

Winchester Town Forum (St Maurice's Covert) Informal Group

Notes of the Working Group Tuesday 26 January 2016

Attending:

Adrian Browning, Historic Buildings Specialist (Closed Churches Division), Church Commissioners

William McWilliam, General Manager, Mercure Wessex Hotel

Fay Johnson, Store Manager, Debenhams

Catherine Turness, Executive Director, Winchester BID

Cllr Fiona Mather)

Cllr Liz Hutchison) Winchester City Councillors

Cllr Martin Tod)

Eloise Appleby, Assistant Director (Economy & Communities)

Apologies: Emma Williams, Manager, Greggs

1. Welcome and Introductions

Mrs Appleby welcomed guests from outside the Council, and briefly reminded the group of the purpose of the project under discussion. This information is largely set out in the draft specification (attached) and is not therefore repeated here.

2. Appointment of Chairman

It was agreed that Cllr Tod would chair the meeting.

3. Stakeholder views and suggestions

Cllr Hutchison explained that St Maurice's Covert and its surroundings have the potential to be a very special area of the city, but the enhancement project requires a partnership approach to be successfully delivered. The views of a range of stakeholders must be taken into account as part of this.

Debenhams: there are windows on one side within the Covert. Many charity stalls use the space which can appear to downgrade it. These are often squeezed in alongside the florist stall. The former church tower is the fire exit out of Debenhams café. The window looking onto the Covert often features large promotional posters, but on the Debenhams side of the windows there are cosmetics counters.

Church Commissioners: after demolition in 1950s the site was conveyed in two parts – one to a private company (Edwin Jones & Co) which developed and built the store. The area around the tower and footprint under the Covert were conveyed to the City Council. There are covenants on both parts, including WCC's responsibility to maintain the Covert as open space and in good condition.

Action: EA to check on ownerships and maintenance responsibility (eg for tower).

Action: EA to check on gravestones behind the Covert – are they actual graves or just stones?

Wessex Hotel: Used to let market traders park in staff car park, but this has been stopped. Hotel customers comment on overlooking the 'bin area' and the Hotel would welcome the opportunity to improve the Covert. The staff car park is now maintained every Saturday by the weekend handyman, and trees have been lopped. There is a fire door at that end of the car park, which is also used as an accessible entrance. There are no plans to stop using this as a car park because staff are travelling in from a long distance and late/early hours

Winchester BID: There is a missed opportunity for directing foot flow between the High Street and Cathedral via the Covert. The BID is keen to see the retention of the strings of Christmas lights which have been introduced in recent years. In order to encourage use it needs a 'feature' – eg sculpture, possibly events. Charity stalls do not achieve this. The BID would like to see less antisocial behaviour, skateboarding and general 'hanging around' which deters visitors.

The bins are a key challenge for this project. Market Lane and Market Street suffer, as do other parts of the city. In other places, businesses use sacks rather than wheelie bins so they do not clog up the street. The BID offers a local service for trade waste collection, but the contracts are often let from head office and decisions are not made locally. Is there an immediate solution in this area? Is there a wider project here to improve the trade waste situation across the City Centre?

Action: Cllr Tod to propose Informal Scrutiny Group on commercial waste collection.

Excellent WCs in Market Lane. Need to be maintained and highlighted for visitors. Look at timings and lighting in the evening.

Lighting in general needs to be considered.

4. The Brief

The group requested the following be incorporated:

- Opportunity to bring out the history and architecture of the church/site.
- Talk about range of uses (eg at Christmas), and explain about the way the charities operate in the space
- Clarify stages of work (bid, designs)
- Add in a little more information under the contextual analysis
- P7 – top paragraph – do not present covenants as a definitive constraint
- Mention bike stands
- Add in the BID under stakeholder list
- Criteria – refer to minority groups/backgrounds

Action: EA to include suggested timings when the next revision

Action: EA to circulate brief to Receiver General at Winchester Cathedral for information.

5. Next Steps

- Revised brief for comment – to be agreed by email
- Publish on SE Business Portal/Contracts Finder websites
- Evaluation process – to be timed to take place post election period
- EA to draft consultee list ready to give to chosen bidder
- Next meeting will be evaluation meeting – w/c 9th May

CT: reminded the group that when it came to doing the works, consideration should be given to business within the town – eg Christmas trading period, summer visitor season. This was unlikely to happen in the very near future, as there may be a need for listed building consent, wider consultation etc.

MEETING: Meeting with Winchester City Council & RPF Associates
PROJECT: St. Maurice's Covert Public Realm
LOCATION Broadway, Guildhall
DATE: 2nd June 2017
FILE REF: 1732
PRESENT: Alex Scott-Whitby (ASW) / (SWS)
 Cherng-Min Teong (MT) / (SWS)
 Michelle Wells (MW)/ (WCC)
 Peter Fox (PF) / (RPF Associates-working on WCC's behalf)

REF	Item	ACTION
1.00	PLINTH	
1.01	It was agreed that concrete could be cast as a set of hollow sections to reduce loading, and also make the incorporation of cabling and drainage easier	
1.02	SWS to confirm finish (and edge detail) of concrete with concrete contractor – SWS are currently conversation with several precasters at the moment regarding cost + material	SWS
1.03	It was agreed that a ramp of 1:12 at the length of 3.5 meters would satisfy building regulations	
1.04	SWS to present 2 options for the plinth: one to include a slab inside the tower and the other to omit this and keep the existing slabs	SWS
2.00	PAVING	
2.01	SWS presented two options for paving layout – which both proposed the repaving of the rear external area of the Covert	
2.02	PF suggested a rough estimate would be for paving labour costs to be around £10-15 for basic paving, and £15-20 for more complex paving (using old stone) – SWS to calculate areas . PF to give more costs of rates when required.	SWS,PF
2.03	York stone is at least £67/sqm – SWS noted that some of the York paving taken up in the inside of the Covert (to make way for the plinth) could be reused outside. Allowing a 20% contingency for breakage, this would suggest an area of around 90 sqm which would be required to be repaved. (about £6k)	

- 2.04 If there is not enough money to fabricate the steel structure that will hold the gravestones, the gravestones should be kept in the depot for when Phase 2 comes into place
- 3.00 BIKE STORE**
- 3.01 It was agreed that bolting down the bike store would be the best option- SWS to send drawing information to PF for structural advice. SWS
- 3.02 SWS raised a query regarding the purchasing of the panels that would clad the bike store, and in phase 2 the flower seller's wall. SWS wondered whether it would be better value for money to fabricate all of wall panels now to be store away for phase 2. This will be a matter for the steering group to decide when they have the associated costs before them.
- 4.00 LIGHTING**
- 4.01 SWS to ascertain from SSE their cabling costs for new lighting – and its integration into the mayflower system. SWS
- 5.00 SOFT COSTS**
- 5.01 Surveyor for Gregg's Wall – it was discussed whether or not this fee could come out of the project office budget? This to be discussed about the surveyor for Gregg's wall in the next phase of this project MW
- 5.02 Asbestos risk – ceiling panels in Covert – MW to update SWS on cost for survey and outcome - MW
- 6.00 PROJECT PLAN & NEXT STEPS**
- 6.01 For the steering group meeting on the 13th June, it was discussed that it would be necessary to have a timeline project plan for the next stages. Factored into this was the possibility of requesting for further funds, subject to the revised costs. Please see below for a brief outline of this – MW to amend as necessary and issue to team. MW

June 2017

13/06 Steering Group Meeting – to relay accurate figure of costs + request for more funding

13/06- 01/07 – Preparation for paper for Cabinet for additional funding + submit for Listed Building Consent

July- August 2017

15/07 – Cabinet – + Submission for LBC

15/07-01/08 – Public Exhibition of developed proposal

15/07- 01/08 – Waiting period for Cabinet and LBC

September- October 2017

01/09 –31/10 Detail design – 2 months

30/10-10/11/17 - Client Approval/Comments

November 2017

13/11- 8/12 – Tender

December 2017

11/12 - 15/12 , Tender Appraisal/Award

January 2018

18/12/17 - 26/01/18 -Mobilisation

29/01-23/03/18 – Construction Period

- 6.02 It was agreed that a pre-meeting should occur before the steering group meeting on the 13th June. MW has organised this. MW

MEETING: Winchester Town Forum (St. Maurice's Covert) Informal Group Meeting
PROJECT: St. Maurice's Covert Public Realm (SMC)
LOCATION Board Room, West Wing, City Offices
DATE: 11th August 2016, 12:00pm
FILE REF: 1632
PRESENT: SWS- Alex Scott-Whitby (ASW) / (SWS)
 SWS- Cherng-Min Teong (MT) / (SWS)
 WCC- Eloise Appleby (EA)
 WCC- Councillor Liz Hutchinson (LH)
 WCC- Councillor Ian Tait (IT)
 WCC- Councillor Fiona Mather (FM)
 BID- Chris Turner (CT)
 Debenhams- Fay Johnson (FJ)
 Church Comissioners – Adrian Browning (AB)

REF	Item	ACTION
1.00	APOLOGIES	
1.01	Emma Williams, Manager, Greggs William McWilliam, General Manager, Mercure Winchester Wessex Hotel Councillor Tod	
2.00	APPOINTMENT OF CHAIRMAN	
2.01	LH to chair in EA's temporary absence	
3.00	RESEARCH + CONSULTATION	
3.01	SWS explained the consultation process to date, and highlighted the key issues within the space, both at a micro and macro level. ASW mentioned that whilst SMC is a tiny space the issues that come up in the covert are issues that are symptomatic of the whole of Winchester, and they had looked at solutions around this that could offer potential strategies city wide.	
3.02	SWS explained that they have met almost all the key stakeholders, with only historic environment team and urban planner to meet on the 23 rd August. They have also spoken to various members of the public, locals and tourists both in and around Winchester, and inside the Covert.	
3.03	MT ran through consultation findings book	
4.00	KEY ISSUES + PRESENTATION OF IDEAS Market Lane	

- 4.01 Trip Advisor quote of Market Lane an “unappealing alley”. SWS explained that this back alley feeling was prevalent in SMC and something that would have to be addressed in the proposals.

ASW explained that rooms overlooking the covert at the Mercure Wessex would therefore benefit from the improvement of the cover and potentially also Market Lane.

- 4.02 ASW explained that in Copenhagen after they pedestrianized the highstreet the next thing they had to do was address the back of house- how can we include the service lanes as part of a larger strategy for streetscaping?

- 4.03 SWS questioned the need for Market Lane to be two laned, and asked if there was a possibility of narrowing it, starting from the covert.

- 4.04 SWS showed Calle Remer, a space in Venice which is of similar scale and orientation- aspiration

5.00 **Lack of Seating**

- 5.01 Lack of seating within the covert and also city wide, this is an opportunity to bring leisure back into the city

6.00 **Key Issues and Opportunities (K+O)**

- 6.01 SWS highlighted the fact that all the ideas put forward were to gage the reaction from all about the scale of the engagement- cogniscant of the budget however also aware that it was important to explore the coverts full potential before scaling back.

Town Forum presentation will see both scales of proposal- on budget option, but also what could happen as well

7.00 **K+O - Lack of unity of elements in covert**

SWS explained that many of the objects and clutter in the space were the responsibility of multiple stakeholders.

AB explained that the gravestones did not fall under the ownership of the CC

SWS also explained that the gravestones did not have bodies under, they were relocated from the Cathedral therefore it would not be so much of an issue to relocate them/display them in a different manner.

- 7.02 SWS offered the solution of a unifying strategy, through a shared surface or element. One option was to share the ground surface of the covert through to the Wessex Car Park- this could be raised and would slow traffic down. Cars could still park there, but during a festival, it could be used differently.

The other was a unifying strategy with materiality so that both the high street side of the covert and Market Lane felt like one space, and a space that would pull people through.

- 7.03 Group discussed maintenance of the car park space
Group also discussed the feasibility of Wessex having a café space to open out onto car park however problems with current layout and plan of hotel means it is unlikely this would work .
- 7.04 Covert Toilets, SWS mentioned there was a possibility that these would be redeveloped to incorporate market offices..more reason for the space to become an information point. SWS to discuss with Kevin Warren about this SWS
- 8.00 K+O - Bins**
- 8.01 Bins are always in view, SWS noted that many key views to the cathedral were blocked by bins- this should be banned. WCC
- 8.02 SWS noted it was necessary to address the bin issue at high level FM recommended centralising the system – Westminster collection is every 2 hours- WCC to make visit to see this WCC
- 8.03 EA noted that currently there was no provision outside the contract for waste management- and this is something that would need to be changed as nothing was happening because there is no officer resource. WCC
- 8.04 Westminster City Council making money out of it too- WCC to follow? WCC
- 8.05 SWS explained there were ways of beautifully screening, and using this as a common shared element that could help unify not only the covert, but Market Lane and even the rest of Winchester. SWS to test screening further SWS
- 8.06 IT noted that there needed to be secured as there were fire hazards associated with them SWS
- 8.07 CT explained that it was a case of ownership of the space that care of the space would happen, and believed that the introduction of food and drink would start this process decluttering a space. SWS
- 9.00 K+O- People Flow and Wind Flow**
- 9.01 SWS explained the current situation of circulation through videos and diagrams and showed the first of a series of test to change this- moving the flower stall into the center of the columns to allow for views through the tower to the cathedral -
- 9.02 SWS highlighted Debenham's issues with frontages, and that currently the windows facing into the covert are classed as secondary and tertiary due to head office deeming the space to be not used much.
- 9.03 FJ explained that with previous conversations with MT, if it was possible to open up the frontage into the open space of the covert that would be desirable but the space would have to be changed

beforehand. She was happy with the idea of a mobile café moving to the space and temporary seating provided to test activity in the space.

- 9.04 FM noted that the current proportions of the space (openings, spaces between the columns) were not pleasing to the eye, and therefore not inviting. FM also noted that the high street side was much poorer than the tower side of the covert - SWS explained they had been testing sizes of openings both with organisation of flower stall and charity stalls
- 9.05 SWS suggested as a solution to organising the charity and flower stall, was to reorient their stall *into* the covert- so that their frontages formed a path through to the tower- Kingsgate used as an example.
- 9.06 All agreed with the idea, FM noted that it helped with the proportions of the openings, as it drew the eye into the covert.
- 9.07 Trestle Table Peril- CT noted that the type of tables and the temporary-ness led to a lack of care in the set up and aesthetic of the stalls, when really they should be celebrated.
- 9.08 -It was also noted that the configurations of the flower market and the charity stalls would have to be rethought, the design of elements for their stall.

10.00 K+O- WHERE IS THE CATHEDRAL

- 10.01 SWS explained that though the covert was a route to the cathedral, tourism currently sent people down where Monsoon used to be, on Market Street.
SWS indicated that tower and covert were visible from the highstreet, both the flooring, and ceiling of the covert could be changed to attract people to it.
- 10.02 SWS showed an example of lighting and how it could pull people in- they noted that when thinking of these issues in terms of cost, it was not the initial upfront cost, but the maintenance cost that would need to be considered.
- 10.03 LH suggested SWS look at Peter Freeman and also the beacon at the Cathedral - + London light at the end of the tunnel SWS
- 10.04 SWS wondered if it was possible to test what the space felt like with the lights off- who was responsible. SWS
It was clarified that the lighting under the covert was via Highways SWS to check with Highways whether they could turn it off in the day time to test what the space felt like. SWS
- 10.05 IT noted that it was the responsibility of the councillors to allocate and resource the funds- We need to set the change-

- 10.06 CT- We need to find the levels of power that bring change.
- 11.00 K+O – A New Gateway**
- 11.01 SWS how can we make the covert act into a gateway- and how can we make a new porous screen that you could fit bins, bikes etc. How can you reinterpret Winchester's existing gateways and create a contemporary one that signals the current activities and city life of Winchester?
- 11.02 IT mentioned the Christmas Open Doors, by the Hat Fair- could this be tied in somehow? SWS to look at option SWS
- 11.03 IT noted that the current bike lock stands do not add anything to the city, so the work on these bike racks could be a lesson to other bike racks in the city.
- 11.04 CT agreed the gateway works, but how to work this idea with the other ideas presented so far will be a challenge, how to mediate between all the issues. SWS explained this was the challenge post this meeting.
- 11.05 LH emphasised that this was a real potential to narrow the street, and eventually pedestrianize it. SWS agreed that the covert was the perfect place to start this implementation.
- 11.06 SWS to issue out list of stakeholders consulted in next report. SWS
- 11.07 CT- Speak to someone in highways in order to make things happen. Simon Cramp? Bob Wallbridge- EA to e-connect EA
- 12.00 K+O – Tower -**
- 12.01 SWS explained that Winchester must be the only city where a medieval tower was used as a fire escape. Best example of a fire staircase is in Verona in Castelvechio. Questions to Debenhams about potential to activate the tower as something more but still be used a secondary means of escape.
- 12.02 SWS - Means of getting up to enjoy the view, or lighting the space? Therefore the tower becomes more of the attractors.
- 12.03 EA- asked FJ if people might be drawn up the tower to the café to Debenhams? How if it became a new public route? FJ explained that the fire escape was not desirable to use other than in an emergency
- 12.04 CT- really great idea however it will cost a lot of money – but good to show the possibility

- 12.05 SWS- once this space gets going, the tower is the real win, and give back to the city. And a significant opportunity as a revenue generator in the long term.
- 12.06 EA- We are getting some money from CIL (community infrastructure levy) so this would be a project that would be perfect for that. Possibility to look into this SWS to note this in the recommendations. SWS
- 12.07 CT people would also be very keen to crowd fund to raise money for a cause like that- SWS to also note this SWS
- 13.00 **K+O- Frontages**
- 13.01 SWS- The frontage of the public convenience is very informative, however it's not maintained very well- cleaning seems to be difficult and so the display is very dirty and dusty. The architect seemed to think that the exhibition was going to be changing
- 13.02 EA- The exhibition is managed by the Hampshire Cultural Trust but is a permanent exhibition as there is not funding for changing this exhibition. They come in once a year and clean it, but it's not meant to be a changing display. SWS to contact Ross Turle to discuss options of frontage. SWS
- 13.03 SWS perhaps the PC frontage could be a new notice board for Winchester to show what is on, and SMC becomes a new hub for information and meeting point
- 13.04 EA- explained that in all her time of working at WCC signage for local cultural events doesn't really exist, there is one place by M&S, and another one up St. George's street
"we're a cultural city but you can't see what's on when and where!"
- 13.05 SWS mentioned the possibility of LED screens and remotely managing the displays? SWS to look into this SWS
- 13.06 EA wondered whether the chairs and tables could be fixed, and therefore be used to strategically stop vehicles coming onto the covert as well as eradicating the need for storage and also anyone could come and sit there to eat their sandwiches etc
- 14.00 **K+O- Winchester as a city of Performance**
- 14.01 SWS this space should be used as place of performance, but just for storage..
- 14.02 CT noted that there is a sort of use tension between the charity stall, flower market and busker
- 14.03 SWS agreed and explained that there needed to be a formalised set of boundaries for each stakeholder, so that each knew their

- limits and where they could be, could this be demarcated through levels and materiality?
- 14.04 EA added you could have film screenings, book readings
 - 14.05 EA noted also that should the market office be relocated to the toilets and the toilets reconfigured, it would make sense for them to be right there to manage all the events/ display etc. SWS to discuss this idea with estates- Kevin SWS
 - 14.06 SWS pointed out that vertical garden wall (edible incredible Winchester) would not only add green screening to a wall, but offer activity and use for the communities in Winchester. CT noted that there are 12 trees in the Square- SWS to look at the option of trees in covert? SWS
 - 14.07 IT responsibility of the markets the revenue should be reinvested into some of the problems surrounding the markets i.e bins
 - 14.08 EA identified that within all the issues discussed, there are physical issues (things that require building, constructing, purchasing), and there are management and operational issues (which will be more directed to WCC and HCC)- which should form the set of recommendations. Recommendations should also include who has been consulted, and methodology. SWS to issue draft to EA before Town Forum on 21st Sept. SWS
- For every infrastructure element there are a series of knock on-management things
- 14.09 IT we have failed to have buy ins multiple times with issues such as the bins- there needs to be bigger reasons to convince movement in decisions
 - 15.00 **NEXT STEPS**
 - 15.01 SWS to send to EA a low res copy of the presentation
SWS to also issue out a stage 1 report by next week
SWS to test all options through model and form a set of recommendations
SWS to use VR for Town Forum SWS
 - 15.02 SWS reviewed timeline, and next events SWS
23rd August- Flat Whites Coffee to move to space -
2nd week Sept- Day event/festival – SWS to confirm date
Steering group to be slightly before town forum- 2nd week sept-
These events would be used to discuss in Town Forum.
 - 15.03 EA mentioned possibility of sending out to potential interest groups- SWS to draft email/poster call out and CT and EA to forward on. SWS

15.04 Church Commissioners- Lifting Faculty- EA has been in touch with CC and is currently trying to get faculty lifted. Sue Crocker to double check ownership of undercroft space.

Meeting End 14:00pm

MEETING: Town Forum Informal Group Meeting
PROJECT: St. Maurice’s Covert Public Realm (SMC)
LOCATION Eversley Room, 2nd Floor, Guildhall Winchester
DATE: 29th September 2016
FILE REF: 1632
PRESENT: Alex Scott-Whitby (ASW) / (SWS)
 Cherng-Min Teong (MT) / (SWS)
 Eloise Appleby (EA)
 Councillor Hutchison (LH)
 Councillor Mather (FM)
 Councillor Tait (IT)
 Catherine Turness, Winchester Business Improvement District (BID) (CT)
 Fay Johnson, Store Manager, Debenhams (FJ)
 William McWilliam, General Manager, Mercure Winchester Wessex Hotel (WM)

REF	Item	ACTION
1.00	APOLOGIES	
1.01	Councillor Tod, Adrian Browning, Emma Williams	
2.00	MINUTES OF MEETING OF 11 AUGUST 2016	
3.00	DISCUSSION OF KEY RECOMMENDATIONS	
3.01	MT took members through the draft Stage 2 report and through the key recommendations	
3.02	Jet washing – SWS to liaise with the street cleaning team regarding the grout- FM wondered if it was possible to re-grout every few years? SWS to ask this question at drop in session	SWS
3.03	SWS noted that in situations where there has been opposition to changes made in the Covert- persisting through has yielded results (like the street cleaning)	
3.04	ASW updated members on the discussion with the Historic Environment Team: they were positive about the proposal, subject to a few issues, such as the location of the bins and desire lines SWS to issue out stage 2 report to Historic Environment Team	SWS
3.05	Decluttering the space- Bins – It was agreed that a mixture of bin storage/screening and an enforcement system is required for effective management of bins. EA to continue this discussion with the rest of WCC	EA
	FM stressed that there was no place for bins in Winchester at all. LH questioned that there was no way currently of managing it- there is no currently no Town Centre manager. CT noted that the town Centre	

manager was essentially BID and that the bins issue was not limited to the Covert- it was a city wide issue.

- 3.06 IT noted that in addition to managing the present situation of the bins that a preemptive measure would be to put planning conditions for new businesses regarding their bin management. EA to note EA
- 3.07 Informal Seating- LH noted that there was a lack of informal seating in Winchester- the seating in the Covert would allow businesses to have their lunch in there
- 3.08 Wall – SWS explained that the wall in addition to being storage and the display system for the flower seller, could also have a design etched on that could act as an educational tool, and way finding device for tourists to use. FM wondered whether businesses could pay for it if they could put their location on a map. SWS to note this option SWS
- 3.09 Street Lighting – SWS made a recommendation to reduce the lighting in the space- Winchester’s lighting strategy across the city is low level- and currently the overly bright nature of the covert alienates it, and actually encourages antisocial behavior.
- 3.10 FJ regarding windows- there would be a long process to convert it back into windows as there is currently a lack of storage in Debenhams and those rooms have been converted into storage rooms (also an issue about cost of opening them up) SWS questioned is there a way it could act as a storage room but also the frontage be used as a more active display? SWS questioned whether there is a first point of engagement with the head office? SWS
- 3.11 Shared Surface: WW expressed concerned about the raised shared surface in regards to three point turns. There is insufficient signage of the no entry sign.
- 3.12 Gregg’s door- IT to find out who owns Greggs building IT
- 4.00 COSTING**
- 4.01 SWS explained that the cost of all phases (without soft costs of fees) would be #240k but of that 100K was for the tower. Phase 1 would include the most visible changes and by Phase 2 most of the work would be complete. Phase 3 would be to extend across the road to the Wessex, and Phase 4 would be the tower.
- 4.02 EA noted that there is currently a range of funding options such as CIL that could be used for certain parts of the project. SWS noted that for the Tower there was heritage lottery funding, and match funding.
- 4.03 FM questioned whether Hampshire Cultural Trust could help fund, EA noted that they were currently raising money for other projects and the Covert would be a low priority for them, and however there were other possibilities.

5.00 PHASING

- 5.01 IT noted that if Phase 1 was successful in its change, it would be in itself an advert and source of momentum for the following phases.
- 5.02 LH noted that lighting should be incorporated into phase 1 as it would be fundamental to the change in the covert. SWS explained that it would be possible to integrate the lighting strategy within the elements that were implemented in phase 1. SWS

SWS to incorporate lighting into phase 1.
- 5.03 Phasing to be reviewed by SWS and resent to members SWS
- 5.04 EA potential to amalgamate phasing depending on soft costs. The tower phases is a project in its own right and should be left aside for now. EA
EX to check the existing commitments from CIL fund and figure out how best to play this in relation to the funding.

6.00 FUNDING

- 6.01 LH noted that figuring out the sources of funding for each component of the proposal was important to the next moves of implementation. SWS noted that the end of the financial year would be a canny time to have ready a phase for implementation and funding.
- 6.02 SWS to update the costing table to include all soft fees SWS
- 6.03 EA to advise SWS on planning application fees should they be applicable EA
- 6.04 EA posed the question to BID, Wessex Hotel and Debenhams whether or not any would be willing to contribute to the project. The improvement of the Covert would increase footfall around this area, and offer amenities for local businesses. WW, CT, FJ

All parties to review proposal and respond. SWS
SWS to send through stage 2 report and boards for discussion.
- 6.05 WW noted that Accord would have no interest unless it directly impacted / improved their assets. FJ agreed in regards to Debenhams.
EA questioned whether it would be useful just to have the discussion with the head offices.

7.00 PROGRAMME + TIMELINE

- 7.01 It was noted that planning permission would need to be sought for the phases. SWS advised that the application should incorporate all phases and then the works staggered as necessary. EA noted that planning permission would take 3 months.

- 7.02 SWS noted that the work undertaken to date follows up to RIBA stage 2. Planning would be stage 3 which would include a more detailed idea of each element.
- 7.03 EA noted that it would be difficult to implement phase 1 by the end of the Financial year- General fund coming through not till April 2017. SWS advised to mindful not to do it too quickly- noted that detail design is 2 months work- and planning permission is 3 months- suggestion that if the funding is in place by April next year, and by April the year after Phase 1 is completed.
- 7.04 LH and IT noted that there was a real need to keep up momentum of the project. It was noted that steering group should be kept for the next phase of the project.
- 7.05 Noted that final agreed design for planning to be reviewed in next town forum in January 2017 and then submitted for planning.
- 7.06 EA to determine what funding is available where and how much is already allocated EA
- 7.07 Next stage of procurement- EA noted there must be a formal discussion in regards to appointing for the next stage of work. EA also noted that someone in Estates would take the lead for the next stage, however possibility for the steering group to remain.
- 8.00 NEXT STEPS**
- 8.01 EA pointed out that there were a few key technical issues with the proposal that required ironing out with the relevant department in WCC and HCC and these should be sorted before moving forward as an agreed design. EA to organise a drop in session with the same members from the last one to review the emerging design. EA
- 8.02 SWS to compile a list of queries that require clarification from the respective officers, in time for the drop in session. (Lighting, highways, street team, PFI agreement, Gregg's door, church commissioners) SWS
- 8.03 EA to chase the Church commissioners regarding lifting the faculty and factor in how long this might take into the timeline. EA
- 8.04 EA stressed the requirement of soft costs to come back to her as soon as possible as these would need to be cleared early November. SWS
- 8.05 SWS to update stage 2 report and include a timeline explaining the present situation and the future objectives. SWS
- 8.06 SWS to discuss in detail with EA the soft costs and phasing before issuing out. SWS, EA



WINCHESTER TOWN FORUM (ST MAURICE'S COVERT) INFORMAL GROUP

Monday 5 December 2016

MINUTES

Terms of reference:

“To consider with officers the contents for the brief for the improvement for St Maurice’s Covert and to suggest any additional issues they would like to see included in the brief for consultants.”

In attendance:

Councillors Hutchison, Mather (part), Tait, Weston
Chris Turner, Winchester Business Improvement District (BID)
Eloise Appleby, Assistant Director (Economy & Communities)
Andy Hickman, Assistant Director (Policy & Planning) (part)

Apologies:

Fay Johnson, Debenhams
William McWilliam, Mercure Wessex Hotel
Adrian Browning, Church Commissioners for England

1. Appointment of Chair

Members agreed to appoint Cllr Tait as the Chair of the meeting.

2. Minutes of the Previous Meeting

Minutes of the meeting of 28 September 2016 were reviewed and agreed to be an accurate record of the meeting.

3. Matters Arising

3.02 Jet washing – this had been raised by Scott Whitby with Hampshire County Council and was not considered to be a problem in the area under the Covert.

3.04 Historic Environment Team – there were ongoing discussions with the team to reassure them that proposals in the stage 2 report (‘enhancement strategy’) were only concepts and would be refined further as part of the implementation process.

3.05/06 Commercial bins – Eloise Appleby has taken this subject forward with colleagues and set up an all-Member session on 15 February 2017, with a presentation by an officer from Westminster City Council to learn from their experience.

3.10 Debenhams Head Office – Eloise Appleby proposed to the Store Manager that direct contact be made with Head Office but was requested not to do so.

3.12 Greggs building ownership – Eloise Appleby had researched this on the land registry and passed on details to Scott Whitby in preparation for implementation.

5.03 Phasing of delivery – Scott Whitby have reviewed this and it forms the main item of the meeting today, following the meeting of Winchester Town Forum and the officer drop-in session during November 2016.

6.02/8.04/8.06 Soft fees – the table of costs was updated in time for the Committee Report to Town Forum and Cabinet.

6.03 Planning fees – this had proved difficult to calculate in advance, but an estimate was included by Scott Whitby in their revised costings.

7.06 Funding for delivery – a proposed budget had been included in the Committee Report to Town Forum and Cabinet, but would be reviewed during the course of the meeting following feedback from these committees.

8.01/8.02 Technical issues – a drop-in session had been organised for key technical officers and stakeholders, and this took place on 30 November 2016. Scott Whitby found it very useful and well attended.

8.03 Faculty requirement – Eloise Appleby has chased the Diocese about lifting this requirement and has been promised action, although with the proviso that this may not be rapid.

8.05 Delivery timeline – the enhancement strategy (Stage 2 Report) was updated as required.

4. Implementation Budget

As set out in Committee Report WTF247 to Winchester Town Forum and Cabinet, the proposed budget for delivery of the full enhancement scheme was as follows:

a. Initial design costs (already spent)	£ 10,000
b. Phases 1 & 2 delivery (ie the bulk of the enhancement works)	£170,000
c. Professional fees and charges for phases 1 & 2	£ 30,000
d. Phase 3 delivery(opening the tower, narrowing Market Lane)	<u>£105,000</u>
TOTAL	£315,000

The Report proposed the following contributions to pay for delivery of Phases 1 and 2, which are estimated above at £200,000 including fees:

Item	Estimated Cost
Phase 1 & 2 Delivery Cost, including professional fees/charges (rounded up)	200,000
Funding Source	Budget Contribution
Town Account – existing identified allocation for scheme delivery	30,000
Town Account – proposed additional allocation 2017/18	30,000
General Fund Capital Programme – proposed allocation 2017/18	140,000
Total Funding	200,000

However, Cabinet had met informally and fed back through Cllr Weston that £140,000 was too great a contribution. Cllr Weston proposed that a maximum of £50,000 from the Capital Programme would be more realistic.

Chris Turner (Winchester BID) stated that the BID would be included to make a contribution to costs, but that this need to be ring-fenced for commercial bin storage solutions which could be replicated elsewhere in the city. He suggested a maximum figure of £8,000 which may need to be split over the 2016/17 and 2017/18 financial years.

Taking these revisions into account, the budget would be as follows:

Funding Source	Budget Contribution
Town Account – existing identified allocation for scheme delivery	30,000
Town Account – proposed additional allocation 2017/18	30,000
General Fund Capital Programme – proposed allocation 2017/18	50,000
Winchester BID	8,000
Total Funding	118,000

It would be necessary to work with Scott Whitby to review the phasing again in the light of this reduced budget.

5. Project Management

Andy Hickman, Assistant Director for Policy and Planning, joined the meeting to explain how the Council would implement the final enhancement scheme. A project team of officers would be established, with external professionals (eg lighting designer, engineer) engaged to provide specialist advice.

It was agreed that the project team would include a representative of the Historic Environment Team.

Andy Hickman said that the Project Team had capacity to begin work early in the New Year, and requested that a meeting be set up with Scott Whitby to discuss the work programme. It was agreed that Cllr Hutchison should also attend this meeting.

6. Market Lane Toilets

Information had been obtained from the Estates Team about plans for these public toilets. A refurbishment is planned of the interior, starting in April. Options are limited by the fact that there is only 11 years remaining on the current lease of the building.

Transfer of cleaning/supervision responsibilities to the Parking Team is in hand, and should lead to an improvement in presentational standards.

It was agreed that updated terms of reference for this Group could include a watching brief on improvements to the toilets.

Eloise Appleby agreed to revise the terms of reference for the next meeting, to include membership of the group by Cllr Weston (Cabinet Portfolio Holder) and a representative of the Historic Environment Team. It was agreed that the issue of commercial bins could also be included as a watching brief.

7. Future meetings

As the final budget for the first phase of delivery would be agreed by Council as part of the overall budget approval process, it was proposed that a meeting for the Group should be convened during the week commencing 20th February (not 21st or 22nd).

Ends