

REPORT TITLE: WEST OF WATERLOOVILLE FORUM – REVISED TERMS OF REFERENCE

25 MARCH 2019

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

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WARD(S): DENMEAD / SOUTHWICK & WICKHAM

PURPOSE

The Report seeks approval for a revised set of terms of reference for the West of Waterlooville Forum.

RECOMMENDATIONS:

That the revised terms of reference for the West of Waterlooville Forum attached as Appendix 1 to the report be agreed, to take effect after the parish council election on 2 May 2019.

IMPLICATIONS:1 COUNCIL STRATEGY OUTCOME

- 1.1 The establishment of a successful community at West of Waterlooville is a priority for Winchester City Council.

2 FINANCIAL IMPLICATIONS

- 2.1 This report does not have any financial implications.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None.

4 WORKFORCE IMPLICATIONS

- 4.1 None.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

6 CONSULTATION AND COMMUNICATION

- 6.1 Comments have been sought from Havant Borough Council and Hampshire County Council but no response received to date. A verbal update will be provided at the meeting.
- 6.2 The parish councils have been closely involved in the process to undertake the Community Governance Review that led to the creation of Newlands Parish Council.
- 6.3 The Community Governance Review process included two major community consultations, which took place in January and March/April 2018. These involved a number of public events and generated more than 600 responses.
- 6.4 The process also required statutory notifications which have been carried out.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

10.1 None.

11 SUPPORTING INFORMATION:

11.1 Background

11.2 The West of Waterlooville Forum was established in May 2002 as a Winchester committee which included elected Member representation from Havant Borough Council and Hampshire County Council. The purpose of the Forum was to provide an opportunity for elected Members to discuss issues relating to the design, implementation and community development of the major development area (MDA) which straddles the Winchester / Havant border near Waterlooville. The Forum is not a decision making body, but through its guidance to developers and decision makers it has had a very real and practical influence on the content and quality of the Masterplan and the development of a successful community to date.

11.3 The terms of reference were revised in 2015 to reflect the work of the Advisory Group, established by the Forum, in assisting preparations for the establishment of a new parish council. It also formalised membership of the Forum for the existing parish councils of Denmead and Southwick & Widley. A copy of the current (2015) terms of reference is shown in Appendix 2.

11.4 The Forum has operated very constructively and has played an important role in providing a 'place' within which local communities, development interests and Council representatives can raise concerns and seek solutions across a variety of issues.

11.5 Now that the decision has been made to establish a new parish council to represent the MDA area – the Parish Council of Newlands, it is necessary to revise the terms of reference. This is exactly what was expected to happen at this point in the development and is an indication of successful progress.

11.6 Amended terms of reference

11.7 The amended terms of reference take specific account of the future role of the Parish Council of Newlands, which will represent residents living in the Winchester part of the development from 1 April 2019. Membership of the Forum is revised to include two members from the Parish Council of Newlands, replacing the two members (one each) that currently represent the Parish Councils of Denmead and Southwick & Widley.

11.8 Havant Borough has no parish councils and the Havant part of the development will therefore be unparished and administered solely by Havant Borough Council. Nevertheless, residents who live in the Havant part of West of Waterlooville will all meet the 'live within three miles' qualifying criterion for serving on the parish council and will therefore not be excluded from seeking election.

- 11.9 Confirmation is awaited that Havant Borough Council and Hampshire County Council wish to continue to be represented on the Forum with the same level of representation as under the existing terms of reference. A verbal update will be provided at the meeting.
- 11.10 The proposed amended terms of reference are attached as Appendix 1 to the report.
- 12 OTHER OPTIONS CONSIDERED AND REJECTED
- 12.1 The Forum was never intended to be a permanent part of the representational structure for West of Waterlooville and needs to have an 'exit strategy' for its work, handing over day to day representation of residents to the regular structures of governance in each district. However, this is not an appropriate time to end the work of the Forum, as many issues continue to arise that require consideration and response jointly by both Winchester and Havant Councils and the Forum is the appropriate place for such issues to be discussed.
- 12.2 Other governance options for the MDA area were considered and rejected as part of the Community Governance Review process.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

LR510; DRAFT REORGANISATION ORDER – COMMUNITY GOVERNANCE REVIEW WEST OF WATERLOOVILLE MDA; 14 JUNE 2018

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

Other Background Documents:-

None

APPENDICES:

Appendix 1 – Proposed revised Terms of Reference for the West of Waterlooville Forum

Appendix 2 – Existing Terms of Reference for the West of Waterlooville Forum

West of Waterlooville Forum – Proposed Revised Terms of Reference

The major development area at West of Waterlooville has outline planning consent and a number of phases are now complete, including all of the Taylor Wimpey section. The community is becoming established and a new parish council comes into existence on 1 April 2019.

Some aspects of the West of Waterlooville Forum role have been served and it is now revised to work with the parish council to oversee the continued development of the community.

The two primary objectives of the West of Waterlooville Forum are now as follows:

1. To comment and advise on the next stages of the implementation of the West of Waterlooville master plan, in particular major elements of community infrastructure.
2. To ensure the success of the community development activities undertaken within the development area and advise on how these should progress.

In order to achieve this at each meeting the Forum will:

1. Receive and note a report outlining the progress of the physical development of the MDA;
2. Receive and comment on a report outlining community development activities and issues arising within the MDA;
3. Receive a report and comment to the relevant authority on any major infrastructure issue yet to be resolved which affects the MDA (if any);

(These may not be separate reports but may be combined where this is expedient).

Although the Forum has no formal decision making powers it can make recommendations to the parent authorities of Havant and Winchester.

In order to do this, the Forum shall:-

- Discuss the issues which arise out of these opportunities and challenges;
- Advise the relevant decision-making authorities on these issues;
- Consider the infrastructure and facility requirements.

The Forum shall meet in public (at least 3 times per year) and shall, so far as possible, seek to engage fully with the public. There may be occasions where there is a requirement to meet in confidential session due to matters of a commercial sensitivity.

Constituent Authorities and membership

The membership of the Forum shall comprise of representatives from:-

- Havant Borough Council = 4 members (one of which shall be the vice-chairman of the Forum)
- Winchester City Council = 4 members (one of which shall be the chairman of the Forum)
- Parish Council of Newlands = 2 members.
- Hampshire County Council = 2 members

The Constituent Authorities may appoint deputy members.

Method of Working and Voting Rights

All members are expected to use their best endeavours to reach conclusions by general consensus. Where any voting members of the Forum require a formal vote to be taken, this shall be on a show of hands by those members present and voting.

Chairman

The Chairman of the Forum shall be appointed by Winchester City Council and the Vice-Chairman will be appointed from the Havant Borough Council membership.

Quorum

The Forum will be quorate if five voting members are present.

Administration

Winchester City Council shall be responsible for administration of the Forum, calling meetings and recording proceedings.

Public Participation Procedure

General

- There will be a period of 10 minutes maximum at the beginning of each Forum meeting when the Chairman invites the public, including interested groups, to raise any general matters of interest and/or matters relating to the work of the Forum. Detailed matters relating to the agenda will not be accepted at this point, as there will be an opportunity for these to be heard under the appropriate agenda item. As is the usual practice for general public participation, however, Officers and Members may not be able to immediately respond at the meeting to points raised by the public where these relate to non-agenda items.

Consideration of Individual Agenda Items

- After an Officer has introduced an agenda item, the Chairman will invite public participation on matters relating to that agenda item. At this point, a period of ten minutes (subject to the Chairman's discretion) will be allowed for public comments. During this period, members of the public, including local interest groups will be able to object, support or ask questions directly relating to the agenda item and the comments of the Officer's presentation.
- An individual speaker will be limited to a maximum of three minutes per agenda item. Where a number of members of the public wish to speak, they will agree to the maximum allocation of the ten minute period for the public participation. The Committee Administrator will assist in this process before the start of the meeting. The Chairman will retain a general discretion to manage the public speakers process and may limit individual speakers to less than three minutes or take other steps necessary in order to maximise public participation in an appropriate way. The extension of the total 10 minute allowed for the public participation on any one item will be at the Chairman's discretion.
- There will be no further opportunity for the public to comment on an agenda item once the period of public participation has ended, even if the prescribed period has not been reached. The subsequent discussion, consideration and decision on the matter is then passed to Forum Members.
- Members and Officers will not provide immediate response to public comments raised from the floor. All comments and enquiries will be noted and the Chairman will invite Officer/Members to respond to specific points during the questions and debate period of the meeting.
- Members of the public who wish to speak should wherever possible contact the Committee Administrator before the start of the meeting (preferably by telephone or email prior to the day of the meeting to register their wish to speak) so that as many people as possible can speak during the public participation sessions (this list will be given to the Chairman before the start of the meeting).
- Once the period of public participation has drawn to a close, there will be an opportunity for elected members who are not on the Forum (relevant Portfolio Holders) to speak in advance of questions and debate amongst Forum Members, at the Chairman's discretion. This may include any councillors from Winchester City Council and Havant Borough Council.
- The Forum will then debate the item.

- The Chairman will then invite Officers to respond to any public comments raised from the floor, where appropriate, a vote will be taken to reach a formal recommendation on the agenda item.

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West of Waterlooville Forum – Existing Terms of Reference

The major development area at West of Waterlooville has outline planning consent and several phases are now under way. The community is beginning to take shape and to find its own voice.

The initial purpose of the West of Waterlooville Forum has been served and it is now revised to oversee the transition from new community to established community.

The three primary objectives of the West of Waterlooville Forum are now as follows:

1. To comment and advise on the next stages of the implementation of the West of Waterlooville master plan, in particular major elements of community infrastructure.
2. To ensure the success of the community development activities undertaken within the development area and advise on how these should progress.
3. To secure the establishment of appropriate local democratic structures for the emerging community that will take responsibility for representing the area from April 2016.

In order to achieve this at each meeting the Forum will:

1. Receive and note a report outlining the progress of the physical development of the MDA;
2. Receive and comment on a report outlining community development activities and issues arising within the MDA;
3. Receive a report and comment to the relevant authority on any major infrastructure issue yet to be resolved which affects the MDA (if any);
4. Receive and comment on a report from the West of Waterlooville Advisory Group on the progress of the establishment of new parish level arrangements for representing the MDA in Winchester District and new neighbourhood level arrangements in Havant Borough.

(These may not be separate reports but may be combined where this is expedient).

Although the Forum has no formal decision making powers it can make recommendations to the parent authorities of Havant and Winchester on the most suitable arrangements for democratic and community representation within the MDA with a target that such arrangements become fully functioning from April 2016 at which point the Forum will be wound up.

In order to do this, the Forum shall:-

- Discuss the issues which arise out of these opportunities and challenges;
- Advise the relevant decision-making authorities on these issues;
- Consider the infrastructure and facility requirements.

The Forum shall meet in public (at least 3 times per year) and shall, so far as possible, seek to engage fully with the public. There may be occasions where there is a requirement to meet in confidential session due to matters of a commercial sensitivity.

Constituent Authorities and membership

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- Parish Council of Denmead = 1 member.
- Southwick & Boarhunt Parish Council = 1 member.
- Hampshire County Council = 2 members

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March 2015