

<b>Meeting</b>	North Whiteley Development Forum
<b>Date and Time</b>	Monday, 17th July, 2023 at 6.00 pm.
<b>Venue</b>	Virtual via Microsoft Teams and streamed live on YouTube at <a href="http://www.youtube.com/winchestercc">www.youtube.com/winchestercc</a>

**Note:** This meeting is being held virtually, members of the public who wish to watch this meeting live may do so via the Councils YouTube page at [youtube.com/WinchesterCC](http://youtube.com/WinchesterCC).

## AGENDA

- 1. Apologies**  
To record the names of apologies given and deputy members who are attending the meeting in place of appointed Members (where appropriate)
- 2. 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.

- 3. Appointment of vice-chairperson for the 2023/24 municipal year**  
As this is the first meeting of the Forum of the 2023/24 municipal year, it will be necessary to appoint a vice chairperson of the Forum. (Members should note that in the event of the chairperson being unable to attend a meeting, only a Winchester City Council member can chair a meeting of the forum)
- 4. Chairperson's Announcements**



5. **Public Participation.**

To receive and note questions asked and statements made from members of the public 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 Tuesday, 11 July 2023 via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or (01962) 848 264 to register to speak and for further details.

6. **Minutes of the previous meeting held on the 16 February 2023 (Pages 7 - 12)**

That the minutes of the meeting be signed as a correct record.

7. **Education Services - A verbal update.**

8. **Developer and Implementation Officer - A verbal update**

9. **Future agenda items.**

Members to suggest items for future meetings.

**Laura Taylor  
Chief Executive**

7 July 2023

Agenda Contact: Matthew Watson, Democratic Services Officer

[mwatson@winchester.gov.uk](mailto:mwatson@winchester.gov.uk) 01962 848 317

*\*With the exception of exempt items, agendas, reports and previous minutes are available on the Council's Website via the following link:*

<https://www.winchester.gov.uk/councillors-committees>

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.



## **MEMBERSHIP**

The membership of the Forum is:

- Winchester City Council (6 representatives - including Chairperson of the Forum plus deputy)
- Hampshire County Council (2 representatives)
- Fareham Borough Council (1 representative plus deputy)
- Eastleigh Borough Council (1 representative)
- Whiteley Parish Council (1 representative plus deputy)
- Curdridge Parish Council (1 representative)
- Botley Parish Council (1 representative plus deputy)

## **North Whiteley Development Forum**

Cllr Achwal V	Winchester City Council
Cllr Achwal S	Winchester City Council
Cllr Chamberlain	Winchester City Council
Cllr Small	Winchester City Council
Cllr Pearson	Winchester City Council
Cllr Wallace	Winchester City Council
Cllr Woodward	Hampshire County Council
Cllr Lumby	Hampshire County Council
Cllr Burton	Fareham Borough Council
Cllr Pretty	Eastleigh Borough Council
Cllr Evans	Whiteley Town Council
Cllr Cooper	Botley Parish Council
Cllr Bodger	Curdridge Parish Council

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

Cllr Cutler (Winchester City Council), Cllr Lee (Winchester City Council), Cllr Langford-Smith (Winchester City Council), Briggs (Hampshire County Council), Cllr Martin (Fareham Borough Council) and Cllr Burden (Curdridge Parish Council)

## **Officers:**

- Lead Officer - Julie Pinnock
- Implementation Officer - Hilary Oliver

## **Quorum**

The Forum will be quorate if five voting representatives are present

## **TERMS OF REFERENCE**

### **Development Fora – Terms of Reference**

The fora have no formal decision-making powers but can advise and make recommendations on relevant issues.

#### **Primary objectives of the fora:**

1. Meet 3 times per year. Virtual meetings will continue.
2. Comment and advise on strategic matters related to 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. Monitor and comment on community development activities within the development area and provide advice on how these should progress.
5. Support the establishment of appropriate local democratic structures for the emerging community.
6. Be wound down once governance arrangements are established,

#### **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.
2. Other matters will be brought to the forum as and when required.

**Key stages of the fora:**

Stage 1 – Planning	Stage 2 – Emerging	Stage 3 – Establishing
Start: Initial master planning End: Outline planning consent / start on site.	Start: Start on site End: Establishment of a parish council, or other suitable democratic body as applicable.	Start: Establishment of a parish council, or other suitable democratic body as applicable. End: New governance arrangements established
<ul style="list-style-type: none"> <li>· 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.</li> <li>· Consider and advise upon the infrastructure required</li> </ul>	<ul style="list-style-type: none"> <li>· Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements</li> <li>· Input into creation of a community development strategy</li> </ul>	<ul style="list-style-type: none"> <li>· Receive updates on progress in establishing the community and any emerging issues</li> <li>· Consider and advise upon a strategy for the ownership and management of the social infrastructure and community assets.</li> <li>· Receive updates on the progress of development and compliance with relevant planning conditions and S106/S278 agreements</li> </ul>
Lead: Service Lead – Built Environment	Lead: Service Lead – Built Environment	Lead: Service Lead – Community & Wellbeing

**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**

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 Chairperson 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](#) at least 3 working days before the meeting (by 5pm, Tuesday, 11 July 2023) 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 recommendations recorded.

### **Filming and broadcast notification**

This meeting will be recorded and broadcast live on the Council's YouTube site and 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).