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| Meeting | Winchester Town Forum |
| Date and Time | Thursday, 12th September, 2024 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 2024/25 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 11 March 2024 (Pages 5 - 10)**
That the minutes of the meeting be signed as a correct record.



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

11 November 2024, 6.30pm

23 January 2025, 6.30pm

10 March 2025, 6.30pm

7. **Public Participation**

To receive and note the questions asked and statements made from members of the public on issues relating to the responsibility of this Forum.

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, 6 September 2024** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

8. **Update from Stagecoach (Verbal Update)**

9. **Winchester Town Account Financial Planning 2024/25 (WTF331) (Pages 11 - 20)**

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 2024/25 (WTF330) (Pages 21 - 32)**

Laura Taylor
Chief Executive

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4 September 2024

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

Aron
Batho
Becker
Eve
Learney
Morris
Murphy
Reach
Scott
Tippett-Cooper
Thompson
Tod
Westwood
Wise

Conservatives

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, 11 March 2024

Attendance:

Councillors

Reach (Chairperson)

Batho
Becker
Edwards
Eve
Learney
Morris

Scott
Tippett-Cooper
Thompson
Tod
Westwood
Wise

Others in attendance who addressed the meeting:

Councillor Cramoysan

[Full video recording](#)

1. **APOLOGIES**

Apologies of absence were received from Councillor Prest.

2. **DISCLOSURES OF INTERESTS**

Councillor Batho declared a personal (but non prejudicial) interest concerning agenda item 6 (Update from Stagecoach) as an employee of Stagecoach.

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**

The Chairperson announced that this was the last meeting for the 2023/24 municipal year where many matters had been considered and progress made. The Chairperson welcomed discussions with members of the forum regarding work programme items and plans to come forward to the forum during 2024/25.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 25 JANUARY 2024**

RESOLVED:

That the minutes of the previous meeting held on 25 January 2024 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Councillor Cramoysan spoke during item 6 (Update from Stagecoach) and a summary of his comments are set out under the relevant minute below.

6. **UPDATE FROM STAGECOACH (VERBAL UPDATE)**

Councillor Cramoysan addressed the committee on this item.

In summary, Councillor Cramoysan made reference to the following points:

- Referred to the spring bus, which was the primary service serving the residents of Kings Worthy had been noticeably unreliable with frequent cancellations – as was the case with other services as well.
- Elderly residents were dependant on bus services as a means to get in and out of the city to access essential amenities and services such as doctors, shops etc that were not available nearby.
- Those with access to vehicles that were entitled to concessionary passes were put off using bus services as an alternative due to a lack of trust that bus services would arrive when expected, without lengthy waiting times or cancellations, which did not align with the council's carbon neutrality targets to reduce vehicular movements and lower carbon emissions.
- The importance of the Stagecoach feeding into the council's vision process of how Winchester develops and operates going forward.
- The outcomes of the punctuality review conducted by Stagecoach.
- Sought the views of the forum on how to progress this matter to establish a dialogue with Stagecoach going forward.

In response to the points raised by Councillor Cramoysan, the Chairperson stated that with the huge investment due to take place in Winchester with Central Winchester Regeneration and works anticipated at the station, it was hoped the opportunity to discuss improvements to bus service, the removal of pinch points where buses are delayed, improvements to the environment for users waiting for buses and the effect of road closures on town ward areas would be progressed through building working relations and dialogue with Stagecoach.

The Chairperson announced that Stagecoach had been invited to attend the forum to provide an update on their plans for the future and to enable the forum to understand the issues experienced with operating bus services in a congested city centre and discuss services on particular routes. It was noted that Stagecoach representatives had given their apologies for the meeting and that

Stagecoach would be contacted in due course to endeavour to secure attendance at a future meeting date.

The forum proceeded to raise comments on the following points during the discussion of this item:

- (a) Traffic congestion in the town centre - by managing a reduction in traffic in the town centre as part of Local Transport Plan 4 agreed by Hampshire County Council this would help to improve the majority of delays to bus services, in conjunction with other measures that Stagecoach could adopt.
- (b) An improved collaborative working relationship with the bus service operator to help minimise disruption to bus services as a result of road closures etc.

The forum thanked Councillor Cramoysan for his contribution and welcomed his views on this matter at a future meeting of the forum when Stagecoach were in attendance.

RESOLVED:

- 1. That the comments raised by the committee, as summarised above, be noted; and
- 2. That the 'Update from Stagecoach' item be added to the work programme for 2024/25, and a date be confirmed with Stagecoach in due course.

7. WINCHESTER TOWN VISION UPDATE (WTF329)

Councillor Becker introduced the report setting out an annual update of the Winchester Vision, adopted by the forum in January 2021. The report suggested a different, planned and strategic approach to the Winchester Vision as a town forum initiative going forward. It was proposed that the forum report template would be updated to include the town vision, how the proposals coming forward to the forum to meet the vision outcomes and ensuring that the outcomes were also reflected in the Town Forum small and project grant criteria and the Town Forum Informal Group, to enable the activities of the forum to be heavily focussed on the outcomes it wished to achieve through the Winchester Vision.

In addition, as a part of this work, a practical guide for community organisations had been created to allow groups to receive guidance and support from the council to enable these groups to carry out their own work projects. This guide was now available on the council's website.

The Corporate Head of Economy and Community advised that report also set out all the actions given in the handbooks and these had been mapped against the delivery routes that were now available which highlighted that an enhanced

focus and awareness was required to work that was taking place, to capture the changes and impacts.

The forum proceeded to ask questions and comment on the following matters which were responded to by the Cabinet Member and the Corporate Head of Economy and Community.

- (a) The themes contained within the vision document were still considered to be relevant and valid with many deemed to be long term ongoing issues.
- (b) Enabling Communities – A forward looking planned approach going forward rather than a retrospective view.
- (c) Cultural work taking place with the Festivals Group and the re-tendering of the Winchester Street Markets contract which would also look at branding and design to embrace the vision going forward.
- (d) The importance of mapping the vision to the Winchester Town Forum Informal Groups.
- (e) Continuing to make small changes that make a difference within communities.

At the conclusion of debate, the forum welcomed the Town Vision update and thanked officers for an informative report. The Chairperson encouraged members of the forum to read the comprehensive vision document which was available to view in the Members Library.

RESOLVED:

- 1. That the update on the Winchester Town Vision since its adoption in January 2021, be noted;
- 2. That the introduction of a revised Town Forum committee report template to include the Town Vision outcomes as a section for report authors to consider, be supported;
- 3. That revisions to the town small and project grant criteria to include Town Vision outcomes, be supported; and
- 4. That the renaming of some of the Informal Groups to reflect the vision outcomes, be supported.

8. LIVEABLE NEIGHBOURHOODS (VERBAL UPDATE)

Councillor Tod provided a verbal update regarding liveable neighbourhoods and made reference to the movement work strand and the Fulflood liveable neighbourhood initiative, to contribute towards making Winchester an even greater place to live and answered questions from the forum thereon.

It was noted that, in 2021 the Government offered the prospect of funding to develop the Mini-Hollands programme. A small number were to be funded for exploratory work and Winchester had been selected for Hampshire. This was to be joint venture between the council and Hampshire County Council, with local political support for the programme. During 2023, the report was submitted, referencing the town vision, among other priorities, setting forward a vision for the city to contribute towards reducing traffic in a way to make neighbourhoods more liveable. The Government had since concluded not to progress the Mini-Hollands programme. However, it had been agreed locally that the work carried out was useful and would progressed as the 'Liveable Neighbourhood Project', with the important principle that projects be co-developed with local residents going forward.

The initial pilot of the project had been identified for Fulflood and there was a proposal to seek views on how to change residential streets in order to make these more 'people centred', primarily to improve pedestrian and cyclist footfall and to cut through traffic to improve air quality and also to enhance connections to schools, businesses etc, similar to Low Traffic Neighbourhoods (LTNs).

The first stage of the project would involve several community workshops for residents of Fulflood to capture areas of concern, examples of hazardous crossings, footpaths, roads etc in the locality and provide input on the existing systems and what changes need to be considered to progress this project to the next steps towards implementation.

RESOLVED:

That the update be received and noted.

9. **INFORMAL GROUP - VERBAL UPDATE**

The Forum received individual updates from the Chairpersons of various Town Informal Groups, where updates had not already been provided within the items considered above. 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 and Hyde Abbey Gateway – It was noted that the applications and plans for the restoration work would shortly be submitted to Historic England. There would be scaffolding and information boards installed around the Buttercross whilst works take place. Works were still scheduled to commence by Spring 2024.

RESOLVED:

That the update received from the Town Informal Group, be noted.

10. **WORK PROGRAMME**

The Chairperson announced that a group away day was due to take place shortly and that the work programme for 2024/25 would be further discussed with members of the forum at that time.

RESOLVED:

That, the work programme for 2023/24 be noted.

The meeting commenced at 6.30 pm and concluded at 7.20 pm

Chairperson

REPORT TITLE: WINCHESTER TOWN ACCOUNT FINANCIAL PLANNING 2024/25 (INITIAL DRAFT MEDIUM TERM FINANCIAL PROJECTIONS AND ASSUMPTIONS FOR 2024/25 TO 2028/29)

12 SEPTEMBER 2024

REPORT OF CABINET MEMBER: Cllr Kelsie Learney, Cabinet Member for Climate Emergency

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

WARD(S): ALL

PURPOSE

To provide an update of the current financial position of the Winchester Town Account and financial projections over the medium and long term. This supports the development of a refreshed financial strategy and final budget recommendations in January 2025.

RECOMMENDATIONS:

1. That the Town Forum notes the financial projections in Appendix 1, and agrees the budget timetable for 2025/26.

IMPLICATIONS:

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. Homes for all

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.

3 LEGAL AND PROCUREMENT IMPLICATIONS

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

4 WORKFORCE IMPLICATIONS

- 4.1 Any workforce implications are likely to form part of the Transformation Challenge – TC25 project. 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

- 5.1 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.

6 CONSULTATION AND COMMUNICATION

- 6.1 Each project will have a consultation and communication plan where appropriate.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Each project will have a consultation and communication plan where appropriate.

8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 None at the time of writing this report. Each project will have a consultation and communication plan where appropriate.

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 2028/29 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> |

11 SUPPORTING INFORMATION:

Background

- 11.1 A revision of the terms of reference for the Winchester Town Forum (WTF) in 2007 gave the Forum a greater role in developing the Town Account Budget. To help it fulfil this role, the Town Forum set up an informal member group to give early consideration to budget setting issues.
- 11.2 The overall aim of the Medium-Term Financial Plan is to provide the Town Forum with early consideration of the current financial projections, any possible impacts from Government consultations, and any other possible financial implications in respect of the Town Account Budget.
- 11.3 The Medium-Term Financial projections will be influenced by actions within the Council's control and external factors. A sensitivity analysis, showing a range of possible scenarios is included for consideration.
- 11.4 The district budget setting process is currently underway and any resulting options will be included for consideration within the Town budget setting process.
- 11.5 The core budget timetable remains in line with previous years, with initial budget proposals considered at November Town Forum and final recommendations made at January Town Forum.
- 11.6 In accordance with Section 35 of the Local Government Finance Act 1992 – "Special Expenses" are levied by the Council to cover the costs of local services in the Winchester Town area which elsewhere would be dealt with by parish councils, as there is no parish council for the Town area of Winchester.
- 11.7 In January 2024 the town forum recognised that the financial risks associated with the town account supported an increase to the target reserve level from 10% to 15% of net baseline expenditure. In order to support this increase and budget pressures highlighted during the budget setting process, the precept was recommended to increase by 5.5% in 2024/25. This was supported by Council in February 2024.
- 11.8 During the 2024/25 budget process the town forum identified four key budget review areas to be brought forward to help address this and WTF319, presented to June 2023 Town Forum, gave a timetable for how these reviews would be presented back to the town forum for decisions. There are two remaining reviews which have been carried into the 2025/26 budget process: review of Cemeteries, and review of grounds maintenance.

Community Infrastructure Levy

- 11.9 The closing town CIL reserve balance stood at £701k at the end of March 2024, representing all billed income less expenditure.

11.10 The following budgets and commitments are currently planned to be funded from Town CIL, totalling £412k and leaving £289k of CIL remaining to be allocated:

- a) KGV Park Plan £37k
- b) St Giles Hill Stabilisation Works £20k (funding for urgent works approved by the Town Forum informal accounts group in June/July 2024 as June meeting cancelled due to General Election).
- c) North Walls Pavilion £295k
- d) Abbots Barton and Hyde Scouts Facility £50k
- e) Milland Road £10k

11.11 The principles for spending the Winchester Town Forum's share of CIL were approved in November 2016 (see WTF245), in order to provide for the community led improvement of the environment and infrastructure in the Winchester Town.

11.12 Based on historic receipts around £150k to £200k of town CIL is expected per annum. There are risks around relying on this funding as reductions in development in the town area or changes to the CIL scheme could significantly impact on future receipts. As such this future forecast is used for planning purposes but is not to be committed to schemes as certain funding.

Updated Medium Term Forecasts

11.13 The town accounts group met in August to review the latest forecasts and to start planning the focus of budget preparations.

11.14 The budget forecast shown in Appendix 1 has been updated to reflect:

- a) Revised inflation forecasts – CPI inflation is currently expected to rise from a low of 2% and therefore estimates from 2025/26 have been increased from 2% to 3%.
- b) The final precept increase of 5.5% for 2024/25, up from a budgeted 3%.
- c) Forecasts now reflect the 2023/24 outturn and revised capital programme profiling/timing.

11.15 The refreshed forecasts show that based on current estimates the target reserve balance of 15% of net expenditure can now be met. However, it is noted that this is before any additional expenditure pressures.

Identifying Resources

11.16 **Winchester Town Precept** – The 2024/25 tax base is 14,918.69 with a precept of £85.38.

- The Council Tax Referendum limits for 2025/26 will be announced alongside the settlement. For modelling purposes it is currently anticipated that this will remain at up to 3% for lower tier authorities.
- Referendum limits prevent the Council increasing Council Tax above the Government's advised level, except with a referendum. Whilst parish tax amounts are currently excluded from these calculations the Winchester Town tax is included.
- Appendix 1 shows the financial projections up until 2028/29, including illustrative increases in the precept of 3% per annum.

11.17 **Fees and Charges** are reviewed on an annual basis and feed into the budget setting process. The key existing fees and charges relating to the Town Account are:

- Cemeteries – an income budget of just under £160k supports annual expenditure of just over £245k.
- Open Spaces (including sports pitches) – expenditure of c£1.02m per annum is supported by income of £144k.

11.18 The following central case assumptions have been used in the financial forecast shown in Appendix 1:

| | 2024/2025 Forecast | 2025/2026 Forecast | 2026/2027 Forecast | 2027/28 Forecast | 2028/29 Forecast |
|----------------------------|-----------------------|-----------------------|-----------------------|---------------------|---------------------|
| Assumptions: | | | | | |
| Contract inflation | 6% | 4% | 3% | 3% | 3% |
| Utilities | 5% | 5% | 5% | 5% | 5% |
| Percentage increase in tax | 5.5% | 3% | 3% | 3% | 3% |
| Tax Base | 14,919 | 15,098 | 15,279 | 15,462 | 15,648 |

11.19 The sensitivity of the above assumptions is as follows:

- Contract Inflation is around £6k per 1%. If inflation were 6% for 2025/26 then this would cost an additional £12k per annum. If inflation remained higher than forecasts for longer than one year then the impact would be cumulate, so 6% inflation in 2025/26 and 2026/27 would give a cumulative cost increase of £30k by the end of 2026/27 (£12k in 2025/26 and £18k in 2026/27).
- A 1% precept increase generates additional funding of c£13k per annum.
- A 1.2% tax base increase generates additional funding of c£15k per annum. Whilst 1.2% is a reasonable long term forecast increase per annum, there can be significant year-on-year deviations to this average.

Capital Expenditure

- 11.20 Capital expenditure is either funded directly from the Town Account Earmarked Reserve, external funding such as CIL, or through the General Fund and repaid over the life of the asset (along with interest).
- 11.21 In January 2017 (WTF250) the Town Forum approved a strategy to fund the long term requirements of the play area refurbishment from the Town Account Earmarked Reserve. Play area refurbishments in the town make up the largest proportion of town capital expenditure.
- 11.22 The following budgets are currently included within the capital programme:
- i. Changing Pavilion North Walls - £800k total budget (£718k remaining 2024/25 budget) funded by Town CIL of £295k, S106 Open Space funding of £218k, and £205k external funding.
 - ii. Play Area Refurbishments - £590k from 2024/25 to 2028/29.
 - iii. CIL project budgets totalling £57k and identified in 11.10 (a) and (b) above. KGV Park Plan and St Giles Hill Stabilisation works.

Reserves

- 11.23 The Winchester Town Account earmarked reserve is available to support planned one-off expenditure over the medium term as well as a contingency balance of 15% of the total annual net expenditure which is set aside to deal with any urgent / unexpected requirements.
- 11.24 Many of the capital budget forecasts listed in 11.22 above, particularly the significant programme of play area refurbishments are planned to be funded from the Town reserve. It is therefore important that long term planning ensures funding is in place to support these projects.
- 11.25 It should be noted that the forecast reserve balance shown in Appendix 1 does fluctuate on a year-by-year basis and individual end of year balances are impacted by 'lumpy' one-off expenditure such as the play area refurbishments.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Other options were considered in last year's budget process leading to the focus on four key budget review areas. This paper gives a progress update and refresh of the medium-term financial forecasts. Alternative options will be considered and noted in this year's budget consultation process, with an options paper due at November Town Forum meeting.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Winchester Town Account Budget for 2024/25 - January 2024

Winchester Town Account Medium Term Financial Position (Budget Options) –
November 2023

Other Background Documents:-

None

APPENDICES:

Appendix 1: Medium Term Financial Projections

WINCHESTER TOWN ACCOUNT - Medium Term Financial Projections

| | 2024/2025 Forecast | 2025/2026 Forecast | 2026/2027 Forecast | 2027/28 Forecast | 2028/29 Forecast |
|---|-----------------------|-----------------------|-----------------------|---------------------|---------------------|
| Assumptions: | | | | | |
| Contract inflation | 6% | 4% | 3% | 3% | 3% |
| Utilities | 5% | 5% | 5% | 5% | 5% |
| Percentage increase in tax | 5.5% | 3% | 3% | 3% | 3% |
| Tax Base | 14,919 | 15,098 | 15,279 | 15,462 | 15,648 |
| Cost of Services | | | | | |
| Recurring Budgets: | | | | | |
| Allotments | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) |
| Bus Shelter Cleaning / Maintenance / New Provision | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Cemeteries | 87,039 | 91,199 | 95,886 | 100,719 | 105,704 |
| 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 | 33,873 | 32,607 | 33,536 | 34,513 | 35,538 |
| Grants and Vision Delivery | 70,000 | 60,000 | 50,000 | 50,000 | 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 | 12,751 | 13,261 | 13,659 | 14,069 | 14,491 |
| Public Conveniences (Contribution) | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Recreation Grounds & Open Spaces | 866,607 | 920,651 | 956,624 | 983,086 | 1,010,052 |
| Tennis Court Improvements | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| Town Forum Support | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Total Recurring Budgets | 1,210,270 | 1,257,718 | 1,289,705 | 1,322,386 | 1,355,785 |
| Total Cost of Services | 1,210,270 | 1,257,718 | 1,289,705 | 1,322,386 | 1,355,785 |
| Taxation and Non-specific grant income | | | | | |
| Council Tax Income | (1,273,758) | (1,327,693) | (1,383,962) | (1,442,626) | (1,503,752) |
| Interest on Balances | (5,560) | (6,819) | (5,822) | (5,225) | (7,489) |
| Total Taxation and Non-specific grant income | (1,279,317) | (1,334,512) | (1,389,784) | (1,447,851) | (1,511,240) |
| Transfers to/(from) Earmarked reserves | | | | | |
| Reserves | (69,047) | (76,794) | (100,079) | (125,465) | (155,456) |
| Capital Expenditure funded by Town Reserve | 220,000 | 110,000 | 120,000 | 50,000 | 90,000 |
| Reserve | | | | | |
| Opening Reserve Balance (at 1st April) | (378,239) | (227,285) | (194,079) | (174,158) | (249,623) |
| Closing Reserve Balance (carried forward) | (227,285) | (194,079) | (174,158) | (249,623) | (315,078) |
| Closing Reserves forecast as % of net expenditure | 19% | 15% | 14% | 19% | 23% |
| TAX | | | | | |
| Tax at Band D | £85.38 | £87.94 | £90.58 | £93.30 | £96.10 |
| Increase over previous year (£) | £4.45 | £2.56 | £2.64 | £2.72 | £2.80 |

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REPORT TITLE: WORK PROGRAMME AND ANNUAL APPOINTMENTS TO INFORMAL GROUPS FOR 2024/25

REPORT OF THE CHAIRPERSON

12 SEPTEMBER 2024

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 2024/25.

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 2024/25 municipal year and delegates to the Strategic Director, in consultation with the Chairperson, authority to set the detailed work programme.
2. That the forum considers whether it wishes to (a) appoint the informal groups and accept the changes as shown in paragraph 11.3 and (b) establish any additional informal groups.
3. That the forum agrees the membership of the informal groups for 2024/25 established as part of item 2 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 WINCHESTER VISION PRINCIPLE

2.1 At its meeting on 11 March 2024, the town forum considered the Winchester Vision Update report (WTF329 refers). The forum agreed that a revised town forum committee report template be introduced to include town vision outcomes as a section that required report authors to demonstrate how the principles adopted in the Winchester vision are being reflected going forward. Three principles will be reflected in all future forum reports.

2.2 Spatial: Streets and spaces of Winchester / The city made by walking

2.3 The establishment of an informal group to focus on streets and spaces will ensure that this remains a key focus of forum activity.

2.4 People Power: Sharing responsibility at the local level / Establishing mechanisms that enable communities.

2.5 The forum's existing grant programme is a tool to enable and empower communities and this programme will be overseen by the Account and grants informal group.

2.6 Auditing and Sharing Resources: Creating and sharing data.

2.7 This report does not address this vision principle, but it is the third principle that will be reflected in all future reports.

3 FINANCIAL IMPLICATIONS

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

4 LEGAL AND PROCUREMENT IMPLICATIONS

- 4.1 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.

5 WORKFORCE IMPLICATIONS

- 5.1 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.

6 PROPERTY AND ASSET IMPLICATIONS

- 6.1 None.

7 CONSULTATION AND COMMUNICATION

- 7.1 The proposed name changes for informal groups were discussed with Cllr Batho, as lead member for Vision implementation, and Cllr Reach as Chair of the Forum during the previous administrative year.
- 7.2 All members of the town forum are invited to be nominated for each informal group.

8 ENVIRONMENTAL CONSIDERATIONS

- 8.1 None.

9 PUBLIC SECTOR EQUALITY DUTY

- 9.1 The Council considers the appointment of nominees that represent as far as possible the diverse nature of the local community.
- 9.2 The work programme for the Town Forum will take account of recommendations of the 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.

10 DATA PROTECTION IMPACT ASSESSMENT

- 10.1 None required.

11 SUPPORTING INFORMATION:

11.1 Work Programme for the 2024/25 Municipal Year

The forum is 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 2024/25 draft programme in Appendix 2.

11.2 Informal Group Membership in 2023/24

During the previous municipal year 2023/24, the forum appointed the following informal groups. The current membership of each group are shown below.

- (i) Winchester Town Forum (City Centre) Informal Group – (Planning for the future in Winchester Town Informal Group merged with this group during 2023/24)
Members: Edwards (Ch), Batho, Becker, Learney, Scott, Thompson, Tod, Westwood and Wise
Lead Officer: J Pinnock
- (ii) Winchester Town Forum (Parks and Recreation) Informal Group
Members: Batho (Ch), Becker, Edwards, Learney and Tippett-Cooper.
Lead Officer: S Lincoln
- (iii) Winchester Town Forum (Account) Informal Group
Members: Learney (Ch), Reach, Tod and Wise
Lead Officer: D Kennedy
- (iv) Winchester Town Forum (Heritage) Informal Group
Members: Tippett-Cooper (Ch), Eve, Morris, Thompson & Westwood
Lead Officer: D Ayre

- (v) Winchester Town Forum (Outdoor Swimming) Informal Group
Members: Eve (Ch), Becker, Tod and Tippet-Cooper
Lead Officer: S Lincoln
- (vi) Winchester Town Forum (Town Vision) Informal Group
Members: Batho (Ch), Becker and Prest
Lead Officer: S Robbins

11.3 Proposed Name Changes to Informal Groups for 2024/25

In addition to the change set out in 2.1 above (Report WTF329 refers), at its meeting on 11 March 2024, the forum agreed to support the renaming of several of the Informal Groups from 2024/25 to reflect vision outcomes.

Following discussion with the lead member for Vision implementation and the Chair of the Forum during the previous administrative year, it is proposed that the Town Forum Informal Groups be renamed (unless specified) from 2024/25 in line with the proposals shown in appendix 3 to better connect with the themes that were the basis of the vision work. The forum is asked to consider whether it wishes to appoint these groups and nominate members as necessary:

- (i) Winchester Town Forum (Streets and Spaces) Informal Group
Members: *To be appointed at the meeting on 12 September 2024*
Lead Officer: A Hickman
- (ii) Winchester Town Forum (Climate and Open Space) Informal Group
Members: *To be appointed at the meeting on 12 September 2024*
Lead Officer: R Smith
- (iii) Winchester Town Forum (Account) Informal Group (name unchanged)
Members: *To be appointed at the meeting on 12 September 2024*
Lead Officer: D Kennedy
- (iv) Winchester Town Forum (Culture) Informal Group
Members: *To be appointed at the meeting on 12 September 2024*
Lead Officer: A Gostelow
- (v) Winchester Town Forum (Grants and Community Empowerment) Informal Group
Members: *To be appointed at the meeting on 12 September 2024*
Lead Officer: S Lincoln

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 Not to consider making changes to any appointments. This was rejected as it is usual practice at the first meeting 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 2023/24

Appendix 2: Draft Work Programme for 2024/25

Appendix 3: Proposed changes to Informal Groups for 2024/25

2023/24 Agenda Items

The forum met five times in 2023/24. The table below lists the business items for each of those meetings.

| <u>Meeting Date</u> | <u>Agenda Item</u> |
|----------------------------|--|
| 15/06/23 | Budget Review Update 2023/24 Public Open Space at Kings Barton |
| 14/09/23 | Winchester Town Account Financial Planning 2023/24 Town Forum Grant Programme Update Winchester City Street Market Management Contract and Operating Policy Update on Parking Agency Agreement Changes with Hampshire County Council Budget Review: Play Refurbishment Programme – Initial Draft |
| 08/11/23 | Winchester Town Account Medium Term Financial Position (Draft Budget Options) Budget Review: Play Refurbishment Programme – Final Proposals |
| 25/01/24 | Update from Sarah Davis, BID Manager regarding bins and refuse in Winchester City Centre Winchester Town Account Budget for 2024/25 (to be recommended to Cabinet) |
| 11/03/24 | Update from Stagecoach Winchester Town Vision Update Liveable Neighbourhoods |

WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

| 12 SEPTEMBER 2024 | | | | | |
|--------------------------|---|------------------------------|-----------------------|----------------|---|
| | BUSINESS | LEAD OFFICER | COMMITTEE DATE | | STATUS/COMMENT |
| | | | Original | Revised | |
| | Update from Stagecoach | Andy Hickman | 12 September 2024 | | Verbal Update - James O'Neill Commercial Director, Stagecoach South |
| | Winchester Town Account Financial Planning 2024/25 (Initial draft Medium Term Financial Projections and assumptions for 2024/25 to 2028/29) | Darren Kennedy | 12 September 2024 | | WTF331 |
| | Town Forum Informal Group Appointments and Work Programme for 2024/25 | Simon Hendey/Claire Buchanan | 12 September 2024 | | WTF330 |
| 11 NOVEMBER 2024 | | | | | |
| | BUSINESS | LEAD OFFICER | COMMITTEE DATE | | STATUS/COMMENT |

| | | | | | |
|------------------------|---|--------------------------------|-----------------------|--|--------------------------------|
| | Town Forum Grant Programme Update | Melissa Fletcher/Jane Chuhan | 11 November 2024 | | |
| | Winchester Town Account Medium Term Financial Position (Draft budget options) | Darren Kennedy | 11 November 2024 | | |
| | Budget Review: Open Spaces and Grounds Maintenance –IDV Contract – Proposals | Andy Hickman/Campbell Williams | 11 November 2024 | | Item carried over from 2023/24 |
| | Budget Review: Cemeteries – Proposals | Karen Vincent | 11 November 2024 | | Item carried over from 2023/24 |
| 23 JANUARY 2025 | | | | | |
| | BUSINESS | LEAD OFFICER | COMMITTEE DATE | | STATUS/COMMENT |
| | Winchester Town Account Budget for 2025/26 (to be recommended to Cabinet) | Darren Kennedy | 23 January 2025 | | |
| 10 MARCH 2025 | | | | | |
| | BUSINESS | LEAD OFFICER | COMMITTEE DATE | | STATUS/COMMENT |
| | No items at present | | | | |

| |
|---|
| Possible Items to be allocated for 2024/25 |
|---|

| |
|---|
| North Winchester Design Code (to be timetabled by officers when updates are available) – Date tbc |
|---|

WINCHESTER TOWN FORUM – PROPOSED CHANGES TO INFORMAL GROUPS FOR 2024/25

| <u>Informal groups 2023/24</u> | <u>Informal groups for 2024/25</u> |
|---|---|
| Winchester Town Forum (City Centre) Informal Group Lead Officer: J Pinnock | Winchester Town Forum (Streets and Spaces) Informal Group Lead Officer: A Hickman |
| Winchester Town Forum (Parks and Recreation) Informal Group Lead Officer: S Lincoln | Winchester Town Forum (Climate and Open Space) Informal Group Lead Officer: R Smith |
| Winchester Town Forum (Outdoor Swimming) Informal Group Lead Officer: S Lincoln | |
| Winchester Town Forum (Account) Informal Group Lead Officer: D Kennedy | Winchester Town Forum (Account) Informal Group Lead Officer: D Kennedy |
| Winchester Town Forum (Heritage) Informal Group Lead Officer: D Ayre | Winchester Town Forum (Culture) Informal Group Lead Officer: A Gostelow |
| Winchester Town Forum (Town Vision) Informal Group Lead Officer: S Robbins | Winchester Town Forum (Grants and Community Empowerment) Informal Group Lead Officer: S Lincoln |

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