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| <b>Meeting</b>       | Cabinet  |
| <b>Date and Time</b> | Wednesday, 31st October, 2018 at 4.30 pm.                          |
| <b>Venue</b>         | South Wonston Village Hall, Downs Road, South Wonston.<br>SO21 3EW |

## AGENDA

### PROCEDURAL ITEMS

- 1. Apologies**  
To record the names of apologies given.
- 2. Membership of Cabinet Committees etc.**  
To give consideration to the approval of alternative arrangements for appointments to bodies set up by Cabinet or external bodies, or the making or terminating of such appointments.
  - a) Project Integra Management Board – appointment of deputy for remainder of 2018/19 (representative is Cllr Warwick)
- 3. Disclosure of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.  
*Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.*
- 4. To note any request from Councillors to make representations on an agenda item under Council Procedure Rule 35**  
*Note: Councillors wishing to speak about a particular agenda item are requested to advise the Democratic Services Officer before the meeting. Councillors will normally be invited by the Chairman to speak during the appropriate item (after the Portfolio Holder's introduction, questions from Cabinet Members and public participation).*

### BUSINESS ITEMS



5. **Minutes of the previous meeting held on 19 September 2018, less exempt minute.** (Pages 5 - 12)
6. **Public Participation**  
– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items (in the case of the latter, representations will normally be received at the time of the agenda item, after the Portfolio Holder’s introduction and any questions from Cabinet Members).
7. **Leader and Portfolio Holders' Announcements**
8. **River Park Leisure Centre - Future Use of Site** (Pages 13 - 24)
9. **Central Winchester Regeneration Coitbury House Refurbishment** (Pages 25 - 44)
10. **Minutes of Cabinet (Central Winchester Regeneration) Committee held 10 July 2018** (Pages 45 - 48)
11. **Minutes of Cabinet (Central Winchester Regeneration) Committee held 25 September 2018** (Pages 49 - 52)
12. **Minutes of Cabinet (Station Approach) Committee held 12 July 2018** (Pages 53 - 56)
13. **Minutes of Cabinet (Station Approach) Committee held 4 October 2018** (Pages 57 - 60)
14. **Minutes of Cabinet (Leisure Centre) Committee held 18 September 2018** (Pages 61 - 66)
15. **To note the future items for consideration by Cabinet as shown on the December 2018 Forward Plan (to be published 31 October 2018).**
16. **EXEMPT BUSINESS:**  
To consider whether in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
  - (i) To pass a resolution that the public be excluded from the meeting during the consideration of the following items of business because it is likely that, if members of the public were present, there would be disclosure to them of ‘exempt information’ as defined by Section 100 (I) and Schedule 12A to the Local Government Act 1972.

17. Exempt minute of the previous meeting held on 19 September 2018 (Pages 67 - 68)

L Hall  
Head of Legal Services (Interim)

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



23 October 2018

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

## **CABINET – Membership 2018/19**

Chairman: Horrill (The Leader with Portfolio for Housing)

Vice Chairman: Humby (Portfolio Holder for Business Partnerships)

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

**Quorum** = 3 Members

### **Corporate Priorities:**

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

### **Public Participation**

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

everyone's behalf. As time is limited, a "first come first served" basis will be operated.

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

**Disabled Access:**

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

**Terms Of Reference**

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

# Public Document Pack Agenda Item 5

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## CABINET

Wednesday, 19 September 2018

Attendance:

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

Others in attendance who addressed the meeting:

Councillors Porter and Thompson

Others in attendance who did not address the meeting:

Councillors Prince

Apologies for Absence:

Councillors Godfrey

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## 1. MEMBERSHIP OF CABINET COMMITTEES ETC.

RESOLVED:

1. That Councillor Mather be re-appointed as the Council's representative on Winchester Charity School Education Foundation until October 2021.

2. That Councillor McLean replace Councillor Warwick as the Council's representative on WinACC for the remainder of the 2018/19 Municipal Year.

## 2. DISCLOSURE OF INTERESTS

Councillor Humby declared a disclosable pecuniary interest as a County Councillor in respect of Report CAB3071 which directly impacted upon his Cabinet role at the County Council. He left the room during consideration of this item and took no place in the debate or decision.

Councillor Warwick also declared a disclosable pecuniary interest in CAB3071 as she was a County Councillor. However as there was no material conflict of

interest, she voted on items as below, under the dispensation granted by the Standards Committee.

3. **MINUTES OF THE PREVIOUS MEETINGS HELD ON 18 JULY 2018 AND SPECIAL MEETING HELD 20 AUGUST 2018 (LESS EXEMPT MINUTE).**

RESOLVED:

That the minutes of the previous meeting held on 18 July 2018 and Special Meeting held 20 August 2018, less exempt minute, be approved and adopted

4. **PUBLIC PARTICIPATION**

There were no questions asked or comments made.

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

Portfolio Holders made a number of announcements as summarised below:

- Hilliers Haven (the new open space area next to Hilliers Way public car park) had been awarded first prize in the recent Council for the Protection of Rural England (CPRE) Countryside Award 2018. Cabinet passed on its congratulations to the Head of Landscapes and Open Spaces and team for this success;
- The planning review had concluded and would be published for Councillors and parish councils in advance of the briefings to be held shortly;
- Following recent Government announcements, the Council was formulating a bid for at least £25m of increased borrowing allowance from the Government to further facilitate its new homes building programme.

6. **AIR QUALITY ACTION PLAN PROGRESS REPORT**  
(CAB3074)

Councillor Warwick introduced the report and highlighted various areas where improvements had been made. These included a reduction in recorded NOx levels at the two road side air quality monitoring stations (paragraph 11 of the report refers). It was anticipated that moving the coach park to Bar End would further assist as it would decrease the requirement for coaches to enter the central one-way system.

At the invitation of the Chairman, Councillor Thompson addressed Cabinet as summarised below:

- The Council should take further steps to reduce traffic in the centre of Winchester. This should include improvements to pavements to encourage walking and to road surfaces to assist cyclists. Bus use should also be encouraged and the Council should consider subsidising additional services.
- Differential car parking pricing had made a difference to some extent but more action was required. Introducing a Clean Car Zone would be

expensive – were the Council considering partnering with other local authorities to reduce costs?

- A hope that the County Council's Movement Study would provide more imaginative ways of reducing pollution, including further use of park and ride.

In response to Members' questions, the Head of Environmental Health and Licensing explained that despite the reduction in NOx levels, the Council had not yet met the necessary requirements for the Air Quality Management Area (AQMA) to be undeclared. A report had been commissioned to examine the potential for electric taxis which had highlighted the requirement for a rapid charging point, currently being proposed for Worthy Lane coach park.

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

RESOLVED:

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

7. **COMMUNITY INFRASTRUCTURE LEVY – OPERATIONAL REVIEW**  
(CAB3071)

Councillor Humby left the room during consideration of this item.

Councillor Brook introduced the report, noting that the matter had been considered at The Overview and Scrutiny Committee on 3 September (paragraph 6.3 of the report refers). She stated that following a query raised at that Committee, Officers had confirmed that the regulations specified a limit of 15% of CIL to parish councils unless they had a neighbourhood plan when the limit was raised to 25%. In relation to other comments made by the Committee, a communications plan would be formulated to increase understanding of and access to CIL funds (and an additional resolution was agreed as set out below). In addition, the Council would review the Regulation 123 list on an annual basis.

The Interim Strategic Director (Services) advised that whilst the County Council would prefer to continue to receive their CIL allocation directly, it understood the reasons behind the report's recommendation. The importance of transport infrastructure was recognised, particular with regard to the emerging Movement Strategy, and it was therefore proposed that the County Council be represented on the informal panel referred to in paragraph 18.2 of the report. Cabinet agreed an amendment to recommendation 2 of the report to recognise that discussions would continue with the County Council on shared investment priorities for the use of CIL funds.

At the invitation of the Chairman, Councillors Porter and Thompson addressed Cabinet as summarised below (where appropriate, responses provided at the meeting shown in italics).

#### Councillor Porter

- Could CIL be used for infrastructure payments such as new pavements in the Central Winchester Regeneration area? *CIL funds could not be used for maintenance and repair but could be used for new pavements as suggested.*
- The impact of the Regulation 123 list on the Local Plan;
- Should the new criteria for utilising CIL funds (paragraph 18.6, Table 5 of the report) include the economic impact or opportunity to free up housing land?
- Would the opportunity to bid for small funds throughout the year remain? *Yes.*
- Impact on charities or other organisations that manage projects; *CIL funds could be applied from by any organisation, including charities.*
- The process should be fully transparent;
- Should the bidding and decision process be halted prior to elections? *The Strategic Director confirmed decisions would not be taken during the purdah period.*
- How supportive were the City Council in assisting parish councils prepare neighbourhood plans? *The Council were supportive of any parish council wishing to undertake a neighbourhood plan. But it was not considered appropriate, in terms of the levels of resources required, to actively encourage parish councils.*
- How could the delays in County Council approvals be addressed?
- Mention of a specific scheme along West Street, New Alresford. *As a local Ward Member, Councillor Griffiths was investigating this matter.*

#### Councillor Thompson

- Support for proposals including ceasing automatic payment of 25% of available funds to the County Council because of the delays in implementation.
- Could Winchester Town Forum be considered as an exception to the regulations that applied to parish councils as the population of the Town area accounted for



more than half of the total district population? *Further clarification would be sought on this point.*

- Parish councils should be encouraged to produce neighbourhood plans in order to access additional CIL funds. *Response given to similar point made by Councillor Porter above.*
- The application form should be reviewed to improve understanding. *This would form part of the agreed review of communications.*

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

RESOLVED:

1. That the proposal to appoint a CIL Implementation Officer, funded from 5% provision for CIL Administration, be supported.
2. That the existing principle to pass 25% of the available "District" CIL funding to Hampshire County Council (HCC) cease with immediate effect but that an annual conversation be held with HCC to identify shared investment priorities for CIL for the district.
3. That from 2019 to 2022, £1m of CIL receipts be used to fund proposals of between £10,000 and £200,000 submitted as part of a bid invitation open to all (members, parish councils, community groups etc.) with bids to be submitted between January and March each year (details of the assessment methodology to be delegated to Corporate Head of Regulatory in consultation with the Portfolio Holder for Built Environment).
4. That a further report on the additional proposals for the use of existing CIL receipts as set out in paragraph 17 be brought to Cabinet in December 2018.
5. That the revised Regulation 123 list be consulted upon with key partners and any proposed amendments to be presented to Cabinet in January 2019.
6. That a communications plan for revised proposals for CIL be actioned to ensure communities of the district understand the availability of this potential strategic funding source.

8. **Q1 FINANCIAL AND PERFORMANCE MONITORING**  
(CAB3070)

In response to questions, Councillor Ashton confirmed that some capital spend was expected in connection with proposals to consider the introduction of kerbside glass recycling but it was not possible at this early stage to provide an actual estimate.

Cabinet agreed to the following for the reasons outlined in the Report.

RESOLVED:

1. That the progress achieved during the first quarter of 2018/19 be noted and the contents of the Report be endorsed.

2. That the following be approved, as detailed in paragraph 5 of the General Fund capital section of Appendix 1 of the report:

- a) a supplementary capital estimate of £50,000 in respect of the replacement large format printer;
- b) a supplementary capital estimate and expenditure of £50,000 in respect of the County Council's contribution to the High Street Security Bollards project; and
- c) a supplementary capital estimate of £50,000 and expenditure of £100,000 in respect of the lighting refurbishment in Brooks car park.

3. That the supplementary revenue estimate of £75,000 in respect of the drainage works to the West of Waterlooville play area be approve, as detailed in paragraphs 11.3 and 11.4 of the report.

9. **BUSINESS RATES PILOT 2019/20**  
(CAB3078)

Cabinet noted that the above report had not been notified for inclusion on the agenda within the statutory deadline. The Chairman agreed to accept the item onto the agenda as a matter requiring urgent consideration in order that the pilot bid would not be delayed.

Councillor Ashton welcomed the proposals which, if the Council was successful in its bid to become part of the pilot, could offer significant financial benefits. Cabinet congratulated the Strategic Director (Resources) for leading the project on behalf of the county noting that it was a good example of partnership working.

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

RESOLVED:

1. That a submission bid for Winchester to be part of a Hampshire wide business rate pilot be approved.

2. That the final submission of the pilot be delegated to the S151 officer in consultation with the Portfolio Holder for Finance.

10. **FUTURE ITEMS FOR CONSIDERATION**

RESOLVED:

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

11. **EXEMPT BUSINESS:**

RESOLVED:

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

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

| <u>Minute Number</u> | <u>Item</u>  | <u>Description of Exempt Information</u>  |
|----------------------|--|---|
| 12                   | Exempt Minute of previous special meeting held on 20 August 2018 | ) Information relating to the financial or business affairs of any particular person (including the authority holding that information). (Para 3 Schedule 12A refers) |
| 13                   | Environmental Services Contract Decision Making                  | )   |

12. **EXEMPT MINUTE OF THE PREVIOUS SPECIAL MEETING HELD ON 20 AUGUST 2018**

RESOLVED:

That the exempt minute of the previous meeting held 20 August 2018, be approved and adopted

13. **ENVIRONMENTAL SERVICES CONTRACT DECISION MAKING**

**(Report CAB3044 refers)**

Cabinet considered the above report which recommended a way forward regarding the Environmental Services contract (detail in exempt minute).

The meeting commenced at 4.30 pm and concluded at 5.45 pm

Chairman

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CAB3093  
CABINET

REPORT TITLE: RIVER PARK LEISURE CENTRE – FUTURE USE OF SITE

31 OCTOBER 2018

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

Contact Officer: Chas Bradfield Tel No: 01684308 Email  
cbradfield@winchester.gov.uk

WARD(S): ST BARTHOLOMEW

## PURPOSE

To outline the process to be started that will determine the future use of the River Park Leisure Centre (“the centre”) site in central Winchester. This includes consideration of improvements and enhancement of the facilities and open spaces adjoining the current centre. The centre will close when the new Leisure Centre at Bar End opens in 2020 (subject to planning permission).

This is a significant opportunity for the council to work with the local community and businesses to redevelop the existing built centre site, and also to enhance the nearby open space and historic monuments to meet the council’s strategic objectives.

## RECOMMENDATIONS:

1. That the scope of the work and process for starting the project, as detailed in this report, is agreed, including an Informal Policy Group comprising a chairman and four other elected members of the council, two from each group with Councillor Rose Burns appointed as Chairman.
2. That a budget of £150,000 is approved for the initial stage of the project with authority given to the Strategic Director – Place for stakeholder engagement, consultation and development of options including the appointment of external advisors as required, as detailed in this report.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 Key elements to the project are a) the land currently used for the centre, b) open space, and c) historic assets. This work will support the objective of improving the health and happiness of our community, as well as improving the quality of the environment. It will consider the most appropriate use of a council asset, and will also look to improve the facilities for recreation that are currently available adjacent to the centre site. Other strategic objectives will be supported depending on what preferred option is agreed for the centre site.

### 2 FINANCIAL IMPLICATIONS

- 2.1 The centre is an asset owned by the council that will be surplus to requirements once the new leisure centre opens in 2020, subject to planning approval. The council needs to determine how to make best use of this asset to support the community in its widest sense.
- 2.2 The council will need to determine the viability and financing of the preferred option in the light of the medium term financial strategy and the financial pressures that are predicted for the future. Currently there is no specific resource allocation for redevelopment of the centre site.
- 2.3 To initiate this project work to work through RIBA stage 0 (strategic definition), and to reach the stage of one or more preferred options for detailed evaluation in a strategic outline business case, a budget of £150k will be required.
- 2.4 This budget will fund professional expertise to lead the public and stakeholder engagement work, technical expertise to complement the council's in-house resources, production of visuals and other materials required, initial feasibility and viability evaluation, project support and communications expertise.
- 2.5 It is envisaged that the part of the site that currently has development in place will be redeveloped. This will need to be undertaken in the light of the financial pressures that are facing the council, and will, ideally generate revenue or a significant capital receipt.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Professional services will need to be procured in line with the council's procurement processes.
- 3.2 Detailed legal advice on legal and contractual issues relating to the land will be provided during this project.
- 3.3 Should a new development be proposed there will be procurement and construction matters to be considered.

- 3.4 The land was acquired for the purpose of a public park or recreation ground for the City and any restrictions on uses for the site will need to be investigated.

#### 4 WORKFORCE IMPLICATIONS

- 4.1 This is a new project and staffing resource will need to be made available to support the project work. Some of that will be covered by the budget in 2.3 above, and programme leadership will be undertaken at this initial stage by allocation of current staff resources.

#### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 This project relates to the future use of a significant council asset.
- 5.2 The development of the new Sport and Leisure Centre will allow the existing centre to be closed. The building has reached the end of its economic life and would require considerable expenditure if it was to be renovated..
- 5.3 The site has the potential to be used for a wide range of uses subject to planning and there is likely to be considerable interest in the market if it was to be offered for sale by way of a freehold or long leasehold interest.

#### 6 CONSULTATION AND COMMUNICATION

- 6.1 The process will be open and engaging, following the model that the council has developed over recent years in relation to major projects.
- 6.2 Initial work to actively engage with the local community and stakeholders is anticipated in the first quarter of 2019.

#### 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Environmental impacts will need to be a key consideration in the project.

#### 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None specific at this stage of the project.

#### 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required at this stage of the project.

#### 10 RISK MANAGEMENT

- 10.1 An initial risk overview is given below. The project risk register will be developed as the project progresses.

| <b>Risk</b>   | <b>Mitigation</b>  | <b>Opportunities</b>   |
|---|--|--|
| <i>Property</i>   |  |  |
| <p><i>Property</i><br/>The property has reached the end of its economic life and following closure of the centre there is the risk that the building could be vandalised or set on fire.</p> <p>There is a risk that the building will lie vacant for a long period of time and that Business Rates would continue to be payable.</p> <p>There is a risk that the Council does not have the resources to run another major project and that the property/site will remain unused for a long period.</p> <p>Following the closure of the Leisure Centre there is the risk that it will not be possible to operate the remaining public facilities on the site.</p> | <p>The risk could be mitigated by either securing the property or by demolishing it pending the redevelopment of the site.</p> <p>The risk could be mitigated by securing a short term letting of parts of the property, or by demolishing it.</p> <p>The risk could be mitigated by seeking to sell the freehold or long leasehold of the property.</p> <p>Consider what premises will be required to facilitate the operation of the tennis courts and pitches prior to the closure of the Centre.</p> | <p>An exciting use for the site might come forward generating a capital receipt or income stream</p>   |
| <i>Timescales</i>   |  |  |
| The current leisure centre will close when the new centre opens at bar end, planned for spring 2020   | Launching this work now gives the opportunity to consider the best long term use for the current centre, and any short term use that may be appropriate when the new centre opens.   | The project has the potential to enhance the current open space facility, and agree a use for the current developed site that meets financial and community objectives |
| <i>Project capacity</i>   |  |  |
| Inadequate project resource   | A project lead has been agreed from existing staff resources; this report requests a budget to enable purchase of additional resource required for the project   | There is a development opportunity for current staff to be involved in an exciting project.  |



|  |  |  |
|--|--|--|
| <i>Financial / VfM</i>   |  |  |
| The future use of the site could be an unacceptable financial burden on the council tax payer  | Financial and value for money assessment will be part of the evaluation of options for redevelopment and enhancement of the site           | A creative solution could provide a positive financial position for council tax payers, as well as enhance the built environment, and meet community aspirations |
| <i>Legal</i>   |  |  |
| Contractual, land-ownership and legal restrictions are complexities in relation to this site   | Legal constraints will be carefully considered and advice provided.  |  |
| <i>Innovation</i>  |  |  |
| An approach that is innovative may inherently have more financial risk for the council tax payer   | Financial risks, viability and feasibility will be part of the assessment of potential options for development                             | An innovative approach could produce an outcome that adds to the Winchester city offer   |
| <i>Reputation</i>  |  |  |
| The site has the potential to be used for a wide range of uses subject to planning and there is likely to be considerable scrutiny of the process and the outcome. | The process will be open and engaging, following the model that the council has developed over recent years in relation to major projects. | The council has the opportunity to work closely with the local community to achieve a co-created outcome that has broad support                                  |
| <i>Communication</i>   |  |  |
| The risk is that the community are not well informed and are poorly engaged during the process   | Communications and engagement will be at the heart of project planning   | The council has the opportunity to work closely with the local community to achieve a co-created outcome that has broad support                                  |

## 11 SUPPORTING INFORMATION:

- 11.1 This report relates to the existing developed River Park Leisure Centre site, and the adjacent tennis courts and playing fields, known as North Walls Recreation ground, including the two cricket pitches. Appendix 1 is a plan showing the boundary of the project site.
- 11.2 The scope of this project includes the future redevelopment of the current leisure centre site, as well as the improvement of facilities, and enhancement of the historic and recreational open space adjoining the site.

11.3 The current leisure centre building lies outside the defined settlement boundary for Winchester and consequently falls within designated countryside in adopted local plans. The site adjoins, to the:

- South - The Colour Factory, St Bedes C of E School and adjoining playground, and further south, the University of Winchester and Southampton (Winchester College of Art) campus areas, adjoined further east by the former Police Station site (to be redeveloped )
- West - the edge of city centre urban, largely residential area (Hyde)
- North - the extension of the North Walls recreational and leisure uses (inc playing fields and onwards access to Winnall Moor)
- East - immediately adjacent – the Indoor Bowls Club, Skatepark, Outdoor Bowling Club, Canoe Club and open grassed area, with beyond, the South Downs National Park recreational land (SDNP).

11.4 While the centre site is designated countryside in the local plan as it is outside the defined settlement boundary, and has a proximity to the South Downs National Park, the site at the edge of the existing urban fabric of a residential and University area and, therefore, falls in an area of transition from the core city centre to residential/recreational /countryside areas – with the University campus area on Park Avenue as the point of transition.

Adjacent to the centre are the tennis courts and artificial grass pitch, along with the existing public car parking, which serves an important function, not only for the Leisure Centre but as additional edge of core city centre parking, providing 182 spaces. There are a number of functions which the current centre provides in relation to the existing North Walls recreation area, including:

- Toilets/changing facilities
- First Aid
- Admin support – bookings, opening gates, operation of floodlights etc.
- Café

Upon demolition of the leisure centre, the site would effectively become a brownfield site. The presumption is that the site will be redeveloped for an alternative use, not become open space, subject to appropriate planning permission.

11.5 Initial stages of this project, with indicative milestones, are current envisaged to be;

- Cabinet authority and budget to proceed – October 2018
- Establishing the Informal Policy Group – November 2018
- Internal document review and research to understand the site characteristics, opportunities, and constraints – February 2019

- Procurement of project resource to deliver the engagement element – January 2019
- Resident and other stakeholder engagement to seek initial views on what is important to them in the redevelopment of the centre site, and the improvement of current open space – phased during 2019
- Development of realistic options to progress to strategic business case development – for the currently developed centre site – fourth quarter 2019
- Development of improvement options for the open spaces to be taken forward to cabinet decision making / operational improvement – as appropriate

11.6 The Informal Policy Group (IPG) will be established comprising a chairman and four other elected members of the council, two from the conservative group and two from the liberal democrat group. The chairman to be Councillor Rose Burns. The IPG will offer advice and comment to the cabinet to inform cabinet decisions, including in relation to:

- Document review and research to understand the current site possibilities and constraints
- Community engagement
- Possible options for future improvements to open space and historic assets
- The redevelopment of the previously developed (brownfield) site
- Commenting on options for more detailed strategic business case development and feasibility work

11.7 Importantly there are a number of constraints relating to the centre site which need to be fully understood. This will form part of the initial project work. In summary these are:

**Planning:** site is designated as countryside in the 2017 Winchester District Local Plan as it is outside the settlement boundary. The South Downs National Park has a local plan which has relevant policies relating to impacts on views looking into and out of the park.

**Covenant:** restrictive covenant on conveyance to the City Council (1902). In summary the only restriction on the face of the covenant would appear to prohibit 'industrial dwellings', a past form of affordable housing. As part of the initial project work the implications of the covenant need to be clearly understood.

**Flooding:** Flood zone Category 3 (recognising potential risk to life (residential/commercial uses)) covers the entire footprint of the centre. Recent flood-prevention measures have been undertaken around the site. Sensitivities in policy terms extend to the designation of the River Itchen (to the east) being designated as an area of Biodiversity interest as a Special Area of Conservation.

**South Downs National Park:** the site is within 60m of the SNDP boundary.

**Access:** vehicular access is restricted off Gordon Road, off Hyde Abbey Road, both residential streets, in turn taking access off North Walls, part of the one-way system, currently being reviewed as part of the Movement Strategy.

**Conservation & Archaeology:** remains of the former Hyde Abbey lie to the NE corner of the leisure centre, with designated Conservation Area adjoining the site.

**Local sensitivities:** in addition to, and arising from, the above there are (and will be) many local sensitivities regarding future proposals for the site, including that there are many mature trees within the site.

- 11.8 It is intended that the new development on the centre site will follow the programme methodology established by the current major projects in terms of the approach to engagement and inclusivity, business case development and the RIBA stages.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The council does not have to start planning for the replacement of the centre and improvement of the open space. There is the option to do nothing at present, or to focus solely on open space improvement.
- 12.2 This alternative was rejected as it is important to plan ahead for the closure and replacement of the centre, and also to improve the current open space. However both of these aspects have proximity and so it is logical to carry this out in a timely and co-ordinated way.
- 12.3 The council could offer the site for sale on the open market and leave the new owner to progress a development. This would secure a capital receipt and offset the development risk. It would also enable a new development to come forward speedily. However the council would lose control of the end development of the built part of the site which is not a desirable outcome at this stage of the project.

BACKGROUND DOCUMENTS:-

None

Other Background Documents:-

None

APPENDICES:

Appendix 1 – project site boundary

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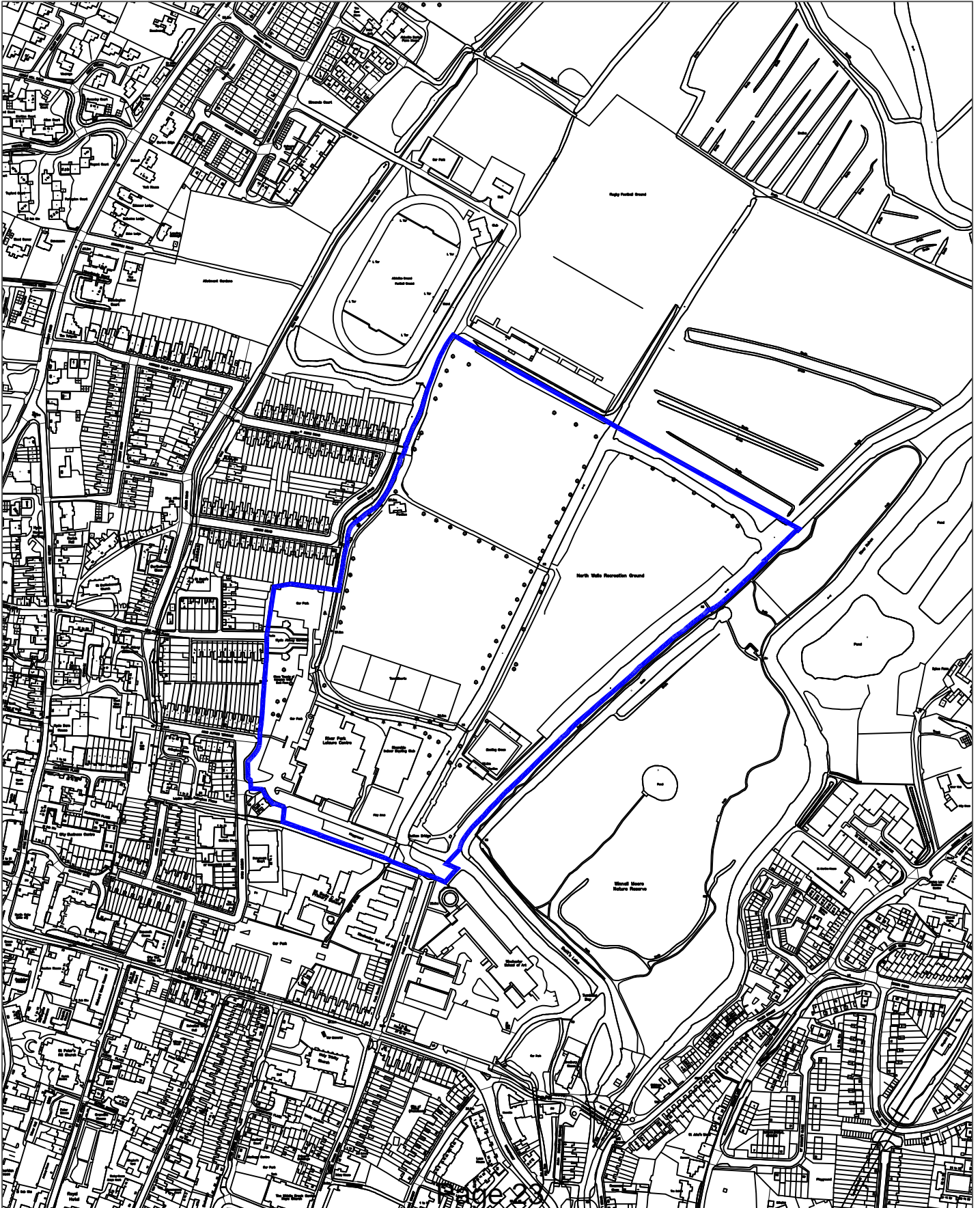
Site Address:- RIVER PARK LEISURE CENTRE, PARKING & ADJACENT LAND

Winchester City Council  
Estates Division

Scale:- 1:5000  
Date:- October 2018

Map Ref:- SU 4933

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Ordnance Survey 100019531



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CAB3100  
CABINET

REPORT TITLE: CENTRAL WINCHESTER REGENERATION COITBURY HOUSE REFURBISHMENT

31 OCTOBER 2018

REPORT OF LEADER AND PORTFOLIO HOLDER: Cllr Caroline Horrill

Contact Officer: Vervan Lyons Tel No: 01962 8484596 Email vlyons@winchester.gov.uk

WARD(S): TOWN WARDS

## PURPOSE

Coitbury House is a prominent building within the Central Winchester Regeneration Area which was used for the NHS Patient Records Service until 2015. The building is currently vacant but has development potential for office use.

The purpose of this report is to update members on the refurbishment of Coitbury House to re let as office accommodation.

## RECOMMENDATIONS:

It is recommended that:

1. The Cabinet approves the proposed strategic brief for architectural services as set out in Appendix A.
2. The Head of Programme be authorised to make minor amendments to the strategic brief if required.
3. The Head of Programme in consultation with Portfolio Holder for Central Winchester Regeneration and the Corporate Head of Asset Management be authorised to appoint the Architect as set out in this report and any cost consultants, Structural and M& E Engineers and other professional consultants required for the works set out in this report be appointed in accordance with Contract Procedure Rule 9.2;

4. Cabinet approves that the quotation for architectural services be evaluated on a 40/60 price/quality split as set out in this report which deviates from the Contract Procedure Rules 9.1 (d) and authority be given to the Head of Programme in consultation with the Portfolio Holder to agree the evaluation criteria for the appointment of the architect.

## IMPLICATIONS:

### 1 COUNCIL STRATEGY OUTCOME

- 1.1 The refurbishment of Coitbury House has the potential to contribute to the Council Strategy 2017-2020 objectives by enhancing the environment of the area and improving the local economy while improving the poor quality of the existing facility.
- 1.2 The works identified in this report demonstrate an entrepreneurial approach to the delivery of public services by taking an active role in securing the future of property in the area. The works support Winchester as premier business location by helping to sustain the CWR area in economic use.

### 2 FINANCIAL IMPLICATIONS

- 2.1 A revenue budget of £150k has already been approved for Coitbury House (funded by the major investment reserve). The remaining budget of £125k will therefore be used to progress the plans identified in this report.
- 2.2 As highlighted in 11.4 and 11.5 below, it is anticipated that the renovated building of approximately 10,000 sq ft would realise around £25 - £27 per sq ft to support expected build costs of around £2m - £2.5m.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The architect and other consultants will be procured either in accordance with the Council's Contract Procedure Rules or as specified in this report.

### 4 WORKFORCE IMPLICATIONS

- 4.1 None.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The property was built in the 1960's as an office for the Family Practitioners Committee. The building is very substantially built, but in need of modernisation and refurbishment if it is to continue to be used as an office. There is a shortage of office space in the City and rents have risen considerably
- 5.2 The Council has to actively manage its property portfolio in the CWR area to ensure that it can continue to be let and provide a useful contribution to the economy of the City. To achieve this, it is necessary to undertake works to refurbish Coitbury House to ensure the property is of a condition that is lettable and attractive to the current market.

## 6 CONSULTATION AND COMMUNICATION

- 6.1 The Portfolio Holder for Central Winchester, The Leader, supports the proposal to refurbish Coitbury House and re-let as office accommodation.
- 6.2 The strategic brief is supported by the Coitbury House Advisory Panel. Cabinet (CWR) Committee members were updated on progress to date during a CWR informal working group which took place on 23 October.
- 6.3 The CWR Supplementary Planning Document was adopted by the Council's Cabinet at its meeting on 20 June 2018 following 18 months of comprehensive stakeholder and community engagement and consultation. It sets out a vision and objectives for the area, which architects will need to have regard to in their proposals.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 It is necessary to invest in Coitbury House to avoid the building falling into disrepair; it will decay if it is not occupied and maintained and will not be attractive to potential occupiers. If a view is formed that the Council no longer intends to invest in the management of the CWR area, potential tenants will seek accommodation elsewhere.
- 7.2 The retention and refurbishment of an existing building can have significant environmental benefits. The CO2 emissions associated with the refurbishment of an existing building are potentially significantly less than with the construction of a new building on the same site. For example significant carbon emissions would be generated in the demolition of the existing building and the transfer of waste either for recycling or to tip.
- 7.3 While a new building would be built to higher environmental standards than an existing building, significant carbon emissions would be generated in the construction of the new structure. The environmental performance of the existing building can be significantly improved by the use of LED lighting, insulation, a low energy rated lift and an improved thermal performance from the use of new windows and wall insulation.
- 7.4 Climate change and sustainability are objectives set out in the CWR Supplementary Planning Document which states that any development should be designed to be resilient to the impacts of climate change and to minimise its impact on climate change. It also states that high standards of sustainability should be achieved in accordance with the LPP1 policy CP11, incorporating measures to minimise energy and water use, generate and store renewable energy. The brief to the architects lists this objective as one which must be reflected in any designs that come forward.

## 8 EQUALITY IMPACT ASSESSEMENT

- 8.1 None.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 None required.

10 RISK MANAGEMENT

| <b>Risk</b>   | <b>Mitigation</b>  | <b>Opportunities</b>   |
|---|--|--|
| <p><i>Property</i><br/> <i>There is a risk that if the Council does not refurbish the Coitbury House, its condition will deteriorate, making it difficult to re-let.</i></p>  | <p>Continue with plans to refurbish the building to re-let as office accommodation.</p>  |  |
| <p><i>Community Support</i><br/> <i>Lack of support to refurbish Coitbury House to re-let as office accommodation.</i></p>  | <p>Ensure thorough and inclusive engagement with the Coitbury House advisory panel to ensure their comments are taken into consideration during any decision making.</p>   | <p>If Coitbury House is refurbished and re-let successfully this will enhance community support for other developments that follow within the CWR area and possibly other projects the Council is involved with.</p> |
| <p><i>Timescales</i><br/> <i>There is a risk if the Cabinet does not approve the brief for the architect and the list of architects, there will be a delay to the procurement of the architect and subsequent next steps</i></p>          | <p>Clearly demonstrate how the brief is fit for purpose and meets the needs of the market. Clearly demonstrate rationale for the chosen architects.</p>  |  |
| <p><i>Financial / VfM</i><br/> <i>There is risk that the design for Coitbury House is not financially viable and cannot be delivered.</i><br/> <i>Funding required to carry out the works is not recovered through rental income.</i></p> | <p>Ensure the design is sufficiently tested and seek consultant input where required.<br/> <br/> Market the property to potential tenants at an early stage in the refurbishment process and ensure the refurbishment is carried out to a standard that is attractive to the market.</p> |  |
| <p><i>There is risk if the Council</i></p>  | <p>Continue with plans to</p>  | <p>Re-letting the building for</p>   |

|  |  |   |
|--|--|---|
| <i>does not refurbish Coitbury House it will continue to fund the upkeep of the building without receiving any rental income.</i>  | refurbish the building to re-let as office accommodation – agreement on architect and designs initially. | office accommodation will bring more businesses to the area and improve the local economy.  |
| <i>Legal consultants and architects are not procured in accordance with Contract Procedure Rules</i>   | Ensure the Council's Contract Procedure rules are followed or appropriately varied.                      |   |
| <i>Reputation There is a risk to the Council's reputation if it does not refurbish Coitbury House.</i>   | Continue with plans to refurbish the building to re-let as office accommodation.                         | Refurbishing Coitbury House and re-letting the building for office accommodation will demonstrate a first step in the regeneration of the Central Winchester area, which will enhance the Council's reputation. |
| <i>There is a risk to the Council's reputation if the standard of refurbishment does not accord with the SPD aspirations of high quality materials and architectural detail.</i> | Strategic brief to prioritise SPD principles and objectives.   | Demonstrating the SPD principles and objectives have been achieved will instil confidence in residents and developers that the Council can deliver.   |
| <i>Other</i>   |  |   |

## 11 SUPPORTING INFORMATION:

- 11.1 There is a significant shortage of grade A office space in Winchester and consequently, the Council has been approached by potential tenants interested in taking a lease of Coitbury House. The requirement to refurbish and extend the building to provide high quality grade A specification, modern commercial office accommodation geared toward current market requirements is therefore justified.
- 11.2 Coitbury House is located within the CWR area. The boundaries of the building are shown in the HM Land Registry – Official copy of title plan (appendix B).
- 11.3 Although Coitbury House is not highlighted in the SPD as a retained building, its location, structure and potential have been identified as suitable for refurbishment in order to meet current office demand.

- 11.4 Analysis of the development potential of the building suggests that a comprehensive refurbishment and extension to provide in the region of 10,000 sq ft. could be carried out which might be sufficient to secure a letting of the building at between £25-27 per sq ft provided that the commercial requirements of potential tenants are met.
- 11.5 This level of rental return would support build costs of between £2 - £2.5m.
- 11.6 The redevelopment of the CWR area will result in some sites being developed profitably and others where significant infrastructure investment is needed requiring a subsidy. The opportunity to develop Coitbury House profitably will provide financing for other elements of the proposed development such as the formation of open space, or the opening up of a currently underground water course.
- 11.7 At its meeting on 19 October 2017, the Cabinet (CWR) Committee authorised the Assistant Director (Estates & Regeneration) to produce a feasibility study for the refurbishment and extension of Coitbury House. To date £25,000 has been spent on engaging architects, mechanical & electrical engineers, cost consultants and structural engineers to consider the feasibility of the improvements and whether it was cost effective to undertake works necessary to the building.
- 11.8 The architects produced a review which identified a number of ways in which the building could be extended and that it was cost effective to retain the building for further use. Following the adoption of the CWR SPD it was concluded that the design of the refurbished building should adhere closely to the vision for the area and that Architects should be appointed to develop options for the redevelopment in further detail
- 11.9 At its meeting on 10 July 2018, the Cabinet (CWR) Committee approved the set up of an advisory panel for Coitbury House. The purpose of the panel is to consider and provide comment to aid decisions. Decision making powers remain with the Cabinet (CWR) Committee or with the delegated authority holder.
- 11.10 The strategic brief was shared with the advisory panel for comment at their meeting on 17 October 2018 and was amended following recommendations from the panel. Please see appendix C for notes and actions from this meeting.
- 11.11 Approval of the strategic brief is sought from the Cabinet in order to proceed with the next steps, which will involve contacting architects with office development and refurbishment experience where a high quality product is required to request a submission for the works. Once evaluated, the submissions and evaluations will be presented to the Cabinet (CWR) Committee at its meeting on 27 November 2018 for confirmation of the successful architect.

- 11.12 Due to the expectation of a high quality refurbishment of the building, it is proposed that the price/quality evaluation split is 40/60 which deviates from the Contract Procedure Rules 9.1 (d).
- 11.13 It is proposed that the bidding architects will present their submissions to the Coitbury House Advisory Panel members for information.
- 11.14 The refurbishment of this property presents an opportunity to bring forward commercial space in a central location which accord with the Councils Local Plan policies and as an early investment in the Central Winchester Regeneration project. This not only acts as a catalyst for future development but helps build market confidence and demonstrates the Council's leading role in making development happen. The recent EM3 Property Study 2016 highlighted the intrinsic qualities of Winchester as a prime office location for investment, but a lack of property was constraining growth. This project would contribute to the property supply.
- 11.15 The space would have the potential of accommodate 100 jobs. These jobs in turn would generate economic value to the town through spend on local services and goods. For financial and ITC services it is calculated that the GVA per workforce job in the South East is £79,000 to £86,600.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The option of doing nothing was considered and rejected as being inappropriate as it was viable to retain the building and the Council is committed to ensuring that CWR area continues to form a useful part of the City economy and the aspirations set out in CWR SPD are brought to fruition as soon as possible following the adoption of the document in June 2018.

### BACKGROUND DOCUMENTS:-

#### Previous Committee Reports:-

CAB2969 (CWR) – 17 October 2017 Central Winchester Regeneration Area Short Term 'Meanwhile' Measures and Uses

CAB2995 (CWR) – 6 December 2017 Draft Supplementary Planning Document

CAB3034 (CWR) – 20 June 2018 Adoption of Supplementary Planning Document

CAB3061 (CWR) – 10 July 2018 Central Winchester Regeneration Update

CAB3077 (CWR) – 25 September 2018 Central Winchester Regeneration Update and Establishment of Advisory Panels

#### Other Background Documents:-

CWR SPD: <http://www.winchester.gov.uk/planning-policy/supplementary-planning-documents-spds/central-winchester-regeneration-spd>



APPENDICES:

Appendix A: Strategic Brief

Appendix B: HM Land Registry – Official copy of title plan

Appendix C: Coitbury House advisory panel notes and minutes – 17 October 2018

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## Coitbury House, Winchester

### Proposed Strategic Brief

The existing Coitbury House is located off Tanner Street in the Silver Hill area of central Winchester. The building formerly housed the Hampshire Medical Records Department for Winchester NHS Primary care support services but is now vacant. The building is owned by WCC. The property currently has 16/17 parking spaces. The current approx. areas (NIA) are as follows:

|               |                |
|---------------|----------------|
| Ground Floor: | 2326 SF        |
| First Floor:  | 2491 SF        |
| Second Floor: | 2648 SF        |
| <b>Total:</b> | <b>7466 SF</b> |

WCC wish to refurbish the building and explore options to create circa 10,000-11000 square feet, net, of modern commercial grade A accommodation geared toward current market trends. For example this could include adding a floor or extending the building out into the car park. Options for improving the roof of the building should also be included. Flexibility should be built into the design to enable the building to be let to one single occupant or multiple occupiers to accommodate market forces. The project needs to provide modern, high quality office accommodation, which reflects the buildings prominent position within the city centre. There is good demand for office accommodation in Winchester and the Council is looking to achieve a realistic market rent and therefore requires a quality refurbishment in order to achieve this.

The Coitbury House site is situated within the Central Winchester Regeneration (CWR) area located in the city centre and is subject to the Supplementary Planning Document (SPD).

Coitbury House is the first step in the development of the wider CWR area following the adoption of the SPD; it must create a positive statement that work within the area is now taking place, lead the way for further developments in the area and have regard for the vision set out within the SPD:

*The vision for the Central Winchester Regeneration Area is for the delivery of a mixed-use, pedestrian friendly quarter that is distinctly Winchester and supports a vibrant retail and cultural / heritage offer which is set within an exceptional public realm and incorporates the imaginative re-use of existing buildings.*

The CWR SPD can be accessed here on the Council's website:

<http://www.winchester.gov.uk/planning-policy/supplementary-planning-documents-spds/central-winchester-regeneration-spd>

The SPD was produced following 18 months of consultation with local residents and businesses. It represents their aspirations for the area. It is therefore essential that these aspirations are reflected in any designs that come forward.

The SPD builds upon relevant planning policies under the NPPF, the Local Plan Part 1 and Part 2. The principles and objectives within the SPD include:

- Vibrant Mixed use quarter
- Adopting the ‘Winchesterness’ principles which include high quality materials and architectural detail
- City Experience
- Views and skyline
- Climate change and sustainability

The principles of development acceptable within the CWR will shape any redevelopment of Coitbury house, one of the key issues being the visual impact of any changes or extensions to the building.

It will be important to demonstrate thinking behind how the new development will interact with other parts of the site and in particular the immediate surroundings.

The following issues would need to be explored at the feasibility stage of the project:

- A rationalisation of the interior to reflect modern working practices, ie open plan floor plates.
- The main entrance will create a first impression for the rest of the building, a remodel of the main entrance is therefore required to give it more prominence but within the confines of the ownership boundary
- Review and consideration of the external fabric of building
- New heating and cooling systems
- A rationalisation of all WC’s
- Breakout areas/kitchenettes
- A new DDA compliant lift
- Design to meet all current regulations
- Design to meet BREEAM *Very good* and improved energy efficiency to reduce running costs.
- Additional floor space and roof extension
- Provision of lockable bike storage either internally or externally and sufficient showers/lockers

The timescale for the development is:

|  |                |
|--|----------------|
| Cab (CWR) Cttee approve budget, architect brief, list of architects and timeline:                    | 31 October 18  |
| Send brief to architects:  | 1 November 18  |
| Submission of EOI by practices:  | 15 November 18 |
| Estates officer evaluates submissions by:  | 22 November 18 |
| Advisory Panel emailed quotes and evaluations:   | 23 November 18 |
| Advisory Panel comments by:  | 26 November 18 |
| Cabinet (CWR) Committee approve chosen practice:   | 27 November 18 |
| Appoint practice for feasibility:  | 28 November 18 |
| Commence feasibility   | 29 November 18 |
| Advisory Panel meet the architect practice:  | December 18    |
| <b>*Further dates for advisory panel reviews and Cabinet (CWR) Committee approvals are still TBC</b> |                |
| RIBA stage 0/1 complete:   | Mid January 19 |

|   |                |
|---|----------------|
| Advisory Panel review:  | Mid January 19 |
| Stage 2:  | Mid January 19 |
| Stage 2 Advisory Panel review:                                    | Early March 19 |
| Stage 2 Cabinet (CWR) Committee approve:                          | 19 March 19    |
| Stage 3:  | March - May 19 |
| Advisory Panel review:  | June 19        |
| Cabinet (CWR) Committee sign off Stage 3 and planning submission: | June / July 19 |
| Submission planning:  | July 19        |
| Stage 4:  | July – Sept 19 |
| Tender for works:   | Oct - Nov 19   |
| Cabinet (CWR) Committee approve contractor:                       | December 19    |
| Stage 5:  | January 20     |

We would require a fee proposal based on providing the initial feasibility study (RIBA stages 0/1).

*The client will appoint their own QS who will review the initial appraisal to give an estimate of costs. In terms of M/E and S/E, the client will look for recommendations once the relevant stage is reached.*

Bidders will be expected to present submissions to the Coitbury House Advisory Panel at Winchester City Council Offices on Friday 23 October. The presentation will be 45 minutes made up of a 15 minute presentation and approximately 30 minutes of Q&A.

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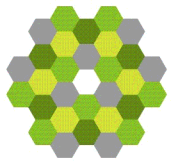
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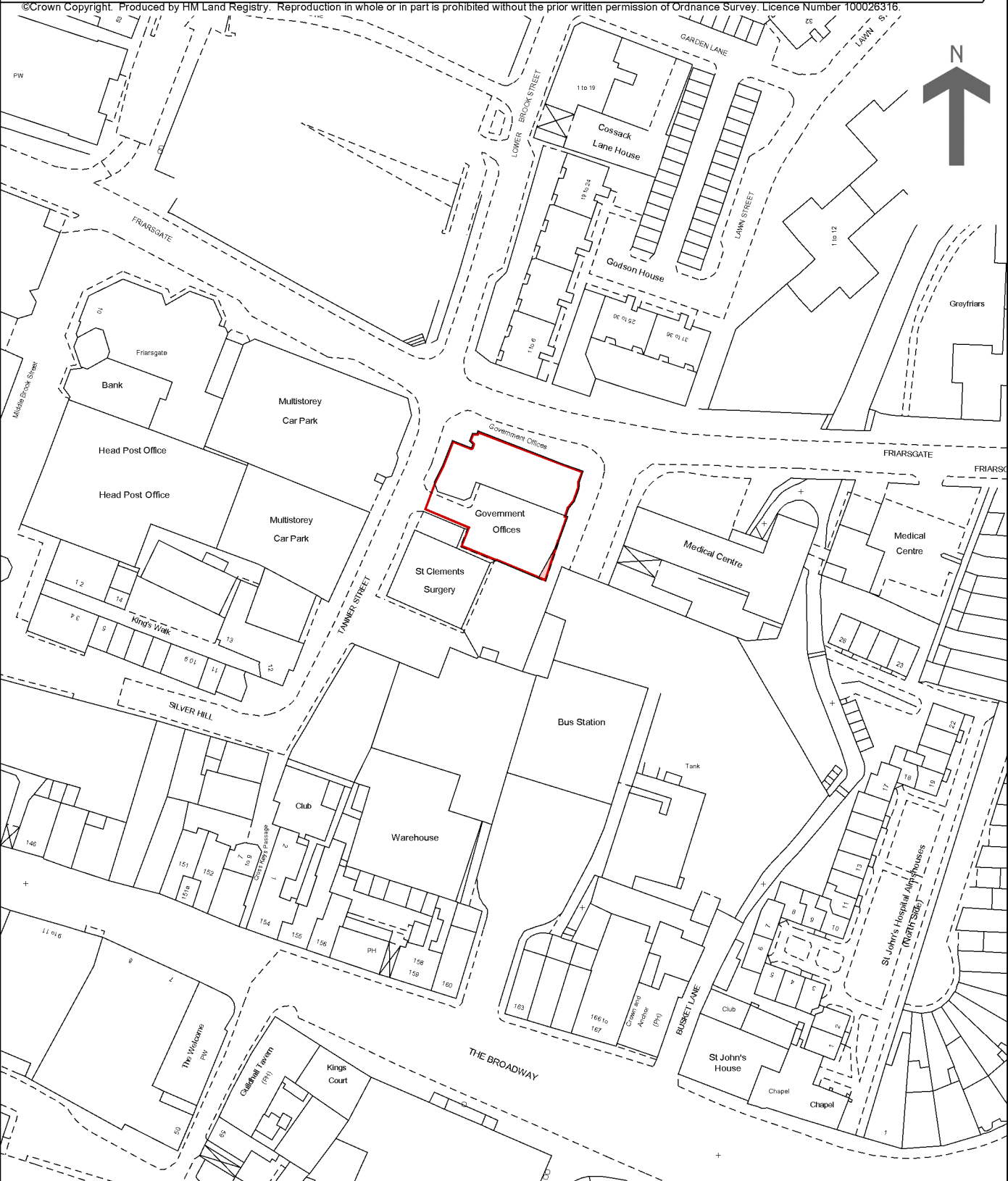
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**Project Title:**

CWR – Coitbury House Advisory Panel – notes and actions

**Author:**

Sophie Kitson

**Meeting Information****Date, Time & Location:**

Wednesday 17 October 2018. 13:00pm, St Giles, City Offices

**Attendees:**

Cllr Caroline Horrill (Chair)  
 Cllr Eileen Berry  
 Cllr Dominic Hiscock  
 Keith Leaman (City of Winchester Trust)

Veryan Lyons  
 Rachel Robinson  
 Sophie Kitson  
 Neil Aitken  
 Richard Wadman

**Apologies:**

N/A

**Agenda**

| Topics: |   |  |                                  |
|---------|---|--|----------------------------------|
| 1.      | - Advisory Panel Terms of Reference and Membership<br>- Red line map*   | For information<br>For information   | VL/RR                            |
| 2.      | - Coitbury House Draft Brief<br>- Architect Draft Brief<br>- Procurement Route<br>- Estimated Timescales<br>- Possible Architects | For discussion<br>For discussion<br>For information<br>For information<br>For discussion | VL/RR<br>RW<br>RW<br>RW/RR<br>RW |
| 3.      | - AOB   |  | All                              |

\*Land registry freehold title plan replaces this, see Appendix A at the end of this document.

**Notes and actions from the meeting**

|              |  |  |
|--------------|--|--|
| Agenda item: |  |  |
|--------------|--|--|

|  |  |   |
|--|--|---|
|  | <p>Richard and Neil will put a ‘marker’ in the budget setting for the capital strategy that funds for the refurbishment will be necessary.</p> <p>Project team to attach Coitbury House land registry details (to replace the ‘red line map’) to the notes and actions.</p> <p>The land registry document will also be sent to the architects.</p>   | <p><b>ACTION</b></p> <p><b>ACTION</b></p> <p><b>ACTION</b></p>  |
|  | <p>Agreement that the architects proposals should consider the two following scenarios;</p> <ol style="list-style-type: none"> <li>1. One tenant across three or four floor plates,</li> <li>2. Up to four tenants (multi-let), which would require common areas and management of these areas.</li> </ol> <p>The brief should clarify that WCC expect to see the architect’s proposals have considered both scenarios (one tenant, or multi-let).</p> <p>The panel agree that the architects brief should explain that proposals should include options for improving the roof.</p> | <p><b>COMMENT</b></p> <p><b>ACTION</b></p> <p><b>ACTION</b></p> |
|  | <p>There is extensive discussion surrounding tenants, the panel are informed that having four tenants instead of one reduces the risk of lost rent, but both options have advantages and disadvantages.</p> <p>The panel agree that both scenarios should remain an option.</p>  | <p><b>COMMENT</b></p> <p><b>RECOMMENDATION</b></p>              |
|  | <p>The panel agree that the architects invited to submit a bid should consider the Central Winchester Regeneration (CWR) <a href="#">Supplementary Planning Document</a> (SPD) when creating their proposal.</p> <p>The project team and Richard inform the panel that the SPD is hyperlinked within the brief.</p>  | <p><b>COMMENT</b></p>   |
|  | <p>The panel agree the main entrance will create a first impression for the rest of the building, this should be made clear in the brief and ‘re-design main entrance’ should be changed to ‘re-model’.</p> <p>The panel agree it is acceptable that the approval of the Architects brief be reported to Cabinet on 31<sup>st</sup> October, instead of Cabinet (CWR) Committee on 27<sup>th</sup> November to enable WCC to procure an architect sooner. Non-voting members will be invited.</p>  | <p><b>ACTION</b></p> <p><b>ACTION</b></p>                       |
|  | <p>The panel agree the architect’s proposals should consider how the Coitbury House building interacts with the rest of the site and immediate surroundings and that this should be incorporated into the brief.</p>   | <p><b>ACTION</b></p>  |
|  | <p>Extensive discussion surrounding car parking, some panel members believe a small number of spaces is necessary to achieve higher rental rates, another member believes the vision in the SPD to remove inner-city car parking should be carefully considered.</p> <p>It is agreed that the project team will investigate the planning</p>   | <p><b>COMMENT</b></p> <p><b>ACTION</b></p>                      |

|  |  |  |
|--|--|--|
|  | regulations around parking ratios.   |  |
|  | The project team will recirculate the updated documents to the panel once the amendments have been made.   | <b>ACTION</b>  |
|  | <p>Veryan Lyons explains the procurement process; the existing timeline is based on fees of up to £100k. In these circumstances WCC can directly approach a minimum of three architects to request proposals.</p> <p>If the fees are over £100k, WCC will go out to tender, this procurement method is much longer and will impact on the existing timeline.</p> <p>Veryan Lyons suggests that this should be considered when deciding which architects to approach.</p>   | <b>COMMENT</b>   |
|  | <p>There is discussion surrounding architects; both large and medium sized firms, who may be interested in the project, particularly if the Coitbury House refurbishment is viewed as an initial gateway into the wider CWR scheme.</p> <p>It is agreed that Keith Leaman will provide a list of suggestions to project team, who will circulate with other panel members and officers for comment and agreement on a list of 5/6.</p> <p>Rachel Robinson flags that the existing timeline is based on approaching up to 6 architects, anymore than this will require more officer time to evaluate the submissions.</p> | <p><b>COMMENT</b></p> <p><b>ACTION</b></p> <p><b>COMMENT</b></p> |
|  | <p>Cllr Horrill said the advisory panel members should have an opportunity to meet the architects and ask any questions regarding their submissions prior to appointment.</p> <p>The project team will consider how this could be done and revisit the timeline accordingly.</p>   | <p><b>COMMENT</b></p> <p><b>ACTION</b></p>                       |
|  | <p>The panel recommend that the evaluation should be 60% quality and 40% price.</p> <p>Neil illustrates that this will require a Portfolio Holder Decision (PHD) notice and that the brief will need to include how the bids will be evaluated. (i.e. 60/40 quality price).</p>  | <p><b>RECOMMENDATION</b></p> <p><b>ACTION</b></p>                |

Appendix:

Appendix A: Land registry freehold title plan for Coitbury House:



**CABINET (CENTRAL WINCHESTER REGENERATION) COMMITTEE****10 July 2018**

Attendance:

Councillors:

Horrill (Chairman) (P)

Brook (P)

Humby

Miller (P) (alternative member of Cabinet)

Other invited Councillors:

Burns (P)

Hutchison (P)

Mather (P)

Murphy (P)

Others in attendance who did not address the meeting:

Councillors Bell, Berry and Thompson

1. **APOLOGIES**

Apologies were received from Councillors Humby and Ashton (Standing Deputy)

2. **DISCLOSURES OF INTERESTS**

There were no disclosures of interests.

3. **TO NOTE ANY REQUEST FROM COUNCILLORS TO MAKE REPRESENTATIONS ON AN AGENDA ITEM UNDER COUNCIL PROCEDURE RULE 35.**

Councillor Hutchison addressed the Committee.

In summary, Councillor Hutchison commented that the collaboration of members on the Central Winchester Regeneration Informal Policy Group had been good and that a spirit of cooperation and wide discussion would be welcomed going forward. The consideration of the way ahead (including the urban delivery report and options) had not been shared with members of the (former) Informal Policy Group.

The development of the site would be piecemeal and there should be an overall design statement to establish a co-ordinated approach to achieve the outcomes desired by the Supplementary Planning Document (SPD). The meanwhile uses were welcomed but the lack of (an overarching) design was a concern that needed to be addressed (by means of a proper plan). Examples were given of the works that had been carried out in Middle Brook Street, where there was no public seating, and the proposals for the Broadway needed to be properly

designed so that they fitted in with the area.

The Chairman responded that the delivery options would be considered by the Committee in September 2018 and that there would be Advisory Panels set up relating to meanwhile uses, including the Broadway. There would be discussions on the way forward. Experts and interest groups with knowledge and skills would be engaged with when appropriate, with the Strategic Director: Place providing coordination and having overall control.

4. **MINUTES 19 OCTOBER 2017**

RESOLVED:

That the minutes of the previous meeting of the Committee held on 19 October 2017 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Mr Gould stated that he was pleased that progress was being made on the project. He enquired how the regeneration project fitted in with the other major projects that the Council was pursuing and the process of engagement. He also enquired about the redevelopment of Coitbury House and how this might be linked with the St Clement Street Surgery. He also commented that he was looking forward to the opening of the waterways and asked if the drawings for the Broadway had the approval of Hampshire County Council. It was also asked whether the City Council could act as developer as it owned 80% of the site.

In response, the Chairman provided detail on the staff resources available to the Council to deliver its projects and its collaborative working with Hampshire County Council on matters such as the reshaping of the Broadway and the future of the bus station. The longer term vision for the regeneration area would be run in parallel with short term improvements by implementing meanwhile uses. The Sports and Leisure park contract was uppermost for delivery and the Council's other projects were behind this, but would come forward. The City Council could possibly act as developer for parts of the site where it was certain that the works would reflect public desire (and finance and resources would be required) and this was a matter that the Strategic Director: Place would take into consideration.

Mr Davies enquired about the St Clement Street Surgery's proposed move from its present site. He noted that the Upper Brook Street Car Park site had planning permission for a doctor's surgery.

The Chairman stated that Cabinet was supportive towards the move of the surgery, and that confirmation for a move from the doctor's practice was required. If the doctors decided to remain in their present location at St Clement Street, the site would not be disturbed as the value of the surgery to the community was recognised.

6. **CENTRAL WINCHESTER REGENERATION UPDATE**  
(Report CAB3061(CWR) refers)

The Committee received an introduction from Councillor Horrill which provided an update on the Central Winchester Regeneration Project. Councillor Horrill emphasised that she was looking for the process to be collaborative across the political groups, to involve residents and to engage with interested parties. Advisory Panels would also be established to extend the process of engagement.

The Head of Programme outlined the report to the Committee, covering items including an archaeology, meanwhile uses, the improvements to the existing estate and public realm, movement strategy, key partnerships and stakeholders, delivery options and viability and governance and engagement going forward.

In summary, the following matters were raised by Members and the Chairman responded as set out below:

How the outputs from the Archaeology Advisory Panel would be fed into the plans going forward.

The Panel would be meeting with those that had raised concerns, would be holding public sessions and there would be the opportunity for members of the Committee to talk informally with members of the Panel.

Would the Advisory Panel for the refurbishment of Coitbury House take into consideration the requirements of prospective tenants.

The Advisory Panel would assist the Council in terms of design and presentation of the building. Consideration could then be given to finding the most appropriate user and to make decisions as to whether it required light refurbishment or something more fundamental. It was envisaged that this project would take 6-12 months to complete.

The membership of the Advisory Panels and their consultative role.

Local experts could act as advisors if they did not have a commercial or other prejudicial interest in future contracts or the area. The experience of other projects would also be taken into consideration. Advisory Panels would also be consultative and be supported by expert advice as necessary, for example in ensuring a good design. The Advisory Panel's membership would include Councillors. All advice flowing from the Panels would be considered by the Strategic Director: Place, project team and this Committee.

The proposals for paving and surfacing, including the Broadway, should be well designed and be coherent.

The designs would be taken forward in consultation with Hampshire

County Council (who had been involved in good schemes elsewhere).  
The brief would include on-going maintenance following installation.

#### The Winchester Movement Strategy

All councillors would have the opportunity to participate and comment on the emerging Movement Strategy.

#### The Urban Delivery Report

Information in this background report would be considered in developing the approach to project delivery, which would form the subject of a report to this Committee in September 2018.

The Design Programme should be divided into different parcels which were manageable and coherent.

The Strategic Director: Place replied that there was now a coherent vision, articulated in the SPD, which was shared and widely supported. The priority now was for that vision to be delivered through short term improvements and a longer term delivery approach.

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

#### RESOLVED:

1. That the contents of the report be noted.
2. That the commissioning of further work on delivery options and viability for the Central Winchester Regeneration project be approved.
3. That the principles that underpin the governance structure and the creation of the first three Advisory Panels be approved.

The meeting commenced at 4.30pm and concluded at 6.05pm

Chairman



**CABINET (CENTRAL WINCHESTER REGENERATION) COMMITTEE****25 September 2018**

Attendance:

Councillors:

Horrill (Chairman)

Ashton

Brook

Other invited Councillors:

Burns

Hutchison

Mather

Murphy

Others in attendance who did not address the meeting:

Councillors Bell and Gottlieb

**1. DISCLOSURES OF INTERESTS**

There were no disclosures of interests from Members of the Committee.

Councillor Gottlieb declared a personal and pecuniary interest in matters relating to the St Clements Surgery and also that he was a member of the Winchester Deserves Better campaign group.

Following conferring with the Corporate Head of Resources over his declaration of interest, Councillor Gottlieb left the meeting and did not address the Committee.

**2. MINUTES**

Councillor Hutchison stated that her comments made under Minute 3 – Council Procedure Rule 35, had not been reflected fully in the Minute. She reiterated her concerns that the spirit of cooperation present under the Informal Policy Group had been lost and that the Urban Delivery Report had not been discussed. She added that the Advisory Panels had not been developed as was wanted.

RESOLVED:

That the minutes of the previous meeting of the Committee held on 10 July 2018 be approved and adopted.

## 5. **PUBLIC PARTICIPATION**

Richard Baker, speaking on behalf of the City of Winchester Trust, stated that for the Outline Delivery Strategy the appointment of the Strategic Advisor would be key to its success. Those appointed to be the Strategic Advisor would require sensitivity, understanding and importantly have experience with regeneration 'in the heart' of historic cities, in order to brief and commission the Master Plan. The Master Plan would consider land uses in the Supplementary Planning Document (SPD), including pedestrian access, car parking, cultural, retail and a bus hub. The masterplan should consider the Winchester Movement Strategy and the wider integration of the scheme into the town. The masterplan should also involve public consultation for its adoption in 2020, with planning applications received by 2021.

Tim Fell, in summary, spoke of the need to seek public engagement and to harness the expertise and talents of local people and external advisors. The standing Advisory Panels should be appointed at the earliest opportunity and would reassure the public, considering subjects such as archaeology and town planning. Of benefit would be the commencing of major public realm projects, for example a pocket park at Riverside, city walks, a piazza at the Antiques Market and improving the appearance of the former Friarsgate Surgery. The provision of small retail units at affordable rents should also be sought and also to integrate Woolstaplers Hall into the proposals.

Patrick Davies, in summary, mentioned meanwhile uses, for example tidying up the former Friarsgate Surgery and use of the land behind the bus station, whilst not losing sight of long term expectations. He also asked about the situation with the introduction of car parking charges in the Marks and Spencer Car park in St Clement Street.

Arthur Morgan, in summary, commented that it was open to interpretation on the skills required and in identifying who would lead the project; would it be led by the Council and/or a developer? Winchester Deserves Better had produced their own scheme based on the Central Winchester Regeneration (CWR) Supplementary Planning Document (SPD), they were not the developer but wished to show this to take the scheme forward. The scheme needed to be civic minded rather than commercial with a lot of public realm, museums, and performance space, residential and to open up the brooks. Archaeology also needed to be resolved. It was an opportunity not to be missed. A key was architecture. The project should be controlled to be financially viable, but not to 'sweat the asset', as the scheme radiated into the whole city and also provided an opportunity to revitalise it.

The Chairman replied to the points raised, in particular to Mr Davies by saying that the car park in question was leased to Marks and Spencer and therefore the monetary collection was in their domain.

The Chairman thanked the public speakers for their contributions.

6. **CENTRAL WINCHESTER REGENERATION UPDATE AND ESTABLISHMENT OF ADVISORY PANELS**  
(Report CAB3077(CWR) refers)

The Committee received an introduction from Councillor Horrill which provided an update on the Central Winchester Regeneration Project, including the establishment of the Advisory Panels which would help inform the project streams. Councillor Horrill stated that the three month period for legal challenge for the SPD had now expired and no challenges had been received, and that this was a material consideration moving forward.

The Head of Programme outlined the work streams to the meeting, as set out in the Report. These were to develop a strategy to deliver the vision and aspirations outlined in the SPD; the establishment of advisory panels; the refurbishment and re-letting of Coitbury House; implementing a meanwhile use strategy for the vacant space in the bus station (a mural had now been displayed); the drive to let vacant property on a short-term basis within the regeneration area; deliver the repaving of lower High Street and revisit plans for Broadway; identify and deliver short term improvements to the public realm in the Central Winchester Regeneration area and to agree and deliver the archaeology event (on 11 December 2018).

In summary, the following matters were raised by Members and the Chairman and Head of Programme responded as set out below:

The Advisory Panels would help to inform projects and would include a wide range of participants, including the public and interested groups. The Chairman added that there might be other Advisory Panels appointed as the project moved forward.

The SPD assisted in defining the short, medium and long-term options. For example, as the area was contained, the Broadway gateway could be improved by landscaping, including providing wider pavements and removing car parking by the King Alfred statue. The repaving of the lower part of the High Street and Middle Brook Street were longer term objectives and it was noted that issues such as the re-opening up of water ways and the archaeology would need to be addressed before the Lower High Street and Middle Brook Street were repaved.

There was also parallel work to be undertaken in balancing strategic direction with short-term uses. Some of the short-term uses could then be judged on their success as to whether they became long-term features within the regeneration scheme.

The Meanwhile Use Advisory Panel would consider the provision of pop up shops.

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

RESOLVED:

That the Terms of Reference and membership for the Advisory Panels as outlined in the Report be approved.

7. **CENTRAL WINCHESTER OUTLINE DELIVERY STRATEGY**

(Report CAB3080(CWR) refers)

The Strategic Director: Place introduced the Report stating that the SPD showed the overall approach and was comprised of many interlocking aspects, and he would be pleased to take questions and hear views on the approach.

In answer to Members' questions, the Strategic Director: Place stated that he would be working with Members to appoint the most appropriate Strategic Advisor to assist in the development of the delivery strategy. The successful Strategic Advisor would be appointed through a procurement exercise and the brief for the Strategic Advisor would be consulted on with Members. The Strategic Advisor's role would be multi disciplinary, looking all aspects of the delivery strategy.

Members also commented that the Master Plan was required to define different sections of the project, leading to dialogue on each. For example, whether the public transport bus requirement was for a bus station, bus hub or a bus stop.

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

RESOLVED:

That outline delivery strategy as detailed in the Report, including the development of a scope for procurement of a Strategic Advisor, be approved.

The meeting commenced at 4.30pm and concluded at 5.50pm

**CABINET (STATION APPROACH) COMMITTEE****Thursday, 12 July 2018**Attendance:

Councillors

Miller (Chairman)

Godfrey

Humby

Other Invited Councillors:

Bell

Burns

Deputy invited Councillors:

Berry (as deputy for Cunningham) and Hiscock (as deputy for Hutchison)

Apologies for Absence:

Councillors Cunningham and Hutchison

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**1. MINUTES OF THE PREVIOUS MEETING HELD ON 27 FEBRUARY 2018**

RESOLVED:

That the minutes of the previous meeting held 27 February 2018 be approved and adopted.

**2. PUBLIC PARTICIPATION**

There were no questions asked or statements made.

**3. STATION APPROACH - UPDATE REPORT  
CAB3055(SA))**

The Chairman introduced the report and set out the key recommendations contained therein. He emphasised the amount of public consultation that had been undertaken to date and that further engagement would be carried out in October 2018, as summarised in the report.

The Head of Programme outlined the contents of the report in more detail, including drawing Members' attention to the legal advice contained at Paragraph 3. Both he and the Strategic Director: Place responded to Members' questions as summarised below.

- The work on the Public Realm Strategy and the preparation of the business case for the Local Enterprise Partnership (LEP) funding were linked and would run in parallel. The LEP requirements focussed on the economic regeneration of the Carfax area and provision of an enhanced gateway into Winchester, with initial discussions indicating there was flexibility regarding specific design of the area.
- The Head of Programme advised that the Corporate Head of Asset Management was working to keep the Chamber of Commerce and potentially interested firms up to date with progress. Between five and ten firms had expressed an interest in being located at the development. In general, he emphasised that there was a substantial shortage of Grade A office space in Winchester and further details would be presented to the next meeting of the Committee in October.
- The Public Realm Strategy considered the interconnectivity of the Carfax site with the wider area, although at the initial stages it would focus on the Station Hill and Station Road areas primarily. In developing the Public Realm Strategy, Officers were working closely with the County Council to ensure proposals accorded with those being developed through the Movement Strategy.
- One Member raised concerns about the risk assessment (contained as Appendix 2 to the report) which scored some key elements as having a high risk to the Council. The Strategic Director: Place emphasised that following the risk control measures suggested, the residual risk column went on to score these risks as unlikely.
- With regard to the importance of seeking agreement with both Network Rail and the County Council (as major landowners in the area), the Head of Programme highlighted that there were incentives for both organisations in terms of the prospect of LEP funding for improvements to the area.
- The £225,000 requested to progress the Public Realm proposals for Station Approach would be focussed on the area immediately adjacent to the Station, ie Station Hill and Station Road, and could be used for other improvements eg providing a new crossing point adjacent to the Gladstone St/Sussex St junction at the end of a proposed new pedestrian route running diagonally through the Carfax site, this route to be part of the Carfax scheme. The longer term aspirations to improve pedestrian and cycling links into the town centre would continue to form part of the wider Public Realm Strategy and would be progressed in the future as more funding became available. Members commented that it was important that the communication to all Councillors and to the public of the likely timescales for different elements of the proposals was made clear in future consultation.

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

**RESOLVED:**

1. That the public realm strategy be progressed by commissioning Lifschutz Davidson Sandilands and Hampshire County Council Design Engineering Services to undertake the necessary design work to support the Carfax site by taking forward projects focussing on the area of Station Hill and Station Road.

2. That the existing contract with Lifschutz Davidson Sandilands (LDS) be extended to authorise them to undertake the design work on the public realm strategy as set out in the report and agree the Brief.
3. That delegated authority be given to the Head of Programme in consultation with the Portfolio Holder for Estates to agree the procurement process for the technical design services and to agree terms within an existing Joint Working Agreement framework with the County Council to facilitate this.
4. That delegated authority be given to the Head of Programme for Station Approach in consultation with the Portfolio Holder for Estates to submit to the Enterprise M3 Local Enterprise Partnership (the LEP) the Business Case to request the release of £5 million funding currently earmarked for the public realm to support the development of the Carfax site.
5. That a revenue budget of £225,000 be approved in order to progress the public realm strategy to the design stage prior to obtaining final LEP approval.
6. That the project plan for the Public Realm proposals at Station Approach be agreed.
7. That the engagement report in relation to public consultation held in March 2018 be noted and endorsed.
8. That the update on the Carfax development scheme be noted.

The meeting commenced at 4.30 pm and concluded at 6.00 pm

Chairman

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**CABINET (STATION APPROACH) COMMITTEE****Thursday, 4 October 2018**Attendance:

Councillors

Miller (Chairman)

Godfrey

Humby

Other Invited Councillors:

Bell

Burns

Deputy invited Councillors:

Berry (as deputy for Cunningham)

Apologies for Absence:

Councillors Cunningham and Hutchison

Others in attendance for addressed the meeting:

Councillor Gottlieb

Others in attendance for did not address the meeting:

Councillor Thompson

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**1. DISCLOSURE OF INTEREST**

Councillor Warwick declared a disclosable pecuniary interest a County Councillor and Movement Strategy Board Member. However, as there was no material conflict of interest, she participated in the meeting and voted on items as below, under the dispensation granted by the Standards Committee.

Councillor Burns declared a personal (but not prejudicial) interest as she lived near the Cattlemarket site. She remained in the room and spoke on items as below.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 12 JULY 2018**

RESOLVED:

That the minutes of the previous meeting held 12 July 2018 be approved and adopted.

## 2. **PUBLIC PARTICIPATION**

John Hearn (City of Winchester Trust) addressed the meeting as summarised under the minute below.

## 3. **STATION APPROACH UPDATE**

CAB3083(SA)

At the invitation of the Chairman, Councillor Gottlieb addressed the Committee as summarised below:

- He believed that the Council should not be spending additional monies on the project without approval of a proper business plan. He did not know how much had been spent to date but estimated it to be in the region of £2m, possibly rising to £3m.
- He requested further information be supplied for Councillors on expected tenants, in the form of a confidential report if necessary.
- He asked that no further action be taken until firm commitments had been received from possible tenants and a full business plan agreed.

John Hearn (City of Winchester Trust) spoke during public participation and in summary made the following points:

- Concern regarding the change to the position of the access from Sussex Street to Gladstone Street. This would result in all vehicles going to the Carfax site travelling via Upper High Street, Newburgh Street and Gladstone Street resulting in a number of negative implications, including on traffic volumes and proposals for improved pedestrian access.
- The revised access proposals could also impact on proposals for changes to the one-way system, improvements to the City Road junction and public realm improvements in Sussex Street.
- The Trust considered the provision of 150 car parking spaces was incorrect: planning policy allowed no office car parking on the Carfax site due to its sustainable location.
- There did not appear to be any priority for public realm improvements beyond the immediate Carfax site area.

The Chairman stated that the County Council had raised technical and safety issues regarding access from Sussex Street. Other matters raised, including any changes to the one-way system were being considered as part of the Movement Strategy. A meeting had recently been held with the Trust to explain the current situation. The Strategic Director: Place suggested further discussions could take place if required.

The Head of Programme introduced the report and drew Members' attention to key elements. He noted a correction to paragraph 7.2 of the report as there were currently 223 car parking spaces across the whole of the Carfax site (108 public and 115 leased to HCC/Police). The scheme proposed a maximum of 150 spaces.

Paragraph 11.6 of the report outlined the background to the approval of the strategic business case for the development in March 2017 which remained

valid. The scheme was progressing in line with acknowledged good practice as summarised in the report.

The Head of Programme confirmed that discussions were ongoing with Network Rail/SW Railway as landowner and key stakeholder with a further meeting due to take place the following week.

The Head of Programme emphasised that possible further future public realm improvements would not be frustrated or constrained by the scheme's progress. Similarly, the scheme would be "future-proofed" to allow future changes and developments following publication of the Movement Strategy.

During questions from Members', a number of queries were raised and responded to by the Head of Programme and Strategic Director as summarised below:

- The site was assessed as the right location for office space in the Local Plan having regard to its sustainable location. With regard to the suggestion by one Member that Winnall was a more suitable location, the Strategic Director confirmed that the Council was actively considering opportunities in that area. However, this was not directly relevant to the matter under discussion at this meeting.
- Archaeological implications would be taken into account.
- The scheme proposed fewer car parking spaces than currently located in the area which should result in fewer traffic movements;
- It was hoped to be able to give further details of prospective tenants at the next meeting, scheduled for December 2018. The Head of Asset Management had contacted prospective tenants and agents and had received a high degree of interest. The letters of support contained as Appendices 2 and 3 of the report reinforced this. It was agreed to consider whether further details about future tenants could be made available in an exempt appendix to a future report.
- The December meeting would consider the viability of the scheme moving forward through the outline business case and seek Gateway approval to RIBA Stage 3.
- The Local Plan sets out the aspiration for non-residential development that requires an Energy Performance Certificate to meet 'BREEAM Outstanding' standards. However, this was acknowledged to be a very high aspiration with only a very few buildings achieving this standard.
- Discussions had been undertaken with the County Council, as Highway Authority, regarding the previously proposed access via Sussex Street. Detailed evaluation of the proposals had led to Gladstone Street now being the proposed access route.
- The Head of Programme considered that the £1.8m approved in the Capital Strategy was sufficient to take the project through to the submission of a planning application.

During debate, a number of Members spoke in support of the proposals and acknowledged the significant amount of work and consultation that had been undertaken to date. However, two Members expressed concern that careful regard should be had to the height and style of any development in this area.

Following discussion, Members agreed to re-phrase recommendation 1 of the report to remove the word “endorse”. In addition, it was noted that recommendation 2 should include the requirement to discuss with the City of Winchester Trust.

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

RESOLVED:

1. That the latest progress on the project be noted and the next steps as set out in this report be agreed for both the proposed Carfax development scheme and adjoining public realm proposals.
2. That following discussion with the RIBA Independent Design Advisor work required for the preparation of a planning application for submission in March 2019 be started.
3. That capital expenditure of £400,000 of the £1.8m approved in the Capital Strategy in February 2018 (CAB3014) be approved to take the project through to the submission of a planning application, in 2018/19.

The meeting commenced at 4.30 pm and concluded at 5.40 pm

Chairman

**CABINET (LEISURE CENTRE) COMMITTEE**

**Wednesday, 18 September 2018**

Attendance:

Councillors

Griffiths (Chairman)

Ashton

Warwick

Other Invited Councillors:

Huxstep  
Laming

Prince  
Stallard

Others in attendance who did not address the meeting:

Councillor Bell, Porter and Thompson

Apologies for Absence:

Councillor Stallard

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1. **DISCLOSURE OF INTERESTS**

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

Councillor Ashton declared a personal but not prejudicial interest as his wife was a trustee of "Allegra's Ambition" which was involved with the project.

2. **MINUTES OF THE PREVIOUS MEETING HELD ON 25 JULY 2018**

RESOLVED:

That the minutes of the previous meeting held 25 July 2018, be approved and adopted.

3. **PUBLIC PARTICIPATION**

Three members of the public and/or representatives of local sports groups spoke during public participation and their comments are summarised below.

Mike Fisher (Winchester City Penguins Swimming Club) noted that there had been a degree of negativity about the project recently which was in danger of

overshadowing the many positive benefits that a new Centre would bring. The Club had approximately 1,200 members who would all benefit from the increased capacity offered by a 50m pool, together with many other people including local school pupils and the general public. The increased water space would also offer a wider range of activities to take place. In summary, he welcomed the proposals and the opportunity to work collaboratively within the community to ensuring the success of the new facility.

Sue Falconer spoke on behalf of Emma Back (Winchester SALT) stating that everyone involved in the project wished it to succeed. However, as the scheme was progressing, they had concerns that there was no final agreement with the University of Winchester and the impact on the project's viability if the University were not involved. She highlighted that Weston Park Blades Netball Club had not been consulted until recently, despite the Council being informed about the club at an earlier stage and suggested that other clubs might have been excluded from the consultation. She stated that representations favouring provision of 12 courts at the new centre had been passed to the architects but had been misrepresented in the final report. She believed that this raised questions about the advice provided and whether it was biased in favour of a particular way forward. She queried how the new centre could guarantee sufficient demand and the support it would offer to local clubs.

Geoff Wright (resident of St Giles Hill) highlighted that the first two risks in the risk register contained as Appendix 2 to Report CAB3076(LC) had a current risk score of being likely and significant but the report did not appear to address this adequately. With regard to the projected underspend of £6m, he believed this suggested a significant slippage which was likely to increase the overall cost of the project. He did not consider this was adequately addressed in the report either.

4. **WINCHESTER SPORT & LEISURE PARK – PROJECT UPDATE AND BUDGET**  
(CAB3076(LC))

The Chairman introduced the report and confirmed that comments made during public participation would be addressed (as far as possible) during the course of the meeting. She highlighted the following points:

- the summary of actions from Advisory Panels on the project which was contained as Appendix 1 to the report and had been provided in response to comments made at the previous Committee meeting;
- a preconstruction agreement for the construction of the new facility had been agreed with Wilmott Dixon, a firm with considerable experience of delivering leisure centres;
- the date for the Planning Committee to consider the planning application had not yet been set but was expected to take place in October 2018;
- Paragraphs 11.3 to 11.6 summarised earlier decisions taken by the Committee regarding the provision of bleacher seating in response to the matter being raised again at the previous Committee meeting;
- The “Frequently Asked Questions” section of the Leisure Centre project webpage had recently been updated to address recent questions raised.

She announced two forthcoming consultation events in November for which invitations would be issued and further publicity arranged in due course.

In response to questions raised by Members during the meeting and earlier in the public participation period, the following points were made. Responses were provided by the Head of Programme and the Head of Sport and Physical Activity, together with Mike Lawless (LA Architects) and Olivia Burton and Sean Clark (MACE) who were also present at the meeting:

Concern over seating, lighting and glass wall limiting use of sports hall

Mr Lawless confirmed that the lighting was designed to be flexible and it conformed to national guidance and Sport England requirements. Blinds would be installed over the glass for use as required. Although one elevation was intended to be glass, there was over 60m of other wall space in the hall which could be played against.

The flooring proposed was of a high standard and robust. However users would have to have regard to the type of seating brought in to prevent damage. For major competitions, usual practice was for a mat to be brought in to protect the floor.

Weston Park Blade Netball Club

The Head of Sport and Physical Activity confirmed that discussions had taken place with the Club who were happy that their matches could be accommodated in the new centre. They intended to use existing chairs for matches but consider hiring in additional seating if necessary.

Provision of changing rooms for umpires of club matches

Provision of adequate changing rooms was highlighted as a key matter by two Members.

Query regarding RIBA stage 5/construction costs

The advisors from MACE stated that RIBA stage 4 involved detailed level of design being agreed which reduced the risk for the Council on handing over the scheme to a contractor. An element of RIBA stage 5 was also part of the pre-construction stage and was split due to the design and build contract adopted by the Council.

The contract would be awarded on a fixed price basis. The costs for the pre-construction period had been agreed with Wilmott Dixon and it was hoped that by the end of 2018, the final cost would be set.

Spend Profile (re underspend)

The Head of Programme advised that further detailed consideration of the facility mix (as had been requested by members) had resulted in some delays in the programme and associated spend slippage. However, the project was still within the budget figure set at the time that the final facility mix was agreed. .

Proposed advance works (paragraph 11.13 of the report)

The Head of Programme advised that it was intended to provide a link path between the Garrison Ground and KGV playing fields and Officers were working with the County Council to enable this. In addition, if planning permission was granted and construction began, it would be necessary to construct a temporary pedestrian access to the Garrison Ground and KGV playing fields. The meeting was shown slides giving an indication of these proposals.

#### Risks (including University of Winchester and other partners' involvement)

The Chairman confirmed that discussions with the University were ongoing but until final agreement was reached it remained a risk to the project. Councillor Ashton emphasised that preparation of the outline business case had included financial modelling of replacing partnership funding with borrowing to ensure the project could remain viable. A final decision would not take place until the Full Business Case had received agreement.

The Head of Programme advised that the University had confirmed in writing they were content with the agreed eight court provision. The Council also had agreements in writing with the Pinder trust and the County Council had allocated funding in its capital programme.

The Head of Programme explained how the risk scoring in Appendix 2 of the report had been completed. He emphasised that Officers were taking steps to reduce the likelihood of any of the risks stated taking place.

#### Operator Procurement

In response to comments made on behalf of Winchester SALT during public participation, the Head of Programme recognised the importance of the Operator contract and that the contract specification confirmed the priority of local clubs. The procurement process was underway and it was intended to bring a report to the 14 January 2019 Committee meeting to agree a preferred bidder. However, appointment could not be confirmed until agreement of the Full Business Case, scheduled to be considered by the Committee in February 2019.

Councillor Ashton noted that the cost of the operator contract was a significant risk in the viability of the project but Officers had taken measures, such as soft market testing, to minimise this risk. In addition, the high standard of design, specification and facility mix should ensure a high degree of interest.

#### Comments of sports clubs etc being properly taken into account

In response to points made by Winchester SALT during the public participation session, the Head of Programme emphasised that previous meetings of the Committee had considered fully comments from local clubs and sports groups, in addition to Sport England the The Sports Consultancy. Inevitably, there were some issues that could not be completely resolved and some compromises required but these had all been agreed by the Committee and the scheme still met the requirements of the original brief. Officers continued to discuss proposals with local clubs as the project moved forward.

#### Movement Strategy



It was noted that the County Council Movement Strategy was due to be available in October 2018. The Head of Programme confirmed that some improvement works, such as street lighting in Domum Road, could take place in advance of this.

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

RESOLVED:

1. That the latest progress on the project be noted and the next steps as set out in this report including the completion of RIBA Stage 4 and the commencement of RIBA Stage 5 Design be agreed.
2. That the appointment of a site supervisor for the construction element of the project be agreed and the Head of Programme be given delegated authority to make this appointment.
3. That expenditure of up to £665k from the existing approved capital budget be approved to:
  - a. cover the cost of additional work incurred during RIBA Stage 4
  - b. transition from RIBA Stage 4 to RIBA Stage 5
  - c. carry out some advance works as detailed in this report
4. That recommendation 3a above and to recommendation 3b and 3c be agreed subject to the pending planning application being approved at Planning Committee and in advance of discharging any related conditions, and that delegation is granted to the Head of Programme in liaison with the Portfolio Holder for Health and Wellbeing to determine the extent of works to be undertaken based on the ongoing assessment and discussions.
5. That a specialist contractor be agreed to undertake the path construction and associated clearance works in accordance with Council's Contract Procedure Rules.

The meeting commenced at 5.00 pm and concluded at 6.10pm

Chairman

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

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