



<b>Meeting</b>	The Overview and Scrutiny Committee
<b>Date and Time</b>	Monday, 25th February, 2019 at 6.30 pm.
<b>Venue</b>	Walton Suite, Guildhall, Winchester

## AGENDA

### PROCEDURAL ITEMS

- 1. Apologies and Deputy Members**  
To note the names of apologies given and Deputy Members who are attending the meeting in place of appointed Members.
- 2. Disclosures of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.

*Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.*

If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.

- 3. Chairman's Announcements**
- 4. Membership of Sub-Committees and Informal Groups etc**
- 5. Minutes** (Pages 5 - 20)  
Minutes of the meeting held on 28 January 2019 and the additional meeting held on 4 February 2019 (less exempt minute)
- 6. To note the Scrutiny Work Programme for 2018/19 and the Forward Plan for March 2019** (Pages 21 - 26)



## **BUSINESS ITEMS**

7. Public Participation  
To receive and note questions asked and statements made from members of the public on matters which fall within the remit of the Committee
8. Asset Management Plan 2016/2021 (OS223) (Pages 27 - 52)
9. Annual Emergency Planning Report (OS222) (Pages 53 - 62)
10. EXEMPT BUSINESS: To consider whether in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
  - i) To pass a resolution that the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100 (l) and Schedule 12A to the Local Government Act 1972.

Item

Para No. of Schedule  
12a to the Act giving description of  
exempt information giving rise  
to the exclusion of the public

11. **Exempt Minute of the additional meeting held on 4 February 2019**  
(Pages 63 - 64)

L Hall  
Head of Legal Services (Interim)

Members of the public are able to easily access all of the papers for this meeting by opening the QR Code reader on your phone or tablet. Hold your device over the QR Code below so that it's clearly visible within your screen and you will be redirected to the agenda pack.



15 February 2019

Agenda Contact: Claire Buchanan, Senior Democratic Services Officer  
Tel: 01962 848 438 Email: cbuchanan@winchester.gov.uk

*\*With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website [www.winchester.gov.uk](http://www.winchester.gov.uk)*

## **MEMBERSHIP**

**Chairman:** Learney (Liberal Democrats) **Vice-Chairman:** Stallard (Conservative)

**Conservatives**

Cunningham  
Gemmell  
McLean  
Weston  
Lumby

**Liberal Democrats**

Clear  
Evans  
Thompson  
Tod

**Deputy Members**

Berry and Mather

Hiscock and Weir

Quorum = 4 members

**Relevant Portfolio Holders:**

Having regard to the content of the agenda, the Chairman requests that The Leader and all relevant Portfolio Holders attend meetings of the committee

**PUBLIC PARTICIPATION**

A public question and comment session is available at 6.30pm for a 15 minute period. There are few limitations on the questions you can ask. These relate to current applications, personal cases and confidential matters. Please contact Democratic Services on 01962 848 264 in advance of the meeting for further details. If there are no members of the public present at 6.30pm who wish to ask questions or make statements, then the meeting will commence.

**Voting:**

- apart from the Chairman, every Member has one vote when a matter before the meeting requires a decision.
- in the event of an equality of votes, the Chairman may exercise a casting vote and that vote may be exercised in any way seen fit.
- a Member may abstain from voting, or vote differently from how they may have indicated during the debate, without further explanation.
- the way each Member voted will not be recorded in the minutes, unless a motion to have a Recorded Vote has been passed.

**DISABLED ACCESS:**

Disabled access is normally available, but please phone Democratic Services on 01962 848 264 or email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) to ensure that the necessary arrangements are in place.

This page is intentionally left blank

## THE OVERVIEW AND SCRUTINY COMMITTEE

28 January 2019

Attendance:

Councillors:

Learney (Chairman) (P)

Clear (P)

Cunningham (P)

Evans

Gemmell (P)

Lumby (P)

McLean (P)

Stallard (P)

Thompson (P)

Tod (P)

Weston (P)

Others in attendance who addressed the meeting:

Councillors Horrill (Leader) and Ashton (Portfolio Holder for Finance).

Others in attendance who did not address the meeting:

Councillors Godfrey (Portfolio Holder for Professional Services) and Weir

Deputy Members:

Councillor Hiscock (Standing Deputy for Councillor Evans)

---

1. **DISCLOSURE OF INTERESTS**

Councillors Hiscock, Stallard and Tod all declared a personal (but not prejudicial) interest in relation to various matters on the agenda due to their role as County Councillors having been involved in discussions thereon.

In addition, Councillor Tod declared a personal (but not prejudicial) interest in respect of any discussions regarding health and equalities having attended the National Cardiovascular Disease Prevention System Leadership Forum.

Councillor Stallard also declared a personal (but not prejudicial) interest in respect of any discussions regarding health and wellbeing due to her role as HCC Executive Member responsible for Public Health.

2. **MINUTES**

RESOLVED:

That the minutes of the meeting held on 26 November 2018 and the minutes of the additional meeting held on 13 December 2018 (less exempt minute), be approved and adopted.

3. **SCRUTINY WORK PROGRAMME AND FEBRUARY 2019 FORWARD PLAN**

RESOLVED:

That the Scrutiny Work Programme for 2018/19 and Forward Plan for February 2019, be noted.

4 **PUBLIC PARTICIPATION**

No comments or questions were made during public participation.

5. **MEDIUM TERM FINANCIAL STRATEGY**

(Report OS217 refers)

In advance of the Committee's consideration of agenda items below, Councillor Ashton gave presentation on the background to the Council's Financial Management arrangements for 2019/20, highlighting the financial context for the forthcoming year and going forward. The presentation is included as an **appendix** to the Minutes.

The Strategic Director: Resources introduced the Report and its appendices and together with the Portfolio Holder, Councillor Ashton, they responded to detailed questions. In summary, the following matters were raised by the Committee:

- (i) In respect of questions in relation to Outcome Based Budgeting, the Strategic Director: Resources clarified that the outcomes would be incorporated as well as the efficiency planned measures, as set out in paragraph 11 of the report;
- (ii) Councillor Ashton reported that savings targets would be reviewed as the need arose with the view to continuing long term savings plans to meet the long term challenge. In addition, it was highlighted that the revenue

grant was not in a negative position and that funds were more than sufficient to meet the deficits on paper;

- (iii) In response to questions regarding the certainty of the plan, it was reported that the plan was robust. In addition, it was noted that the new homes bonus was higher than forecast in 2019/20 and a full range of savings options would be explored including rent reviews, capital programme and the transformation programme in order to achieve a balanced position going forward;
- (iv) The Strategic Director: Resources reported that the asset challenge was underway with a further three months set in which to conclude the process;
- (v) Transformation Programme – it was reported that a customer smart process had been proposed whereby the Council would assess all its services over a period of the next two years. It was anticipated that this would be shaped and driven internally, with the support of IESE to achieve improved services; and
- (vi) Scenario Planning – The Strategic Director: Resources clarified that the plan incorporated the best expected cost estimations for the Environmental Services Waste Contract and the Winchester Sport and Leisure Centre Project, as indicated in the general fund and set out in Appendix C of Report OS218 (General Fund Budget 2019/20), also due for consideration at the meeting.

During discussion, several Members referred to the need to define spending on the Council Strategy and expressed views that the Council should have a clearer and more detailed plan going forward (at least the next four years) of its capital expenditure forecast, particularly looking at the bigger financial challenges the Council faces and the options available to be explored which should be given further consideration.

At the conclusion of questions and debate, the Committee welcomed clarification of the Council's financial position as presented by the Portfolio Holder and also the format of the Committee's report.

RESOLVED:

That the Portfolio Holder notes the comments of the Committee but that no items of significance to be drawn to the attention of Cabinet.

6. **GENERAL FUND BUDGET 2019/20**

(Report OS218 refers)

Councillor Ashton introduced the Report and its appendices which set out the detailed known income sources for 2019/20, ahead of the anticipated local government finance settlement and together with the other officers present, they responded to detailed questions. These included questions related to the freeze to the Council's Council Tax precept for 2019/20, the timescale for transformation programme savings, car parking income, the prudent management of reserves and current progress of the St Maurice's Covert project.

At the conclusion of questions and debate, the Committee welcomed the presentation of the report and agreed that there were no particular matters that it wished to raise for Cabinet to further consider.

RESOLVED:

That the General Fund Budget 2019/20 report be noted.

7. **HOUSING REVENUE ACCOUNT BUDGET 2019/20 AND BUSINESS PLAN 2019/2049**

(Report OS219 refers)

Councillor Horrill introduced the Report and its appendices and together with the officers present, they responded to detailed questions. These included questions related to the turnover of void properties, opportunities that exist for housing and providing alternative storage to tenant's, housing issues in rural locations as well as urban areas and increases to the number of Council houses coming forward.

At the conclusion of questions and debate, the Committee thanked officers for their continued excellent management of the Council's Landlord service and the Housing Revenue Account. Members also welcomed the ongoing commitment to the new homes programme. The Committee agreed that land availability should be added to the Risk Register going forward but had no particular matters that it wished to raise for Cabinet to further consider.

RESOLVED:

That the Housing Revenue Account Budget 2019/20 and Business Plan 2019/2049 report be noted.

8. **Q3 FINANCE AND PERFORMANCE MONITORING**

(Report OS216 refers)

Councillor Horrill introduced the Report and together with the other members of Cabinet and officers present, they responded to detailed questions. The report



set out an increase in underspend, an update on the aims and objectives of the Council Strategy and the Council's major projects, the financial position and corporate health performance indicators. In summary, the following matters were raised by the Committee:

- (i) The timetable for the Central Winchester Regeneration project;
- (ii) The Economic Strategy – dependant on what happens as a result of Brexit;
- (iii) Changes to measures within the Council Strategy for 2019/20;
- (iv) Revisions required to the recording of the Strategic Asset Purchase programme to reflect that this is not a negative indicator;
- (v) The timetable for the consideration of establishing a Housing Company – the intentions and challenges;
- (vi) Improving the health and happiness of the community – was it measuring and targeting support in areas of deprivation and for vulnerable groups; and
- (vii) The actions towards achieving a Lower Carbon Council – the Chief Executive clarified that this would be led by one of the Corporate Headswith the appointment of sustainability officer to focus on this matter going forward;

Following debate, the Committee continued to welcome the improvements to the Report's format as information was clear, concise and more readily reviewable.

In conclusion, the Committee agreed that the Council review how it records health outcomes in relation to inequalities.

**RESOLVED:**

That the Leader and other relevant Portfolio Holders notes the comments of the Committee and that, other than the matter set out above, no items of significance to be drawn to the attention of Cabinet.

9. **EXEMPT BUSINESS**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
10	Exempt Minute of the additional meeting held on 13 December 2018	) Information relating to the ) financial or business affairs ) of any particular person ) (including the authority ) holding that information). ) (Para 3 Schedule 12A refers)

10. **EXEMPT MINUTE**

RESOLVED:

That the exempt minute of the additional meeting held on 13 December 2018 be approved and adopted.

The meeting commenced at 6.30pm and concluded at 9.25pm.

Chairman

## **THE OVERVIEW AND SCRUTINY COMMITTEE – ADDITIONAL MEETING**

**4 February 2019 (moved from 31 January 2019)**

Attendance:

Councillors:

Learney (Chairman) (P)

Clear (P)

Cunningham (P)

Evans

Gemmell (P)

Lumby (P)

McLean

Stallard (P)

Thompson (P)

Tod (P)

Weston (P)

Others in attendance who addressed the meeting:

Councillors Ashton (Portfolio Holder for Finance), Gottlieb, Laming and Prince

Others in attendance who did not address the meeting:

Councillors Horrill (Leader), Griffiths (Portfolio Holder for Health and Wellbeing), Humby (Portfolio Holder for Business Partnership) and Godfrey (Portfolio Holder for Environment) and Bell.

Deputy Members:

Councillor Berry (Standing Deputy for Councillor Weston)

Councillor Hiscock (Standing Deputy for Councillor Evans)

---

1. **DISCLOSURE OF INTERESTS**

Councillors Hiscock, Stallard and Tod declared disclosable pecuniary interests as they were County Councillors and the County Council had awarded £1 million to the project. However they all participated in the meeting and, in the case of Councillor Warwick voted on items as below, under the dispensation granted by the Standards Committee.

## 2. **PUBLIC PARTICIPATION**

At the invitation of the Chairman, Councillors Gottlieb, Laming and Prince addressed the Committee (and also to speak during the exempt session of the meeting). Their comments are summarised under the open and exempt minute with regards to the Winchester Sport and Leisure Centre – Full Business Case item (Report CAB3082(LC) refers) below.

Also at the invitation of the Chairman, Sandra Bowhay (on behalf of Winchester Netball Club) and Emma Back addressed the meeting with regard to the same item and their comments are summarised under the open minute below.

The Chairman also read out representations from Mr Geoff Wright, resident of St Giles Hill had been unable to attend this rearranged meeting with regard to the same agenda item.

## 4. **WINCHESTER SPORT AND LEISURE CENTRE – FULL BUSINESS CASE (LESS EXEMPT APPENDIX)**

(Report CAB3082(LC) refers)

The Committee noted that the report was also due to be considered by Cabinet (Leisure Centre) Committee at its meeting on 11 February 2019.

The Chairman welcomed to the meeting Professor Neil Marriot, Deputy-Vice Chancellor Winchester University. Also present were Simon Molden from The Sports Consultancy (TSC) and Olivia Burton and Sean Clarke from MACE.

The Strategic Director (Place) and others present gave a detailed presentation to the Committee on the Full Business Case. This is available to view as part of the agenda for the meeting on the Council's website. The presentation set out the development of the Leisure Centre and provided an overview of the findings of the Full Business Case that was before the Committee to consider.

Professor Marriot confirmed that the University of Winchester was to contribute £1.7 million towards the project and that the University were pleased to be part of the success of the new centre.

Key Deliverables and each of the five specific areas of the Business Case were then explained.

Sandra Bowhay (on behalf of Winchester Netball Club) addressed the meeting. In summary, the Club was disappointed that the new centre was now to have a smaller sports hall than had been originally proposed as there was currently a shortage of adequate court space for netball. Ms Bowhay suggested that the

Club had not been previously consulted by the Council with regards to agreeing a facility mix for the new centre and she urged there to be further consideration given to support the future growing needs of all basket sports in general.

Emma Back from Winchester SALT addressed the meeting. In summary, she referred to the previous proposals for the new leisure centre in 2016. This had sufficient facilities to meet current and future demand. In addition to this, it had been indicated that local clubs had made commitments to hire facilities which would have generated revenue to the new centre of significantly more than the £1.7 million over 40 years committed by the University. She was concerned that the leisure centre as now proposed was expensive in terms of its square footage and did not have sufficient facilities so to meet current and future demand. Furthermore the operating model appeared to be more suited to the operator preferences as indicated by the high cost of facility hire.

The Chairman advised that Mr Geoff Wright, resident of St Giles Hill had been unable to attend this rearranged meeting and had requested that his Questions be reported to the Committee. He had expressed that the Full Business Case was difficult to fully scrutinise with out sight of the exempt appendix. In summary, Mr Wright's questions included the following points. The Head of Programme's responses are also summarised below:

- What assumptions has the preferred operator made about numbers using the Bar End centre?

The existing RPLC had user numbers currently of 600,000 per annum. The outline business case specified this as 900,000 and the new operator was predicting number of 1million visitors.

- How secure is the operator's annual payment to be made to the Council? How many years after break even in 2031 will the Council have recovered the deficit accrued in the years before break even?

The operator's payment is to be fixed through a contract and based on CPI.

- What % operating deficit due to force majeure would trigger a renegotiation of the payments to the Council in year five?

This was a matter that should be discussed in exempt session.

- What is the outturn cost of construction assumed in the full business case? Does that take account of the underspend this year that will almost certainly result in delayed completion that will put up cost?

This was a matter that should be discussed in exempt session.

- What is the estimated cost per sq m of the leisure centre and how does that compare with comparable centres in recent years?

This was difficult to accurately determine, as this centre was to be a high quality building design, with a specific facility mix, and comparable benchmarks are not readily available.

- What does the operator's contract say about damages to be paid on default, e.g. if the operator hands back the keys once he finds his revenues falling below expectation and potentially incurring a loss?

There are specific Asset Management responsibilities within the operator contract, together with monitoring processes.

- What assurances could be given that the operators contract does not have loopholes in it that allow the operator to game the system so that costs, that were intended should be the operator's responsibility, end up being picked up by the Council?

A Sports England standard template was used as so any potential 'loophole' had been removed. The Council has procured specialist legal advice.

The Head of Programme also responded to other comments raised during public participation. He set out that a wide range of local clubs had been consulted during the development phase. With regard to the new leisure centre not adequately supporting the expansion of dry side facilities, Members were advised that the facility mix for the new centre had been based on sound analysis, having regard to available hall facilities elsewhere. Therefore, local demand would be accommodated across other facilities in the District and the locality.

With the permission of the Chairman, Councillor Prince addressed the meeting raising points as summarised below:

- Concern of negative impact on the Council's General Fund until 2029/30. Was this to be funded from the Council's Reserves?
- The new leisure centre will not break even until year 44. There were several sensitivities within the overall project, such as it being delivered a year late or if maintenance costs increase.
- If the project was to not meet its business case parameters, then it was likely that there would be long-term pressures placed on the Council – when its future financial position was already uncertain.
- There were no guarantees within the Business case that costs were not to increase overtime.
- The leisure centre was about 25%, or £1000, more per sq m than for other similar centres.
- There should be a analysis undertaken by this committee of contractor costs.

With the permission of the Chairman, Councillor Laming addressed the meeting raising points as summarised below:

- The business case for the new centre was flawed – you should be able to ‘build’ a business rather than for this to have been based on the same sized hall as currently existed at River Park.
- In terms of other local hall facilities, those due to be completed at Winchester College only had boy’s changing rooms.
- The facility mix modelling was flawed. A 12 court hall was more financially viable.
- The leisure centre was designed to ‘look good’ as opposed to it meeting actual need.
- There had been no references supplied for the potential operators.

In response to some of the comments raised, officers clarified as follows:

- The ‘break even’ point would be in the future due to the initial repayment of construction costs and was currently placed at year 2044.
  - Future operator costs had been modelled on a flat management fee subject to CPI inflationary increases throughout
  - References had been obtained for prospective operators as part of the tendering process.
- There was still some opportunity to make some small changes to the centre’s internal design and this would take place with the operator’s input to ensure the most effective operating model. Strong bids had been received which was an indication that operators endorsed the centre design.

Following consideration of the Exempt Appendix, the Chairman summed up the debate of the meeting:

- Building cost comparison to other Leisure Centres.
- Whether an eight court hall would be sufficient for current and future demand.
- The proposed provision of four further courts in the Southern Parishes.
- Contract provisions enabling reduction in management fee.
- Management arrangements for the car park.
- Impact on the General Fund during the life time of the centre.
- The potential cost of decommissioning the existing River Park Leisure Centre (including early termination of contract with Places for People) and whether this was included in the project costs.
- Potential for and mitigation of unforeseeable risk.
- The University of Winchester financial contribution to the project and how the Sports Stadium would fit into the project.
- Use of Sport England benchmarking and templates.
- The need to attract hard to reach groups to use the new facility.
- Management of the risk that revenue fails to meet expectations.

The Head of Programme indicated that although the detailed Sports England methodology for the District wide needs assessment had been used to inform the facility mix for the new leisure centre, the Action Plan set out that continued review and improvement of community facilities would take place. It was also clarified that the capacity modelling had taken into account Winchester University students using the centre on Wednesday afternoon which were traditionally quieter times in terms of general use at all leisure centres. The Head of Programme also confirmed that a study had commenced on where to locate a new four court facility in the southern parishes of the District.

The Head of Programme also clarified that costings for pedestrian routes and signage had been factored into the business case. The management of the centre's car park was to be undertaken by the Council so to ensure that it was properly used predominantly by users of the facilities. In addition to this, both the Council and the contractor were obliged to investigate 'way finding' to the new centre which would include good access routing, including public transport options. The operator will formulate a Travel Plan in conjunction with the Council.

It was also clarified that in terms of unforeseen 'acts of god', he was confident that potential impacts had been 'designed out' as much as possible following in-depth assessment following survey works undertaken of the site. In terms of other risks, a full assessment had been undertaken and appropriate costs would be passed to the contractor as part of the fixed management fee. Mr Molden also set out detailed Asset Management schedules that were to be passed to the operator. It was to be in the best interest of the contractor to maintain the facility.

The Head of Programme also drew Members' attention to the operator specification which stated that they must have processes in place to ensure engagement with hard to reach groups etc. Accessibility for disabled users had been fully designed into the centre.

In terms of comparing the build costs to other leisure centres, this was not easily achieved due to this centre having a larger wet side area, incorporating a hydrotherapy pool, being a high quality design and having some challenging ground conditions to address.

Professor Marriot advised that the University would work in partnership with the Council and with the operator with regard to facilitating continued access to the site through the Milland Road entrance.

The Strategic Director (Resources) confirmed that the Business case for the leisure centre (once an operator was in place) showed that there was to now be a surplus in the year 2044. The original business justification case had envisaged that there would be a net cost to the Council of £600,000 p.a. Until the operator was in place and the new leisure centre opened(after year three) the Major Investment reserve would be utilised to balance funding in this interim period only. The Strategic Director also



advised that the decommissioning and demolition costs of the existing River Park Leisure Centre was not included within the business case for the new leisure centre – this would be a separate project with its own associated costs. The Strategic Director pointed out that if the running costs for River Park were taken into account (when compared to the new, significantly improved facility with regards to energy efficiency) then there were substantial savings over the 40 year period.

At conclusion of debate, the Committee was supportive of the principle of a new leisure centre and welcomed the proposed provision of further courts in the Southern Parishes. Members thanked officers and consultants for their work on the project, for their attendance at the meeting and for their responses to detailed questions from the Committee.

The Committee then resolved to move into Exempt session to it to consider the exempt appendix to Report CAB3082(LC).

RESOLVED:

1. That the Committee notes the progress made to date.
2. That the comments of the Committee be referred to the Cabinet (Leisure Centre) Committee on 11 February 2019.

6. **TREASURY MANAGEMENT STRATEGY STATEMENT 2019/20**  
(Report OS220 refers)

The Strategic Director (Resources) highlighted the main comparisons to the previous year's Strategy, which were increased borrowing and additional capital schemes. This was with regard to the recent Government announcement of the removal of the HRA debt cap, which would facilitate the Council building additional new homes. There were also likely to be increased spending in the capital programme and so reducing the Council's overall investments.

Councillor Ashton also reiterated to the meeting that the Council's borrowing strategy was over the longer term, so to invest in longer term assets.

At the conclusion of questions and debate, the Committee agreed that there were no particular matters that it wished to raise for Cabinet to further consider.

RESOLVED:

That the Treasury Management Strategy 2019/20 report be noted.

7. **CAPITAL INVESTMENT STRATEGY**

(Report OS221 refers)

The Strategic Director (Resources) explained that increasing the Strategic Asset Purchase budget would allow the Council to continue to take opportunities as they arose to make 'double win' purchases.

With regard to reference within the report of potential asset disposals following the asset challenge process; it was expected that any potential asset disposals would be brought forward together for consideration within the coming months

At the conclusion of questions and debate, the Committee agreed that there were no particular matters that it wished to raise for Cabinet to further consider. The Committee welcomed the number of community projects within the capital programme.

RESOLVED:

That the Capital Investment Strategy report be noted.

8. **EXEMPT BUSINESS**

RESOLVED:

1. That in all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2. That the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

<u>Minute Number</u>	<u>Item</u>	<u>Description of Exempt Information</u>
10	Winchester Sport and Leisure Centre – Full Business Case (exempt appendix)	) Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers)

**WINCHESTER SPORT & LEISURE CENTRE – FULL BUSINESS CASE (EXEMPT APPENDIX)**

(CAB3082(LC))

The Committee considered the contents of the exempt appendix to the report which provided commercially sensitive information regarding the full business case for the Winchester Sport and Leisure Centre (detail in exempt minute).

Simon Molden (The Sports Consultancy) along with Olivia Burton and Sean Clarke of Mace remained in the room during the exempt discussion to provide response to any questions relating to the exempt appendix. (detail in exempt minute)

The meeting commenced at 6.30pm and concluded at 10.40pm.

This page is intentionally left blank

**THE OVERVIEW AND SCRUTINY COMMITTEE WORK PROGRAMME FOR 2018/19**

**25 FEBRUARY 2019**

	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Annual Emergency Planning Report	David Shaw	25 February 2019		OS222
	Asset Management Plan 2016-2021	Kevin Warren	25 February 2019		OS223

**20 MARCH 2019 (Additional Meeting)**

Page 21	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENTS
			Original	Revised	
	Community Safety Partnership Performance Review	Sandra Tuddenham	25 February 2019	20 March 2019	OS215
	Winchester Movement Strategy	Simon Finch	20 March 2019		
	Station Approach – Outline Business Case, RIBA Stage 2 and spend on RIBA Stage 3	Ian Charie/Zoe James	13 December 2018	20 March 2019	<b>CAB3144</b>
	The future of the Traffic/Transport and On Street Parking Agency Agreements	Richard Botham	13 December 2018	20 March 2019	<b>CAB3107 – Date TBC</b>
	Establishing a Housing Company	Richard Botham	20 March 2019		

**Items to be allocated for next municipal year:**

	Car Parking Strategy	Simon Finch	June 2019		<b>Date TBC</b>
--	----------------------	-------------	-----------	--	-----------------

## Forward Plan of Key Decisions

March 2019

The Forward Plan is produced by the Council under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012. The purpose of the Plan is to give advance notice of Key Decisions to be made by the Cabinet, Cabinet Committees, Portfolio Holders or officers on its behalf. This is to give both Members of the Council and the public the opportunity of making their views known at the earliest possible stage.

This is the Forward Plan prepared for the period **1 - 31 March 2019** and will normally be replaced at the end of each calendar month.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £200,000 or which will have a significant effect on people or organisations in two or more wards.

The majority of decisions are taken by Cabinet and its committees, together with the individual Portfolios held, where appropriate. The membership of Cabinet and its committees, and their meeting dates can be found [via this link](#). Other decisions may be taken by Portfolio Holders or Officers in accordance with the Officers Scheme of Delegation, as agreed by the Council (a list of Portfolio Holders used in the Plan is set out overleaf).

The Plan has been set out in the following sections:

**Section A** – Cabinet and Committees

**Section B** - Individual Portfolio Holders

**Section C** – Officer Decisions

Anyone who wishes to make representations about any item included in the Plan should write to the officer listed in Column 5 of the Plan, at the above address. Copies of documents listed in the Plan for submission to a decision taker are available for inspection on the Council's website or by writing to the above address. Where the document is a committee report, it will usually be available five days before the meeting. Other documents relevant to the decision may also be submitted to the decision maker and are

available on Council's website or via email [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above

Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 refers to the requirement to provide notice of an intention to hold a meeting in private, inclusive of a statement of reasons. If you have any representations as to why the meeting should be held in private, then please contact the Council via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or by writing to the above address. **Please follow this link to definition of the paragraphs** (Access to Information Procedure Rules, Part 4, page 32, para 10.4) detailing why a matter may be classed as exempt from publication under the Local Government Acts, and not available to the public.

If you have any queries regarding the operation or content of the Forward Plan please contact David Blakemore (Democratic Services Manager) on 01962 848 217.

**Cllr Caroline Horrill**

31 January 2019

Leader of the Council

<b>Cabinet Members:</b>	<b>Portfolio Held:</b>
• Cllr Caroline Horrill	Leader & Portfolio for Housing Services
• Cllr Rob Humby	Deputy Leader & Portfolio for Business Partnerships
• Cllr Guy Ashton	Finance
• Cllr Caroline Brook	Built Environment
• Cllr Stephen Godfrey	Professional Services
• Cllr Lisa Griffiths	Health & Wellbeing
• Cllr Stephen Miller	Estates
• Cllr Jan Warwick	Environment



	Item	Portfolio Holder	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Committee, Portfolio Holder or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
1	Land Transaction	Portfolio Holder for Estates	Expenditure > £200,000	All Wards	Kevin Warren	Committee Report	Cabinet	Mar-19	13-Mar-19 or 25-Mar-19	Part exempt 3
2	Housing Company	Leader and Portfolio Holder For Housing	Significantly effects 2 or more wards	All Wards	Richard Burden	Committee Report	Cabinet (Housing) Committee	Mar-19	20-Mar-19	Open
3	Final Business Approval – The Valley New Homes Development	Leader and Portfolio Holder For Housing	Expenditure > £200,000	St Luke	Andrew Palmer	Committee Report	Cabinet (Housing) Committee	Mar-19	20-Mar-19	Part exempt 3
4	Hookpit Farm, Kings Worthy – New Homes Scheme	Leader and Portfolio Holder For Housing	Expenditure > £200,000	The Worthys	Andrew Palmer	Committee Report	Cabinet (Housing) Committee	Mar-19	20-Mar-19	Part exempt
5	Winchester Movement Strategy	Portfolio Holder for Environment	Significantly effects 2 or more wards	Town Wards	Simon Finch	Committee Report	Cabinet	Mar-19	25-Mar-19	Open

	Item	Portfolio Holder	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Committee, Portfolio Holder or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
6	Station Approach - Outline Business Case and Associated Matters	Portfolio Holder for Estates	Expenditure > £200,000	St Bartholomew; St Paul	Ian Charie	Committee Report	Cabinet	Mar-19	25-Mar-19	Part exempt 3
Page 26	Guildhall café - future operation	Portfolio Holder for Business Partnerships	Tbc	St Michael	Susan Robbins	Committee Report	Cabinet	Mar-19	25-Mar-19	Part exempt 3

REPORT TITLE: ASSET MANAGEMENT PLAN 2016-2021

25 FEBRUARY 2019

REPORT OF PORTFOLIO HOLDER: Cllr Steve Miller Portfolio Holder for Estates

Contact Officer: Kevin Warren Tel No: 01962 848528 Email  
kwarren@winchester.gov.uk

WARD(S): GENERAL

## PURPOSE

The purpose of the report is to update Members with the delivery of the Asset Management Plan and to refine it in the light of changing operational requirements.

## RECOMMENDATIONS:

That the contents of the report are noted and The Overview and Scrutiny Committee determines whether it wishes to make any comments to be considered by the Portfolio Holder.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

1.1 The Asset Management Plan is a key building block used to help deliver the Council Strategy.

### 2 FINANCIAL IMPLICATIONS

2.1 The Asset Management Plan delivery requires significant revenue and capital expenditure. Capital schemes are dependent upon the separate approval of the business case and budgets for the individual projects.

2.2 Ongoing repairs and maintenance of the Council's General Fund assets (both revenue and capital) are funded by the earmarked Property Reserve.

However, a significant element of capital expenditure in respect of new investment and significant refurbishment is funded by “Prudential Borrowing”; business cases, including financial appraisals, are undertaken as appropriate to ensure affordability and viability.

- 2.3 The Council has an extensive commercial (investment) property portfolio (£47.7m at 31 March 2018) and operational property portfolio (£71.3m at 31 March 2018) which includes industrial, office, restaurants, retail and operational properties. The portfolio is revalued at least every five years and reviewed annually to identify areas of impairment or other changes in value.
- 2.4 In 2017/18, the Council’s investment property portfolio generated net income of £1.8m after costs and was made up of the following types of assets:

<b>Retail</b>	<b>Offices</b>	<b>Industrial</b>	<b>Residential / Garages</b>	<b>Other</b>	<b>Total</b>
<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>	<b>£000</b>
31,941	8,790	4,133	1,881	969	<b>47,714</b>

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Council’s Constitution sets out the requirements for the procurement of goods, services and works (Contracts Procedure Rules). These requirements, together with relevant legislation (currently the Public Contracts Regulations 2015) will have to be complied with in respect of any works identified within the Plan. The Council has statutory powers to acquire property and (where either a freehold disposal or the grant of a lease of seven years or more is proposed) to dispose of the property at the best consideration.

### 4 WORKFORCE IMPLICATIONS

A very significant work programme is proposed during the Plan period including the acquisition and development of new property. Where necessary additional specialist support is brought into the team.

### 5 PROPERTY AND ASSET IMPLICATIONS

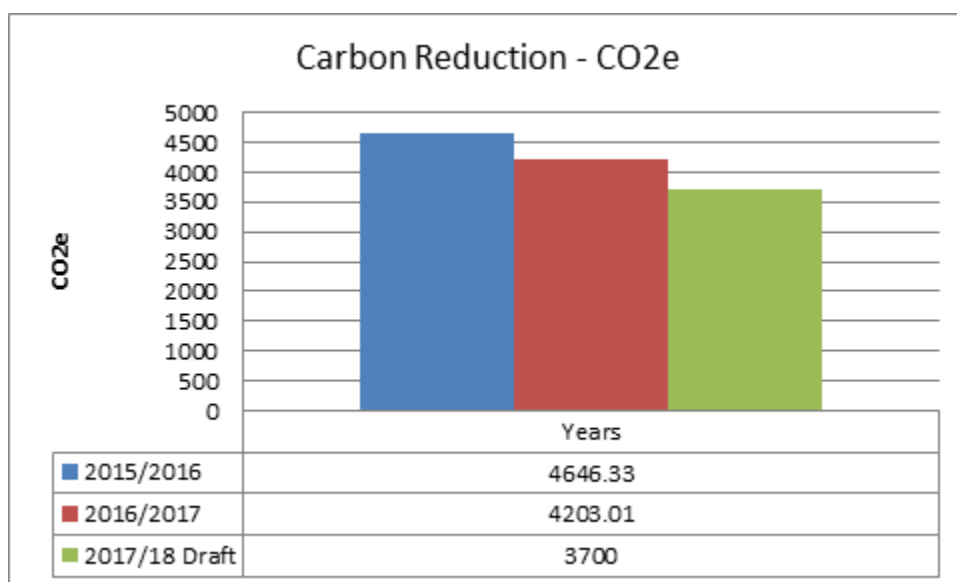
- 5.1 There are very significant property implications in the Plan involving the acquisition, development and refurbishment of property. The objective of the expenditure is to deal with economic need, underpin the value of the estate, maintain public safety, meet customer expectations and develop additional sources of income.

### 6 CONSULTATION AND COMMUNICATION

Engagement is undertaken with local communities and Parish Councils where schemes are proposed.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Council has committed to reducing its Carbon emissions by 20% from 2015/16 levels by 2020. The works undertaken by the Council to reduce water, gas and electricity consumption in its operational properties have continued and include the replacement of the lighting systems in Tower St MSCP and City Offices with low energy LED lights.
- 7.2 Considerable thought has been given to the incorporation of low energy technologies in the new Leisure Centre including a substantial PV array on the roof, CHP and low energy LED lighting throughout.
- 7.3 The Extra Care housing scheme completed on Chesil Street last summer has incorporated PV on the roof, a CHP engine and low energy lighting. Low energy technologies are being incorporated in all new housing properties currently under construction for the City Council.
- 7.4 The Council's carbon footprint report for 2015/2016 identified that the Council produced 4646.3 tonnes of CO<sub>2</sub>e. Therefore, the target for 2020/2021 is a total of 3717.04 tonnes of CO<sub>2</sub>e. Draft figures for 2017/2018 indicate that Council's total carbon emissions will be in the region of 3700 tonnes of CO<sub>2</sub>e.



- 7.5 The early achievement of the Carbon Reduction target demonstrates the Council's strong commitment to carbon reduction and a reduced use of energy.

## 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Every development scheme considers the impact on those with protected characteristics. At times the Council will undertake development to particularly support a group of residents for example Chesil Lodge was completed in the

summer of 2018 and has been designed to provide a very high level of accessibility for residents.

9 DATA PROTECTION IMPACT ASSESSMENT

10 None

11 RISK MANAGEMENT

11.1 Each project has a risk assessment carried out. Some general risks are identified below.

Risk	Mitigation	Opportunities
<p>Property</p> <p>1). There is a risk that if insufficient funds are employed in maintaining and updating the operational estate on a regular basis, the value of the assets will be impaired as the cost of the backlog maintenance rises.</p> <p>2). There is a risk that if decisions relating to the development of new offices at the Carfax site are not made in the timescale required by potential tenants, they may be forced to move their businesses out of the City with a commensurate impact on the local economy.</p> <p>3). There is a risk that if the redevelopment of Central Winchester does not progress the condition of the property in Middle Brook Street will continue to decline and economic activity will reduce.</p> <p>4). There is a risk that the Council will have to</p>	<p>The works are quantified in detail in the Plan and prioritised against the available resources.</p> <p>The risk can be minimised by submitting an outline planning application for the development of the site to demonstrate the commitment to secure a high quality office development on the site</p> <p>The risk can be mitigated by regularly reviewing the anticipated life of the property.</p> <p>Continue to monitor the property and undertake</p>	<p>Opportunities to grow income should be identified during the Plan period.</p> <p>Work with prospective tenants to identify market demand.</p>

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<p>undertake further investment in RPLC to ensure that it can remain operational pending the development of the new Leisure Park.</p> <p>5). There is a risk that a no deal Brexit may result in additional customs procedures for imported building materials which may delay their delivery and result in claims for an extension of time with resultant delay to the completion of projects.</p>	<p>maintenance work to the property to maintain its appearance and economic usefulness, proportionate to the remaining life.</p> <p>Monitor the situation and allow for longer lead in times. Look at alternative UK manufactured products</p>	
<i>Timescales</i>		
<p><i>Project capacity</i></p> <p>1). There is a risk that the Council does not have skills and capacity sufficient to address multiple major projects.</p> <p>2). There is a risk that the outcome of the Brexit negotiations causes EU nationals working in the building industry to return home, causing a skills shortage with implications for the ability to recruit</p>	<p>Review resources and bring in additional or specialist resource as required.</p> <p>The risk is borne by the contractors, but it has the potential to impact on pricing.</p>	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
labour, with a knock on effect on project timescales		
<p><i>Financial / VfM</i></p> <p>1).There is a risk that the cost of individual projects exceeds the budgets.</p> <p>2). There is a risk that uncertainties around Brexit result in a fall in the exchange rate leading to additional costs for imported building products.</p>	<p>The risk can be mitigated by taking appropriate advice, reducing costs during the design phase and exercising tight control over expenditure. Value engineering should be undertaken to ensure that the projects remain on track to completion.</p> <p>Consider alternative UK manufactured products of the same quality.</p>	<p>Projects are managed well and are delivered within budget.</p> <p>The pound rises in value resulting in potential cost reductions for the contractor.</p>
<p><i>Legal</i></p> <p>There is a risk of legal challenges to development work</p>	<p>The risk can be minimised by appropriate risk management and engagement during the course of a project. Careful consideration should be given to all project related risks.</p>	
<p><i>Reputation</i></p> <p>1).There is the risk that the community will not support the developments proposed in the Plan.</p> <p>2).Public buildings have to be maintained to a high standard. Failure to maintain buildings can result in danger or injury to the public. Significant reputational risk would follow from an injury to a user of a public building</p>	<p>It is possible to mitigate the risk by appropriate and widespread engagement with residents across the District when major projects are proposed.</p> <p>The risk can be mitigated by a regime of inspection to highlight problems and to address them as part of a planned programme of work.</p>	<p>The AMP is delivered during the plan period.</p>



Risk	Mitigation	Opportunities
which stemmed from a failure to adequately maintain it.		

## 12 SUPPORTING INFORMATION:

12.1 The Asset Management Plan was approved by Cabinet in December 2016 and is a very powerful management tool. The Plan identifies the extent of work that needs to be undertaken to maintain the existing estate and prioritises it against set criteria. The Plan responds to the issues facing the Council and these can be summarised as follows:

- The steep decline in revenue from Central Government meaning Councils need to maximise value from their assets;
- The need to maintain public safety in the operational estate;
- To address market failure and consider investment in offices, business premises and affordable housing;
- The need to reduce carbon emissions.

The plan at Appendix A identifies the work to be undertaken during the plan period. As envisaged in the plan it was necessary to respond to opportunities that arose during the year and this resulted in a need to change some of the priorities within the plan.

### ACTIVITIES DURING 2018

#### New Sport and Leisure Centre

12.2 Extensive work has been undertaken by a team managed by the Head of Programme, which culminated in the grant of planning permission for the development of a new sport and leisure centre at Bar End. The negotiations over the contract pricing are at an advanced stage and subject to the approval of the budget at Council, it is anticipated that a start on site could begin during March. The construction of the new leisure centre building is anticipated to be completed in January 2021. While the works are undertaken the contractor will be based in the offices on the former Bar End Depot site. This requires relocation of the Special Maintenance Team to a new property in Moorside Road, where an assignment of a lease is being negotiated.

12.3 Under the Contract a Site Supervisor is required who will report to the Corporate Head of Asset Management. The Site Supervisor will be responsible for working alongside the contractor to ensure that the facility is built in accordance with the plans and to report on the quality of construction.

## Station Approach

- 12.4 The viability of the office development proposed on the Carfax site has been tested by external valuation and cost consultants. The work has demonstrated that it is possible to achieve the development of approximately 140,000 sq. ft. of offices on the site with ancillary convenience store, pub/restaurant and café, with associated parking. Public engagement has been undertaken through out development of the proposals and it is anticipated that subject to the approval of the business case at Cabinet in March that an outline planning application will be submitted during March 2019.

## Central Winchester Regeneration

- 12.5 Significant progress has been made with the assembly of the site, following the acquisition of the former *Friarsgate Medical Centre* from the Anley Trustees and the conclusion of outstanding arrangements with Silverhill Winchester No1. This was a very complex transaction which allows the Council to progress the development of the area in accordance with the SPD.
- 12.6 Following a competitive process arranged with assistance from a RIBA adviser, Architects were appointed to develop a design for the refurbishment and extension of *Coitbury House*. Work on the design is progressing and is being considered by the Coitbury House Advisory Panel. The work undertaken to date indicates that it will be possible to both extend the space to approximately 11,000 sq. ft. and to deliver good quality open plan offices. The design will be tested for viability before it progresses and will follow the principles set out in the SPD.
- 12.7 Significant progress was made in developing meanwhile uses in the Central Winchester Area, with the letting of the former *Antiques Market* building to a The Nutshell Arts Community Interest Company, the opening of a Winchester Distillery's Blend Academy Gin School and the Bespoke Biking cycle café in premises on Middle Brook Street.
- 12.8 Procurement for Strategic Placemaking Consultancy Services is being led by the Head of Programme and the opportunity for multidisciplinary consultancies is currently being advertised with the deadline for tenders to be submitted, 18 March 2019.
- 12.9 The aim is to appoint a consultancy late April to aid and support the council initially with the Central Winchester Regeneration project but also to support other projects across the council. The relationship will ensure that the local experience and Winchester knowledge is combined with the latest and most up to date market information and opportunities from across the industry.
- 12.10 Services required include, but not be limited to, master planning, viability modelling, site assembly, compulsory purchase, business planning and partnership structuring.

### Tourist Information Centre Refurbishment

12.11 The refurbished Tourist Information Centre was opened in June 2018. The space was redesigned by a local architects practice and has proved to be a considerable success, with the bright airy design attracting significantly higher numbers of customers. The new facility offers an attractive environment for retail sales and acts as a booking venue for events in the Guildhall.

### City Offices Refurbishment

12.12 The works to refurbish the City Offices and to create a new reception culminated in the opening of the new reception area in January 2019. The office working environment has been significantly improved and allied with new working practices which have reduced the need for storage; much better use is being made of the space.

12.13 The reception refurbishment has delivered a much more professional front face for the Council supporting the move to digital services.

12.14 The works in City Offices have extended the life of the building for up to ten years.

### 158-160 and 163-165 High Street, Winchester

12.15 This prominent terrace of properties was acquired from The Anley Trustees at the same time as the Friarsgate property. As part of the purchase the vendor agreed to carry out works to 165 High Street to extend the shop and allow this to be detached from the residential accommodation above. A new self contained maisonette would be formed and other works undertaken to provide a rear access to the property.

12.16 The vendor has extended the planning consent which was due to expire in March and is expected to start work on the property during March. Following the completion of the works it is anticipated that the tenant will refit the shop and the maisonette above will either be let or sold on a long lease.

### Replacement Surgery

12.17 The design of the proposed new surgery has been progressed by the design team to enable a detailed cost assessment to be produced to assist with the revaluation of the development.

12.18 Negotiations continue with the NHS and the GP practice to secure a new GP Practice in 2020. Preliminary works are due to start on site in mid February which will protect the planning permission.

### Bishops Waltham Depot

- 12.19 A scheme for the development of three industrial units has been developed for the former Depot site in Bishops Waltham. Following the erection of a board on the site 45 enquiries have been received for small light industrial premises for new and emerging businesses.
- 12.20 A planning application for the development has been submitted and the application has been referred to committee for determination. A marketing exercise is underway and as set out in the Cabinet paper of June 2018, the Corporate Head of Asset Management will determine the most appropriate tenant in consultation with the Deputy Leader and Portfolio Holder for the Economy, Corporate Head of Engagement and the Strategic Director (Resources).

### Essential Repairs to River Park Leisure Centre

- 12.21 The condition of the Leisure Centre is monitored regularly to ensure that the building remains in a satisfactory condition for use until such time as the new Bar End Leisure Centre is available. Works have been undertaken to the fixed wiring, structure and plant. The introduction of a UV water treatment system has improved the quality of the water in the pool and has significantly reduced the use of chemicals.

### Portfolio Management

- 12.22 The first rent review on a large office in the City has been agreed, which saw the rent increased from £170,000 a year to £200,000 a year exclusive, an increase of 17.6%. Of the five other rent reviews which were completed during 2018, the rent average rent increase was 16.28%.

### Delivering the Plan

- 12.23 The plan for the period 2016 - 21 which was included in CAB 2870 of 7 December 2016 is attached at Appendix A. The right hand column identifies delivery. Members will note the very considerable progress that has been made in delivering the plan objectives.
- 12.24 Each year a detailed plan of the construction and maintenance works for the remainder of the plan period is prepared to ensure that the plan objectives are delivered. Works are recorded on the Uniform system which is being further developed to assist with reporting.
- 12.25 A detailed report on the use of utilities is produced each year to monitor the delivery of the carbon reduction initiative. The carbon emissions data is assembled annually and is then submitted to independent auditors for checking.

## Proposed additions to the Plan

- 12.26 As a result of the acquisition of the Vaultex site in Bar End and the High Street portfolio, significant additional works have to be incorporated into the plan. The Vaultex site was acquired to enable additional edge of town parking facilities to be provided. The building was let back to Vaultex for a year to enable them to deal with a short term storage issue. The company will vacate the property during May allowing progress to be made on the development of a new car park.
- 12.27 The bank vault will be demolished and while this work is being undertaken, a new car park will be designed and a planning application submitted. The building is unsurprisingly very solidly built and it is anticipated that the demolition work will take up to three months to complete. At the same time proposals will be brought forward for the formation of up to 15 coach bays in the St Catherine's Park and Ride car park.
- 12.28 The High Street properties include 158/9 High Street which surveys have identified is in very poor condition. Architects will be appointed to develop proposals for the site, which will incorporate the upper floors of 160 High Street which have also been vacant for over a decade. The funding for this project was outlined in the acquisition report.
- 12.29 Refurbishment will continue in the City Offices estate in the West Wing. The project work will follow the theme developed in the City offices, of new carpets, decoration, LED lighting and kitchen upgrades. Some glazing will be upgraded to improve the retention of heat in the building. This will prolong the life of the building for the City Council.

## Abbey House

- 12.30 Essential repairs will be undertaken to Abbey House this year, which are intended to be to ensure the fabric of the building is maintained to a suitable standard. The following works will be undertaken with a commencement on site in early Summer 2019 :
- All the external timberwork including, windows, doors, and bay windows will be repaired and redecorated.
  - Repairs and redecorations of painted stonework mouldings,
  - Gutters and downpipes will be cleared, repaired and redecorated, plastic downpipes will be replaced with cast iron to match.
  - High level brickwork repairs will be carried out to stabilise the front parapet wall, along with localised brickwork repairs around the building, including repairing the loose brickwork arches above windows.
  - Lead flashings and soakers in poor condition or missing will be replaced with new leadwork.

- Localised roof tile repairs and replacement will be carried out to match the existing.

12.31 In order to carry out the repairs it will be necessary to erect a full scaffold around the building.

#### Depot Site

12.32 The former Bar End Depot site will be used as a base for the contractors undertaking the development of the new Sports and Leisure Park. While the development is being undertaken opportunities for the future of the site will be considered.

#### Relocation of Special Maintenance Team

12.33 An extensive search was undertaken to identify a new base for the Special Maintenance team to enable the Depot site to be brought forward for a disposal. A suitable property has been identified in Winchester and negotiations for an assignment of the lease to the Council are underway.

#### Carbon Reduction

12.34 A programme of works based around the use of tried and tested technologies have been undertaken to reduce energy consumption in Council operational properties and to reduce operating costs. The works have included the introduction of insulation in roof spaces and around pipework, adapting windows to reduce drafts, more sophisticated controls for heating systems, the introduction of efficient condensing boilers and the replacement of lighting systems with LED lighting.

12.35 A PV installation will be erected and commissioned on City Offices during March which at its peak will generate 48kW of electricity. This installation will deliver 41,000 kWh of electricity a year, with an anticipated financial benefit of over £5,500 in electricity savings and from the feed in tariff.

12.36 As part of the future carbon reduction programme, the Energy Manager is investigating the potential to install a 50kW PV array on the roof of the depot at Barfield Close. In addition consideration is being given to the financial viability of installing solar car ports on the car park it is proposed to build on the Vaultex site.

#### Asset Challenge

12.37 A programme for the review of assets has begun the objective of which is to determine whether assets should be retained, invested in or disposed of. So far three general fund assets have been identified as having the potential for disposal.

12.38 The process will continue to review assets held by the Council; a number of which have the potential to be disposed of to generate capital receipts or additional rental income.

## CONCLUSION

12.39 Work on the delivery of the AMP priorities is progressing, with numerous elements completed resulting in benefits to the public and to the financing of the authority. The AMP is a dynamic document and as can be seen from this report is subject to re prioritisation should other work become pressing.

12.40 The early achievement of the Councils carbon reduction commitment is to be welcomed. The installation of solar panels on the roof of the City Offices later this year will reduce emissions by 21 tonnes a year and this will be further reduced when new more efficient refuse freighters anticipated to arrive under the new contract are brought into service.

## 13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 As this is a report updating members with progress toward the delivery of an agreed plan other options were not appropriate. Where options for the delivery of the individual projects exist, they are set out in the individual project reports.

## BACKGROUND DOCUMENTS:-

### Previous Committee Reports:-

CAB 2870 - Asset Management Plan 2016-2021 - 7<sup>th</sup> December 2016

### Other Background Documents:-

## APPENDICES:

Appendix A – Update of the Plan

This page is intentionally left blank



Appendix A		PROJECTS FOR THE PLAN PERIOD:		
Project	Actions	Outcomes	Linkage to corporate themes	Timescale For Delivery
Recruit staff	<ul style="list-style-type: none"> <li>• Building Surveyor</li> <li>• Corporate Building Surveyor</li> <li>• 0.6fte Estates Surveyor</li> <li>• 0.6 fte Estates Surveyor</li> </ul>	<p>Improved efficiency Reduced risk of impact of building failures/lack of compliance Improved establishment of asset management within business processes</p>	Overall objectives of value for money, efficiency and service excellence.	By end August 2019
Implementation of the Value for Money Maintenance Strategy	<ul style="list-style-type: none"> <li>• Renewal of condition surveys for all operational buildings for which the Council has repairing liability</li> <li>• Categorisation of all such assets into <ul style="list-style-type: none"> <li>○ Short Term (0-7yrs useful life)</li> <li>○ Medium Term (7-15 yrs useful life)</li> <li>○ Core (15+ years useful life)</li> </ul> </li> <li>• Definition of maintenance standards for each category based on the principle of maintaining service delivery: <ul style="list-style-type: none"> <li>○ Standard 1 for short term property – compliance with legal and regulatory requirements only</li> <li>○ Standard 2 (medium term), compliance plus works to maintain acceptable level</li> </ul> </li> </ul>	<p>Improved value for money from maintenance budgets Targeting expenditure where most benefit will be secured Sustainability of core estate Development of a realistic refurbishment and replacement programme for shorter term buildings</p> <p>Developing improved standards for Corporate Property rather than maintaining the status quo</p>	Environment Community safety, efficient and effective Council	<p>Throughout the plan period. Revised work schedules developed.</p> <p>Uniform system updated and developed to monitor works</p>

	<ul style="list-style-type: none"> <li>○ of service delivery</li> <li>○ Standard 3 (core) to ensure sustainability and quality to a level that reflects the Council's image and service delivery standards</li> <li>● Budget allocation and development of planned maintenance programmes according to appropriate category and standard</li> </ul>			
Manage property held for the Silver Hill/Central Winchester redevelopment scheme	<ul style="list-style-type: none"> <li>● Demolish former Friarsgate Multi-Storey Car Park</li> <li>● Develop temporary Friarsgate car park</li> <li>● Let vacant shops on Middle Brook St pending redevelopment</li> <li>● Redecorate exterior of Middle Brook St /Kingswalk property</li> <li>● Investigate letting potential of former PO offices</li> <li>● Remove asbestos from former Kingswalk offices</li> <li>● Market Coitbury House/ Former PO offices</li> </ul>	<ul style="list-style-type: none"> <li>● Secure Income</li> <li>● Minimise outgoings</li> <li>● Maintain the quality of the built environment</li> <li>● Deliver new parking spaces</li> <li>● Provide employment opportunities for small businesses</li> </ul>	Active Communities, Prosperous Economy, High Quality Environment and Efficient & Effective Council	COMPLETED  A scheme for the refurbishment and extension of Coitbury House is being developed
Seek to acquire property to facilitate a comprehensive redevelopment of	<ul style="list-style-type: none"> <li>● Negotiate the purchase of :</li> <li>● St Clements Surgery</li> <li>● Friarsgate Medical Centre</li> </ul>	<ul style="list-style-type: none"> <li>● Secure sufficient land by agreement to facilitate the comprehensive development of the area</li> </ul>	Prosperous Economy, High Quality Environment	Bought by third party COMPLETED

the Silver Hill/Central Winchester area	<ul style="list-style-type: none"> <li>• Bus Station</li> </ul>		and Efficient & Effective Council	COMPLETED
Station Approach Carfax	<ul style="list-style-type: none"> <li>• Procure Architects</li> <li>• Seek LEP grant funding</li> <li>• Undertake public consultation on design -</li> <li>• Investigate options for development</li> <li>• Maintain dialogue with prospective Tenants</li> <li>• Develop design to include cost, viability and economic assessments</li> <li>• Report to Cabinet with final design proposals, cost valuation and economic assessments</li> <li>• Submit planning</li> <li>• Market property</li> <li>• Conclude delivery mechanism (Sale, partnership, or direct development)</li> <li>• Enter into agreement for leases with commercial tenants</li> <li>• Seek residential partner</li> <li>• Review viability of affordable housing</li> <li>• Seek approval to fund development</li> <li>• Secure development team</li> <li>• Procure contractors</li> </ul>	<ul style="list-style-type: none"> <li>• Secure LEP grant funding</li> <li>• Comprehensive development of a gateway site with high quality scheme</li> <li>• Provide Grade A office accommodation to BCO standards</li> <li>• Provide new public parking</li> <li>• Provide housing</li> <li>• Deliver a secure income stream for the Council</li> <li>• Deliver economic benefits to the local economy</li> <li>• Energy efficient development</li> <li>• Improved public realm</li> </ul>	Prosperous Economy, Efficient and Effective Council	Architects appointed. Revised scheme prepared with primarily offices on Carfax Site. LEP grant application under discussion. Business case being reported Outline planning application being prepared. Wide discussions with potential tenants.

	<ul style="list-style-type: none"> <li>• Manage development</li> <li>• Complete leases</li> <li>• Handover property to tenants</li> </ul>			
Replacement Dr Surgery, Upper Brook St, Winchester	<ul style="list-style-type: none"> <li>• Agree terms for the lease of the Surgery with the practise</li> <li>• Agree terms for the lease of the Pharmacy</li> <li>• Appoint Architect to develop design to tender stage</li> <li>• Procure and appoint Client consultant team</li> <li>• Procure construction contract</li> <li>• Manage construction programme</li> <li>• Hand over building to tenants</li> </ul>	Secure the structural integrity of the rear part of the building to allow the building to be saved and an alternative long term use developed	Prosperous Economy, High Quality Environment	Planning conditions being discharged. Design being developed Cost assessment completed Works to demonstrate a material start to commence in February
Winchester Markets	<ul style="list-style-type: none"> <li>• Tender market management</li> <li>• Maintain high quality markets in Winchester City Centre</li> </ul>	Help secure the vitality and viability of the City Centre retail offer. Give opportunities to local businesses. Offer local artists the opportunity to develop a showcase for the sale of their work.	Active Communities, Prosperous Economy, High Quality Environment Value for Money and service efficiency	Market report being finalised seeking approval to re-tender management contract.
Development of new Enterprise Centre/Depot Barfield Close	<ul style="list-style-type: none"> <li>• Work with Architect to develop a design for an Enterprise Centre Submit planning application</li> <li>• Ensure cost effective scheme is developed</li> </ul>	Improved service delivery, efficiency of use of resources, generation of income through shared use	Active Communities, Prosperous Economy, High Quality	Scheme not progressing. Review proposals for development

	<ul style="list-style-type: none"> <li>• Consult with neighbours</li> <li>• Submit Planning Application</li> <li>• Seek Cabinet Approval for scheme</li> <li>• Tender consultants and works packages</li> <li>• Manage construction programme</li> <li>• Enter into lease agreement with Artists/Tenants</li> <li>• Build depot</li> <li>• Build Enterprise Centre</li> <li>• Market Enterprise Centre space</li> </ul>		Environment Value for Money and service efficiency	of site.
Former Depot Bishops Waltham	<ul style="list-style-type: none"> <li>• Industrial development opportunity</li> <li>• Possible public service option</li> <li>• Prepare design</li> <li>• Consider development viability</li> <li>• Seek planning permission</li> <li>• Seek funding approval</li> <li>• Negotiate agreements for lease</li> <li>• Appoint Consultant team</li> <li>• Appoint contractor</li> <li>• Manage development</li> <li>• Let units</li> </ul>	The provision of accommodation for local businesses. The development of an income stream	Prosperous Economy Efficient and effective Council	A planning application for the development of 3 industrial units has been submitted.  Marketing underway  Scheme costed
Revaluation of all property assets in accordance with	All assets to be valued in accordance with RICS/ IFRS/CIPFA guidelines	Improved information and compliance with accounting requirements	Service Efficiency	By end March each year

CIPFA requirements				
Review of the future of the City Offices	<ul style="list-style-type: none"> <li>• Options assessment and feasibility study into the future office requirements for the Council               <ul style="list-style-type: none"> <li>○ Report on works needed to maintain the offices for continued use</li> <li>○ Undertake works</li> <li>○ Assessment of existing space utilisation, including storage and archiving options</li> <li>○ Assessment of land use and value</li> <li>○ Analysis of working patterns and opportunities to extend new ways of working</li> <li>○ Assessment of likely future space requirements</li> <li>○ Consideration of options for provision – including new build, refurbishment, acquisition of alternative existing building</li> <li>○ Consideration of locational requirements, and linkage with other plans and strategies</li> <li>○ Analysis of comparative</li> </ul> </li> </ul>	<p>Improved fitness for purpose and efficiency.            Meeting Carbon reduction targets            Linkage with enabling town centre and other economic developments – catalyst for levering in investment            Challenging best use of land</p>	<p>Active Communities, Prosperous Economy, High Quality Environment            Value for Money and service efficiency</p>	<p>Works to City Offices completed in Jan 2019.</p>

	<p>costs, risks and timescales for delivery taking into account alternative use value of site</p> <ul style="list-style-type: none"> <li>○ Development of an office accommodation plan</li> <li>○ Identification of partners to share building</li> </ul>			
Review of Mechanical and Electrical plant for the Corporate Estate including a specific detailed energy audit	<ul style="list-style-type: none"> <li>● Assessment of older parts of the building for energy and plan efficiency</li> <li>● Development of an action plan for maintenance and improvement to ensure ongoing service delivery</li> </ul>	Sustainability Increased efficiency Reduced carbon emissions	Prosperous Economy, High Quality Environment	Lighting in Chesil and Tower St car parks, City offices and parts of Guildhall replaced with LED lights
Replacement Leisure Centre	<ul style="list-style-type: none"> <li>● Identify suitable location</li> <li>● Assemble site</li> <li>● Appoint QS and PM</li> <li>● Appoint Architects</li> <li>● Public consultation</li> <li>● Planning Application</li> <li>● Enter into agreements with partners -</li> <li>● Procure a management contractor</li> <li>● Undertake Business case assessment</li> <li>● Seek approval to development</li> </ul>	The assembly of a suitable site, the preparation of a detailed design, public satisfaction with the proposal, formation of a development partnership with co-funders, development of the new building, appointment of a management contractor and completion of the project.	Active Communities, Prosperous Economy, High Quality Environment, Efficient and effective Council	Planning permission granted Construction and management contractors identified. The Business case is being considered by Cabinet and Council in February

	<ul style="list-style-type: none"> <li>• Appoint Contractor</li> <li>• Manage construction</li> <li>• Open new facility and close RPLC</li> </ul>			Subject to approval a start on site in March 2019
Former Bar End Depot	<ul style="list-style-type: none"> <li>• Secure vacant possession of site</li> <li>• Market site</li> <li>• Identify development</li> <li>• Progress development of site</li> </ul>	Relocation of Archaeology store, Special Maintenance Team and Pest Control Development of site to secure an income stream for the Council. Employment opportunity Potential site for local shop within the development.	Prosperous Economy, High Quality Environment, Efficient and effective Council	Leisure Centre Contractor to use depot as a site office until 2021..
Review of all Investment assets	<ul style="list-style-type: none"> <li>• All assets to be assessed against a target range of acceptable financial return, reflecting at the lower end the opportunity cost of the capital employed, and at the upper end a reasonable assessment of risk</li> <li>• Those assets for which return does not fall within target range are then assessed against <ul style="list-style-type: none"> <li>○ Contribution to corporate objectives/influence on key Corporate projects</li> <li>○ Strategic reasons for retention</li> </ul> </li> <li>• If no contribution or strategic reason established, properties to be put forward for disposal</li> </ul>	Ongoing challenge to ownership of property Efficient use of resources Identification of opportunities for rationalisation to provide capital to contribute to the delivery of the CIP	All objectives through contribution to capital funding, Value for Money and service efficiency	Regular asset challenge meetings review the land holding  Garages being transferred from HRA to GF



Review of WCC land ownership to identify disposal and development opportunities	<ul style="list-style-type: none"> <li>• Review of all Council ownerships</li> <li>• Specific review of usage and quality of Council car parks</li> <li>• Identification of strategic opportunities to enable improvement to: <ul style="list-style-type: none"> <li>○ Retail offer</li> <li>○ Environmental Quality</li> <li>○ Accessibility</li> <li>○ Economy</li> <li>○ Mix of uses</li> <li>○ Ownership and control</li> <li>○ Links to existing and emerging employment areas/regeneration opportunities</li> </ul> </li> <li>• Identification of strategic purchases/interventions for consideration</li> </ul>	Increased control over key town centre Improved role as an enabler Plan for economic and environmental improvement Linkage with LDF Area Action Plan policies	Community Safety Environment Employment	Parking strategy reviews occupancy of car parks.  SAPS Board reviews opportunities for strategic purchases.
Property Acquisition	<ul style="list-style-type: none"> <li>• Review market for potential investment acquisitions</li> <li>• Engage Agents to identify suitable property</li> </ul>	Secure the purchase of investment quality property to develop income streams.	Efficient and Effective Council	Regular reviews of market have resulted in strategic purchases.
River Park and Meadowside Leisure Centres	<ul style="list-style-type: none"> <li>• Undertake repairs to RPLC to keep in operation until the new centre is completed and to maintain the condition of Meadowside</li> <li>• Regular maintenance inspections</li> </ul>	To enable the property to be kept in a safe condition for public use until a new centre is completed	Active Communities, Prosperous Economy, High Quality Environment	Repairs to RPLC detailed in CAB2914 being implemented. Future of

	to ensure contractor is complying with terms of contract		Value for Money	Meadowside being reviewed
Review of public conveniences	<ul style="list-style-type: none"> <li>• Assess utilisation</li> <li>• Assess condition and ongoing capital investment need</li> <li>• Assess revenue costs</li> <li>• Establish relative need</li> <li>• Consider alternative options for provision</li> <li>• Consider alternative site/land uses and opportunity cost</li> <li>• Identify options for maximising community value and value for money</li> </ul>	Improved service delivery, and better use of resources	High Quality Environment	Refurbishment of Market Lane toilets completed
Review of buildings to explore opportunities to expand CHP energy provision, to consider the potential for Hydro Power and to improve energy and water procurement	<p>Assessment of use of core buildings and capability of being linked to CHP</p> <p>Financial analysis</p> <p>Cost benefit analysis</p> <p>Link to Climate Change Action Plan and Strategy</p> <p>Review of existing procurement arrangements</p> <p>Review of collection and collation of performance data and linkage with asset management</p>	<p>Improved sustainability</p> <p>Reduced emissions</p> <p>Energy cost savings over time</p>	Prosperous Economy, High Quality Environment	<p>CHP included in Chesil Lodge, RPLC and proposed for new Leisure Centre.</p> <p>Hydro power schemes not cost effective.</p>
Work to Develop Winchester area Asset Management	<ul style="list-style-type: none"> <li>• Work with HCC, Universities, Police, PCT, NHS, Civil Service and Fire and Rescue service to consider strategic asset</li> </ul>	Increased strategic approach to area based asset management, Leading to improved use of	Value for Money and more strategic	Meetings held with The Brooks, St Johns,

Forum	management issues <ul style="list-style-type: none"><li>• Reporting back outcomes through CMT</li></ul>	resources on a cross agency basis	approach to overall delivery of objectives.	University of Winchester and HCC.
-------	---	-----------------------------------	---	-----------------------------------

This page is intentionally left blank

REPORT TITLE: ANNUAL EMERGENCY PLANNING REPORT

THE OVERVIEW AND SCRUTINY COMMITTEE

25 FEBRUARY 2019

PORTFOLIO HOLDER: COUNCILLOR GODFREY (PORTFOLIO HOLDER FOR PROFESSIONAL SERVICES).

Contact Officer: Dave Shaw Tel No: 01962 848 221 Email [dshaw@winchester.gov.uk](mailto:dshaw@winchester.gov.uk)

WARD(S): ALL

PURPOSE

This report provides the annual review of the activities undertaken by the Council relating to emergency planning.

The opportunity has also been taken to review the work undertaken by the Council in meeting its responsibilities under the Civil Contingencies Act 2004 (CCA) as a Category 1 responder and a number of changes have been made to procedures and to the Emergency Plan itself as a result.

The Emergency Planning and Resilience Team at Hampshire County Council work closely with the City Council within the terms of an agreed Service Level Agreement and supported the Council while responding to emergency incidents that occurred during the year and facilitated relevant training events.

For completeness, a summary update on the implementation of flood alleviation schemes is also included in Section 14 of the Report.

RECOMMENDATIONS:

1. That the information provided in the Annual Emergency Planning Report summary and update of flood alleviation schemes be noted and any issues raised with the relevant Portfolio Holder.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 Ensuring that the Council has adequate plans in place to respond to an emergency incident as a Category 1 responder as set out in the Civil Contingencies Act 2004. It also supports the Council Strategy outcome to protect the health and wellbeing of the residents of the District.

### 2 FINANCIAL IMPLICATIONS

- 2.1 There are no significant resource implications arising from this report.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Civil Contingencies Act 2004 defines the Council as a Category 1 responder. The Act places a duty on Category 1 responders to assess the risk of an emergency occurring and to maintain plans for the purposes of responding to an emergency.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 This Report has been prepared in consultation with Hampshire County Council's Emergency Planning Unit. Councillor Godfrey (Portfolio Holder for Professional Services) has been consulted on the draft report.

### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 None

### 8 EQUALITY IMPACT ASSESSMENT

- 8.1 None required.

### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

### 10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i>	Emergency incidents can cause disruption and damage	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
	to property. Comprehensive Emergency and Business Continuity Plans can help to mitigate this.	
<i>Community Support</i>	Community Emergency plans have been developed for 22 Parishes and community groups within the District, following pro active work by HCC and Hants Fire and Rescue.	Annual events are held to which all Parishes and other community groups are invited to help further develop community resilience.
<i>Timescales</i>	The District Emergency Response Plan is reviewed annually, rewritten every 3 years (update review date March 2019) with exercises undertaken annually.	
<i>Project capacity</i>	There are approximately 80 members of staff that have a role within the Emergency Response Plan, and other staff are called upon in the event of a significant event, for example during the flooding of 2013/14.	New staff are recruited and trained to join the Plan on a regular basis.
<i>Financial / VfM</i>	None	
<i>Legal</i>	None	
<i>Innovation</i>	The use of new technology is being explored to help the integration of the responding agencies. Resilience Direct web portal is an example of this.	The further roll-out of Resilience Direct to staff who have a role within the Emergency Response Plan.
<i>Reputation</i>	Comprehensive Emergency and Business Continuity Plans and regular exercising of the Plans can help to mitigate reputational risk.	
<i>Other</i>	None	

## 11 SUPPORTING INFORMATION:

- 11.1 In the last year, the Council has undertaken a significant review of its emergency planning procedure and made a number of changes which are set out in this report. This has included training and testing of out of hours cover arrangements, increasing the resilience of the Emergency Plan itself and ensuring additional senior officers are included in the process.
- 11.2 This report provides the annual update on work undertaken by the Council relating to emergency planning during the past twelve months. The

opportunity has also been taken to review the work undertaken by the Council in meeting its responsibilities under the Civil Contingencies Act 2004 (CCA) as a Category 1 responder. The City Council works closely with Emergency Planning Unit at the County Council under the terms of a Service Level Agreement through which the County Council supports the City Council's emergency planning activities. This includes regular training during the year and wide ranging contacts to provide reassurance regarding the ability to respond to emergency incidents.

- 11.3 Part 1 of the Civil Contingencies Act (CCA) establishes a clear set of roles and responsibilities for those involved in emergency preparation and response at local level. Organisations that are included as Category 1 responders are at the core of the response to most emergencies and include the emergency services, local authorities and NHS bodies. The primary objective of all of those involved in emergency planning is try to ensure that emergencies do not occur in the first place, but when they do occur good planning should reduce, control and mitigate the immediate and long term effects.
- 11.4 The CCA requires the Council to assess the risk of emergencies occurring within the District and use this to inform contingency planning. The Council has its own Emergency Response Plan which sets out the mechanisms by which it will respond to incidents, and this includes provision for operating an Emergency Control Centre to co-ordinate its response to an emergency. Individual major organisations are expected to produce their own plans for how they will respond to major incidents or emergencies with which they are associated. The City Council does not produce plans on behalf of other organisations.
- 11.5 Hampshire County Council's Emergency Planning team has its own direct responsibilities on behalf of the County Council as a Category 1 responder, and also provides expertise to support the wider emergency planning community. It is the contact for central government departments and public bodies which may be involved in an emergency.
- 11.6 This report also presents the latest position with regard the work that the Council undertakes as part of its statutory duty to provide Emergency Planning.

## 12 Emergency Planning Annual Update

### Training

- 12.1 An annual training plan for staff that have a role in the Emergency Response Plan is agreed in consultation with the Emergency Planning Unit at the County Council.
- 12.2 Regular training for staff is essential to ensure the Council is able to respond to an emergency incident should it be required to do so. The Emergency Response Plan sets out a number of specific roles and training is carried out during the year for new staff to the role as well as refresher training.



12.3 During the past year training and briefings for staff have included:

Subject	Number of WCC attendees
Recovery after a major incident	4
Emergency Planning Excellence	14
Introduction to Emergency Planning	17
Media	3
Setting up the Emergency Control Centre	15

#### Incidents

12.4 There have been eight incidents within the Winchester District during 2018/19 that required the involvement of the Hampshire Emergency Planning Unit. Not all of them required any large scale response from the City Council.

12.5 These incidents included:

Date	Incident	Information
30/04/2018	Winchester Gas main leak	Gas Leak – no action was required
07/05/2018	Winchester flat fire	An Incident Liaison Officer attended and the incident was dealt with by the Housing Association
08/06/2018	Unexploded ordnance in the river at Blue Ball Lane Winchester	An Incident Liaison Officer attended the incident. River Park Leisure Centre was opened as a rest centre and 127 properties were evacuated and roads were closed. The ordnance was disposed of safely.
09/08/2018	Gastroenteritis outbreak	Public Health – Awareness - No action was required from the City
23/09/2017	Boomtown Fair	Water Shortage Awareness - No action was required from the City
26/08/2018	Surface water flooding affecting 4 properties	A Ward Member advised of 4 properties affected in Poles Lane, Otterbourne. County Highways issued

Date	Incident	Information
		sandbags to the properties and details passed to the Flood and Water Management Team.
03/09/2018	Potential water shortage	Utilities – Awareness and no action required.
07/09/2018	Winchester Flat Fire	One flat affected and one person evacuated. Maintenance Team from the City secured the door to the flat. Occupant then stayed with friends and no further action was required.

### Liaison

- 12.6 Regular meetings take place between the Council’s Emergency Planning Officer and the Hampshire Emergency Planning Unit’s link officer with responsibility for the Winchester District to monitor progress.

### Community Plans

- 12.7 The importance of local community emergency planning groups is recognised. Work is continuing to establish contact with local groups and to date 22 local plans have been prepared. The aim for communities is to become resilient. This may mean that they are aware of risks that may affect them and what the impact would be; complement the work of local emergency services and use their existing skills, knowledge and resources to provide support to others. A community plan helps all volunteers know their roles when there's an emergency. There are many places to get advice on developing community plans. The Local Resilience Forum produces a step-by-step guide to help communities produce a Community Emergency Plan which is available on the County’s website and signposted from Winchester’s website. Hampshire County Council Emergency Planning staff are available to support communities, including Parish Councils, in their production. The majority of community plans are prepared by Parish Councils, but any community can produce a plan, for example groups associated with a school.

### Winter Weather Preparation

- 12.8 There are national campaigns to prepare for winter weather, such as those jointly prepared by the MeteoGroup for the Met Office and the Environment Agency with regards to flooding, and reference to these is placed on the City and County’s Council’s websites as winter approaches. This winter’s “Get Ready for Winter” campaign has been launched and an article has been

published for Members in the Democratic Services Update 22 December 2018.

#### Plan Update

- 12.9 The Winchester Emergency Response Plan was last updated in December 2018 as part of its three year review. The refreshed Plan has a Short Plan to its front, which is designed to provide a quick reference of actions to undertake for those having to make decisions. The new Plan has approximately 80 members of staff listed as participating in emergency planning including a strengthened list of Controllers and 20 new recruits following a call for volunteers.

#### Callout procedures

- 12.10 Officer Callout protocols have been strengthened to build resilience. This has included arrangements for the Council receiving Out of Hours calls and also for cover over holiday periods. Nominated Executive Leaders Board leads are identified for each holiday date and there are lists of 24 hour availability of Controllers and other key officers within the Plan.

#### Central Winchester Security Measures

- 12.11 The City Council and County Council worked together with other agencies to install security measures on the High Street in Winchester to provide reassurance to city centre visitors.

#### 13 Update on actions from the meeting of the Overview and Scrutiny Committee held on 25 February 2018

- 13.1 At its meeting held on 25 February 2018, at the conclusion of debate, the Committee agreed that the Portfolio Holder should have regard to the possibility of access to Resilience Direct being extended to include Parish Councils in order that documentation could be shared and that consideration also be given to involving the unparished area of Winchester in emergency planning work, for example by inviting the Chair of the Winchester Town Forum to emergency planning community events.'

- 13.2 Subsequent to the meeting, the County confirmed that access to Resilience Direct was principally for EP Category 1 responders. If information relates to an incident etc. the City would share the information with Parish Councils as required. There have been no emergency planning community events to invite the Chair of the Winchester Town Forum in the last year.

#### 14. Update on Flood Alleviation Works

- 14.1 The Water Lane defences have been completed, Phase 1 of the flood protection scheme to protect North Walls/Park Avenue has also been completed (August 2017). Phase II of the flood protection scheme at Durngate is planned to start in third quarter of 2019 (Report CAB3072 Cabinet

12 December 2018 refers). An additional £500k of CIL funding has been allocated to cater for a redesign as a result of the discovery of extremely poor ground conditions. Detailed planning and site investigations have been completed, ecological monitoring has been undertaken for one year and the Environmental Impact Assessment has been completed with regards to scoping and screening. The planning pre-application was completed by the City with no planning issues highlighted and full planning is now with The County and South Downs National Park, public engagement is due late February 2019. As part of these works extremely detailed flood maps are being prepared to better demonstrate the benefits of this scheme in the City Centre.

- 14.2 Temporary flood barriers (the Council has purchased a demountable flood barrier, which is stored at the Bar End Depot, and can be deployed to any location) as well as the permanent flood defences are assembled and tested every autumn by the Special Maintenance Team.
- 14.3 A new protocol with the owners and operators of sluices to co-ordinate and regulate flows through the City is being prepared with the Environment Agency and will help to reduce the risk of flooding within the City.
- 14.4 Hampshire County Council is investigating further flood alleviation works for Littleton/ Headbourne Worthy and Kings Worthy and these have been through local engagement. This scheme is still in its advanced design stages and as a result funding has not been secured.
- 14.5 At Pitt (Enmill Lane), County Council Highways are finishing off works at Enmill Lane and the golf course to alleviate flooding in Pitt. They are also part way through installing a Soakaway at the junction with Badger Farm Road.
- 14.6 The major scheme to install a pipe at Hambledon has been completed in 2017 and will reduce significantly the risk of major flooding in that area.
- 14.7 The Head of Drainage and Special Maintenance has instigated a new Winchester River Maintenance Group which will improve liaison between WCC, the EA, and all the riparian owners in the city area by bringing them together on a regular basis to foster good working relationships. There has been two meetings so far which has massively improved communications, understanding, has helped riparian owners identify problems on each others land, and has identified and resolved a sluice that was not being maintained in Garnier Road. All participants agree this has been a very worthwhile endeavour so the City's Special Maintenance will continue to host these meetings.
- 14.8 Works are ongoing to repair the flood damage to the revetment wall at The Weirs, £50k of funding has been secured from County Highways for Phase III in 2019; this is currently going through the tender process as this is anticipated to be a 4-5 year scheme.
- 14.9 Special Maintenance have recruited a new drainage engineer, primarily to focus on drainage consultations as part of the planning process, but also to

take the lead on River Maintenance which has increased the teams skills and resilience with regards to flood understanding, preparedness and resilience.

## 15 OTHER OPTIONS CONSIDERED AND REJECTED

15.1 None

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

Flooding Informal Scrutiny Group recommendations - (CAB2638) Cabinet on 3 December 2014 and The Overview and Scrutiny Committee on 19 January 2015.

Update on Progress – (OS134) The Overview and Scrutiny Committee on 18 January 2016.

Update on Progress – (OS149) The Overview and Scrutiny Committee on 12 December 2016.

Update on Progress – (OS194) The Overview and Scrutiny Committee on 26 February 2018.

#### Other Background Documents:-

None

### APPENDICES:

None

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank