



<b>Meeting</b>	Winchester Town Forum
<b>Date and Time</b>	Thursday, 21st March, 2019 at 6.30 pm.
<b>Venue</b>	Walton Suite, Guildhall, Winchester

## AGENDA

### Procedural Items

- 1. To approve the date and times of future meetings of the Forum as set out**  
Members of the Forum are asked to note the following dates for its meetings for the 2019/2020 municipal year:  
  
Wed 12 Jun 2019, 18:30  
Wed 11 Sep 2019, 18:30  
Wed 13 Nov 2019, 18:30  
Thu 23 Jan 2020, 18:30  
Thu 19 Mar 2020, 18:30
- 2. Apologies**  
To record the names of apologies given
- 3. Disclosures of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.  
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.  
  
*If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.*
- 4. Chairman's Announcements**
- 5. Minutes** (Pages 5 - 8)  
Minutes of the previous meeting held on 17 January 2019.



## **Business Items**

6. **Public Participation**  
To receive and note the questions asked and statements made from members of the public on issues relating to the responsibility of this Forum.
7. **Winchester Night Bus Service Update** (Pages 9 - 16)  
(WTF268)
8. **Officer Presentation - Peer Review of the Development Management Function and what next**
9. **Review of Current Workplan and Future Work Planning** (Pages 17 - 20)

L Hall  
Head of Legal (Interim)

Members of the public are able to easily access all of the papers for this meeting by opening the QR Code reader on your phone or tablet. Hold your device over the QR Code below so that it's clearly visible within your screen and you will be redirected to the agenda pack.



13 March 2019

Agenda Contact: Matthew Watson, Democratic Services Officer  
Tel: 01962 848 317 Email: [mwatson@winchester.gov.uk](mailto:mwatson@winchester.gov.uk)

*\*With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website [www.winchester.gov.uk](http://www.winchester.gov.uk)*

## **MEMBERSHIP**

**Chairman:** Weir (Liberal Democrats)

**Vice-Chairman:** Scott (Conservative)

### **Liberal Democrats**

Becker  
Green  
Hiscock  
Hutchison  
Learney  
Murphy

### **Conservatives**

Ashton  
Berry  
Burns  
Mather

Thompson  
Tod

Quorum = 4 members

The two Country Council Members representing the Winchester Town area are invited as observers.

### **PUBLIC PARTICIPATION**

A public question and comment session is available at 6.30pm for a 15 minute period. There are a few limitations on the questions you can ask. These mainly relate to current applications (including grants), personal cases and confidential matters. Please contact the Democratic Services Officer in advance of the meeting for further details. If there are no members of the public present at 6.30pm who wish to ask questions or make statements, then the meeting will commence.

### **Voting:**

- apart from the Chairman, every Member has one vote when a matter before the meeting requires a decision.
- in the event of an equality of votes, the Chairman may exercise a casting vote and that vote may be exercised in any way seen fit.
- a Member may abstain from voting, or vote differently from how they may have indicated during the debate, without further explanation.

the way each Member voted will not be recorded in the minutes, unless a motion to have a Recorded Vote has been passed.

### **DISABLED ACCESS:**

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) to ensure that the necessary arrangements are in place.

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## WINCHESTER TOWN FORUM

Thursday, 17 January 2019

Attendance:

Councillors

Weir (Chairman)

Scott  
Becker  
Burns  
Hiscock  
Hutchison

Learney  
Mather  
Murphy  
Thompson  
Tod

Apologies for Absence:

Councillors Ashton, Berry and Green

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### 1. DISCLOSURES OF INTERESTS

Councillors Learney and Weir declared a personal (but not prejudicial) interest in relation to report WTF267 (Town Account Budget 2019/20). This was due to them being members of the Weeke Social Club and related to the application for CIL funding by the Weeke Community Centre referenced in Appendix C of the report.

Councillors Hiscock and Tod declared a personal (but not prejudicial) interest in relation to report WTF267 (Town Account Budget 2019/20) due to their role as a Hampshire County Councillor.

### 2. CHAIRMAN'S ANNOUNCEMENTS

The Chairman updated the Forum regarding the River Park Leisure Centre Informal Policy Group (IPG). She advised that she was in contact with Officers and an update would be provided to the Forum in due course.

### 3. MINUTES

#### **RESOLVED:**

That the minutes of the previous meeting held on the 14 November 2018 be approved and adopted.

### 4. PUBLIC PARTICIPATION

Keith Leaman, John Beveridge and John Hearn, on behalf of the City of Winchester Trust (CWT) addressed the Forum in respect of their document “A Vision for the Future of Winchester”.

In summary, the three representatives gave a detailed presentation covering a range of issues including housing and parking; retail sector; changing nature of the workplace and the role of heritage and its contribution to the economy. The intention of the document was to guide the planning process and to act as a reference document to any future development proposals within the Winchester town area.

Members asked a number of questions on issues raised within the presentation which were responded to where appropriate. Several Members believed that it would be of value if the Vision document could be brought back to the Forum at a later date which the chair agreed to consider.

The Chairman thanked the representatives of the City Of Winchester Trust for their presentation and for their responses.

Ian Tait raised a number of points for the Forum’s consideration. In particular, he wished to raise the following: He was concerned that the Disabled Toilet in the Brookes Centre continued to be out of use. Mr Tait also felt that the Holger Lönze statue was poorly signed and overlooked and asked if this could be reviewed. Finally, he raised the issue regarding broken “A” Boards in St Thomas St, Little Minster St and Parchment St. He urged the Council to work with the BID to have these repaired as quickly as possible and also to do more to support businesses in “secondary locations”.

The Chairman thanked Mr Tait for his comments and confirmed that these were points that could be looked into.

## 5. **TOWN ACCOUNT BUDGET FOR 2019/20**

The Forum gave consideration to the report of the Finance Manager (Strategic Finance) which updated Members with the current financial projections for the Town Account for the period 2018/19 to 2026/27 and financial sensitivities. The report was the last stage of the consultation process in developing a final budget. Members’ attention was drawn to the following:

- the overall budget recommendations as shown in Appendix A.
- that the Town precept for 2019/20 (Band D) was forecast to be £69.19, a 3% increase on 2018/19.
- that Appendix C contained an update on three CIL Funding Applications, one, relating to road widening works at Weeke Community Centre, was recommended for approval in principle.
- that the Town Forum income was assumed to increase by an inflationary level of 2.4%.

- that Officers planned to undertake a review of sports hire and cemetery charges in 2019/20 with proposals coming forward in due course.
- that in relation to the grants budget and following the recent grants process review, it was proposed to reduce this budget item from £60,000 per annum to £27,000 per annum.
- that a review of all play area improvements and timings would take place in 2019 which would aim to identify funding which would feed into a future budget setting process.

Members asked a number of questions which were responded to as follows:

- A number of points were made regarding the grants budget and an update was provided following a recent meeting of the Town Forum Finance Group. Overall, Members felt it was important to maintain the grants budget at its current level. It was further proposed and seconded to recommend that the budget was restored to £60,000. This proposal was agreed.
- Regarding the budget for Community Infrastructure Levy (CIL), reference paragraph 11.14 (v). Members questioned why the budget appeared to be reducing from £100,000 in 2018/19 to £50,000 in 2019/20. It was explained that the previously agreed proposal was that £50,000 per annum be allocated into the Town budget to allow for the requirements of the programme. The 2018/19, £100,000 figure included a £50,000 carry forward from 2017/18.
- The CIL funding application from Winchester Lido Sports Association shown in Appendix C was raised. Following discussion, it was felt that the applicant and those Members supporting the application should initially discuss the requirements with officers from the Community Grants team.

RESOLVED:

**That it be recommended to Cabinet:**

1. that the draft budget for 2019/20 and the indicative projections for the strategy period are noted;
2. that the Council Tax precept for the Town area be increased by 3% (£2.02) to £69.19 for 2019/20;
3. that the Forum approved, in principle, CIL funds of up to £50,000 for road widening works at Weeke Community Centre;
4. that the Forum approved the financial strategy.

5. that the Forum makes recommendations to Cabinet on the budget to be set for the Winchester Town area for 2019/20 and

6. that the grants budget be restored to its previous level of £60,000 for 2019/20

The meeting commenced at 6.30 pm and concluded at 7.35 pm

Chairman



REPORT TITLE: WINCHESTER NIGHT BUS SERVICE UPDATE

21 MARCH 2019

REPORT OF CORPORATE HEAD OF REGULATORY

Contact Officer: Daniel Massey Tel No: 01962 848271/848534 Email  
dmassey@winchester.gov.uk

WARD(S): TOWN WARDS

## PURPOSE

In March 2018 (WTF 261 refers) the Town Forum resolved to extend the funding of the Winchester night bus by an additional year on the original two year contract. This extension is let through Hampshire County Council and the service delivered by Stagecoach.

The current contract will therefore expire in September 2019 and the Town Forum needs to decide whether to continue to support the nightbus financially for another two year contract or other such time period as considered appropriate.

Changes to the timetable of services provided by Stagecoach in September 2018 resulted in a cost saving to the Town Forum of approximately £4900 per annum as services previously supported by the Forum were mirrored by new commercial services.

The Forum has been considering whether to use the remainder of the budget to support other Winchester bus services. Discussions about possible options have been held but no consensus on this has been reached to date. The Forum may therefore wish to give further consideration to this matter which can then be reported back to a future Forum meeting once the costs of continuing the nightbus service are known.

## RECOMMENDATIONS:

1. That the Town Forum decides whether to continue to support the funding of the Winchester nightbus service in principle by asking Hampshire County Council to tender for a new contract for a period of 2 years from September 2019 or other such period as may be agreed.

2. Assuming the Town Forum decides to ask Hampshire County Council to tender the nightbus service the results of the tendering exercise be reported back to the next meeting of the Forum in June when a final decision can be made whether to continue funding the nightbus service.
3. Assuming that the Town Forum agrees to support the continuation of the nightbus beyond September 2019 that Littleton and Harestock Parish Council be approached to request a financial contribution towards the running of the service.
4. That the Town Forum considers deferring committing the funding of bus services in addition to the nightbus until the cost of continuing the nightbus is known, following the tendering by Hampshire County Council, and that options for supporting other bus services have been further considered. Options can be reported back to a future meeting of Forum for a decision.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 Supporting public transport services is consistent with improving the quality of the district's environment and, in particular, reducing harmful emissions through holistic transport planning.

### 2 FINANCIAL IMPLICATIONS

- 2.1 The Town Forum has made provision in the Town Account for the continued funding of the nightbus as a recurring item with a budget of £12.7k for 18/19. Provision of £13.5k has been approved for 19/20.
- 2.2 In the past the parishes of Badger Farm and Littleton and Harestock have agreed to make a contribution of £500 each to support the service. Littleton and Harestock will be approached again to see if they are willing to do the same for a new contract (the night bus no longer serves Badger Farm following changes to the commercial timetable).
- 2.3 Changes to the Stagecoach's commercial contracting arrangements in September 2018 reduced the Forum's obligation to £7,800. Whilst the cost of a new nightbus contract cannot be finalised until a new procurement exercise is undertaken, even allowing for an inflationary up-lift for a new tender the likely costs should be well within the Forum's budget provision for 19/20

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Hampshire County Council are able to seek tenders for the nightbus service with a decision on whether to enter into a contract being taken at a later date when the cost of the service is known. Hampshire County Council have agreed to this and to procure the contracts using their procurement processes using their passenger transport bus contracts framework. Any contract will be held by the County and funded by the Town Forum.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Should the Forum agree to the recommendations then discussions to be held with Littleton and Harestock parish council as they have agreed to make a financial contribution to the costs of running the night bus service in the past.

## 7 ENVIRONMENTAL CONSIDERATIONS

7.1 As referred to at 1.1 above, supporting public transport is in line with the aims of the Council Strategy and operating additional bus services will align with this. Providing such services is likely to discourage the use of private modes of transport for journeys between the city centre and the outlying neighbourhoods of Winchester.

## 8 EQUALITY IMPACT ASSESSEMENT

8.1 None

## 9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required

## 10 RISK MANAGEMENT

10.1

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property – None</i>		
<i>Community Support Parish councils have been supportive of the service so withdrawing its funding could undermine confidence in the Town Forum's commitment to sustainable transport.</i>	Continue to fund the service for a further period of two years or other such period as may be agreed.	Continue to seek financial support from parish councils.
<i>Timescales - None</i>		
<i>Project capacity- None</i>		
<i>Financial / VfM - None</i>		
<i>Legal – None</i>		
<i>Innovation - None</i>		
<i>Reputation See Community support Section above. Furthermore withdrawing the service which has run since 2012 could attract criticism from regular users. It may also be viewed as reducing support for the city centre's night-time economy.</i>	Continue to fund the service for a further period of two years or other such period as may be agreed.	Continued funding for the nightbus would show the Council's commitment to delivering services which benefit the town's residents and businesses.
<i>Other – Ending the nightbus service could adversely impact on the city's night-time economy.</i>	Continue to fund the service for a further period of two year or other such period as may be agreed.	

## 11 SUPPORTING INFORMATION:

- 11.1 The Town Forum first decided in 2012 to support an evening bus service between the city centre and Badger Farm, Stanmore, Weeke and Harestock on Thursdays, Fridays and Saturdays and has subsequently made provision for this in its budgets.
- 11.2 The service is therefore well established. Appendix A shows details of passenger numbers for the period since its inception. It should be noted that these figures do include some buses not funded by the Town Forum in order to provide consistent data so patronage over the period can be more readily assessed. Members may recall that Stagecoach made changes to their own evening bus services in 2015 and these were factored in when the new contract for the nightbus began in September 2016. Further changes to the contracting arrangements which occurred in September 2018 have resulted in a cost saving to the Town Forum in that the current financial obligation is now £7,800 of an allocated budget of £12,700, leaving a saving or surplus of £4,900. Effectively this means that the Forum now just subsidises the late evening services on the No3. Bus route. Previously, it also supported the No.5 but this was no longer necessary when changes were made to the commercial timetable which mirrored the service funded by the Forum. Bus operators regularly review their commercial operations so the current situation could change at relatively short notice.
- 11.3 Appendix A shows that between 2012 and 2016 the average number of passengers carried per year was 5861 (for ease of comparison the number 5 data is included albeit the Forum ceased funding this service in September 2018). In 2017 this increased significantly to 6635. An updated comparison figure for 2018 is not available as some of that data is commercially sensitive. However the average daily passenger figures for 2018 is very similar to previous years. Passenger numbers for most journeys made by the 3 and 5a either remained the same as pre-2017 levels or increased slightly. Consequently, passenger numbers are still modest, and the number 3 service supported by the Forum is unlikely ever to be commercially viable.
- 11.4 The funding of the service has been included in the Town Account as a recurring item and it is anticipated that the provision made for 19/20 (£13,545) will cover the full cost of the Town Forum's commitment. However, final figures will not be available until the service is tendered for. There is also the possibility of external contributions towards the cost of the service from Littleton and Harestock parish council. They have supported the service in the past. In light of the latest passenger information attached at Appendix A the Town Forum needs to decide whether continued investment in the nightbus service for a new 2 year contract from September 2019 (or other period) is appropriate in principle and provides value for money. A final decision can be made at the next Forum meeting in June when the costs of continuing the service will be known following the tendering exercise carried out by Hampshire County Council.

- 11.5 As just funding the number 3 reduced expenditure on the nightbus services , and has resulted in surplus in the budget, the Forum has been considering whether it could support other bus services in the town using the funds previously allocated to the number 5.

This matter was considered by some Forum members at a session arranged in October last year which was aimed at identifying possible options that could be pursued. There was interest at the meeting in relation to providing some additional support to the number 4 service. However, following some further discussions, including with representatives of the Highcliffe community and feedback on how the service could be improved at the Teg Down end of the route, there is no consensus evident as yet relating to how this service, or another bus service, should benefit from Forum support.

In view of the uncertainties of the costs involved in the nightbus tendering process and the potential for the commercial operator to make timetable changes over the next six months the Forum may consider it appropriate to defer making a decision regarding the potential funding of other services at this point, including the number 4 service, which is the route which has been considered to date. A report can be brought back to a future Forum meeting once cost details for the nightbus service are known and the matter has been subject to further consideration.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Other than that identified in 11 above no other options have been considered at this point and continued financial support for the nightbus service would be based upon a new 2 year contract of the currently supported services.

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

WTF261 – Winchester Evening Bus Service Up-date - 28 March 2018

WTF241 – Winchester Evening Bus Service Up-date - 27 June 2016

WTF238 – Winchester Evening Bus Services Up-date 9 March 2016.

WTF216– Winchester Evening Bus Services Update – 11 March 2015.

WTF203 - Winchester Town Evening Bus Service Update - 25 June 2014

WTF201 – Winchester Town Evening Bus Service – 12 March 2014

WTF194 – Winchester Evening Bus Service – 11 September 2013

WTF179 – Winchester Night Bus – 12 September 2012

Other Background Documents:-

None

APPENDICES:

Appendix A – Winchester Night Bus Patronage - Sept 2012 to December 2018

## Appendix A - Winchester Night Bus Patronage - Sept 2012 to December 2018

<b>Summary Statistics</b>	<b>2012 to 2016</b>	<b>2017</b>	<b>2018</b>
Maximum passengers carried in one day (all services)	76	112	89
Maximum passengers carried - any one service	26	44	38
Minimum passengers carried in one day (all services)	7	11	7
Average daily passengers carried (all services)	38	43	41
Annual passenger numbers carried	5697	6586	N/A
Average passengers carried per bus	6	7	7
Average passengers carried on No. 3 service	5	6	6
Average passengers carried on No. 5A service	7	8	7

<b>Summary by Service Sept 2012 to Jan 2016</b>	<b>Service No. 3</b>			<b>Service No. 5A</b>		
	<b>2210</b>	<b>2315</b>	<b>15</b>	<b>2135</b>	<b>2240</b>	<b>2340</b>
Ave. Thursday passenger No.	5	4	2	7	5	4
Ave. Friday passenger No.	7	7	4	9	7	10
Ave. Saturday passenger No.	6	4	4	8	7	7
Ave. No. of passengers per week	18	15	9	24	19	21
Ave. No. of passengers per bus	<b>6</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>7</b>

<b>Summary by Service 2017</b>	<b>Service No. 3</b>			<b>Service No. 5A</b>		
	<b>2210</b>	<b>2315</b>	<b>15</b>	<b>2135</b>	<b>2240</b>	<b>2340</b>
Ave. Thursday passenger No.	8	5	3	8	5	5
Ave. Friday passenger No.	10	7	4	9	9	11
Ave. Saturday passenger No.	9	6	3	9	9	10
Ave. No. of passengers per week	27	18	9	25	23	25
Ave. No. of passengers per bus	<b>9</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>8</b>	<b>8</b>

<b>Summary by Service 2018</b>	<b>Service No. 3</b>			<b>Service No. 5A</b>		
	<b>2210</b>	<b>2315</b>	<b>15</b>	<b>2135</b>	<b>2240</b>	<b>2340</b>
Ave. Thursday passenger No.	9	5	2	8	4	4
Ave. Friday passenger No.	11	7	4	9	7	10
Ave. Saturday passenger No.	9	7	3	8	8	10
Ave. No. of passengers per week	28	19	9	25	19	24
Ave. No. of passengers per bus	<b>9</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>6</b>	<b>8</b>

Note - Data only available for 5A to September 2018



**WINCHESTER TOWN FORUM - WORK PROGRAMME FOR 2018/19  
SCHEDULED ITEMS OF BUSINESS – UPDATE MARCH 2019**

<b>13 JUNE 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
District Wide Playing Pitch Strategy	Susan Croker	13 June 2018		Report	<b>Actioned</b> CAB3032
KGV Recreation Facilities	Coral Rogers	13 June 2018		Briefing Paper	<b>Actioned</b> Briefing paper
2018/19 Work Programme and Appointments	Claire Buchanan	13 June 2018		Report	<b>Actioned</b> WTF262

<b>12 SEPTEMBER 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Community and Voluntary Sector Grants Review	Susan Robbins	12 Sept 2018	14/11/2018	Report	<b>Actioned</b> CAB3079
Winchester Town Account Financial Planning 2019/20	Darren Kennedy	12 Sept 2018		Report	<b>Actioned</b> WTF263
Winchester Town Forum Governance	Lisa Kirkman	12 Sept 2018	14/11/2018	Report	<b>Not Actioned</b> pending Constitution Review
Environmental Services Contract Options Appraisal (Exempt)	Steve Tilbury	12 Sept 2018		Report	<b>Actioned.</b> CAB3044

St Maurices Covert	Michelle Wells	12 Sept 2018		Presentation	<b>Actioned</b>
KGV Consultation Event	Susan Croker	12 Sept 2018		Presentation & Site Visit	<b>Actioned</b>
Progress on the Winchester Town area traffic and movement study	Simon Finch	12 Sept 2018		Report	<b>Actioned</b> WTF264

<b>14 NOVEMBER 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Winchester Town Account Medium Term Financial Position	Darren Kennedy	14 Nov 2018		Report	<b>Actioned.</b> WTF266
Annual Update on Play Area Improvements	Susan Croker	14 Nov 2018		Report	<b>Actioned</b> WTF265
Local Plan Refresh – Update	Jenny Nell	12 Sept 2018	17 Jan 2019	Workshop	<b>Moved to January &amp; Actioned</b>

**17 JANUARY 2019**

<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Proposed Core Grant Allocations for 2019/20	Susan Robbins	17 Jan 2019		Report	<b>Removed</b> following approval of revised process.
Town Account Budget for 2019/20	Darren Kennedy	17 Jan 2019		Report	<b>Actioned</b> WTF267

**21 MARCH 2019**

<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Winchester Night Bus Service Update	Simon Finch	21 Mar 2019		Report	<b>Actioned</b> WTF268

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