



Meeting	Winchester Town Forum
Date and Time	Thursday, 15th June, 2023 at 6.30 pm.
Venue	Walton Suite, Winchester Guildhall and streamed live on YouTube at www.youtube.com/winchestercc

Note: This meeting is being held in person at the location specified above. Members of the public should note that a live video feed of the meeting will be available from the council's YouTube channel (www.youtube.com/winchestercc) during the meeting.

A limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 working days before the meeting. Please note that priority will be given to those wishing to attend and address the meeting over those wishing to attend and observe.

AGENDA

- 1. Appointment of the Chairperson and Vice Chairperson for the 2023/24 Municipal Year**
- 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. Chairperson's Announcements**
- 5. Minutes of the previous meeting held on 13 March 2023 (Pages 5 - 12)**
That the minutes of the meeting be signed as a correct record.



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.

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 Friday, 9 June 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

7. **To note the date and times of future meetings of the Forum as set out below:**

15 June 2023

14 September 2023

8 November 2023

25 January 2024

11 March 2024

8. **Budget Review Updates 2023/24 (WTF319)** (Pages 13 - 22)

9. **Public Open Space at Kings Barton (WTF318)** (Pages 23 - 40)

10. **Informal Group - Verbal Update**

Optional: The Chairs of any of the informal groups may briefly update the Forum on any recent developments from their group.

11. **Town Forum Informal Group Appointments and Work Programme for 2023/24 (WTF317)** (Pages 41 - 50)

Laura Taylor
Chief Executive

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7 June 2023

Agenda Contact: Claire Buchanan, Senior Democratic Services Officer
Tel: 01962 848 438 Email: cbuchanan@winchester.gov.uk

**With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's [Website](#)*

MEMBERSHIP

Chairperson: To be appointed

Vice-Chairperson: To be appointed

Liberal Democrats

Batho
Becker
Edwards
Eve
Learney
Morris
Prest
Reach
Scott
Tippett-Cooper
Thompson
Tod
Westwood
Wise

Conservatives

Greens

Quorum = 5 members

The two County 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.

To reserve your place to speak, you are asked to register with Democratic Services three clear working days prior to the meeting –Please contact Democratic Services via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

VOTING

- apart from the Chairperson, every Member has one vote when a matter before the meeting requires a decision.
- in the event of an equality of votes, the Chairperson 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 three clear working days prior to the meeting to ensure that the necessary arrangements are in place.

FILMING AND BROADCAST NOTIFICATION

This meeting will be recorded and broadcast live from the Council's YouTube channel. 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](#). Please note that the video recording is subtitled, but you may have to enable your device to see them (advice on how to do this is on the meeting page).

Public Document Pack Agenda Item 5

WINCHESTER TOWN FORUM

Monday, 13 March 2023

Attendance:

Councillors

Craske (Chairperson)

Becker
Batho
Edwards
Ferguson
Learney
Radcliffe

Reach
Tippett-Cooper
Thompson
Tod
Westwood

Apologies for Absence:

Councillors Green and Scott

Councillors in attendance who addressed the meeting:

Councillor Porter (Cabinet Member for Place and Local Plan)

[Full video recording](#)

1. **APOLOGIES**

Apologies for the meeting were noted as above.

2. **DISCLOSURES OF INTERESTS**

Councillor Tod declared a personal (but non prejudicial) interest concerning agenda items that may be related to his role as a County Councillor.

3. **CHAIRPERSON'S ANNOUNCEMENTS**

There were no announcements made by the Chairperson at the meeting.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 26 JANUARY 2023**

RESOLVED:

That the minutes of the meeting held on 26 January 2023 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Matthew Brown, Tim Perry and Emma Back (on behalf of Sports and Arts Leisure Trust (SALT)) spoke during public participation on similar matters, in summary they made reference to the following points set out below.

In addition, Mike Biden spoke in relation to item 6 (St Giles Hill Park Management Plan). A summary of his comments are contained under the relevant item below.

Matthew Brown made reference to the following points:

- Following the success of the Lionesses during the Summer, the interest in girls football had soared with Winchester Flyer's and its facilities struggling to keep up with demand and matches were being cancelled due to the KGV play fields being waterlogged or frozen in winter months.
- The only floodlit spaces available were the 1G hockey pitches at Kings School or the Winchester University which were not conducive to football.
- Winchester Youth Provision published on 1 March 2023 aligns with this assessment and references the Play Pitch Strategy and Action Plan for 2018 regarding poor provision for football in the district.
- In converting to 3G this summer, Winchester City Football Club will provide a much needed artificial surface for football clubs to use. However, this pitch will primarily be for the use by the senior club and therefore there will still be a shortfall to address.
- He stated that there was funding available for construction of state-of-the-art pitches, but the challenge was finding suitable land in Winchester meeting the necessary requirements. He sought the support of the forum in helping the football playing youth in Winchester in capitalising on the available funding opportunities by assisting in funding suitable land to build a 3G floodlit football pitch

Tim Perry made reference to the following points:

- Campaigning for a Multi-Use Games Area (MUGA) to be built in one of the parks in North Winchester.
- Survey undertaken to establish the need for such a facility with positive response – 97% responding that they would welcome a MUGA in their community.
- Believed there to be a lack of MUGA and all-weather recreational facilities in this area of Winchester for children and young people with over 4,000 young people in the St Paul and St Barnabas wards and no MUGA provision available.
- Suggested building of a MUGA at St Matthews Park to address concerns regarding the lack of free to use facilities in these communities.
- Wishes to partner with the council to agree a location for the MUGA, agree a plan to finance this with the use of Community Infrastructure Levy (CIL) being

- suggested as an option and set a timetable for the works. Also committed to fundraising for part of the MUGA if required as experienced fundraisers.
- If CIL funding is approved for this project, how would the project be prioritised within the Natural Environment and Recreation Team and what are the chances of the project being completed in 2023?

Emma Back (SALT) made reference to the following points:

- Spoke in support of the community campaign for a new MUGA in North Winchester and also the quest made for 3G pitches with low provision of both across the town wards and highlighted its relevance as part of the Vision for Winchester to go some way to promote the national guidance standards towards meeting adequate MUGA provision for young people.
- No new developments in the town area had included the provision of a MUGA. It was suggested that CIL funds be invested in MUGA's to fill the existing gap.

In response to the points raised, in her capacity as Cabinet Member with principal responsibility for most of the Natural Environment and Recreation Team's work programme, Councillor Learney stated that a considerable amount of development had taken place in the north of Winchester and that whilst play areas had been refurbished and improved, the level of investment required to deal with the increase in population had not been met.

Councillor Learney agreed that the provision of a MUGA behind Weeke School in St Matthews field would be a great addition to facilities. However, it was highlighted that, in addition to 3G sports pitches, requests had also been received to respond to the 'Make space for girls' campaign and for additional cycling and running facilities, as well as requests to use land for biodiversity so a balanced approach on competing requests on limited town area land was required, also taking into account considerable budget and resource constraints. Currently there was no capacity to add new projects to existing workstreams so requests for delivery by 2023 would not be possible. Therefore, it was proposed that the consideration of any additional MUGAs (including one at St Matthews field) and all other recent requests be considered in the round as part of the review of the Play Area Refurbishment Programme and Open Space Management taking place this year.

In relation to the 3G pitch, Councillor Tod reported that he was due to make a decision for the council to invest over £1m, with the support of the Football Foundation and in partnership with Winchester City Football Club, and that there was a commitment to increasing the number of pitches the council has. In addition, he stated that the encouraging increase in participation, particularly amongst women and girls in football and other sports, be supported and that funding sources and options be explored further.

In conclusion, the Chairperson thanked the three public speakers for addressing the forum regarding the facilities needed for young people in the Winchester town area and encouraged continued dialogue with local Ward Members going forward.

6. **ST GILES HILL PARK MANAGEMENT PLAN (WTF315)**

Mike Biden addressed the Forum on this item. In summary, he made reference to the following points:

- Spoke regarding the role of volunteers, as referred to in section 5 of management plan. In December 2020, following the suspension of the successful green flag working parties due to resident's concerns regarding public liability issues, information was provided by the former Natural Environment and Recreation Manager advised in writing that the only way to overcome these concerns was for residents to set up a Charitable Incorporated Organisation (CIO) to organise any future voluntary working parties. However, it was noted that a residents' association could not become a CIO as it was not a charitable organisation and the matter had not been resolved due to Covid.
- Since Councillor Radcliffe initiated the preparation of a new management plan, interested residents had been encouraged to form a new charity to be known as 'Friends of St Giles Hill Park' which was now in hand. Whilst there was some way to go before it was registered and up and running, steps were being taken by founding trustees to start to form 'friends' working parties during this Summer.
- He and other founding trustees welcomed the new management plan which was an important step towards. It was hoped that with the close collaboration between council officers and the friends group, it would be possible to give the park a brighter future.

Councillor Learney introduced the report which provided an update on the St Giles Hill Management Plan, outlining the background and history of the park and the importance of open space on the health and wellbeing of residents, particularly those who reside live in flats or built-up areas without access to outdoor space. The plan, set out in Appendix 1 of the report, set out the planned and aspirational actions for the five-year period from 2023 to 2028 to bring about outcomes including increased biodiversity, carbon sequestration, improved public access and utility, increased community engagement and improved information about the park's heritage.

The Natural Environment and Recreation Team Manager thanked Councillor Radcliffe, Mike Biden and other residents who had contributed to the plan to enable this to be brought forward.

The forum proceeded to ask detailed questions on the following matters which were responded to by the Cabinet Member and the Natural Environment and Recreation Team Manager:

- (i) The range of management of St Giles Hill Park is varied so this needed to be broken down into a number of areas due to its diversity and to organise contractors etc.
- (ii) Working with volunteers and residents – Works will be based on the management plan and involve the groups on activities for leaders to head of various element. A number of tasks have been identified for volunteers to work on and there are expertise within the group to assist on this. It was noted that the St Giles Hill Graveyard Group had already

been working successfully on graveyard and it was recommended that members of the forum take a walk there to see the sustainable works that had taken place in that particular area.

- (iii) Tree management stakeholder engagement.
- (iv) The encouragement of biodiversity.

In conclusion, the forum thanked Councillor Radcliffe, the trustees and volunteers involved in the 'Friends of St Giles Hill Park' and officers. The forum welcomed and supported the St Giles Hill Park Management Plan, the formation of the volunteer group and its partnership work with the council going forward.

RESOLVED:

1. That the St Giles Hill Management Plan 2023-2028 be endorsed and the comments raised by the committee, as summarised above, be noted.

7. WINCHESTER TOWN VISION - PROGRESS UPDATE (WTF316)

The Chairperson introduced the report which provided an annual progress update on the Winchester Town Vision. The ten-year vision was launched in March 2020, initially as a pragmatic design led concept to create a vision for what Winchester could be in the future but which evolved during Covid with changing priorities and aspirations and residents asking 'how' Winchester could deliver and 'how' residents could contribute in the process instead. The Forum noted that progress on the town vision would continue to be monitored on an annual basis to listen to where improvements could be made going forward.

The Corporate Head of Economy and Community provided a summary reviewing the work that had taken place against the five vision themes and highlighted some of the key activities that had taken place in the last year, including cultural network activities, enchanted light garden, green week and supported the peoples experience of living in Winchester, particularly those that have moved to the city as Ukrainian refugees and as a result of the cost of living crisis, alongside working with support partners and organisations and the work of the neighbourhood services team.

The Forum were reminded that the 'step to guide' was continuing to be developed to explore how to bring forward facilities and new services into local areas by residents themselves.

The Forum proceeded to ask detailed questions on the following matters which were responded to by the Chairperson and the Corporate Head of Economy and Community:

- (i) Milland Road streetscene improvements – an update would be provided to Councillor Reach in due course.
- (ii) What contributions from the Forum would help implement and encourage residents to utilise the Vision for Winchester? – Assistance with capturing the breadth of activities taking place in local areas between groups and

- organisations so feedback from local councillors regarding what is happening in their local areas would be very useful and informative.
- (iii) Carrying out audits to establish gaps in grant funding and service provision in local areas.

During debate, the Forum welcomed the annual update of the vision and thanked officers for their hard work and contribution in developing and delivering projects and working with community groups on grant funding.

RESOLVED:

1. That the report be received and the comments raised by the committee, as summarised above, be noted.

8. **LOCAL DESIGN CODES – PRESENTATION BY ANDY VON BRADSKY (PRESENTATION)**

The Chairperson welcomed Andy von Bradsky to the meeting who gave a presentation which provided information regarding design coding as a tool for the planning system and outlined how this would work for Winchester and how this would apply for the town area. An overview was provided on what part of Winchester town may serve best as a test for how design coding may be developed, how this would inform updates required to the High Quality Places Supplementary Planning Document and the criteria and testing issues for design coding. It was noted that five areas of Winchester within the town area had been highlighted; North Winchester, Easton Lane, Romsey Road, Stanmore and Oliver's Battery/Bushfield Camp, setting out the character and design code implications for each of these areas. A scoring matrix was carried out on each of the five areas looking at which best addressed the testing issues for Winchester, including the opportunity for change, community and stakeholder involvement, context, nature, heritage etc, with North Winchester scoring highest to these tests. In addition, the important aspects to coding surrounding design parameters were also summarised.

The forum were reminded that at its last meeting, there was agreement to take the opportunity to collaborate with Andy von Bradsky, who would act as a 'critical friend' in the preparation of a local design code. In addition, the forum had suggested locations, accepted that the cost would be shared among the forum, the City of Winchester Trust and the council and gave authority to a contribution of £3,000 from the vision delivery budget towards the collaborative cost of this work.

The forum proceeded to ask detailed questions on the following matters which were responded to by the Cabinet Member, Mr von Bradsky and the Strategic Planning Manager:

- (i) How would having a design code make an area change? In response, it was noted that design coding was about the spaces between buildings and the quality of roads, streets and public spaces to ensure you have quality consistently in an area by setting out requirements. In

North Winchester, there was potential to improve diverse issues such as spaces between public buildings, the green infrastructure and parking arrangements.

- (ii) The weighting given within the scoring matrix. It was noted that weighting had not been applied but heavier scoring had been given to areas that had an identified community and a vision (opportunity for change) which were both important aspects and whether it addressed the key issues across the town and the wider area. Therefore, if weighting had been applied, similar outcomes would be achieved.
- (iii) How enforceable would a design code be? In relation to its interaction with the local plan, it was noted that a code would give a bit more detail on the back of the regulation 18 local plan and it was proposed that this would be adopted as a supplementary planning document to give it weight in the planning process. This would be the next step to bringing the vision from regulation 18 local plan into fruition.
- (iv) Community and stakeholder engagement. Including the opportunity to work with Littleton & Harestock and Headbourne Worthy Parish Council's on the North Winchester design code to align with Village Design Statements (VDS)
- (v) The opportunity to create a 15 minute neighbourhood.
- (vi) The Government's aspiration is that design codes become part of the local plan as an adopted tool, with potentially the equivalent weight as a local plan, but would have to go through a supplementary planning document process to achieve this.

In conclusion, the forum thanked Andy von Bradsky, the City of Winchester Trust and officers for the work carried out to date. The forum supported the proposal to focus on North Winchester as an area to commence the design code process, welcomed the opportunity to be a leader in this process going forward and noted that a Design Code Board, together with its terms of reference, would be established in due course.

RESOLVED:

1. That the presentation be received and the comments raised by the committee, as summarised above, be noted; and
2. That North Winchester, as the initial area for the commencement of the design code process, be agreed.

9. **INFORMAL GROUP - VERBAL UPDATE**

The Forum received individual updates from the Chairpersons of various Town Informal Groups. Each summarised the work that had been carried out by the respective groups over the previous two-month period.

Councillor Tippett-Cooper – Heritage Group

Progress updates from the group included:

- (i) The Buttercross – project works to commence during Summer 2023.

- (ii) Hyde Abbey Gateway – project works due to commence during Summer 2023.
- (iii) Repair works to the arch at Nun’s Stream due to commence following the trout spawning season.

RESOLVED:

That the updates received from the Town Informal Groups, be noted.

10. **WORK PROGRAMME**

The Chairperson reported that an issue had been identified with the grants programme, where work does not commence until the Town Grants Informal Group is established at the June Town Forum meeting and as such this does not report back until September losing three months in the process. The existing grants team were asked to work with the forum in the interim period between the new municipal year and June so that when this came forward next year the programme can be accelerated by three months. Councillors Batho and Becker were asked to continue their work on this informal group going forward.

RESOLVED:

That, an item ‘Review of the Winchester Town Vision’ be added to the 2023/24 work programme for March 2024.

11. **VOTE OF THANKS**

The forum were reminded that this was Councillor Craske’s last meeting as Chairperson of the forum and the last meeting of the municipal year. The forum thanked Councillor Craske for his hard work and dedication during his time as Chairperson of the forum, and particularly for his work on the development of the Winchester Town Vision and wished him well for the future.

The meeting commenced at 6.30 pm and concluded at 8.45 pm

Chairperson

REPORT TITLE: BUDGET REVIEW UPDATES 2023/24

15 JUNE 2023

REPORT OF FINANCE MANAGER

Contact Officer: Darren Kennedy Tel No: 01962 848464 Email
dkennedy@winchester.gov.uk

WARD(S): ALL

PURPOSE

This report presents a summary of the medium-term financial projections published in January 2023 and confirms the budget review areas and timetable for 2023/24.

The town forum is committed to closing the cumulative shortfall of £282k by the end of 2025/26 in order to maintain a 10% of net expenditure reserve balance required by the medium-term financial strategy.

The purpose of this report is to provide an update for town forum members with a progress update.

RECOMMENDATIONS:

To note the following:

1. The medium-term financial projections from 2023/24 to 2026/27 shown in Appendix 1;
2. The budget review area target timetable for 2023/24
3. The budget timetable for 2024/25

1 COUNCIL PLAN OUTCOME

- 1.1 The responsibilities of the Town Forum are delivered within wider goals of the Council Plan. The Town Forum focuses on the themes in the plan by delivering targeted services.

2 FINANCIAL IMPLICATIONS

- 2.1 Identifying and analysing the financial risks and pressures helps to ensure the effective prioritisation of resources in order to deliver the Council Strategy and maintain a balanced budget. This report follows report WTF314 section 11.8 where the forum members were advised of the need for the review of the services included in this paper.

3 LEGAL AND PROCUREMENT IMPLICATIONS

This is an update report and as such there are no identified legal or procurement implications.

4 WORKFORCE IMPLICATIONS

The people who have been asked to carry out these reviews are doing so under the councils wider piece of work to meet the budget gap. No additional resources have been identified at this stage of scoping the work except for the grants review programme which has a district budget allocated as part of the wider district review of the grants programme.

5 PROPERTY AND ASSET IMPLICATIONS

Where any projects have an impact on property or assets the impact will be identified and presented to the Forum in the next set of reports at project level. Please see the table in section 11.7 for the dates we expect to see the reports come to the Forum.

6 CONSULTATION AND COMMUNICATION

We are currently in the scoping phase of these projects. Each project will have a consultation and communication plan where appropriate.

7 ENVIRONMENTAL CONSIDERATIONS

We are currently in the scoping phase of these projects. Each project will have a section on Environmental considerations in its individual report.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 This report reports on a number of review areas in 11.7 below. In particular, it is understood that changes in the play area or grants programmes may have an impact and therefore equality impact assessments will form part of those reviews and any subsequent decisions.

8.2 The recent census data showed an increase in children under 15 within the district, albeit a much lower percentage increase than the overall population increase (4.8% vs 9.4%). Knowing that playgrounds are important for families, consideration will be given to this changing demographic when decisions are made around this service.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 No personal data was used in the preparation of this budget paper.

10 RISK MANAGEMENT

10.1 The main source of funding for baseline recurring expenditure is the town precept. As a stable source of funding overall financial risk is therefore relatively low but consideration must be taken of the requirement for the town to keep within government referendum limits (a restriction not currently applicable to parish councils).

Risk	Mitigation	Opportunities
<i>Failure to set a balanced budget over the medium term.</i>	<i>Financial projections are shown up until 2026/27 and the scenario planning highlights the potential sensitivities. Planning over a longer period will help to ensure understanding of the scale of the financial challenges and early planning enables enough lead in time for the implementation of the budget options.</i>	<i>Long term strategic planning. Innovative funding streams. Transformational efficiency savings.</i>
<i>Council's service priorities are not reflected in the budget.</i>	<i>The budget planning process, including the process of outcome based budgeting and the informal account group meetings which review the detailed budgets and strategy.</i>	<i>Ensure the prioritisation of resources to best meet the outcomes of the authority.</i>
<i>High levels of contractual inflation and the continuation of current precept referendum limits.</i>	<i>Medium term financial planning and sensitivity analysis highlighting the challenges posed by high inflation.</i>	<i>Transformational efficiency savings.</i>

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11 SUPPORTING INFORMATION:

- 11.1 WTF314, presented to January 2023 Town Forum, identified significant budget shortfalls over the medium-term projection period from 2023/24 to 2026/27.
- 11.2 Recognising the need to address the future forecasts deficits, the town forum identified four key budget review areas. These budget reviews are planned to take place during 2023/24, with budget options papers coming back to the town forum during this time.
- 11.3 The outturn position for 2022/23 has not yet been finalised but it is anticipated to be fairly closely aligned to forecast aside from some changes to the budget profiling of one-off capital projects.
- 11.4 Contractual inflation is being closely monitored due to the significant impact on the medium-term financial projections. Inflation has remained stubbornly high over the last few months but is still expected to reduce to some extent by the end of 2023. The medium-term financial projection assumptions used in WTF314 currently remain as the best available at this time.
- 11.5 Appendix 1 shows the latest forecast deficits to 2026/27. Prior to any further updates this shows that cumulative net savings totalling £282k are required to be made by the end of 2025/26. This will ensure the financial strategy reserve target of 10% of net expenditure is maintained.

Budget Timetable 2024/25

- 11.6 The budget timetable for 2024/25 is planned to follow the same timescales as in recent years. The budget review areas below indicate where separate options papers are planned to be taken to the town forum.
- i. September 2023 – Initial draft Medium Term Financial Projections and assumptions for 2023/24 to 2027/28
 - ii. November 2023 – Draft budget options
 - iii. January 2024 – Final budget recommended to Cabinet

Budget Review

Review Update

- 11.7 The four key budget review areas agreed for 2023/24 are summarised below:
- (i) Play Refurbishment Programme – maintenance of good quality play areas is a high priority for the town forum. However, it is recognised that a review

of the current refurbishment programme is required in order to fully understand the options for delivering a good quality programme. The review will focus on ensuring the right mix of facilities are available and also give a detailed refresh on how this can be delivered. The long-term play refurbishment programme, reflected in the capital programme, shows indicative figures with assumptions on life of equipment and largely assuming the current status quo is maintained. One example could be that not all equipment in a play area needs replacing but instead a mix of replacement and refurbishment which would deliver both the play strategy aims, a reduced cost, and the potential environmental benefits of not replacing equipment which remains in good order.

- (ii) Open Spaces and Grounds Maintenance – it has long been recognised that this total budget accounts for almost 70% of the entire town budget. A detailed review is underway in order to fully understand these detailed costs, the drivers, and what options may exist in order to deliver cost reductions.
- (iii) Cemeteries – reducing income caused by reduced burials and increasing grounds maintenance expenditure has led to an increased net cost of delivering a service which aims to fully cost recover. Interim proposals to increase fees by 10% for 2023/24 are expected to deliver around £10k of additional income. A more detailed review is requested in order to give in-depth analyses of the current fee structure but also whether there are options for delivering this service in a different way.
- (iv) Grants – the grants budget is a significant area of ‘discretionary’ spend. Whilst the importance of supporting the voluntary sector is recognised, reviewing discretionary budgets is unavoidable given the current financial situation. With this in mind baseline reductions to the total baseline grants budget (£80k in 2022/23) are proposed in Appendix 1. The reductions are £10k in 2024/25 increasing to £20k in 2025/26 and £30k in 2026/27 (so leaving a new baseline grants budget of £50k). These are target reductions and so a detailed plan of how these can be achieved needs to come back to the town forum. The evidence to support the options for how the grant programme can change, and to inform decisions on reductions, will emerge from the TC25 review of the district wide grants programme being undertaken during 2023/24. The Town Forum grants complement the district wide programme and are based on similar criteria policy and evaluation process, so it is proposed that TC25 review also considered the Town Forum grants in order to inform where investment in grant funding can make maximum impact.

Project	Detail	owner	Next steps June 23 – Jan 24
Play Area Refurbishment Programme	<ul style="list-style-type: none"> • Update the forecast programme spend to current prices 	Susan Robbins / Steve	1) Draft considerations to the informal accounts group in

Project	Detail	owner	Next steps June 23 – Jan 24
	<ul style="list-style-type: none"> Detailed condition reviews and life estimates of all equipment planned for replacement Review of suitability of locations within the programme 	Lincoln	<p>August</p> <p>2) Prepare an initial draft options paper to September Town Forum</p> <p>3) Final proposals to November Town Forum</p>
Open Spaces and Grounds Maintenance – IDV contract	<ul style="list-style-type: none"> A detailed review of open Spaces and grounds maintenance is underway in order to fully understand these detailed costs, the drivers, and what options may exist in order to deliver cost reductions. This includes open spaces parks, cemeteries and sports pitches. 	Andy Hickman / Campbell Williams	<p>1) Draft considerations to the informal accounts group in August</p> <p>2) Prepare an initial draft options paper to September Town Forum</p> <p>3) Final proposals to November Town Forum</p>
Cemeteries	<ul style="list-style-type: none"> Full review of all fees and charges both to those within and outside the town boundary Review current expenditure to determine whether there are any options to reduce expenditure. To note this is also linked to the Grounds Maintenance / IDV review above Determine whether there are any options for more fundamental changes to the cemetery service which would come forward for consideration in due course 	Sharon Evans	<p>1) Draft considerations to the informal accounts group by October</p> <p>2) Prepare an initial draft options paper to November Town Forum</p> <p>3) Final proposals to January Town Forum</p>
Grants funding	<ul style="list-style-type: none"> Options for £10k saving 	Cllr	1) Criteria proposals to

Project	Detail	owner	Next steps June 23 – Jan 24
	<p>in 24/25 to be provided for the Autumn Town Forum budget papers</p> <ul style="list-style-type: none"> • Delivered via the TC25 review of the district wide grants programme <ul style="list-style-type: none"> ○ Detailed cost benefit analysis of the grants currently awarded ○ Appraisal of options for future delivery and funding ○ Engagement and transition plans to communicate outcome to grant recipients 	Learney and Susan Robbins	<p>be set for grants for 24/25. Paper to November Town Forum</p> <p>2) TC25 review of district grants programme completed in January 2024.</p> <p>3) Criteria proposals to be set for grants for 25/26 and beyond. Paper to Town Forum later in 2025.</p>

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Option 1 – do nothing. This would not resolve the budget gap and would contradict the direction of travel agreed in the budget report WTF314.
- 12.2 Option 2 – chose other projects. While additional projects could be sought these have been chosen for the reasons as laid out in the report WTF314.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Winchester Town Account Budget for 2023/24 – WTF314 – January 2023

Other Background Documents:-

None

APPENDICES:

Appendix 1: WTF314 Medium Term Financial Projections

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WINCHESTER TOWN ACCOUNT - Financial Projections

	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
Assumptions:					
Contract inflation	7.0%	10.0%	5.0%	4.0%	2.0%
Utilities	100%	5%	5%	5%	5%
Percentage increase in tax	4.5%	5.5%	3%	3%	3%
Tax Base	14,387	14,666	14,841	15,020	15,200
Cost of Services					
Recurring Budgets:					
Allotments	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Bus Shelter Cleaning / Maintenance / New Provision	10,000	10,000	10,000	10,000	10,000
Cemeteries	86,163	83,028	87,039	91,180	95,455
Christmas Lights	7,500	7,500	7,500	7,500	7,500
Neighbourhood Service Officers (Contribution)	45,000	45,000	45,000	45,000	45,000
Footway Lighting	30,357	33,043	33,873	34,745	35,660
Grants and Vision Delivery	80,000	80,000	70,000	60,000	50,000
Support Costs for Grant Scheme	2,000	2,000	2,000	2,000	2,000
Maintenance Work to Council Owned Bridges	5,500	5,500	5,500	5,500	5,500
Night Bus Contribution	10,935	12,029	12,630	13,136	13,398
Public Conveniences (Contribution)	50,000	50,000	50,000	50,000	50,000
Recreation Grounds & Open Spaces	719,274	746,802	793,264	820,868	838,627
Recreation Grounds & Open Spaces - Additional Tree Maintenance	20,000				
Recreation Grounds & Open Spaces - Tennis Courts			9,000	9,000	9,000
Recreation Grounds & Open Spaces - Additional Budget	50,000	50,000	50,000	50,000	50,000
Town Forum Support	5,000	5,000	5,000	5,000	5,000
Budget Options 2023/24					
Recreation Grounds & Open Spaces - Additional Tree Maintenance	21,864	11,864	11,864	11,864	11,864
Bus Shelter Maintenance and Renewals		10,000	10,000	10,000	10,000
Total Recurring Budgets	1,139,593	1,147,766	1,198,671	1,221,792	1,235,004

	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
One-off Budgets:					
Community Infrastructure	100,000				
Tree Survey Works					
Total One-off Budgets	100,000				
Total Cost of Services*	1,239,593	1,147,766	1,198,671	1,221,792	1,235,004
<i>*To note that Cost of Services includes staff costs of approximately £400k in total in 2023/24</i>					
Taxation and Non-specific grant income					
Council Tax Income	(1,103,623)	(1,186,879)	(1,237,186)	(1,289,581)	(1,344,272)
Interest on Balances	(14,860)	(11,988)			
Total Taxation and Non-specific grant income	(1,118,483)	(1,198,867)	(1,237,186)	(1,289,581)	(1,344,272)
Transfers to/(from) Earmarked reserves					
(Surplus added to Reserves) / Deficit taken from Reserves	121,110	(51,101)	(38,516)	(67,789)	(109,268)
Capital Expenditure funded by Town Reserve	100,000	394,000	200,000	120,000	100,000
Release from Town Community Infrastructure Levy Reserve	(100,000)				
Opening Reserve Balance (at 1st April)	(455,699)	(399,589)	(56,690)	104,795	157,005
Closing Reserve Balance (carried forward)	(399,589)	(56,690)	104,795	157,005	147,737
Closing Reserves forecast as % of net expenditure (Target = 10%)	35%	5%	-9%	-13%	-12%
TAX					
Tax at Band D	£76.71	£80.93	£83.36	£85.86	£88.44
Increase over previous year (£)	£3.30	£4.22	£2.43	£2.50	£2.58
Sensitivity					
Council tax % increase required to fund £10,000 expenditure		0.89%			
Council tax £ increase required to fund £10,000 expenditure		£0.68			
+/- 1% increase in Council Tax (£'s)		£11,250			
Band D equivalent (£) per +/- 1% increase in Council Tax		£0.77			

REPORT TITLE: PUBLIC OPEN SPACE AT KINGS BARTON

15 JUNE 2023

REPORT OF CABINET MEMBER: Cllr Kathleen Becker, Cabinet Member for Inclusion and Engagement

Contact Officer: Steve Lincoln Tel No: 01962 848 110 Email slincoln@winchester.gov.uk

WARD(S): ST BARNABAS

PURPOSE

To inform the Forum of the proposed management arrangements for the public open space at Kings Barton that falls within the town wards.

RECOMMENDATIONS:

That the Town Forum notes:

1. The proposed management arrangements for the public open space at Kings Barton that falls within the town wards.
2. That Cabinet in July will be asked to approve the transfer of open space terms and the schedule of payments that will be made by Cala.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 The land comprises areas of grassland, swales and detention basins, shrubs and a number of established and newly planted trees which will remain and be protected under the management arrangements described in the report.
- 1.3 Living Well
- 1.4 The Kings Barton development includes a network of high quality and easily accessible open spaces which are important for the health and wellbeing of the local community.
- 1.5 Your Services, Your Voice
- 1.6 Management of this open space by the parish council empowers and enables local people to have more direct control and a greater say in how their local open spaces are managed and maintained.

2 FINANCIAL IMPLICATIONS

- 2.1 The s106 agreement requires Cala Homes to provide a reasonable sum for the future maintenance of the land. In principle agreement has been reached on a schedule of payments that will be made by Cala over the life of the development, with approval of the terms to be sought from Cabinet in July 2023. The s106 agreement requires the transfer of funds by the developer at the same time as the land to which it relates. The exact sum is unknown as it will increase in line with inflation and the dates of future land transfer are uncertain, but the total maintenance sum for the whole development will be more than £2.5M.
- 2.2 The majority of the open space falls within the Parish of Headbourne Worthy, but a proportion falls within St Barnabas ward, in the area of land shaded orange on the Plan at appendix 1. The exact total area of this land is unknown at this stage as some of the phases are yet to be designed in detail, but it is likely to represent approximately 3% of the total open space provision at Kings Barton. A proportion of the £2.5M+ sum for future maintenance will be linked to this land, based on the rate per square metre of land that Cabinet will be asked to approve in July. Based on the estimated 3% of open space, this would equate to a sum of £75k or more.
- 2.3 Under the proposed arrangements, the appropriate proportion of the maintenance sum would be transferred to HWPC each year to meet the costs it incurs in maintaining the land. This would continue until such time as a Community Governance Review determines the long-term governance arrangements for the area.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The open space at Kings Barton is being laid out by the developer Cala Homes and will be transferred to the appropriate body at no cost, in accordance with a s106 agreement linked to the planning permission. This includes parcels of open space land within the area shaded orange on the Plan at appendix 1, which is within St Barnabas ward and will therefore be transferred to the City Council.

4 WORKFORCE IMPLICATIONS

- 4.1 Should this land be retained by the council, it would be maintained via the grounds maintenance contract. By transferring responsibility for the land to the parish council, the work involved in overseeing and monitoring this maintenance does not become a responsibility of the contract monitoring team in Environmental Services.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The open space has been secured at nil cost through an s106 agreement between the council and the developer to meet the needs of the new community.
- 5.2 The council's 'Open Space Assessment', a supporting policy document to the Local Plan, identifies the land as protected open space, which would see the land remain as accessible public open space in perpetuity.
- 5.3 It is proposed that the freehold of the open space land within the town ward of St Barnabas is transferred to the town account, but that management and maintenance responsibility for the land is passed to Headbourne Worthy Parish Council to be managed along with all other amenity open space at Kings Barton.
- 5.4 These arrangements would remain in place until the outcome of a future Community Governance Review, which would determine the future ownership of land and assets within the area.

6 CONSULTATION AND COMMUNICATION

- 6.1 The proposals for management and maintenance of open space at Kings Barton have been developed through ongoing dialogue with Headbourne Worthy Parish Council. The parish council resolved to agree to these proposals at its meeting on 22 May 2023.
- 6.2 Cala Homes is also aware of the intention to transfer management and maintenance responsibility to Headbourne Worthy Parish Council.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 A management plan and/or maintenance schedule will be made available for the site by the developer, and this will be passed the parish council who will undertake management in substantial accordance with this plan.
- 7.2 The land will remain as protected open space through the S106 legal agreement and Local Plan and will continue to function in such a way as to deliver benefits for both wildlife and people. In addition, the site provides a range of other environmental services including flood attenuation, carbon capture and urban cooling.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 An EQIA has been completed, which highlights potential in open space provision and management for discrimination on the basis of age, gender or disability. However, mitigation measures are in place to ensure these are managed and addressed. A copy of the EQIA can be found at appendix 2.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

10.1

Risk	Mitigation	Opportunities
<i>Financial Exposure</i> WCC does not have sufficient funds to meet maintenance cost.	Funds are available through s106 and will be ring fenced for this purpose.	
<i>Exposure to challenge</i>		
<i>Innovation</i>		
<i>Reputation</i> That there may be a need for the parish council to seek advice in the management of the site.	The council will provide support at the outset to the parish council to ensure they have all the necessary tools to undertake effective and	Council reputation is enhanced through successful transfer and empowerment of the parish council.

	efficient management of the site.	
<p>Achievement of outcome</p> <p>That the parish council fails to maintain the land to the expected standard.</p>	<p>The council will provide support at the outset to the parish council to ensure they have all the necessary tools to undertake effective and efficient management of the site.</p> <p>A maintenance schedule will be provided to the parish council, which will form part of the terms of the agreement and ensure the site continues to be effectively managed.</p>	<p>The parish council's ability to respond to local need/demand ensures the open space is managed more effectively.</p> <p>This council can focus its resources on securing and delivering new areas of open space as they become available through the development management process.</p>
<p>Property</p> <p>That the land owned by this council is not maintained to the expected standard.</p>	<p>A maintenance schedule will be provided to the parish council, which will form part of the terms of the agreement and ensure the site continues to be effectively managed.</p> <p>The legal agreement will contain conditions related to the rectification of any poorly maintained land.</p>	<p>The parish council's ability to respond to local need/demand ensures the open space is managed more effectively.</p> <p>This council can focus its resources on securing and delivering new areas of open space as they become available through the development management process.</p>
<p>Community Support</p> <p>That the parish council does not have or does not retain support of the community.</p>	<p>Ongoing discussion at parish meetings and development forum ensures community awareness.</p> <p>The council to provide advice where necessary.</p>	<p>There is a likelihood of greater community involvement in the site and increased sense of ownership.</p>

<p>Timescales Delay in decision and completion of the agreement.</p>	<p>Fallback position is initial maintenance rests with WCC.</p>	<p>Previous discussion has allowed the parish council to fully prepare for the transfer.</p>
<p>Project capacity Additional council time required if transfer is prolonged.</p>	<p>Council officer work programme to accommodate possible additional time.</p>	

11 SUPPORTING INFORMATION:

- 11.1 Once complete, the Kings Barton development will comprise 2,000 new homes, along with a range of amenities including 24 hectares of recreational and public open space. The vast majority of the development sits within the Parish of Headbourne Worthy, with a small parcel of land sitting within the town ward of St Barnabas (shaded orange in appendix 1).
- 11.2 The site was granted outline consent by the Secretary of State on 2nd October 2012 ref. 09/02412/OUT and was subject to a number of conditions and two s106 Legal Agreements (WCC and HCC).
- 11.3 The s106 sets out a number of options for the future management and maintenance of the open space land and a report will be considered by Cabinet in July to determine the most appropriate option. The recommendation is likely to be for the freehold of the open space land within the Parish of Headbourne Worthy to be transferred from Cala Homes to Headbourne Worthy Parish Council, along with the associated maintenance sum, for management in perpetuity as public open space. This mirrors arrangements in much of the parished district and gives the local community more control and influence over the management of its open spaces and for it to be able to enhance the area going forward, in a way which better meets local needs.
- 11.4 There is a small amount of public open space land within the area shaded orange in appendix 1 that is within St Barnabas ward and will therefore be transferred to the City Council, along with a share of the commuted sum for open space maintenance that is proportionate to the size of the land. This land comprises areas of grassland, swales and detention basins, shrubs and a number of established and newly planted trees. Part of this land falls within phase 1a and will be ready for transfer to the council in the coming months.
- 11.5 In the event that Cabinet approves the transfer of the freehold of the majority of the open space to Headbourne Worthy Parish Council, it has offered to also

take on management and maintenance responsibility for the land within St Barnabas ward. The primary reason for the parish council's offer is to simplify open space management and bring all amenity land under a single management regime. There would be additional advantages in not having multiple contractor teams visiting the site to maintain different pieces of land, which would be less cost-efficient and also confusing to residents and other stakeholders.

- 11.6 The long-term governance arrangements for the area have not yet been decided and it is likely that this will not be resolved until 2025 or 2026. This will be achieved via a Community Governance Review and after that review is completed, there will be a need to review these open space maintenance and management arrangements and possibly to make new arrangements that reflect any changes.
- 11.7 It is therefore proposed that the City Council enter into a management agreement with Headbourne Worthy Parish Council in relation to the maintenance of open space at Kings Barton that sits within St Barnabas ward. This agreement would also see a proportion of the commuted sum paid to the parish council which is to be used towards the maintenance of the land. The agreement would be for a period of between 2-3 years and would be reviewed once the outcome of the Community Governance Review is known.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The default option for management and maintenance of open space land within any of the town wards is for responsibility to sit with the City Council and be managed as part of the Town Account budget. This could be done but would mean an additional maintenance regime being introduced for land at Kings Barton. This would be an inefficient use of resources, as the council's grounds maintenance contractor IdVerde would be required to visit the site to maintain this relatively small amount of land, when other contractors were already visiting the site. It would also be simpler for residents to know that all open space issues at Kings Barton were the responsibility of the parish council.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:- None

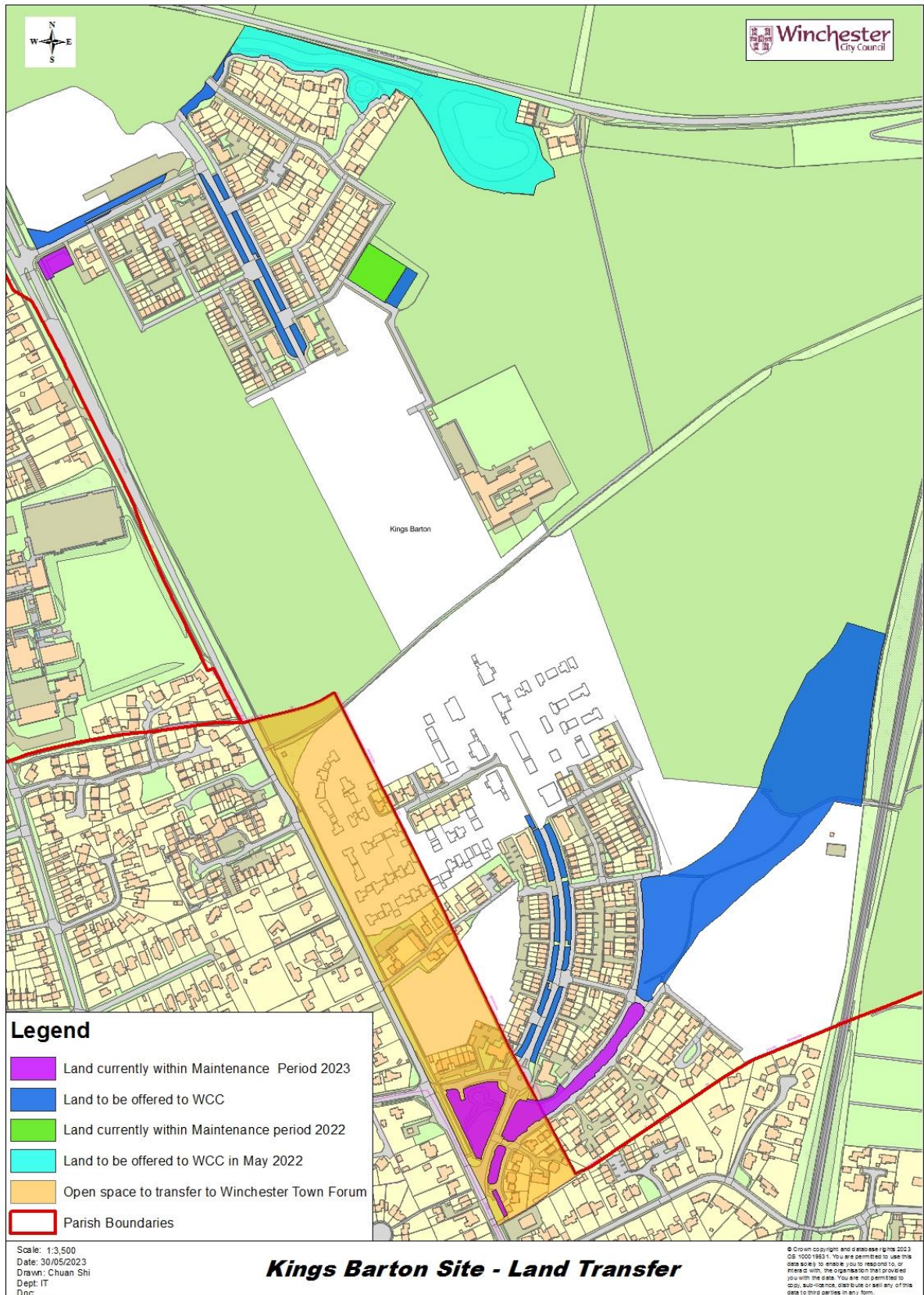
Other Background Documents:-

S106 agreement - [09_02412_OUT-S106 Barton Farm final executed agreement 080311-257106.pdf \(winchester.gov.uk\)](#)

APPENDICES:

Appendix 1: Site plan

Appendix 2: Equality impact assessment



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Winchester City Council

Equality Impact Assessment Template (EqIA)

Section 1 - Data Checklist

When undertaking an EqIA for your policy or project, it is important that you take into consideration everything which is associated with the policy or project that is being assessed.

The checklist below is to help you sense check your policy or project before you move to Section 2.

		Yes/No	Please provide details
1	Have there been any complaints data related to the policy or project you are looking to implement?	No	N/A
2	Have all officers who will be responsible for implementing the policy or project been consulted, and given the opportunity to raise concerns about the way the policy or function has or will be implemented?	Yes	Colleagues from Finance, Legal, Procurement and Planning have been consulted.
3	Have previous consultations highlighted any concerns about the policy or project from an equality impact perspective?	No	N/A
4	Do you have any concerns regarding the implementation of this policy or project? <i>(i.e. Have you completed a self-assessment and action plan for the implementation of your policy or project?)</i>	No	N/A
5	Does any accessible data regarding the area which your work will address identify any areas of concern or potential problems which may impact	No	I am not aware of any data regarding Kings Barton that highlights any specific areas of concern.

		Yes/No	Please provide details
	on your policy or project?		
6	Do you have any past experience delivering similar policies or projects which may inform the implementation of your scheme from an equality impact point of view?	Yes	Recent improvements to public open space in other parts of the city have highlighted improvements in relation to provision for people with varying types of disability. This learning is being embedded into our business as usual approach going forward, including the design of the open spaces that are the subject of this report. The same good practice principles will be shared with Headbourne Worthy Parish Council should this decision be approved.
7	Are there any other issues that you think will be relevant?	No	N/A

Section 2 - Your EqIA form

Directorate: Place	Your Service Area: Community & Wellbeing	Team: Natural Environment	Officer responsible for this assessment: Katie Morgans	Date of assessment: 6 June 2023
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	Question	Please provide details
1	What is the name of the policy or project that is being assessed?	Future management of public open space including play areas at Kings Barton.
2	Is this a new or existing policy?	New
3	Briefly describe the aim and purpose of this work.	To agree arrangements for the management of open space that is created as part of the major development at Kings Barton.
4	What are the associated objectives of this work?	Provision of high quality public open space.
5	Who is intended to benefit from this work and in what way?	Residents at Kings Barton will benefit from high quality open space. Headbourne Worthy Parish Council will benefit from the opportunity to manage the open space within their area of benefit.
6	What are the outcomes sought from this work?	Well managed public open space. Increased levels of physical activity. Empowerment of local community.
7	What factors/forces could contribute or detract from the outcomes?	Capability of the parish council to effectively manage the open space. Prudent management/investment of the commuted sum.
8	Who are the key individuals and organisations responsible for the implementation of this work?	WCC - Natural Environment / Planning Headbourne Worthy Parish Council Cala Homes
9	Who implements the policy or project and who or what is	WCC - Natural Environment / Planning

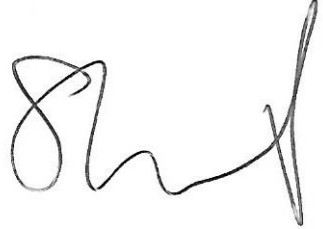
responsible for it?	
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		Please select your answer in bold . Please provide detail here.		
10a	Could the policy or project have the potential to affect individuals or communities on the basis of race differently in a negative way?	Y	N	<p>Public open space is available to all, and the design includes no element that could discriminate on the basis of race.</p> <p>The council has begun to install communication boards in play areas that allow children facing language barriers to communicate more effectively.</p> <p>Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.</p>
10b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
11a	Could the policy or project have the potential to affect individuals or communities on the basis of sex differently in a negative way?	Y	N	<p>There is evidence that the design of public open space can be discriminating towards some users of all gender groups. Design guidelines are being developed to standardise the approach.</p> <p>Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.</p>
11b	What existing evidence (either presumed or otherwise) do you have for this?	Publication – 'Safer parks: Improving access for women and girls' – Green Flag Award		

12a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of disability differently in a negative way?</p> <p><i>you may wish to consider:</i></p> <ul style="list-style-type: none"> • <i>Physical access</i> • <i>Format of information</i> • <i>Time of interview or consultation event</i> • <i>Personal assistance</i> • <i>Interpreter</i> • <i>Induction loop system</i> • <i>Independent living equipment</i> • <i>Content of interview)</i> 	Y	N	<p>It has long been recognised that the design of public open space can discriminate against people with disabilities. Specific accessibility requirements are included in play area design briefs and consultation is undertaken with relevant stakeholders when designs are being developed.</p> <p>The council has begun to install communication boards in play areas that allow children facing language barriers to communicate more effectively.</p> <p>Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.</p>
12b	What existing evidence (either presumed or otherwise) do you have for this?	Design briefs.		
13a	<p>Could the policy or project have the potential to affect individuals or communities on the basis of sexual orientation differently in a negative way?</p>	Y	N	<p>Public open space is available to all, and the design includes no element that could discriminate on the basis of sexual orientation.</p> <p>Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.</p>
13b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
14a	<p>Could the policy or project have the potential to affect individuals on the basis of age differently in a negative way?</p>	Y	N	<p>Some open spaces are designed to cater for specific age groups, for example play areas for children. However, across the Kings Barton development there are a wide range of open space types to cater for all ages.</p>

				Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.
14b	What existing evidence (either presumed or otherwise) do you have for this?	Landscape and Open Space Strategy for Kings Barton Design Code for Kings Barton		
15a	Could the policy or project have the potential to affect individuals or communities on the basis of religious belief differently in a negative way?	Y	N	Public open space is available to all, and the design includes no element that could discriminate on the basis of religious belief. Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.
15b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
16a	Could this policy or project have the potential to affect individuals on the basis of gender reassignment differently in a negative way?	Y	N	Public open space is available to all, and the design includes no element that could discriminate on the basis of gender reassignment. Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.
16b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
17a	Could this policy or project have the potential to affect individuals on the basis of marriage and civil partnership differently in a negative way?	Y	N	Public open space is available to all, and the design includes no element that could discriminate on the basis of marriage and civil partnership. Parish councils are equally accountable as the City Council so will be required to manage in a

				fair and equitable way.
17b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
18a	Could this policy or project have the potential to affect individuals on the basis of pregnancy and maternity differently in a negative way?	Y	N	Public open space is available to all, and the design includes no element that could discriminate on the basis of pregnancy and maternity. Parish councils are equally accountable as the City Council so will be required to manage in a fair and equitable way.
18b	What existing evidence (either presumed or otherwise) do you have for this?	N/A		
19	Could any negative impacts that you identified in questions 10a to 15b create the potential for the policy to discriminate against certain groups on the basis of protected characteristics?	Y	N	Age, gender and disability
20	Can this negative impact be justified on the grounds of promoting equality of opportunity for certain groups on the basis of protected characteristics? Please provide your answer opposite against the relevant protected characteristic.	Y	N	Race: N/A Sex: No justification Disability: No justification Sexual orientation: N/A Age: No justification Gender reassignment: N/A Pregnancy and maternity: N/A Marriage and civil partnership: N/A Religious belief: N/A
21	How will you mitigate any potential discrimination that may be brought about by your policy or project that you have identified above?	Design brief for open spaces is focussed on designing out negative impact and/or ensuring a range of open space provision to meet the needs of all.		
22	Do any negative impacts that you have identified above impact on your service plan?	Y	N	

Signed by completing officer	<i>Kate Morgan</i>
Signed by Service Lead or Corporate Head of Service	

REPORT TITLE: WORK PROGRAMME AND ANNUAL APPOINTMENTS TO INFORMAL GROUPS FOR 2023/24

REPORT OF THE CHAIRPERSON

15 JUNE 2023

Contact Officer: Claire Buchanan Tel No: 01962 848 438 Email
cbuchanan@winchester.gov.uk

WARD(S): GENERAL

PURPOSE

This report sets out an initial draft work programme for the new municipal year and asks the forum to agree matters it wishes to consider during 2023/24.

The forum is also asked to consider its appointments to the informal groups established during the previous municipal year(s). The previous groups and associated membership are set out within the report.

RECOMMENDATIONS:

1. That the forum considers the items listed in Appendix 1 and 2 of the report and agrees the matters it wishes to consider during the 2023/24 municipal year and delegates to the Strategic Director, in consultation with the Chairperson, authority to set the detailed work programme.
2. That following the consideration of the Budget Review Update report at the meeting, the forum agrees the inclusion of the Budget Review items marked as 'subject to confirmation at the meeting' into the work programme for 2023/24, as set out in Appendix 2 below.
3. That the forum considers whether it wishes to (a) re-appoint the informal groups and accept the changes shown in paragraph 10.5 and (b) establish any additional informal groups if necessary.
4. That the forum agrees the membership of the informal groups established as part of item 3 above.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

1.1 This paper seeks to ensure that:

- a) the 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 of these objectives help to support the governance of the council and its decision-making structures.

2 FINANCIAL IMPLICATIONS

2.1 No immediate financial implications, other than usual costs associated with arranging and supporting meetings.

3 LEGAL AND PROCUREMENT IMPLICATIONS

3.1 The authority to take the decisions set out in this report are pursuant Part 3.2 of the council constitution and the Local Government Acts 1972 and 2000 and the Localism Act 2011.

4 WORKFORCE IMPLICATIONS

4.1 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.

5 PROPERTY AND ASSET IMPLICATIONS

5.1 None.

6 CONSULTATION AND COMMUNICATION

6.1 All members of the town forum are invited to be nominated for each informal group.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None.

8 PUBLIC SECTOR EQUALITY DUTY

8.1 The Council considers the appointment of nominees that represent as far as possible the diverse nature of the local community.

8.2 The work programme for the Town Forum will take account of recommendations by the newly formed Equality, Diversity and Inclusion Members' Forum and be updated to include reports arising from the identification of equality issues that impact on the town area.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required.

10. SUPPORTING INFORMATION:

10.1 Work Programme for the 2023/24 Municipal Year

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. In considering which subjects the Forum should discuss in the coming year, members may want to refer to:

- The forum's terms of reference ([as set out on the Council's website, on this link](#))
- Issues considered by the forum in the previous year (Appendix 1 to this report)
- Latest forward plan ([as set out on the Council's website, on this link](#))

In selecting items for discussion, members should be mindful of the officer resources required and whether there is other relevant and /or similar Council work being undertaken in the same area, to avoid duplication.

There are a number of topics that regularly form part of the forums work programme and these have been incorporated into the 2023/24 draft programme in Appendix 2.

10.2 Informal Groups

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, subject to a proposed revision as set out in 10.5 below. The membership of each group during 2022/23 is shown below.

Planning for the future in Winchester Town (per refer to paragraph 10.5 below)

Members: Becker, Craske, Edwards, Reach, Scott and Westwood

Lead Officer: E Ekeledo

Winchester Town Forum (Parks and Recreation) Informal Group

Members: Batho, Becker, Ferguson, Learney, Radcliffe and Tippett-Cooper.

Lead Officer: S Lincoln

Winchester Town Forum (City Centre) Informal Group (please refer to paragraph 10.5 below)

Members: Batho, Edwards, Learney, Radcliffe, Thompson and Tod

Lead Officer: E Ekeledo

Winchester Town Forum (Account Informal) Group

Members: Ferguson, Learney, Reach and Tod.

Lead Officer: D Kennedy

Winchester Town Forum (Heritage) Informal Group

Members: Radcliffe, Thompson, Tippett-Cooper & Westwood

Lead Officer: D Ayre

Winchester Town Forum (Outdoor Swimming) Informal Group

Members: Becker, Tod and Tippett-Cooper

Lead Officer: S Lincoln

Winchester Town Forum (Town Vision) Informal Group

Members: Batho, Becker and Craske

Lead Officer: S Robbins

- 10.3 At its meeting on 17 March 2022, the forum agreed that a Winchester Town Forum (Town Vision) Informal Group be established to also include the work of the Town Accounts Grants Informal Group. The membership for this informal group was appointed by the Forum at its meeting in June 2022, as set out in paragraph 10.2 above.
- 10.4 In addition, changes were made by the forum at the meeting on 16 June 2022 to combine the Winchester Town Forum (North Walls), (KGV) and (St Giles Hill) Informal Groups to form the newly named Winchester Town Forum (Parks and Recreation) Informal Group, as appointed in paragraph 10.2 above.
- 10.5 Furthermore, it is proposed that due to their related nature, two Informal Groups, namely Winchester Town Forum (City Centre) Informal Group and Planning for the future in Winchester Town Informal Group, as set out above – be combined to form one Informal Group going forward for 2023/24.
- 11 OTHER OPTIONS CONSIDERED AND REJECTED
- 11.1 Not to consider making changes to any appointments. This was rejected as it is usual practice at the start of the new municipal year to consider whether any changes are required.

BACKGROUND DOCUMENTS

None.

APPENDICES

Appendix 1: Topics previously considered by the Forum in 2022/23

Appendix 2: Draft Work Programme for 2023/24

2022/23 Agenda Items

The forum met five times in 2022/23. The table below lists the business items for each of those meetings.

<u>Meeting Date</u>	<u>Agenda Item</u>
16/06/22	<ul style="list-style-type: none">- Draft BID Business Plan and ballot proposal- Bike Parking and Security
15/09/22 (adjourned to 22/09)	<ul style="list-style-type: none">- Winchester Town Account Financial Planning 2022/23- Town Forum Grant Programme- KGV New Build Pavilion – Request for additional budget
09/11/22	<ul style="list-style-type: none">- Winchester Town Account Medium Term Financial Position- Upgrades/Replacements to Bus Shelters- Tree Strategy- Local Plan update – Regulation 18 public consultation
26/01/23	<ul style="list-style-type: none">- Winchester Town Account Budget for 2023/24 (rec'd to Cabinet)- Local Design Codes
13/03/23	<ul style="list-style-type: none">- St Giles Hill Park Management Plan- Winchester Town Vision – Progress Update- Local Design Codes – Presentation by Andy von Bradsky

WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

15 JUNE 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/ COMMENT
			Original	Revised	
	Town Forum Informal Group Appointments and Work Programme for 2023/24	Simon Hendey/Dawn Adey	15 June 2023		WTF317
	Public Open Space at Kings Barton	Steve Lincoln	15 June 2023		WTF318
	Budget Review Updates 2023/24	Darren Kennedy	15 June 2023		WTF319
14 SEPTEMBER 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Town Forum Grant Programme Update	Melissa Fletcher/Jane Chuhan	14 September 2023		

	Winchester Town Account Financial Planning 2023/24 (Initial draft Medium Term Financial Projections and assumptions for 2023/24 to 2027/28)	Darren Kennedy	14 September 2023		
	Update on Parking agency agreement changes with Hampshire County Council	Andy Hickman	14 September 2023		
	Budget Review: Play Refurbishment Programme – Initial Draft Options (subject to confirmation at the meeting)	Susan Robbins/Steve Lincoln	14 September 2023		
	Budget Review: Open Spaces and Grounds Maintenance – Initial Draft Options (subject to confirmation at the meeting)	Andy Hickman/Campbell Williams	14 September 2023		
8 NOVEMBER 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE	STATUS/COMMENT	
	Winchester Town Account Medium Term Financial Position (Draft budget options)	Darren Kennedy	8 November 2023		

	Budget Review: Play Refurbishment Programme – Final Proposals (subject to confirmation at the meeting)	Susan Robbins/Steve Lincoln	8 November 2023		
	Budget Review: Open Spaces and Grounds Maintenance – Final Proposals (subject to confirmation at the meeting)	Andy Hickman/Campbell Williams	8 November 2023		
	Budget Review: Cemeteries - Initial Draft Options (subject to confirmation at the meeting)	Sharon Evans	8 November 2023		
	Budget Review: Grants funding - Criteria proposals to be set for grants post 2024 (subject to confirmation at the meeting)	Susan Robbins	8 November 2023		
25 JANUARY 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Account Budget for 2024/25 (to be recommended to Cabinet)	Darren Kennedy	25 January 2024		
	Budget Review: Cemeteries – Final Proposals (subject to confirmation at the meeting)	Sharon Evans	25 January 2024		

11 MARCH 2024					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Vision – Annual Progress Update	Susan Robbins	11 March 2024		

<u>Possible Items to be allocated for 2023/24</u>
North Winchester Design Code (to be timetabled by officers when updates are available) – Date tbc