



Meeting	Winchester Town Forum
Date and Time	Wednesday, 12th June, 2019 at 6.30 pm.
Venue	Walton Suite, Guildhall, Winchester

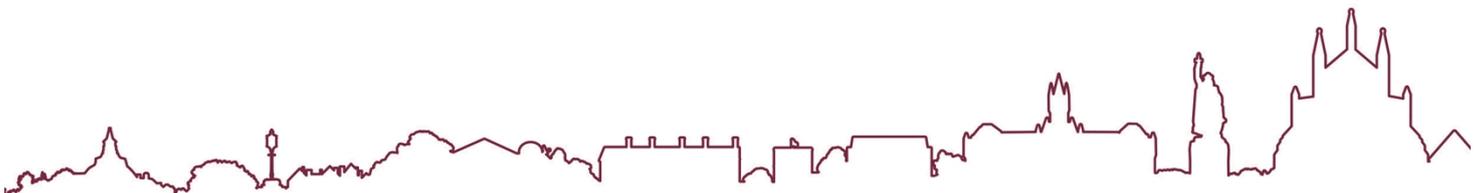
AGENDA

Procedural Items

- 1. Appointment of Chairman and Vice Chairman for the 2019/20 Municipal Year**
- 2. Apologies**
To record the names of apologies given
- 3. To note the date and times of future meetings of the Forum as set out:**
11 Sep 2019 6.30 pm
19 Mar 2020 6.30 pm
23 Jan 2020 6.30 pm
13 Nov 2019 6.30 pm
- 4. 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 and non pecuniary 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.
- 5. Chairman's Announcements**
- 6. Minutes (Pages 5 - 10)**
Minutes of the previous meeting held on 21 March 2019.



Business Items

7. **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.
8. **Verbal Update and Presentation - North Walls Engagement Event**
9. **Winchester Night Bus Service Update** (Pages 11 - 14)
Report Reference: WTF271
10. **Weeke Community Centre - Community Infrastructure Levy (CIL) Application** (Pages 15 - 20)
Report Reference: WTF269
11. **Verbal Update - Public Conveniences Cleansing Contract**
12. **Work Programme and Informal Group Formation 2019/20** (Pages 21 - 30)
Report Reference: WTF272

Lisa Kirkman
Corporate Head of Resources and Monitoring Officer

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.



4 June 2019

Agenda Contact: Matthew Watson, Democratic Services Officer
Tel: 01962 848 317 Email: 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*

MEMBERSHIP

Liberal Democrats

Becker
Craske
Ferguson
Gottlieb
Green
Hiscock
Hutchison
Learney
Murphy
Thompson
Tod
Weir

Conservatives

Mather
Scott

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 to ensure that the necessary arrangements are in place.

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WINCHESTER TOWN FORUM

Thursday, 21 March 2019

Attendance:

Councillors

Weir (Chairman)

Scott
Ashton
Becker
Berry
Burns
Hiscock

Hutchison
Learney
Mather
Murphy
Thompson
Tod

Apologies for Absence:

Councillor Green

1. **TO APPROVE THE DATE AND TIMES OF FUTURE MEETINGS OF THE FORUM**

The Forum noted the dates and times of its meetings for the 2019/20 municipal year as follows:

Wed 12 June 2019, 6.30pm
Wed 11 September 2019, 6.30pm
Wed 13 November 2019, 6.30pm
Thu 23 January 2020, 6.30pm
Thu 19 March 2020, 6.30pm

2. **DISCLOSURES OF INTERESTS**

Councillor Learney declared a personal (but not prejudicial) interest in relation to a report on the agenda, reference WTF268, Winchester Night Bus Service Update due to her being a Member of Littleton and Harestock Parish Council.

Councillors Hiscock and Tod declared a personal (but not prejudicial) interest in relation to a report on the agenda, reference, WTF268, Winchester Night Bus Service Update due to their role as Hampshire County Councillors.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

- All Members were encouraged all to attend the consultation event at North Walls Park on the 22 and 23 March 2019.
- It was pleasing to note the progress being made regarding the Handlebar Café.
- That Winchester Radio would be launching on Sunday 24 March 2019 and could be found at 94.7FM.

4. **MINUTES**

RESOLVED:

That the minutes of the previous meeting held on the 17 January 2019 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Mike Craske addressed the Forum in respect of a petition entitled, “Caring for the future of St Barnabas” which was available on the Councils website. Mr Craske explained his reasons for instigating the petition. In particular, he highlighted; the local environment, the character of the local area, the affordability of local housing and community cohesion. Mr Craske believed that a neighbourhood plan for the St Barnabas community could help significantly with many of these issues, and he urged the Forum to consider this.

The Chairman invited comments from Forum Members. Members asked a number of questions regarding Neighbourhood plans which were responded to where appropriate. In general, Members were supportive to the issues raised and thanked Mr Craske for raising awareness of the petition with the Forum.

Ian Tait then addressed the Forum with two issues for consideration. Firstly, he wished to highlight the issue of speeding and whether more could be done to ensure existing limits were respected by drivers. Secondly, Mr Tait explained that he was working on behalf of a number of local businesses located in “secondary areas” of the Town such as St Georges Street and Kings Walk. Mr Tait highlighted a number of issues which he felt, with Council support, would have a positive impact for these businesses.

The Chairman thanked Mr Tait for his comments and advised that speeding traffic would be timetabled as a topic for a future meeting of the Forum. Members of the Forum made a number of comments concerning support for local businesses, which related to:

- non-domestic rate relief
- the importance of Wayfinding and Signage
- the links to the Movement Strategy
- the importance of including the BID in any initiatives

Overall, Members felt that the current vibrancy of the High Street was good and thanked Mr Tait for his contribution.

6. **WINCHESTER NIGHT BUS SERVICE UPDATE**

The Corporate Head of Regulatory introduced the report which updated the Forum following a previous report, ref WTF 261 that was discussed in March 2018. The Committee was advised that the current contract for the night bus service expired in September 2019 and the Forum was being asked to decide whether to continue to support the night bus financially for another two year contract or other such time period. Secondly, changes to the timetable had resulted in a cost saving to the Forum of approximately £4,900 and views were sought from Members regarding the priorities for this saving.

The Forum debated the report in detail. There was general support for the service and Members were pleased that they had been able to use a relatively modest amount of funding to stimulate a wider service being provided. Members raised additional points in debate concerning:

- Whether short wheel based buses would provide a better financial return over the long term?
- the accuracy of passenger numbers statistics and whether all passengers were being accurately recorded?
- That the reliability of existing services was a major priority for residents

Regarding the accrued savings, there was support for this to be ring-fenced for “Public Transport Measures” but to remain unspent for the time being.

RESOLVED:

1. That the Town Forum supports the funding of the Winchester night bus service in principle by asking Hampshire County Council to tender for a new contract for a period of 2 years with a 1 year extension from September 2019.

2. That the Town Forum asks Hampshire County Council to tender the night bus service with the results of the tendering exercise being reported back to the next meeting of the Forum in June when a final decision can be made whether to continue funding the night bus service.

3. That the Town Forum agrees to approach Littleton and Harestock Parish Council to request a financial contribution towards the running of the service.

4. That the Town Forum agrees to defer committing the funding of bus services in addition to the night bus until the cost of continuing the night bus is known.

7. **OFFICER PRESENTATION - PEER REVIEW OF THE DEVELOPMENT MANAGEMENT FUNCTION AND WHAT NEXT**

The Development Manager provided the Forum with a presentation regarding the “Peer Review of the Development Management function”. The purpose of the presentation was to provide Members with an update on Peter Lerner’s review of the planning service and the Council’s plans for the next steps.

It was explained that the Peer Review had been conducted by independent consultant, Peter Lerner. As part of the review he had conducted interviews with Councillors, Parish Councillors, Officers and Customers of the planning service. The three key areas of the review were:

- Performance and quality of the Enforcement Service
- Performance in Development Management
- Effectiveness of decision making of the Planning Committee

The overall assessment was “*Winchester City Council’s planning service is, in general, an effective and well managed planning service.*” The review had a series of recommendations which were being taken forward. Members raised a number of points regarding the presentation which were summarised as:

- Enforcement action - were changes required to strengthen or to provide additional powers to enforce Council policy?
- Pre Application Service – and early engagement with Ward Members.
- Cumulative impact of development - how do Officers take into consideration details of previous development when deciding on applications?
- Houses of Multiple Occupation - was there a cumulative impact assessment undertaken when a number of properties in a small area had been converted to Houses of Multiple Occupation.
- Property Sizes – concern was expressed that whilst the Local Plan policy encourages the development of two and three bedroom properties, it does not give size guides.

Officers responded to the points in detail. In summary, Officers suggested that a revised Local Enforcement Plan would assist in determining local priorities and resources. A group of representatives from Parish Councils will work with Officers to review the Local Enforcement Plan and it would be helpful for a representative of the Town Forum to be represented. Regarding Ward Member involvement on Pre-applications, there was ongoing work to look at how this could be best achieved, the Councils Statement of Community Involvement encourages those considering submitting an application to engage with Ward Members, Parish Councils and neighbours and Officers will actively encourage this at the pre-application stage. Regarding the queries concerning property sizes, the Local Plan refresh will provide an opportunity for issues such as these to be reviewed. Officers were thanked for their work and the Forum looked forward to the next steps.

8. REVIEW OF CURRENT WORKPLAN AND FUTURE WORK PLANNING

The Environmental Services Manager provided the Forum with a presentation regarding waste, recycling, grounds maintenance and street cleaning. Following

the presentation, Members raised a number of questions which were summarised below:

- The visibility of static street cleaners.
- Issues of leaf clearance around parked cars.
- The use of “Bee Friendly” weed killer.
- Clarification around the continued use of dog waste bins.
- The frequency of weed spraying by Hampshire County Council.
- Issues connected with foliage encroaching upon pavements.
- Instigating ward visits involving Members and officers.
- Partnership working with the BiD regarding securing extra resources for street cleaning.
- The need for residents to be given a clear picture of the expected standards.

Officers responded to the points in detail. In summary, Officers agreed to review the coverage of the static cleaners and advised that the current weed killer used was regarded as being environmentally friendly. Consideration had been given to the issues of parked cars when leaf clearing and further work was required on this issue. Officers would liaise with Hampshire County Council regarding the frequency of weed spraying and foliage encroachment. The council is removing its red dog bins and replacing with dual purpose bins. The Winchester BiD will be invited to contractor meetings to help co-ordinate work on the town centre. Finally, the Environmental Services Manager welcomed any opportunity to undertake Ward visits with Members.

The 2018/19 Work plan, as contained on the agenda was reviewed. The Chair circulated three proposals received from Forum Members for consideration for the 2019/20 Work plan. These were:

1. Winchester Town Forum - future governance. “to form a task and finish group of the Town Forum to consider options and to make recommendations to Cabinet on this.”
2. Safer Streets for Winchester Town. “that the Town Forum undertake a short review (as appropriate in consultation with the Police) of the means available to support residents in addressing concerns about speeding traffic in their neighbourhoods.”
3. Planning for the future in Winchester. “Proposals have come forward to the Town Forum - including an urban design framework and a neighbourhood plan. A task and finish group will consider the options and make early recommendations to Cabinet on preparation of a plan for Winchester Town to be adopted as an SPD under the LP refresh (2036).”

In addition to these three proposals, a request was made that the Forum be given information regarding the Community Infrastructure Levy scheme and in particular how Members and the Public could access the scheme and for what purpose.

In summary, the Chair asked that the work plan items were noted and that they would be brought back to the June meeting for formal inclusion in the work plan

The meeting commenced at 6.30 pm and concluded at 9.00 pm

Chairman

REPORT TITLE: WINCHESTER NIGHT BUS SERVICE UPDATE

12 JUNE 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 2019 (WTF 268 refers) the Town Forum resolved to extend the funding of the Winchester night bus in principle and request Hampshire County Council to proceed to tender for a new contract to provide a nightbus service for a period of 2 years (with a 1 year extension option) such service to run from September 2019.

Due to the tight procedural timescales for tendering a contract, Hampshire County Council has not been able to obtain precise tender prices at the time of this report preparation. However, the actual figure will be reported at the meeting which follows the tendering of the contract by the Hampshire County Council.

RECOMMENDATIONS:

1. That the Town Forum confirms that they wish to continue the nightbus service from September 2019 for a further period of 2 years with an option of a 1 year extension at a price per annum to be reported at the meeting that follows the tendering of the contract by Hampshire County Council.

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 £13.5k for 2019/20.
- 2.2 The Parish of Littleton and Harestock have agreed a contribution of £500 to support the service.
- 2.3 The final contract figure will be available for agreement at the meeting. Previous changes to the Stagecoach's commercial contracting arrangements in September 2018 reduced the Forum's previous obligation to £7,800 per annum. Even allowing for an over-inflationary up-lift for a new tender the likely costs should be well within the Forum's budget provision for 2019/20.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Local Government Act 1999 requires the Council to make arrangements to achieve best value in the exercise of its functions which includes the proposed procurement. While conducting the procurement and evaluating the bids, officers must satisfy themselves that the procurement process is in accordance with this principle.
- 3.2 The original contract on which the extension is being sought has been tendered by Hampshire County Council using their established passenger transport contracting framework of pre-approved contractors.
- 3.3 Officers request approval to initiate the tender process for a further contract to continue services through the same mechanism and will report tender prices back to this committee. Any such contract is to be held by the County Council and funded by the Town Forum.
- 3.4 The procurement process set out in this report is compliant with the Council's procedures, although officers are requested to involve legal and the procurement team where relevant.

4 WORKFORCE IMPLICATIONS

- 4.1 None

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

6 CONSULTATION AND COMMUNICATION

- 6.1 Littleton and Harestock parish council have been consulted and they have agreed to make a financial contribution to the costs of running the night bus service as they have done 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 a nightbus service will align with this. Providing this service is likely to discourage the use of private modes of transport for journeys between the city centre and the outlying neighbourhoods of Winchester served by the nightbus.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property - None</i>		
<i>Community Support Parish councils are 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 2 years	Continue to seek financial support from parish councils.
<i>Timescales - None</i>		
<i>Project capacity</i>		
<i>Financial / VfM - None – see section 2 above</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.</i>	Continue to fund the service for a further period of 2 years	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</i>	Continue to fund the service for a further period of 2 years	

<i>impact on the city's nighttime economy.</i>		
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11 SUPPORTING INFORMATION:

11.1 The previous report agreed by the Town Forum in March 2019 (WTF 268 refers) and covers all of the salient details regarding the establishment and use of the service and at this meeting when it was resolved to continue to fund the service in principle. However, before a final decision is made, the Forum needs to see and agree the costs. This report is to present the tendered prices for continuing the nightbus to the Town Forum and seeks formal approval for the award of a new 2 year contract with an option of a 1 year extension.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 No other options have been considered in relation to the merits of continuing the service because this was considered and agreed at the last meeting of the Forum in March 2019. This report deals with the tendered costs of this and therefore the Forum will need to consider these against the budget provision for 2019/20 before confirming that a new contract should be agreed.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF261 – Winchester Night Bus Service Update – 21 March 2019

WTF261 – Winchester Night Bus Service Update – 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

Other Background Documents: - None

APPENDICES: None

WTF269
WINCHESTER TOWN FORUM

REPORT TITLE: WEEKE COMMUNITY CENTRE - CIL APPLICATION

12 JUNE 2019

REPORT OF PORTFOLIO HOLDER: Not applicable

Contact Officer: Susan Lord Tel No: 01962 848533 Email
slord@winchester.gov.uk

WARD(S): ST BARNABAS

PURPOSE

Town Forum [report WTF267](#) regarding the Town Forum budget for 2019/2020 approved in principle, expenditure of up to £50,000 for the improvements to the Weeke Community Centre driveway using the Forum's share of the Community Infrastructure Levy (CIL).

The purpose of this report is to provide information on how the project will be managed and delivered and to seek approval for the funding needed to enable the project to proceed to delivery.

RECOMMENDATIONS:

1. That Town Forum approves up to £50,000 of its Community Infrastructure Levy (CIL) to fund improvements to the access road to Weeke Community Centre and Taplings Road play area.
2. That Town Forum approve authority for the Engineering and Transport Manager to incur expenditure of up to £50,000 for the improvements to the access road to Weeke Community Centre and Taplings Road play area

IMPLICATIONS:

1 COUNCIL STRATEGY OUTCOME

- 1.1 Outcome Three of the Council Strategy 2017-2020 (refresh February 2018) is to improve the health and happiness of our community. The Strategy states that we want to focus on reducing inequalities and improving our community's health and happiness particularly through sport and other types of activity.
- 1.2 Making the community centre more accessible, improving safety and increasing opportunities to access the facilities offered by the community centre and the play area will help to deliver this.

2 FINANCIAL IMPLICATIONS

- 2.1 In order to support this scheme it is recommended that up to £50,000 of Town's CIL funds are allocated to this project. Total CIL income received and retained by the Town share of the CIL fund is approximately £517,000. To date, no funds have been spent or committed to projects across the Town.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The report seeks approval for the allocation of Community Infrastructure Levy Funds and fund expenditure for road improvements. The legislation governing the development, adoption and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy regulations 2010 (as amended) (CIL Regulations 2010). CIL may be used to help deliver infrastructure to support development in an area. The allocation of funds is in accordance with the CIL Regulations.
- 3.2 The Local Government Act 1999 requires the Council to make arrangements to achieve best value in the exercise of its functions which includes the proposed procurement. While conducting the procurement and evaluating the bids, officers must satisfy themselves that the procurement process is in accordance with this principle.
- 3.3 The Council has power to procure this contract under S1 of the Localism Act 2011. In line with the Council's Constitution three quotations were sought for the scheme by Weeke Community Association which aligns with the City Council's own procurement policy. The procurement process that officers intend to follow has already been set out in the body of this report and appears to be a fully compliant procedure.
- 3.4 In order to deliver the scheme the works order will be placed by the City Council. All works undertaken by the contractor will be monitored by the Engineering and Transport Team who will project manage the scheme.

4 WORKFORCE IMPLICATIONS

- 4.1 The Engineering and Transport Team will project manage the scheme within existing resources.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Winchester City Council is currently responsible for the management of the driveway area. A new lease is in negotiation which would require Weeke Community Centre to maintain this area as part of their new lease. Ownership would remain with the City Council.

6 CONSULTATION AND COMMUNICATION

- 6.1 Consultation has been carried out by Weeke Community Association on the different phases of the Fusion project which also covers the plans for improvements to the Community Centre. The Community Centre stated that there is widespread support from the immediate community, the wider community within St Barnabas ward, local business, local Councillors and interested parties.
- 6.2 Existing users of the Community Centre have asked for changes to be made to the driveway,

7 ENVIRONMENTAL CONSIDERATIONS

- 8 It is anticipated that existing driveway surface will be removed from site and recycled for use on other road projects within Hampshire. It is also possible for the new surfacing to contain recycled aggregate depending on the supplier and contractor. Where possible all materials will be sourced from local suppliers to reduce transport distances. EQUALITY IMPACT ASSESSEMENT

- 8.1 The access road to the Community Centre is the primary access for all users and facilitates access for all vehicular and pedestrian traffic.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property – Works need to be carried out to an appropriate standard</i>	Works overseen by the Council's Engineering & Transport Team.	
<i>Community Support – the scheme has been approved in principle so withdrawal of funding</i>	The City Council can support the delivery of the scheme by allocating CIL funds.	Providing funding to support the community through new and enhanced facilities

<i>could lead to frustration and disappointment of people living in the area.</i>		
<i>Timescales – delaying the project will impact on users of the centre as it has been designed to be carried out during their quietest time of year.</i>	Deliver the scheme in summer 2019 by supporting the project with a contribution from the Town CIL fund.	Approving the scheme now will enable works to be completed during the quietest time of year for the community centre.
<i>Project capacity – that works are more expensive than anticipated.</i>	The City Council Engineering and Transport Team will oversee the project and initial planning. If costs escalate (more than £50k) alternative/further funding would need to be identified.	If the project is delivered under budget then the remaining funding will be retained in the Town CIL budget
<i>Financial / VfM – the contractor is not financially stable</i>	The City Council is recommending an approved Hampshire highway contractor to undertake the works.	
<i>Legal – project is not delivered in line with Council’s legal requirements</i>	The City Council will manage the project into ensure compliance.	
<i>Innovation</i>		
<i>Reputation - Project is funded by CIL so if not satisfactorily delivered in accordance with proposal and budget this may result in criticism of the City Council. Failure to use CIL funds will undermine public confidence in the value of CIL.</i>	The City Council will manage the project to ensure satisfactory delivery. This project will deliver community benefits and aligns with the spending protocol agreed by the Town Forum.	
<i>Other - N/A</i>		

11 SUPPORTING INFORMATION:

- 11.1 The need for the driveway to be widened has already been acknowledged as it is difficult for some vehicles to use the driveway in its current state. Increase in usage of the community centre has led to concerns relating to the potential conflict of pedestrian and vehicular traffic on a very narrow lane.

- 11.2 The City Council have already removed the outhouse to the property adjacent the driveway and have moved the boundary fence over by approximately 1m to facilitate the widening works.
- 11.3 On 17th January this year, [report WTF267](#) on the Town Forum budget for 2019/2020 was considered and approval was given in principle for expenditure of up to £50k for the improvements to the Weeke Community Centre driveway using the Forum's portion of the Community Infrastructure Levy (neighbourhood portion) as these improvement works were considered consistent with the agreed protocol for allocating CIL funds to projects in the town (WTF251) taking into account that the driveway improvements would align with the Town's Forum's vision for Winchester Town and would enhance facilities in a part of the city where there has been significant development in recent years. Approval was given therefore on the basis that a further report on the project management and delivery of the works be submitted to Town Forum for consideration and, subject to appropriate assurances being in place to ensure satisfactory delivery, final agreement of the funds could be given. .
- 11.4 The Council's Engineering and Transport Team have considered the CIL application submitted by Weeke Community Association and the associated tender documentation and specifications. Working with the Community Association and the chosen contractor a deliverable solution has been achieved within the maximum budget of £50,000.
- 11.5 It has been agreed with Weeke Community Association that the Council's Engineering and Transport Team will manage the project to ensure the completed works meet the correct specification and standards together with assisting with the statutory highway procedures required as part of the works. The Council will retain all financial responsibility for the project and ensure works are completed to the required standard before authorising payment direct to the contractor.
- 11.6 Weeke Community Association's Fusion Project to redevelop Weeke Community Centre as a key community facility is in its initial stages. The project, which is at the pre-planning stage, details plans for an improved community building and this will require improved utility services accessed from the main road. The ducting for these works will be laid as part of the driveway improvements to be undertaken as part of these works. It is considered essential to undertake this at the same time as the driveway improvements because it will be more cost effective and prevent the driveway being excavated in the future to install the services creating a trench the length of the driveway.
- 11.7 If approval is given for the driveway improvements, work will take place in 2019. The Engineering and Transport Team and the contractor, Rocon, will liaise with the Community Centre when planning the works to try and minimise disruption to the public and the running of the centre.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The alternative is to not provide a CIL contribution to the cover the cost of the driveway improvements and these funds could be used for other infrastructure projects but there is no identified alternative source of funding for this project so it would be unlikely to proceed. .

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF267 – Town Account Budget 2019/2020, 17th January 2019

WTF245 – Community Infrastructure Levy and Town Improvement fund, November 2016.

Other Background Documents:-

None

APPENDICES:

None

REPORT TITLE: 2019/20 WORK PROGRAMME AND APPOINTMENTS

12 JUNE 2019

REPORT OF Richard Botham, Strategic Director: Services (Interim)

Contact Officer: Matthew Watson, Democratic Services Officer Tel No: 01962 848317 Email mwatson@winchester.co.uk

WARD(S): TOWN WARDS

PURPOSE

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 reviews the items listed in paragraphs 3 and 4 of the report and agrees matters it wishes to consider in the 2019/20 Municipal Year and delegates to the Strategic Director: Services (Interim), 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:
 - a) Winchester Town Forum (Account Informal) Group (4 Members and Officer Representative: Darren Kennedy, Finance Manager (Strategic Finance)).
 - b) Winchester Town Forum (Town Account Grants) Informal Group (5 Members and Officer Representative: Susan Robbins (Corporate Head of Engagement))
 - c) Winchester Town Forum (St Maurice's Covert) Informal Group (5 Members and Officer Representative: Simon Finch (Corporate Head of Regulatory) + BID and stakeholder representatives)

- d) Representative on the Walking Strategy Group (1 representative)
- e) Winchester Town Forum (North Walls) Informal Group (6 Members and Officer Representative: Susan Croker, Head of Landscapes and Open Spaces)
- f) Winchester Town Forum (Engagement) Informal Group (6 Members and Officer Representative: Joseph Holmes, Strategic Director: Resources)

1 COUNCIL STRATEGY OUTCOME

1.1 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.

2 FINANCIAL IMPLICATIONS

2.1 Currently none, beyond the cost of room hire and officer support from within existing budgets. If officers are involved in work of the Forum (other than general support) 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.

3 SUPPORTING INFORMATION:

The 2019/20 Municipal Year

3.1 The Forum is now a well established part of the Council's democratic process playing a greater role in providing a 'Winchester voice' on issues that affect the Town area.

3.2 In considering which subjects the Forum should discuss in the coming year, Members should refer to:

- a) Winchester Town Forum's Terms of Reference ([as set out on the Council's website, on this link](#))
- b) Issues considered by the Forum in the previous year (Appendix 1 to this report)
- c) Latest Forward Plan ([as set out on the Council's website, on this link](#))
- d) The Vision for Winchester Document produced in 2012 by the Town Forum (emailed to members separately)

3.3 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.

- 3.4 For information, the initial draft work programme for the Forum is set out below:

Wednesday 12 June 2019

- Night Bus Update
- Weeke Community Centre CIL application
- Verbal update and presentation – North Walls Engagement
- 2019/20 Work Programme and Appointments

Wednesday 11 September 2019

- Winchester Town Account Financial Strategy 2019/20

Wednesday 13 November 2019

- Winchester Town Account Medium Term Financial Position
- Play Area Improvement – 5 Year Programme Update

Thursday 23 January 2020

- Winchester Town Account Budget for 2019/20 (to be recommended to Cabinet)

Thursday 19 March 2020

4. INITIAL PRIORITIES IDENTIFIED.

At its meeting on the 21 March 2019 the Town Forum held an initial discussion regarding its priorities for the 2019/20 municipal year. The following items and a brief description were agreed for taking forward. The Forum is now asked to confirm that these remain priority items and to make recommendations on the relative priorities of the items listed. If the items listed below are approved for inclusion in the 2019/20 work plan then the Forum may need to consider the establishment of Task and Finish groups.

- a) **Winchester Town Forum - future governance.** “to form a task and finish group of the Town Forum to consider options and to make recommendations to Cabinet on this.”
- b) **Safer Streets for Winchester Town.** “that the Town Forum undertake a short review (as appropriate in consultation with the Police) of the means available to support residents in addressing concerns about speeding traffic in their neighbourhoods.”

- c) **Planning for the future in Winchester.** “Proposals have come forward to the Town Forum - including an urban design framework and a neighbourhood plan. A task and finish group will consider the options and make early recommendations to Cabinet on preparation of a plan for Winchester Town to be adopted as an SPD under the LP refresh (2036).”

In addition to these three proposals, a request was made that the Forum be given information regarding the Community Infrastructure Levy scheme and in particular how Members and the Public could access the scheme and for what purpose.

5. Informal Groups

- 5.1. 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:

5.2. Town Account Informal Group

In 2018/19 the membership comprised of Councillors Weir (Chairman), Learney, Mather and Murphy, together with Officer Representation from Darren Kennedy, Finance Manager (Strategic Finance).

The Group had agreed its terms of reference as:

“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.”

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

5.3. Town Account Grants Informal Group

In 2018/19, its membership comprised of Councillors Scott, Berry, Becker and Learney together with Officer Representation from Sue Robbins, Corporate Head of Engagement

The Town Forum provides grant funding to some key organisations and this Group would be a useful forum to discuss these matters.

It is recommended that this Group be continued.

5.4. Winchester Town Forum (St Maurice’s Covert) Informal Group

In 2018/19, its membership comprised of Councillors Hutchison, Berry, Mather, Murphy and Tod and Tod together with Officer Representation from Simon Finch, Corporate Head of Regulatory plus other stakeholders as invited attendees.

It is recommended that this Group be continued into 2019/20.

5.5. Town Forum Representative on the Walking Strategy Group

In 2018/19 Councillor Hiscock was appointed as the Town Forum's representative on the Walking Strategy Group.

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

5.6. Winchester Town Forum (North Walls) Informal Group

In 2018/19, its membership comprised of Councillors Burns, Becker, Hutchison, Thompson and Weir, together with Officer Representation from Susan Croker, Head of Landscapes and Open Spaces.

It is recommended that this Group be continued into 2019/20.

5.7. Winchester Town Forum (Engagement) Informal Group

In 2017/18, its membership comprised of All Members of the Town together with Officer Representation from the Strategic Director (Resources)

This Group was created with a purpose of looking at greater democracy in the area as a result of devolution going forward.

5.8. The Forum is asked to give consideration to the re-appointment of this Group for 2019/20.

BACKGROUND DOCUMENTS

As described in section 3.2 of the report.

APPENDICES

Appendix 1: Issues previously considered by the Forum in 2018/19

Appendix 1**Review of the 2018/19 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:

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

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

12 SEPTEMBER 2018					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Community and Voluntary Sector Grants Review	Susan Robbins	12 Sept 2018	14/11/2018	Report	Actioned CAB3079
Winchester Town Account Financial Planning 2019/20	Darren Kennedy	12 Sept 2018		Report	Actioned WTF263
Winchester Town Forum Governance	Lisa Kirkman	12 Sept 2018	14/11/2018	Report	Not Actioned pending Constitution Review
Environmental Services Contract Options Appraisal (Exempt)	Steve Tilbury	12 Sept 2018		Report	Actioned. CAB3044
St Maurices Covert	Michelle Wells	12 Sept 2018		Presentation	Actioned
KGV Consultation Event	Susan Croker	12 Sept 2018		Presentation & Site Visit	Actioned
Progress on the Winchester Town area traffic and movement study	Simon Finch	12 Sept 2018		Report	Actioned WTF264

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

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

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

