

REPORT TITLE: 2019/20 WORK PROGRAMME AND APPOINTMENTS

12 JUNE 2019

REPORT OF Richard Botham, Strategic Director: Services (Interim)

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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 reviews the items listed in paragraphs 3 and 4 of the report and agrees matters it wishes to consider in the 2019/20 Municipal Year and delegates to the Strategic Director: Services (Interim), 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:
  - a) Winchester Town Forum (Account Informal) Group (4 Members and Officer Representative: Darren Kennedy, Finance Manager (Strategic Finance)).
  - b) Winchester Town Forum (Town Account Grants) Informal Group (5 Members and Officer Representative: Susan Robbins (Corporate Head of Engagement))
  - c) Winchester Town Forum (St Maurice's Covert) Informal Group (5 Members and Officer Representative: Simon Finch (Corporate Head of Regulatory) + BID and stakeholder representatives)

- d) Representative on the Walking Strategy Group (1 representative)
- e) Winchester Town Forum (North Walls) Informal Group (6 Members and Officer Representative: Susan Croker, Head of Landscapes and Open Spaces)
- f) Winchester Town Forum (Engagement) Informal Group (6 Members and Officer Representative: Joseph Holmes, Strategic Director: Resources)

## 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 2019/20 Municipal Year

3.1 The Forum is now 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.

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

- a) Winchester Town Forum's Terms of Reference ([as set out on the Council's website, on this link](#))
- b) Issues considered by the Forum in the previous year (Appendix 1 to this report)
- c) Latest Forward Plan ([as set out on the Council's website, on this link](#))
- d) The Vision for Winchester Document produced in 2012 by the Town Forum (emailed to members separately)

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 12 June 2019

- Night Bus Update
- Weeke Community Centre CIL application
- Verbal update and presentation – North Walls Engagement
- 2019/20 Work Programme and Appointments

Wednesday 11 September 2019

- Winchester Town Account Financial Strategy 2019/20

Wednesday 13 November 2019

- Winchester Town Account Medium Term Financial Position
- Play Area Improvement – 5 Year Programme Update

Thursday 23 January 2020

- Winchester Town Account Budget for 2019/20 (to be recommended to Cabinet)

Thursday 19 March 2020

4. INITIAL PRIORITIES IDENTIFIED.

At its meeting on the 21 March 2019 the Town Forum held an initial discussion regarding its priorities for the 2019/20 municipal year. The following items and a brief description were agreed for taking forward. The Forum is now asked to confirm that these remain priority items and to make recommendations on the relative priorities of the items listed. If the items listed below are approved for inclusion in the 2019/20 work plan then the Forum may need to consider the establishment of Task and Finish groups.

- a) **Winchester Town Forum - future governance.** “to form a task and finish group of the Town Forum to consider options and to make recommendations to Cabinet on this.”
- b) **Safer Streets for Winchester Town.** “that the Town Forum undertake a short review (as appropriate in consultation with the Police) of the means available to support residents in addressing concerns about speeding traffic in their neighbourhoods.”

- c) **Planning for the future in Winchester.** “Proposals have come forward to the Town Forum - including an urban design framework and a neighbourhood plan. A task and finish group will consider the options and make early recommendations to Cabinet on preparation of a plan for Winchester Town to be adopted as an SPD under the LP refresh (2036).”

In addition to these three proposals, a request was made that the Forum be given information regarding the Community Infrastructure Levy scheme and in particular how Members and the Public could access the scheme and for what purpose.

## 5. Informal Groups

- 5.1. 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:

### 5.2. Town Account Informal Group

In 2018/19 the membership comprised of Councillors Weir (Chairman), Learney, Mather and Murphy, together with Officer Representation from Darren Kennedy, Finance Manager (Strategic Finance).

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.”*

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

### 5.3. Town Account Grants Informal Group

In 2018/19, its membership comprised of Councillors Scott, Berry, Becker and Learney together with Officer Representation from Sue Robbins, Corporate Head of Engagement

The Town Forum provides grant funding to some key organisations and this Group would be a useful forum to discuss these matters.

It is recommended that this Group be continued.

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

In 2018/19, its membership comprised of Councillors Hutchison, Berry, Mather, Murphy and Tod and Tod together with Officer Representation from Simon Finch, Corporate Head of Regulatory plus other stakeholders as invited attendees.

It is recommended that this Group be continued into 2019/20.

#### 5.5. Town Forum Representative on the Walking Strategy Group

In 2018/19 Councillor Hiscock was appointed as the Town Forum's representative on the Walking Strategy Group.

It is recommended that the Town Forum continues to appoint a representative to this Group.

#### 5.6. Winchester Town Forum (North Walls) Informal Group

In 2018/19, its membership comprised of Councillors Burns, Becker, Hutchison, Thompson and Weir, together with Officer Representation from Susan Croker, Head of Landscapes and Open Spaces.

It is recommended that this Group be continued into 2019/20.

#### 5.7. Winchester Town Forum (Engagement) Informal Group

In 2017/18, its membership comprised of All Members of the Town together with Officer Representation from the Strategic Director (Resources)

This Group was created with a purpose of looking at greater democracy in the area as a result of devolution going forward.

5.8. The Forum is asked to give consideration to the re-appointment of this Group for 2019/20.

### BACKGROUND DOCUMENTS

As described in section 3.2 of the report.

### APPENDICES

Appendix 1: Issues previously considered by the Forum in 2018/19

**Appendix 1****Review of the 2018/19 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:

**WINCHESTER TOWN FORUM - WORK PROGRAMME FOR 2018/19  
SCHEDULED ITEMS OF BUSINESS – UPDATE MARCH 2019**

<b>13 JUNE 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
District Wide Playing Pitch Strategy	Susan Croker	13 June 2018		Report	<b>Actioned</b> CAB3032
KGV Recreation Facilities	Coral Rogers	13 June 2018		Briefing Paper	<b>Actioned</b> Briefing paper
2018/19 Work Programme and Appointments	Claire Buchanan	13 June 2018		Report	<b>Actioned</b> WTF262

<b>12 SEPTEMBER 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Community and Voluntary Sector Grants Review	Susan Robbins	12 Sept 2018	14/11/2018	Report	<b>Actioned</b> CAB3079
Winchester Town Account Financial Planning 2019/20	Darren Kennedy	12 Sept 2018		Report	<b>Actioned</b> WTF263
Winchester Town Forum Governance	Lisa Kirkman	12 Sept 2018	14/11/2018	Report	<b>Not Actioned</b> pending Constitution Review
Environmental Services Contract Options Appraisal (Exempt)	Steve Tilbury	12 Sept 2018		Report	<b>Actioned.</b> CAB3044
St Maurices Covert	Michelle Wells	12 Sept 2018		Presentation	<b>Actioned</b>
KGV Consultation Event	Susan Croker	12 Sept 2018		Presentation & Site Visit	<b>Actioned</b>
Progress on the Winchester Town area traffic and movement study	Simon Finch	12 Sept 2018		Report	<b>Actioned</b> WTF264



<b>14 NOVEMBER 2018</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Winchester Town Account Medium Term Financial Position	Darren Kennedy	14 Nov 2018		Report	<b>Actioned.</b> WTF266
Annual Update on Play Area Improvements	Susan Croker	14 Nov 2018		Report	<b>Actioned</b> WTF265
Local Plan Refresh – Update	Jenny Nell	12 Sept 2018	17 Jan 2019	Workshop	<b>Moved to January &amp; Actioned</b>

<b>17 JANUARY 2019</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Proposed Core Grant Allocations for 2019/20	Susan Robbins	17 Jan 2019		Report	<b>Removed</b> following approval of revised process.
Town Account Budget for 2019/20	Darren Kennedy	17 Jan 2019		Report	<b>Actioned</b> WTF267

<b>21 MARCH 2019</b>					
<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>REPORT/ ORAL REPORT</b>	<b>STATUS/ COMMENTS</b>
		<b>Original</b>	<b>Revised</b>		
Winchester Night Bus Service Update	Simon Finch	21 Mar 2019		Report	<b>Actioned</b> WTF268

