

REPORT TITLE: 2018/19 WORK PROGRAMME AND APPOINTMENTS

13 JUNE 2018

REPORT OF PORTFOLIO HOLDER: Councillor Stephen Godfrey, Portfolio Holder for Professional Services

Contact Officer: Claire Buchanan, Senior Democratic Services Officer Tel No: 01962 848438 Email cbuchanan@winchester.co.uk

WARD(S): TOWN WARDS

PURPOSE

This report sets out the Forum's draft work programme for the new Municipal Year.

The Forum is also asked to consider its appointments to the Informal Groups established during the previous Municipal Year. The previous membership and terms of reference of these Groups are set out within the report.

RECOMMENDATIONS:

1. That the Forum agrees matters it wishes to consider during the 2018/19 Municipal Year and delegates to the Strategic Director: Services, in consultation with the Chairman, authority to set the detailed work programme.
2. That the Forum considers whether it wishes to re-appoint the following Informal Groups:
 - i) Winchester Town Forum (Account Informal) Group (4 Members and Officer Representative: Darren Kennedy, Finance Manager (Strategic Finance).
 - ii) Winchester Town Forum (Town Account Grants) Informal Group (5 Members and Officer Representative: Susan Robbins (Corporate Head of Engagement)
 - iii) Winchester Town Forum (St Maurice's Covert) Informal Group (5 Members and Officer Representative: Simon Finch (Corporate Head of Regulatory) + BID and stakeholder representatives)

- iv) Representative on the Walking Strategy Group (1 representative)
- v) Winchester Town Forum (North Walls) Informal Group (6 Members and Officer Representative: Susan Croker, Head of Landscapes and Open Spaces)
- vi) Winchester Town Forum (Local Democracy and Decision Making) Informal Group (6 Members and Officer Representative: Joseph Holmes, Strategic Director: Resources)
- vii) Winchester Town Forum (Town Improvement) Informal Group (6 Members and Officer Representative: Simon Finch, Corporate Head of Regulatory)

1 COUNCIL STRATEGY OUTCOME

1.1 This paper seeks to ensure that:

- a) the Town 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 these objectives support the corporate outcome of being an Efficient and Effective Council.

2 FINANCIAL IMPLICATIONS

2.1 Currently none, beyond the cost of room hire and officer support from within existing budgets. 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.

3 SUPPORTING INFORMATION:

The 2018/19 Municipal Year

3.1 The Forum is now a well established part of the Council's democratic process and Cabinet has previously indicated its support for the Forum playing a greater role in providing a 'Winchester voice' on issues that affect the Town area.

3.2 In considering which subjects the Forum should discuss in the coming year, Members should refer to:

- i) Vision for Winchester Document (as set out on the Council's website)
- ii) Winchester Town Forum's Terms of Reference (as set out on the Council's website)
- iii) Issues considered by the Forum in the previous year (Appendix 1)
- iv) Latest Forward Plan (as set out on the Council's website - copies available at the meeting)

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

3.4 For information, the initial draft work programme for the Forum is set out below:

Wednesday 13 June 2018

- District Wide Playing Pitch Strategy
- KGV Recreation Facilities (Briefing Paper)
- 2018/19 Work Programme and Appointments

Wednesday 12 September 2018

- Community and Voluntary Sector Grants Review (CAB3047)
- Winchester Town Forum Governance
- Local Plan Refresh - Update
- Winchester Town Account Financial Strategy 2019/20
- Progress on the Winchester Town area traffic and movement study

Wednesday 14 November 2018

- Winchester Town Account Medium Term Financial Position
- Annual Update on Play Area Improvements

Thursday 17 January 2019

- Proposed Core Grant Allocations for 2019/20
- Winchester Town Account Budget for 2019/20 (to be recommended to Cabinet)

Thursday 21 March 2019

- Winchester Night Bus Service Update

4. Informal Groups

- 4.1 During the previous Municipal Year, the Forum appointed the following Informal Groups and should consider whether it wishes to re-appoint these Groups and nominate Members as necessary:

Town Account Informal Group

- 4.2 In 2017/18 the membership comprised of Councillors Weir (Chairman), Burns, Learney, Mather and Thompson, together with Officer Representation from Darren Kennedy, Finance Manager (Strategic Finance).
- 4.3 The Group had agreed its terms of reference as:

“To make recommendations on the draft financial strategy to the Winchester Town Forum and that the Group examine the detailed heads of terms in the budget, with a view to making recommendations in assisting in the budget process.”

- 4.4 It is recommended that this Group be re-appointed on the same terms.

Town Account Grants Informal Group

- 4.5 In 2017/18, its membership comprised of Councillors Scott (Chairman), Berry, Elks, Learney and Tait, together with Officer Representation from Eloise Appleby, Assistant Director (Economy and Communities).
- 4.6 In volunteering to serve on this informal group, Members should be mindful of the restrictions placed on them by the Code of Conduct. From this, Members who are officeholders or otherwise clearly active (for example, on the management board) in any of the organisations that have submitted an application will have a personal and prejudicial interest and should take no part in the consideration of that *particular* organisation’s applications. Members are reminded that the Code makes no distinction between whether or not the Member was appointed to the body concerned as a Council representative, because the potential for conflict can arise in either case.
- 4.7 It is recommended that this Group be continued.

Winchester Town Forum (St Maurice’s Covert) Informal Group

- 4.8 In 2016/17, its membership comprised of Councillors Hutchison, Mather, Tait and Tod together with Officer Representation from Eloise Appleby, Assistant Director (Economy & Communities) or representative and Catherine Turness, Winchester Business Improvement District (BID) plus other stakeholders as invited attendees.
- 4.9 At its meeting held on 11 September 2013, the Forum agreed to re-convene this Group to consider with officers the contents for the brief for the improvement for St Maurice’s Covert and to suggest any additional issues they would like to see included in the brief for consultants. The Town Forum received a report on progress at the meeting held on 20 September 2017.
- 4.10 It is recommended that this Group be continued into 2018/19.

Town Forum Representative on the Walking Strategy Group

- 4.11 In 2017/18 Councillor Hiscock was appointed as the Town Forum’s representative on the Walking Strategy Group.
- 4.12 It is recommended that the Town Forum continues to appoint a representative to this Group.

Winchester Town Forum (North Walls) Informal Group

- 4.13 In 2017/18, its membership comprised of Councillors Burns, Elks, Hutchison, and Tait, together with Officer Representation from Susan Croker, Head of Landscapes and Open Spaces.
- 4.14 This Group was created at the Town Forum meeting held on 21 June 2017 in order to engage in providing an understanding to third party groups by looking at the direction going forward in respect of North Walls. It was suggested that the terms of reference for this Group be discussed at its first meeting.
- 4.15 It is recommended that this Group be continued into 2018/19.

Winchester Town Forum (Local Democracy and Decision Making) Informal Group

- 4.16 In 2017/18, its membership comprised of Councillors Thompson (Chairman), Hutchison, Tod and Weir, together with Officer Representation from the former Head of Legal and Democratic Services.
- 4.17 This Group was created at the Town Forum meeting held on 27 June 2016 with a purpose of looking at greater democracy in the area as a result of devolution going forward. During 2017/18 no meeting of the Group has taken place. As a result, the Forum are asked to give consideration to the re-appointment of this Group for 2018/19.

Winchester Town Forum (Town Improvement) Informal Group

- 4.18 In 2017/18, its membership comprised of Councillors Berry, Hiscock, Hutchison, Mather, Scott and Tait, together with Officer Representation from Simon Finch.
- 4.19 This Group was created at the Town Forum meeting held on 27 June 2016 where it was suggested that the brief for this Group be discussed at its first meeting. At its meeting on 21 September 2017, the Forum acknowledged that it was intended to progress the work regarding St Maurice's Covert before examining the wider issues regarding town centre improvements.
- 4.20 It is recommended that the Group be continued into 2018/19.

BACKGROUND DOCUMENTS

None

APPENDICES

Appendix 1: Issues previously considered by the Forum in 2017/18
Appendix 2: Work Programme 2018/19 - Schedule of Business

Appendix 1**Review of the 2017/18 Municipal Year**

In considering which subjects the Forum might want to discuss in the coming year, Members may find the following review of the previous year useful:

21 June 2017

- Presentation by Space, Place-Making and Urban Design Group (SPUD) – Handlebar Café Update (Oral Report)
- Draft BID Proposals – Presentation by Catherine Turness, Winchester BID (Oral Report)
- Work Programme and Appointments 2017/18 (WTF252 refers)

20 September 2017

- Winchester Town Account Financial Strategy 2018/19 (WTF254 refers)
- City of Winchester Movement Strategy September 2017 (Briefing Paper)
- Pavilion Project Update (WTF255 refers)
- Enhancing St Maurice's Covert Update (CAB2958 refers)
- Trade Waste Initiative (CAB2971 refers)
- Funding for the Handlebar Café (CAB2930 refers)

15 November 2017

- Chesil Theatre Development Scheme – Update from Flavia Bateson of Winchester Dramatic Society (Oral Update)
- Winchester Care Club – Presentation by David Coyle, Enterprise Holdings (Oral Report)
- Winchester Town Account Medium Term Financial Position (WTF254 refers)
- Annual Update on Play Area Improvements (WTF256 refers)

24 January 2018

- Proposed Core Grant Allocations for 2018/19 (CAB3010 refers)
- Winchester Town Account Budget for 2018/19 (WTF258 refers)
- Winchester Future 50: Community Conservation Area Management (WTF259 refers)

28 March 2018

- Winnall Planning Framework Update (WTF260 refers)
- Progress on the Vision for the Theatre Royal – Presentation by Deryck Newland, Chief Executive Officer (CEO) of Live Theatre Winchester Trust (Oral Report)
- Removal of Commercial Waste Bins from the Town Centre – Progress Update (Oral Report)
- Pavilion Project Update (Briefing Paper)
- Winchester Night Bus Service Update (WTF261 refers)

**WINCHESTER TOWN FORUM - WORK PROGRAMME FOR 2018/19
SCHEDULED ITEMS OF BUSINESS**

APPENDIX 2

13 JUNE 2018						
REPORT NO.	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
-	District Wide Playing Pitch Strategy	Susan Croker	13 June 2018		Report	
	KGV Recreation Facilities	Coral Rogers	13 June 2018		Briefing Paper	
262	2018/19 Work Programme and Appointments	Claire Buchanan	13 June 2018		Report	
12 SEPTEMBER 2018						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
	Community and Voluntary Sector Grants Review	Susan Robbins	12 Sept 2018		Report	CAB3047
	Winchester Town Account Financial Strategy 2019/20	Darren Kennedy	12 Sept 2018		Report	
	Winchester Town Forum Governance	Lisa Kirkman	12 Sept 2018		Report	
	Local Plan Refresh – Update	Jenny Nell	12 Sept 2018		Report	

	Progress on the Winchester Town area traffic and movement study	Simon Finch	12 Sept 2018		Report	
14 NOVEMBER 2018						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
	Winchester Town Account Medium Term Financial Position	Darren Kennedy	14 November 2018		Report	
	Annual Update on Play Area Improvements	Susan Croker	14 November 2018		Report	
17 JANUARY 2019						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
			Original	Revised		
	Proposed Core Grant Allocations for 2019/20	Susan Robbins	17 January 2019		Report	
	Town Account Budget for 2019/20	Darren Kennedy	17 January 2019		Report	
21 MARCH 2019						
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/CO MMENTS
			Original	Revised		

	Winchester Night Bus Service Update	Simon Finch	21 March 2019		Report	
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