



Meeting	Kings Barton Forum
Date and Time	Tuesday, 13th July, 2021 at 6.00 pm.
Venue	Virtual via Microsoft Teams

Note: This meeting is being held virtually, if you are a member of the public and would like to listen to the audio stream of the meeting you may do so via www.winchester.gov.uk

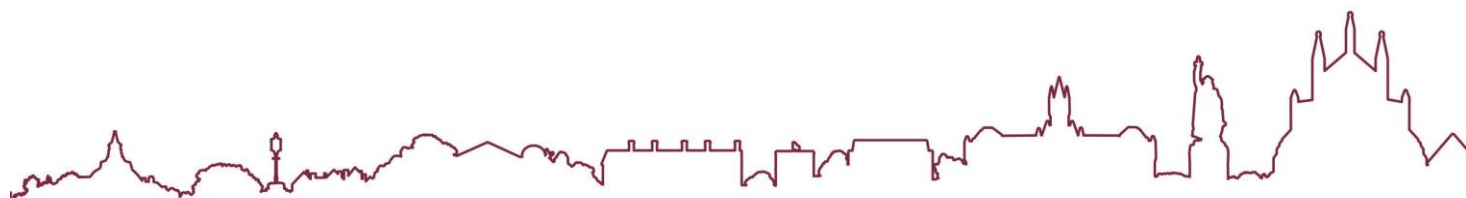
AGENDA

- 1. Appointment of Vice Chairperson for the 2021/22 Municipal Year**
As this is the first meeting of the Forum of the 2021/22 municipal year, it will be necessary to appoint a Vice Chairperson of the Forum.
- 2. Apologies**
To record the names of apologies given and deputy members who are attending the meeting in place of appointed Members (where appropriate).
- 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.

- 4. Chairperson's Announcements**
- 5. To note the following dates for future meetings of the Forum in the 2021/22 municipal year.**

19 Oct 2021 6.00 pm
18 Jan 2022 6.00 pm
15 Mar 2022 6.00 pm



6. **Minutes of the meeting of the 16 March 2021** (Pages 7 - 10)
That the minutes of the meeting be signed as a correct record.
7. **Public Participation**
To receive and note questions asked and statements made from members of the public and the Residents Association on general matters of interest and/or matters relating to the work of the Forum.

Members of the public and visiting councillors may speak at the Forum, provided they have registered to speak three working days in advance. Please contact Democratic Services by 5pm on the 7th July 2021 via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.
 - a) **Members of the public and visiting Councillors**
 - b) **Kings Barton Residents Association**
8. **To note the revised Terms of Reference for this Forum** (Pages 11 - 26)
9. **Updates on the physical development of the MDA.** (Updates may include Hampshire County Council, VIVID, CALA and the WCC Implementation Officer)
10. **Report on the community development activities and any issues arising within the MDA**
11. **Discussion on infrastructure.**
12. **Future agenda items.**

Lisa Kirkman
Strategic Director and Monitoring Officer

All of the Council's publicly available agendas, reports and minutes are available to view and download from the Council's [Website](#) and are also open to inspection at the offices of the council. As part of our drive to minimise our use of paper we do not provide paper copies of the full agenda pack at meetings. We do however, provide a number of copies of the agenda front sheet at the meeting which contains the QR Code opposite. Scanning this code enables members of the public to easily access all of the meeting papers on their own electronic device. Please hold your device's camera or QR code App over the QR Code so that it's clearly visible within your screen and you will be redirected to the agenda pack



5 July 2021

Agenda Contact: Matthew Watson mwatson@winchester.gov.uk 01962 848 317

Membership

The Forum consists of the following voting members:

- 8 members of Winchester City Council,
- 2 members of Hampshire County Council,
- 1 member of Headbourne Worthy Parish Council,
- 1 member of Littleton and Harestock Parish Council.

Membership

Cllr Rutter	Winchester City Council
Cllr Cramoysan	Winchester City Council
Cllr Cunningham	Winchester City Council
Cllr Godfrey	Winchester City Council
Cllr Horrill	Winchester City Council
Cllr Learney	Winchester City Council
Cllr Prince	Winchester City Council
Cllr Weir	Winchester City Council
Cllr Tod	Hampshire County Council
Cllr Iredale	Headbourne Worthy Parish

In addition, the following are nominated deputies to the Forum:

Cllr Warwick (Winchester City Council)

Quorum

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

Method of Working and Voting Rights

All representatives are expected to seek to reach conclusions by general consensus. Where any voting representative on the Forum requires a formal vote to be taken, this shall be on a show of hands by those voting representatives present and voting (the membership as set out above).

Public Participation Procedure

General

To reserve your place to speak, you are asked to register with Democratic Services three clear working days prior to the meeting – please see public participation agenda item above for further details.

Public Participation procedure

There will be a period of 10 minutes maximum at the beginning of each forum meeting when the Chair will invite the public, including local interest groups, to raise any general matters of interest and/or matters relating to the work of the forum.

An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak they will be encouraged to agree the allocated maximum ten minutes between them.

The Chair will retain discretion to manage the public speaking process and may limit individual speakers to less than three minutes or take other steps necessary in order to maximise public participation in an appropriate way.

Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted, and the Chair will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst forum members that follows.

Members of the public should contact the Democratic Services Officer 3 working days before the meeting (preferably telephone or email) so that as many people who wish to speak can be accommodated during the public participation sessions.

Once the period of public participation has drawn to a close, there will be an opportunity for elected members who are not on the forum (i.e. Cabinet or Ward Members) to speak in advance of questions and debate amongst forum members at the Chair's discretion.

The forum will then debate the item with any conclusions and recommended recorded.

Consideration of Individual Agenda Items

1. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of up to ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to object, support or ask questions directly relating to the agenda item and contents of the officer report.

2. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be

encouraged to agree the allocation of the maximum ten-minute period for public participation. The Democratic Services Officer will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process and may limit individual speakers to less than three minutes or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.

3. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended, even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter will then be passed to Forum Members.

4. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Forum members that follows.

5. Members of the public should wherever possible contact the Democratic Services Officer before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many people who wish to speak can be accommodated during the public participation sessions.

Forum Debate and Vote

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

Filming and Broadcast Notification

This meeting may be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#).

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Public Document Pack Agenda Item 6

KINGS BARTON FORUM

Tuesday, 16 March 2021

Attendance:

Councillors

Cllr Weir (Winchester City Council) (Chairperson)

Cllr Godfrey, Winchester City Council
Cllr Horrill, Winchester City Council
Cllr Learney, Winchester City Council
Cllr Porter, Winchester City Council
Cllr Prince, Winchester City Council

Cllr Scott, Winchester City Council
Cllr Warwick, Hampshire County Council
Cllr Tod, Hampshire County Council
Cllr Iredale, Headbourne Worthy Parish

Apologies for Absence:

Cllr Rutter (Winchester City Council) and Cllr Burgess (Littleton & Harestock Parish Council)

[Full audio and video recording of the meeting](#)

1. **APOLOGIES**

Apologies for the meeting were noted as above.

2. **DISCLOSURES OF INTERESTS**

Councillor Weir declared a personal (but not prejudicial) interest due to her being a Trustee of the University of Winchester Academy Trust and that matters relating to the Academy Trust may be discussed.

Councillor Porter declared a non-pecuniary interest concerning agenda items that may be related to her role as a Hampshire County Councillor.

3. **CHAIRPERSON'S ANNOUNCEMENTS**

There were no announcements.

4. **MINUTES OF THE MEETING OF THE 19 JANUARY 2021**

RESOLVED:

That the minutes of the previous meeting held on 19 January 2021 be approved and adopted.

5. **PUBLIC PARTICIPATION**

The Chairperson welcomed the following to the meeting; Carol Manning, Chris Poulter, Caterina Zucca (Chair of the Kings Barton Residents Association (KBRA)) and Mike Slinn (Vice-Chair of the Kings Barton Residents Association (KBRA)).

Carol Manning addressed the forum regarding a sewerage and drainage problem experienced by residents in phase 1A. Mr Hill of CALA confirmed that he had been made aware of the issue and that CALA had undertaken CCTV monitoring which had been inconclusive. He confirmed that CALA continued to investigate and that he would report back to the forum and the KBRA as soon as possible.

Chris Poulter addressed the forum regarding the new cycle track across Barton Meadows. Mr Poulter felt the track to be substandard, particularly concerning the timber edging, topsoil banking and also the surface material. Mr Poulter asked several questions which included;

- Which design and build standards had been used for this scheme?
- How would compliance with those standards be assessed?
- If the required standards had not been achieved then could the issue be tabled at a future meeting of this forum?

Caterina Zucca and Mike Slinn raised several points on behalf of the KBRA which included;

- the opening of the play park
- the condition of the road surface on Bingham Road
- the progress with the installation of street furniture
- the progress with the installation of 20 miles per hour speed limit signs
- the progress with the installation of shared road space signage,
- the Wellhouse lane footpath and cycle path.

Mike Slinn also confirmed that he had circulated a list of issues regarding phase 1A to Mr Hughes.

Councillor Iredale updated the forum on two issues, firstly, that isolated instances of anti-social behaviour had been reported by residents and secondly that a local polling station would not be available for this year's elections.

It was agreed that Mr Hughes and Mr Hill of CALA would respond to these points as part of their update to the forum in items 7 and 8 of the agenda.

6. **VIVID - VERBAL UPDATE AND Q&A**

The Chairperson advised that VIVID had been unable to attend this evening's meeting as planned but that they would be invited to attend a future meeting, it was agreed to extend the invitation to Home Group Housing Association.

7. **S106 TRIGGERS - UPDATED TABLE**

(Report Reference KBF31)

Mr Hughes introduced the report and explained that following the request at the previous meeting the table of triggers had been coded with a traffic light system to reflect the status of each trigger. Mr Hughes then responded to the points raised under the public participation section of the meeting and advised of the measures available to a local authority should a developer not meet its S106 obligations. He also updated the forum regarding the current status of the Wellhouse Lane works which were awaiting technical approval.

Regarding the earlier question concerning the Courtenay Road Foot/Cycleway, Mr Hughes informed that the planning permission did not require CALA to construct the path to a certain specification and that much of the design and construction had been determined in a way to minimise impact to the existing trees along the avenue.

Mr Hill of CALA referred to the earlier question regarding the footpath on phase 1B and confirmed that he would take the issue away and consider it further. He also advised that following the meeting he would be contacting colleagues regarding the road surface issues on Bingham Road, the street furniture and speed limiter signs.

Members debated the report and asked several questions, particularly focussing on:

- the Wellhouse Lane Junction,
- the Community Development Worker role
- transport agreement triggers
- travel plan issues such as the car club,
- access from Phase 1A to the nature reserve
- the impact on transport infrastructure within the surrounding area
- the County Councils expenditure of S106 monies

These points were responded to by Mr Hughes and Mr Hill accordingly. Finally, Mr Hill reported that he hoped to be able to share plans showing the phased approach of connectivity at the next meeting of the forum

RESOLVED:

That the report be noted.

8. **KINGS BARTON IMPLEMENTATION UPDATE**

(Report Reference KBF30)

Mr Hughes provided the Forum with an update on progress at Kings Barton including the development process and future works. He reported that reserved matters consent for two phases had been granted, Phase 1A/1B, 423 dwellings, and Phase 2A, 264 dwellings. Phase 2A was consented to on 5 February 2021 and contained 264 dwellings, 39% of which were affordable units.

Mr Hill advised the forum that CALA were formulating a strategy for future implementation and phasing which would include the neighbourhood centre and further residential parcels – phase 2b, 3a and the spine road. To accommodate works on phase 2A it would be necessary to move the site compound and remove the hedge (as set out in the permitted plans) that runs alongside the track to the east of Winchester Avenue south of the ridge line. Following a question Mr Hill informed that he would look into whether information boxes/boards could be placed on Andover Road under the footbridge containing information for residents regarding the footpath.

Members debated the report and asked several questions, these related to:

- the extra care scheme,
- pupil numbers,
- adult education provision
- the public consultation on the change of speed limit on the Andover road

RESOLVED:

That the content of the report be noted.

The meeting commenced at 6.00 pm and concluded at 7.50 pm

Chairperson

CAB3306
CABINET

REPORT TITLE: REVISED TERMS OF REFERENCE FOR MAJOR
DEVELOPMENT AREA FORA

23 JUNE 2021

REPORT OF CABINET MEMBER: Cllr Russell Gordon-Smith - Cabinet Member for
Built Environment

Contact Officer: Julie Pinnock Tel No: 01962 848439 Email
jpinnock@winchester.gov.uk

WARD(S): DENMEAD, THE WORTHYS, SOUTHWICK AND WICKHAM,
WHITELEY AND SHEDFIELD.

PURPOSE

This report seeks approval for the establishment of a single terms of reference to be adopted for the fora of all major development areas (MDA) in the District.

The terms of reference for the existing 3 MDA's are not the same, and whilst each MDA is at a different stages of development, this single terms of reference ensures a consistent approach to how each fora operates, transitioning from planning led to community-led over time.

RECOMMENDATIONS:

1. That the revised terms of reference for MDAs attached at Appendix 1 to this report be adopted and reviewed annually.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 Major development ensures the delivery of new housing and associated infrastructure including significant areas of open space. They are built to modern building regulation standards.
- 1.3 Homes for all
- 1.4 Major development areas deliver a variety of homes, from market to affordable housing.
- 1.5 Vibrant local economy.
- 1.6 Major development areas provide mixed land use sustainable communities with the necessary infrastructure to support those communities.
- 1.7 Living Well
- 1.8 Major development areas provide sustainable communities with the necessary infrastructure to support those communities to live well.
- 1.9 Your Services, Your Voice
- 1.10 A key part of the Fora is to provide a mechanism for local elected members and the wider community to contribute and shape the initial development process and the new community as it grows.

2 FINANCIAL IMPLICATIONS

- 2.1 None.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None

4 WORKFORCE IMPLICATIONS

- 4.1 The resource requirements for the fora will be officer time in preparing reports, attending the fora meetings and preparation of the minutes. As these are non-decision making meetings they can continue to operate virtually reducing room hire costs.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

6 CONSULTATION AND COMMUNICATION

- 6.1 Chair of each forum has been consulted and contributed to the revised terms of reference.
- 6.2 The fora meet approximately 3 times a year. The terms of reference ensure ward members, parish councils and new community groups play an integral role in shaping the growing community.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

9.2 RISK MANAGEMENT

Risk	Mitigation	Opportunities
Financial Exposure	N/A	N/A
Exposure to challenge	N/A	N/A
Innovation	N/A	N/A
<i>Reputation - Some decisions taken without local engagement may make residents feel they are not involved in helping to shape new communities</i>	Ensure new residents are aware of the fora and invited to attend and participate.	Gives the Council the opportunity to enhance its reputation by local engagement.
Achievement of outcome	N/A	N/A
Property	N/A	N/A
Community Support – <i>new residents will not engage with the fora</i>	<p>Ensure new residents are aware of the fora and encouraged to attend and participate.</p> <p>Information in new resident packs.</p> <p>Use site notices, leaflets, and promotion of meetings by parish councils.</p>	Further opportunities to engage with our residents and communities

Timescales– <i>Fora will meet 3 times per municipal year</i>	N/A	N/A
Project capacity	N/A	N/A
Other	N/A	N/A

10 SUPPORTING INFORMATION:

- 10.1 The City Council currently has 3 major development areas (MDA) in the district. All have planning permission, but each are at different stages of their development. West of Waterlooville is the most advanced with an established local community residing in over 1000 homes, Kings Barton is well underway with a new growing community living in 310 dwellings, and North Whiteley, which is the most recent, is making fast progress with 202 residential properties built and occupied.
- 10.2 The current terms of reference for each forum is different, and whilst it is recognised that the nature of the forum will change as the MDA progresses, it is proposed to review the terms of reference now to ensure consistency across the 3 fora, as well as recognising the different stage that each may be at. As development at each MDA progresses, and the community becomes increasingly established, the main role of the fora will move from being planning-led to community-led. .
- 10.3 The fora are not decision making bodies but provide a mechanism for ward members, parish councils and the new communities to discuss issues of design, implementation and community development. They can make recommendations on suitable arrangements relating to democracy and community representation.
- 10.4 The life span and nature of the role of the fora will evolve as development progresses. Stage 1, the planning stage, focuses on the initial master planning of the MDA, granting of outline consent and other issues associated with the beginning of works on site. Stage 2 relates to recognising and empowering the emerging community to help shape its future as planning permissions are implemented and building continues, and Stage 3 concentrates on consolidating the growing community and agreeing governance arrangements for the community to take over the role performed by the fora in the longer term. North Whiteley and Kings Barton are both at stage 2 in this process and West of Waterlooville is moving towards stage 3 whilst there are still some 1865 homes to be built. It should also be noted that the Joint Planning Committee with Havant Borough Council will be re-appointed for 2021/22.
- 10.5 This fora arrangements will be subject to an annual review.
- 10.6 Appendix 1 sets out the proposed terms of reference and identifies the key stages and objectives of the fora. It established the membership, officer

support, quorum and voting rights as well as the public speaking arrangements to ensure active participation.

11 OTHER OPTIONS CONSIDERED AND REJECTED

11.1 The Council could choose not to update the terms of reference and decide not to appoint these meetings. However it is considered that they have a valuable role to play in developing a sense of community. Ceasing their operation would not be in the interests of proper planning or community engagement.

11.2 The fora could continue indefinitely, but over time there is an increasing overlap with the work of the parish or town council and the continuing operation of a forum could cause confusion and duplication. Stage 3 will ensure a smooth transition from one to the other.

BACKGROUND DOCUMENTS:-

None

Previous Committee Reports:-

CAB1909 PROPOSED NORTH WHITELEY DEVELOPMENT FORUM 12 NOV 2009

CAB2437 ESTABLISHMENT OF THE BARTON FARM FORUM 16 JAN 2013

CAB2667 WEST OF WATERLOOVILLE FORUM – REVISED TERMS OF REFERENCE 18 MARCH 2015

Other Background Documents:-

Relevant planning decision / case files

APPENDICES:

Appendix 1 New terms of reference of the Fora

Appendix 2 Current terms of reference for North Whiteley Forum

Appendix 3 Current terms of reference for Barton Farm Forum

Appendix 4 Current terms of reference for West of Waterlooville Forum

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Appendix 1

Updated/refreshed Terms of Reference for Fora – May 2021

North Whiteley Development Forum – TOR last updated 12 November 2009 (CAB 1909) – Appendix 2

This is a development of up to 3500 residential units; including affordable housing; 2 primary schools and 1 secondary school; up to 2000sqm of flexible use space for A1, A2, A3, A5, B1 and D1, 2 children's nurseries in 2 local centres; provision of an extra care facility creation of a community building; Grass pitches - 4 youth and 4 adult (including pavilion) and 2 all-weather pitches within the secondary school site; allotments; landscaping; extensive recreation and play provision. Creation of link roads between Whiteley and Botley Road, wider highways work, cycleway and footpath.

Detailed approval has been granted for 1,446 houses and construction has started on 535 houses of which 202 have been occupied. The extension to Bluebell Way to link Whiteley through to the Botley Road was opened in January 2021. Primary school 1 (to replace Cornerstone) is under construction and on schedule to open in September 2021.

It is being developed by a consortium of developers.

Kings Barton Forum (formerly known as Barton Farm) – TOR last updated 16th January 2013 (CAB 2437) - Appendix 3

This is the development of 2000 homes at Kings Barton, North Winchester. It is a major strategic project with significant implications for the Winchester District, originally planned to be built over a 10 year period. It is vital that Kings Barton is successfully integrated into the existing Winchester community and this will require that issues of infrastructure provision, community development and political representation are carefully managed.

The initial outline planning permission was granted in October 2012. To date only the first phase is under development with 310 occupations from the 423 consented dwellings. One further phase is consented but is yet to commence on site. In total, the site will deliver 2000 dwellings, 40% of which are affordable units, a primary school, supermarket, community centre and nursery.

It is being developed by a single developer CALA homes.

The MDA is currently within Headbourne Worthy parish, but the parish council has made it known that it does not feel suitably placed to oversee a large urban extension so is keen for a review of local governance arrangements when the time is right.

A residents association has been established.

West of Waterlooville Forum – last updated 18 March 2015 (CAB2667) – Appendix 4

This major development of 3000 homes at West of Waterlooville is well underway. This development is cross boundary with part of the site within Winchester and part within Havant.

Both Councils have worked collaboratively, in terms of the allocation of the MDA, its subsequent development and community planning. Both Councils are represented on the forum, and have been represented in the joint planning committee.

To date eight phases of 1135 dwellings consented with 1016 occupations. All phases that have detailed approval are now being developed. We expect the next two phases to be submitted late 2021/early 2022.

It is being developed principally by Grainger with phases sold onto individual developers including Taylor Wimpey.

The establishment of Newlands Parish Council, following a community governance review in 2018, means that there is a forum for discussion about all matters related to the Winchester part of the MDA. However due to the unique cross boundary nature of the development, and the fact that the Havant side of the development is not parished, it is considered that there is value in retaining the Forum for the immediate future.

Primary objectives of the fora

The fora have no formal decision making powers, but can make recommendations on suitable arrangements relating to democracy and community representation.

The fora will:

1. Meet 3 times per year. Virtual meetings have proved successful and it is proposed that these continue.
2. Comment and advise on the next stages of the implementation of the MDA.
3. Monitor and comment on progress relating to the development of the MDA including the implementation of planning conditions and requirements of planning obligations (s106 agreements) and s278 agreements (highway works).
4. Seek to promote and support community development activities within the development area and provide advice on how these should progress.
5. Secure the establishment of appropriate local democratic structures for the emerging community.

How this will be achieved

1. Each meeting will receive the following input:
 - a. Update on the physical development of the MDA (from the developer).
 - b. Report on the community development activities and any issues arising within the MDA.
 - c. Discussion on infrastructure.

Key stages of the fora:

Stage 1 – Planning	Stage 2 - Emerging	Stage 3 - Establishing
<p><u>Start:</u> Initial master planning</p> <p><u>End:</u> Outline planning consent / start on site.</p>	<p><u>Start:</u> Start on site</p> <p><u>End:</u> Establishment of a residents association or parish council as applicable.</p>	<p><u>Start:</u> Establishment of a residents association or parish council</p> <p><u>End:</u> Future community governance agreed and established.</p>
<ul style="list-style-type: none"> • Act as a sounding board where ideas, options and issues relating to the development can be considered before becoming part of the formal planning process. • Consider and advise upon the infrastructure required 	<ul style="list-style-type: none"> • Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements • Input into creation of a community development strategy 	<ul style="list-style-type: none"> • Receive updates on progress in establishing the community and any emerging issues • Consider and advise upon a strategy for the ownership and management of the social infrastructure and community assets. • Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements
Lead: Service Lead – Built Environment	Lead: Service Lead – Built Environment	Lead: Service Lead – Community & Wellbeing

The fora will be subject to annual review.

Membership

North Whiteley / Stage 2

- | | |
|-----------------------------|--|
| • Winchester City Council | 6 elected representatives (inc. Chair) |
| • Hampshire County Council | 2 elected representatives |
| • Whiteley Town Council | representative |
| • Curdridge Parish Council | representative |
| • Adjoining Local Authority | EBC / FBC |

Officers:

Lead Officer	Julie Pinnock
Implementation Officer	Hilary Oliver
Community Worker	To be determined

Kings Barton / Stage 2

• Winchester City Council	7 elected representatives (inc. Chair)
• Hampshire County Council	2 elected representatives
• Littleton & Harestock Parish Council	representative(s)
• Headbourne Worthy Parish Council	representative(s)

Officers

Lead Officer	Julie Pinnock
Implementation and Community Worker	Christopher Hughes

West of Waterlooville / Stage 2/3

• Winchester City Council	4 elected representatives (inc. Chair)
• Havant Borough Council	4 elected representatives (inc. Vice Chair)
• Hampshire County council	2 elected representative
• Newlands Parish Council	1 representative

Officers

Lead Officer	Steve Lincoln
Community Worker	Katie Bone – Havant Borough Council

Quorum

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

Method of working and voting rights

All representatives are expected to seek to reach conclusions by general consensus. Where any voting representatives on the Forum requires a formal vote to be taken, this shall be by a show of hands by those voting representatives present and voting (as per the membership set out above).

Public Participation procedure

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Once the period of public participation has drawn to a close, there will be an opportunity for elected members who are not on the forum (i.e. Cabinet or Ward Members) to speak in advance of questions and debate amongst forum members at the Chair's discretion.

The forum will then debate the item with any conclusions and recommended recorded.

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Barton Farm Forum

Draft Terms of Reference

The development of 2000 homes at Barton Farm, north Winchester, will be a major strategic project with significant implications for the Winchester District as a whole over a ten year period. It is vital that Barton Farm is successfully integrated into the existing Winchester community and this will require that issues of infrastructure provision, community development and political representation are carefully managed. A large quantity of technical work is required to meet the conditions of the planning consent granted in October 2012.

It is important that elected members, on behalf of existing residents and residents of Barton Farm, have an opportunity to monitor and comment on issues of interest and concern as they arise.

The purpose of the Barton Farm Development Forum is to assist in the establishment of a successful new community by providing an opportunity for the public discussion of issues and the provision of purposeful guidance.

The Forum does not substitute the formal role of the Planning Development Control Committee in considering planning applications relating to Barton Farm.

To achieve its objectives the Forum will meet in public and will act as an informal advisory body to discuss and engage with the public on the following issues, and advise the relevant authorities accordingly:-

1. Receive reports and make comment as required on matters relating to the form and character of the development at Barton Farm which are still to be resolved, particularly as they impact on existing neighbourhoods
2. Receive reports and comment as required on the provision and management of infrastructure for the new community and consider any issues raised by infrastructure delivery
3. Consider issues of community development and representation and make comment if appropriate
4. Monitor the progress of construction and the impact that it has. Raise any issues of concern to be considered by the appropriate organisation or the developer

There may be occasions where there is a need to meet in private, due to matters of confidentiality and commercial sensitivity.

Membership

The Barton Farm Development Forum consists of the following voting members:

- 7 members of Winchester City Council
- 2 members of Hampshire County Council
- 1 member of Headbourne Worthy Parish Council

Quorum

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

Method of Working and Voting Rights

All representatives are expected to seek to reach conclusions by general consensus. Where any voting representative on the Forum requires a formal vote to be taken, this shall be on a show of hands by those voting representatives present and voting (the membership as set out above).

Administration

Winchester City Council's Democratic Services Team shall be responsible for administering the Forum, calling meetings, and recording proceedings.

Public Participation Procedure

General

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

Consideration of Individual Agenda Items

2. After an officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of up to

ten minutes (subject to extension at the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups, will be able to object, support or ask questions directly relating to the agenda item and contents of the officer report.

3. An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will be encouraged to agree the allocation of the maximum ten minute period for public participation. The Democratic Services Officer will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speaking process, and may limit individual speakers to less than three minutes, or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minutes limit allowed for the public to discuss an agenda item will be at the discretion of the Chairman.

4. There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.

5. Members and Officers will not provide an immediate response to public comments raised from the floor. All comments and queries will be noted and the Chairman will invite Officers and/or Members to respond to specific points during the round table debate and discussion amongst Forum members that follows.

6. Members of the public should wherever possible contact the Democratic Services Officer before the start of the meeting (preferably by telephone or email prior to the day of the meeting), so that as many people who wish to speak can be accommodated during the public participation sessions.

Forum Debate and Vote

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

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