



Meeting	Winchester Town Forum
Date and Time	Thursday, 12th June, 2025 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.

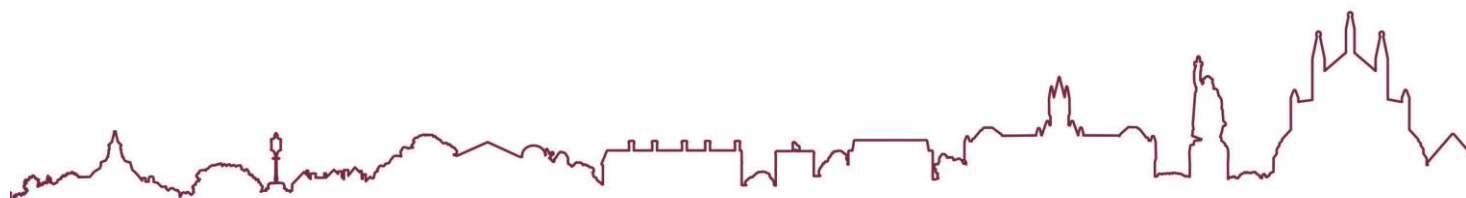
AGENDA

1. **Appointment of the Chairperson and Vice Chairperson for the 2025/26 Municipal Year**
2. **Apologies**
To record the names of apologies given
3. **Disclosures of Interests**
To receive any disclosure of interests from Councillors or Officers in matters to be discussed.

Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests (DPIs), other registerable interests (ORIs) and non-registerable interests (NRIs) in accordance with 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 23 January 2025** (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:**

12 June 2025, 6.30pm
11 September 2025, 6.30pm
10 November 2025, 6.30pm
22 January 2026, 6.30pm
9 March 2026, 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 June 2025** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

8. **Response to the request of Winchester Town Forum for a Community Governance Review (Report WTF339 and Presentation) (Pages 11 - 52)**

Please note Item 8 above: This will also be an agenda item at the next Parish Council Liaison meeting on 24 June 2025.

9. **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.

10. **Town Forum Informal Group Appointments and Work Programme for 2025/26 (WTF338) (Pages 53 - 60)**

Laura Taylor
Chief Executive

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



4 June 2025

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

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

Conservatives

Green

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).

WINCHESTER TOWN FORUM

Thursday, 23 January 2025

Attendance:

Councillors

Reach (Chairperson)

Batho
Aron
Becker
Eve
Learney
Morris

Murphy
Scott
Tippett-Cooper
Thompson
Westwood

[Full video recording](#)

1. **APOLOGIES**

Apologies of absence were received from Councillors Tod and Wise.

2. **DISCLOSURES OF INTERESTS**

No declarations were made at this meeting.

3. **CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson announced that new interpretation boards for the Nunnaminster had recently been installed and that the area had been cleared and cleaned.

4. **MINUTES OF THE PREVIOUS MEETING HELD ON 11 NOVEMBER 2024**

RESOLVED:

That the minutes of the previous meeting held on 11 November 2024 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Three members of the public addressed the Forum during public participation. A summary of their comments as set out below:

Paula Ferguson

Expressed support for the governance review and concern about the potential loss of representation for the central city wards under local government reorganisation. She queried how residents would be involved in the review process.

Ian Tait

Raised concerns regarding the delay in cleaning and repairing the Buttercross, the harm caused by pigeon droppings, and the state of commercial refuse bins in Hammond's Passage and Parchment Street. He also noted that the Buttercross was being used as a bird table despite being covered by CCTV and that this was absurd given plans to use anti-pigeon gel.

Caroline Kirkman (Volunteer Director, Unit 12)

Provided an update on the development of Unit 12 as a community hub, highlighting the various activities and services offered. She mentioned the need for a permanent ramp and the desire to open a community cafe. In addition, Councillor Tippet-Cooper reported that all volunteers had made an astonishing contribution to the work of Unit 12.

6. **WINCHESTER TOWN ACCOUNT BUDGET FOR 2025/26 (TO BE RECOMMENDED TO CABINET) (WTF336)**

Councillor Learney introduced the budget report, noting the need to recommend a budget and town charge to Cabinet. She emphasised that the government devolution agenda required a reassessment of financial strategy and that a target reserve of 20% of net expenditure was now considered sensible.

The forum noted that the financial projections reflected a 3% increase in the town precept which could increase further depending on the City Council tax charge and recognised that every 1% increase in the charge increases income by £13,000.

Councillor Learney emphasised that the town charge remained lower than that of market towns, and that the financial position was slightly better than that forecast in November. As a result, it was therefore proposed that the £2,500 reduction in the grant to the Winchester Citizens Advice for this year be reinstated.

In addition, the formal acknowledgement of the £500 contribution from Littleton and Harestock Parish Council towards the night bus service was also proposed.

The forum proceeded to ask questions and comment on the following matters which were responded to by Councillor Learney and the Finance Manager (Strategic Finance).

- (a) A question was raised about the rationale for increasing the town reserve balance. Councillor Learney emphasised the need for good practice and the possibility of extra expenditure due to local government reorganisation.

- (b) A query was raised about what would happen to the town forum reserve if a town council were established. It was noted that the financial position of a new town council would be a key consideration, and reserves raised through the special charge should be spent on the town, not the wider district. It was noted that the transfer of assets would be subject to negotiation.
- (c) It was noted that the Town Forum was subject to a capping limit and that the Town Forum must be prudent now to avoid debt in the future.
- (d) A correction was made to item 11.7 of the report, noting the precept increase was £4.70 and not £1.58 as referred to within the table.

RESOLVED:

That the Town Forum:

- 1. Agrees the draft budget for 2025/26 and the indicative projections for the strategy as shown in Appendix 1;
- 2. Approves an increase in the target minimum Town Reserve balance from 15% to 20% of annual net service expenditure;
- 3. Agrees a one-off budget for 2025/26 of £2,500, funded by the Town Reserve, to be allocated to additional funding for Winchester Citizens Advice;
- 4. Recommend to Cabinet that the council tax precept in the Winchester town area should be the maximum allowed within the overall referendum requirements; and
- 5. Agrees to request a contribution of £500 towards the night bus service from the Littleton and Harestock Parish Council.

7. REQUEST FOR GOVERNANCE REVIEW (WTF337)

The Chairperson introduced the report, highlighting the potential implications of local government reorganisation and the need to explore establishing a town council for central Winchester.

Following the Deputy Prime Minister's announcement on local government reorganisation, the Forum recognised this could lead to the amalgamation of districts and a target population of around 500,000 people.

The impact of this could mean that the City of Winchester may find that decisions relating to important local matters could be made by an authority located between 20-50 miles away.

The forum discussed the need to ensure that the residents of the city have a voice and that local decision-making was retained.

The Forum agreed that a request be made to the Winchester City Council to consider a community governance review and proceeded to ask questions and comment on the following matters which were responded to by the Chairperson and the Strategic Director.

- (a) Councillor Scott asked about who would undertake the review. It was noted that the Licensing and Regulation Committee agreed the scope of the review and that this could be resourced by either consultants or existing staff. The review would take 12 months to complete, and it was considered this review would be more complex than the review of North Whiteley.
- (b) There was a discussion about ensuring that the Town Forum has input into the review process and that local community leaders and representatives participate.
- (c) It was emphasised that the process needs to prioritize residents' views. An informal working group of the town forum was suggested.
- (d) It was noted that the decision on the review will be taken by the Full Council.
- (e) The Strategic Director outlined a possible timetable for a community governance review based on the North Whiteley model with four months of preparation and consultations and with a final decision from Full Council. It was noted that greater engagement would be needed than in the North Whiteley review.
- (f) It was noted that any consultation would need to go out to the residents, not just wait for them to come to the council.
- (g) There was a discussion about the need for any governance review to focus on the simple point of whether residents want an elected town council and also to consider what the duties of the town council would look like.
- (h) A question about the sequencing of the review was raised, given the uncertainty of the government's intentions for local government reorganisation. It was noted that the decision to undertake the review did not start the clock but that the formal publication of the terms of reference does.
- (i) There was agreement that the Town Forum has done good service but may be at a natural conclusion and that a review is healthy irrespective of what the government wants.
- (j) A question about what assets would fall to any new structure and whether that would be decided by the review was raised. It was noted

that any new authority needs to be sustainable and that the assets need to be those that matter to the residents.

- (k) It was suggested that the 2019 Governance Review (Report WTF282) be circulated to members.

At the conclusion of debate, the forum agreed an amendment to the recommendation to include the unparished area of Winchester.

RESOLVED:

That the Town Forum agree to make a request to Winchester City Council to consider undertaking a community governance review with a view to establishing a town council covering the unparished area of Winchester.

8. **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 – Culture Informal Group

Progress updates from the group included:

- (i) The Buttercross - Restoration works were progressing. Historic England consent for the work had been granted and quotations have been sought. The work was anticipated to be carried out in the summer and would take between 12-16 weeks to complete.
- (ii) Hyde Abbey Gateway – The report on the Hyde Abbey Gateway was completed and would be published online.

RESOLVED:

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

9. **WORK PROGRAMME 2024/25**

It was noted that the forward business for the next meeting was blank, pending the outcome of discussions at this meeting.

RESOLVED:

That the work programme for 2024/25 be noted.

The meeting commenced at 6.30 pm and concluded at 8.00 pm.

Chairperson

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REPORT TITLE: RESPONSE TO THE REQUEST OF WINCHESTER TOWN FORUM FOR A COMMUNITY GOVERNANCE REVIEW

12 JUNE 2025

REPORT OF CABINET MEMBER: Councillor Kathleen Becker, Cabinet Member for Healthy Communities

Contact Officer: Gareth John, Director (Legal) Tel: 01962 848 135 Email: gjohn@winchester.gov.uk

WARD(S): TOWN WARDS

PURPOSE

- 1 The purpose of this report is to respond to the recommendation presented within [Report WTF337](#) to the Winchester Town Forum on 23 January 2025 and the subsequent resolution of the Town Forum.
- 2 This report confirms the Council's decision to accept the request made by the Town Forum and consequently to initiate a Community Governance Review (CGR). The review will explore the options for establishing a Town Council for central Winchester, as requested. Furthermore, this report outlines the initial governance framework established to oversee and steer this important review process. This includes clarifying the responsibilities of the relevant Council committee and detailing the formation of a dedicated Members Task and Finish Group to provide focused oversight during the initial stages.
- 3 A presentation will be provided to members of the Town Forum to further elaborate on all of these matters.

RECOMMENDATIONS:

Winchester Town Forum is asked to:

- 1 Note the contents of this report, specifically the agreement to undertake the requested Community Governance Review (CGR) for central Winchester area.
- 2 Note the governance arrangements established for the initial stages of the review, including the role of the Licensing and Regulation Committee (see paragraph 12.2) and the formation of the Members Task and Finish Group incorporating Town Forum representation (see paragraph 12.3).
- 3 Receive the presentation slides, attached as Appendix 1, which provide an initial briefing on the Community Governance Review process.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 The Council Plan 2025 – 2030 sets out 5 priorities including the priority “Listening and Learning”. Within this, the plan sets out a number of actions including one to undertake a “Community Governance Review to ensure a strong network of parish and town councils across the entire district – capable of operating in any new local government structures.

2 WINCHESTER VISION PRINCIPLE

2.1 Spatial: The City Made by Walking.

- a) The request for a Community Governance Review supports the 'City Made by Walking' principle by ensuring that the local governance structures for central Winchester are effective and convenient, enabling them to respond appropriately to the specific needs and infrastructure priorities of a walkable city centre community.

2.2 People Power: Establishing Mechanisms that Enable Communities

- a) The CGR aligns with the 'People Power' principle by reviewing whether current arrangements reflect community identities and interests. It explores mechanisms, such as the potential creation of a Town Council, which could enhance local democracy and empower the local community to have a stronger voice in its own governance.

2.3 Auditing and Sharing Resources: Creating and Sharing Data is Empowerment

- a) This review process involves gathering and sharing information through public consultation, making data about governance options accessible to residents and stakeholders, thereby empowering them in the decision-making process. Furthermore, exploring different governance models includes considering how local resources might be managed and allocated effectively at the most local level.

3 FINANCIAL IMPLICATIONS

- 3.1 Undertaking a Community Governance Review will require significant resources, legal support, and dedicated project management, with funding likely sourced from the Council's transitional reserves.

- 3.2 Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

4 LEGAL AND PROCUREMENT IMPLICATIONS

- 4.1 The CGR process will require adherence to complex legislative requirements, procurement of legal support and specialist advice, as well as drafting legal agreements for the transfer of assets and services to the new body. Further, detailed information regarding this will be set out in the presentation provided

at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

5 WORKFORCE IMPLICATIONS

- 5.1 The CGR process itself will require the dedication of officer time and resources to manage the review, conduct consultations, and analyse findings. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

6 PROPERTY AND ASSET IMPLICATIONS

- 6.1 A key part of the Community Governance Review will involve identifying and transferring appropriate assets from Winchester City Council to a new town council, ensuring compliance with existing contracts and continuity of services. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

7 CONSULTATION AND COMMUNICATION

- 7.1 An effective consultation and communication strategy is crucial for the success of the Community Governance Review. The process will involve multiple rounds of consultation with residents, local councils, and other key stakeholders. Utilising various methods such as media releases, social media engagement, and public meetings will ensure broad participation and transparency. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

8 ENVIRONMENTAL CONSIDERATIONS

- 8.1 Where appropriate, consideration of environmental impacts and sustainability initiatives will be integrated into the Community Governance Review to enhance local environmental efforts. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

9 PUBLIC SECTOR EQUALITY DUTY

- 9.1 The Council will ensure that the Community Governance Review process is inclusive and accessible, taking into account the Public Sector Equality Duty to consider the impact on different equality groups. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

10 DATA PROTECTION IMPACT ASSESSMENT

- 10.1 The Community Governance Review will involve collecting and processing personal data, necessitating advice from relevant officers. Further, detailed information regarding this will be set out in the presentation provided at the

meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

11 RISK MANAGEMENT

- 11.1 Risk management is vital for the CGR to proactively address potential issues such as stakeholder engagement, legal challenges, financial risks, and asset transfers. Further, detailed information regarding this will be set out in the presentation provided at the meeting and within the report to the Licensing & Regulation Committee on the 16th June 2025.

12 SUPPORTING INFORMATION:

- 12.1 The City Council formally acknowledges the request from the Town Forum following their consideration of [report WTF337](#), at their meeting on 23 January 2025. This report confirms the councils agreement to undertake a community governance review (CGR) for the central Winchester area. This review will explore options for future local governance arrangements, including the potential establishment of a Town Council for central Winchester, as requested by the Town Forum.
- 12.2 As detailed earlier in this report, responsibility for steering community governance reviews rests with the Licensing and Regulation committee. This committee will provide the formal oversight for the review. Its role includes receiving progress reports, considering evidence gathered through research and consultation, evaluating draft recommendations, and ensuring the review complies with statutory requirements. The committee will be responsible for formulating the final recommendations arising from the CGR, which will then be presented to the Full Council for ultimate determination.
- 12.3 To facilitate effective member engagement and provide detailed oversight during the crucial initial phases of the CGR, Winchester city council is establishing a cross-party members task and finish group.
- 12.4 The primary function of this group is to work closely with the officer project team. It will provide member-level scrutiny, input, challenge, and guidance specifically during the development of the draft terms of reference for the CGR, the formulation of the consultation strategy, and the initial analysis of potential governance options. The group will serve as an important conduit between the wider council membership, the Town Forum, and the officer team managing the review. It will help ensure the review remains focused and progresses effectively in its early stages, reporting as necessary to the licensing and regulation committee.
- 12.5 The task and finish group will have a politically balanced membership drawn from Winchester city council members. The composition will include two members from the Winchester Town Forum. This ensures the forum's perspective is integrated into the oversight process from the very beginning. Nominations for all positions on the group will be formally sought from political group leaders in the near future.
- 12.6 To accompany this report a set of presentation slides have been prepared. These slides provide an initial briefing specifically for members of the Winchester Town Forum. They outline the purpose of a CGR, the typical

stages involved based on statutory guidance and previous reviews , indicative high-level timelines, and key factors the council must consider during the review process (such as community identity, effective governance). These slides are provided for information and context at this early stage.

13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 To not to proceed with a Community Governance Review at this time.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

[WTF337: Winchester Town Forum - REQUEST FOR GOVERNANCE REVIEW \(23 January 2025\)](#)

Other Background Documents:-

Presentation Slides that accompany this report.

Winchester City Council Constitution (specifically Part 3, Section 4 relating to Committee functions)

Local Government and Public Involvement in Health Act 2007 (specifically Part 4)

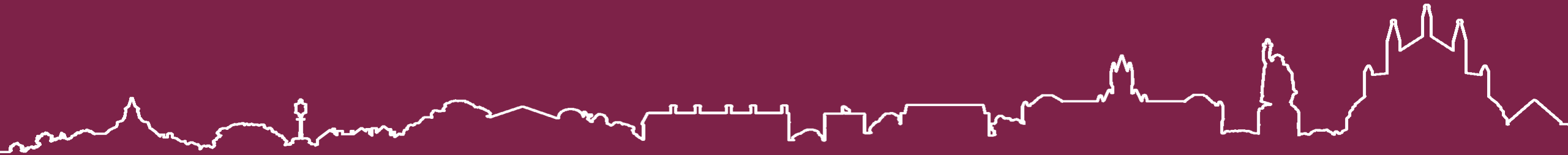
English Devolution White Paper: power and partnership foundations for growth (16 December 2024)

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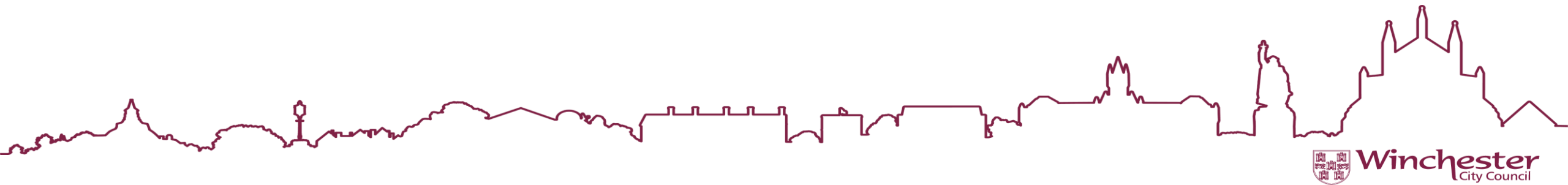
Community Governance Review – Proposed Town Council for Winchester

2025

Welcome

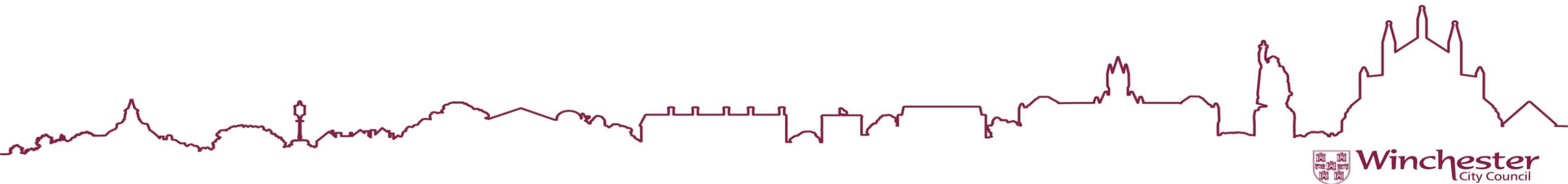


What is a Community Governance Review?



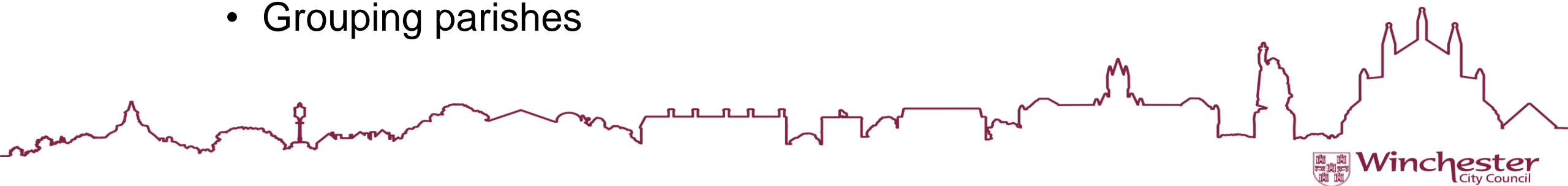
What is a Community Governance Review?

- A statutory process which enables a council to review all or part of its area in order to make changes to governance arrangements for existing town and parish councils and create new parishes.



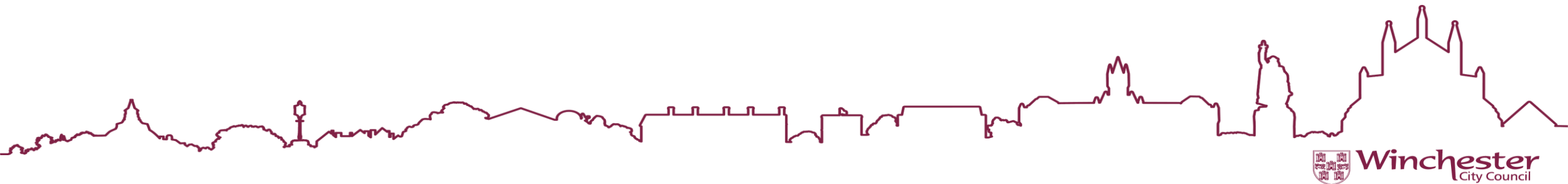
What can a CGR be used for?

- Creating, merging, altering or abolishing parishes
- The naming of parishes and the style of new parishes including the potential creation of town and parish councils
- Electoral arrangements for parishes (e.g. council size; number of councillors, and parish/ town warding)
- Grouping parishes

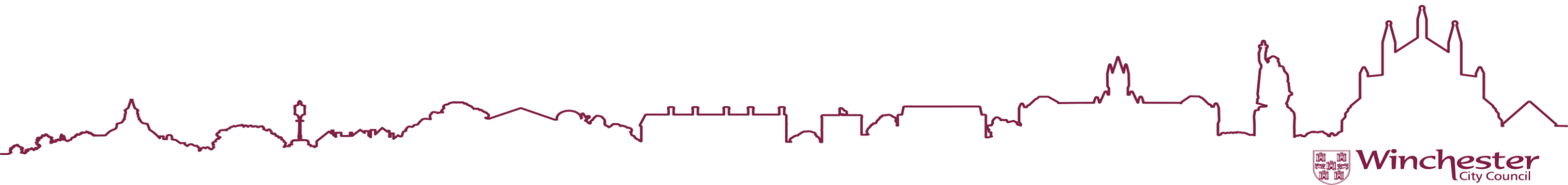


What can a CGR NOT be used for?

- Change the number of district or county councillors;
- Change district or county council ward boundaries;
- Change the amount of money that a parish/ town council raises through council tax (the 'precept');
- Change individual parish councillors

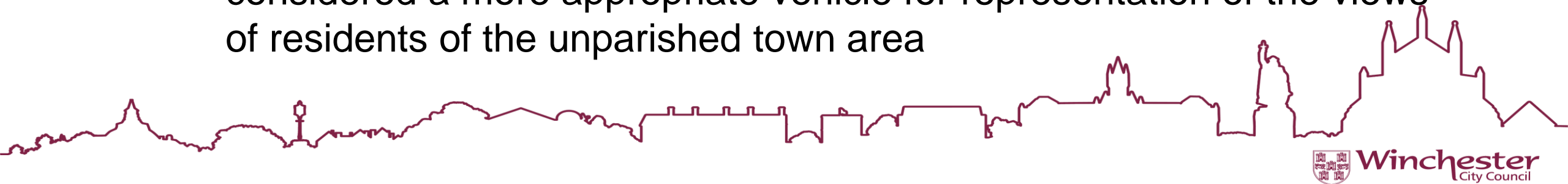


CGR & Winchester

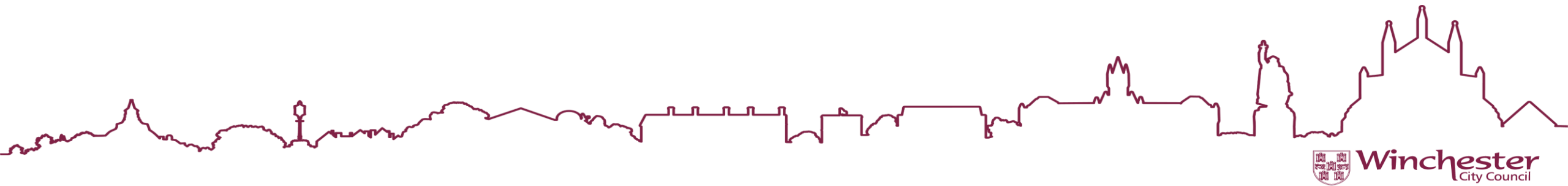


CGR & Winchester

- Undertaken previously at WCC (North Whiteley in 2023, West of Waterlooville and Littleton & Harestock in 2018)
- Most commonly used to establish new parish/ town councils in areas that were previously unparished or where there has been substantial population growth/ new development.
- The idea has been previously proposed for the urban area of Winchester but at the time the Winchester Town Forum was considered a more appropriate vehicle for representation of the views of residents of the unparished town area



What services are provided?



Services provided by parish/ town councils

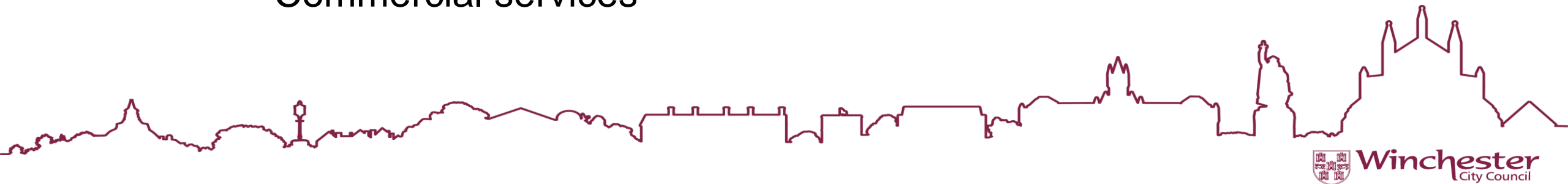
Wide ranging discretionary powers to complement/ enhance existing provision

- Allotments (the only statutory parish council service)
- Open spaces and public realm
- Public toilets
- Community centres and play areas
- Street cleaning and lighting
- Cemeteries
- Bus shelters/ community transport
- Crime reduction/ community safety measures
- Community events and celebrations



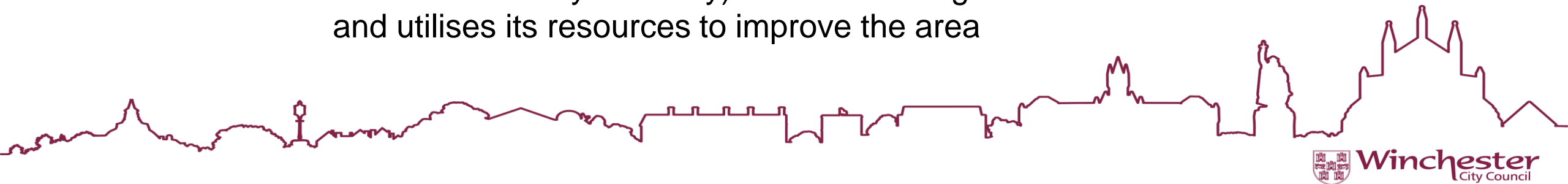
Services that are not provided by parish/ town councils

- Regulatory functions e.g. planning, licensing, environmental health
- On/ off street car parking (except with the consent of the County Council or Unitary Authority as Highways Authority for the area)
- Commercial services



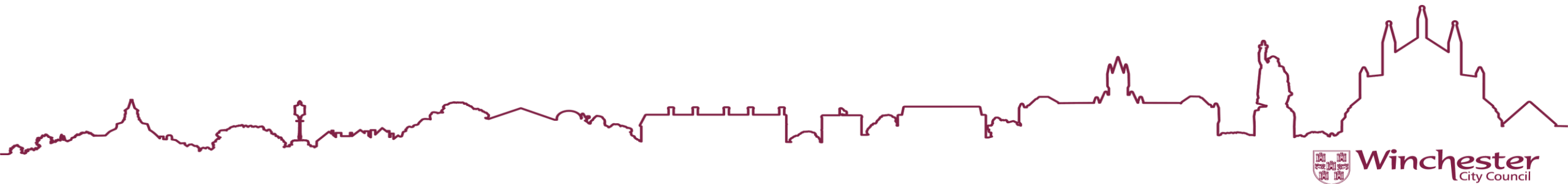
Town Council's influencing role

- Provide a focus for representing local issues and the area's identity
- Champion residents and local businesses and represent Winchester's interests
- Act as a statutory consultee, give its collective view on planning applications
- Make external funding bids
- Promote cultural events
- Not a replacement for the current Winchester City Council (or a successor unitary authority) but works alongside other authorities and utilises its resources to improve the area

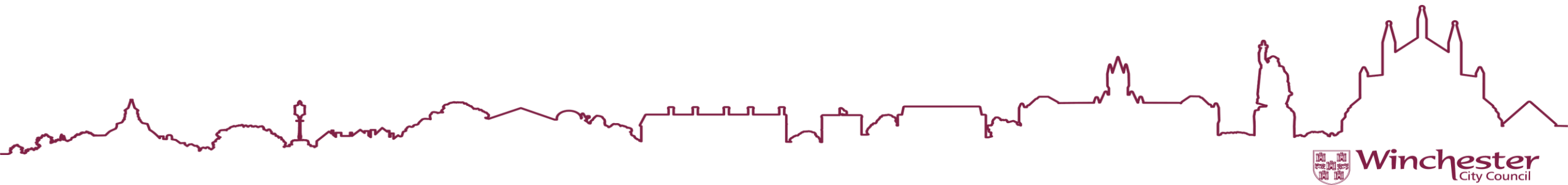


Why Now?

- Request received from Winchester Town Forum to consider.
- Winchester City Council area currently has 44 parish/ town councils and 4 parish meetings, but the built-up areas of Winchester are unrepresented at parish/ town council level
- Local Government Reorganisation will result in the formation of a larger potentially more remote unitary authority where democratic representation will potentially reduce from a 1:2500 councillor: population ratio to around 1:5000
- Parish/ town councils can be an effective way of safeguarding and promoting local services.

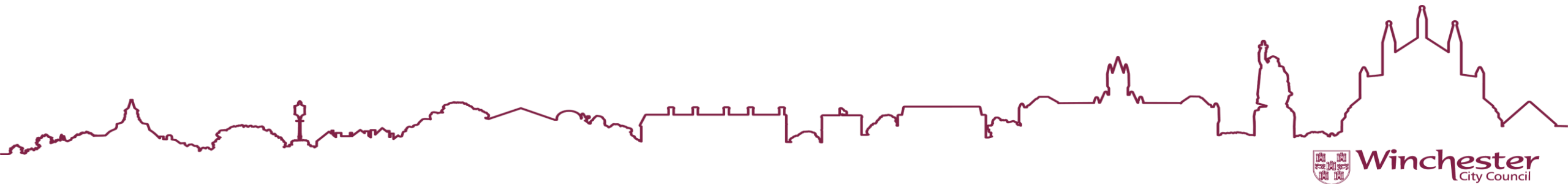


How will this be undertaken?



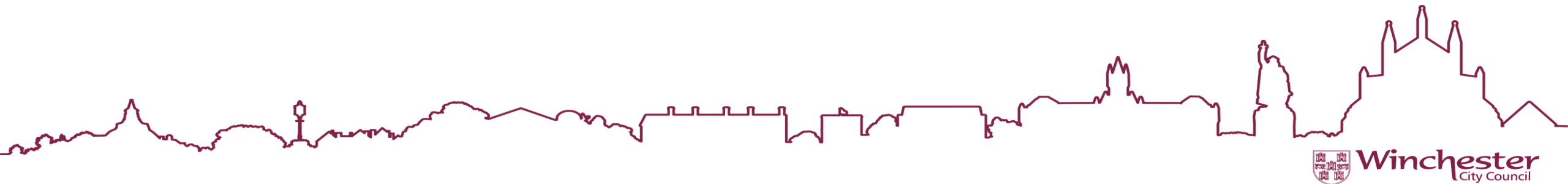
How is this undertaken (1)

- Pre-commencement engagement with potentially affected ward members/ existing parishes to inform terms of reference
- Establishment of project team consisting of officers from Legal, Democratic/ Electoral Services, Communications, Finance, Community Engagement, Policy, GIS
- Identification of assets/ service contracts affecting the area under review
- Prepare draft terms of reference for consideration/ approval by Licensing & Regulatory Committee



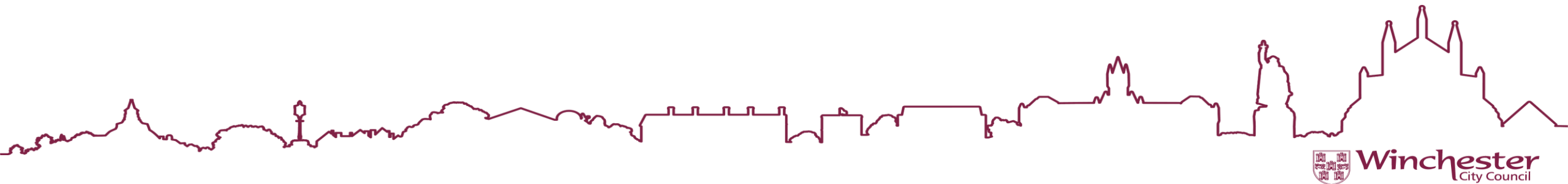
How is this undertaken (2)

- Establish member group to review/ consider consultation responses
- Initial resident consultation on draft Terms of Reference
- Consider submissions received and prepare draft recommendations
- Consultation on draft recommendations and final recommendations prepared



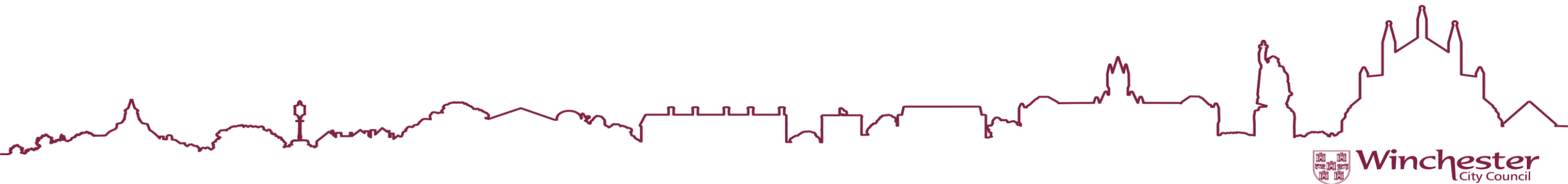
How is this undertaken (3)

- Consider submissions received and prepare final recommendations which include a schedule of assets to be transferred
- In more complex cases a third round of consultation may be required to refine recommendations
- Final recommendations considered by full Council meeting and recommendations published/ resolution to make a Reorganisation Order



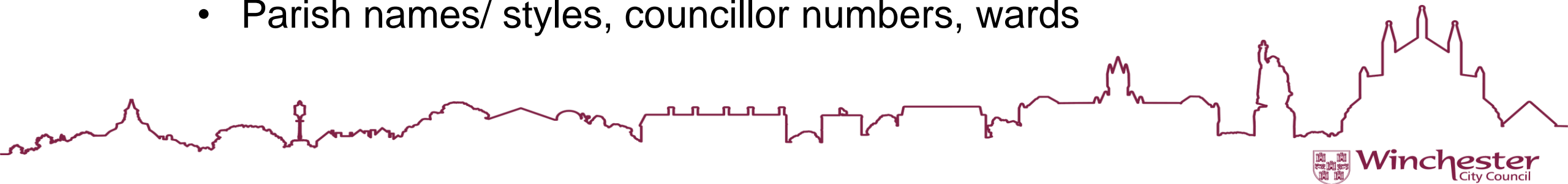
How is this undertaken (4)

- Reorganisation Order made by Council
- Precept charge determined by Council for new parish/ town council for 1st year of operation
- 1st April – new parish/ town council is established
- May – first town/ parish council elections take place
- New council is operational
- Assets and services transferred

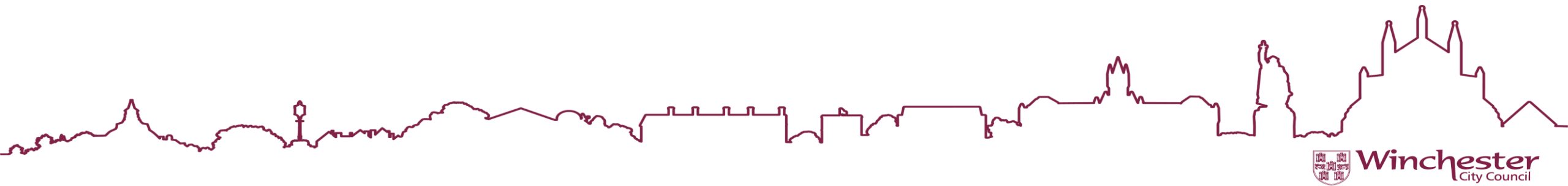


What is included in the Terms of Reference

- Context/ purpose and scope of the CGR
- Identify area under review
- Review timetable
- Plan for consultation and decision making
- Present structure of parishes/ governance arrangements and boundaries
- Parish names/ styles, councillor numbers, wards



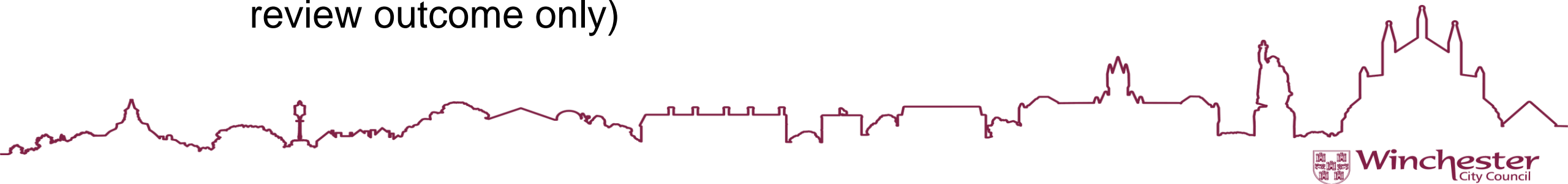
Consultation & Engagement



Consultation

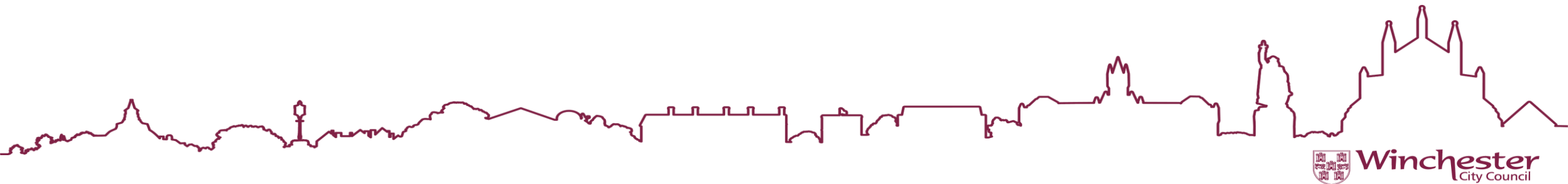
Who must be consulted?

- Local residents within the area under review
- County council (duty to inform review underway)
- Affected existing parish/ town councils
- Local businesses and residents' associations
- Other stakeholders e.g. local schools, health bodies, local voluntary organisations
- Local Government Boundary Commission for England (copy of review outcome only)



How will consultation be undertaken?

- No minimum period but will typically be for 6-12 weeks per occasion (LGA guidance)
- Press release
- Local media & social media
- Council & parish newsletters/ notice boards
- writing to stakeholder groups
- Public events
- WCC emailed resident newsletter



Engagement

- 4 Gunning Principles on consultation
- Consultation to be undertaken when proposals are at an early stage and capable of being influenced by responses
- Must be sufficient information to allow intelligent consideration
- Must be adequate time for consultees to consider and respond
- Conscientious consideration must be given to the consultation responses prior to making a decision

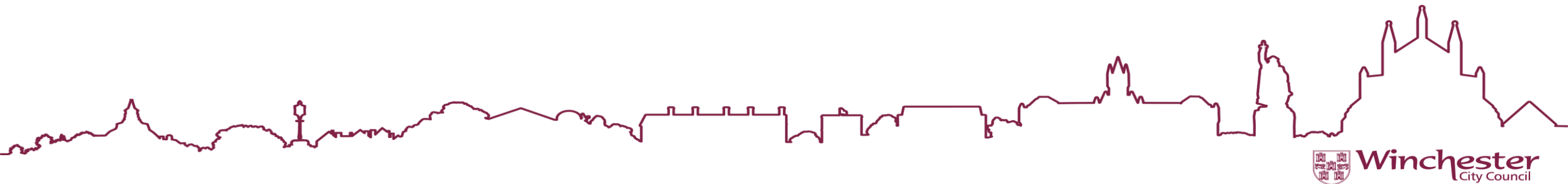
CGR Assessment

The council is required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area, and;
- Is effective and convenient

In doing so the review is required to take into account:

- The impact of community governance arrangements on community cohesion
- The size, population and boundaries of a local community or parish

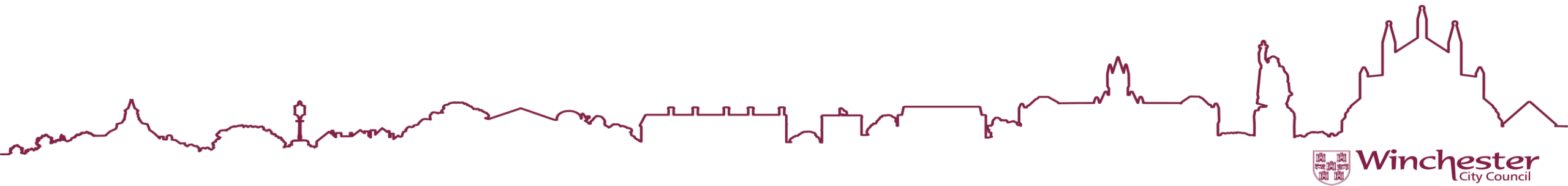


Which areas will be under review ?

Not yet determined but likely to include:

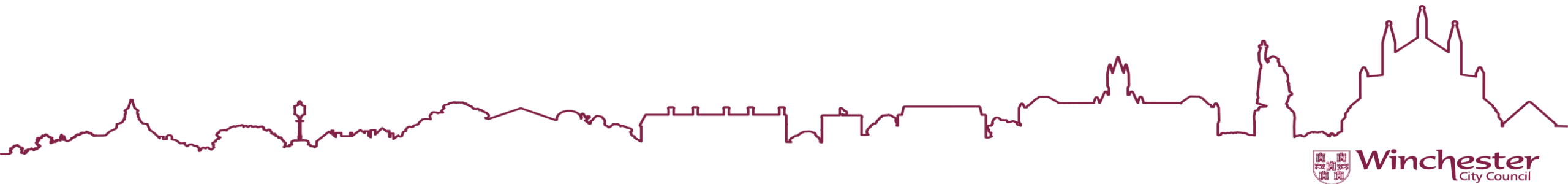
- The 5 WCC wards which comprise the Winchester Town Forum area (St Bartholomew, St Paul, St Barnabas, St Luke and St Michael) to include that part of St Barnabas ward that also forms part of Littleton and Harestock Parish Council's area
- Kings Barton area of Headbourne Worthy Parish Council's area
- Other areas that are built up, adjoin the WCC town wards and identify strongly with Winchester as a place plus any existing anomalies that are identified during the mapping process and can be easily resolved during this process.

Finances and Funding



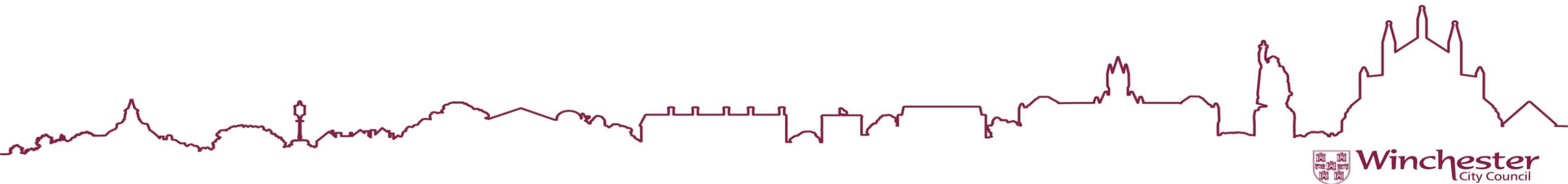
Funding of parish/ town councils

- Funded by a precept (additional charge) on council tax bill
- Vary greatly depending on services being provided e.g. range from circa £50 per annum (based on Band D) for a very small parish with very few assets/ services to circa £400 per annum for a large city council with a wide range of assets and services



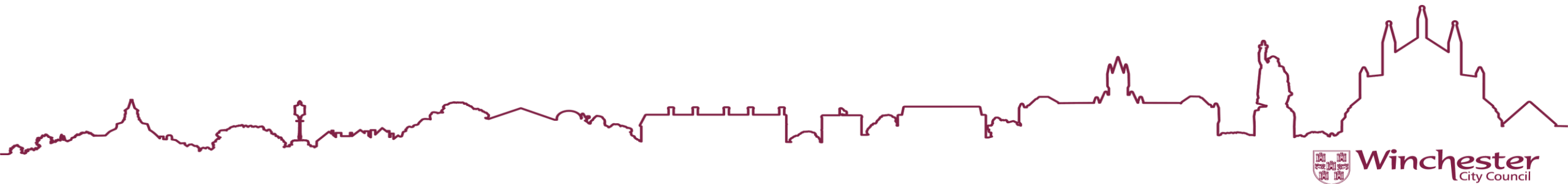
Asset/ Service Transfer

- Should be services lead e.g. asset reasonably required to deliver a particular service
- Must be rational, follow procedural requirements and be for proper purpose
- Can be undertaken after creation of new councils on request



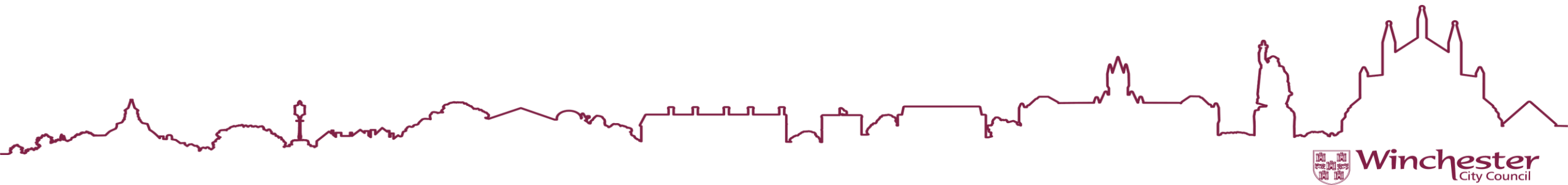
Finances/ Precept

- Funded by a precept (additional charge) on council tax bill
- WTF currently funded by additional payment circa £90 per annum for Band D
- Calculated based on previous years cost plus a forecast uplift
- Initial precept collected by WCC to fund first year of services in same way as current WTF payment



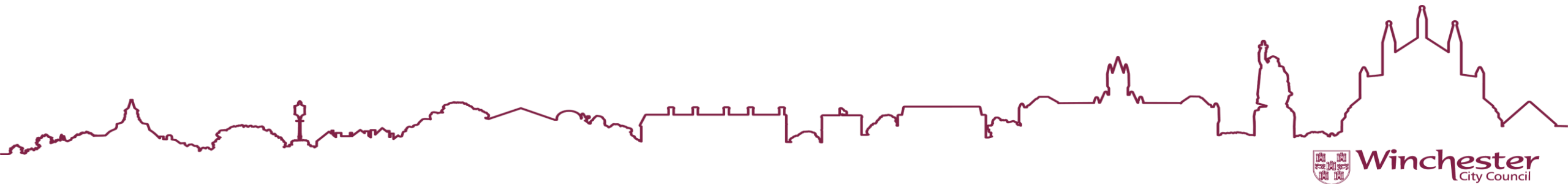
Winchester City Status / Mayoralty and Coat of Arms

Page 45



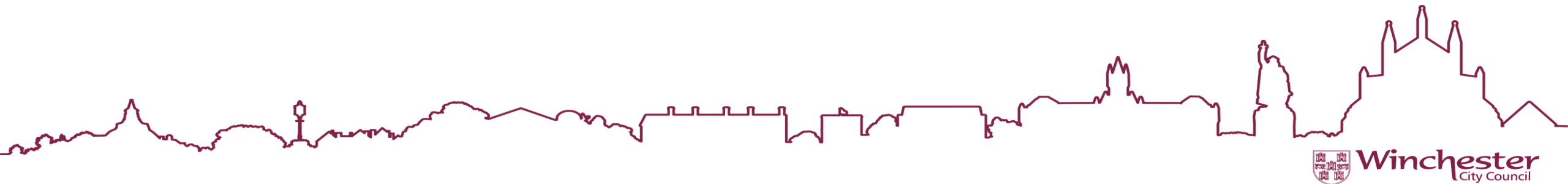
Winchester City Status / Mayoralty and Coat of Arms

- Imperative that Winchester preserves its ancient city status, mayoralty and coat of arms
- The Local Government Reorganisation (LGR) process poses a potential risk to this, and Rochester managed to lose its city status in 1998 as a result of LGR in Kent and has battled unsuccessfully since to restore it.
- Logical to try and transfer the City status, mayoralty & coat of arms to a new town council rather than a unitary authority covering a far wider area.
- This is an arcane process that involves potentially 3 petitions to the King and assistance of the York Herald at the College of Arms.

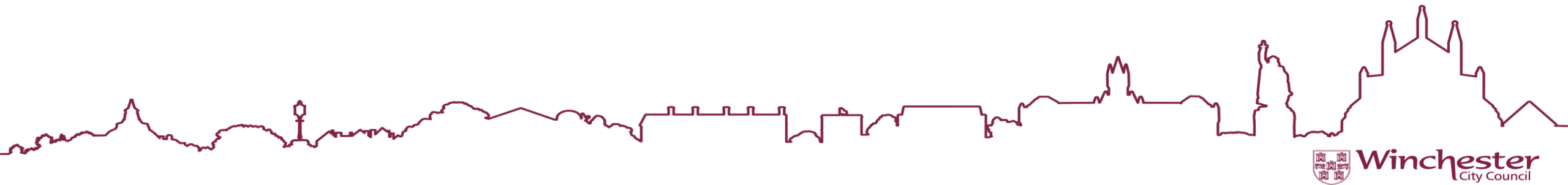


Winchester City Status / Mayoralty and Coat of Arms (2)

- This cannot be undertaken until a new town council is created and the process will be commenced in April 2027 when the new Town council is established to allow time for this to take place prior to completion of LGR
- The new town council will be established as a parish council but can style itself as a town council by a decision at its first meeting. Once the city status is transferred by Royal Charter it can resolve to style itself a 'city council'
- Further advice still required/ being sought on novel civic/ heraldic issues

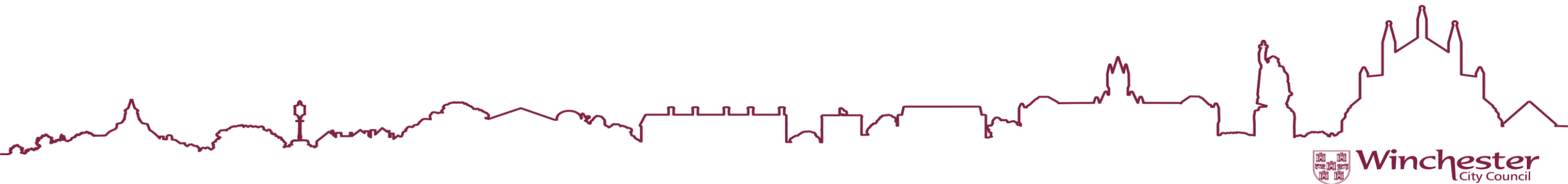


And Finally....



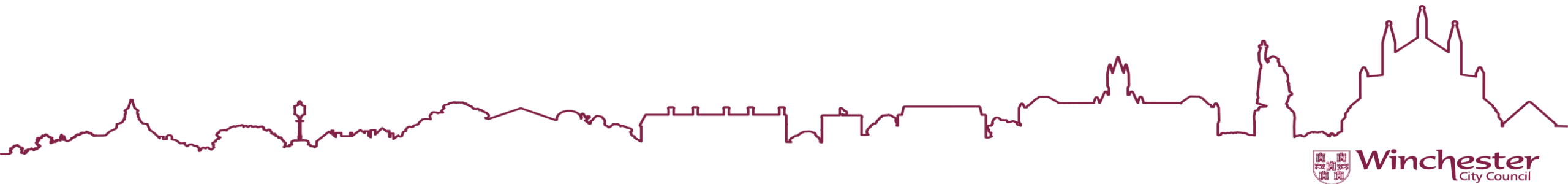
Next Steps

- Early engagement
- Timetable for implementation
- Assets and contracts scoping
- Project team
- Draft terms of reference – Licensing & Regulatory Committee
- Member task and finish group

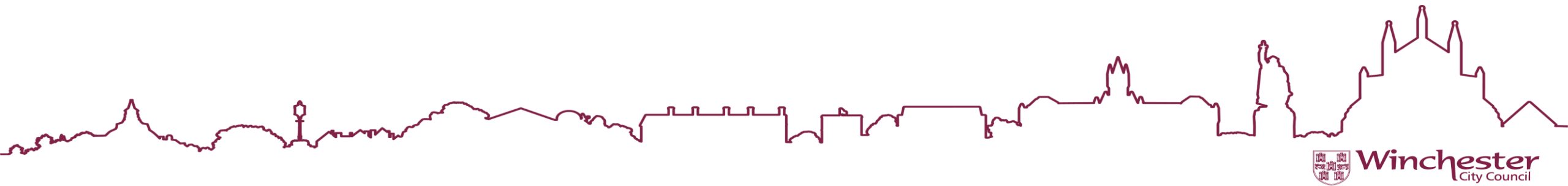


Action Plan

- May/ June 2025 - Establish officer project group
- June 2025 – briefing for Winchester Town Forum
- June 2025 – Licensing & Regulatory Committee/ establish member task and finish group
- June 2025 - briefing for potentially affected parishes
- September 2025 - Consideration of draft terms of reference by Licensing & Regulatory Committee
- September to November – First round of public consultation



Questions and close



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REPORT TITLE: WORK PROGRAMME AND ANNUAL APPOINTMENTS TO
INFORMAL GROUPS FOR 2025/26

REPORT OF THE CHAIRPERSON

12 JUNE 2025

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 2025/26.

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 Appendices 1 and 2 of the report, agrees the matters it wishes to consider during the 2025/26 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) re-appoint the informal groups as shown in paragraph 11.2 and (b) establish any additional informal groups.
3. That the forum agrees the membership of the informal groups for 2025/26 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 would continue to 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 the informal group last year which centred on streets and spaces continues to 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 would continue to 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 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 2025/26 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 2025/26 draft programme in Appendix 2.

11.2 Informal Group Membership in 2024/25

During the previous municipal year 2024/25, the forum appointed the following informal groups. The current memberships of each group are shown below.

- (i) Winchester Town Forum (Streets and Spaces) Informal Group
Members: Cllrs: Wise (Ch), Batho, Learney, Tod, Thompson and Westwood
Lead Officer: C Williams
- (ii) Winchester Town Forum (Climate and Open Spaces) Informal Group
Members: Cllrs: Batho (Ch), Becker, Learney and Tippet-Cooper
Lead Officer: R Smith
- (iii) Winchester Town Forum (Account) Informal Group
Members: Cllrs: Learney (Ch), Reach, Tod and Wise
Lead Officer: D Kennedy
- (iv) Winchester Town Forum (Culture) Informal Group
Members: Cllrs: Tippet-Cooper (Ch), Eve, Morris, Thompson and Westwood
Lead Officer: A Gostelow
- (v) Winchester Town Forum (Grants and Community Empowerment) Informal Group
Members: Cllrs: Batho (Ch), Becker and Scott
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 2024/25

Appendix 2: Draft Work Programme for 2025/26

2024/25 Agenda Items

The forum met three times in 2024/25. The table below lists the business items for each of those meetings.

<u>Meeting Date</u>	<u>Agenda Item</u>
13/06/24	MEETING CANCELLED DUE TO GENERAL ELECTION
12/09/24	<ul style="list-style-type: none"> Winchester Town Account Financial Planning 2024/25 Update from Stagecoach (Verbal Update)
11/11/24	<ul style="list-style-type: none"> Winchester Town Account Medium Term Financial Position (Draft Budget Options) Open Spaces and Grounds Maintenance - IDV Contract discussion (Verbal Update) Town Forum Grant Programme Update
23/01/25	<ul style="list-style-type: none"> Request for Governance Review Winchester Town Account Budget for 2025/26 (to be recommended to Cabinet)
10/03/25	MEETING CANCELLED DUE TO LACK OF BUSINESS

WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

12 JUNE 2025					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
			Original	Revised	
	Response to the request of Winchester Town Forum for a Community Governance Review	Gareth John	12 June 2025		WTF339 & Presentation
	Town Forum Informal Group Appointments and Work Programme for 2025/26	Simon Hendey/Claire Buchanan	12 June 2025		WTF338
11 SEPTEMBER 2025					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
			Original	Revised	
	Winchester Town Account Financial Planning 2025/26 (Initial draft Medium Term Financial Projections and assumptions for 2025/26 to 2029/30)	Darren Kennedy	11 September 2025		

10 NOVEMBER 2025					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Town Forum Grant Programme Update	Melissa Fletcher/Jane Chuhan	10 November 2025		TBC
	Winchester Town Account Medium Term Financial Position (Draft budget options)	Darren Kennedy	10 November 2025		
22 JANUARY 2026					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Winchester Town Account Budget for 2026/27 (to be recommended to Cabinet)	Darren Kennedy	22 January 2026		
9 MARCH 2026					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	No items at present				