

CABINET

30 APRIL 2014

STATION APPROACH, WINCHESTER

REPORT OF HEAD OF ESTATES

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RECENT REFERENCES:

CAB2450 – Station Approach Development Assessment: Consultant's Report – 4 December 2013

CAB 2501 – Purchase of the Carfax Site, Winchester – 15 July 2013 (exempt)

EXECUTIVE SUMMARY:

The report updates Members on the negotiations to purchase the freehold of the Carfax Site from Hampshire County Council, identifies the commercial interest in the land and identifies the next steps toward the development of the site. It seeks approval of the appointment of consultants to carry out a Follow-up Assessment of the area to inform both the emerging Local Plan Part 2 and future planning applications.

RECOMMENDATIONS:

- 1 That following the purchase of the Carfax site from Hampshire County Council the City Council's landholding is developed for a mixed office, parking residential and retail development in accordance with the proposals set out in the Station Approach Development Assessment.
- 2 That the revised terms for the purchase of the site detailed in Exempt Appendix C be noted.

- 3 That the consultants brief for a Follow-up Assessment attached at Appendix A be approved and that, subject to the receipt of an acceptable proposal, the Head of Strategic Planning be given delegated authority, in consultation with the Portfolio Holder for the Built Environment, to appoint Tibbalds Planning and Urban Design to undertake the work identified in the brief.
- 4 The Head of Estates be authorised to appoint consultants necessary to progress the archaeological, highways, cost and value studies together with the initial architectural advice referred to in the report on both the Carfax and Cattle Market sites.
- 5 That in accordance with Financial Procedure Rule 6.4 authority be given to the Heads of Estates and Strategic Planning to incur the expenditure of up to £100,000 for the appointment of consultants referred to in the report.
- 6 That a further report be submitted to Cabinet and The Overview and Scrutiny Committee outlining the detailed business case for the development of the site by the Council.
- 7 Following the receipt of the studies referred to in 4 above, a further report will be submitted to Cabinet outlining the responses to the Architect competition and seeking approval to the further expenditure necessary for an appointment to be made to progress the design of a development for the Carfax site through to the submission of a planning application.
- 8 That the Head of Estates be authorised to negotiate with interested parties for the letting of new offices to be constructed on the Carfax site on commercial terms which offer an appropriate return on capital invested.

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DETAIL:

1 Introduction

- 1.1 Under CAB 2501 Members authorised the purchase of land opposite the Winchester railway station known as the Carfax site from the County Council. The land extends to approximately 0.438 hectares and includes the Registry Office and staff and visitors car parks. A detailed Geo-environmental survey was undertaken on the site by TEC and identified a number of ground conditions which had potential cost implications for the development of the land. Advice was obtained from a Cost Consultant about the cost implications of the report.
- 1.2 Further negotiations have been held with the County Council and the purchase price has been agreed, enabling the acquisition of the land to proceed. The heads of terms agreed with the County Council are detailed in Exempt Appendix C. The Head of Legal & Democratic Services is engaged in the preparation of the legal documentation and it is anticipated that contracts for the purchase of the land will be exchanged within a month. The County Council has to relocate the Registry Office and it is anticipated that vacant possession will be provided in January 2015.
- 1.3 Following the acquisition of the Carfax site, if the Gladstone Street Public Car Park is included, the Council will be in possession of a well located development site of 0.696 hectares (1.72 acres). The cost of acquiring the land is significant for the Council and it will therefore be necessary to consider the future use of the land at the earliest opportunity.
- 1.4 At the end of 2013, the Head of Strategic Planning engaged consultants (Tibbalds Planning & Urban Design) to undertake a development appraisal of the area of land between the Station and the Andover Rd Public Car Park to provide advice about the development potential of the area, in connection with the consideration of the Local Plan Part 2. The appraisal was completed and identified that the Carfax site had the potential for development with offices, a multi storey car park, a limited retail offer and housing.
- 1.5 The Tibbalds report also identified that the Cattle Market Car Park had potential for development with offices, housing, a limited retail offer and ancillary parking.

- 1.6 The City Council has an approved Car Parking Strategy (Winchester District Car Parking Strategy 2014 – 2018) which was formulated and based on detailed parking usage surveys and consultation. This Strategy sets the policy context against which future development proposals and changes to car parking provision should be tested. The aim of the Council's Parking Strategy is to provide a sufficient number of suitably located and managed car parking spaces to sustain the long term economic, social and environmental well being of the Town. The Strategy sets out that Parking provision must be 'purposeful' i.e. it must be suitably located and managed to fulfil a specific functional requirement. Parking provided simply to meet a target for numbers of spaces may be underused and wasteful. Current levels of parking provision in Winchester Town are considered adequate to meet the aim of the Parking Strategy, but there is limited opportunity to support retail and commercial expansion or the take up of empty employment space in the town. Overall car parking levels serving the town will therefore be retained at current levels or expanded slightly in certain locations aiming to achieve 85% operational occupancy levels. The location and management of car parking provision may change in order to achieve this. The degree of any expansion will be considered carefully to ensure that it supports sustainable economic growth.
- 1.7 The Council will seek to consolidate parking in the most suitable locations within each quarter based on evidence of the way in which individual car parks are used. This will result in better quality car parks that are conveniently located to support the economic vitality of the town, whilst reducing the impact on traffic flows and improving air quality. The needs and impacts on residents, businesses and other attractions will be considered carefully in relation to any changes on a case by case basis. The timing of changes will need to reflect development in and around Winchester Town such as the Silver Hill scheme and Barton Farm.
- 1.8 The Strategy also states that there are opportunities to redevelop car parks in the Northern Quarter of the Town to provide new commercial premises and to improve the amenity of the area and that such development could also provide parking as part of the schemes. It concludes that there is a need to provide car parking in the Station and Northern quarters at approximately current levels including the railway station and businesses located near by and that parking in the Northern quarter could be better located and utilised if reprovided in the Station quarter as it could then better serve the needs of the rail station, shops and retail users.
- 1.9 Winchester Railway Station is very well used and during 2012/13 the station was accessed by 4,578,712 passengers. A report into the accessibility of Winchester Station was undertaken on behalf of Network Rail by Halcrow, which indicated that of the approximately 800 people surveyed, 35% came by car, 9% by bike, 7% by public transport and 45% on foot. The station offers both fast and stopping trains to London Waterloo and with journeys taking as little as 58 minutes, Winchester Station is very popular with commuters. Network Rail have recognised the importance of the Station for commuter

traffic by constructing an additional deck over the Andover Road Station car park, which has provided a further 113 spaces for cars.

- 1.10 The outcomes of the access survey and workshops were presented to the Steering Group, and the overall objectives for the travel plan were agreed as;

- 1 Improve local networks for pedestrians and cyclists
- 2 Improve trip-end facilities for people travelling by sustainable modes
- 3 Improve access to the local bus network,
- 4 Increase the number of people using the rail network
- 5 Improve safety for everyone accessing Winchester Station.

- 1.11 Access to the Station and the City Centre are key attractions supporting the development in the Station Approach area and the developments proposed should seek to ensure that pedestrian and cycle travel is properly integrated with the development.

2.0 Commercial Interest

- 2.1 As a result of the publication of the Station Approach Development Appraisal the Council has been contacted by a number of Companies looking for new office accommodation in the City, either directly or via their Agents. Two of the companies looking to expand are locally based firms; one of which has a very urgent requirement for 50,000 sq ft of accommodation for its Head Office. Such an office would be able to employ up to 500 staff in high quality jobs. Another Company is seeking to double the size of its workspace to 35,000 sq ft, again offering high value employment. In both cases the companies are looking for offices with good transport links to London and are unable to find suitable modern accommodation which meets this requirement elsewhere in the City.
- 2.2 The Station Approach area is a very sustainable location for offices and consequently other enquiries have been received from firms who are looking for accommodation. A third enquiry has been received from an international organisation who would like to develop a 35,000 sq ft of offices on the Cattle Market for occupation as regional offices, a fourth enquiry has been received from another international company seeking 25,000 sq ft of offices, while a further high value local business has expressed interest in new accommodation.
- 2.3 The reason why the interest arises is that Winchester is a prestigious location, with excellent public transport links to London. Winchester has the potential to reinforce its role as a key employment hub, which might enable residents who currently travel to work in London to find employment in Winchester. The economy is now turning and investment decisions which have been put off

while the economic climate was not conducive are now being made. Business reacts quickly in such circumstances hence the number of approaches received. A further reason is that the location is sustainable from a public transport perspective; this with the potential for the buildings to have a low carbon footprint is seen as increasingly important by business.

- 2.4 The local businesses have a dilemma, they need to expand to take account of the market opportunities which are opening up, yet they wish to remain located in Winchester. The office market in Winchester is unable to provide the type of modern office accommodation required in a single location. The business need is such however that they cannot wait indefinitely and are also looking at alternative locations such as Basingstoke. The potential loss of business from the City would be damaging from the economic perspective, but also for the environment. Local people would continue to be employed by the firms, but they would in future have to travel considerable distances to other locations. With the current national planning policy allowing the conversion of offices to housing there would also be the risk that any offices vacated by the local firms might be converted to housing use.
- 2.5 The opportunity to improve the existing hotel situated behind the Coach Park may arise through the development of the Cattle Market and the owners have discussed the possibility and requested the opportunity to lease a number of parking spaces from the Council in order to improve the offer. Discussions are continuing with the owners agents.

3.0 Planning Policy Update

- 3.1 The Station Approach Development Assessment concludes that the development of the Carfax Site should include offices, a multi storey car park, a modest retail presence to serve the station market and if possible some housing to soften the impact of the car park.
- 3.2 The development of the Carfax site will unlock the ability to bring the Cattle Market site forward for development by offering additional parking at a location convenient for users of the station, adjoining office buildings and visitors to the City coming from the west.
- 3.3 In consequence the development of the Carfax site is linked to that of the Cattle Market and therefore it will be necessary to undertake some work over both sites to deal with issues relating to transport, pedestrian connectivity to the station and the City Centre.
- 3.4 The Head of Strategic Planning has recently undertaken a series of consultation meetings and exhibitions as part of the development of Local Plan Part 2, which included inviting comments on the Station Approach Development Assessment. The comments received are still being analysed, but some of the issues raised include parking provision, improvement of the public realm, pedestrian accessibility in the area and the future of existing buildings.

- 3.5 As a result of public and stakeholder comments on the development assessment and further consideration by officers it is proposed that a follow up study be commissioned to address these specific issues. A consultant's brief for this work has been drafted and is attached at Appendix A. Given the need to progress this work within a short timescale to inform the Local Plan and assist the development of a planning application, and due to the knowledge of the area that has been gained, it is proposed that Tibbalds be invited to submit a fee proposal to undertake this additional work. The follow up study would focus on a limited number of key issues to help inform the Local Plan and would also assist the development of a planning application for initially the Carfax Site and subsequently the Cattle Market.
- 3.6 Any proposals for the development of the Carfax and Cattle Market sites will be subject to planning applications which will need to be considered against national and local planning policy and all other relevant planning considerations in the usual way.
- 4.0 Historic Environment
- 4.1 Both the Carfax and the Cattle Market sites impact on the historic environment to greater or lesser degrees. The Carfax site has been subject to previous archaeological investigations, mainly focused on the eastern part of the site (area partly occupied by the Record Office) indicating a high archaeological potential, although this potential is likely to vary across the site depending on the extent of previous impacts. Further evaluation and excavation work will be required in advance of any development on this site.
- 4.2 The Cattle Market site lies in the middle of the main Romano-British cemetery. With knowledge gathered from adjacent excavations that have already taken place there is a high probability of finding burials and other remains on the site. The site has been subject to previous engineering works which have truncated parts of the site, whilst other areas have been raised; the extent of these works is not fully understood, nor is the subsequent effect on the buried archaeological remains. Surviving remains of the Romano-British cemetery will impact on the preparation of designs for redevelopment of the site and a fully phased programme of archaeological assessment and evaluation to determine areas of archaeological survival will be required at an early stage, with subsequent excavation work required in advance of any development on this site.
- 4.3 With regard to above-ground heritage the Station Approach site has been considered with a view to the potential for treating any building or structure as designated or undesignated heritage assets in line with the NPPF. The Station lies outside the conservation area but the boundary of the Winchester City Conservation Area surrounds the site including the northern side of Stockbridge Road, the eastern side of Sussex Street and across the rail line from Gladstone Street continuing off into the St Pauls area. The impact of the development will therefore be felt in those areas and possibly well beyond.

Careful consideration of views into and out of the area will therefore need to be taken and this is one of the matters which the consultant's brief addresses.

- 4.4 No buildings on the Carfax site or near the site are listed. The nearest listed building to the site is St Paul's Church and its setting would need to be considered as part of the planning process and as preparation of any proposal as would the setting of other listed buildings within the city whose backdrop may be affected by the development at Station Approach.
- 4.5 A policy for creating and managing a local list is currently in preparation as part of work on the Local Plan Part 2. This has not yet been consulted on nor completed and it would need to pass through the processes associated with the development and adoption of Local Plan policies. The current iteration therefore does not carry weight in policy terms. With this in mind it is still considered possible to determine at this early stage whether or not the Registry Office, which is acknowledged to be valued by a number of local people, would qualify under a draft form of criteria for local listing. The criteria have been closely aligned to criteria suggested by English Heritage in their most recent guidance on the matter. One suggested form of criteria is set out in Appendix B to this report.
- 4.6 If one was to use this draft set of criteria for selection it is interesting to note that the Registry Office would not qualify and, even taking into account any social or evidential values, does not score highly. The draft criteria have been tested by officers against other buildings in the vicinity and the Station itself qualifies as do the nearby terraced cottages on Gladstone Street. Even the wrought iron railings adjacent to the cutting leading to the Station score more highly than the Registry Office. Whilst this is only a test and the policy is not yet considered beyond officer level let alone ratified by a Planning Inspector, it demonstrates that any reasons for protecting the building need to be compelling and override the carefully thought through criteria for local listing. The consultant's brief seeks a more detailed analysis of the importance of the existing builds in the area, particularly the Registry Office and Conservative Club.
- 4.7 There are no listed buildings on the Cattle Market site and the site stands outside the Conservation Area. The Conservation Area boundary lies on the east side of Worthy Lane but wraps around the south side of the site encompassing the southern part of Andover Road and the northern side of Stockbridge Road from the main City Road crossroads westwards to the railway bridge. The impact on the Conservation Area of development on the Cattle Market site would therefore need to be assessed. No buildings or structures on this site have been tested against the draft Local List criteria at this point.
- 4.8 An additional issue identified in the Station Approach Development Assessment is the view across the Cattle Market site from the Andover Road opposite the Retail Park. This is a clear view towards the Cathedral which the

Development Assessment suggests may be considered worthy of protecting, although this would impact on the scale and nature of development that may be accommodated. A further new policy is in development which seeks to protect important views across the city to key landmarks including the Cathedral. The consultant's brief seeks further work on this issue to identify the importance and impact of retaining this view and the effect on the massing of buildings if there is a need to protect and enhance the view.

5.0 Proposals

5.1 The objectives of purchasing the Carfax site are:-

- To bring forward the site for comprehensive development with the Gladstone St site.
- To ensure that the site is primarily developed for commercial office use
- To facilitate the development of the Cattle Market site by providing in excess of 310 parking spaces in a multi storey car park
- To deliver economic benefits for the City
- To assist with the delivery of long term financial security for the City Council to the benefit of local taxpayers.
- To secure a development which is complimentary to and forms a gateway to the City
- To secure high quality jobs for local people

5.2 Having regard to the above as a first step, it is proposed to appoint urban designers to carry out a Follow-up assessment in accordance with the draft brief at Appendix A. This would help to refine the capacity of both the Carfax and Cattle Market sites and the relationship that pedestrian and vehicle movements will have between them. It will also be necessary to work with partner organisations such as Network Rail and Hampshire County Council to consider access to and from the sites. The potential for public realm improvements will be explored, along with other issues raised through recent public consultation.

5.3 Further work is required in conjunction with Council officers to determine the amount of car parking space that should be provided on the site in line with the Council's Car Parking Strategy. This will need to take account of other changes happening in the City which may impact on parking availability and demand and concerns raised during consultation about loss of parking for commuters and residents.

5.4 As part of a planning application, transport assessment work will also be required to determine the impact of this development particularly in relation to how it might change journey patterns through the City to access the site.

- 5.5 The Archaeology of both sites will have to be explored in further detail. In respect of the Carfax site a desk top study has previously been produced and this will need to be followed up by trial trenches undertaken by a professional archaeological contractor. The contractor will undertake evaluation of the historical context of the site and with the results of the trial trenching the Historic Environment Team will be able to determine whether further targeted excavations were necessary. Appropriate archaeological consultants will need to be appointed to progress this work and Members are requested to authorise the Head of Estates to make the necessary appointment.
- 5.6 With regard to the Cattle Market, an archaeological desk top study will be required in the first instance. This together with subsequent trial trenching will consider the impact of the excavation and fill which was undertaken to form the car park and identify areas of archaeological survival. If remains of archaeological interest are found on the site, it may be appropriate for these to be persevered in-situ or fully excavated.
- 5.7 It will be necessary to engage suitably qualified Architects to work with the Consultants employed by the Head of Strategic Planning, to identify the development capacity of both the Carfax and Cattle Market sites. This work will identify the size of car park , offices, retail and housing development which could be accommodated on the site within the constraints identified by the planning consultants., This work will enable development appraisals to be produced which will be necessary to determine scheme viability and to inform negotiations with prospective tenants. It will also be appropriate to seek advice from commercial agents on appropriate values for the commercial office and retail elements of the proposed scheme and to appoint Quantity Surveyors to assess the development costs in detail.
- 5.8 Following consideration of the development constraints and potential of the Carfax Site a further report will be submitted to Cabinet and The Overview and Scrutiny Committee outlining the commercial viability of the proposed development of the site.
- 5.9 The Head of Legal & Democratic Services is seeking advice as to the means by which the site could be developed directly by the Council and let or disposed of. The advice will include details of the means by which the development could be procured and the impact of EU legislation and case law. This advice will used to inform how the sites will need to be marketed.
- 5.10 The objective would be to secure a letting or lettings of the office development prior to committing to undertake the construction. The office will be highly visible so the architecture will have to be of an appropriate style and quality to ensure that it sits comfortably in the environment and is seen as an asset and not a blot on the landscape. In this respect it is considered that the appointment of the designer should be undertaken by way of a competition. The procurement would be to take the development from the masterplanning stage which will have been completed previously to the grant of planning

permission. I have set out below the criteria other than price which would be used to help determine the appointment.

- Masterplanning experience, particularly in an urban context
- working in areas where planning expectations on quality are high & specifically securing major planning permissions for new build developments;
- designing mixed-use buildings/workplaces to national award-winning standards, with particular reference to use of technical solutions to challenging briefs (e.g. working within sensitive streetscapes in urban environments- Listed Buildings, Conservation Areas etc., working on sloping sites with difficult access)
- delivering sustainable commercial buildings to BREEAM Excellent as a minimum to commercial institutional standards.
- experience of large scale internal and external stakeholder engagement, demonstrating where you have successfully carried this out to assist the Client in achieving their objectives.

- 5.11 The criteria for appointment will be based upon 60% cost and 40% on compliance with the above points and a range of standard PQQ's. Designers will be required to support their application with sketch proposals and to demonstrate that they have the capacity to undertake the work within a commercially appropriate timescale.
- 5.12 The Architect will be required to work with the Council and potentially an end user, to develop a scheme that incorporates a sustainable level of development commensurate with an appropriate return on capital. The design of the offices will need to meet the commercial requirements of the prospective tenant and the wider commercial market so as the building could be let to others if necessary over the long term. The Architect will need to have regard to the context of the setting and to deliver a quality of development that will reflect the status of the building as a Head Office and a gateway to a historic city.
- 5.13 In order to meet the time constraints of some of the potential tenants it is necessary to progress the technical issues relating to the development of the site during the period between exchange of contracts and completion of the purchase of the Carfax site. Members are therefore requested to authorise the Head of Estates to progress the appointment of the consultants referred to above following the exchange of contracts for the purchase of the Carfax site.
- 5.14 The appointment of the Architects to progress the design of a development for the Carfax site through to the submission of a planning application will follow on from the consideration of the feasibility study by Cabinet. Cabinet Members will be appraised of the returns from the Architects competition and

a decision will be required as to the eventual appointment. This decision will be made at the same time as approval is sought to submit a planning application for the development of the Carfax site and the terms for letting the building to a tenant are presented to Members for consideration.

OTHER CONSIDERATIONS:

6 COMMUNITY STRATEGY AND PORTFOLIO PLANS (RELEVANCE TO):

- 6.1 The work outlined above relates to Active Communities, Prosperous Economy and High Quality Environment themes as well as the delivery of an Efficient & Effective Council

7 RESOURCE IMPLICATIONS:

- 7.1 The work will involve colleagues from the Estates, Major Projects, Planning Policy, Historic Environment, Legal & Democratic Services, Planning and Building Control, Environmental Health and Finance. Teams of consultants including Archaeologists, Architects, land Surveyors, Planners/Urban Designers, Highways Structural and Mechanical & Electrical Engineers, Cost Consultants, Commercial Agents amongst others will be required to enable the project to be developed.
- 7.2 The cost of the technical work to be commissioned by the Heads of Estates and Strategic Planning will not exceed £100,000 and can be funded from within existing Estates and Strategic Planning budgets.

8 RISK MANAGEMENT ISSUES

- 8.1 There is a risk that the County Council did not proceed to sell the property to the City Council and that money invested in bringing the Carfax Site forward for development would be wasted. This risk is considered to be unlikely and will be negated for Estates commissioned work by waiting until contracts have been exchanged before consultants are appointed.
- 8.2 There is a risk that local companies will leave the City if suitable office accommodation cannot be made available within their commercial timeframe. The risk can be mitigated by seeking to bring forward the Carfax site for development by early 2015.
- 8.3 There is a risk that archaeological remains will be discovered on the Carfax and Cattle Market sites. The risks can be mitigated by seeking appropriate advice from appropriately qualified consultants.
- 8.4 There is a risk that planning permission is not granted for the development of the Carfax site as envisaged in the report. This risk will add additional costs to the development process. The risk can be mitigated by undertaking the work described in the report.

BACKGROUND DOCUMENTS:

Winchester Station Approach Development Assessment

[Winchester District Car Parking Strategy 2014 – 2018](#)

Winchester Railway Station Travel Plan March 2014 - EXEMPT

A Walking Strategy for Winchester (Draft) - EXEMPT

APPENDICES:

Appendix A – Draft Consultants Brief

Appendix B - Draft Local List Selection Criteria

Appendix C - Agreed terms for the Purchase of the Carfax Site, Winchester (Exempt Appendix)

Winchester Station Approach Follow-up Assessment

Consultant's Brief, April 2014

Background

Winchester City Council appointed Tibbalds Planning and Urban Design in 2013 to produce a Development Assessment of the part of Winchester around the railway station, known as the Station Approach area.

The Station Approach area provides an important gateway into Winchester, being part of a major point of arrival which includes Winchester station and the confluence of several radial routes into the city. The area has potential to bring about a major improvement in the productive use and environmental quality of this part of the City.

The area has potential for substantial new commercial development, residential and other uses, and improvements to the public realm, to create a more vibrant and productive quarter of the City. It is also important to ensure that there is good permeability and that the area is well connected to surrounding parts of Winchester and to the City centre.

The 2013 Development Assessment was a high level assessment concerned primarily with identifying appropriate and viable land uses, and principles for development, movement and public realm. It raised several issues itself and subsequent public consultation on the Assessment has raised other concerns which need to be resolved. The Council now wishes to progress the work on the area to a more detailed level, taking account of the views of stakeholders and the outcome of public consultation, to inform the development of its planning policies and as a precursor to bringing forward planning applications for the development of key sites. This Brief sets out the Council's requirements and invites a proposal to undertake this work.

Purpose and Scope of the Follow-up Assessment

This Follow-up Assessment should build on the work undertaken to produce the 2013 Development Assessment, with more detailed work focussed on a number of particular areas or issues which need to be resolved in order to take forward the planning and development of the area. It will help to inform and refine the approach to be taken to the area through Local Plan Part 2, but should also develop more detailed guidance that will assist the development of planning applications, particularly for the Carfax site. The Follow-up Assessment should focus on the following aspects:

1. Public Realm, Pedestrian and Cycle Improvements

The 2013 Development Assessment proposed a Concept Masterplan and a series of principles for pedestrian/cycle movement and public realm/open space. Various stakeholder and public comments suggest that more work is

needed on this issue in order to develop more specific guidance and proposals for improvements. Also, further work has been completed, or is underway, which is relevant, including the Winchester Station Travel Plan (Hampshire County Council) and the Winchester Walking Strategy which is currently being drafted. Hampshire County Council's 'legible city' project has also definitive proposals which need to be taken into account and a 20mph scheme for the City Centre is being considered for approval at the end of April. The Follow-up Assessment should include:

- a) Assessment of the constraints and opportunities for improving pedestrian and cycle links into the town centre, both via City Road / Jewry Street, Station Road / Upper High Street and via Tower Street and existing pedestrian connections. This should result in specific proposals for improvements, which may be related to or independent of development opportunities, including broad scales of cost;
- b) Assessment of the constraints and opportunities for improving pedestrian and cycle access to the west of the Station, particularly the University, Peter Symonds College, Hospital and Stockbridge Road shops. This should result in specific proposals for improvements, which may be related to or independent of development opportunities, including broad scales of cost;
- c) Public realm assessment of options and opportunities for development around the Station forecourt, to test the implications of various forms and massing of development, treatment of the space, surfacing and movement. This should result in recommendations to achieve the principles in the 2013 Assessment and more detailed design principles and guidance for the Station forecourt/Carfax area, including broad scales of cost;
- d) Public realm assessment of options and opportunities for development on the Cattlemarket site, to test the implications of various forms and massing of development and treatment of the public realm on Andover Road and Worthy Lane, including broad scales of cost. This should address concerns about the relationship between the development and residential properties in Worthy Lane and the treatment of the 'gateway' area at the northern end of the area;

2. Key Views and Implications for Development

The 2103 Development Assessment identified a number of key views within the area. Further work is needed to resolve the apparent conflict between the identification of a key view of the Cathedral from Andover Road and the potential for this to be impacted by development on the Cattlemarket site. The Follow-up Assessment should assess the importance of retaining this view against the impact on the site in terms of capacity/viability, building heights and urban form/public realm.

Further testing of the impact of development in the area on views from the wider area is also needed. Given the topography of Winchester, there are a number of views across the town from the high points, which can sometimes be at some distance. Testing of the impact of potential development

scenarios should form part of the further work required on the form and massing of development on the Carfax and Cattlemarket sites (see 1c and 1d above).

3. Parking Strategy

One of the key issues raised through public and stakeholder consultation is the approach to parking. Views range from those wanting to retain parking for residents and/or commuters (particularly on the Cattlemarket and Worthy Lane car parks), to those wanting to reduce or remove parking provision (particularly on the Carfax site). The consultant should assist Council officers to resolve the scale of parking provision needed, its function (commuter/resident/development) and its location (Carfax/Cattlemarket/Worthy Lane). This should take account of recent developments such as the implementation of additional parking at the Station and the adoption of the Winchester District Parking Strategy.

4. Retention of Existing Buildings

Public and stakeholder consultation has raised the question of whether existing buildings on the Carfax and Cattlemarket sites should be retained. The Registry Office building in particular is felt by some to be of character and worthy of retention and incorporation into future development. The Follow-up Assessment should work with Council officers to assess the importance, integrity and condition of the Registry Office and Conservative Club buildings. It should also consider, in more broad terms, the value and conservation importance of other existing buildings in the area, particularly to the west of Andover Road.

The work on building form, massing and public realm required through tasks 1 and 2 above should test the implications of retaining the Registry Office and Conservative Club buildings and the potential to incorporate them into any development schemes. The financial/viability implications of this should also be assessed, to enable a conclusion to be reached as to the importance of the buildings in relation to the consequences of retaining them.

Commission Outputs

The consultant will be expected to produce a report which sets out clearly the evidence, information sources and aims used to develop the Follow-up Assessment, in accordance with the requirements of steps 1-4 above. The report should contain sufficient detail to show how each of the tasks has been undertaken and conclusions reached.

The consultant will be required to engage with key stakeholders at the start of the work in order to understand their views on the original Development Assessment and subsequently to discuss their initial conclusions. This may be in the form of discussion groups or workshops and be either individual or collective events. The form of stakeholder consultation should be agreed with the client before events or meetings are organised. Stakeholders include:

- Landowners
- Adjoining residents
- Local interest/amenity groups
- Elected representatives
- Relevant statutory undertakers/service providers

There will be a need for liaison with the Council during the project and, in particular, for progress meetings to report back on the key tasks (2 meetings should be assumed). A draft final report should be presented to the client for comment prior to the submission of the final report.

The final Follow-up Assessment should not include worked-up development proposals or architectural drawings but should include drawings and illustrations including options which have been developed to arrive at the conclusions reached, particularly in relation to urban design, public realm and retention of existing buildings. The Assessment will need to provide a free-standing and evidenced justification for the guidance and recommendations it makes. As well as providing evidence and justification for any site allocations that may be included within the Local Plan Part 2, the Assessment should guide the land uses, design, urban form and public realm improvements that should be included within any detailed planning application for the Carfax site.

Proposal Specifications

The consultant should submit a proposal to undertake the project, in the form of one electronic copy and one paper copy. This should include details of how the requirements of this Brief will be achieved, the methodologies to be used for each stage of the work and how information will be obtained and presented.

The proposal should include the consultant's fee for the project (excluding VAT), which should include the costs of attending any meetings or workshops that are proposed, as well as expenses. The key stages of the study (1-4 above) should be itemised separately (although a degree of overlap is acknowledged) and any costs involved in data collection / acquisition, consultation, display materials, etc should be included.

The proposal should also include the following information:

- Lead consultant/contact details;
- Details of any associate consultancies or sub-contractors likely to be involved in the project;
- CVs of the person(s) who will carry out the work including grade, qualifications and experience;
- Day rates for each individual involved and number of days each person is expected to spend on the project;
- Proposed liaison and reporting mechanisms between the consultant and the Council;

- Details of any conflict of interests and how the consultant is proposing this issue will be managed;

The Council reserves the right not to award the contract. Queries about the requirements of this Brief should be addressed to Steve Opacic (Head of Strategic Planning) – Tel: 01962 848101, Email: sopacic@winchester.gov.uk

The Council expects to invite the consultant to present their proposals at an interview/inception meeting in week commencing 26 May. The consultant will be asked to give a brief presentation of their proposal and answer questions about it.

Timescale

The required timescale of the study is as follows;

Brief to consultants	w/c 5 May 2014
Deadline for consultant submissions	19 May 2014
Appointment made/commence work	w/c 26 May 2014
Draft report submitted to client	7 July 2014
Client comments on draft report returned	18 July 2014
Final report submitted to client	1 Aug 2014

The consultant's proposal should highlight any anticipated difficulties in meeting this programme.

Conditions

The Council reserves the right to withdraw from using the services of the consultant at any time during the project if it is not satisfied with the standard or quality of the work.

Payment of fees will be on completion (to the Council's satisfaction) of the project, in accordance with this Brief. The consultant's proposal should refer to, and the Council should agree in advance, any proposals for staged payment.

Any work outside the specification of the Brief, or as subsequently agreed in writing between the Council and the appointed consultants, will be considered as additional work. The parties must first agree the content and cost of any such work before it is undertaken.

No part of the study should be sub-contracted to third parties without the Council's prior consent.

The appointed consultant shall at all times be fully covered by professional indemnity insurance.

The Council will own the copyright of the final report and will have the right to copy, publish and distribute it as required (subject to the work being accredited to the consultant).

The final report should:-

- Follow the Council's corporate style, to include the Council logo
- Be provided as electronic versions (see below) and a 'master' hard copy
- Include text, graphs, tables and photos as necessary
- Be provided in MS Word and PDF formats to enable the report to be stored/manipulated electronically and placed on the Council's website

Contacts/Liaison

The principal contact for the study is:

Steve Opacic (Head of Strategic Planning)
Winchester City Council
City Offices
Colebrook Street
Winchester
SO23 9LJ

01962 848101

sopacic@winchester.gov.uk

DRAFT Criteria for the selection of candidates for local listing

Value	Description
Design Value	The Special design value of a structure in as-built condition including styles, materials, innovative or decorative construction or any other distinctive characteristics for example flint walling or long straw thatch.
Group value	Groups of structures with a clear spatial, design or functional relationship. For example a terrace, planned square or farmstead
Archaeological interest	This may be an appropriate reason to designate above ground industrial, agricultural or other structures if the evidence base is compelling on a local scale
Designed landscape structures	Structures relating to locally important designed landscapes , parks and gardens. Eg fountains and memorials
Landmark Status	An asset with strong communal or historical association or high visual impact that it may be singled out as a landmark within the local scene such as a village pump, a stone mounting block or road sign
Rarity	As-built structures which stand out as uncommon in the area but which represent local tradition in terms of local characteristics and distinctiveness
Local Distinctiveness	Buildings and structures which can be clearly distinguished by use of local materials, style, use or association with a local industry or activity eg Watercress beds
Evidential value	The special interest of a local heritage asset which may be enhanced by a significant contemporary or historic written record eg Referenced in “Rural Rides” by William Cobbett or a Hampshire Paper.
Historic Association	The value of a local heritage asset may be enhanced by links to important figures or events. Eg Post Boer War horse troughs
Social and Communal Value	Important local places which are a source of local identity, distinctiveness, social interaction and understanding; contributing to the “collective memory” of a place such as a stile or footbridge to a school.

Notes:

1. The shaded values are weighted higher than those not shaded. In numerical terms the shaded values could score 3 whilst the unshaded values could score 1.
2. In order to be considered for local listing, a candidate should score in at least 2 value areas one of which should be in the shaded zone.

Explanation: This is to ensure that the building or structure has a tangible physical attribute in its own right to qualify for local listing rather than simply an association.