

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

REPORT OF THE CHAIRPERSON

12 SEPTEMBER 2024

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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