

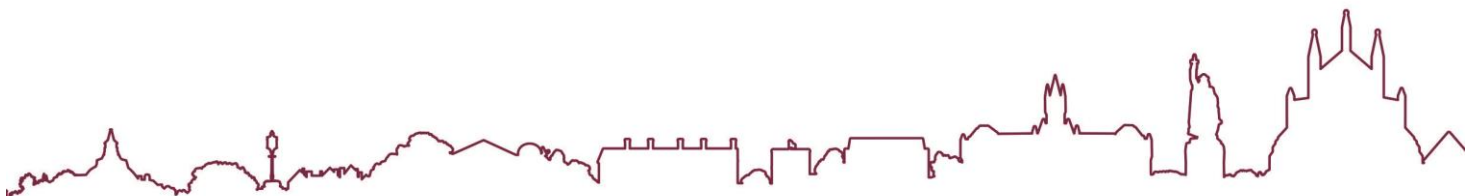


Meeting	Winchester Town Forum
Date and Time	Thursday, 23rd January, 2020 at 6.30 pm.
Venue	Walton Suite, Guildhall, Winchester

AGENDA

- 1. Apologies**
To record the names of apologies given
- 2. Disclosures of Interests**
To receive any disclosure of interests from Members and Officers in matters to be discussed.
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.

If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.
- 3. Chairperson's Announcements**
- 4. Minutes** (Pages 5 - 10)
Minutes of the previous meeting held on 11 September 2019.
- 5. Public Participation**
To receive and note the questions asked and statements made from members of the public on issues relating to the responsibility of this Forum.
- 6. North Walls and King George V Sports Pavilions Update Report** (Pages 11 - 28)
(Report Ref: WTF278)
- 7. Play Area Improvement – 5 Year Programme Update** (Pages 29 - 42)
(Report Ref: WTF280)



8. **Governance Options** (Pages 43 - 54)
(Report Ref: WTF282)
9. **Magdalen Hill Cemetery Lodge and Garden** (Pages 55 - 60)
(Report Ref: WTF281)
10. **Community Infrastructure Levy - Update** (Pages 61 - 70)
(Report Ref: WTF277)
11. **Winchester Town Account Medium Term Financial Position** (Pages 71 - 80)
(Report Ref: WTF279)
12. **Work Programme - Update** (Pages 81 - 86)
To note the latest version of the Forum's workplan

Lisa Kirkman
Strategic Director: Resources and Monitoring Officer

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



15 January 2020

Agenda Contact: Matthew Watson, Democratic Services Officer
Tel: 01962 848 317 Email: mwatson@winchester.gov.uk

**With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's [Website](#)*

MEMBERSHIP

Chairperson: Becker (Liberal Democrats)

Vice-Chairperson: Gottlieb (Liberal Democrats)

Liberal Democrats

Craske
Ferguson
Green
Hiscock
Hutchison
Learney
Murphy
Thompson
Tod
Weir

Conservatives

Mather
Scott

Quorum = 4 members

The two County Council Members representing the Winchester Town area are invited as observers.

PUBLIC PARTICIPATION

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

VOTING

- apart from the Chairperson, every Member has one vote when a matter before the meeting requires a decision.
- in the event of an equality of votes, the Chairperson may exercise a casting vote and that vote may be exercised in any way seen fit.
- a Member may abstain from voting, or vote differently from how they may have indicated during the debate, without further explanation.

The way each Member voted will not be recorded in the minutes, unless a motion to have a Recorded Vote has been passed.

FILMING AND BROADCAST NOTIFICATION

This meeting may be recorded and broadcast live on the Council's website. The meeting may also be recorded and broadcast by the press and members of the public – please see the Access to Information Procedure Rules within the Council's Constitution for further information, which is available to view on the [Council's website](#).

DISABLED ACCESS:

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

WINCHESTER TOWN FORUM

Wednesday, 11 September 2019

Attendance:

Councillors

Becker (Chairperson)

Gottlieb
Craske
Ferguson
Green
Hiscock
Hutchison

Mather
Murphy
Thompson
Tod
Weir

Others in attendance who addressed the meeting:

Councillor Porter, Cabinet Member for Built Environment & Wellbeing

Apologies for Absence:

Councillors Learney and Scott

1. DISCLOSURES OF INTERESTS

Councillors Hiscock and Tod declared a personal (but not prejudicial) interest due to their role as Hampshire County Councillors.

Councillor Gottlieb asked that the minutes record that he has a disclosable pecuniary interest relating to St Clements Surgery and that he was a deputy member of the Councils Planning Committee, however he did not believe that these interests related directly to any agenda item of this evenings meeting.

2. MINUTES

RESOLVED:

That the minutes of the previous meeting held on the 12 June 2019 be approved and adopted.

3. PUBLIC PARTICIPATION

Representatives from the 6th Winchester (Abbotts Barton & Hyde) Scout Group addressed the Forum regarding a Community Infrastructure Levy application for their "Barn" project. The representatives of the group provided the Forum with some background to the project, the key aspects of the proposal, the progress

made to date, the links with the Council's Strategies and an overview of the consultations with the community and the Council already undertaken.

The Chairperson thanked the speakers for their presentation and Members asked a number of questions regarding it. In addition, Members of the Forum suggested that Officers at the City Council and the County Council may be able to advise and support the group regarding alternative sources of funding in addition to the Community Infrastructure Levy fund.

Mr Slinn and Mr Jobson provided the Forum with a presentation regarding the Movement Strategy. Their presentation made a number of points and concluded, in their opinion, that additional evidence and further modelling was required. In order to achieve this, Mr Slinn and Mr Jobson proposed that it may be necessary to commission external consultants for this work.

The Chairperson thanked the speakers for their presentation and Members asked a number of questions regarding it. The speakers were advised that the Movement Strategy had been scrutinised and tested through the City Councils and the County Councils Scrutiny and Cabinet meetings in March and April 2019 and an action plan had been developed. In addition, Councillor Murphy, Cabinet Member for Environment advised that the Movement Strategy project was entering its "feasibility" stage and that much of the evidence referred to in the presentation would come through as part of that stage.

Teresa Skelton addressed the Forum regarding the minutes of the Town Forum held on the 12 June 2019. Ms Skelton felt that those minutes didn't accurately reflect her contribution at that meeting when she spoke to Members regarding Allyene House. Ms Skelton advised the Forum that at the previous meeting she had wanted to highlight what she saw as the lack of involvement and engagement of her local Member of Parliament and the Police and Crime Commissioner. The Chairperson thanked Ms Skelton for raising the matter with the Forum and confirmed that her comments would be recorded within the minutes of this meeting.

4. **HERITAGE ACTION ZONE BID (VERBAL UPDATE & PRESENTATION)**

Councillor Weir, Cabinet Member for Local Economy advised the Forum that the Council had bid for funding for a High Street Heritage Action Zone. The purpose of the Heritage Action Zone status was to strengthen Winchester as an international cultural and heritage location and a "Weekend destination of choice".

Members asked a number of questions regarding the bid and the Heritage Action Zone status. A further update would be provided that would give more information regarding the funding, the benefits and associated timings once the status of the bid was known.

5. **WINCHESTER TOWN FORUM - GRANT ALLOCATION PROPOSAL**

(Report: WTF276)

The Funding and Development Officer and Councillor Weir introduced the report and advised that it was proposed to create a Winchester Town Fund as a specific grant fund to be accessed through the Council's crowd funding platform.

The Forum, at its meeting of the 17 January 2019 agreed a number of grants which had left £33,000 of the Winchester Town Forum grant budget uncommitted for this financial year. It was proposed that the new crowd funding platform would provide a process for funding specific projects that met outcomes agreed by the Town Forum and would also provide valuable support to organisations applying. The Forum was advised that crowd funding is used by a number of other local authorities and has a number of benefits for the Council and local organisations. Crowd funding suppliers were currently being sourced and it was hoped to have a supplier agreed shortly.

Members welcomed the report and were pleased to see that progress was being made. Members asked a number of questions regarding the types of use for the fund, the sizes of the grants available and the available support to organisations applying.

RESOLVED:

That Winchester Town Forum approve:

- a) The creation of a Town Fund to be made available via the Council's crowd funding platform.
- b) The Town Fund delivery outcomes of Inclusion, Environment and Well-being, as set out in the Detailed Proposals section, against which grant funding applications are to be assessed.
- c) A match funding limit per project submitted on the crowd funding platform for the Town Fund of 50% or £2,000 whichever ever is the less.
- d) The match funding contribution from the Town Fund would only be offered when the project has secured, from the public investment pledges, a value of 25% of the target total project expenditure.
- e) The option to revise or withdraw the grant offer of match funding contribution if the organisation fund raising for the project fails to reach its stated target expenditure.
- f) That one project per organisation in a single financial year is eligible for funding through the Town Fund.
- g) That authority is delegated to Corporate Head of Service for Engagement to approve grant allocation and to enter into grant agreement, monitor and in circumstances where reasonable

and grant offer criteria and conditions are not met to withdraw from the funding arrangement.

6. **ST MAURICE'S COVERT - UPDATE**

(Report: WTF274)

The Corporate Head of Regulatory introduced the item and advised the Forum that this report followed from Cabinet report, ref CAB3812. Cabinet at its meeting on the 28 August 2019 had agreed to increase the budget for these works to £225,000. The purpose of this paper was to provide the Forum with an update on the progress to the improvement scheme.

Members raised a number of questions regarding the costs, the specification and the start time and sought reassurance regarding the quotes obtained. Officers advised that the costs had been examined carefully, and that the detailed specification had been reviewed by the Town Forum High Street Informal group. In terms of start dates it was envisaged that works would start early in 2020. The Forum was advised that a further meeting of the steering group would be arranged shortly.

RESOLVED:

1. The Forum noted progress on the St. Maurice's Covert improvement scheme.

7. **LOCAL PLAN CONSULTATION & ENGAGEMENT PROCESS**

(Report: CAB3191)

The Strategic Director and Councillor Porter, Cabinet Member for Built Environment and Wellbeing introduced the report which was also due to be presented to Cabinet on the 18 September 2019. The report provided the Forum with a programme for moving forward with Local Plan 2036 and with a particular focus on how the Council would engage with communities and stakeholders across the District.

The Report recognised the role of the Forum and its input into the local plan process. To achieve this, it was suggested that the "Vision for Winchester" document be updated given the importance of this to express a range of local aspirations across the WTF area and surroundings which could be used to inform the local plan, where relevant.

To fund an update of the Vision, the report proposed that a budget of £50,000 would be provided from the existing General Fund Local Plan budget and £25,000 from the Town Forum earmarked reserve.

Members debated the proposal and were supportive of it. Councillor Hutchison on behalf of the Planning Informal Group welcomed the proposals. She advised that the Informal group had met a number of times, that they would be preparing a draft brief and were looking forward to taking this piece of work forward.

RESOLVED:

That the Winchester Town Forum considered the paper and provided comments for the Cabinet Member. In particular, the Forum:

- Supported the proposal to refresh the 'Vision for Winchester' building on the concept of the 2012 Vision document.
- Agreed that a supplementary budget estimate of up to £25,000 is allocated from Winchester Town Forum earmarked reserve to fund specific city related research and engagement to support this work.

8. WINCHESTER TOWN ACCOUNT FINANCIAL PLANNING 2020/21

(Report: WTF273)

The Finance Manager (Strategic Finance) provided the Forum with an update of the current financial position of the Winchester Town Account and financial projections over the medium and long-term. The key points covered in the update included; Council Tax referendum limits, Community Infrastructure Levy (CIL) receipts, Fees and Charges and Community Grants.

Members attention was drawn to paragraphs 11.12 through to 11.14 regarding future items of expenditure that would require review. These included:

1. The Environmental Services Contract (ESC)
2. The Public Conveniences Cleaning Contract and
3. A Tree Survey project

Finally, Members were updated regarding the Capital programme and that budgets for the following items were currently included within the capital programme:

1. Chesil Theatre Grant
2. Changing Pavilion North Walls
3. Changing Pavilion King George V
4. Play Area Refurbishments
5. Report WTF265 identified an additional budget requirement of £200k for the KGV play area and skate park.

Members raised a number of points regarding the grant to Chesil Theatre, the adequacy of the Reserves and Sports and Recreation Land.

Regarding Community Infrastructure Levy, Members were keen to explore ways to encourage more applications to come forward and to provide support to applying organisations. It was suggested that additional awareness raising and

training sessions may be useful.. Members reported that many local groups had communicated their difficulty with specifying project costs, the implementation of suggestions and general knowledge of the scheme. There was support for the suggestion that the priorities for CIL could be linked to the outputs of the revamped "Vision for Winchester" document. Finally, it was noted that a report regarding CIL would be coming to the Town Forum meeting in November.

RESOLVED:

That the Town Forum notes the financial projections in Appendix A, and agrees the budget timetable for 2020/21.

9. **WORK PROGRAMME 2019/20**

Members reviewed the Work programme and noted its contents. The following additional points were made:

Councillor Hutchison advised that the Informal Planning group intended to report back to the Forum in January 2020 regarding the "Vision for Winchester" work.

Councillor Becker advised that she had been in contact with the Director, Resources regarding the Governance issues item and it is planned that an update will be provided to the Forum in November 2019.

The meeting commenced at 6.30 pm and concluded at 8.25 pm

Chairperson

REPORT TITLE: NORTH WALLS AND KING GEORGE V SPORTS PAVILIONS
UPDATE REPORT

23 JANUARY 2020

REPORT OF CABINET MEMBER: Cllr Kelsie Learney, Cabinet Member for Housing
and Asset Management

Contact Officer: Coral Rogers Tel No: 01962 848543 Email
crogers@winchester.gov.uk

WARD(S): ST BARTHOLOMEW, ST MICHAEL

PURPOSE

This report sets out proposals for the replacement pavilion at the North Walls recreation ground. The Pavilion Project group has successfully secured in excess of £205,000 towards funding the facility in addition to the £300,000 that Town Forum had already allocated for the project. However, with costs estimated to be approximately £800,000, the project is only able to proceed if additional financial assistance of £295,000 can be provided by the Council.

The report also highlights the requirement for the replacement of the existing 2 pavilions at King George V Playing Fields and the provision of toilets at North Walls Recreation Ground once the existing leisure centre building closes.

RECOMMENDATIONS:

- 1 That Town Forum supports the proposal to replace the existing cricket pavilion at North Walls recreation ground, Winchester with a new bespoke pavilion based on the design brought forward by the Pavilion Project group at an estimated total project cost of £800,000.
- 2 That Town Forum determine whether to allocate the Town Community Infrastructure Levy funding to meet the £295,000 funding shortfall to support the North Walls pavilion project.
- 3 That, subject to recommendation 1 and 2 above the Town Forum recommend to Cabinet that:

- a) The North Walls Pavilion Project be included within the Capital Programme for 2020/21 and that Council procures the construction of the replacement pavilion at North Walls Recreation Ground in accordance with the design and specification brought forward by the Pavilion Project Group and approve expenditure up to £800,000.
 - b) The proposal to release CIL funding to support the £295,000 contribution to the project costs be approved.
 - c) The Corporate Head of Asset Management be authorised to seek tenders for the construction of the North Walls Pavilion in accordance with the specification prepared by the Pavilion Project group and the Council's Contract Procedure rules.
- 4 That Town Forum indicate to Cabinet:
- a) The preferred approach to provision of toilets and café in North Walls recreation ground
 - b) The preferred approach to provision of the pavilion at King George V recreation ground
 - c) The level of funding that can be made available to support the King George V Pavilion from Town Account reserves and/or, Town Forum Community Infrastructure Levy funding

IMPLICATIONS:**1 COUNCIL STRATEGY OUTCOME**

- 1.1 The Council Plan includes the priority of "Living Well" which seeks to actively promote greater participation in physical activities. The Plan also has a very clear commitment to tackling the Climate Emergency and making carbon neutrality central to everything it does.
- 1.2 The provision of pavilions at North Walls Recreation Ground and King George V (KGV) Playing Fields will support the use of the sports pitches and recreation ground for the future.

2 FINANCIAL IMPLICATIONS

- 2.1 The Town Forum has allocated £300,000 towards the cost of providing a pavilion at North Walls. The Pavilion Project has successfully secured an additional £205,000 towards funding the Pavilion. The project team has estimated build costs at £600,000. However, the Council's construction advisors have indicated that this estimate includes insufficient provision for fees, contingencies and utilities. It is therefore recommended that if Town Forum support the project, an estimated overall project budget, (including contingencies and provision for the risk of tenders being higher than projected) of £800,000 be approved. This would result in a funding shortfall of an estimated £295,000. It should be noted that the Pavilion Project have ongoing discussions with potential funders so this shortfall may well be reduced in the coming months. .
- 2.2 Proposals for additional pavilion facilities at King George V Playing Fields in Highcliffe will cost between £1.2m and £1.5m. Funding estimated at £700,000 could be available to support this provision (including a potential grant from Hampshire Football Association and an allocation from the Open Space Fund Town Sports reserve), leaving a potential shortfall estimated at a minimum of £500,000. Options are summarised in the tables below and further detail is provided in paragraph 15 and Appendix 4:
- 3 A summary of the projected project costs, available funding and current shortfalls is provided in the table below:

North Walls Recreation Ground			
Options	Cost	Funding	Shortfall
Pavilion Project Bespoke Design	£800,000	£505,000	£295,000

King George V Playing Fields			
Options	Cost	Funding	Shortfall
Replace "like for like" (2 buildings)	£1.5m	£700,000	£800,000
Large pavilion with for football/cricket and other sports clubs	£1.4m	£700,000	£700,000
Pavilion catering for football/cricket only	£1.2m	£700,000	£500,000

- 3.1 To fund both pavilions, it would be necessary to identify at least £820,000. Potential sources of funding are limited but include:
- a) City Council Community Infrastructure Levy (CIL) funding
 - b) Town Forum CIL (or a mix of a) and b))
 - c) General Fund borrowing (assuming prudential borrowing, this would incur ongoing revenue funding costs estimated at £65,000 per annum, based on a 30 year life). This would depend on affordability within the town and district medium term financial plans.
- 3.2 The North Walls Pavilion project is ready to proceed to tender, subject to the Town Forum supporting the project. It is therefore proposed that the £295,000 projected shortfall be met from the Town Forum CIL reserve. The criteria for Town Forum CIL are set out in report WTF277 elsewhere on this agenda.
- 3.3 However, allocating funding to both the North Walls and King George V pavilions would exhaust the Town CIL reserve and it may therefore be appropriate for the Town Forum to seek Cabinet support for the King George V Pavilion shortfall to be met from “district” CIL funding.
- 3.4 Any new pavilion on North Walls will require additional annual revenue funding. Whilst the existing building does not have a rateable value attached to it, any new pavilion will do. Charges for sports pavilions at other locations in the district vary but could be anything between £5,000 -£15,000. The Pavilion Project building will also be subject to additional revenue costs in relation to utilities, cleaning and maintenance. This could be as much as £5,000 more than the existing building. However, scope and potential for income generation will be higher. Pitch and pavilion booking fees are currently under review and a report will be brought back to a future meeting of the Town Forum with proposals for changes to fees which will help meet these increased revenue costs. .
- 3.5 This report also makes reference to and seeks a view of Town Forum regarding the provision of toilets and café facilities at North Walls, including provision of capital and revenue funding. A provisional sum has been included within the Capital Programme for the demolition of the existing leisure centre and re-provision of community facilities at North Walls and it may be possible to meet the cost of provision for the replacement of toilet facilities at North Walls. . This will be subject to final contract prices for the works. Revenue implications would be subject to final options. A small public convenience for example would require up to an estimated £10,000 per annum to meet running costs and maintenance.

4 LEGAL AND PROCUREMENT IMPLICATIONS

- 4.1 This report requests that the Town Forum 1) approves an allocation from the Town Forum Community Infrastructure Levy funding of £295,000 to support

the North Walls Pavilion project and 2) authorises the Strategic Director - Services to seek relevant tenders. To take these in turn below.

- 4.2 The allocation of Community Infrastructure Funds must be in accordance with the CIL Schedule, Community Infrastructure Regulations 2010 (and relevant amendments) and the National Planning Policy Framework 2018. The Town Forum approves the allocation of funds from the Town Reserve in accordance with the criteria set out in report WTF277 elsewhere on this agenda.
- 4.3 The procurement of parties to implement the replacement of the cricket pavilion at North Walls Recreation Ground, the existing 2 pavilions at King George V Playing Fields and the provision of toilets at North Walls Recreation Ground will be undertaken by the Winchester City Council's Estates Team, supported by the Natural Environment and Recreation Team and the Procurement Team and in accordance with legal advice, the City Council's Contract Procedure Rules and the Public Contracts Regulations 2015 (PCR2015).
- 4.4 Authority to retain the services of AR Design (the architects appointed by the Pavilion Project) was given by the Town Forum in September 2017 (WTF255 refers).
- 4.5 Local authorities are given the power to undertake the relevant procurement and the process requires and includes that best value duty under s3(1) of the Local Government Act 1999 must be reasonably obtained.

WORKFORCE IMPLICATIONS

- 4.6 The delivery of any new pavilions and toilets at North Walls Recreation Ground will be undertaken within the existing resources of the Estates and Natural Environment and Recreation Team.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Winchester City Council is responsible for the pavilions. Ownership of, and maintenance responsibilities for any new pavilions will remain with the City Council.

6 CONSULTATION AND COMMUNICATION

- 6.1 North Walls Recreation Ground
- 6.2 The public engagement event at North Walls in March 2019 incorporated the Pavilion Project and feedback in relation to the pavilion is attached at Appendix 3.
- 6.3 The Playing Pitch Strategy produced in 2018 involved consultation with all users of the sports pitches. It concluded that the pavilions were poor quality and required modernisation.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Pavilion Project design and planning approval was finalised and secured well in advance of the Council's Climate Emergency declaration and if commencing such a project from now, it is likely that additional environmental considerations would have been specified within the project brief.
- 7.2 Whilst the Pavilion Project design does not currently include solar PV, it has been designed to very high energy efficient standards using mainly timber for structure and most finishes. Officers will continue to review options for further improvements with the architect throughout the procurement process.
- 7.3 By the time the pavilion is open, it is intended that the Council will have implemented proposals to only use electricity from renewable sources.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 Officers have had regard to the Council's duties under the Human Rights Act 1998 and the Equalities Act 2010. There are no identified adverse impacts through the allocation of funding as requested to anyone with a protected characteristic under the Equalities Act 2010 or as regards to human rights.
- 8.2 The existing pavilions do not meet the required standards for accessibility which is a key driver in the need for replacement. Accessibility forms part of the basic design brief for all new pavilions and the provisions of the Equality Act 2010 will be adhered with.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property The pavilions are at the end of their life and if not replaced will become further dilapidated.</i>	<i>Pavilions will have to be demolished if they cannot be replaced or safely maintained.</i>	
<i>Community Support If the pavilions are not replaced we can no longer support the clubs' use of the facilities resulting in reduced participation in sport.</i>		<i>Consultation with sports clubs has shown support for any building that is fit for purpose.</i>
<i>Timescales Ongoing delay in delivery of new pavilions could</i>	<i>Continued programme of engagement and</i>	

<i>result in vandalism, reputational damage to the Council and frustration among users and local residents.</i>	<i>demonstration of commitment to provide new facilities.</i>	
<i>Project capacity The Council is unable to deliver the replacement pavilions within existing resources.</i>	<i>Provision of additional resources to deliver pavilion projects.</i>	
<i>Financial / VfM Unable to secure funding for the project Ongoing revenue funding</i>	<i>There are possible grant funding options and the Football Foundation has also expressed interest in funding for KGV. Other options that will be considered are a Sports England application and District CIL.</i>	
<i>Legal There are legal restrictions on the use of these sites. CIL allocation must be in accordance with the CIL Regulations 2010.</i>	<i>Legal work has been undertaken to understand the covenants in relation to this site and further advice will be obtained throughout any procurement process and contract preparation.</i>	
<i>Innovation An innovative design will have more risks associated with it.</i>	<i>Financial risks, viability and feasibility will be part of the assessment of potential options.</i>	<i>An innovative approach may produce a more aesthetically pleasing design.</i>
<i>Reputation Expectation has been raised for the community-led design at North Walls so choosing an alternative design may reflect negatively on the Council.</i>	<i>Provide a pavilion that is fit for purpose and aesthetically pleasing.</i>	

- 11.1 Three Council-owned pavilions, one at North Walls Recreation Ground and two at King George V Playing Fields, are in need of replacement. In order to provide Members with a complete overview to enable decision making, this report will detail the background, requirements and options for each site.
- 11.2 Although work has been programmed for all 3 pavilions for a number of years, replacement has been delayed to give opportunity to consider the needs at both sites following closure of RPLC and development of the Winchester Sport and Leisure Centre.
- 11.3 In addition to these works, the City Council owns a pavilion at Chilcomb Sports Ground which is due for refurbishment in 2020 and a district CIL funding for these works has been agreed.
- 11.4 North Walls Cricket Pavilion
- 11.5 In March 2013 (WTF187), the need for the sports pavilion to be replaced was raised at Town Forum. Decisions on funding were delayed pending confirmation on the location of the leisure centre and CAB2763 (revised), Budget and Council Tax 2016/17, February 2016 allocated £300,000 towards the replacement of the North Walls Cricket Pavilion.
- 11.6 The City Council started work on production and costing of designs for a new pavilion, but then local residents approached members of the Town Forum to propose that the new pavilion take the form of a bespoke facility. A group was established, now known as the Pavilion Project and in September 2016 they presented their design for a modern and innovative design of a bespoke pavilion to Town Forum (WTF231 refers) alongside the City Council proposals. Town Forum agreed to delay the replacement of the pavilion to allow the Pavilion Project to raise the additional funding.
- 11.7 A report was brought to the Town Forum meeting in September 2017. Changes to the group's charitable status were required to secure future grant applications so Town Forum agreed a further 12 month extension to the Pavilion Project to continue fundraising. Planning permission was sought by the Pavilion Project for the bespoke pavilion and was granted in January 2018, as planning permission was a requirement of some of the funders before they would confirm their support.

12 Pavilion Design

- 12.1 The modern and innovative design of the pavilion (see appendix 1) has generated positive public interest and has arguably been a key feature in generating significant and valuable funding grant pledges from many sources.
- 12.2 Discussions with the Project Group and their architects are ongoing regarding the final specification. There may be additional maintenance/cleaning costs in relation to internal guttering and roof design but as highlighted in paragraph 2, this can be met from the projected increased fees the building is likely to generate.

12.3 The natural finish to the Siberian Larch cladding proposed by the Project group is a key feature of the design and both project leaders and their architect have made strong representations for this feature to be retained. However, members should be aware that maintaining the natural finish over time could be challenging if the building is subjected to vandalism and/or graffiti. Cleaning any graffiti from the external surface will leave patches of discoloration from the silvering which is the long-term design intention. If ultimately there was a requirement to stain the building to cover offensive material, this would cost in the region of £5,000.

13 Toilet and Café Provision at North Walls

13.1 River Park Leisure Centre will close in January 2021. There are facilities at the Leisure Centre which are used by park users and sports groups including changing rooms, showers, toilets and the café. The new cricket pavilion will provide changing rooms, showers and toilets for use by sports clubs and other hirers of the building. However, there will be no toilets or café facilities available for the general public.

13.2 The North Walls Members Informal Group has suggested toilets and the provision of refreshments in another location on the recreation ground. Options for provision of these facilities are detailed below:

- No toilets or refreshment facilities on the site.
- A purpose built toilet building (estimated costs (£150k), plus ongoing revenue running costs (this option may still require a short term temporary facility to cover a period between the centre closing and a new facility being built).
- Temporary toilet facilities on site, (porta cabin type facilities initially hired in), alongside concession for a mobile refreshment outlet. This could be easily arranged by 2021 and potential sites could be within the car park or by the Canoe Club.
- A new café and/or toilet facility. Adjacent to the Canoe Club might be a viable location, but it is questionable whether this could be completed by 2021.

13.3 Some of these options have technical challenges and cost implications which require further consideration. A provisional sum has been included within the capital programme for the demolition of the existing leisure centre and the re-provision of community facilities. Subject to final costs, this could be sufficient to fund toilet provision as indicated above.

13.4 A view is sought from Town Forum on how to proceed with the options appraisal and on the potential sources of funding if additional facilities are required.

14 King George V Sports Pavilions

- 14.1 This report does not consider the detailed requirements or business case for the provision of a replacement pavilion at King George V Playing fields. However, it does review initial options and is included within this report as the need for a replacement is considered to be an equal priority to North Walls and funding decisions on both projects are required. A new facility would need to be larger than the North Walls pavilion due to the numbers of sports team it needs to accommodate at any one time.
- 14.2 It is estimated that the cost of a pavilion at that location will be between £1.2m (estimate for a pavilion designed for cricket and football use only) and £1.4m (estimate for a larger pavilion suitable for other clubs such as the local boxing club). Simply replacing the two pavilions like for like would cost about £1.5m.
- 14.3 Plans have been drawn up for a new pavilion, a pre-application discussion with the Planning team has been held and the design has been agreed in principle. At a consultation event in July 2018, the public were advised of the new location for the single pavilion and its use by the Boxing Club. Comments can be found in Appendix 1.
- 14.4 The Winchester Boxing Club is currently operating from another Council building in Barfield Close. There are no immediate alternative plans for the building and the boxing club has stated that the new pavilion would be their preferred option, but could remain at their current location for the foreseeable future.
- 14.5 There is currently no funding allocated to the project although there is still £227,500 in the sports section of the town S106 open space fund which could be allocated to this project. Grant funding will also be sought from Hampshire Football Association.
- 14.6 A decision is now required on how to proceed with the replacement of the existing 2 pavilions. Three possible options have been identified and are detailed in Appendix 4. In summary they are:
- a) Replace like for like (effectively retaining two pavilions) at an estimated cost of £1.5m
 - b) Replace with a pavilion appropriate for cricket/football only at an estimated cost of £1.2m
 - c) Replace with a large pavilion for cricket/football and include provision for additional sports clubs such as the boxing club at an estimated cost of £1.4m.
- 14.7 Options a) and b) above both allow the retention of the Grounds Maintenance composting centre which is key to the Council's grounds maintenance operation. Option c) would require it to be relocated although to date no alternative location has been identified.

- 14.8 Subject to the option selected, it is estimated that a pavilion could be designed, built and open within 18 months of a final approval of a “business case”.

15 Conclusion

This report recommends that, subject to funding being approved, that tenders be sought to progress the construction of the North Walls Pavilion. The report also gives an overview of the options for pavilions at both King George V Playing Fields. Members are asked to consider these options and decide on a way forward which will be presented to Cabinet for consideration and approval.

Further consideration must be given to the technical challenges and cost implications related to the options for toilet and/or refreshment provision at North Walls. This will be undertaken by officers and a further report brought to the Town Forum.

16 OTHER OPTIONS CONSIDERED AND REJECTED

- 16.1 Alternative options for the provision of more limited facilities at North Walls have been considered. However, such a facility would still cost in excess of £500,000 and would not benefit from the additional funding secured by the Pavilion Project.
- 16.2 The Council could decide to not replace the existing pavilions. However, the pavilions are at the end of their life and are not fit for purpose. The pavilions would have to be demolished and facilities would not be provided for sports clubs using the recreation grounds resulting in reduced participation in sport.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF187; WINCHESTER TOWN OPEN SPACE FUND; 21 March 2013

WTF 198; NORTH WALLS SKATE PARK AND PAVILIONS; 22 January 2014

WTF231; PROPOSED REPLACEMENT PAVILION AT NORTH WALLS; 21 September 2016

WTF255; PAVILION PROJECT UPDATE; 20 September 2017

CAB3050; SPORT AND LEISURE CENTRE RELATED PLAYING PITCH AND BOXING CLUB IMPLICATIONS; 6 June 2018

Briefing note – update to the Town Forum, March 2018 by Mike Caldwell included in committee papers for meeting on 28th March 2018.

Other Background Documents:-

Playing Pitch Strategy

APPENDICES:

Appendix 1 – Design for North Walls Pavilion Project

Appendix 2 - Community consultation at KGV, Feedback in relation to the pavilion

Appendix 3 – Community consultation at North Walls, Feedback in relation to the pavilion

Appendix 4 –Options for replacement of the KGV Pavilion

North Walls Pavilion Project Design



Community consultation at KGV held on 17th July 2018

Feedback in relation to the pavilion - 53 respondents

Suggestions for the pavilion

Community use	11
Sports use	7
Design	8
General	2

Community use

- Let's hope the local community get a useable facility like Stanmore have with the Carroll Centre
- A community room for Highcliffe residents
- The new pavilion should be usable by local groups like scout / guide groups
- Community hall for locals
- Public toilets available all day very important
- Will you be giving public access to the toilet facilities as current KGV / park users come into the stadium pavilion to use toilets / fill water bottles etc?
- Local community use – meetings. HCFA – bringing community together, old and young (activities)
- A place where young people can go to play table football, pool etc. Could be staffed by volunteers from the community
- Community facility that can be hired for family events such as children's parties
- Community facility – for use by community as well as sports groups – shared use
- Community use of pavilion for meetings, elderly people tea and coffee events, computer/homework club, youth club. Use of church can be a turn off for non-religious people. Secondary schools are a long way from Highcliffe and so local children miss out on events at school in the evening and need something local. Connection with Neighbourhood wardens

Sports Use

- Multi-use pavilion, provide storage
- Ensure use of storage, kitchen, toilets and showers for Park run. The pavilion sounds great! (from junior park run)
- Let responsible club officials have keys for facilities
- Boxing club excellent opportunity for young people, long may they prosper
- Limited car parking for organisers
- Supportive of boxing club using pavilion but needs some parking

- One good quality pavilion will be much better than 2 rather outdated ones. An excellent opportunity to provide enhanced facilities will be a good home for the boxing club.

Pavilion Design

- Proposed pavilion to be flat roofed and low – green roof?
- Have you thought about putting in CCTV to reduce the chance of vandalism? The stadium has CCTV and it has been really valuable
- Traditional looking pavilion
- CCTV on the pavilion may deter / catch vandals
- Attractive building incorporating nest boxes for house martins and swifts
- New single pavilion is a good idea; hopefully the roof will be difficult to climb on
- Traditional style pavilion please
- Green roof if 2 storey, not industrial

General Comments

- Mop sheltered areas when it's raining
- Timetable and when used – stops dog walking

Community consultation at North Walls held on 22nd and 23rd March 2019

Feedback in relation to the pavilion – 846 respondents (includes feedback from questionnaires received after the event)

What do you dislike about the open space?

Litter (including in river)	58
No toilets	41
Dog poo	37
Poor lighting	28
Mud / poor maintenance of grass	24
Drugs / drinking	23
No café	6
Irresponsible dog owners	18
Poor paths	11
Poor cricket pavilion or nets	19
thought of losing it / commercialising it	9
Too much space taken up by sports	7
Not enough seats	6
Rough sleepers / campers	6
Flooding / poor drainage	6
lack of facilities	6
Fit camps using it for free / noisy	6

Ideas for improvements to the sports facilities

Path around perimeter of park	80
Outdoor gym	27
Upgrade pavilion	48
Fitness trail	14
Improve cycle track	12
Better pitch marking / maintenance	18
Have some covered tennis courts	10
Outdoor / grass football facilities	10
More Astro pitches	5
Canopied outdoor floor	5

General Comments

- Cricket pavilion to be used by other sporting groups/people – 3 responses
- Collaborate with Cricket Pavilion project
- Pavilion Project should be funded as part of leisure centre project

KGV Pavilion Options

	Option 1 – Replace like for like	Option 2 – One pavilion including the boxing club	Option 3 – One pavilion excluding the boxing club
Planning Permission		Pre-application advice has been taken and design agreed in principle	Not yet requested
The design	Two separate buildings in same location as existing but increased in size to meet FA space requirements.	Meets all requirements including housing the boxing club	Meets all requirements utilising a slightly smaller footprint
Project Costs	Estimated at £1.5m	£1.4m	£1.2m
Funding Options	Open Space Fund Town Sports Allocation £227.5k Town Forum Reserves Possible contribution from Football Foundation though this not yet explored	Open Space Fund Town Sports Allocation £227.5k Town Forum Reserves Football Foundation have expressed interest in funding approx. £500k	Open Space Fund Town Sports Allocation £227.5k Town Forum Reserves Football Foundation have expressed interest in funding approx. £500k
Implications on green waste	Could remain at KGV	Not accessible so would need to be relocated and no sites yet identified.	Not accessible so would need to be relocated and no sites yet identified.
Other considerations	Community consultation has informed residents that boxing club will be housed here.		Community consultation has informed residents that boxing club will be housed here.

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REPORT TITLE: PLAY AREA IMPROVEMENT - 5 YEAR PROGRAMME UPDATE

23 JANUARY 2020

REPORT OF CABINET MEMBER: Cllr Lynda Murphy, Cabinet Member for Environment

Contact Officer: Susan Lord Tel No: 01962 848533 Email slord@winchester.gov.uk

WARD(S): ALL WARDS

PURPOSE

This report proposes a five year plan for the refurbishment of play areas in the Winchester Town area and asks the Town Forum to approve the budget for the next 5 years.

RECOMMENDATIONS:

1. That Members approve the refurbishment programme to play areas as detailed in Appendix 1.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 The emerging Council Plan (recommended by Cabinet in December 2019 for adoption by Full Council) includes the priority of "Living Well" which seeks to encourage greater participation in physical activities. It aims to achieve this by supporting communities to extend the range of sports facilities across the district and enhancing open spaces and parks that support good mental and physical health for residents of all ages.

2 FINANCIAL IMPLICATIONS

- 2.1 The play area refurbishment programme shown in Appendix 1 identifies the priorities for expenditure over the next five years.
- 2.2 The total town expenditure of £710k is within existing budgets. The total programme of £830k is split with £710k coming from the town account and £120k from the district. The total expenditure forecast for the previous 5 year plan presented last year was £760k, all funded from the town account.
- 2.3 Winchester Town Account play area refurbishment, proposed at £710k in 2.2 above, is funded within the baseline town revenue budget through town precepts. The effects of uneven expenditure between financial years are harmonised through the town earmarked reserve.
- 2.4 The early profiling of the plan in years one and two places pressure on the availability of funding within the town account and is therefore dependent on the availability of resources identified within the budget setting process. If resources are not identified then one of the proposals within year two may need to be delayed.
- 2.5 Abbey Gardens is considered to be a district wide open space and play area and is therefore funded by the Winchester City Council revenue account rather than the town account.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Proposals to introduce a play area refurbishment programme should be introduced following consultation of the relevant group of the public who use the facilities. All new play equipment will be procured in line with the Council's Contract Procedure Rules and Public Contract Regulations 2015(PCR2015), where applicable.
- 3.2 Under section 1 of the Localism Act 2011, the Council has the power to undertake any activity a normal person could undertake, for the benefit of the authority, its area or persons resident or present in its area. The Council is satisfied it has the enabling power(s) to procure and award a contract for services following the robust procurement exercise and subsequent contract.

- 3.3 The Council has an obligation as a best value authority under section 3 of the Local Government Act 1999 to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness.” By following due process through the compliant procurement process, upon entering into the relevant contractual arrangements, the Council will have observed its other statutory duties, including in regard to the duty to obtain best consideration.

4 WORKFORCE IMPLICATIONS

- 4.1 Delivery of the programme will be managed by existing staff within the Landscape and Open Spaces Team.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 There are no new sites recommended as part of this 5 year plan. All sites are already in existence and this report is recommending appropriate action to effectively manage these assets.

6 CONSULTATION AND COMMUNICATION

- 6.1 Each refurbishment will be subject to a consultation exercise prior to refurbishment works being undertaken.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 In recognition of the Climate Emergency and to support the Council Plan priority to create a greener district, as part of the procurement process, the quality evaluation will include consideration of both the contractors activities and the scheme and will allocate a percentage to sustainability and environmental. This may include use of materials, operating procedures and installation methods.

- 7.2 .

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 When new play areas are designed the needs of all user groups are considered and designed to be accessible for a wide range of users enabling children of different abilities to be able to play together.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property</i>	Failure to refurbish play areas in line with the proposed programme may result in a loss of play provision as equipment and areas have to be decommissioned and removed.	
<i>Community Support</i>		Consultation is undertaken with the local community who are actively involved in the choice of new equipment.
<i>Timescales</i>	Regular refurbishment mitigates the risks associated with equipment becoming worn and potentially dangerous once outside the period of use for which it was designed.	
<i>Project capacity</i>	Project will be delivered within existing resources.	
<i>Financial / VfM</i>	Refurbishment reduces costs to the Council of maintenance associated with older, worn equipment.	
<i>Legal</i>	Council Contract Procedure Rules and PCR2015 where applicable will be followed.	Encourage competition in an open, fair and transparent way
<i>Innovation</i>	Different suppliers are used to ensure variety of equipment across the town.	Explore new suppliers and choice of equipment.
<i>Reputation</i>	The 5 year plan ensures a high standard of play provision and ensures play areas do not have broken, missing or dilapidated equipment. The high standards reduce the risk of injury and litigation.	

11 SUPPORTING INFORMATION:

11.1 Introduction

11.2 The City Council is responsible for the management of 24 children's play areas all located in the Winchester Town area with the exception of one in Newlands Parish.

11.3 The Council has a five year plan for the refurbishment of its play areas. The previous plan from 2015-2020 has been completed. This work has been funded through the Open Space Fund and funding allocated by Town Forum. The completion of this plan and the Council's investment has resulted in high quality play provision which better meets the needs of the local community.

11.4 It should be noted that this report relates only to play area refurbishment and does not include annual maintenance costs which are included in the town and district revenue budgets.

11.5 This report seeks approval for the programme for the next five years which will ensure the continuation of high standards of play provision in Winchester. A budget has already been identified to cover this cost of the refurbishment and this report authorises the Natural Environment and Recreation Manager to incur expenditure in line with this budget allocation.

12 Play area principles

12.1 A set of principles were agreed by Town Forum on 2^{1st} September 2016 (report WTF237 refers and attached at Appendix 3) and the proposed 5 year plan for 2020-2025 has been written in line with these principles.

13 The Programme

13.1 All works detailed in the current five year plan (which finishes in 2019 / 2020) have been completed with the exception of the decommissioning of the play area at Marnhull Rise. The design for this open space is in progress and local residents will be consulted on the proposals in February. It is anticipated that work will begin in spring 2020.

13.2 Members are asked to approve the programme which will be reviewed annually and updated as part of the business planning process.

13.3 Year 1 of the plan includes the replacement of the play equipment in Abbey Gardens which although in the town area is funded by district. Funding has already been approved for this play area and it is included in the capital receipts reserve.

13.4 Thurmond Crescent play area has already had a large multiplay unit removed as it was no longer possible to maintain this in a safe condition and it is for

this reason that this partial refurbishment is included in year 1 of the proposed plan.

- 13.5 Year 2 of the programme includes the replacement of the play area and skate park at King George V Playing Fields with a budget of £200k. This will be split with £80k for the replacement of the skate park which is the only facility in Winchester which has not yet been replaced with a spray concrete park and £120k for the new play equipment. This budget is in line with Winnall Manor Road which was replaced in 2018.
- 13.6 Imber Road is in year 3 of the programme for a partial replacement. Some work was undertaken on this site in 2004 but the trim trail has been on site since 1990 and it requires replacement to bring it up to current standards.
- 13.7 Year 4 and 5 of the programme feature standard replacements for play areas at the end of their life.

14 OTHER OPTIONS CONSIDERED AND REJECTED

- 14.1 Members have previously considered options for management of play areas including balancing risk against the need for refurbishment but the set of principles agreed in September 2016 approved an ongoing programme of refurbishment.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF237, Update of play area refurbishment plan 2015-2020, 21st September 2016

Other Background Documents:-

None

APPENDICES:

Appendix 1 – Five year programme of play area refurbishment 2020-2025

Appendix 2 – Summary of all Council owned sites

Appendix 3 – Play Area Principles

Appendix OneFive Year Programme of Play Area Refurbishment 2020 - 2025

No	Play Area Name	Original Installation Date	Refurbishment Date	Additional work identified	Cost of works	Funding source	Programme Year
1	Abbey Gardens	1993	2002(Partial)	Complete refurbishment	£120,000	Capital receipts reserve	1
2	Thurmond Crescent	2004		Replacement of toddler equipment	£40,000		1
				Total	£160,000		
3	KGV play area and skate park	2004		Replace play area and skate park	£200,000		2
4	North Walls Recreation Ground	1999	2006 (partial)	Complete refurbishment	£150,000	Funding allocated by Town Forum	2
				Total	£350,000		
5	Imber Road	1998	2005 (partial) 2012 (slide replaced)	Partial refurbishment	£40,000		3
				Total	£40,000		
6	Chaundler Road	1990/94	2004	Complete refurbishment	£80,000		4
				Total	£80,000		

7	Walpole Road	2000	2009	Complete refurbishment	£80,000		5
8	Dean Park	2001	2009 (partial)	Complete refurbishment	£120,000		
				Total	£200,000		
				Programme Total	£830,000		

Appendix Two**Summary of all Council owned sites**

Play Area Name	Original Installation Date	Refurbishment Date	Additional work identified	Budget cost of works	Programme Year	Financial Year
Abbey Gardens	1993	2002(Partial)	Complete refurbishment	£120,000	1	2020/21
Abbotts Walk	2017		No work required			
Arlington Place	1997	2008	No work required			
Chaundler Road	1990/94	2004	Complete refurbishment	£80,000	4	2023/24
Friary Gardens	2000	2007	No work required			
Dean Park	2001	2009 (partial)	Complete refurbishment	£120,000	5	2024/25
Fairdown Close	1999	2004	No work required			
Gordon Avenue	2003	2019	No work required			

Imber Road	1998	2005 (partial) 2012 (slide replaced)	Partial refurbishment	£40,000	3	2022/23
KGV	2004		Replace play area and skate park	£200,000	2	2021/22
Monarch Way		2013	No work required			
North Walls	1999	2006 (partial)	Complete refurbishment	£150,000	2	2021/22
Nursery Gardens		2013	No work required			
Orams Arbour	1993	2013/14	No work required			
Somers Close	2000	2009	No work required			
St Matthew Field	2016		No work required			
St Martins Close	2005	2005	No work required			
Stanmore Recreation Ground	2004 / 2011	2011	No work required			
Taplings Road	2002	2019	No work required			

[WTF280]

Teg Down Meads	2001	2009/10 (partial refurbishment) 2019 – multiplay	No work required			
Thurmond Crescent	1994	2004	Replacement of toddler equipment	£40,000	1	2020/21
Walpole Road	2000	2009 (partial refurbishment)	Complete refurbishment	£80,000	5	2024/25
Winnall Manor Road	2018		No work required			

Appendix 3**PRINCIPLES OF PLAY AREAS**

To help with the future direction and maintenance of the council's play areas the following principles have been identified by WCC Members.

1. Play areas are important and provide multi benefits for residents and visitors to Winchester. Consequently WCC to continue to provide and maintain play areas for the benefit of residents and visitors.
2. The provision of play within the city needs to be strategic i.e. not simply responding to development opportunities but proactive in it's approach taking account of:
 - a. Need and benefit and aims for individual sites
 - b. Location and setting
 - c. Provision across all age ranges (i.e. preschool through to older adults)
 - d. Equipment availability
 - e. Funding availability

When a play area comes up for renovation/renewal consideration to be given to whether it is still needed, relevant and/or appropriate. Sites may be decommissioned as play areas if necessary. In these situations a new purpose to be clearly identified and communicated to interested parties.

Where a play area is failing to deliver a good play experience, assuming funding allows, the area should be modified/renovated even if it is not at the end of its life span.

Play areas do not need to be a minimum size but each site to be bespoke to the area and encourage links to other key areas (including supporting pedestrian/cycle paths), take account of the wider landscape and setting, provide interesting and varied equipment and be promoted.

3. A range of play types to be provided across the city including:
 - a. Destination sites (key play areas which receive greatest investment and provide benefits for a wide geographical area i.e. North Walls, Dean Park and Abbey Gardens)
 - b. Local play areas catering for local use which are within walking distance for communities.
 - c. Other sites which provide a different experience i.e. natural play areas or specific use sites such as the skate park.

Equipment should challenge children, be inventive and encourage imagination. Conflict between users to be minimised through design.

When designing play areas potential users to be engaged with the design process.

4. Play areas need to meet not only the play need but also deliver a range of benefits including biodiversity, flood prevention, pollution mitigation, urban cooling, and amenity value.
5. All play areas to be maintained to a high standard i.e.
 - a. All play areas to be inspected either daily or weekly (in line with the xxx Inspection Plan) and an annual inspection undertaken by an external, qualified inspector.
 - b. All urgent or dangerous repairs to receive an initial response within 24 working hours of the problem being reported.
 - c. All major repairs to be undertaken within xx weeks
 - d. All minor repairs to be undertaken with xx weeks,
6. Play areas and open spaces to be valued by those who use them. To achieve this:
 - a. An audit of all open spaces to be undertaken and updated regularly.
 - b. All areas to have a clear individual and collective identify.
 - c. Play areas to be promoted and awareness increased.
 - d. All play areas to be monitored regularly to assess usage.
7. Funding to be secured from a variety of sources and opportunities to secure funding to be continuously sought.

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REPORT TITLE: GOVERNANCE OPTIONS

23 JANUARY 2020

Contact Officer: Lisa Kirkman Tel No: 01962 848501 Email
lkirkman@winchester.gov.uk

WARD(S): ALL TOWN WARDS

PURPOSE:

As the City area is unparished (unlike the rest of the district), and no formal area committee arrangements exist, the Forum holds a unique position in the Council's democratic structure. The City Council and a working group of Winchester Town Forum Members (the Working Group) are currently undertaking a Member and Officer review of the role and remit of Winchester Town Forum and this paper outlines the governance options for further consideration.

RECOMMENDATION:

That the Town Forum considers the high level options outlined in this report and recommend any next steps and further work for the City Council and the Working Group to undertake with support from Officers.

IMPLICATIONS:1. COUNCIL PLAN

- 1.1 The Council Plan 2020-2025 was approved at the Cabinet meeting in December 2019 and is due to be presented to Full Council for adoption on 15 January 2020, which is after these papers will have been published. The Plan recognises that Winchester District faces many challenges and sets out the core principles which underpin the Council's work to respond to these challenges.

2. FINANCIAL IMPLICATIONS

- 2.1 There are detailed financial implications around the options presented in this paper. High level financial comment is made, at this stage, in respect of those options.
- 2.2 There could be significant financial work needed depending on the options considered viable for further consideration by the Town Forum.
- 2.3 Comparison with other similar sized Town Councils has shown that additional costs in respect of staff are £150,000 for a standalone Council. This would need to be investigated further and would also depend on the scale of the assets and liabilities that could transfer across to any Town or Parish Council(s).
- 2.4 It is worth noting that the town is currently supported significantly by internal services so there are operational implications for the City Council and any new entity. These are outlined below and quantified where possible;
- Special Maintenance provides works of c£100,000 p.a.
 - Tree works are managed by NER (Natural Environment & Recreation team) potential impact on WCC and the any new entity
 - Sports Pitches are managed by NER
 - Cemeteries are managed internally
 - Community grants are managed by Engagement
 - Estates manage properties such as the pavilions, cemetery lodge, council owned bridges and public conveniences
 - Democratic Services support
 - Strategic Director Town Forum lead and liaison officer
 - Legal and financial support where needed

3. LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Town Forum currently has the following terms of reference set out in the Council's Constitution, Part 3 – Responsibilities for Functions, Part 3.3 The Regulatory Committees and other Non-Executive Decision Making Committees. (Currently page 93 of the online version). These were first implemented in April 2007:

Winchester Town Forum

- (a) To act as a consultative and advisory body regarding issues affecting the five Winchester Town District Wards which, on occasions, may also include 'cross-boundary' matters involving adjoining areas (e.g. Badger Farm and Olivers Battery) and the Littleton Parish Ward area of the parish of Littleton and Harestock.
- (b) To forward any recommendations for action principally to Cabinet, but also to one of the regulatory Committees and/or Council when appropriate. However, no discussions shall take place about specific applications which fall within the remit of any of the Council's regulatory committees.
- (c) To promote community engagement within the Town Wards, by undertaking consultation exercises or encouraging the formation of community groups.
- (d) To consider the draft capital and revenue budget for the S35 Town Account each year and to make recommendations to Cabinet and Council.
- (e) Within the Council's policy framework and the framework of the S35 Town Account Revenue Budget:
 - (ii) to incur expenditure;
 - (iii) to set fees and charges;
 - (iv) to make decisions in connection with the operation or management of property or facilities;
 - (v) to make arrangements for special events;
 - (vi) to scrutinise budget and other performance monitoring reports;
 - (vii) to authorise incurring expenditure up to a limit of £250,000 on Town Account capital schemes within the approved capital programme under Financial Procedure Rule 7.4.
 - (viii) to authorise virement of a sum of £250,000 or less in total in any one year between budget heads subject to:
 - (a) The virement being in respect of a budget within the S35 Town Account and that the base budget is not increased; and
 - (b) Where in the opinion of the s151 Officer the provisions of the Council's Financial Procedure Rules (Rules 7.4 (b) to (d) and 7.5) on virement are met.
 - (ix) To consider the programme of schemes within the Town Wards to be funded from the Open Spaces Fund each year, including any other

funds specifically allocated to the programme of schemes within the Town Wards, particularly the Community Infrastructure Levy (CIL), and to make recommendations to Cabinet and the portfolio holder.

PROVIDED THAT these provisions shall not apply to that part of St Barnabas Ward that is within the Parish of Littleton and Harestock (Harestock Parish Ward).

- 3.2 Cabinet considered the Town Forum's request for additional powers, in April 2007; it felt that the Forum should be involved in a similar manner to parish councils when Cabinet was considering key stages of major emerging policies. It was therefore agreed that a second recommendation to Council be added as follows which was adopted by Council on 18 April 2007:

“That the Chairman of the Forum and Corporate Management Team (CMT) also be asked to bring emerging policy matters which particularly affect the Town to the Town Forum, as would be the case with any Parish Council, and could involve the use of suitable public consultation methods.”

- 3.3 There could be significant legal work needed depending on the options considered viable for further consideration by the Town Forum.

4. WORKFORCE IMPLICATIONS

- 4.1 Workplace implications are dependant upon the options considered viable for further consideration by the Town Forum. This will be considered on an ongoing basis.

5. PROPERTY AND ASSET IMPLICATIONS

- 5.1 The General Fund owns land and assets which are run and managed within the town account, such as cemeteries, sports pitches, pavilions, play areas and open spaces.
- 5.2 Property and Asset implications could be complex and dependant upon the options considered viable by the Town Forum.

6. CONSULTATION AND COMMUNICATION

- 6.1 No consultation has yet taken place. Officers have worked with the Town Forum Group on this topic and this paper is now presented to the Town Forum for early thoughts and considerations of the options with direction given for next steps and further work to be undertaken. There are extensive and prescribed consultation requirements within a Community Governance Review which would have to be adhered to. In any event consultation and communication is viewed as a critical element to moving forward with any of the options presented with this paper.

7. ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Council considers the carbon impact of all decisions following the declaration of a climate change emergency.

8. EQUALITY IMPACT ASSESSEMENT

- 8.1 The Council is required when exercising its functions to comply with the duty set out in section 149 of the Equality Act 2010, namely to have due regard to the need to eliminate unlawful discrimination, advance equality of opportunity between those who share a protected characteristic and those who do not, and foster good relations between those who share a protected characteristic and those who do not.

- 8.2 Equality Impact considerations will be dependant upon the options determined as viable by the Town Forum. Additional advice maybe required once the option is determined and will be reviewed.

9. DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None at this stage.

10. SUPPORTING INFORMATION:

- 10.1 A working group that considered and reviewed the council's constitution suggested that the Forum may wish to consult with partners and local stakeholders over the future of the Forum and town centre decision making. The report to full council in March 2019 noted that "in reviewing the decision-making structure, the purpose and responsibilities of the Winchester Town Forum were revisited, and whether it was an appropriate time to conduct a community governance review of the area covered by the Forum to see if a parish council or councils would be a more appropriate form of governance for this area. An initial dialogue has commenced with the Town Forum Members on this matter which will be progressed, as appropriate, beyond this review of the Constitution".
- 10.2 An initial discussion with that working group, City Council officers, Town Forum Members and representatives from Hampshire Association of Local Councils was held to explore the implications and thoughts around Parishing and whether this was a potential option to explore in more detail

- 10.3 Since a change in the membership of the Town Forum following the district election in May 2019 a different working group of the Town Forum is now established to drive this work forwards and this report outlines its early work on the options considered including those previously mentioned. The Working Group discussed a number of options as being;
- a. Do Nothing;
 - b. Reformed Town Forum with revised terms of reference and remit;
 - c. The forming of several Parish Councils across the area; and
 - d. The forming of a Town Council covering the whole area.
- 10.4 *Option A: Do Nothing:* is to continue the status quo with advantages that the forum is known and there are no time pressures for changes. The disadvantages were seen to be a continuing democratic deficit particularly in the area of planning and lack of wider representation on issues that are relevant to the Town Forum area. Whilst there is no formal participatory role in development management in place for the Forum;, the existing council delegations do enable ward councillors the ability to call planning applications to planning committee on planning grounds for determination with the ability to voice individual reasons /concerns.
- 10.5 *Option B: Reformed Town Forum with revised terms of reference:* Extending aspects of the Forum's current terms of reference to address actual or perceived omissions, already expressly stated and acknowledged in the area of planning, and could be written to enhance specific area responsibilities. Revised terms of reference may include a Town Forum sub-group with the specific remit to review and comment on planning applications within its area with the ability to require proposals to be referred to planning committee in the same way parish councils currently can do in the rest of the district. This sub-group would need to meet frequently. The sub-group could provide a view from a whole town perspective. The group will need to meet frequently and comments based on planning merit. Consideration of handling and avoiding conflicts of interest will need to be made.
- 10.6 Advantages are;
- The Town Forum continues to assist with issues considered to fall into a democratic deficit which may be widened/ narrowed dependant upon Members views;
 - Avoids set-up and running costs;
 - Operating Budget is known quantity with no impact on the precept with the caveat that a widening of its terms of reference may mean the precept is reviewed and small increase considered;
 - Is very quick to review and to confirm a revised set of terms of reference. Communications are able to start immediately; and

- Explicitly addresses the issues around planning from a collective town perspective.

10.7 Disadvantages are;

- Time needed to revise the constitution, although as there is currently a review being undertaken and any new terms of reference may be included;
- Perception that the Town Forum lacks any control over assets and liabilities;
- Is there sufficient distinction from the City Council?; and
- Will revised terms of reference address a concern over lack of wider representation?
- Conflict of interest in an application falls in a ward and one of the sub-group members takes a different perspective from that of the other town forum members, for example, the application may have overall benefits to the town and disadvantages to the local community.
- Clear terms of reference required and cost to support the planning sub-group.

10.8 *Option C: Parish Council (multiple – covering the area of the Town Forum) and Option D: One Town Council (covering the area of the Town Forum).* These two options would both require the City Council to conduct a Community Governance Review (CGR) and would introduce a further layer of Local Council.

10.9 'Local council' is the universal term for community, neighbourhood, parish and town councils. They are the first tier of local government and are statutory bodies. They serve electorates and are independently elected and raise their own precept. There are 10,000 local councils in England with over 30% of the country parished and 80,000 councillors who serve in these local councils.

10.10 A range of case studies of campaigns to create local councils can be found on the National Association of Local Council's website: <http://www.nalc.gov.uk/our-work/create-a-council>. A wide range of groups within very different areas have sought local councils for a variety of reasons. Similarly, the campaigns and calls have also come in different forms.

10.11 A case study that will be of interest to Winchester will be that of neighbouring Chandler's Ford. The Parish Council there came into being on 1 April 2010. There have been many learning experiences that could help Winchester in its considerations as to whether to conduct a CGR and any decisions that come from that should one be held. For example, much has been learned in respect of developing appropriate protocols, establishing clear and distinct roles between officers and councillors, working through the cost/efficiency benefits of being parished, and moving away from the conflicts of principal

council politics interfering with parish level decisions. Chandler's Ford Parish Council has confirmed it would be happy to share its experiences.

- 10.12 The Local Government & Public Involvement in Health Act 2007 significantly changed the way that CGRs are undertaken. It streamlined the process and delegated powers to principal authorities (districts and unitaries). Winchester City Council would be the principal authority for any CGR into the Town Forum area.
- 10.13 The City Council therefore has responsibility for undertaking such reviews, for deciding on the outcome and for its implementation. Central government no longer has a direct role in the process whilst noting that where the Boundary Commission has undertaken a review within the preceding 5 years their permission must be sought to make an order. Most of the current delegations for a CGR are with the Licensing and Regulation Committee of the City Council with any order, if that stage is reached, having to be made at Full Council.
- 10.14 One important change brought in by the 2007 Act was that local communities can cause a principal authority to undertake a CGR, if they can organise a petition demonstrating sufficient support among the electorate for certain changes. Sufficient support is 50% signing in an area with fewer than 500 electors or 250 signing in an area with between 500 and 2,500 electors or 10% signing in an area with more than 2,500 electors. However, principal authorities are still able to refuse a review if one was held within the last 2 years or they are currently running a full review of their area.
- 10.15 The Act requires principal authorities to take account of certain criteria when conducting a review, namely:
- The identities and interests of the community in an area; and
 - The effective and convenient governance of the area.

They are also advised to consider factors such as:

- What impact proposed community governance arrangements might have on community cohesion; and
- Whether the size (area), population and boundaries proposed for local governance make sense on the ground and contribute to the above criteria.

The guidance refers to people's sense of place and their historic attachment to areas.

Overall, local council arrangements should lead to: improved local democracy; greater community engagement; and better local service delivery.

Therefore, having not been petitioned to date, the City Council generally, and the Town Forum specifically, needs to ask if these can potentially be achieved by creating a local council or councils and what 'added value' a local council could bring. This does vary from area to area – many nearby town areas such as Fareham and Basingstoke could be suggested as examples of operating successfully without a further tier of local government in place and indeed look not only to the district and county councils to stimulate community cohesion but to the voluntary sector, wider community groups and business sector to take respective responsibilities and move areas forward.

10.16 Option C: Parish Council (multiple): the Working Group discussed the following advantages of multiple Parish Councils as a replacement for the current Town Forum:

- Could assist with the democratic deficit issues if effective;
- Multiple Parish Councils would be local to their specific parts of Winchester;
- Greater control over the local parish precept;
- Control over assets and liabilities;
- One clerk balancing the priorities of Parish (note: or would 1 clerk be able to work for and cover the priorities of all the City Parishes?).
- Planning development involvement would be the same for each Parish Council as is the case for all Parish Councils.

10.17 Disadvantages of Option C as discussed are;

- Additional precept cost anticipated at additional 10-15% at least which would need to include set-up costs of a new organisation;
- Lack of economies of scale may require further support;
- A CGR is time consuming and a slower option. Governance reviews require at least two public consultations per parish and all those affected with legal, governance and accounting support. The earliest start date would be May 2021 and the review process may result in no additional layer of a Government in a Parish Council being supported;
- A CGR could result in a new Parish being publicly supported in some but not all areas.
- Locality would not speak for "Winchester";
- Assets and liabilities are hard to define down to individual parish areas (other than open space). This could result in more being devolved back to the City Council. There are cost and resource implications in this regard that would need to be considered carefully and may not be acceptable or affordable to the City Council.

- Linked to the economies of scale point above the liabilities could be costly with multiple parishes as there is less scope to consolidate the liabilities and off-set these against a wider pool of assets.
- All elected members currently have the ability to engage in the town planning process and call-in a matter to the council planning committee, and placing their reasons before the committee members, therefore are there any real advantages?.

10.18 Option D: Town Council: the Working Group discussed establishing a Town Council (which could also be called a Community Council) for the entire area as a replacement for the current Town Forum. Actually defining what that area would be would need considerable work and public consultation and engagement. The advantages were viewed as:

- May assist to fill the democratic deficit;
- Locality means it would speak for Winchester;
- Greater decision making over the Parish precept;
- Control of assets though it is considered that there is a highly complex division of assets and liabilities.
- Planning development involvement would be similar to that of a Parish Council whereby a sub-group may be established so that comments on planning applications and may trigger a call-in to council planning committee.

10.19 Disadvantages of Option D as discussed are;

- Additional cost anticipated at additional 10-15% at least;
- Set-up costs of a new organisation which represents in effect a new community will need to be calculated, although not as complex as multiple parish councils;
- Lack of economies of scale;
- A CGR is time consuming and a slower option. Governance reviews require at least two public consultations per parish and all those affected with legal, governance and accounting support. The earliest start date would be May 2021 and the review process may result in no additional layer of a Government being supported;
- The earliest start date would be May 2021; and
- Assets in the City Centre do come with liabilities that require constant expensive maintenance. These liabilities are considered costly.
- All elected members currently have the ability to engage in the town planning process and call-in a matter to the council planning committee, and placing their reasons before the committee members, therefore are there any real advantages?.

10.20 In both options C and D a new body managing a portfolio of assets and liabilities may need to access services the City Council currently provides, such as biodiversity, countryside, land and tree management, encroachments/ dispute resolution, deed interpretation, recording property ownership, possession proceedings etc. The City Council could offer to act as service provider where the local council does not possess the resources to undertake the work itself, with costs charged back to the new council or councils.

10.21 CONCLUSION

The Working Party invites the Town Forum to consider these options.

11. OTHER OPTIONS CONSIDERED AND REJECTED

In addition to the options considered above including “Do Nothing” which has been discounted as Members seem to be looking at change with wider democratic input.

BACKGROUND DOCUMENTS:-

Previous Committee Reports: - None

Other Background Documents:-

APPENDICES:

None.

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REPORT TITLE: MAGDALEN HILL CEMETERY LODGE AND GARDEN

23 JANUARY 2020

REPORT OF CABINET MEMBER: Councillor Learney, Cabinet Member for Housing and Asset Management

Contact Officer: Marriam Baxendale Tel No: 01962 848281 Email mbaxendale@winchester.gov.uk

WARD(S): ST BARTHOLOMEW

PURPOSE

This report sets out recommendations for the Cemetery Lodge at Magdalen Hill Cemetery, Alresford Road, Winchester, and as The Cemetery comes under the town account, approval for the project is required from the Town Forum.

Previously, The Cemetery Lodge was the home and office for the Cemetery Manager. However, the previous Manager, retired 18 months ago, as the role no longer requires a live-in Manager; this role has been replaced with a part time post, which uses the office downstairs with the rest of the building not being used at all. To use the Lodge to maximise its income, the proposal is to rent one of the rooms upstairs and some parts of the Lodge downstairs to a Stonemason and to the Butterfly Conservation Group, with the second room upstairs for a Winchester City Council staff office.

RECOMMENDATIONS:

That the Town Forum:

1. Approves a budget of £23,000 to fund renovation and improvement works at the Magdalen Hill Cemetery Lodge for the purposes of enabling its lease to external users.
2. Finances the renovation and improvement works from a virement within the uncommitted "Grants" budget for 2019/20.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 The council plan 2020-2025 includes the priority of "Your Services, Your Choice", with a clear aim towards continuous improvement and cost effectiveness.

2 FINANCIAL IMPLICATIONS

- 2.1 The outline cost for the work for the Lodge is approximately £23,000; this includes 5% for contingency plans, for unforeseen cost.
- 2.2 The projected income from the Lodge is £6,300 per annum split between both prospective tenants. The expected rental figure calculated by Estates- is based on the current costs of rental office space per square foot, and includes a percentage of the cost for rates and all amenities used. Ongoing revenue costs are expected to be minimal, due to the fact the building will still be used as an office for council staff, even if there were no tenants. Payback is therefore, expected within a four to five year period.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Legal Services have confirmed that the Cemetery and Lodge has a covenant stating:

"the said hereditaments shall not be used for any purposes whatsoever other than those of a Public Cemetery or Crematorium or both and that no buildings whatsoever shall be erected thereon other than a Caretaker's Lodge and such Mortuary Chapels Glasshouses tool sheds cart sheds sanitary conveniences and Crematorium buildings as may be necessary for the proper use of the said hereditaments as a Cemetery or Crematorium or both"

In addition, the land immediately to the south of the property now owned by the Butterfly Conservation under the registered title number HP509937. The land immediately to the south of this land is owned by the Church Commissioners for England under the registered title number HP708392. This land with other land around, is let to the Butterfly Conservation for a term of 25 years from the 1st January 2000 under the registered title number HP578614.

Land to the west of the cemetery, is owned, by the Church Commissioners for England, and is registered under registered title number HP780273.

Accordingly, the Butterfly Conservation and Church Commissioners have the benefit of the covenants

This had made the decision to rent out the property a difficult one to the Butterfly Conservation as Legal have stated that we can only rent out the property to a service relating to burials or cremations as per the covenant.

However, the Church of England Commissioner informed us that they have no objection to the use of the room for the Butterfly Conservation Group, but are waiting for their legal department to confirm.

4 WORKFORCE IMPLICATIONS

- 4.1 Both the Cemetery Manager and the Burial Officer will manage and run the rented office.

5 PROPERTY AND ASSET IMPLICATIONS

The works proposed will ensure the Lodge is kept maintained to a reasonable condition and help to prolong the life of the asset.

6 CONSULTATION AND COMMUNICATION

- 6.1 Consultations have taken place with Planning, Historic Environment, Legal, Historic Parks and Gardens, Building Control, Funeral Directors, Stonemasons, Commissioners for the Church of England. The outcome of those meetings was concern for the disabled access to the downstairs rooms and the garden. Therefore, the current porch will be replaced with a wider door and ramp access within the DDA guidelines. Planning Application was submitted to South Downs National Park Planning Department, for change of use to B1 office space, and there were no objections and HCC Highways have stated no objections to the proposal and no added conditions: consultation regarding the planning application ended on the 24th October 2019 and approval has now been given. The main areas for concern were parking, accessibility and management. The property is not a listed building and the Historic Environmental Officers have confirmed this fact. With regards to the parking, there is already ample parking within the grounds of the Cemetery and there is an overflow car park opposite the Cemetery

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The works proposed are limited to minor adaptations with a view to bringing the property back into use. They do not include measures at this stage to significantly improve the energy efficiency or reduce emissions from the property.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Access to the lodge and garden for the elderly and disabled is a key consideration, and have been taken into account.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None

10 RISK MANAGEMENT

- 10.1

Risk	Mitigation	Opportunities
<i>Property</i> The property is at risk of falling to into disrepair, decay and possible vandalism	Completing works as proposed	Income from the Lodge
<i>Timescales</i> Risk of losing potential tenant if works delayed	Works can commence early in the New Year, subject to resources being agreed	
<i>Financial</i> That the building will not be let and costs will not be recovered	A suitable tenant has already been identified and a verbal agreement has been made, pending a decision by the Town Forum	The renovations will open up a new source of income to the council.
<i>Innovation</i> Restriction to use of the asset results in limited uses available.	Limited use of property is available	Will bring in an income stream for the foreseeable future. Provides an indoor area for visitors to the Cemetery, which is not available at present.
<i>Reputation</i> Could damage council and Cemetery reputation if left to fall into disrepair	Due to continued use by the council cemeteries service, the Lodge will still require minimal repairs, even if it not rented out.	The repairs and change of use of the Lodge will be an asset and an enhancement to the Cemetery.

11 SUPPORTING INFORMATION:

- 11.1 Due to the strict covenant and the nature of the covenant use, there are no other viable options to consider for the Lodge. The Lodge itself is visible from the road at the entrance of the Cemetery. If left to fall in disrepair and to become unsightly, this may cause families to reconsider using the Cemetery to intern their loved ones and go elsewhere.

Last year, the council extended the Cemetery to last for another 40 to 50 years, with the addition of other faiths within it. Therefore, it is felt that the Lodge will complement and enhance the Cemetery, as there will be areas to sit in peace and quiet and the opportunity to sit indoors when raining, which currently there is not. .

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 13 Full consideration has been given, to find alternative uses for the Lodge. This is restricted by the covenant and there is no immediate alternative council use identified

13 BACKGROUND DOCUMENTS:-

None

14 Other Background Documents:-

None

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REPORT TITLE: COMMUNITY INFRASTRUCTURE LEVY (CIL) UPDATE

23 JANUARY 2020

REPORT OF CABINET MEMBER: Not Applicable

Contact Officer: Corinne Phillips Tel No. 01962 848906 Email
cphillips@winchester.gov.uk

WARD(S): ALL TOWN WARDS

PURPOSE

To update the Town Forum regarding the current position with the Community Infrastructure Levy (CIL) allocated to the Winchester Town Improvement Fund (neighbourhood portion of CIL for the town), and provide an overview of how the agreed allocation protocol (WTF251 refers) is working including the bids which have been received for funding to date.

RECOMMENDATIONS:

1. That the report is noted and Town Forum considers how the Winchester Town Improvement Fund could be promoted moving forwards to encourage the future submission of funding requests for Community Infrastructure Levy income.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 The Community Infrastructure Levy (CIL) can be used to fund infrastructure investment that will contribute to all core outcomes of the new Council Plan 2020-2025.

2 FINANCIAL IMPLICATIONS

- 2.1 To date the City Council has collected over £10m of CIL receipts from developments across the district. 15% of CIL from qualifying developments in the town area is allocated to the Winchester Town Account for expenditure on infrastructure projects in the Winchester Town. The Winchester Town Account currently has approximately £638,000 of CIL funding which can be used to support infrastructure projects within the City area. A further £200,000 is expected to be received in the next 18 months from ongoing developments. To date £50,000 has been allocated.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The legislation governing the allocation and administration of a Community Infrastructure Levy (CIL) is contained within the Planning Act (2008) and the Community Infrastructure Levy Regulations 2010 (as amended). The associated government National Planning Policy Guidance is also important in guiding this process. There are other areas of law which should be considered when assessing certain developments for CIL liability and determining the appropriate sum due. These include matters relating to social housing, procurement, charitable institutions and state aid.
- 3.2 The new updated CIL Regulations came in to force on 1st September 2019. These regulations will eventually see the replacement of the current Regulation 123 List (R123 List) with an Infrastructure Funding Statement which must be in place by December 2020. However, currently the R123 List specifies projects or types of infrastructure that the City Council intends may be fully or partly funded by CIL. However most projects will fit in to one or other of the broad categories identified on the list with the exception of transport projects.

4 WORKFORCE IMPLICATIONS

Allocation of CIL monies is undertaken within existing staff resources. Two dedicated CIL posts are funded from the income received.

5 PROPERTY AND ASSET IMPLICATIONS

Whilst CIL funding cannot be used to fund general maintenance of existing assets, or to remedy existing problems, it may 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.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Improved infrastructure can have significant positive impacts on the environment, including open space improvements, investment in community facilities and sustainable transport initiatives. Detailed consideration to environmental impacts can be undertaken on a project specific basis as appropriate.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to: (i) the need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010; (ii) the need to advance equality of opportunity between persons who share protected characteristics and those who do not, and; (iii) foster good relations between those who have protected characteristics and those who do not.
- 8.2 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment must be taken into account through the decision making process.
- 8.3 There is not equality impact assessment required in relation to this report although consideration would be given this requirement at a project level.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

10 RISK MANAGEMENT

Risk (Detail in this column specific risks, under each of these headings)	Mitigation	Opportunities
<i>Property N/A</i>		
<i>Community Support – CIL is not allocated to projects that have community support</i>	Protocol requires that requests for funding need to show community benefits and consultation and support to show	To secure investment in city wide infrastructure which may not otherwise occur

	community engagement	
<i>Timescales- None</i>		
<i>Project capacity – No capacity to deliver projects identified for CIL funding</i>	Protocol requires that the requests for CIL funding show how a scheme would be delivered to ensure certainty of delivery of the project	
<i>Financial / VfM – Over reliance on funding arising from development to fund forecast expenditure</i>	Appropriate budget management including monitoring and review. Programme based on CIL funding received.	Approach improved to allocate expenditure from the Town Account
<i>Legal – Failure to comply with regulations for the expenditure of CIL funds</i>	Legal advice provided in relation to applying the allocation protocol	
<i>Innovation – N/A</i>		
<i>Reputation – Failure to use CIL funds could attract criticism as could allocating funds to projects which have no demonstrable community support</i>	Allocation protocol enables funds to be allocated in a transparent way and requests for funding need to show community benefit and support	Demonstrate that accommodating development in the city can have wider benefits
<i>Other</i>		

11 SUPPORTING INFORMATION:

- 11.1 The City Council introduced the Community Infrastructure Levy (CIL) in April 2014, and since that date approximately £10m of CIL has been received district wide. CIL funding can be used to provide the infrastructure required to support the growth planned in the Council's Local Plans. On the 16th December 2016, Cabinet agreed that the Town Forum should administer the neighbourhood portion of the Community Infrastructure Levy collected within the unparished part of Winchester. The Town Forum agreed to the allocation protocol set out in WTF251 on 25th January 2017.
- 11.2 Currently 15% of the CIL received for the Town wards (the neighbourhood portion) are available to the Town Forum to undertake capital improvements in the Town area in particular where these can address the impact of development. Government guidance advises that the neighbourhood portion of CIL should be allocated to projects that will enhance "*the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area*" Infrastructure typically includes recreational facilities, community and cultural facilities, flood defences, transport schemes

(including those that support sustainable transport and public realm enhancements), green infrastructure and open space provision.

- 11.3 The fund is aimed at one-off capital projects which address individual neighbourhood or multi-neighbourhood issues within Winchester Town. Under the agreed allocation protocol which sets out clearly the process for allocating funds to projects priority will be given to proposals which supported the Vision for Winchester Town, local community plans and any other strategies relevant to the Town area. Proposals will have a cost to the Fund of between £1,000 and £50,000.
- 11.4 The protocol allows Members of Winchester Town Forum (Winchester City Councillors representing the Town Wards), Winchester Town community and neighbourhood organisations, residents groups, local non-profit organisations, incorporated groups societies and charities to make proposals for CIL funding. Any group considering submitting a scheme for funding should discuss their idea with ward councillors before submitting a proposal.
- 11.5 The agreed protocol for spending CIL funds allocated to the Town Forum, including guidelines, application form and the assessment mechanism were agreed in WTF251 in January 2017. Schemes submitted for funding from CIL should be assessed against the following considerations:
- The impact and beneficiaries of the proposal and links to the Vision for Winchester Town, local community plans and other policies and strategies in the Town area.
 - Community consultation and support
 - The scale and location of the proposal and links to development in the area
 - The scope for match or joint funding
 - The scope for funding from another source
 - Any ongoing (revenue) costs such as maintenance
 - The need for planning permission or other consents
- 11.6 The total billed neighbourhood CIL (Town) contributions stood at £844k in September 2019 with approximately £638,000 of this having already been received. Of this £638,000, £50,000 has so far been allocated. The allocation of £50,000 was agreed at the Winchester Town Forum meeting in June 2019 for a project to improve the access to Weeke Community Centre (WTF269 refers) This project is ongoing, with discussion currently taking place between the applicant and the City Council's Engineering Manager regarding the ducting of the public utilities for the building.

- 11.7 Approximately £588,000 remains available for allocation to other projects. The current round of bids for CIL funding, are summarised in Appendix A. They are related to:
- Abbots Barton and Hyde (6th Winchester) Scout Group – Bid for £50,000. This is for the provision of a Scout facility which would also serve as a wider community facility (£200,000 of District Wide CIL has already been allocated to the project).
 - Highcliffe Community Forum for Action – Bid for £36,412. This is for an environmental enhancement and traffic calming measures to create a more pedestrian friendly environment along Milland Road.
- 11.8 These schemes were due to be considered, and recommendations made as to whether or not to fund these projects, by the Town Forum Accounts (Informal Group) in December 2019 in line with the agreed allocation protocol as part of the budget setting process. However, due to the General Election, any decision making was postponed. The Town Forum Informal Accounts meeting did not take place until 13th January, when both of the bids summarised in Appendix A were considered. The Town Forum Informal Accounts Group were supportive of the bid for £50,000 for a new scout facility from Abbots Barton and Hyde (6th Winchester) Scout Group. The bid from Highcliffe Community Forum for Action, to fund an environmental improvement of Milland Road was supported in principle; however it was unclear as to what the scheme would actually deliver, so more information will be requested before a final decision can be made regarding allocation of the funding requested. WTF279 included elsewhere on this agenda will make formal recommendations regarding the details of the funding decision for both of the schemes.
- 11.9 . Report WTF265 Annual Update on Play Area Improvements identified an additional requirement of £200,000 in 2020/21 for KGV play area and skate park works. CIL funding could be allocated to this scheme at a later date if considered appropriate by the Town Forum.
- 11.10 There is also a request for CIL funding towards the cost of providing a new pavilion at North Walls Recreation Ground, which would require consideration by Winchester Town Forum. It is estimated that additional funding of £295,000 would be required to fully fund delivery given an overall project budget of £800,000. The Town Forum has already allocated £300,000 (non-CIL) towards the North Walls pavilion project.
- 11.11 Report WTF278 details the proposals for a replacement pavilion at the North Walls recreation ground as well as highlighting the requirement for the replacement of the existing two pavilions at King George V playing fields as well as the provision of toilets at North Walls recreation ground, once the existing leisure centre closes. WTF278 does not however consider the detailed requirements or business case for a replacement of the pavilion at KGV playing fields, but just identifies initial options.

11.12 Since the Forum agreed its protocol for allocating CIL funds to schemes in the City (January 2017) only a relatively small number of requests from community groups for support have been received and, to date, only one project has been allocated funding. The neighbourhood portion for the town area now stands at c£638,000 with £50,000 committed. If the Town Forum agrees to fund the other projects identified above (North Walls Pavilion at £295,000 and Abbots Barton Scout facility at £50,000) there would still be some £218,000 available for other schemes.

11.13 The Forum may wish to consider how it can better promote this funding stream including ways to encourage community groups and other organisations to develop future requests for CIL funding. Discussions with Communications will take place to help promote the next round of neighbourhood CIL bids. The promotion of the Town Forum CIL funding stream can be included in the wider promotion of neighbourhood CIL.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 None

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF245 – Community Infrastructure Levy and Town Improvement Fund (November 2016).

WTF251 – Up-date of the Community Infrastructure Levy and Town Improvement Fund. (January 2017).

WTF267 – Town Account Budget for 2019/20 (January 2019)

WTF269 - Weeke Community Centre – CIL Application (June 2019)

Other Background Documents:-

None

APPENDICES:

Appendix A – CIL Bids for Funding from Winchester Town Account.

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Appendix A

Current CIL Bids for Funding from Winchester Town Account October 2019

In accordance with the Town Forum's agreed CIL allocation protocol the two current schemes summarised below will be assessed by the Accounts (Informal) Group and a recommendation made as to whether to agree the funding requested which will then feed into the annual budget setting process for final agreement.

Applicant - Abbots Barton and Hyde (6th Winchester) Scout Group

Amount sought - £50,000

Purpose – The Barn Project.

This project involves redeveloping WCC land on the outskirts of Abbots Barton to provide a base for the 6th Winchester Scout Group and a local community facility. Temporary planning permission has been granted for two shipping containers to establish an initial base for the group, with full planning permission soon to be sought for the permanent structure. Although the cost of the permanent scheme is in the region of £720,000, the applicant has already made a successful bid for CIL funding of £200,000 from the district community scheme fund, and is attempting to secure further funding from other steams. The group has also raised £20,000 from other sources.

Applicant – Highcliffe Community Forum for Action

Amount sought - £36, 412

Purpose – Environmental improvement of Milland Road,

This project seeks to create a living street environment in Milland Road, with traffic calming, planting and the creation of a more pedestrian friendly environment. Highcliffe Community Forum for Action have already approached Sustrans to run a community led design process, and there has been local consultation undertaken with residents. Sustrans has experience in delivering community led street improvement projects. As the scheme involves proposed changes to the highway there would have to be consultation with Hampshire County Council as the highway authority, and possible changes to any existing Traffic Regulation Orders. This would be subject to formal consultation.

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REPORT TITLE: TOWN ACCOUNT BUDGET FOR 2020/21

23 JANUARY 2020

REPORT OF FINANCE MANAGER (STRATEGIC FINANCE)

Contact Officer: Darren Kennedy Tel No: 01962 848464 Email
dkennedy@winchester.gov.uk

WARD(S): ALL TOWN WARDS

PURPOSE

This report presents the current financial projections for the Town Account for the period 2019/20 to 2026/27 and financial sensitivities, in order that recommendations can be made to the Cabinet on the budget to be set within the Winchester Town area for 2020/21.

RECOMMENDATIONS:

That the Town Forum;

1. considers the draft budget for 2020/21 and the indicative projections for the strategy period;
2. considers the Council Tax precept for the Town area which it wishes to recommend to Cabinet, noting the requirement for the Council to keep within overall referendum constraints;
3. approves, in principle, CIL funds of up to £50,000 relating to a new scout facility from Abbots Barton and Hyde (6th Winchester) Scout Group
4. makes recommendations to Cabinet on the budget to be set for the Winchester Town area for 2020/21

IMPLICATIONS:

1 COUNCIL PLAN OUTCOME

- 1.1 This report sets out the current financial position including the latest medium term financial projections. Budget options will be considered in line with the Council Plan 2020-2025.

2 FINANCIAL IMPLICATIONS

- 2.1 Identifying and analysing the financial risks and pressures helps to ensure the effective prioritisation of resources in order to deliver the Council Strategy and maintain a balanced budget.

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 resulting from this paper

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Proposals for replacement Pavilions at the King George V Playing Fields and North Walls are currently subject to feasibility studies. Subject to the outcome of the study, an outline business case will be prepared to identify funding options. Officers are currently identifying potential external funding sources for this facility.

6 CONSULTATION AND COMMUNICATION

- 6.1 This report has been discussed with the town account informal group and relevant staff.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Environmental considerations will be part of the business case supporting any budget proposals.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 An equality impact assessment will form part of the decisions made with any town forum proposals where relevant.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 A data protection impact assessment will form part of the decisions made with any town forum proposals where relevant.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Failure to set a balanced budget over the medium term.</i>	<i>Financial projections are shown up until 2026/27 and the scenario planning highlights the potential sensitivities. Planning over a longer period will help to ensure understanding of the scale of the financial challenges and early planning enables enough lead in time for the implementation of the budget options.</i>	<i>Long term strategic planning. Innovative funding streams. Transformational efficiency savings.</i>
<i>Council's service priorities are not reflected in the budget.</i>	<i>The budget planning process, including the implementation of outcome based budgeting and the informal account group meetings which review the detailed budgets and strategy.</i>	<i>Ensure the prioritisation of resources to best meet the outcomes of the authority.</i>
<i>High expectations are raised over the delivery of major capital projects such as KGV and North Walls Pavilions before detailed financial estimates are calculated and funded.</i>	<i>Projects can only proceed if they have a detailed business case including detailed financial projections.</i>	<i>Projects delivered to high environmental standards. Improving the standard of sports facilities available within the town area.</i>

11 SUPPORTING INFORMATION:**Background**

- 11.1 A previous report, ref. WTF273 Winchester Town Account Financial Planning 2020/21 introduced the budget setting process for 2020/21, the key principles, and updated medium term financial projections to 2026/27.
- 11.2 The Winchester Town Forum (Informal Account) Group met in early October in order to establish the key focus of the budget process and any priority resource considerations to bring back to the Town Forum.

Winchester Town Precept

- 11.3 The town forum recommended a precept for 2019/20 of £69.19 (per band D property), which was approved at Council in February 2019. The decision on the level of council tax for 2020/21 will be taken at Council in February 2020.
- 11.4 The town will need to consider its proposed strategy for the Town Precept but will need to bear in mind that any decisions will be subject to 'referendum limits' and may be impacted by decisions taken on the level of district Council tax.
- 11.5 It has now been confirmed the overall referendum limit for the Council in 2020/21 be either 2% or +£5, which means +£5 applies as the higher limit. This would mean the maximum district and town increase would be just over 3%. The maximum increase for the town or district interrelated, for example if the district increased by a lower percentage then the town could increase by a higher percentage and still remain within the overall referendum limit. There are many scenarios but if the district increased by 3% then the town could increase by 4% and remain within the overall £5 referendum limit.
- 11.6 The potential additional annual income generated by increasing the Town Precept is shown in the table below. The financial projections in Appendix A assume a 3% increase.

Effect of increasing the Town Precept 2020/21

% Precept Increase	Additional Income £000	Precept
0%		£69.19
1%	10	£69.88
2%	19	£70.57
3%	29	£71.27
4%	39	£71.96
5%	48	£72.65

- 11.7 The forecasts are currently calculated using an average increase in properties of 1.2% per annum from 2021/22, with the 2020/21 tax base confirmed at 14,126.22. The effect of increases to the base on income are illustrated below:

	0.4%	0.8%	1.2%	1.6%	2.0%
Increase in Properties	56	112	168	224	280
Increase in Council Tax (£000)	4	8	12	16	20

Budget Review 2020/21

Review Update

- 11.8 The community speed watch annual budget of £1k has been removed as there are no ongoing costs.
- 11.9 The city council is reviewing the detailed conclusion of a tender process relating to the public conveniences cleaning contract and is also consulting on whether any alternative arrangements could be made to reduce the overall cost of public conveniences. The town and parishes currently contribute 50% to the general running costs of the facilities.
- 11.10 Another paper on this agenda, ref. WTF280 sets out the proposed rolling five year play strategy to 2025. The total cost of the programme is estimated at £710k for the town account (plus £105k already within the 2019/20 budget), with two major schemes planned early on in 2021/22. This does reduce the town earmarked reserve to below the 10% strategy target in 2021/22 so consideration is needed as to whether this is affordable or whether a project may need to slip to a future year.
- 11.11 The community grants budget has been maintained at £60k per annum, with £33k available to support a new bidding process expected to commence from April 2020.
- 11.12 Two options have been presented for enhancements to Magdalen Hill Cemetery. The first is a proposal for works to the Cemetery Lodge at a cost of c£23k and is recommended for approval within the existing 2019/20 budget through the budget virement mechanism. The second is a proposal for grounds enhancements at c£18.5k and this will need further review and resources will need to be identified.
- 11.13 Another paper on this agenda, ref. WTF278 sets out options for the replacement of pavilions at King George V and North Walls. These are major capital projects and will have a significant financial impact on the town account both in terms of identifying the initial funding and also the long term commitment to the ongoing running costs of a new facility.

Summary

- 11.14 Additional one-off growth pressures relating to the local plan and tree survey works totalling £87k have created a forecast shortfall of £45k within the town reserve by 2021/22. Measures will need to be identified to increase the reserve balance back up to the 10% target of c£90k; however consideration can also be given to the forecasts showing the reserve will be replenished by the end of 2022/23 without any further action based on current projections.

Community Infrastructure Levy (CIL)

- 11.15 The total billed neighbourhood CIL (Town) contributions stood at £844k at September 2019. Approximately £638k of this has been received, of which £50k has been committed towards projects.
- 11.16 WTF278 Pavilions paper highlights major projects at King George V playing fields and North Walls. Funding will need to be identified for these projects and CIL applications are a potential source of funding to allocate.
- 11.17 WTF277 provides a CIL update and feedback on the current spending protocol.
- 11.18 Members of the Informal Accounts Group have met and assessed two proposals for CIL funding against the criteria set out in WTF277. Members have proposed that the bid of £50,000 in relation to Abbots Barton and Hyde Scout Group is supported. A request from the Highcliffe Community Forum for Action for £36,412 was also considered but members have sought further information before a final decision can be recommended. .

Capital and one-off Revenue Expenditure

- 11.19 The following capital expenditure budgets are included within the councils capital programme:
- I. Changing Pavilions North Walls - £44k in 2019/20 (total project budget of £300k with £256k funded by S106 receipts)
 - II. Changing Pavilions King George V – to be identified
 - III. Play Area Refurbishments - £815k from 2019/20 to 2024/25. A baseline projection of £150k per annum has been included in Appendix A from 2025/26 onwards.
- 11.20 The following one-off expenditure projects are currently within the councils revenue budgets:
- I. St Maurice's Covert - £47k
 - II. Community Infrastructure - £150k (funded by CIL)
 - III. Local Plan - £25k (new proposal)
 - IV. Tree Survey Works - £62k (new proposal)

Reserves

- 11.21 The opening reserve balance for 2019/20 was £433k. Funding the significant one-off capital and revenue expenditure requirements are forecast to reduce to below the strategy target of 10% during 2021/22. There are potential further pressures depending on decisions made in relation to the pavilion replacement projects highlighted in 11.14 above.
- 11.22 The pressure on the town reserve in 2021/22 is caused by one-off revenue and capital expenditure, in particular play area refurbishments of £350k in 2021/22. Based on existing forecasts the reserve will be replenished back to the target 10% by the end of 2022/23.
- 11.23 It should be noted that the reserve forecasts include illustrative annual increases in the town precept of 2% per annum from 2021/22 to 2023/24 (which are within the current referendum levels) in order to fund all of the forecast budget requirements and achieve a 10% reserve balance over the medium term.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 A variety of budget proposals are included in this paper for consideration.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Winchester Town Account Financial Planning – WTF273 – September 2019

Town Account Budget for 2019/20 – WTF267 – January 2019

Other Background Documents:-

None

APPENDICES:

Appendix A: Financial Projections to 2026/27

WINCHESTER TOWN ACCOUNT - Financial Projections								
	2019/2020 Forecast	2020/2021 Forecast	2021/2022 Forecast	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
Assumptions:								
Contract inflation		2%	2%	2%	2%	2%	2%	2%
Utilities		5%	5%	5%	5%	5%	5%	5%
Percentage increase in tax		3%	2%	2%	2%	0%	0%	0%
Tax Base	13,981	14,126	14,296	14,467	14,641	14,817	14,994	15,174
Cost of Services								
Recurring Budgets:								
Allotments	(1,864)	(1,864)	(1,864)	(1,864)	(1,864)	(1,864)	(1,864)	(1,864)
Bus Shelter Cleaning / Maintenance / New Provision	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Cemeteries	34,073	36,286	38,556	40,882	43,269	45,716	48,225	50,799
Christmas Lights	8,946	9,115	9,287	9,463	9,642	9,825	10,012	10,202
Neighbourhood Service Officers (Contribution)	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Footway Lighting	20,642	20,927	21,226	21,540	21,870	22,216	22,580	22,962
Grants	27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000
Grants Bidding Process	33,000	33,000	33,000	33,000	33,000	33,000	33,000	33,000
- Theatre Royal (Contribution)	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Support Costs for Grant Scheme	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Grit Bins	500	500	500	500	500	500	500	500
Maintenance Work to Council Owned Bridges	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Night Bus Contribution	6,652	6,785	6,921	7,059	7,200	7,344	7,491	7,641
Public Conveniences (Contribution)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Recreation Grounds & Open Spaces	633,378	642,359	651,533	660,904	670,477	680,257	690,248	700,455
Town Forum Support	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Total Recurring Budgets	899,828	911,609	923,659	935,985	948,594	961,494	974,692	988,195
One-off Budgets:								
St Maurice's Covert	47,287							
Community Infrastructure	50,000	100,000						
Local Plan		25,000						
Tree Survey Works		30,704	30,935					
Total One-off Budgets	97,287	155,704	30,935					
Total Cost of Services	997,115	1,067,313	954,594	935,985	948,594	961,494	974,692	988,195

	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
	£	£	£	£	£	£	£	£
Taxation and Non-specific grant income								
Council Tax Income	(967,335)	(1,006,776)	(1,039,300)	(1,072,749)	(1,107,291)	(1,120,578)	(1,134,025)	(1,147,633)
Interest on Balances	(4,330)	(986)	(3,090)	(468)	(1,440)	(2,242)	(1,855)	(1,967)
Total Taxation and Non-specific grant income	(971,665)	(1,007,762)	(1,042,390)	(1,073,217)	(1,108,731)	(1,122,820)	(1,135,880)	(1,149,600)
Transfers to/(from) Earmarked reserves								
(Surplus added to Reserves) / Deficit taken from Reserves	25,450	59,551	(87,796)	(137,232)	(160,137)	(161,326)	(161,188)	(161,405)
Capital Expenditure funded by Town Reserve	105,000	84,000	350,000	40,000	80,000	200,000	150,000	150,000
Release from Town Community Infrastructure Levy Reserve	(50,000)	(100,000)						
Opening Reserve Balance (at 1st April)	(433,003)	(352,553)	(309,002)	(46,798)	(144,030)	(224,167)	(185,493)	(196,681)
Closing Reserve Balance (carried forward)	(352,553)	(309,002)	(46,798)	(144,030)	(224,167)	(185,493)	(196,681)	(208,086)
Closing Reserves forecast as % of net expenditure (Target = 10%)	35%	29%	5%	15%	24%	19%	20%	21%
TAX								
Tax at Band D	£69.19	£71.27	£72.70	£74.15	£75.63	£75.63	£75.63	£75.63
Increase over previous year (£)		£2.08	£1.43	£1.45	£1.48	£0.00	£0.00	£0.00
Sensitivity								
Council tax % increase required to fund £10,000 expenditure		1%						
Council tax £ increase required to fund £10,000 expenditure		£0.69						
+/- 1% increase in Council Tax (£'000s)		9,747						
Band D equivalent (£) per +/- 1% increase in Council Tax		£0.69						

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WINCHESTER TOWN FORUM - WORK PROGRAMME FOR 2019/20

12 JUNE 2019					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Night Bus Update	Dan Massey	12 June 2019		Report	Actioned ✓
Verbal update and presentation – North Walls Engagement	Susan Croker	12 June 2019		Presentation	Actioned ✓
Weeke Community Centre CIL application	Susan Lord	12 June 2019		Report	Actioned ✓
2019/20 Work Programme and Appointments	Matthew Watson	12 June 2019		Report	Actioned ✓

11 SEPTEMBER 2019					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Heritage Action Zone bid	Susan Robbins	11 Sept 2019		Presentation	Actioned ✓
Grant Allocation Proposal	Susan Robbins	11 Sept 2019		Report WTF276	Actioned ✓
Winchester Town Account Financial Planning 2020/21	Darren Kennedy	11 Sept 2019		Report WTF273	Actioned ✓
St Maurices Covert - Update	Simon Finch	11 Sept 2019		Report WTF274	Actioned ✓
Local Plan Consultation & Engagement Process	Jenny Nell	11 Sept 2019		Report CAB3191	Actioned ✓

13 NOVEMBER 2019					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Winchester Town Account Medium Term Financial Position	Darren Kennedy	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting
Play Area Improvement – 5 Year Programme Update	Susan Croker	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting
Report back from Governance Group.	Lisa Kirkman	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting
CIL Update	Corrinne Phillips	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting
“Pavillions” Paper	Coral Rogers	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting
Magdalen Hill Cemetery Lodge and Garden	Marriam Baxendale	13 Nov 2019	23 Jan 2020	Report	Moved to Jan 2020 meeting

23 JANUARY 2020					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Winchester Town Account Budget for 2019/20 (to be recommended to Cabinet)	Darren Kennedy	23 Jan 2020		Report	Confirmed
Play Area Improvement – 5 Year Programme Update	Susan Croker	23 Jan 2020		Report	Confirmed
Governance Options	Lisa Kirkman	23 Jan 2020		Report	Confirmed
CIL Update	Corrinne Phillips	23 Jan 2020		Report	Confirmed
“Pavilions” Paper	Coral Rogers	23 Jan 2020		Report	Confirmed
Magdalen Hill Cemetery Lodge and Garden	Marriam Baxendale	23 Jan 2020		Report	Confirmed
Update from High Street Group.		23 Jan 2020	19 Mar 2020		Moved to March meeting

19 MARCH 2020					
BUSINESS	LEAD OFFICER	COMMITTEE DATE		REPORT/ ORAL REPORT	STATUS/ COMMENTS
		Original	Revised		
Grant Programme Report	Melissa Fletcher	19 Mar 2020			
Update from High Street Group.		19 Mar 2020			Moved from March meeting
Vision for North Walls Recreation Ground		19 Mar 2020			
The Transfer of Tennis Courts and Astro Turf Pitches from River Park leisure Centre to Winchester City Council Management.		19 Mar 2020			

POTENTIAL ITEMS TO BE TIMETABLED

1. Update from Planning for the Future Group
2. Safer Streets (it was intended that the Cabinet member would bring a short paper to a future meeting of the Forum on this)
3. Environmental Services Contract:

INFORMAL GROUPS

1. Planning for the future in Winchester Town:

Notes: “Look at co-design approach to development of vision and plan for Winchester Town Area“

Members: Hutchison, Gottlieb, Craske and Tod

Lead Officer: J Nell

2. Winchester Town Forum (Governance) Informal Group

Notes: Agreed to rename the group to “Governance” and regarding the scope to “follow up on preliminary work on new governance models for Winchester Town Forum.

Members: Becker, Craske, Hutchison and Tod.

Lead Officer: J Holmes

3. Winchester Town Forum (North Walls) Informal Group

Members: Hiscock, Becker, Ferguson, Gottlieb and Learney.

Lead Officer: S Croker

4. Winchester Town Forum (High Street) Informal Group

Notes: It was agreed to rename the group “High Street including St Maurices Covert and Jewry St). There was reference to the scope of the group being “Delivery of projects and review of cleaning, maintenance and furniture”

Members: Mather, Gottlieb, Murphy, Tod and Hutchison.

Lead Officer: S Finch

5. Winchester Town Forum (Town Accounts Grants) Group

Notes: Scope of the group to include: “Activate new grant making regime”.

Members: Weir, Craske and Hiscock.

Lead Officer: M Fletcher

6. Winchester Town Forum (Account Informal) Group

Notes: There was a reference to the scope of the group being “Budget and CIL”.

Councillors: **Learney**, Murphy and Ferguson.

Lead Officer: D Kennedy