



<b>Meeting</b>	Cabinet
<b>Date and Time</b>	Wednesday, 19th September, 2018 at 4.30 pm.
<b>Venue</b>	The Arc, Alrebury Park, The Avenue, New Alresford, SO24 9EP

## AGENDA

### PROCEDURAL ITEMS

- 1. Apologies**  
To record the names of apologies given.
- 2. Membership of Cabinet Committees etc.**  
To give consideration to the approval of alternative arrangements for appointments to bodies set up by Cabinet or external bodies, or the making or terminating of such appointments.
  - a) Winchester Charity School Education Foundation (until October 2021)
  - b) WinACC (until May 2019)
- 3. Disclosure 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.*
- 4. To note any request from Councillors to make representations on an agenda item under Council Procedure Rule 35**  
*Note: Councillors wishing to speak about a particular agenda item are requested to advise the Democratic Services Officer before the meeting. Councillors will normally be invited by the Chairman to speak during the appropriate item (after the Portfolio Holder's introduction, questions from Cabinet Members and public participation).*



## BUSINESS ITEMS

5. **Minutes of the previous meetings held on 18 July 2018 and special meeting held 20 August 2018 (less exempt minute).** (Pages 5 - 14)
6. **Public Participation**  
– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items (in the case of the latter, representations will normally be received at the time of the agenda item, after the Portfolio Holder’s introduction and any questions from Cabinet Members).
7. **Leader and Portfolio Holders' Announcements**
8. Air Quality Action Plan Progress Report (Pages 15 - 30)  
**Key Decision** (CAB3074)
9. Community Infrastructure Levy – Operational Review (Pages 31 - 52)  
**Key Decision** (CAB3071)
10. Q1 Financial and Performance Monitoring (Pages 53 - 102)  
**Key Decision** (CAB3070)
11. To note the future items for consideration by Cabinet as shown on the October 2018 Forward Plan. (Pages 103 - 106)
12. 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 (I) and Schedule 12A to the Local Government Act 1972.
13. Exempt minute of the previous special meeting held on 20 August 2018 (Pages 107 - 110)
14. Environmental Services Contract Decision Making (Pages 111 - 176)  
**Key Decision** (CAB3044)

L Hall  
Legal Services Manager

11 September 2018

Agenda Contact: Nancy Graham, Senior Democratic Services Officer  
Tel: 01962 848 235, Email: [ngraham@winchester.gov.uk](mailto:ngraham@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)*

## **CABINET – Membership 2018/19**

Chairman: Horrill (The Leader with Portfolio for Housing)

Vice Chairman: Humby (Portfolio Holder for Business Partnerships)

Ashton	-	Portfolio Holder for Finance
Brook	-	Portfolio Holder for Built Environment
Godfrey	-	Portfolio Holder for Professional Services
Griffiths	-	Portfolio Holder for Health & Wellbeing
Miller	-	Portfolio Holder for Estates
Warwick	-	Portfolio Holder for Environment

**Quorum** = 3 Members

### **Corporate Priorities:**

As Cabinet is responsible for most operational decisions of the Council, its work embraces virtually all elements of the Council Strategy and [Portfolio Plans](#).

### **Public Participation**

Public Participation is at the Chairman's discretion. If your question relates to an item on the agenda, you will normally be asked to speak at the time of the relevant item. Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers. If several people wish to speak on the same subject, the Chairman may ask for one person to speak on everyone's behalf. As time is limited, a "first come first served" basis will be operated.

To reserve your place to speak, you are asked to arrive no later than 10 minutes before the start of the meeting to register your intention to speak. Please contact the Democratic Services Officer in advance for further details.

### **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.

### **Terms Of Reference**

Included within the Council's Constitution (Part 3, Section 2) which is available [here](#)

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## CABINET

Wednesday, 18 July 2018

Attendance:

Councillor Horrill (Chairman)	– The Leader with Portfolio for Housing
Councillor Humby (Vice-Chair)	– Portfolio Holder for Business Partnerships
Councillor Ashton	– Portfolio Holder for Finance
Councillor Brook	– Portfolio Holder for Built Environment
Councillor Godfrey	– Portfolio Holder for Professional Services
Councillor Griffiths	– Portfolio Holder for Health & Wellbeing
Councillor Miller	– Portfolio Holder for Estates
Councillor Warwick	– Portfolio Holder for Environment

Others in attendance who addressed the meeting:

Councillors Evans, Prince and Thompson

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### 1. MEMBERSHIP OF CABINET COMMITTEES ETC.

In addition to the proposed change to the Cabinet (Housing) Committee notified on the agenda, the Chairman stated that there were proposed changes to the membership of Cabinet (Central Winchester Regeneration) Committee and Cabinet (Station Approach) Committee. These were agreed as set out in the resolution below.

The Chairman also advised that there were a number of other outstanding changes to Member representation on external organisation appointments and these were agreed as set out in the resolution below. With regard to the appointment to the Winchester Housing Trust, the Chairman emphasised that the Chairman of the Trust had requested that Ian Tait (former councillor) remain as the representative and there was precedent for other non-councillors to remain as appointees.

RESOLVED:

1. That the following changes to Cabinet Committee appointments be made:

- a) Cabinet (Housing) Committee – Councillor Izard to replace Councillor Scott as non-voting invited representative;
- b) Cabinet (Central Winchester Regeneration) Committee – Councillor Ashton to replace Councillor Humby as a Committee Member;
- c) Cabinet (Station Approach) Committee – Councillor Warwick to replace Councillor Humby as a Committee Member.

2. That the following changes to appointments to external bodies be made for the period as stated:

- a) Winchester Housing Trust (until May 2020) – Ian Tait (Director) and Councillor Rutter (observer)
- b) Southampton International Airport Committee (until May 2019) – Councillor Humby to be removed as a deputy (as he is on the Committee as a County Council appointee);
- c) Winchester Sports Stadium Committee (until May 2019) – Councillor McLean to replace Councillor Stallard
- d) Winchester Welfare Charities (until May 2022) – Councillor McLean

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 20 JUNE 2018.**

RESOLVED:

That the minutes of the previous meeting held on 20 June 2018 be approved and adopted.

3. **PUBLIC PARTICIPATION**

There no questions asked or statements made.

4. **LEADER AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

Portfolio Holders made a number of announcements as summarised below:

- A positive response had been received at a recent meeting with representatives from sporting groups where the feedback on the proposals for the new Leisure Centre from various national sporting bodies and Sports England had been shared. All consultation responses received so far on the proposals for the new Centre, together with the Council's response, were available via the Council's website - <http://www.winchester.gov.uk/projects/5740/replacement-leisure-centre-project>.
- Over 50 people had attended a recent consultation event on the King George V playing fields proposals. Consultation proposals were also available online via the Council's website - <http://www.winchester.gov.uk/projects/consultation>
- Hilliers Haven (the new open space area next to Hilliers Way public car park) had been selected as a finalist for the Council for the Protection of Rural England (CPRE) Countryside Award 2018.

The Leader also announced her intention to establish a new Informal Policy Group (IPG) to consider the redevelopment of the River Park Leisure Centre area once the new Centre was open. The IPG would be chaired by Councillor Burns and include cross-party membership, including representation from the Winchester Town Forum. Further details on its membership and remit would be submitted to a future Cabinet meeting.

5. **LOCAL PLAN LAUNCH**  
(CAB3046)

Councillor Brook introduced the report and highlighted key elements of its content.

At the invitation of the Chairman, Councillors Evans and Thompson addressed Cabinet as summarised below.

Councillor Evans

- A request that Ward Councillors be notified of any communications with parish councils in their area;
- A request that the consultation period be extended to the end of September as many parish councils did not meet over the August period;
- Concern that recruitment of additional staff required had not taken place before now and a request that those employed have a good knowledge of the local district;
- With reference to paragraph 11.11, a desire that the Council, through its PUSH representation, would robustly resist any attempts for Winchester to take on any of neighbouring local authorities housing requirements.
- A suggestion that the new Plan move away from the use of market towns as a definition to avoid burdening existing market towns with even more housing requirement;
- Concern that the proposals for the new Plan could lead to additional speculative planning applications from developers.

Councillor Thompson

- Welcomed the opportunity to revise the current Local Plan;
- Highlighted particular issue in Winchester Town and its immediate surroundings of the requirement for additional purpose built student accommodation. The number of properties being converted into Houses in Multiple Occupation (HMOs) was increasing in Winchester which could have a significant impact on the surrounding area. It was essential that the Council engaged with the Universities to ascertain their plans and to make suitable sites available for student accommodation.

The Chairman requested that Officers be reminded of the importance of ensuring that Ward Councillors were notified when a parish communication was issued (with regard to this specific consultation, it was noted that all Members had been notified via the weekly Democratic Services bulletin).

The Head of Strategic Planning confirmed that there was a confirmed five year supply of land in the current Plan which would assist the Council in refusing speculative planning applications that did not accord with the current Plan.

The Head of Strategic Planning suggested that rather than further extend the consultation period as requested, any parish councils who might have difficulty making the deadline proposed contact the Council and allowances would be made. Councillor Brook highlighted that this was standard practice and she would ensure all Councillors were aware in order that they could advise parish councils in their area accordingly.

As the Council's representative on PUSH, the Chairman gave assurances that she would defend the Council's position.

With regard to student accommodation, Councillor Brook confirmed that the Council would adopt a holistic approach and take necessary steps once further information was available (for example, the mandatory licensing of HMOs would provide additional details).

The Head of Strategic Planning responded to Cabinet Members' questions as summarised below:

- the review of the Community Infrastructure Levy (CIL) Charging Schedule would examine discrepancies between areas under the Council's Local Plan and those under the Plan for the South Downs National Park.
- the "statements of common ground" requirements applied not only to neighbouring local planning authorities but also strategic partners, such as the Environment Agency.
- The Council's response to Eastleigh Borough Council's Regulation 19 on its Plan would be issued via Portfolio Holder Decision Notice by the end of July. Eastleigh were required to submit their Plan for examination by the end of October 2018 and the Inspector's Inquiry stage was expected to take place in February/March 2019. Winchester's Plan was not directly affected by this.
- Parish Councils were being encouraged to update their Neighbourhood Plans and Village Design Statements to refer to the current Plan.
- The review would include consideration of water supply for the district and also the requirement for digital connectivity on new developments.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

**RESOLVED:**

1. That agreement be given to commence the preparation of a new Local Plan and that the Head of Strategic Planning be authorised to consult on its scope and content in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
2. That agreement be given to undertake a parallel update of the Council's Community Infrastructure Levy (CIL) Charging Schedule.
3. That the Head of Strategic Planning be authorised to commission such technical studies and other evidence gathering as is necessary to provide the evidence base for the Local Plan and CIL using resources currently held in the Local Plan Reserve.



6. **QUARTER 4 2017/18 FINANCIAL AND PERFORMANCE MONITORING**  
(CAB3060)

Councillor Ashton introduced the report and noted that the contents had been discussed at The Overview and Scrutiny Committee on 9 July 2018. He emphasised that the input of that Committee over the previous year had been useful in shaping and refining the contents of the report.

At the invitation of the Chairman, Councillor Thompson addressed Cabinet and reiterated a number of the comments raised at The Overview and Scrutiny Committee, as summarised below:

- The importance of ensuring Ward Councillors and Winchester Town Forum members were kept informed about matters that impacted on their areas.
- Specifically, she requested that the Town Forum and public would be consulted about the proposals for the replacement of the security bollards in Winchester High Street. In addition, regular updates should be provided on progress on the proposals regarding St Maurice's Covert.

Cabinet noted that these comments had been raised at The Overview and Scrutiny Committee and a response had been given by the relevant Portfolio Holder(s) present.

In response to questions, Councillor Ashton explained that the current red status of the aim in relation to the use of a strategic asset purchase scheme (Appendix 1 of the report) was because of the necessarily cautious approach adopted by the Council to procuring assets for investment.

Cabinet agreed to the following for the reasons outlined above and set out in the Report.

RESOLVED:

1. That the progress achieved during the final quarter of 2017/18 be noted and the contents of the Report be endorsed.
2. That the transfers to/from the Major Investment Reserve and other earmarked reserves be agreed and the closing balances at 31 March 2018 be noted (as set out in Appendix 2 of the report).
3. That the brought forward General Fund capital budgets totalling £835,000 be approved, as set out in Appendix 4 of the report.
4. That supplementary estimates and expenditure for the following capital projects be approved, as set out in Appendix 4 of the report:
  - a) Disabled Facilities Grants - £100,000
  - b) Security bollards - £75,000
  - c) Virtual Permit software (car parks) - £44,000 (including staff costs of £24,000 that can be capitalised)

7. **MEDIUM TERM FINANCIAL CHALLENGE**  
(CAB3065)

Councillor Ashton introduced the report and highlighted key challenges as set out in the report. He also drew Members' attention to £1.1m of savings achieved, reoccurring annually.

At the invitation of the Chairman, Councillor Prince addressed Cabinet and in summary raised the following points:

- A request for a graph indicating the cumulative impact of predicted deficits;
- A plan to mitigate the impact of the predicted deficits should be in place and clearly defined by September 2018.
- The financial impact of the various major projects underway should be clearly defined.

In response, Councillor Ashton advised that paragraph 11.9 of the report set out the impact on the revenue budget of major projects.

In response to Cabinet Members' questions, Councillor Ashton stated that the reason for the significant difference between the best and worst revenue projections (graph at Paragraph 11.6 of the report) was the large amount of uncertainty currently facing local authorities in general. This included potential changes to Business Rates and the New Homes Bonus. As a consequence, it was not considered helpful at this time to produce an action list to address the savings required for a "worst case scenario".

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

That the report be noted.

8. **PROPOSALS FOR UPDATES TO RECEPTION (LESS EXEMPT APPENDIX)**  
(CAB3056)

Councillor Godfrey introduced the report and emphasised that the updates would make the reception area more welcoming and also enable the Council to rent office space to a partner organisation. He advised that a further £35,000 was required for the refurbishments than that which had been approved via a Portfolio Holder Decision Notice (PHD778). Cabinet agreed that an additional recommendation be approved to enable this (as set out in Resolution 3 below).

Cabinet agreed to the following for the reasons set out above and outlined in the report.

RESOLVED:

1. That it be approved in principle to close the cash office and transform this space so it available for other organisations.

2. That additional funding of £23,000 be approved for interim 'floorwalker' staff to ensure a smooth transition of service.

3. That additional funding of £35,000 be approved for refurbishment of the reception area.

9. **TREASURY MANAGEMENT OUTTURN REPORT FOR 2017/18**  
(CAB3064)

Councillor Ashton introduced the report and responded to Members' questions thereon.

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the Annual Treasury Outturn Report 2017/18 be noted.

10. **RISK MANAGEMENT POLICY 2018**  
(CAB3058)

Councillor Godfrey introduced the report and responded to Members' questions thereon.

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the Risk Management Policy for 2018, the Risk Appetite Statement for 2018/19 and the Corporate Risk Register be approved.

11. **PERFORMANCE REPORTING INFORMAL SCRUTINY GROUP (ISG) -  
REPORT BACK ON RECOMMENDATIONS**  
(CAB3059)

Councillor Godfrey introduced the report and responded to Members' questions thereon.

Cabinet agreed to the following for the reasons set out in the report.

RESOLVED:

That the recommendations from the Performance Reporting Informal Scrutiny Group be approved as set out in the Action Plan in Appendix 1 of the report.

12. **MINUTES OF CABINET (HOUSING) COMMITTEE HELD 4 JULY 2018**  
(CAB3069)

RESOLVED:

That the minutes of the Cabinet (Housing) Committee held 4 July 2018 be received (as attached as Appendix A to the minutes).

13. **TO NOTE THE FUTURE ITEMS FOR CONSIDERATION BY CABINET AS SHOWN ON THE AUGUST 2018 FORWARD PLAN.**

RESOLVED:

That the list of future items, as set out in the Forward Plan for August 2018, be noted.

14. **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>
##	Proposals for updates to reception (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)

15. **PROPOSALS FOR UPDATES TO RECEPTION (EXEMPT APPENDIX)**  
(CAB3056)

RESOLVED:

That the contents of the exempt appendix be noted.

The meeting commenced at 4.30 pm and concluded at 6.10 pm

Chairman

# Public Document Pack

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## CABINET

Monday, 20 August 2018

Attendance:

Councillor Horrill (Chairman)	– The Leader with Portfolio for Housing
Councillor Humby (Vice-Chair)	– Portfolio Holder for Business Partnerships
Councillor Ashton	– Portfolio Holder for Finance
Councillor Brook	– Portfolio Holder for Built Environment
Councillor Godfrey	– Portfolio Holder for Professional Services
Councillor Miller	– Portfolio Holder for Estates
Councillor Warwick	– Portfolio Holder for Environment

Others in attendance who did not address the meeting:

Councillors Gemmell, Scott, Thompson and Weston

Apologies for Absence:

Councillors Griffiths

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### 1. PUBLIC PARTICIPATION

Patrick Davies spoke during public participation and in summary queried why the report was exempt as he believed that it should be possible to make at least parts of it open. He speculated that the land transaction related to the Central Winchester Regeneration area and stated that the exemption rules did not apply if relating to a planning application.

The Corporate Head of Resources advised that the Council always aimed to be as transparent as possible in its decision making and the report was subject to careful consideration by the Monitoring Officer and Section 151 Officer. She confirmed that she believed that the correct exemption had been applied in this case and that on balance the subject matter of the report meant that it should all be considered in exempt session.

One Member noted that the Claer Lloyd-Jones report recommended that the Council seek to make confidential reports (or parts thereof) available to the public if and when possible after a decision had been made. The Chairman confirmed that the Council wished to be as transparent as possible in its decision making and depending on the decision made at this meeting and Council later that evening, the possibility of making all or part of the report available to the public would be considered further at the appropriate time.

2. **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>
	Land Transaction	) Information relating to the ) financial or business affairs of ) any particular person (including ) the authority holding that ) information). (Para 3 Schedule ) 12A refers)

3. **LAND TRANSACTION**

Cabinet considered the above report which set out details regarding a proposed land transaction and recommended a way forward (detail in exempt minute).

The meeting commenced at 4.30 pm and concluded at 5.10 pm

CAB3074  
CABINET

REPORT TITLE: AIR QUALITY ACTION PLAN PROGRESS REPORT

19 SEPTEMBER 2018

REPORT OF PORTFOLIO HOLDER: Cllr Jan Warwick

Contact Officer: David Ingram Tel No: 01962 848479

Email: dingram@winchester.gov.uk

WARD(S): ALL

## PURPOSE

To set out progress to date in the implementation of the core and complementary measures of the Air Quality Action Plan “the Plan” and for Cabinet to make recommendations as to further work required to ensure its delivery.

## RECOMMENDATIONS:

1. That Cabinet note the progress made in the delivery of the Air Quality Action Plan.
2. That data continue to be gathered on whether additional enforcement of the Traffic Regulation Order on St Georges Street will have a positive impact on traffic flow at peak times.
3. That the work of the Winchester Movement Study be recognised, which will inform on whether the City’s air quality would benefit from a northern park and ride site and the implementation of a ‘Clean Air Zone’.
4. That ‘smart’ ticket machine options be further evaluated and that a future report with recommendations, be brought back to Cabinet.
5. That in view of the considerable capital costs associated with the delivery of a charging Clean Air Zone (CAZ), that Members await the findings of the Winchester Movement Strategy before deciding whether to adopt a CAZ.
6. That it be ensured that air quality is sufficiently reflected within the City Council’s updated Procurement Policy.

7. That work continues in partnership with Southampton City Council on an Air Quality Supplementary Planning Document for the district.
8. That it be noted that an Electric Vehicle Charging Strategy will be presented to Cabinet later in the year.



## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 The City Council's strategy places improving the quality of the district's environment, as one of its key outcomes, recognising that people expect a clean and safe environment to live and work. The strategy pledges to 'reduce harmful emissions through holistic transport planning', which is a central driver for improved air quality. Further, air quality is widely recognised as critical to the delivery of good public health, with the Council's strategy acknowledging that health is essential for enjoying a good quality of life.

### 2 FINANCIAL IMPLICATIONS

- 2.1 For each of the core and complementary measures that has been identified as having a financial cost, background detail has been set out in the Supporting Information below. This report is not recommending the approval of any additional budgets; these would be subject to further investigation and a future report.
- 2.2 However, some actions would have significant capital and on going revenue costs, such as the implementation of 'smart' ticket machines, which would deliver an emissions' based tariff solution.
- 2.3 Further, for the implementation of a charging Clean Air Zone for heavy duty vehicles, initial broad cost estimates are in the millions of pounds and that in order to obtain a more refined estimate, a detailed study at an estimated cost of £45,000 would be necessary. Should Cabinet decide, subsequent to any findings from the Movement Study, that further work needs to be undertaken then this will be subject to a future report and associated recommendation.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Environment Act 1995 sets out the national air quality strategy, which requires Local Authorities to 'from time to time' assess their air quality and where it fails to meet the national standards, the Local Authority has a statutory duty to designate an Air Quality Management Area (AQMA). All Air Quality Management Areas must be accompanied by a corresponding Air Quality Management Plan (AQAP), which sets out what action the Local Authority proposes to take in order to ensure that the [national air quality standards](#) are met within the statutory time scales.
- 3.2 Failure to meet the national air quality standards, as set down in the Air Quality (England) Regulations 2010 (EU Directive 2008/50/EC), exposes the UK government to possible fines imposed by the European Court of Justice. However under the Localism Act 2011, the UK government can hand down these fines to those local authorities failing to meet these standards, thereby providing a direct risk of financial sanction to Winchester City Council for non compliance.

#### 4 WORKFORCE IMPLICATIONS

- 4.1 The primary focus of delivering much of the AQAP, including the monitoring and review of emissions is already accommodated within the Environmental Health and Licensing Team.
- 4.2 Further the project teams which are challenged with either delivering a core or complementary measure will continue to draw on the time, skills and expertise of officers from across the Council, and potentially key stakeholders and partner organisations.

#### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Much of the measures outlined in the AQAP have no direct impact on the Council's property interests, because they seek to affect traffic accessing the town centre. However there are core measures setting out proposals to upgrade the ticket machines for 'smart' machines and additional proposals to install electric vehicle charging points in Winchester City Council car parks. Both will be subject to additional reports, setting out the specific asset implications.

#### 6 CONSULTATION AND COMMUNICATION

- 6.1 The development of the Air Quality Action Plan was undertaken through an Air Quality Steering Group (AQSG), which comprised of cross party members, WCC technical Officers, business and environmental stakeholders. Prior to adoption, the Plan was subject to a formal public and stakeholder consultation process to determine the core and complementary measures (CAB2906). Subsequent to the adoption of the Plan, each 'Task and Finish' Group assigned to the delivery of a core measure, is required to report its progress back to the AQSG. In addition the Chair of the AQSG also sits on the City Council's Low Carbon Board to reflect the synergies between the objectives of both groups. The AQSG Chair also gave a briefing on the Plan's progress to the Overview and Scrutiny Committee on the 9<sup>th</sup> July 2018.
- 6.2 Further, where it is identified that a core or complementary measure will have demonstrable impact upon a particular profile of Winchester's community, or where it is subject to a formal adoption process, such as the adoption of an Air Quality Supplementary Document, each measure has or will be subject to a formal consultation exercise prior to adoption, the findings of which will be set out in the corresponding report and Cabinet Paper. Examples include delivering on parking pricing differential (CAB2855) and more recently consultation with the taxi community in the development of the Electric Vehicle Charging Strategy, which will be brought before the Cabinet in October.

## 7 ENVIRONMENTAL CONSIDERATIONS

7.1 This paper is central to the delivery of the City Council's air quality objectives and its core expectation in delivering on its Environmental and Health objectives as set out in the Council Strategy 2018 - 2020.

## 8 EQUALITY IMPACT ASSESSEMENT

8.1 None

## 9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None

## 10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<p><i>Property</i></p> <p>Consideration of any impact arising from the installation of electric vehicle charging network on Council Estate, will be set out in a later report.</p>		
<p><i>Community Support</i></p> <p>That the core and complementary measures will not be given wider community support, due to the perception of inconvenience, costs and economic impact.</p> <p>Equally in not delivering the core measures, the Council could be seen as incapable of tackling the city's air quality issue, with all the inherent Public Health and reputational concerns.</p>	<p>Involvement of local stakeholder groups in delivering the measures set out in the plan.</p> <p>AQAP based on robust evidence of impacts.</p> <p>Public engagement offers opportunity to consider unforeseen impacts</p>	<p>An education programme aimed at supporting behavioural change / perceptions over the early years of the AQAP could be considered.</p> <p>Wider community support for better air quality leading to an investment toward a collective behavioural change.</p>
<p><i>Timescales &amp; Project capacity</i></p> <p>There are time limitations in terms of expected compliance with</p>	<p>Some dedicated support for development of the AQAP was secured, through an internal</p>	<p>Where necessary specific additional resource requirements have been identified through the task</p>

<p>government standards by 2020 i.e. a compressed time period. This represents a significant challenge not only in terms delivering what the plan has said but also in working with delivery partners over whom the city council has no control.</p>	<p>secondment to provide administration and project management assistance. Otherwise the plan draws upon the input of relevant officer resource across the Council and where possible external consultant support.</p>	<p>and finish groups, who report back to the Air Quality Steering Group and subsequent submission to members with any budget implications.</p>
<p><i>Financial / VfM</i></p> <p>Several Core Measures have been assigned high level costing estimates, which may not be deliverable from within existing budgets, which could present an impact on progressing the Plan.</p>	<p>The Air Quality Steering Group and associated 'task and finish groups' can undertake further work to refine these costs further and thereby give greater confidence in position prior to any subsequent spend being agreed.</p>	<p>A 'clean air city' will make Winchester a more attractive and health location to live work, and visit making the city more vibrant and thereby economically prosperous.</p>
<p><i>Legal</i></p> <p>Failure to comply with national air quality standards presents the City Council with a risk of financial penalties handed down by Central Government. Further failure to comply may also pose additional risk from private action, where individuals are adversely affected by air quality.</p>	<p>The AQAP has been prepared with the assistance of specialist consultants and which proposes measures which are deliverable whilst seeking to achieve the greatest benefits to air quality. Task and finish groups are working towards the delivery of these measures, and officers are continually monitoring air quality to establish current levels of nitrogen dioxide.</p>	<p>In complying with national air quality standards, Winchester City Council can ensure that it will not be subject to any central government fines.</p>
<p><i>Innovation</i></p> <p>In seeking to address air quality, the Council could overlook opportunities to adopt innovative ways of tackling traffic congestion and ensuring that the city</p>	<p>Winchester City Council is working with HCC on the delivery of the Movement Strategy which will propose new ways of controlling the access and</p>	<p>Similarly the Strategy will identify further innovative opportunities which could be delivered, subject to feasibility and cost assessments.</p>

centre remains fit for purpose and an attractive place to live, work and visit, well into the 21 <sup>st</sup> Century.	flow of traffic through the City including making use of technology.	
<i>Reputation</i>  In failing to meet national air quality standards, Winchester City Council continues to suffer reputational damage as a good place to live and to locate business. Further, the City has an active environmental lobby, which continues to seek to expose environmental shortcomings such as air quality. Failure to meet air quality standards by 2020 could harm the Council's reputation.	The City Council engages with WinACC and Winchester BID, both of whom sit on the Air Quality Steering Group. Further the City Council adopts an open and transparent when reporting on air quality and monitoring progress on the AQAP.	In ensuring that Winchester complies with clean air standards, the city can capitalise on this status as a better place to live work and visit.
<i>Other</i>		

SUPPORTING INFORMATION:

**Background**

- 10.1 Subsequent to discharging its duty to undertake air quality monitoring, it was established that the City Centre's air quality did not comply with the legal standards for particulate (PM<sub>10</sub>) and Nitrogen Dioxide (NO<sub>2</sub>). Winchester City Council declared its first and only AQMA in 2003 from which it adopted its first AQAP in 2006. In 2012 the City Council was able to determine the AQMA's compliance with the national particulates standards and successfully applied to the Government to 'un declare' on its duty to monitor for PM<sub>10</sub>. Throughout 2016 detailed work was undertaken to review the current status of NO<sub>2</sub> within the AQMA, including source apportionment, from which a new AQAP was adopted by Cabinet in the Spring of 2017. This report sets out the progress made against this 2017 AQAP, a map of which can be found in in Appendix 1.
- 10.2 Through an Air Quality Steering Group and with the assistance of the consultants TRL (Transport Research Laboratory), a new Air Quality Action Plan was drafted and subsequent to a public and stakeholder consultation process, adopted by Cabinet on the 26<sup>th</sup> April 2017 (CAB2906). The Plan incorporates 9 core and 9 complementary measures to be delivered in

accordance with a set of prescribed dates. These measures are set out in more detail below.

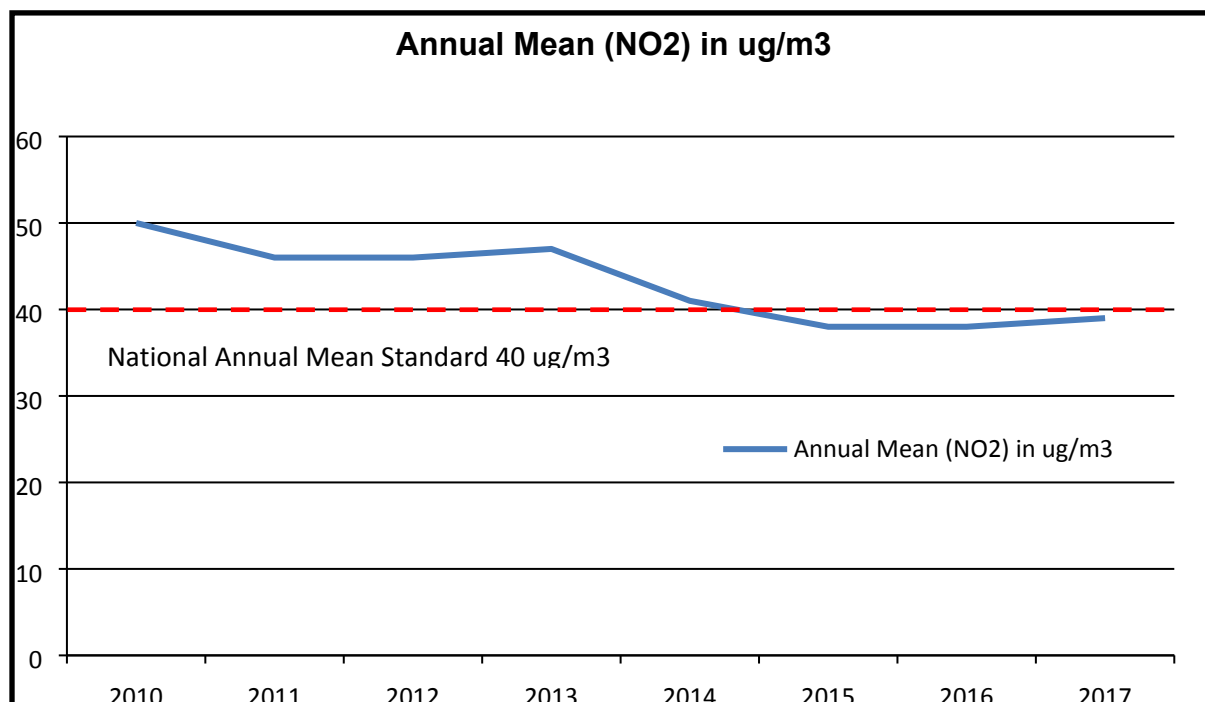
10.3 Initially there has been a focus on the Core Measures as these have been modelled as delivering the greatest benefits in improved air quality. Each Core Measure has been assigned a relevant officer to lead a small project group focused on its delivery. Some core measures have already been actioned, whilst others have yet to be implemented because this necessitates a capital investment and thereby Cabinet approval.

## 11 Current NOx levels inside the AQMA

11.1 The AQAP is focused on delivering the NOx levels to within the national annual mean standard 40 micro grams per metre cubed and all Annual Status Reports (ASRs) can be found on the City Council's air quality web pages. Currently Winchester has two static road side air quality monitoring stations:

- a) St Georges Street
- b) Chesil Street

11.2 These stations monitor real time NOx data and collate this data in 15 minute averages, from which an annual mean is derived. Since 2010 the St Georges Street Station has revealed the following trend based on annual mean readings:



St Georges Street NO<sub>2</sub> since 2010

- 11.3 This graph illustrates that there has been a positive and steady downward trend in NO<sub>x</sub> levels within the AQMA and that since 2015, St Georges Street has demonstrated compliance with the 40ug/m<sup>3</sup> standard.
- 11.4 Further, after recommendation by a Bureau Veritas Air Quality Consultant's report conducted in 2015, a new road side air quality monitoring station was installed in Chesil Street, adjacent to the Chesil Rectory. The first full year's results in 2017, indicated an annual NO<sub>2</sub> mean of 30 ug/m<sup>3</sup>, which is very encouraging because it is significantly below the national standard.
- 11.5 In addition, there are 26 NO<sub>x</sub> tubes located across the City, which are collected on monthly basis and from which an indicative (weighted) annual mean is derived. The majority of these tubes demonstrate annual NO<sub>2</sub> means well below the 40 ug/m<sup>3</sup> standard and whilst the Romsey Road location showed an annual NO<sub>2</sub> level that exceed the standard, this site will be subject to additional more detailed monitoring.

## 12 **Update on the measures within the AQAP**

- 12.1 It is not possible at this stage to directly assess the impact of specific progress against individual core measures set out in the AQAP. However, it is clear that the combined action taken to date (such as implementing a parking pricing differential as part of promoting wider use of park and ride and taking targeted action/additional enforcement in regard to city centre goods deliveries at peak times) is having a positive impact on air quality in the city centre as set out in 11.2 above. Commentary on progress against all core measures included in AQAP is set out in Appendix 2 to this report.
- 12.2 Progress against many of the core measures is reliant on the work of the Winchester Movement Study and it is recommended that further consideration of issues such as implementing a "Clean Air Zone" be deferred until the results of the Study are published.
- 12.3 Further, there are complementary measures which have been identified to demonstrate good practice in support of Winchester City Council's community leadership responsibilities. These are:
- a) Work with authorities towards adoption of a regional Low Emissions Strategy (LES);
  - b) **Seek to commit to introduce more electric charging points within WCC car parks (see below);**
  - c) Ensure that air quality is a standard consideration as part of procurement practice and is reflected in the Council's Procurement Policy;

- d) Continue to improve public access to live parking information and signage and better signage to encourage drivers to use the car park best suited to their journey;
- e) To continue to work on the delivery and promotion of car club schemes operating in the city;
- f) Consider the introduction and promotion of additional cycle stands, in consultation with local cycling groups, as part of planned developments in the AQMA;
- g) Work with stakeholder organisations and maintain a programme of regular communication to encourage behavioural change;
- h) Review and refresh the Council's Travel Plan to promote more sustainable travel for staff;
- i) Provide web based information and sign posting resources that will assist and encourage workplaces and schools in the City to adopt Travel Plans.

12.4 Whilst none of these measures have been assigned a modelled reduction in NO<sub>2</sub>, they have the collective potential to present improvements in air quality by driving behavioural change. The Low Emission Strategy commits Winchester City Council to work with regional authorities and other stakeholders, to agree a common set of standards e.g. for buses, HGV's as well as planning standards. We are working towards better dynamic signage to inform customers on parking occupancy rates to mitigate against vehicles from space hunting, and we are seeking to improve on how our own workforce accesses the city during the working week, recognising that as one of the major employers in the city, WCC has a role to play in mitigating traffic congestion from its own staff. Furthermore officers have been working with city schools on air quality projects to raise awareness and to encourage behavioural change.

12.5 One of the more significant complementary measures, as highlighted above, is a commitment to introduce more electric vehicle (EV) charging points within WCC car parks. Horizon Power and Energy have been commissioned to write a strategy in order to inform how the City Council can best introduce an EV charging network in Winchester and the wider District. This measure is considered 'complementary' because it has only been determined as having a marginal affect on air quality between now and 2020, which is the life of the plan. The reason for this is simply because of the predicted uptake of EV vehicles in the next two years.



- 12.6 However EV technology is a major pillar in the government's strategy towards improved air quality and with a lack of EV charging points in car parks is often cited as a barrier in its take up, the plan proposes to address this issue.
- 12.7 Furthermore, EV charging is seen as critical in delivering the core measure of introducing parking charges/incentives which favour low emission vehicles over those which produce higher emission and more pollution as a result (see 11.4 – 11.10 above). Without the support of installed EV charge points, this core measure would be harder to deliver. Moreover it seeks to support central government strategy and would again provide a positive visible infrastructure to the public in support of the Plan's objectives.
- 12.8 Although the full details of the strategy and associated costs estimates will be set out in a subsequent Cabinet paper scheduled for later this year, the current strategy draft is recommending 49 EV chargers in the city and across the District, with an estimated capital expenditure of £250k. The report will set out various delivery options and recommendations.

### 13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 None

#### BACKGROUND DOCUMENTS:-

##### Previous Committee Reports:-

- [CAB2885](#) Car Parking Charges and Operation Review
- [CAB2906](#) The Adoption of the Winchester Air Quality Action Plan

Other Background Documents:- None

## Appendix 1 – Map of the current Air Quality Management Area



## Appendix 2 – Further Background Information

Core Measure	Implement'n Phase	Estimated Completion Date	Action Taken To Date
1. <b>Build on car parking pricing differential</b> (Modelled 2% reduction in NOx)	May 2017	April 2018	Adopted to discourage traffic accessing the AQMA and encourage the update of Park and Ride. This measure has already been implemented and after 12 months has demonstrated a strong trend toward an uptake in use of the P&R sites and a consequential freeing up of city centre parking capacity.
2. <b>Review of enforcement of goods deliveries by time of day</b> (Modelled 2% reduction in NOx)	April 2018	Ongoing	Adopted to encourage a smooth traffic flow through the one way system during peak periods. After an initial targeted data gathering and enforcement programme by the CEOs several parking tickets have been served. Further data collection is expected to better inform on whether targeted enforcement poses a demonstrable improvement on traffic flow.
3. <b>Introduce a Park and Ride Site to the north of Winchester</b> (Modelled 3% reduction in NOx)	Tbc	Tbc	The south P&R sites already have a proven benefit to Winchester, and a further study is being undertaken with the County Council to develop a Movement Strategy. This will clarify whether the city could also benefit from a site to the north or elsewhere. The Study is making good progress and is now embarking on a detailed set of options for further modelling. Should the study identify the need for additional P&R facilities at the northern approaches or in other locations on the edge of the city, this will inevitably be subject to a capital investment programme and will not be realistically delivered in accordance with the relatively short time scales set out in the AQAP.
4. <b>Introduce new parking charges/incentives to reduce diesel car parking and high polluting petrol cars (older than Euro 4) from parking in central car parks in favour of low</b>	June 2018	April 2019	The AQAP modelled the impact of diesel cars at contributing 58% of the NOx emissions from all vehicles entering the AQMA, many of which will elect to use the City Centre car parks. This measure seeks to adopt 'smart' ticket machine technology to implement differential charging tariffs for higher polluting vehicles, primarily diesels. Such technology is still in its developmental phase within the parking industry and currently only one company can claim to deliver a robust solution. Parking Services continues to closely monitor developments and will,

<b>emission vehicles.</b> (Modelled 10% reduction in NOx)			present a further new report setting out proposals to introduce an emissions based charging regime as part of the wider parking strategy for the city.
<b>5. Ensure that all heavy duty vehicles that enter the AQMA meet Euro VI Stage II Standard by 2020.</b> (Modelled 10% reduction in NOx)	2020	Ongoing	Modelling revealed that diesel buses and coaches contribute an estimated 15.6% of the NOx emissions and 'heavy goods vehicles' contributing 10.9% of all NOX emissions from vehicles entering the AQMA. Since drafting the AQAP it has been determined that WCC cannot 'ban' non Euro VI heavy duty vehicles from entering the city, it is therefore recommended that this wording is amended to say ' <i>Investigate the feasibility of introducing a CAZ for heavy duty vehicles that enter the AQMA, which do not meet Euro VI Standards</i> '. Initial findings from similar feasibility studies, have identified that the costs in delivering what is a Charging Zone, are considerable and the City Council should take a realistic and balanced view when weighing up the likely benefits in relation to costs. When assessing the profile of vehicles that would be affected, this should include the limited time period in which any such benefits would be realised, after which all such vehicles would otherwise comply with the standards. It is recommended that the feasibility of alternative measures, such as bus retrofitting, freight consolidation centres, restrictions on last mile HGV deliveries and the use of bus gates, be investigated. These should also be considered as part of the Movement Study and that Cabinet should await the final findings of the Study before making a decision on how best to proceed.
<b>6. Ensure that all Council owned leased, contracted or influenced vehicles that enter the AQMA meet the OLEV standards for ULEV's and are not diesel fuelled by 2020.</b> (Modelled 2% reduction in NOx)	2020	2020	Proposed to ensure that Winchester City Council adopts a proportionate leadership role and to ensure that where it can, it will seek to influence best practice through policy. The Council's current procurement policy is currently under review, with a new policy expected by the end of the year, to be updated in line recently amended Government guidance. Air quality shall be considered as part of this review and it is expected will feature in the new policy.
<b>7. Development of an Air Quality Supplementary</b>	2017	2018	The measure seeks to 'future proof' air quality as a core consideration when considering the impact from planning applications. Winchester City Council has

<b>Document.</b>			partnered with Southampton City Council to engage a consultant to draft a region wide AQ SPD. It is expected that a draft SPD will be received by the end of the year, after which it will then be subject to WCC's own consultation and adoption processes.
<b>8. Continue to work with and lobby Hampshire County Council to identify projects to improve air quality</b>	2017	Ongoing	Winchester City Council continues to work with HCC as the delivery partner for the Winchester Movement Strategy, which seeks to identify opportunities to improve Winchester's transport systems and infrastructure over the next 20 plus years by defining options designed to improve all forms of movement in and around the city, which will be aimed in part at delivering improved air quality.
<b>9. Monitor the performance of the Action Plan and reassess whether additional measures are required to meet the objective</b>	2018	Ongoing	Officers continue to maintain the static monitoring stations and deploy NOx tubes in the City and throughout the District. Both static stations have in recent years shown levels of NOx to be within statutory limits, whilst the majority of NOx tubes have are well below the statutory standards and show a downward trend in NOx across the City. Further studies are being undertaken in Romsey Road.

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CAB3071  
CABINET

REPORT TITLE: COMMUNITY INFRASTRUCTURE LEVY – OPERATIONAL REVIEW

19 SEPTEMBER 2018

REPORT OF PORTFOLIO HOLDER: Portfolio Holder for Built Environment, Councillor Caroline Brook

Contact Officer: Richard Botham Tel No: 01962 848421 Email [rbotham@winchester.gov.uk](mailto:rbotham@winchester.gov.uk)

WARD(S): ALL

PURPOSE

The City Council approved its Community Infrastructure Levy (CIL) Spending protocol in June 2016 (CAB2087 refers).

This report reviews the progress with the protocols and with committing CIL income. Whilst in general the protocols and priorities are considered to be sound, the Council now has significant CIL reserves and the report proposes additional measures, including introducing an additional means by which external groups such as parish councils can make formal proposals for additional investment in their areas.

RECOMMENDATIONS:

1. That the proposal to appoint a CIL Implementation Officer, funded from 5% provision for CIL Administration, be supported.
2. That the existing principle to pass 25% of the available “District” CIL funding to Hampshire County Council cease with immediate effect.
3. That from 2019 to 2022, £1m of CIL receipts be used to fund proposals of between £10,000 and £200,000 submitted as part of a bid invitation open to all (members, parish councils, community groups etc) with bids to be submitted between January and March each year (details of the assessment methodology to be delegated to Corporate Head of Regulatory in consultation with the Portfolio Holder for Built Environment).

4. That a further report on the additional proposals for the use of existing CIL receipts as set out in paragraph 17 be brought to Cabinet in December 2018.
5. That the revised Regulation 123 list be consulted upon with key partners and any proposed amendments to be presented to Cabinet in January 2019.



## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 The Community Infrastructure Levy (CIL) can be used to fund infrastructure investment that will contribute to all four core priorities of the Council Strategy.

### 2 FINANCIAL IMPLICATIONS

- 2.1 The administration of CIL is complex and this is recognised by the fact that the Regulations allow for up to 5% of CIL receipts to be used to cover the administrative costs, including the employment of a CIL Officer to provide advice to planning applicants and to enforce the payment of CIL where necessary. The Council currently has one administrative officer to support CIL. However, in order to improve the way CIL funds are allocated to schemes and their subsequent delivery it is proposed to add a second post focussing on programme management and delivery to support the implementation of these funds. Costs of this post are projected at £43k - £52k per annum (full time grade 6). The Protocol set out in this report identifies a methodology for spending CIL income. Infrastructure items will only be included in the CIL spending programme if sufficient funds have already been received. If, and when, CIL contributions decline, the administrative function will be reviewed to match the level of CIL income.
- 2.2 The Council currently has over £4m of "District" CIL receipts. A further £2.5m is due to be received by March 2020.
- 2.3 To date, only £210,000 of works have been completed or are on site and underway. A further £900,000 has been formally committed and additional proposals amounting to £1,500,000 are being evaluated.
- 2.4 If all proposals and commitments are implemented, the Council will still have an estimated £3.5m of "District" CIL contributions available between now and March 2020. This report sets out proposals for allocating £1m of these receipts to invite bid proposals from parish councils and other bodies. It also proposes that the remainder be retained pending the outcome of the Movement Study.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Regulations aim to ensure that CIL contributions and payments made under section 106 agreements do not overlap. Section 106 agreements and highways agreements cannot be used to provide (or contribute to) infrastructure which is listed on the Regulation 123 list.
- 3.2 Under the Regulations, a local planning authority can only continue to secure funding using section 106 agreements for infrastructure projects (for example, a new school classroom funded by a local housing allocation) where it has identified these as projects for which CIL will **not** be used. These projects are set out in the Regulation 123 list which identifies the categories

of project which may be supported by CIL and any specific projects to be excluded (so that they can be funded through section 106 agreements or s278 agreements in relation to some highway works when relevant developments come forward).

- 3.3 It is very important to note that the R123 list has a particular technical purpose. With the one exception noted below, it is not a definitive statement of all the individual projects or schemes which might be funded by CIL. Individual projects to be funded from CIL are not mentioned because they will all fit into one or other of the broad categories listed.
- 3.4 The one exception relates to transport projects. The County Council would normally expect a developer to enter into a s278 agreement relating to works on the public highway to mitigate the impact of a development on the highway infrastructure. Because the nature of these requirements is unknown (since it is purely a product of development proposals) it has been determined that they should form a more specific category within the R123 list. The R123 list therefore lists specifically those transport projects for which CIL will be used (and s106/s278 agreements will not therefore be used) because they are unlikely to be funded from individual development proposals. However, this has resulted in difficulties bringing other transport schemes forward and it is proposed to review this as part of consulting on the existing R123 list. The review will consider the scope to provide more flexibility to bring other transport related schemes forward. Otherwise there will be a requirement to update the R123 list more regularly.
- 3.5 The approach adopted for works on the public highway does prevent other highway schemes being considered unless the R123 list is regularly reviewed. The Council's list has not been reviewed since 2014 and therefore it is recommended that statutory bodies and other agencies be consulted with a view to updating the list. It is proposed that there will be additional flexibilities to consider additional schemes subject to them meeting the wider protocols for the CIL scheme (see para 17 later in the report) and that a revised R123 list be brought back to Cabinet later in the year.

#### 4 WORKFORCE IMPLICATIONS

- 4.1 The Council currently funds a CIL Officer from the 5% of receipts that can be retained to fund administration costs. The officer is responsible for all relevant CIL charging and for monitoring spends across the programme.
- 4.2 This report highlights the difficulties the Council has faced in bringing forward appropriate schemes and it is proposed to appoint an additional officer to focus on supporting and coordinating the implementation of CIL funded schemes, once funding has been agreed, as well as assisting the assessment of new proposals for CIL funding.

## 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Whilst CIL income cannot be used to fund general maintenance and improvements to existing assets, it can be used to increase the capacity of existing infrastructure or to repair failing infrastructure if that is necessary to support development.

## 6 CONSULTATION AND COMMUNICATION

- 6.1 The current priorities, protocols and R123 list were all developed in consultation with key partners. As the R123 list has not been reviewed since 2014, it is proposed that it be reviewed and that partners be consulted as part of this process.
- 6.2 The success or otherwise of the proposals set out in this report and in particular the proposed additional bidding process will rely on very effective communication and promotion and if approved, a communications plan will be prepared which will include briefings for members and for parish councils.
- 6.3 The report was considered by Overview and Scrutiny Committee on 3 September 2018 where a number of comments were made and are summarised below:
- Should be noted that the Council has previously agreed that the Winchester Town Forum is responsible for neighbourhood portion of CIL for the Town area.
  - The Council should consider transferring more than 15% (neighbourhood portion) of CIL (25% where a there is neighbourhood plan) to parishes.
  - The proposed new CIL post should be at an appropriate level which will enable delivery of CIL funded schemes.
  - There should be better reporting of CIL including income and allocation of funds which should be more transparent and widely available.
  - Form should be simplified and more user friendly.
  - There should be better communication/consultation on CIL funding opportunities with members and parishes. May lead to opportunities for cooperation between parishes.
  - The proposed informal panel could have a broader membership/input from members/parishes
  - Consideration should be given to allowing funding requests outside January-March as this timing restriction could cause parishes problems given their budget setting process.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The CIL spending programme includes proposals that will have significant positive impacts on the environment including flood alleviation schemes, open space improvements and investment in green infrastructure.

## 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Whilst the report proposes some administrative changes, although they are not considered to represent a major policy change and so the original assessment would still apply.

## 8.2 DATA PROTECTION IMPACT ASSESSMENT

- 8.3 None required.

## 9 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property</i> <i>Assets may not have capacity to cope with increased development</i>	CIL can be used to enhance capacity in such circumstances	
<i>Community Support</i>		
<i>Timescales</i> <i>Insufficient proposals to commit existing CIL funds</i>	Introduction of “bidding” process will assist with this.	
<i>Project capacity</i> Limited Council capacity to deliver CIL funded infrastructure projects	CIL Implementation Officer can assist in promoting and coordinating projects	Bidding process will encourage other agencies to bring forward proposals for investment
<i>Financial / VfM</i> <i>Scheme becomes over-subscribed</i>	Whilst bidding process should increase proposals, £1m limit over 3 year programme and formal assessment process will prioritise schemes within financial limits	Council could decide to increase provision to support “bid” process
<i>Legal</i> <i>R123 list too restrictive</i>	R123 list to be reviewed and amended to take account of latest information	

10 **SUPPORTING INFORMATION:**

10.1 The City Council's Community Infrastructure Levy (CIL) came into effect in April 2014. CIL funds will be used to provide infrastructure, as outlined in the adopted Regulation 123 List, and set out in the Infrastructure Delivery Plan which list the infrastructure required to support the growth planned in the Council's Local Plans. CIL largely replaced tariff based policies for the delivery of infrastructure, such as transport and open space provision, which traditionally had been secured by s106 agreements/unilateral undertakings (planning obligations) related to specific developments (planning permissions). Whilst therefore there is still a role for planning obligations they are now only used where required in order to make a development acceptable in its own right e.g. affordable housing provision.

10.2 CIL income is received on the basis of charging per square metre of new floor space created in association with the development of a site for particular uses (residential, hotel, retail only in the District). These rates are determined by use and location within the District and do not apply inside the South Downs National Park (the National Park Authority has its own CIL). In some cases a net figure is produced where existing floor space is to be demolished which is effectively off-set against the CIL charge for the new floor space. Payments are triggered once development begins on site. The current charging rates are set out on our webpages at <http://www.winchester.gov.uk/search?gsq=CIL+charging+rates&=>

11 **Summary of the current scheme and progress to date**

12 In March 2014, under CAB2569, Cabinet approved a scheme which sets out the broad appropriation of income derived from CIL:

- Up to 5% of CIL receipts can be used to cover administrative costs (this has been implemented and is supporting the CIL Officer role);
- 15% of CIL from qualifying development to the relevant parish council in accordance with CIL regulations<sup>1</sup> (25% in the case of Denmead because it has an approved neighbourhood plan);
- 15% of CIL from qualifying development to the Winchester Town Account for expenditure on infrastructure projects in the Winchester Town area which are consistent with the Council's Regulation 123 list;
- 25% of the remaining annual CIL receipts (i.e. after the administrative contribution and allocation to parish councils or the Winchester Town Forum) to Hampshire County Council for the delivery of infrastructure projects which are the responsibility of the County Council from the Regulation 123 list;

- 12.2 All other CIL receipts to a programme to be developed alongside the City Council's capital or revenue expenditure programmes for the delivery of priority infrastructure projects by the City Council or other key providers.
- 12.3 After this distribution of income, 45% – 55% of CIL receipts remain to be allocated by the Council on behalf of the community for investment in infrastructure for the District.

### 13 Prioritisation of CIL funds

- 13.1 The current agreed spending protocol built upon the principles in CAB2569 and prioritises schemes which are identified in the R123 list and Infrastructure Delivery Plans which underpin the growth set out in the Council's adopted Local Plans (the Town Forum has its own protocol for the neighbourhood portion of CIL within the city). The City Council's proportion of CIL funds must be spent on the provision, improvement, replacement, operation or maintenance of infrastructure needed to support the development of the area. It is intended to focus on the provision of new infrastructure and should not be used to remedy pre-existing deficiencies unless they will be made more severe by new development.
- 13.2 The Regulation 123 list refers to the types of infrastructure CIL can be used to deliver but with some exceptions is not specific regarding particular schemes or projects. The Council's Infrastructure Delivery Plan (IDP) set out the various types of infrastructure needed to support and provide for the development that is proposed in the adopted Winchester District Local Plans to 2031. CAB3046 considered by members in July, acknowledged the need for the CIL charging schedule itself to be updated as part of the local plan 2036 process that has recently commenced. This will be undertaken separately to the process currently being considered.
- 13.3 Whilst it was always expected that the Regulation 123 list would be subject to ongoing review, the City Council's list has not been reviewed to date. Whilst it is not specific in relation many potential areas of expenditure (open space, education and community facilities for example) it is arguably too specific in relation to transport schemes and also does not include drainage proposals. It is proposed that the list now be reviewed and that key partners be consulted as part of this process.

### 14 Summary of Current Process and Timetable

- 14.1 The table below summarises the current spending Protocol agreed in 2016 (CAB2807) and sets out the current timetable for approving CIL spending plans.

15

Table 1: Summary of Current Process and Timetable

<b>Date</b>	<b>Action</b>
April	Available funds determined for next financial year with predictions for years 2 and 3.
June	Officers prepare draft rolling 3 year programme of projects to be funded comprising topic areas and specific schemes from Regulation 123 List and IDP.
July	Cabinet approval of 3 year programme including funding for schemes in year 1. Reviewed by Cabinet against delivery and priorities as part of budget process annually so that an approved 3 year programme is always current.
July/October	Programme update included in draft Medium Term Financial Strategy and Capital Strategy.
October/ January	Consideration of draft budget documents
February	Final Budget setting

16 **Income and distribution of funds:**

- 16.1 The table below shows CIL income received since April 2014 and how it has been used including where allocated to particular infrastructure projects. It also shows predicted CIL income up to 2020.

**Table 2: CIL receipts as at 20 June 2018**

<b>Allocation</b>	<b>Collected</b>	<b>Transferred</b>	<b>Committed/ proposed</b>	<b>Available</b>
CIL Administration	305,844	305,844		
Neighbourhood CIL - Parishes	619,451	541,031		78,420
- Winchester Town Forum	302,457			302,457
District-wide CIL	3,666,846		3,610,000 (see table 3)	56,846
HCC	1,222,282	1,103,672		118,610
<b>Total</b>	<b>£6,116,880</b>	<b>£1,950,547</b>	<b>£3,610,000</b>	<b>£556,333</b>

**Table 3: Committed and proposed CIL scheme**

**Committed schemes:**

Winchester - Whiteshute Ridge	25,000
Swanmore – New Road recreation ground	185,000
Winchester – Durngate flood alleviation	300,000
Bishops Waltham - Jubilee Hall	50,000
Alresford - The Dean car park	250,000
Wickham - drainage	250,000
Bishops Waltham pedestrian/ cycle scheme	50,000
	<b>£1,110,000</b>

**Proposed schemes:**

Winchester Sport & Leisure Park	1,000,000
Central Winchester – Paving Refurbishment	500,000
Provision for Proposed Bidding Process	1,000,000
	<b>£2,500,000</b>

**Table 4: Potential CIL receipts, April 2018 to March 2020  
(including Police HQ site, Tangier Lane etc)**

<b>Allocation</b>	<b>Projected instalments due 2018/19 to 2019/20</b>
CIL Administration	162,357
Neighbourhood CIL - Parishes	188,547
- Winchester Town Forum	285,195
District-wide CIL	1,958,294
HCC/District Wide CIL	652,765
<b>Total</b>	<b>£3,247,15</b>

17 Progress to Date

- 17.1 Whilst the priorities, protocols and timetable agreed in 2016 remain reasonable, to date only two schemes which have been allocated CIL funding (Whiteshute Ridge and New Road Swanmore) have been completed or will be finished shortly with a total value of c£210k. The Council has formally committed an additional £900k to schemes which have yet to be implemented. Progressing these schemes is not wholly within the Council's



control. However, the additional post recommended in this report will assist with bringing forward the delivery of these projects.

- 17.2 Even if all proposed schemes come forward, the Council would still have over £2.5m of existing CIL receipts uncommitted with further receipts to fund District wide CIL schemes of at least an additional £2.5m expected by March 2020. Proposals for the £2.5m of existing CIL receipts are set out in paragraph 17 below. With regard to future receipts, it is proposed that this resource be retained pending the outcome of the Movement Study, further detail on which is expected early in 2018.
- 17.3 Whilst over £1.2m has been passed to Hampshire County Council to help fund infrastructure schemes delivered by them, none has yet been committed and it is recommended below that this key principle be amended in future.
- 17.4 The Council's capacity to deliver CIL funded schemes is limited and it is proposed that an additional post of CIL Implementation Officer be established, funded from CIL administration income to help support, promote and coordinate the delivery of CIL funded proposals.

## 18 **Proposals for new CIL protocol**

- 18.1 Whilst key principles and protocols for CIL funding are reasonable, some amendments are recommended to ensure the Council can make best use of the income it receives. In a time of declining financial resources to the Council, it is important to ensure that funds available to the Council are utilised to help support infrastructure across the District rather than continue to increase the levels of Council reserves.
- 18.2 One of the key amendments to form a new protocol is to incorporate an additional "bidding" process to be implemented between January and March each year. This bidding process will be for members, parish councils, community groups and other partners, and they will be encouraged to submit detailed proposals for CIL funding in their area of between £10,000 and £200,000. £1m of CIL income in total is proposed to be set aside to support this process between 2019 and 2022. It is also proposed that all proposals for the "District CIL" element of the programme (whether from Council teams, statutory providers or other partners) should be assessed using the same criteria. Whilst ultimately it will be for Cabinet to approve funding in line with the existing timetable, an informal panel (including Portfolio Holder for Built Environment, Strategic Director (Services), Strategic Director (Resources) and Strategic Director (Place)) will be established to review proposals and make recommendations to Cabinet.
- 18.3 It is recommended that the key principle of allocating 25% of District CIL funding to Hampshire County Council be ceased with immediate effect. The County Council is in a position to request CIL funding to support infrastructure works as set out in the existing Regulation 123 list or IDP at any stage and such bids would be properly assessed against other proposals in line with the

existing protocols. As no CIL funds have been utilised to date by the County Council, this proposal ensures that there is a more demand led approach to the distribution of CIL funds.

- 18.4 The residual CIL funding will be allocated towards schemes as determined by the Council's Cabinet that help to enhance infrastructure for the District. At present it is proposed to allocate £1m to the Sport & Leisure Park and £500k to the Central Winchester Regeneration project to contribute towards the cost of repaving works in the High Street. Cabinet will also need to consider other areas of major infrastructure that it wishes to set aside CIL funds for, or to increase/decrease current levels of funds set aside.
- 18.5 Whilst the IDP will be reviewed as part of the Local Plan preparation process, it is recommended that the existing Regulation 123 list (see appendix 1) be reviewed in consultation with key partners this year
- 18.6 It is recommended that the criteria for assessing future proposals be based on the requirements set out in table 5 below. It is recommended that the Corporate Head of Regulatory Services be given delegated authority in consultation with the Portfolio Holder for the Built Environment to determine a clear assessment process based on these criteria.

**Table 5 - New Criteria for utilising CIL funds**

<b>Criteria (Projects to meet at least one of the following criteria)</b>	<b>Yes/No</b>
Proposal contributes to the delivery of infrastructure schemes and requirements set out in the adopted Winchester District Local Plans (Parts 1 and 2), Council Strategy or supporting strategies	
Proposal contributes to the delivery of key development sites in the District	
Proposal is included in the R 123 list	
Proposal is included in the Infrastructure Delivery Plan	
Proposal contributes towards the delivery of infrastructure by a provider (including the County Council) where it can be satisfactorily demonstrated that the infrastructure would not otherwise be delivered, i.e. that all other possible funding sources are insufficient	
Proposal lever in other funds that would not otherwise be available, e.g. needed to match or draw grant funding	
Proposal offers wider as well as local benefits	
Proposal addresses a specific impact of new development beyond that which has been secured through a s106 Obligation or s278 Agreement	

- 18.7 A proposed revised timetable is set out in table 6 below:

**Table 6 - Summary of Revised Process and Timetable**

<b>Date</b>	<b>Action</b>
Oct - Dec	R123 list reviewed and subject to consultation Launch and Promotion of CIL Bidding Programme
Jan-Mar	Formal Bids and Proposals invited
April	Available funds determined for next financial year with predictions for years 2 and 3.  Evaluation of Bids and Proposals
May	Officers prepare draft rolling 3 year programme of projects to be funded (for both District CIL and £1m Bid Programme).
July	Cabinet approval of 3 year programme including funding for approved bids and schemes in year 1. Reviewed by Cabinet against delivery and priorities as part of budget process annually so that an approved 3 year programme is always current.
July/October	Programme update included in draft Medium Term Financial Strategy and Capital Strategy.
October/ Dec	R123 list reviewed and subject to consultation Launch and Promotion of CIL Bidding Programme

## 19 OTHER OPTIONS CONSIDERED AND REJECTED

19.1 Councils adopt a range of approaches to committing CIL expenditure. Options considered as part of this process include:

- a) Continue with Existing Protocols and Priorities – whilst in general existing arrangements are sound and mirror many other councils, it is clear that insufficient schemes are coming forward and the recommendation to encourage additional proposals from external partners should assist with this.
- b) Open all “District” CIL to wider bidding process. It is anticipated that the majority of the District CIL will continue to be committed in line with the agreed protocols and the annual capital budgeting process. With very significant major projects on the horizon, the use of CIL to open up future development capacity will be required. However, in the absence

of appropriate schemes, the Council could increase provision to support the external bidding programme if required.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB2569 - Community Infrastructure Levy – Approval of Regulation 123 List, Instalments Policy and CIL Allocations dated 14 March 2014

[CAB 2807](#) - Community Infrastructure Levy (CIL) Spending Protocol dated 8 June 2016

Other Background Documents:-

None

APPENDICES:

1. Winchester CIL Regulation 123 List
2. Draft Funding Bid Pro-forma

## Community Infrastructure Levy (CIL)

### Regulation 123 List

This document forms Winchester City Council's CIL Regulation 123 list and specifies projects or types of infrastructure which the City Council intends will be, or may be, funded fully or partly by CIL contributions. The exclusions denote infrastructure which does not form part of the Regulation 123 list, and for which S.106 contributions may be sought. The Council's Payments in Kind and Infrastructure Payments Policy can be found at the end of this document.

In accordance with CIL Regulation 122, developments will be expected to provide for, or make contributions towards, infrastructure not listed in the Regulation 123 List, to make the development acceptable in planning terms. This provision will be in addition to CIL. Further information on planning obligations that might be sought to make a development acceptable in planning terms can be found in [Winchester City Council's Guide for Developers and Land Owners](#).

Winchester City Council retains the right to determine where CIL contributions are spent and are not restricted by this list, providing the requirements of the CIL Regulations are met. CIL spending projects and priorities will be set out in a separate CIL Spending List.

**CIL contributions will be collected from eligible development towards the following items of infrastructure. Planning obligations (under S106) may also be required to make the development acceptable in planning terms.**

**In the strategic allocations at North Whiteley, North Winchester and West of Waterlooville, a zero CIL rate has been set. For the development of these strategic allocations, all infrastructure and facilities needed to serve those developments will be provided through S.106/S.278 agreements. All such infrastructure and facilities are therefore excluded from this list.**

Infrastructure Type or Project (CIL)	Exclusions (S106)
<p><b>Education facilities comprising</b></p> <ul style="list-style-type: none"> <li>• Provision of additional primary school capacity at existing schools; or</li> <li>• Provision of additional secondary school capacity at existing schools.</li> </ul>	<p>a) Provision of additional capacity at the following existing schools (where contributions will be sought through S.106 contributions from developments allocated through Local Plan Part 2 and served by the following schools):-</p> <ul style="list-style-type: none"> <li>• Bishops Waltham Infants and Junior Schools;</li> <li>• St John the Baptist Primary School, Waltham Chase;</li> <li>• Sun Hill Infants and Junior Schools, New Alresford;</li> <li>• Colden Common Primary School;</li> </ul>

Infrastructure Type or Project (CIL)	Exclusions (S106)
	<ul style="list-style-type: none"> <li>• Swanmore College of Technology Secondary School.</li> </ul> <p>b) Provision of new primary and secondary schools to be provided in conjunction with the development of the <b>North Whiteley, North Winchester and West of Waterlooville Strategic Allocations.</b></p>
<p><b>Open Space Provision</b></p> <ul style="list-style-type: none"> <li>• Provision of facilities for addressing open space deficiencies in terms of quantity, quality or accessibility, particularly those set out in the Winchester City Council (WCC) Open Space Strategy.*</li> </ul>	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p><b>Built facilities Indoor Sport and recreational facilities comprising:</b></p> <ul style="list-style-type: none"> <li>• Provision of facilities to address deficiencies in indoor and built sports, recreation or leisure facilities in accordance with LPP1 Policy CP7; particularly those identified in the WCC Built Facilities Study.</li> </ul>	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p><b>Green infrastructure:</b></p> <ul style="list-style-type: none"> <li>• Provision and enhancement of the Green Infrastructure network as defined in Local Plan Part 1 Policy CP14, particularly through projects identified in the PUSH Green Infrastructure Strategy, WCC Green Infrastructure Study, or the Hampshire Countryside Access Plans.</li> </ul>	<p>Provision necessary to make the development acceptable in planning terms.</p>

Infrastructure Type or Project (CIL)	Exclusions (S106)
<ul style="list-style-type: none"> <li>Provision of mitigation projects for infrastructure identified through the Solent Disturbance and Mitigation Project.</li> </ul>	
<p><b>Community and cultural facilities:</b></p> <ul style="list-style-type: none"> <li>Provision of new facilities for community use and improvements to existing facilities in deficiency areas as identified in the Cultural Strategy, Built Facilities Study or Infrastructure Delivery Plan.</li> <li>Refurbishment or replacements of libraries as set out in the Hampshire County Council Infrastructure Statement.</li> </ul>	<p>Provision necessary to make the development acceptable in planning terms.</p>
<p><b>Transport schemes:</b></p> <ul style="list-style-type: none"> <li>Bishop's Waltham public realm enhancements to Town Centre.</li> <li>Curdridge/ Bishop's Waltham: upgrade old disused railway line linking to Bishop's Waltham.</li> <li>Cycle route between Bishops Waltham and Swanmore College of Technology.</li> <li>Public realm and parking enhancements in Denmead Village Centre.</li> <li>Kings Worthy to Winnall using footway alongside A33/A34 (Highways Agency) - clear existing footway and upgrade to allow cycle use; over short distance on A34, footway has been displaced by a lay-by and so is inadequate</li> </ul>	

Infrastructure Type or Project (CIL)	Exclusions (S106)
<p>width. Provide link to existing sub.</p> <ul style="list-style-type: none"> <li>• Creation of footway/cycle route along former railway line between Kings Worthy and Alresford (Watercress Way) possibly extending to South Wonston.</li> <li>• New Alresford public realm and accessibility – West Street improvements.</li> <li>• The Soke, New Alresford: traffic management improvements to formalise priority working to alleviate vehicle conflicts and delay, and consideration of footway provision.</li> <li>• Environmental enhancement to Wickham Square.</li> <li>• Footpath on Fontley Road, Wickham to Fareham boundary.</li> <li>• Park Road Rail Bridge, Winchester- improve pedestrian facilities.</li> <li>• Crossing of Romsey Road at Clifton Terrace, Winchester - Public Realm and Accessibility.</li> <li>• Hockley to Otterbourne: complete section ofNCN23.</li> <li>• Shared space improvements to Stoney Lane, Winchester in the vicinity of the Waitrose supermarket to improve the public realm, traffic calm and improve the pedestrian and cycle accessibility.</li> <li>• M3 Junction 9 major highway improvements.</li> </ul>	



**\* Payments in Kind and Infrastructure Payments Policy under CIL Regulation 73 and 73A**

Winchester City Council may exceptionally accept 'payment in kind' or 'infrastructure payments' in lieu of the whole or part of the CIL due in respect of a chargeable development, subject to the following criteria:-

1. it meets an identified local need for open space, and
2. the provision is over and above what is required in any event, to ensure an acceptable development.

The Council will retain discretion as to whether it accepts 'payments in kind' or 'infrastructure payments'.

**Winchester City Council - Community Infrastructure Levy (CIL)  
Draft Funding Bid Pro-forma  
September 2018**

Please Note:

When preparing your submission, please ensure that your proposal is in conformity with criteria set out in the Protocol and:

- Is supported by robust evidence;
- Includes evidence of existing and additional demands and the extent to which existing infrastructure can meet those demands;
- Includes estimated costs for the scheme and timing for delivery of the scheme;
- Includes a reasonable assessment of alternative funding mechanisms available.

**Infrastructure Provider/Service/Body making the bid:**

**Project Lead Officer/Person and contact details:**

**Project Title:**

**Project Summary:**

*(no more than 150 words)*

**Who will the project be delivered by?**

*If your organisation/body is not the body with statutory responsibility for the works proposed have you sought agreement from the relevant statutory body?*

**What are the problems that are being solved or addressed?**

**What are the consequences of not carrying out the project?**

**How will the scheme help support the ongoing development of the Winchester District, taking account of where development has or is proposed to take place and the capacity of existing infrastructure to meet those additional demands?**

**What are the costs of the project?**

**What other funding sources have been identified/explored?**

**If CIL funding is not available what is the likelihood of funding from these sources within next 5/10 years?**

**Is the project likely to be directly linked to and necessary as a result of foreseeable development and therefore a separate S106 contribution or S278 may be justified?**

**Please provide an outline of the implementation timetable, including key milestones:**

**If the project is to be undertaken in next financial year set out the outline Q1 – Q4 project plan;**

**If it is necessary to undertake project development work to address technical issues and establish costs then it may be appropriate to seek project development funds through a two-stage bid with funds allocated over more than one year**

**Stage 1: Feasibility/evaluation**

**Stage 2: Implementation**

**Please specify responsibility for on-going maintenance costs:**

<b>Prioritisation Criteria</b>	
a	Contribute to delivery of Council Strategy Priorities
c	Contribute to delivery of other Council strategies
d	Included in the Regulation 123 List

E	Included in the Infrastructure Delivery Plan
f	Other possible funding sources are insufficient
g	Lever in other funds (match or draw grant funding)
H	Offer wider as well as local benefits
I	Address specific impact of new development
k	Project located wholly within the Winchester District

CAB3070  
CABINET

REPORT TITLE: Q1 FINANCE & PERFORMANCE MONITORING

19 SEPTEMBER 2018

REPORT OF CABINET

Contact Officer: Joseph Holmes Tel No: 01962 848 220 Email  
jholmes@winchester.gov.uk

WARD(S): ALL

## PURPOSE

This report provides a summary of the Council's performance and financial position during the first quarter of 2018/19.

This is the first progress report for 2018/19 and covers the aims and outcomes included in the refreshed Council Strategy 2018-20. The report also includes progress updates for the Council's major projects and key performance measures.

A financial summary is also included for the General Fund revenue and capital budgets as well as the Housing Revenue Account (HRA).

## RECOMMENDATIONS:

That Cabinet:

1. Notes the progress achieved during the first quarter of 2018/19 and endorses the contents of the Report.
2. Approves the following as detailed in paragraph 5 of the General Fund capital section of Appendix 1:
  - a) a supplementary capital estimate of £50,000 in respect of the replacement large format printer; and
  - b) a supplementary capital estimate and expenditure of £50,000 in respect of the County Council's contribution to the High Street Security Bollards project.

- c) a supplementary capital estimate of £50,000 and expenditure of £100,000 in respect of the lighting refurbishment in Brooks car park
3. Approves the supplementary revenue estimate of £75,000 in respect of the drainage works to the West of Waterloo play area as detailed in paragraphs 11.3 and 11.4 of the report below.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 This report forms part of the framework of performance and financial monitoring in place to check the progress being made against the projects and programmes included in Service Plans and the achievement of the outcomes included in the Council Strategy.

### 2 FINANCIAL IMPLICATIONS

- 2.1 The financial implications of this report are detailed in Appendix 1. Almost all the projects included in the Council Strategy and Service Plans have financial implications, some significant and these are agreed and reported separately before the commencement of the project.

- 2.2 The following supplementary budget requests are detailed below and in Appendix 1:

- a) a supplementary capital estimate of £50,000 in respect of the replacement large format printer, funded by the IT earmarked reserve.
- b) a supplementary capital estimate and expenditure of £50,000 in respect of the County Council's contribution to the High Street Security Bollards project.
- c) a supplementary capital estimate of £50,000 and expenditure of £100,000 in respect of the lighting refurbishment in Brooks car park funded by the Car Parks earmarked reserve.
- d) a supplementary revenue estimate of £75,000 in respect of the drainage works to the West of Waterloo play area, funded by developer contributions.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 None directly in this report, though individual projects are subject to review by Legal Services where required.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None directly, although naturally staff will be required to deliver each project.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly in this report.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Cabinet members, Executive Leadership Board (ELB) and Heads of Team have been consulted on the content of the report.

- 6.2 The contents of the report has also been considered by The Overview and Scrutiny Committee at its meeting on 3 September 2018 (Report [OS207](#) refers).
- 6.3 At that meeting, Members concluded that there were no items of significance that it wished to be drawn to the attention of Cabinet.
- 6.4 Since the Overview and Scrutiny Committee meeting an opportunity to replace the lighting at the Brooks car park with low-energy LED bulbs has been identified and a supplementary capital estimate of £50,000 is requested. Further detail is provided in paragraph 5 of the General Fund capital section in Appendix 1. As the supplementary estimate is below £100,000, it is not subject to call in by the Overview & Scrutiny Committee.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The supplementary capital estimate for the replacement LED lighting at the Brooks Car Park is anticipated to generate significant energy savings equal to a reduction in carbon emissions of 95 tonnes per annum (40%) and will support the Council meet its target to reduce carbon emissions by 20% by 2020/21 from 2015/16 levels.

## 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None required arising from the content of the report, although some of the projects will require an Equality Impact Assessment to be undertaken.

## 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None.

## 10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Property - none</i>		
<i>Community Support – Lack of consultation on for example major projects, affects residents and can cause objections or delay.</i>	Regular consultation and engagement with stakeholders and residents regarding major projects or policy changes.	Positive engagement and consultation can bring forward alternative options that might not have otherwise been considered.
<i>Timescales – delays to project delivery can lead to increased cost and lost revenue.</i>	Regular project monitoring undertaken to identify and resolve slippage.	
<i>Project capacity – availability of staff to deliver projects.</i>	Resources to deliver projects are discussed at the project planning stage	Opportunities present themselves for staff to get involved in projects



<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
	and agreed by the project board.	outside their normal role enabling them to expand their knowledge and skills base as well as working with others.
<i>Financial / VfM – budget deficit or unforeseen under or overspends.</i>	Regular monitoring of budgets and financial position including forecasting to year end to avoid unplanned over/underspends.	Early notification of unplanned under/overspends through regular monitoring allows time for plans to be put in place to bring the finances back into line with budget forecast.
<i>Legal – none.</i>		
<i>Innovation – none.</i>		
<i>Reputation – ensuring that the Council delivers the outcomes as set out in the Council Strategy.</i>	Regular monitoring and reporting of the progress the Council is achieving against its priorities included in the Council Strategy, including this report.	

## 11 SUPPORTING INFORMATION:

- 11.1 This report provides an update on the Council's performance during the first quarter of 2018/19 and financial position as at 30 June 2018.
- 11.2 The Quarterly Finance and Performance Management Report, attached as Appendix 1, is arranged into four sections with each covering the significant areas of performance that the Council is monitoring. An introduction and summary is also included at the beginning of the report.

### **Drainage works at West of Waterloo play area**

- 11.3 During wet weather there is a serious flooding problem at Newlands Walk. Water comes out of the ground and off our open space and emerges on to the road and footpath between Mellick Way and Hambledon Road opposite the extra care home on the corner. Hampshire can not adopt the road until such time as the flooding issue is dealt with.
- 11.4 It is proposed that developer contributions of up to £75,000 are used towards these drainage works but it should be noted that this will cause future funding shortfalls as these contributions were intended to cover normal annual maintenance costs.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 None.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CL139 Council Strategy Refresh

Other Background Documents:-

None

APPENDICES:

Appendix 1 Q1 Finance and Performance Management Report 2018/19



# FINANCE & PERFORMANCE MANAGEMENT REPORT FIRST QUARTER 2018/19



## Contents

### Introduction and Summary

#### Section 1: Financial Update – First Quarter 2018/19

- General Fund Revenue
- General Fund Capital
- Outcome Based Budgeting – progress update
- Housing Revenue Account

#### Section 2: Council Strategy 2018-20 Progress Update

- Winchester District will be a premier **business** location
- Delivering quality **housing** options
- Improve the **health and happiness** of our community
- Improving the quality of the District's **environment**

#### Section 3: Project Management – Projects Update

- Central Winchester Regeneration
- Chesil Lodge – Extra Care Home
- Environmental Services Contract
- New Homes Delivery Programme
- Station Approach
- Winchester Sport and Leisure Park

#### Section 4: Managing the business – Corporate Health Indicators

### Introduction and Summary

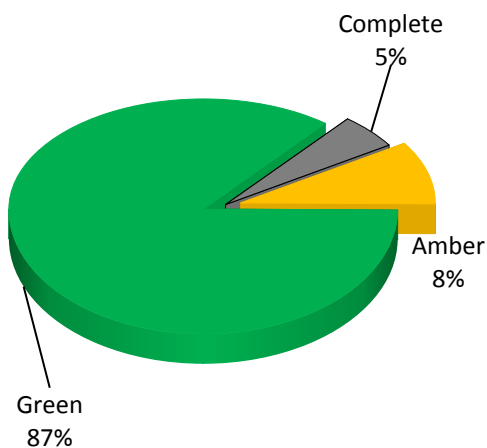
This purpose of this report is to demonstrate the performance of the Council at the end of each quarter throughout the financial year in relation to the aims and objectives in the Council Strategy, progress of the Council's major projects, the financial position and corporate health performance indicators.

The report does not provide detailed information relating to the numerous activities included in individual team service plans but includes the significant projects that the Council is undertaking.

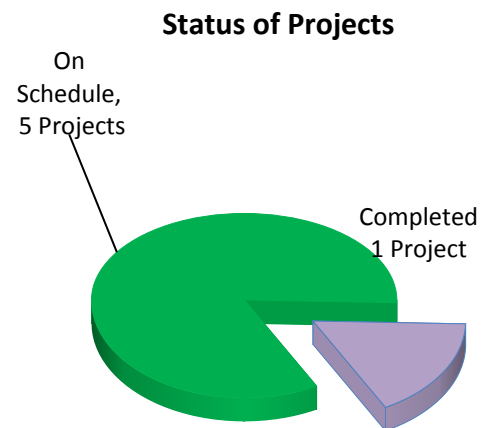
Similarly there are performance measures that are not reported here but support the business of that team and managed by each Corporate Head of Service.

The following diagrams provide a summary of the position of the Council as at the 30 June 2018 (Quarter 1) across the key areas of performance. Further information is provided in the following appendices.

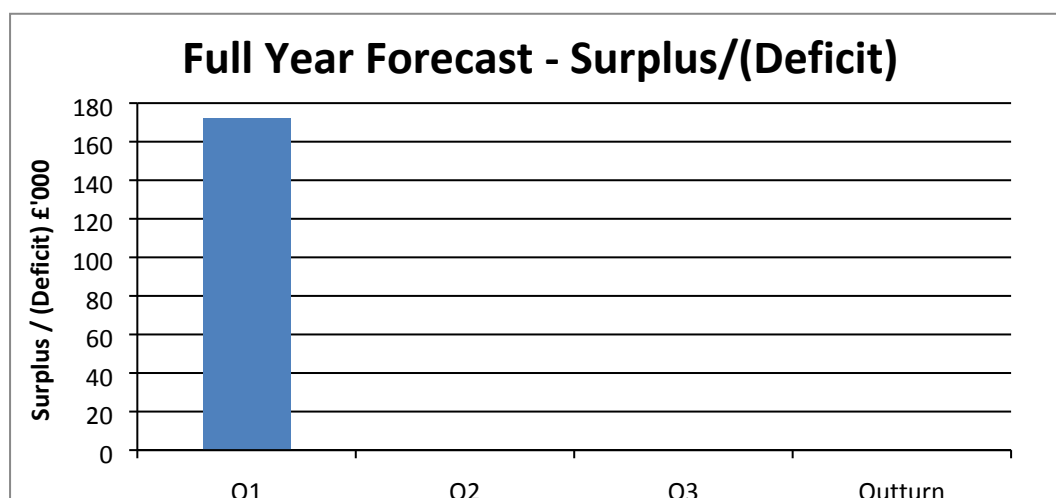
### Council Strategy Q1 2018/19



### Project Monitoring Q1 2018/19



### Summary General Fund Revenue Financial Service Forecast



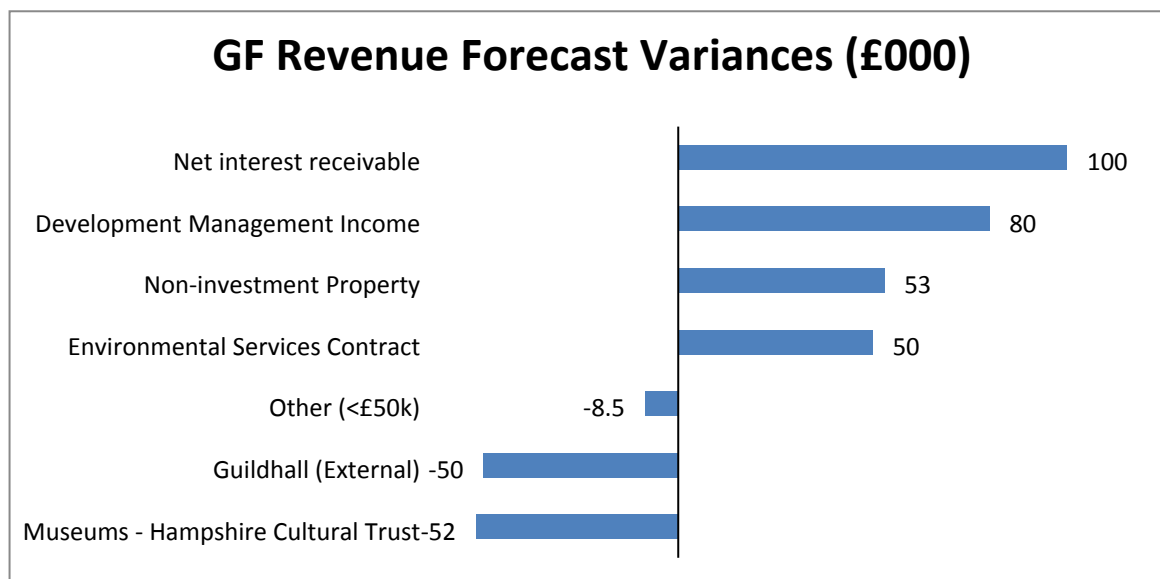
## Section 1 – Financial Update as at 30 June 2018

This section presents a summary of the Council's financial position as at 30 June 2018 with regard to the General Fund and Housing Revenue Account budgets.

### General Fund Revenue

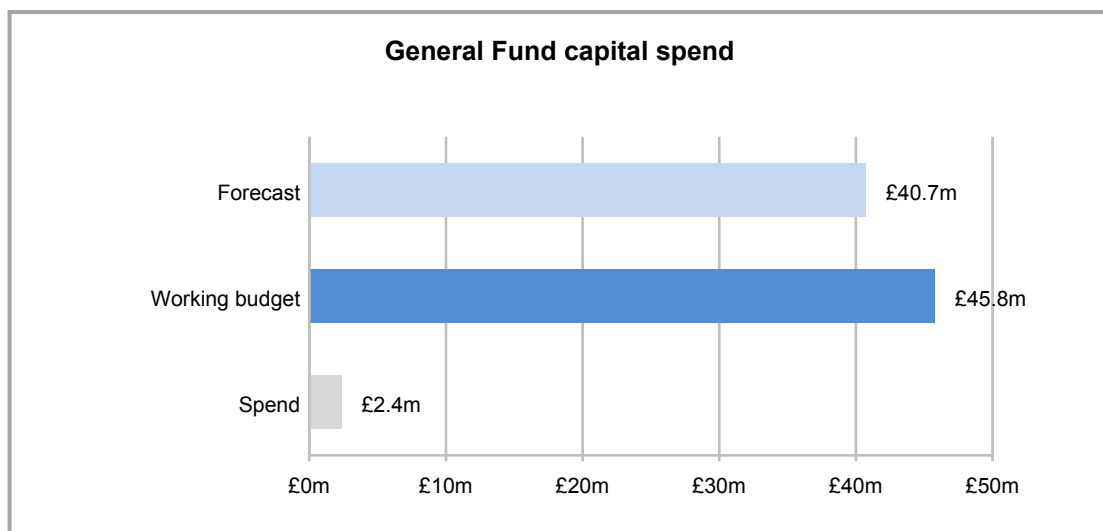
1. The in-year reporting process for Q1 2018/19 has highlighted additional full year forecast income / underspends totaling £0.42m which is expected to fund additional in-year pressures of £0.25m, with a net underspend of £0.17m.
2. Also included in this appendix is a report that shows the progress and status of the 2018/19 Outcome Based Budgeting proposals. The overall target status is green, meaning we are on target to achieve the net savings target of £0.67m.
3. Quarter 1 full year forecast variances (>£50k):
  - i) **Net Interest receivable** – (+£100k) higher than budgeted cash balances during Q1 have resulted in a revised forecast net receivable interest of £325k.
  - ii) **Development Management Income** – (+£80k) higher planning fees and a number of larger applications have led to an increased total planning fee forecast of £960k.
  - iii) **Non-investment Property Income** – higher than planned income of £53k relates mainly to the Vaultex site (Coventry House).
  - iv) **Environmental Services Contract** – a revised (lower) inflation estimate for 2018/19 will reduce the total contract expenditure.
  - v) **Guildhall (External)** – additional forecast employee expenditure and reduced forecast café income is expected to cause an adverse 'external' forecast of £50k. Additional internal income is expected to result in a balanced trading position overall, but this internal income does not help the overall general fund position.
  - vi) **Museums** – when the Hampshire Cultural Trust was set up it was agreed that both HCC and WCC would consider contributing towards reorganisation costs caused by a stepped reduction in funding (a 10% stepped reduction took place for 2018/19). WCC share of the reorganisation costs is estimated to be £52k.

Table 1 – General Fund Forecast Variances 2018/19



### General Fund Capital

1. General Fund capital expenditure to the end of June was £2.4m of which the single largest item was £1.6m on the acquisition and associated stamp duty in respect of Coventry House (Vaultex).
2. Capital budgets for 2018/19 were revised for brought forward balances and three additional budgets as part of the 2017/18 outturn reporting process and approved at July Cabinet.
3. Since approval, the forecast has been revised down by £5.1m with the largest single item (£3.9m) being the new doctors' surgery. This is currently delayed due to ongoing negotiations with the prospective tenants. The objectives of some other projects are currently under review and further revisions to the forecast are expected. The car park at the Dean, Alresford is also subject to delay (£1m) as negotiations continue with the developers who hope to submit a planning application in September.



4. Key items of expenditure in Q1 of 2018/19 include:

- **Coventry House (Vaultex)**      *Total Budget: £2,091k*

*Expenditure: Prior years £57k      Q1 £1,620k      Total £1,677k*

The purchase of Coventry House was completed in May 2018. The Council is leasing the property for 12 months generating an income of £95,000. During this period, the Council will be able to undertake preliminary work (e.g. surveys) in preparation for future development of the site.

- **Disabled Facilities Grants**      *Total Budget: £1,207k*

*Expenditure: recurring      Q1 £200k*

The amount of funding from central government has increased significantly in recent years. Spend to date is on target and two significant grants totalling in excess of £300,000 are expected to be made in 2018/19 to enable individuals with long term immobility to return to their own homes.

5. **Other General Fund capital budget changes**

*Replacement Large Format Printer*

The current large format printer will reach the end of its lease in 2018. Work is underway to assess the best option to replace the existing printer including whether it is financially favourable to the Council to buy a replacement rather than lease.

Its replacement also presents an opportunity to acquire a printer with more advanced functions that will allow the Council to achieve revenue savings by being able to bring in-house much of the expensive, outsourced material used for short term internal posters, event banners and high-quality graphics applications.



Approval is therefore sought for a supplementary capital estimate of £50,000 for the purchase of a new printer should it prove financially advantageous for the Council.

#### *High Street Security bollards*

In Report CAB3060 a contribution from the Council of £75,000 was approved towards a permanent replacement of the temporary security measures in the High Street. Hampshire County Council has approved a contribution of £50,000 towards the project and therefore approval is sought for a supplementary estimate and expenditure to bring the total budget to £125,000.

#### *Brooks Car Park Lighting Refurbishment*

There is currently an allocation of £50,000 in the car parks budget for the replacement of lighting in the Brooks car park with an energy efficient alternative. Further investigations have been carried out and a solution has been identified that requires a higher initial capital investment but will make significantly more savings than originally planned.

This solution will replace all fittings with LED luminaires, wirelessly controlled, dimmable and a full lighting management system.

Approval is therefore sought for a supplementary capital estimate of £50,000 and for approval of up to £100,000 of expenditure.

<b>Capital</b>	<b>£000</b>	<b>£000</b>
Equipment	70	
Installation	30	
<b>Total</b>	<b>100</b>	
<b>Revenue</b>		
Energy Savings	75%*	15
Reduced Maintenance		4
<b>Savings per Annum</b>		<b>19</b>
<b>Minimum estimated life</b>	10 years	
<b>Whole life revenue savings (current prices)</b>		<b>190</b>
<b>CO2 Reduction</b>	70 tonnes per annum	
* Minimum estimated savings		

**General Fund 2018/19**

	General Fund Revenue					General Fund Capital	
	Budget		Forecast			Budget	Forecast
	Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Variance		
	£'000	£'000	£'000	£'000	£'000	£'000	£'000
Total Housing	210	(1,791)	(1,581)	(1,581)		1,532	1,532
Total Environment	10,081	(13,585)	(3,503)	(3,394)	109	2,352	2,273
Total Health & Happiness	372	(2,384)	(2,012)	(2,084)	(72)	14,874	10,881
Total Business	215	(1,613)	(1,399)	(1,389)	10	11,256	11,267
Total Operational Delivery	3,206	(7,201)	(3,995)	(3,951)	44	1,876	1,876
Total Investment Activity	3,014	(409)	2,605	2,737	132	13,681	13,681
Total Organisational Management	427	(7,182)	(6,755)	(6,763)	(8)	236	236
Corporate	25	(1,846)	(1,821)	(1,865)	(44)		
Council Tax Support Grant to Parishes		(77)	(77)	(77)			
Cost recharge to HRA		1,852	1,852	1,852			
	<u>17,550</u>	<u>(34,236)</u>	<u>(16,687)</u>	<u>(16,515)</u>	172	<u>45,807</u>	<u>41,746</u>
<b>Total Tax and Grant Income</b>			<u>14,192</u>	<u>14,338</u>	146		
<b>Total Financing &amp; Treasury Activity</b>			<u>(225)</u>	<u>(225)</u>			
<b>Total Reserve Related Movements</b>			<u>2,271</u>	<u>2,575</u>	<b>(146)</b>		
<b>Total Funding</b>			<u><b>16,687</b></u>	<u><b>16,687</b></u>			
<b>Transfer to General Fund Balance</b>					<b>172</b>		

**Housing Revenue Account 2018/19**

	Housing Revenue Account				
	Budget		Forecast		
	Income	Expenditure	Net contribution / (spend)	Full Year Forecast	Full Year Forecast Variance
£'000	£'000	£'000	£'000	£'000	
<b>Rent Service Charges &amp; Other Income</b>	27,551	-	27,551	27,551	
<b>Housing Management General</b>	131	(4,664)	(4,533)	(4,713)	(180)
<b>Housing Management Special</b>	1,165	(2,578)	(1,413)	(1,503)	(90)
<b>Repairs (including Administration)</b>	100	(5,113)	(5,013)	(5,136)	(123)
<b>Interest</b>	21	(5,182)	(5,161)	(5,147)	14
<b>Depreciation</b>	-	(6,044)	(6,044)	(6,660)	(616)
<b>Capital Expenditure Funded by HRA</b>	-	(5,550)	(5,550)	(2,343)	3,207
<b>Other Income &amp; Expenditure</b>	21	(106)	(85)	(85)	
	<b>28,989</b>	<b>(29,237)</b>	<b>(248)</b>	<b>1,964</b>	<b>2,212</b>
<b>Working Balance at 1 April 2018</b>			9,116	9,116	
<b>Add Surplus / (Deficit)</b>			(248)	1,964	2,212
<b>Projected Working Balance at 31 March 2019</b>			<b>8,868</b>	<b>11,080</b>	<b>2,212</b>

**Housing Revenue Account  
Capital 2018/19**

	HRA Capital Programme	
	Budget	Forecast
	£'000	£'000
Housing Major Works	6,083	6,952
Improvements and Conversions	1,180	1,251
Other Capital Spend	138	243
New Build Programme	14,632	9,300
	<b>22,033</b>	<b>17,746</b>

**Notes:**

1. The increase in the full year forecast allows for a provision of £100k for Universal Credit tenant support and £50k for setting up a housing company.
2. A carry forward allowance of £70k from 2017/18 for furniture at Chesil Lodge has been added to this forecast.
3. A comprehensive void programme at Sussex Street hostel has been allowed for in the repairs forecast, part funded by savings against the responsive and cyclic budgets
4. An increase in the contribution to major repair costs reflects the actual depreciation charge applied in 2017/18
5. A reduction in the capital programme has resulted in a lower level of funding from HRA balances this year
6. The forecast for the capital programme now matches the revised forecasts approved by Cabinet (Housing) in report CAB3036(HSG) in July 2018

Outcome Based Budgeting – 2018/19 Progress Monitoring

The General Fund Budget 2018/19 report ([CAB3011](#), 14 February 2018 refers) included a number of budget proposals for 2018/19 that would achieve savings of £1.1m, less investments of £0.4m, giving a net total of £0.7m which would enable a balanced budget for 2018/19 and contribute towards savings for future years.

The table below provides an update on the progress achieved against the proposals for savings and investments.

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
<b>Savings Proposals</b>						
Removal of ISDN line	45		19	19	Amber	Project delayed until a target November implementation, full year forecast unchanged
External Audit fee reduction	25	25		25	Green	
Internal Audit fee reduction	20	20		20	Green	
Changes to MRP to the annuity basis	43	43		43	Green	
Benefits restructure	25	25		25	Green	
Un-utilised transport budget removed	217	217		217	Green	
Internal Managed Vacancy Factor moved to 2% (£350k 18/19)	105	26	79	105	Green	
Print Room Structure changes	20			0	Amber	Project currently under review
IT – GIS Support Technician	18	18		18	Green	
HRA/ GF Asset transfer	100		88	88	Green	
Customer Services/ Digitalisation Review	50		30	30	Amber	

Item	Budget £'000	Achieved £'000	On-target £'000	Total £'000	Status	Comments
Re-investment of car parking charges	100		100	100	Green	
Review of grants and commissioning	140	140		140	Green	
New trading opportunities	25			0	Amber	Project currently under review
Increased planning fees	160		160	160	Green	
<b>TOTAL</b>	<b>1,093</b>	<b>514</b>	<b>476</b>	<b>990</b>		
<b>Investment/ Growth areas</b>						
Smart City app development	(41)		(41)	(41)	Amber	
Increased DM (planning) costs	(80)	(20)	(60)	(80)	Green	
Review of pay and benefits	(30)		(20)	(20)	Green	Health Care cash plan launched July 2018
Environmental enhancements	(50)		(50)	(50)	Green	
Apprentices	(50)		(40)	(40)	Green	New recruitment process in place
Additional Park & Ride bus	(71)	(66)		(66)	Green	Additional bus actual costs lower than budgeted
Estates	(100)			0	Green	Structure under review
	(422)	(86)	(211)	(297)		
<b>TOTAL</b>	<b>671</b>	<b>428</b>	<b>265</b>	<b>693</b>		

## Section 2: Council Strategy 2018-20 Progress Update

The following chart and tables provide a summary of the progress against the actions included in the refreshed Council Strategy 2018-20, that was adopted at Council on 22 February 2018 (Report [CL139](#) refers) as at the end of the first quarter of 2018/19 (30 June 2018).

The Council Strategy 2018-20 includes sixty performance measures supporting the delivery of the Council's four strategic outcomes.

Each action, which includes a performance measure, is assigned to a responsible manager, with previously agreed timescales and targets that are set out in the Council Strategy.

Progress against the agreed timescales and targets is presented using a Red/Amber/Green status. These categories are defined as follows:

- **Red** – Unlikely to deliver against agreed timescales and/or budget. Corrective Action Plan required.
- **Amber** – Some slippage or overspend, corrective action required to bring to meet schedule.
- **Green** – On schedule to be delivered on time.

Measures where actions have been completed are shown as complete.

As of 30 June 2018 there were three measures that had been completed and fifty two measures on schedule and to be delivered on time (Green).

A further five actions are showing as Amber, with some slippage.

There are no measures showing as Red where the agreed timescale has not been met or is unlikely to be met.

Further detailed information against each of the outcomes and performance measures is given in the following pages.

**Council Strategy – Progress Report (Quarter 1 – 2018/19)**

Winchester will be a premier business location

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Promote a sustainable economy by enabling major regeneration schemes	Support the regeneration of the Central Winchester area. <b>Measure:</b> <i>Adoption of Central Winchester SPD by summer 2018.</i>	Sept 2018	<b>SPD Complete</b>	Central Winchester Regeneration SPD adopted at Cabinet on 20 June 2018 Report <a href="#">CAB3034</a> refers). Discussions for next steps underway.
		Manage the project and support the regeneration of the Station Approach area of Winchester, both Carfax scheme and adjacent Public Realm works. <b>Measure:</b> <i>Increased office floor space on the Carfax/ Station Approach site of 140,000ft<sup>2</sup></i>	Original Date Mar 2019 Revised- Public Realm Mar 2021 Carfax 2022	<b>Green</b>	As at July 2018, there are 2 matters which have delayed the Programme; access being resolved with HCC and addressing viability issues. A report to Station Approach Cabinet in October 2018 will update on these matters, along with progress on Public Realm proposals, including preparation of the Business Case for the potential award of LEP Grant in October 2018.
2.	Prioritise support for the knowledge-based, creative and tourism sectors	Development of an Economic Strategy <b>Measure:</b> <i>adoption of updated Economic Strategy, including Action Plan and performance measures included in the Strategy</i>	Mar 2019	<b>Green</b>	Work has commenced on the drafting of a new strategy. Meeting with key people are being arranged to gather insight as to the direction and focus of the new strategy. The programme is on track.
		Sustain our rural economy by supporting existing businesses to grow and new enterprises to start including Fieldfare LEADER Programme <b>Measure:</b> <i>LEADER support for 70 businesses (WCC only)</i>	Mar 2020	<b>Amber</b>	Staffing shortages had put this project at risk of underspend. Officers continue to work to deliver a compliant and successful programme. The current call for applications is out until the end of August 2018.



	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
3.	Utilise our environment to drive business growth	Facilitate and support the development and delivery of strategically important sites across the District and working with partners to deliver employment opportunities. <b>Measure:</b> <i>additional floor space identified/ provided</i>	Mar 2020	Green	An update on the progress of the Station Approach and Central Winchester Regeneration projects is given in the Major Projects update on pages 37 to 44 of this report.
		Seek to secure partners for a public service hub to be based around the City Offices/West Wing/Guildhall buildings <b>Measure:</b> <i>Number of partners secured/ amount of floor space utilised</i>	Mar 2020	Green	Cabinet approved updates to City Offices reception that will create a space within the council offices that can be let to an external partner organisation (Report <a href="#">CAB3056</a> , 18 July 2018 refers)
		Use a Strategic Asset Purchase Scheme to generate financial and community returns <b>Measure:</b> <i>Additional £500k generated from Strategic Asset Purchase Scheme.</i>	Mar 2019	Green	Budgeted returns for 2018/19 are £225k based on existing purchases.
		Develop an up to date car parking strategy which manages demand with sufficient spaces in appropriate locations including Park and Ride expansion where there is a demonstrable need <b>Measure:</b> <i>Adoption of new Winchester Car Parking Strategy by Dec 2018</i>	Dec 2018 Revised April 19	Amber	Work on a new parking strategy has already begun with a parking survey carried out in May this year. However it is sensible to wait for the City of Winchester Movement Strategy as this will inform the City Council's future approach to developing a parking strategy for the city.
		Undertake a strategic review of traffic and transport issues affecting Winchester and produce high level options to improve movement	Dec 2018	Green	City Of Winchester Movement Strategy is progressing well with first round of public consultation, member briefings and stakeholder workshops completed along

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<b>Measure:</b> <i>Adoption of the Movement Strategy by December 2018</i>			with the development of a database. Next step is to use this information to carryout computer modelling of a number of options to assess their effects on movement in and around the city before preparing a draft strategy for consultation in the autumn. The exact timescales for carrying out this consultation and ultimately adopting the strategy may need to be reviewed depending upon how long it takes to complete the modelling work which will commence shortly.
		Support new businesses set up in the District with advice to thrive and prosper <b>Measure:</b> <i>Number of new businesses supported, including with grants and advice</i>	Mar 2020	Green	352 business hours have been spent at cultural network events; 160 officer and volunteer hours assisting LEADER applicants; Enterprise First contract proving successful with both monthly workshops and informal networking sessions very well attended.
4.	Develop new employment opportunities across the District	Directly develop space to support Small, Medium Enterprises to grow <b>Measure:</b> <i>New net floor space provided for SME's</i>	Mar 2020	Green	The Council continues to review opportunities as they become available.
5.	Work with strategic partners to deliver critical digital infrastructure projects across the District	Support the roll-out of Super Fast Broadband in line with the aims of the Council Digital Strategy <b>Measure:</b> <i>to achieve 95% access across Hampshire to SuperFast Broadband</i>	Mar 2019	Green	Hampshire led project has achieved 95% access to SuperFast Broadband across Hampshire.
6.	Be innovative by exploring opportunities to generate	Work with partners to implement and promote the provision of online	Mar 2020	Green	Hack Winchester! event planned for 8 September 2018 to develop the use of

Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
additional revenue and maximise key revenue streams	services as set out in the Digital Strategy <b>Measure:</b> <i>Achieve 100% of all services available online</i>			digital technologies to support businesses.
	Explore the opportunities to establish joint-ventures to enable more efficient services <b>Measure:</b> <i>Number of joint venture opportunities explored and potential efficiency savings</i>	Mar 2019	Green	Ongoing. Opportunities reviewed as they present themselves.
	Carry out improvements to the current City Offices while reviewing the long term options for staff office accommodation <b>Measure:</b> <i>Refurbishment completed March 2018, Works and longer term study complete March 2019</i>	Mar 2019	Green	Additional programme of works agreed and underway. Cabinet approval for updates to City Offices reception that will improve the customers' experience.

Delivering quality housing options

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1	Deliver good housing stock condition and energy performance for Council owned dwellings that meet the Decent homes standard	Carry out repairs and maintenance improvements as per the capital repairs programme <b>Measure:</b> 100% of housing stock meets the Decent Homes Standard with and energy performance ratings	Mar 2020	Green	Programme on track. Roofing programme on city estates under review to determine best approach to deliver value for money whilst minimising impact on residents
2.	Respond to the need to provide more affordable housing in the District	Significantly increase the number of council houses built in the period 2017 – 2020 <b>Measure:</b> An additional 600 new homes delivered by 2020	Mar 2020	Green	Over 200 units now delivered or with planning approved. Chesil Lodge now open. Victoria Court due for completion in Oct 18.
		Bid for grant to support additional development <b>Measure:</b> 50% of New Homes Programme supported by grant	Mar 2020	Green	£3.2m grant secured for the Valley development in Stanmore
		Establish a housing company or other specialist vehicle to support the delivery of sub-market rented housing <b>Measure:</b> Housing company established	May 2018	Amber	Work ongoing to identify appropriate vehicle to support Council programme.
3.	Drive down homelessness across the District and support partner agencies in the drive for an improved life for those in need	Avoiding reliance on B&B as a housing option by focussing on preventing homelessness and effective use of temporary accommodation <b>Measure:</b> No use of B&B accommodation (other than in exceptional circumstances)	Mar 2020	Green	Minimal use of B&B this quarter (4 placements) due to emergency situations.
		Support an increase in the provision of supported housing units/move on accommodation by establishing and	Mar 2019	Green	Social Inclusion Forum now well established with all relevant agencies represented.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		leading multi agency Homelessness/ Social Inclusion forum <b>Measure:</b> <i>Provision of 10 supported/ move-on units</i>			
4.	Provide good access to affordable housing options across a range of tenures, including affordable and sub market rent (within Local Housing Allowance rates), market rent, shared ownership, student housing etc.	Work with private landlords through “City Lets” initiative offering effective management and lettings service <b>Measure:</b> <i>Increase of 30 to 50 homes by March 2019</i>	Mar 2019	<b>Complete</b>	50 private rent units now managed through City Lets scheme
		Support and enable development partners/ Registered Social Landlords (RSLs) to develop more affordable housing <b>Measure:</b> <i>Number of affordable homes developed by other organisations in the District</i>	Mar 2020	<b>Green</b>	Positive discussions with providers re 106 sites, rural exception sites.
		Develop an effective “shared ownership” programme <b>Measure:</b> <i>At least 30 affordable shared ownership homes developed by March 2020</i>	Mar 2020	<b>Green</b>	Shared Ownership units at Chesil Lodge and Mitford Rd, Alresford, all sold and Victoria Court progressing well.
5.	Be proactive in our Tenant engagement, achieving effective representation and insight across all tenant and customer groups	Making a more effective use of the Survey of Tenants and Residents through better use of data and wider engagement <b>Measure:</b> <i>Increase the number of ‘involved’ tenants to 200</i>	Mar 2019	<b>Green</b>	Survey of Tenants and Residents (STAR) planned for 4 <sup>th</sup> quarter 2018/19.
6.	Restrict permitted development rights in Winchester so that new Houses of Multiple Occupation (HMOs) require planning permission	Make an Article 4 Direction(s) where evidence shows the proliferation of HMOs is unbalancing housing stock in Winchester, or parts of the city. <b>Measure:</b> <i>Number of Article 4 Directions approved.</i>	Mar 2020	<b>Green</b>	Article 4 now active in Stanmore and Winnall. Data regarding other areas (Fulford and Badger Farm) being analysed. New HMO Licensing scheme being implemented in October which will provide improved data for all areas as

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					well as additional controls re conditions.
7.	Support residents to buy their own home.	Develop an effective “shared ownership” programme (shared target with aim to “Provide good access to affordable housing options”) <b>Measure:</b> <i>At least 30 affordable shared ownership homes developed by 2020.</i>	Mar 2020	Green	As 4 above
		Provide access to custom build initiatives <b>Measure:</b> <i>Two custom build plots identified</i>	Mar 2020	Green	The Council is currently considering potential sites to be used for self-build properties
		Create a Partner Home Purchase Scheme to enable residents to buy their own home in a shared equity scheme with the Council <b>Measure:</b> <i>Ten households (by March 2018) and a total of 50 by March 2019</i>	Mar 2019	Green	A total of 8 applicants have applied since the launch of the scheme in March 2018 with two purchases currently going through.

Improve the health and happiness of our community

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Work with partners to reduce health inequalities in the District and to promote good mental and physical health	Council grants programme to prioritise sports and physical activity programmes <b>Measure:</b> <i>Number of grants and the total financial amount approved for sports groups</i>	Mar 2019	Green	Sports and physical activity grants being considered as part of the wider review of the Council's grants programme.
		Develop the Exercise Referral programme to include classes for adults with long term health conditions <b>Measure:</b> <i>Achieve 265 referrals and class attendance during 2018/19. Achieve 2,300 throughput of attendees at community classes</i>	Mar 2019	Green	Q1 – 71 Referrals April – 23 referrals May – 28 referrals June – 20 referrals
		Promote and encourage health walks across the District, helping everyone live longer, healthier and happier lives <b>Measure:</b> <i>Achieve 5,900 participants taking part in health walks during 2018/19</i>	Mar 2019	Green	Q1 – 1,259 throughput April – 261 May – 604 June – 394  <u>Q1 - Breakdown</u> City Centre – 406 Sutton Scotney – 170 Alresford – 65 Friarsgate – 53 Bishops Waltham – 209 Weeke – 183 Colden Common – 130 Kings Worthy – 43
		Target discretionary business rates relief towards sports clubs <b>Measure:</b> <i>Number of sports clubs receiving rate relief</i>	Mar 2019	Green	This action was considered last year and it was recognised that sports clubs/ associations, and organisations associated with sport or activity, are

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>already well supported by the Council's policy. Any new applications for discretionary relief for sports clubs would be considered favourably in the awards process.</p> <p>In 2017/18, of the £272k discretionary relief awarded, less than £51k was for organisations <i>not</i> associated with sport.</p>
		<p>Increase the number of adults participating in sport or physical activity  <b>Measure:</b> <i>Number of adults participating in sporting or physical activities per week.</i>  <i>Inactive – target 19%</i>  <i>Fairly active – target 14.5%</i>  <i>Active – target 66.5%</i></p>	<p>Mar 2019</p>	<p>Green</p>	<p>Sport England – Active Lives Data (Nov 16/17) – latest figures published March 2018.            Inactive – 17.9%            Fairly Active 10.9%            Active 71.2%            (May 2017-18)            Next Data – October 2018 &amp; April 2019</p>
		<p>Support and promote the successful delivery of the Winchester junior parkrun open to children aged 4 to 14  <b>Measure:</b> <i>5,000 junior participants in 2018</i></p>	<p>Mar 2020</p>	<p>Green</p>	<p>Q1 – 1,017 junior participants            April – 305            May – 355            June – 357</p> <ul style="list-style-type: none"> <li>- On-going promotion with parkrun director and volunteers to encourage more children to take part in the event.</li> <li>- School assemblies</li> <li>- Posters and flyers</li> <li>- A parkrun banner rotated around a number of city centre schools once a month.</li> <li>- Social media advertisement</li> <li>- Active Lifestyles booklet</li> </ul>



	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<ul style="list-style-type: none"> <li>- Winchester City Council (Active Winchester) website</li> <li>- Engaging with Winchester and District Athletics Club</li> <li>- Monthly Sports Development Newsletter.</li> </ul> <p>To launch a Whiteley junior parkrun in September 2018.</p>
		Support and promote the Winchester adult parkrun <b>Measure: 13,500 adult participants in 2018</b>	Mar 2019	Green	<p>This is a Sports and Physical Activity Alliance (SPAA) funded initiative</p> <p>Q1 – 3,860 adult participants</p> <p>April – 1,262</p> <p>May – 1,504</p> <p>June – 1,094</p> <p>On-going promotion with parkrun director and volunteers to encourage more participants to take part in the event.</p> <ul style="list-style-type: none"> <li>- Posters and flyers</li> <li>- A parkrun banner will be displayed at River Park Leisure Centre</li> <li>- Social media advertisement</li> <li>- Active Lifestyles booklet</li> <li>- Winchester City Council (Active Winchester) website</li> <li>- Engaging with Winchester and District Athletics Club</li> <li>- Monthly Sports Development Newsletter.</li> </ul>
		Support and promote the Whiteley adult parkrun <b>Measure: 10,000 participants in 2018</b>	Mar 2019	Green	<p>This is a SPAA funded initiative</p> <p>Q1 – 2,925</p> <p>April – 1,057</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>May – 1,002 June – 866</p> <p>On-going promotion with parkrun director and volunteers to encourage more participants to take part in the event.</p> <ul style="list-style-type: none"> <li>- Posters and flyers</li> <li>- Social media advertisement</li> <li>- Active Lifestyles booklet</li> <li>- Winchester City Council (Active Winchester) website</li> <li>- Engaging with local running clubs within the area; Stubbington Green Runners.</li> <li>- Regular promotion on Whiteley Voice</li> <li>- Monthly Sports Development Newsletter.</li> </ul>
		<p>Support the delivery of the Golden Mile event involving primary schools across the Winchester District</p> <p><b>Measure:</b> <i>Participation of 20 schools and 4,000 pupils who have collectively walked 50,000 miles.</i></p>	<p>Mar 2020</p>	<p><b>Green</b></p>	<p>Q1 – 2,545 pupils/ 19 schools/ 129 classes/ 7,468 miles</p> <p>A Golden Mile re-launch festival will take place after October half term with all local schools within the District. This will help maintain levels of enthusiasm and ensure the initiative is sustained throughout the next academic year.</p> <p>Newsletters will be published and sent to schools every term to highlight the successes within schools</p> <p>Challenges and fun competitions will be set for schools to take part in to keep</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					them engaged.
		Invest annually in disabled facilities grants in line with Government funding to help people in their own home <b>Measure:</b> <i>100 residents given assistant to remain in their own home</i>	Mar 2020	Amber	QTR 1 – 19 grants issued. Completion of DFG's delayed this quarter due to necessary policy and financial approval amendments. Approved in July via the Housing (Cabinet) Committee. Now on schedule to be delivered on time
		Support the delivery of the Winchester Health and Wellbeing Action Plan which includes the following high priorities; improving workplace health, reducing the number of 'increasing risk' alcohol drinkers and supporting people with dementia and their carers to lead active and fulfilling lives in their communities for as long as possible. <b>Measure:</b> <i>To achieve the targets as set out in the current action plan</i>	Mar 2020	Amber	The action plan was due to be reviewed and updated for the current financial year. This did not happen due to the absence of a key officer for several months. However, preliminary discussions have recently taken place internally to agree a way forward – this will include wider discussions with partner agencies, an analysis of current health data to clarify the main priorities for the City Council and a review of the role and structure of the Health and Wellbeing Board.
2.	Provide new leisure facilities in Winchester that meet the needs of a broad cross section of our communities for now and the future	Build a new Sport and Leisure Centre at Bar End <b>Measure:</b> <i>Start of construction in Spring 2019</i>	Spring 2019 start on site	Green	Planning application submitted in June with a decision expected during the autumn.
3.	Encourage volunteering to support and extend local services	Promote and encourage adults to volunteer in community events and sporting activities <b>Measure:</b> <i>Increase to 22% the number of adults volunteering in sport</i>	Mar 2020	Green	Data Available - April 2018-Sep 2018 figures released in April 2019 (Sport England Active Lives)  Quarter 1 - Local data (parkrun) – 745 volunteers. Regular social media posts will be

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					scheduled to promote opportunities which young people and adults can help volunteer with.
4.	Support the delivery of a programme of festivals and events across the District	Support the Winchester Festivals Group to deliver a range of high quality sustainable events and festivals that are safe, well organised and well attended <b>Measure:</b> <i>Number of events supported, held and number of attendees</i>	Mar 2020	Green	Winchester Festivals Group currently reviewing opportunities for sponsorship. Two recent meetings held ensuring that events through the summer are well organised and safe.
		Develop the Winchester Criterium and CycleFest to increase participation and spectators <b>Measure:</b> <i>8,500 spectators at the 2018 event</i>	Jun 2019	Complete	13,000 spectators attended the Criterium and CycleFest held in June 2018
5.	Provide support to residents who are affected by the Welfare Reform and Universal Credit changes	Support residents affected by the impact of Welfare Reform, the benefit cap and Universal Credit into work <b>Measure:</b> <i>Ten people supported per quarter</i>	Mar 2019	Green	There have been no specific cases recorded by the Benefits & Welfare team where residents were affected by the welfare reforms or Universal Credit (UC) changes and required support in the first quarter of this year. However, leading up to the full rollout of UC, which commenced in Winchester from 4 <sup>th</sup> July, the Housing team, assisted by the Benefits & Welfare team, have been setting up a support service to assist claimants and residents in all areas of welfare reform. This has been well publicised since June.

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
					<p>The Benefits &amp; Welfare team continue to consider communications from claimants and are looking especially to assist anyone who contacts them in respect of UC or welfare reform related matters.</p>
6.	<p>Work with partners to achieve significant and sustained change for vulnerable families with multiple, complex and persistent problems</p>	<p>Lead the implementation of the Government's Supporting (Troubled) Families Programme in the Winchester District <b>Measure:</b> <i>To support 61 families during 2018/19</i></p>	Mar 2020	Green	<p>The target number of families to be identified &amp; engaged with Winchester Supporting Families (WSF) for 2018/19 (Cohort 7) is 61 (which includes 12 Intensive Family Support places). <b>Note:</b> this figure was not available at the time the Council Strategy 2018 Performance Measures were drawn up.</p> <p>At the end of Q1 18 families had signed up. This number had increased to 24 by the WSF Strategic Group meeting on 17 July – ahead of target.</p> <p>Looking ahead, the main focus of effort will be on embedding the 'whole family' approach within our normal working practices and processes to ensure that the transformational legacy of the programme post 2020 is not lost.</p> <p>Performance reports for the end of Cohort 6 (2017/18) and the latest monthly report Cohort 7 (2018/19) can be found on the following link:-</p> <p><a href="http://www.winchester.gov.uk/community-recreation/health-wellbeing/supporting-families-in-the-winchester-district">http://www.winchester.gov.uk/community-recreation/health-wellbeing/supporting-families-in-the-winchester-district</a></p>

Improving the quality of the District's environment

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
1.	Protect , enhance and respect the District's rich heritage and landscape whilst allowing appropriate development to take place enabling our historic to evolve over time having due regard for the landscape character	Having an adopted up-to-date Local Plan with positive policies which allow development to take place which protects and enhances the heritage associated with the built and natural environment <b>Measure:</b> <i>Commence local plan review in 2018</i>	Mar 2020	Green	Formal launch of the preparation of Local Plan 2036 to commence in accordance with approved timescales in Local Development Scheme.
2.	By working with our partners and by using powers available to us, make Winchester a safer and more pleasant place to live, work and visit	Be proactive in tackling incidents reported of fly-tipping within the District <b>Measure:</b> <i>To reduce the overall incidents of fly-tipping across the District</i>	Mar 2020	Green	Two current cases awaiting prosecution and final authorisation via legal.  Educational activity is being developed to encourage greater reporting of fly tips across the District.  Working closely with the CMO's we can ensure effective use of our time, which means that we can try and stay focused on those sites that have some evidential value. If there is no evidence they will be 'marked up' and cleared as soon as possible.  Each year the Enforcement Officer will identify hot spot locations from the previous years' data so that she can specifically target those areas for high vis patrols etc.
		Always evaluate prosecution as a deterrent to those who fly-tip within the District	Mar 2020	Green	The Enforcement Officer presents each case she investigates for prosecution to a panel of internal managers to ensure

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<p><b>Measure:</b> 100% success rate for all fly-tips that have been moved forward as application to the court for prosecution</p>			<p>transparency in decision making. This also ensures that any cases going through for prosecution is as court ready as it can be.</p> <p>A £400 FPN was issued on 17 July to an individual for dumping a small amount of fly tip into a bin belonging to a business.</p> <p>Quarterly updates are collated and set against baseline data and those updates are included in subsequent internal reports.</p>
		<p>Investigate introducing litter fines and other incentives/ penalties (new legislation and not rolled out within the Council yet).</p> <p><b>Measure:</b> Fixed Penalty notices issued for low-level fly-tips</p>	Mar 2020	Green	<p>Recent legislation provides local authorities with a new power to tackle littering from a vehicle. This is currently being rolled out nationwide and the Council is now awaiting guidance/further direction.</p> <p>The Council already has the power to issue FPNs for littering. To date officers have issued two fines for litter drops, but as a rule will generally try to educate individuals in the first instance by asking the individual to pick it up their litter and dispose of it in a bin.</p>
		<p>Conduct the area specific satisfaction survey to take action to reduce incidents or concerns of Anti Social Behaviour in priority locations, the first being in 2017</p> <p><b>Measure:</b> Satisfaction levels recorded via the survey</p>	Mar 2020	Green	<p>The survey has already been pencilled in for a Winter distribution and any outcomes will be reported via an O&amp;S Committee report for February 2019.</p>

	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		Utilise the tools and powers provided within the ASB, Police and Crime Act 2014 to tackle and reduce crime in the District <b>Measure:</b> <i>Number of interventions to reduce incidents of ASB</i>	Mar 2020	Green	The use of statutory tools and powers are ever evolving e.g. within this first quarter we have supported a number of ASB related activity which includes the use of Section 35 dispersal orders, Community Protection Notices, Community Banning Orders and the development of partnership operations.
3.	Protect, enhance and increase the use of open spaces in both the towns and more rural areas of the District	Deliver a rolling programme for estate improvements, including environmental and parking schemes <b>Measure:</b> <i>Deliver £250k annually with a range of benefits for the local communities</i>	Mar 2020	Green	Two Stanmore parking schemes completed. Proposals for Colden Common, Curdridge, Highcliffe and Weeke (Trussell Crescent) currently out to consultation.
		To undertake and act upon a visitors user survey on key open spaces to ascertain current use and future demand for such space <b>Measure:</b> <i>Visitor usage and satisfaction rates</i>	Mar 2020	Green	<a href="#">Survey</a> that seeks the views of visitors to the parks and open space across the District currently available from the Council's website, running to 30 November 2018.
4.	Work to change attitudes to waste, fly-tipping and littering and significantly improve recycling levels	Support and encourage residents living in the District to recycle through public awareness campaigns including a focus on reducing the rates of contaminations of materials collected for recycling <b>Measure:</b> <i>Increase recycling from the 2016/17 baseline position</i>	Mar 2020	Green	Ongoing promotion and increasing of awareness among residents to recycle. The percentage of household waste sent for reuse, recycling and composting in 2018 shows a 1% increase in April/May/June period when compared to the same period in 2017.
		We will investigate options for additional income through increased recycling	Mar 2020	Green	The Council continues to investigate opportunities to raise additional income through recycling.



	Aim	How we will deliver our outcomes	Delivery Date	Current Status	Key Issues / comments
		<b>Measure:</b> <i>Income collected through additional channels</i>			
5.	Work with strategic partners to continue to develop flood resilience measures to protect our communities	Support schemes that will protect residents' homes and property from the threat of flooding <b>Measure:</b> <i>Flood scheme assessments on all completed schemes</i>	Mar 2020	Green	Flood alleviation works ongoing. This report recommends approval of £75,000 for drainage works at West of Waterlooville to alleviate flooding.
6.	Improve the environment and reduce harmful emissions through holistic transport planning	Delivery and implementation of the actions included in the Winchester Air Quality Action Plan 2017 – 2023 <b>Measure:</b> <i>Improved air quality in accordance with the Air Quality Action Plan</i>	Mar 2020	Green	Work is continuing regarding the implementation of the nine core and nine complimentary measures in the Action Plan with an update report to be considered by Cabinet in September 2018 (Report CAB3074 refers)
		Delivery of the 12 Actions for a Lower Carbon Council <b>Measure:</b> <i>Reduce by 40% or 25,000 tonnes of CO2 per annum by 2020</i>	Mar 2020	Green	To be reviewed by the Low Carbon Board to consider progress made and whether these actions need to be refreshed. It is acknowledged that meeting this target will continue to be a challenge bearing in mind the Council has only limited control over carbon emissions generated across the District. The Council continues to make good progress in reducing its own carbon footprint and figures for 2016/17 show a reduction of 9.1% on the previous year and 22.5% on the baseline year (2009/10).
		We will increase the use of P&R to support and encourage parking outside of the city centre <b>Measure:</b> <i>An additional 200 Park &amp; Ride spaces created</i>	Mar 2019	Green	Additional P&R bus added to service (peak bus number increased from 8-9) to cope with increasing passenger demand. Further will follow on from the City of Winchester Movement Strategy.

### Section 3: Programme Management – Projects Update

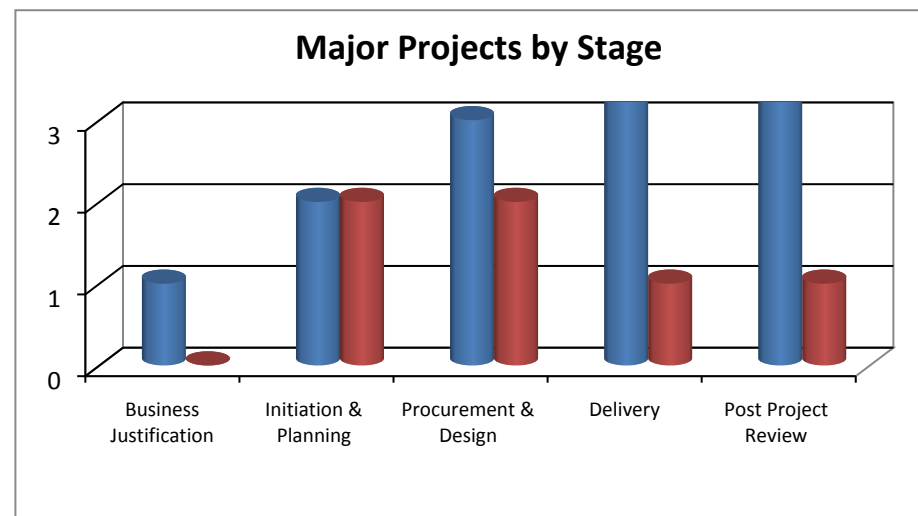
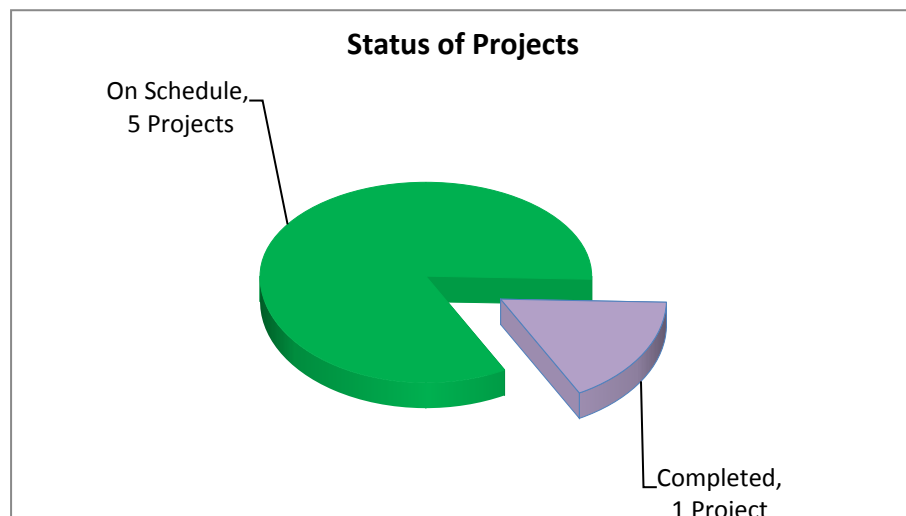
This report provides an update on the progress made against the Council’s significant programmes and projects which are being or will be undertaken during the next five years. These programmes and projects have been selected for inclusion in this report following an exercise to evaluate against a number of criteria the significance, complexity and cost of each of the projects and the need for regular monitoring.

The Council’s Major Projects include:

- Central Winchester Regeneration
- Chesil Lodge – Extra Care Scheme
- Environmental Services contract
- New Homes Programme
- Station Approach
- Winchester Sport and Leisure Park

#### Summary Report

The charts below summarise the status of the Council’s significant projects as set out in the report



Management Report – Major Projects


Summary		Status & Progress		Project Milestones
<b><u>Winchester Sport &amp; Leisure Park</u></b>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>• Options appraisal – 2013 to 2015 - Completed</li> <li>• Feasibility assessment of preferred option – 2016 - Completed</li> <li>• Prepare Outline Business Case for preferred option - 2016/17 - Completed</li> <li>• Outline Business Case – 16 January 2018 - Completed</li> <li>• <b>Prepare and seek planning permission - 2018</b></li> <li>• Start on site – 2018 (now likely to be early 2019)</li> <li>• Completion – 2020 (now likely to be 2021)</li> </ul>
<b>Project Phase:</b> Procurement and Design		✓	✓	
<b>Project Start Date:</b> 01 May 2013	<b>Projected End Date:</b> Spring 2021			
<b>Project Sponsor:</b> Chas Bradfield	<b>Project Executive:</b> Andy Hickman			
<b>Project Budget:</b> Capital: £38,000,000 Revenue: £759,402	<b>Total Actual Spend:</b> Total: £1,223,035			
<b>Project Update &amp; Next Steps</b>				
<ul style="list-style-type: none"> <li>• Design Framework agreed by Cabinet – 6 June 2018</li> <li>• Operator procurement details agreed by Cabinet 6 June 2018</li> <li>• Deed of Variation agreed by Cabinet – 6 June 2018</li> <li>• Phase 4 consultation complete</li> <li>• Planning application submitted – June 2018</li> </ul>				
<b>Next Steps</b>				
<ul style="list-style-type: none"> <li>• Planning determination anticipated September/ October 2018</li> <li>• Procurement of operator to commence early August 2018</li> </ul>				

Summary		Status & Progress		Project Milestones
<u>Station Approach</u>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>15/12/16 - Procurement of RIBA Competitions Office - Completed</li> <li>20/03/17 - Cabinet to agree start of procurement – Completed</li> <li>14/08/17 - Cabinet (SA) to approve appointment of architects - Completed</li> <li>27/02/18 – Cabinet (SA) approve content of the Public Realm Strategy and Masterplan Framework - Completed</li> <li>12/07/18 – Cabinet (SA) approved Procurement route for Public Realm Strategy design work</li> <li><b>Oct 18 – Cabinet (SA) to approve Brief for Public Realm works and note update on RIBA stage 2 Carfax scheme re-design</b></li> <li>Dec 18 – Update on Public Realm proposals and Carfax scheme, noting potential delivery options</li> <li>Mar 2019- Cabinet (SA) to approve RIBA stage 2 outputs, and proceed to RIBA stage 3</li> <li>Sept 2019 – Target date for planning application submission</li> <li>Feb 2020 – Planning application to be considered by Planning Committee</li> <li>Sep 2019 - Cabinet (SA) to approve: RIBA stage 4 outputs, and to proceed to stage 5</li> <li>Q2 2020 – Earliest on-site start date (dependent on delivery route)</li> </ul>
Project Phase: Procurement and Design		✓	✓	
Project Start: February 2015	Project End Date: 01 December 2022			
Project Sponsor: Chas Bradfield	Project Executive: Ian Charie			
Project Budget: Project Budget: Capital: £1,800,000 Revenue (Carfax): £1,500,000 Revenue (Public Realm( £225,000)	Spend to date: £863,134 (current project)			
Project Update & Next Steps				
<ul style="list-style-type: none"> <li>Masterplan Framework and Public Realm Strategy agreed and consultation held March 2018</li> <li>Proposals for procuring the design work for the public realm strategy agreed at Cabinet (SA) in July 2018.</li> <li>RIBA Stage 2 design work being costed and viability assessments being undertaken to inform the outline business case to be reported to Cabinet (SA) in October 2018.</li> <li>Liaison with Hampshire County Council, Network Rail and South West Rail on taking forward public realm proposals</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Progress on RIBA Stage 2 for Carfax</li> <li>Preparation of outline business case</li> </ul>				


- Finalisation of Public Realm Brief
- Further liaison with key stakeholders and landowners
- Preparation of LEP Business Case for grant funding



Summary		Status & Progress		Project Milestones
<a href="#"><u>Central Winchester Regeneration</u></a>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>• 27/11/17 - Draft SPD reviewed and signed off</li> <li>• 06/12/17 – Cabinet approval to commence consultation</li> <li>• 11/12/17 – Start of Formal Consultation</li> <li>• 05/02/18 – End of Formal Consultation</li> <li>• 20/06/18 – Cabinet resolution to adopt SPD</li> <li>• 10/07/18 – Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate</li> <li>• 25/09/18 – Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 /07/18 to Cabinet (CWR) Committee for approval to proceed</li> </ul>
<b>Project Phase:</b> Initiation & Planning		✓	✓	
<b>Project Start:</b> March 2016	<b>Project End:</b> Ongoing			
<b>Project Sponsor:</b> Chas Bradfield	<b>Project Executive:</b> Veryan Lyons			
<b>Project Budget:</b> Revenue: £335,000	<b>Spend to date:</b> £268,084 (includes committed spend)			
<b>Project Update &amp; Next Steps</b>				
<ul style="list-style-type: none"> <li>• Cabinet resolution to adopt draft SPD – 20 June 2018</li> <li>• Cabinet (CWR) Committee approval to proceed with next steps in relation to meanwhile uses and improvements to the existing estate – 10 July 2018</li> <li>• Present estimates for costs and timescales for meanwhile uses and improvements to the existing estate agreed on 10 July to Cabinet (CWR) Committee for approval to proceed on 25 September 2018</li> </ul>				
<b>Next Steps</b>				
<ul style="list-style-type: none"> <li>• Set up Advisory Panels for Coitbury House, meanwhile uses and public realm</li> <li>• Meanwhile uses and improvements to the existing estate and public realm – produce estimates for costs and timescales for Coitbury House, and Lower High Street and Broadway paving. Begin looking into options for longer term improvements to the Broadway, meanwhile uses for vacant buildings and pop up uses for the vacant area in the bus station</li> <li>• Archaeology dialogue – agree dates, set up events and publicise</li> </ul>				

- Movement Strategy – continue to liaise with HCC on how best to incorporate emerging themes into the development proposals for the CWR area
- Further, more detailed work to inform decisions on delivery options and designs
- Continue developing relationships with stakeholders and landowners
- Seek to find consultants where specialist expertise is required
- Investigate options to facilitate a process for finding a name for the CWR area
- Cabinet (CWR) Committee visits to Bath and Chester

Summary		Status & Progress		Project Milestones
<a href="#"><u>Chesil Lodge – Extra Care Scheme</u></a>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>• 05/02/15 – Planning permission granted at Planning Committee</li> <li>• 11/04/16 – Construction started on site</li> <li>• 10/03/17 – ‘Topping Out’ ceremony held</li> <li>• 22/03/17 – Award of contract for catering service at Chesil Lodge (report <a href="#"><u>CAB2912(HSG)</u></a> refers)</li> <li>• Completion / handover by contractor</li> <li>• Phased moving in of residents</li> </ul>
<b>Project Phase:</b> Post Project Review		Completed		
<b>Project Start:</b> January 2013	<b>Project End:</b> 2018			
<b>Project Sponsor:</b> Richard Botham	<b>Project Executive:</b> Andrew Palmer			
<b>Project Budget:</b> £15,431,560	<b>Spend to date:</b> £15,650,598 (pre liquidated damages) to 30 June 2018			
<b>Project Update &amp; Next Steps</b>				
<ul style="list-style-type: none"> <li>• Scheme handed over to the Council by contractor 21st June 2018</li> <li>• First resident moved in June 28<sup>th</sup>, phased move in for remaining residents during July</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Phased moving in of residents</li> <li>• Practical completion of whole scheme including S278 Highway works.</li> <li>• Formal opening event in Autumn 2018</li> <li>• Post project review to be carried out</li> </ul>				



















Summary		Status & Progress		Project Milestones
<b>Environmental Services Contract</b>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>Member decision on procurement – September 2018</li> </ul>
<b>Project Phase:</b> Initiation & Planning			n/a	
<b>Project Start:</b> January 2018	<b>Project End:</b> December 2019			
<b>Project Sponsor:</b> Steve Tilbury	<b>Project Executive:</b>			
<b>Project Budget:</b> £225,000	<b>Spend to date:</b> £10,000			
Project Update & Next Steps				
<ul style="list-style-type: none"> <li>East Hants District Council (EHDC) to determine approach to partnership, July 2018</li> <li>Joint and solo extension offers received</li> </ul> <p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>Member consideration of procurement options, September 2018</li> <li>Project Plan to be formulated to deliver approved process</li> </ul>				













Summary		Status & Progress		Project Milestones
<b><u>New Homes Programme</u></b>		<b>Current Quarter</b>	<b>Previous Quarter</b>	<ul style="list-style-type: none"> <li>• The Valley – tender process underway (stage 2 mini tender)</li> <li>• Mitford Rd – flat completion August 2018</li> <li>• Bailey Close – completion September 2018</li> <li>• Hillier Way – completed in November 2017</li> <li>• Victoria House – completion delayed due to insolvency</li> <li>• Knowle - Started on site</li> <li>• Rowlings Rd – Planning consent secured, preparing to Tender</li> </ul>
<b>Project Phase:</b> Delivery				
<b>Project Start:</b> December 2012	<b>Project End:</b> December 2022			
<b>Project Sponsor:</b> Richard Botham	<b>Project Executive:</b> Andrew Palmer			
<b>Project Budget:</b> Capital: £43,942,000	<b>Spend to date:</b> Capital: £7,962,270 to 30 June 2018			
<b>Project Update &amp; Next Steps</b>				
<ul style="list-style-type: none"> <li>• Mitford Rd – Flats to be handed over on 28<sup>th</sup> August 2018.</li> <li>• Bailey Close – work re-started on site following administration of original contractor. Anticipated completion August 2018</li> <li>• Hillier Way – completed (November 2017)</li> <li>• Victoria House – Contractor entered administration in April 2018, Council has appointed construction consultants to re-engage sub contractors, completion delayed until October 2018</li> <li>• Knowle - Ground works have commenced on sites, however build contract not signed whilst contractors Bond query is resolved.</li> <li>• The Valley – Homes England grant awarded of £3.2m, 2<sup>nd</sup> stage of tender process underway with design drawings and soil testing being immediate tasks requiring action.</li> </ul>				

**Section 4 – Managing the business** (performance indicators)

The table below provides an update on the performance the Council is making against a set of ‘corporate health’ indicators.

Performance Indicator	2016/17	2017/18				2018/19	Current Status	Annual Target	Expected Outturn
	Q4	Q1	Q2	Q3	Q4	Q1			
Average Sickness per member of staff ( <i>days</i> ) – rolling year	6.3	6.4	6.5	6.9	6.3	6.8		7.5	
Staff Turnover - quarterly	3.63%	5.48%	5.69%	4.22%	3.25%	4.45%	No target set	No target set	No target set
Speed of processing new Housing Benefit/ Council Tax Support Claims ( <i>days</i> )	13.72	10.38	9.75	10.41	11.13	14.36		14.00	
Speed of processing changes in circumstances Housing Benefit/ Council Tax Support Claims ( <i>days</i> )	4.18	3.37	3.22	3.37	3.21	4.22		7.00	
Number of overdue/ outstanding internal audit actions ( <i>end of quarter</i> )	20	32	23	25	15	14		10	
Number of High Priority Overdue Internal Audit Management Actions	7	9	0	3	0	0		0	
Number Internal Audit Reports issued with ‘No Assurance’ opinion	0	0	0	0	0	0		0	
Accounts Payable – invoices paid within 30 days	96%	96%	90%	95%	94%	96%		100%	
Invoices processed with a Purchase Order	100%	98%	100%	99%	100%	100%		100%	
Number of complaints recorded on corporate complaints system	67	86	67	76	129	136	Not Applicable	No Target Set	Not Applicable

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APPENDIX 1

Performance Indicator	2016/17	2017/18				2018/19	Current Status	Annual Target	Expected Outturn
	Q4	Q1	Q2	Q3	Q4	Q1			
Percentage of FOI requests responded to within 20 working days	86.64%	73.91%	78.70%	79.88%	78.53%	72.19%		90.00%	
Number of Fly-Tipping Incidents reported	254	142	200	193	249	183	No Target Set	No Target Set	Not Applicable
Percentage of household waste sent for reuse, recycling and composting - quarterly	32.99%	37.94%	38.31%	35.30%	32.31%	38.98%		35.87%	
Percentage of Major applications determined within 13 weeks or Agreed Extension of Time	84.00%	66.67%	71.43%	83.33%	100.00%	87.50%		60.00%	
Percentage of Non Major applications determined with 8 weeks or Agreed Extension of Time	70.00%	83.13%	81.03%	88.74%	90.96%	96.91%		65.00%	
Number of Enforcement Cases Opened	70	89	91	83	90	76	No Target Set	No Target Set	Not Applicable
Number of Enforcement Cases Closed	57	128	108	103	108	73	No Target Set	No Target Set	Not Applicable
Voids – Average re-let time (general needs and Sheltered)	11.48	12.51	12.27	12.32	12.63	13.80		19	
Arrears - Number of tenants owing more than 4 weeks rent	203	222	327	206	205	206	Not Applicable	No Target Set	Not Applicable
Repairs – Average number of days to complete responsive repairs	3.96	5.4	5.3	5.0	5.16	5.96		8	
Homelessness – Numbers presenting to Council as being at risk of homelessness	357	324	404	334	460	360	No Target Set	No Target Set	Not Applicable

**Key to symbols:**



This performance indicator is on target



This performance indicator is below target but within 5% of the target



This performance indicator is more than 5% of the target

**Key Actions:**

Freedom of Information (FOI) processes continue to be reviewed by a cross Council information governance group focussing on where responses are being completed outside the 20 working day target.

Performance has improved during the current quarter with 86.52% of FOI requests responded to within 20 working days.

An action plan to support the improvement of responses to FOI's has been drafted and is appended to this report.

Responses to FOI's will be closely monitored to ensure that improvements in performance are achieved and the target of 90% is met during 2018/19.

**FOI performance improvement action plan**

No.	Action	Officer Responsible	Target Date	Progress Update
1	Update Pentana Performance Management System to 'fire' trigger emails to FOI assigned officers after 10 days	Corporate Business Manager	03 Aug 2018	Complete
2.	Circulate to Corporate Heads of Service (CHoS) performance data for their areas covering 2017/18 and Q1 18/19	Corporate Business Manager/ CHoS	08 Aug 2018	Complete
3.	Circulate to CHoS names of staff in their areas who have access to the FOI module on Pentana	Corporate Business Manager	08 Aug 2018	Complete
4.	Agree with Corporate Heads of Team the names of staff in their areas who are nominated as responsible officers for each individual team	Corporate Business Manager/ CHoS	17 Aug 2018	Complete
5.	City Voice article reminding staff on the need to respond to FOI requests within 20 working days.	Corporate Business Manager	17 Aug 2018	Complete
6.	Consideration given and way forward agreed as to how best manage FOI requests that require responses from more than one team at the Council	Strategic Director: Resources/ Corporate Business Manager/ Fiona Sutherland	31 Aug 2018	
7.	Monthly report to Corporate Heads showing the numbers of FOI requests received and completed and percentage responded to within 20 working days, arranged by team	Corporate Business Manager	Ongoing – after the end of each month	
8.	Reminder given at Senior Managers Group meeting on 4 September	Simon Howson/ Planning & Information Solicitor	04 Sept 2018	
9.	Detailed report and update presented to Senior Leadership Team (SLT) on 18 September	Corporate Business Manager	18 Sept 2018	
10.	SLT to review progress at meeting on 20 November	Senior Leadership Team	20 Nov 2018	



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## Forward Plan of Key Decisions

October 2018

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 October 2018** 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**

Leader of the Council

30 August 2018\*

<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	Cost (over £200,000)	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	Station Approach Update - Carfax & Public Realm	Portfolio Holder for Estates	Yes	St Bartholomew; St Paul	Ian Charie	Committee Report	Cabinet (Station Approach) Committee	Oct-18	4-Oct-18	Part exempt
2	Winchester Market	Portfolio Holder for Estates	Yes	All Wards	Kevin Warren	Committee Report	Cabinet	Oct-18	31-Oct-18	Part exempt
	Winchester Flood Relief Scheme (Durngate) Phase II – Allocation of additional funds/Planning Permission	Portfolio Holder for Built Environment	Yes	St Bartholomew	Darren Lewis	Committee Report	Cabinet	Oct-18	31-Oct-18	Open
4	Electric Vehicles	Portfolio Holder for Environment	Yes	All Wards	David Ingram	Committee Report	Cabinet	Oct-18	31-Oct-18	Open
5	Land Transaction	Portfolio Holder for Estates	Yes	All Wards	Kevin Warren	Committee Report	Cabinet	Oct-18	Oct-18	Part exempt 3

6	CCTV	Portfolio	Yes	All	Richard	Portfolio	Portfolio	Oct-18	Oct-18	Open
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	<b>Item</b>	<b>Portfolio Holder</b>	<b>Cost (over £200,000)</b>	<b>Wards Affected</b>	<b>Lead Officer</b>	<b>Documents submitted to decision taker</b>	<b>Decision taker (Cabinet, Committee, Portfolio Holder or Officer)</b>	<b>Date/period decision to be taken</b>	<b>Committee Date (if applicable)</b>	<b>Open/private meeting or document? If private meeting, include relevant exempt paragraph number</b>
	Monitoring Procurement* (item added 10/9/18)	Holder for Finance		Wards	Hein	Holder Decision Notice	Holder for Finance			

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

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