

REPORT TITLE: REVISED TERMS OF REFERENCE FOR MAJOR
DEVELOPMENT AREA FORA

23 JUNE 2021

REPORT OF CABINET MEMBER: Cllr Russell Gordon-Smith - Cabinet Member for
Built Environment

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WARD(S): DENMEAD, THE WORTHYS, SOUTHWICK AND WICKHAM,
WHITELEY AND SHEDFIELD,

PURPOSE

This report seeks approval for the establishment of a single terms of reference to be adopted for the fora of all major development areas (MDA) in the District.

The terms of reference for the existing 3 MDA's are not the same, and whilst each MDA is at a different stages of development, this single terms of reference ensures a consistent approach to how each fora operates, transitioning from planning led to community-led over time.

RECOMMENDATIONS:

1. That the revised terms of reference for MDAs attached at Appendix 1 to this report be adopted and reviewed annually.

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 Major development ensures the delivery of new housing and associated infrastructure including significant areas of open space. They are built to modern building regulation standards.
- 1.3 Homes for all
- 1.4 Major development areas deliver a variety of homes, from market to affordable housing.
- 1.5 Vibrant local economy.
- 1.6 Major development areas provide mixed land use sustainable communities with the necessary infrastructure to support those communities.
- 1.7 Living Well
- 1.8 Major development areas provide sustainable communities with the necessary infrastructure to support those communities to live well.
- 1.9 Your Services, Your Voice
- 1.10 A key part of the Fora is to provide a mechanism for local elected members and the wider community to contribute and shape the initial development process and the new community as it grows.

2 FINANCIAL IMPLICATIONS

- 2.1 None.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None

4 WORKFORCE IMPLICATIONS

- 4.1 The resource requirements for the fora will be officer time in preparing reports, attending the fora meetings and preparation of the minutes. As these are non-decision making meetings they can continue to operate virtually reducing room hire costs.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

6 CONSULTATION AND COMMUNICATION

6.1 Chair of each forum has been consulted and contributed to the revised terms of reference.

6.2 The fora meet approximately 3 times a year. The terms of reference ensure ward members, parish councils and new community groups play an integral role in shaping the growing community.

7 ENVIRONMENTAL CONSIDERATIONS

7.1 None

8 EQUALITY IMPACT ASSESSEMENT

8.1 None

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required

9.2 RISK MANAGEMENT

Risk	Mitigation	Opportunities
Financial Exposure	N/A	N/A
Exposure to challenge	N/A	N/A
Innovation	N/A	N/A
<i>Reputation - Some decisions taken without local engagement may make residents feel they are not involved in helping to shape new communities</i>	Ensure new residents are aware of the fora and invited to attend and participate.	Gives the Council the opportunity to enhance its reputation by local engagement.
Achievement of outcome	N/A	N/A
Property	N/A	N/A
Community Support – <i>new residents will not engage with the fora</i>	Ensure new residents are aware of the fora and encouraged to attend and participate. Information in new resident packs. Use site notices, leaflets, and promotion of meetings by parish councils.	Further opportunities to engage with our residents and communities

Timescales– <i>Fora will meet 3 times per municipal year</i>	N/A	N/A
Project capacity	N/A	N/A
Other	N/A	N/A

10 SUPPORTING INFORMATION:

- 10.1 The City Council currently has 3 major development areas (MDA) in the district. All have planning permission, but each are at different stages of their development. West of Waterlooville is the most advanced with an established local community residing in over 1000 homes, Kings Barton is well underway with a new growing community living in 310 dwellings, and North Whiteley, which is the most recent, is making fast progress with 202 residential properties built and occupied.
- 10.2 The current terms of reference for each forum is different, and whilst it is recognised that the nature of the forum will change as the MDA progresses, it is proposed to review the terms of reference now to ensure consistency across the 3 fora, as well as recognising the different stage that each may be at. As development at each MDA progresses, and the community becomes increasingly established, the main role of the fora will move from being planning-led to community-led. .
- 10.3 The fora are not decision making bodies but provide a mechanism for ward members, parish councils and the new communities to discuss issues of design, implementation and community development. They can make recommendations on suitable arrangements relating to democracy and community representation.
- 10.4 The life span and nature of the role of the fora will evolve as development progresses. Stage 1, the planning stage, focuses on the initial master planning of the MDA, granting of outline consent and other issues associated with the beginning of works on site. Stage 2 relates to recognising and empowering the emerging community to help shape its future as planning permissions are implemented and building continues, and Stage 3 concentrates on consolidating the growing community and agreeing governance arrangements for the community to take over the role performed by the fora in the longer term. North Whiteley and Kings Barton are both at stage 2 in this process and West of Waterlooville is moving towards stage 3 whilst there are still some 1865 homes to be built. It should also be noted that the Joint Planning Committee with Havant Borough Council will be re-appointed for 2021/22.
- 10.5 This fora arrangements will be subject to an annual review.
- 10.6 Appendix 1 sets out the proposed terms of reference and identifies the key stages and objectives of the fora. It established the membership, officer

support, quorum and voting rights as well as the public speaking arrangements to ensure active participation.

11 OTHER OPTIONS CONSIDERED AND REJECTED

11.1 The Council could choose not to update the terms of reference and decide not to appoint these meetings. However it is considered that they have a valuable role to play in developing a sense of community. Ceasing their operation would not be in the interests of proper planning or community engagement.

11.2 The fora could continue indefinitely, but over time there is an increasing overlap with the work of the parish or town council and the continuing operation of a forum could cause confusion and duplication. Stage 3 will ensure a smooth transition from one to the other.

BACKGROUND DOCUMENTS:-

None

Previous Committee Reports:-

CAB1909 PROPOSED NORTH WHITELEY DEVELOPMENT FORUM 12 NOV 2009

CAB2437 ESTABLISHMENT OF THE BARTON FARM FORUM 16 JAN 2013

CAB2667 WEST OF WATERLOOVILLE FORUM – REVISED TERMS OF REFERENCE 18 MARCH 2015

Other Background Documents:-

Relevant planning decision / case files

APPENDICES:

Appendix 1 New terms of reference of the Fora

Appendix 2 Current terms of reference for North Whiteley Forum

Appendix 3 Current terms of reference for Barton Farm Forum

Appendix 4 Current terms of reference for West of Waterlooville Forum