Appointments (WTF220 refers)

23 September 2015

- Roger Brown's Model of Victorian Winchester (Oral Update)
- Solar City Update (Oral Update)
- Station Area Development Update (Oral Update)
- Evening Bus Services in Winchester – Update (WTF228 refers)
- Town Forum Small Grants 2015/16: Awards Summary (WTF224 refers)
- Community Engagement: Spreading the Word – Community Groups, Neighbourhood Noticeboards and Newsletters (WTF226 refers)
- Council Policy relating to Memorial Trees and Street Furniture (WTF225 refers)
- Magdalen Hill Cemetery (exempt appendix) (WTF229 refers)
- Winchester Town Account Financial Strategy 2016/17 to 2020/21 (WTF227 refers)
- 2015/16 Work Programme (WTF223 refers)

18 November 2015

- River Park Leisure Centre – Update on Process (WTF232 refers)
- St Maurice's Covert (Oral Update)
- Winchester Town Account – Draft Budget 2016/17 (WTF235 refers)

20 January 2016

- New Creative Enterprise Centre at Barfield Close (Oral Update)
- Proposed Core Grant Allocations for 2016/17 (CAB2754 refers)
- Roger Brown's Model of Victorian Winchester: Update (WTF233 refers)
- Town Account Budget 2016/17 (WTF236 refers)

9 March 2016

- Update on Management of St Faith's Meadow (WTF230 refers)
- Review of Markets Programme (WTF234 refers)
- Fairtrade Renewal for the City – Presentation (Oral Update)
- Solar City Update (Oral Update)
- St Maurice's Covert (Oral Update)

- Winchester Evening Bus Services Update (WTF238 refers)
- Update from the Community Engagement Informal Group (WTF239 refers)

WINCHESTER TOWN FORUM - WORK PROGRAMME FOR 2016/17

APPENDIX 2

SCHEDULED ITEMS OF BUSINESS

27 JUNE 2016						
REPORT NO.	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
-	St Maurice's Covert Update	Eloise Appleby	27 June 2016		Oral Report	
-	Winnall Planning Framework	Eloise Appleby	27 June 2016		Oral Report	
-	Proposed Central Winchester SPD	Steve Tilbury	27 June 2016		Oral Report	Cllr Godfrey to present
-	North Winchester Flood Alleviation Scheme	Andy Hickman	27 June 2016		Oral Report	
241	Update on the Future of the Evening Bus Service	Simon Finch	27 June 2016		Report	
242	Changes to the Constitution	Claire Buchanan	27 June 2016		Report	
240	Work Programme and Appointments 2016/17	Claire Buchanan	27 June 2016		Report	
21 SEPTEMBER 2016						

	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
	Town Forum Small Grants Allocations	Eloise Appleby	21 Sept 2016		Report	
	Winchester Town Account – Draft Budget 2017/18	Head of Finance	16 Nov 2016		Report	
237	Update from Play Areas Informal Group	Susan Croker	27 June 2016	21 Sept 2016	Report	
231	Proposed Replacement Pavilion at North Walls	Coral Rogers	27 June 2016	21 Sept 2016	Report	
16 NOVEMBER 2016						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
25 JANUARY 2017						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
	Proposed Core Grant Allocations for 2017/18	Eloise Appleby	25 Jan 2017		Report	
	Town Account Budget for 2017/18	Head of Finance	25 Jan 2017		Report	

8 MARCH 2017						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/CO MMENTS
			Original	Revised		

APPENDIX 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
Section A –									
Decisions made by Cabinet and Cabinet Committees									
1	Station Approach Update	Leader	TBC (over £200k)	St Pauls/St Barts	Antonia Perkins	Committee Report	Cabinet - 6 Jul and/or 20 Jul 16 (date tbc)	Jul-16	Part Open/Part Closed decision by virtue of exempt paragraphs 3 & 5
2	Replacement Leisure Centre Update	Leader	TBC (over £200k)	All	Steve Tilbury	Committee Report	Cabinet - 6 Jul 16	Jul-16	Part Open / Part Closed decision by virtue of exempt paragraphs 3 & 5
3	Review of Project Management Guidance	Leader	n/a	All	Antonia Perkins	Committee Report	Cabinet - 6 Jul 16	Jul-16	Open
4	Four year settlement and efficiency plan	Leader	n/a no cost identified	All	Simon Little	Committee Report	Cabinet – 6 Jul 16	Jul-16	Open
5	Revenue Outturn 2015/16	Leader	n/a no cost identified	All	Simon Little	Committee Report	Cabinet - 6 Jul 16	Jul-16	Open
6	Capital Outturn 2015/16	Leader	n/a no cost identified	All	Simon Little	Committee Report	Cabinet - 6 Jul 16	Jul-16	Open
7	South Downs National Park Development Control Delegated Agreement	Built Environment	TBC	All wards within South Downs National Park.	Simon Finch	Committee Report	Cabinet - 6 Jul 16	Jul-16	Open

	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
Section B -									
Decisions made by individual Portfolio Holders									
	None								
Section C -									
Decisions made by Officers									
1	Treasury Management – decisions in accordance with the Council's approved strategy and policy	Finance & Corporate Policy	In accordance with the Prudential Indicators approved by the Council	All	Hampshire County Council (HCC) Finance Department on behalf of WCC	Designated working papers	Designated HCC Finance staff, daily	Jul-16	Open