



Meeting	Cabinet
Date and Time	Wednesday, 24th June, 2020 at 9.30 am.
Venue	This meeting will be held virtually and a live audio stream can be listened to via www.winchester.gov.uk .

Note: Owing to the ongoing Covid-19 pandemic and government guidance, it will not be possible to hold this meeting in person. The Council has therefore made arrangements under the Coronavirus Act 2020, and subsequent Regulations permitting remote meetings, to hold the meeting virtually. If you are a member of the public and would like to listen to the audio stream of the meeting you may do so via www.winchester.gov.uk

AGENDA

PROCEDURAL ITEMS

1. **Apologies**
To record the names of apologies given.
2. **Membership of Cabinet bodies 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) Community Infrastructure Levy (CIL) Allocations Advisory Panel (CAAP)
Proposal to increase membership of Panel to include Councillor Prince. CAAP established by Cabinet on 23 October 2019 (CAB3194 refers) with previously agreed membership - the Cabinet Member for Built Environment; the Strategic Director (Services); the Strategic Director (Resources), the Strategic Director (Place) and may include, but not necessarily, a willing representative from Hampshire County Council.
 - b) Local Plan Advisory Group
Proposal to include Councillor Rutter as a member of the Advisory Group for 2020/21.
Full membership: Councillors Porter (Chairperson), Brook, Evans, Ferguson, Horrill, Rutter and Thompson.



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.**

Note: Councillors wishing to speak about a particular agenda item are required to register with Democratic Services three clear working days before the meeting (contact: democracy@winchester.gov.uk or 01962 848 264). Councillors will normally be invited by the Chairperson to speak during the appropriate item (after the Cabinet Member's introduction and questions from other Cabinet Members).

BUSINESS ITEMS

5. **Minutes of the previous meeting held on 21 May 2020.** (Pages 5 - 14)

6. **Public Participation**

– to note the names of members of the public wishing to speak on general matters affecting the District or on agenda items

NB members of the public are required to register with Democratic Services three clear working days before the meeting (contact: democracy@winchester.gov.uk or 01962 848 264).

Members of the public and visiting councillors may speak at Cabinet, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Thursday 18 June 2020** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

7. **Leader and Cabinet Members' Announcements**

8. River Park Leisure Centre decommissioning (Pages 15 - 36)

Key Decision (CAB3242)

9. Vaultex Park & Ride extension (Pages 37 - 48)

Key Decision (CAB3239)

10. Fire Safety in Council Housing (Pages 49 - 90)

Key Decision (CAB3211)

11. Energy Supply Contracts (Pages 91 - 100)

Key Decision (CAB3238)

12. Development Approach - New Doctors' Surgery (less exempt appendix)
(Pages 101 - 112)

Key Decision

(CAB3247)

13. To note the future items for consideration by Cabinet as shown on the July 2020 Forward Plan. (Pages 113 - 122)

14. 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.

15. Development Approach - New Doctors' Surgery (exempt appendix) (Pages 123 - 124)

Key Decision

(CAB3447 Appendix)

Lisa Kirkman
Strategic Director: Resources and Monitoring Officer

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16 June 2020

Agenda Contact: Nancy Graham, Senior Democratic Services Officer
Tel: 01962 848 235, Email: ngraham@winchester.gov.uk

**With the exception of exempt items, Agenda, reports and previous minutes are available on the Council's Website www.winchester.gov.uk*

CABINET – Membership 2020/21

Chairperson: Councillor Thompson (Leader and Cabinet Member for Communications)

Councillor Cutler (Deputy Leader and Cabinet Member for Finance and Risk)

Councillor	-	Cabinet Member
Ferguson	-	Cabinet Member for Local Economy and Climate Emergency
Learney	-	Cabinet Member for Housing and Asset Management
Porter	-	Cabinet Member for Built Environment and Wellbeing
Prince	-	Cabinet Member for Sport, Leisure and Communities
Tod	-	Cabinet Member for Service Quality and Transformation

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.

Public Participation at virtual meetings

Representations will be limited to a maximum of 3 minutes, subject to a maximum 15 minutes set aside for all questions and answers.

To reserve your place to speak, you are asked to **register with Democratic Services three clear working days prior to the meeting** – please see public participation agenda item below for further details. People will be invited to speak in the order that they have registered, subject to the maximum time period allowed for speaking not being exceeded. Public Participation is at the Chairperson's discretion.

Filming and Broadcast Notification

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

Terms Of Reference

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

CABINET

Thursday, 21 May 2020

Attendance:

Councillor Thompson (Chairperson)	– Leader and Cabinet Member for Communications
Councillor Cutler (Vice-Chair)	– Deputy Leader and Cabinet Member for Finance and Risk
Councillor Ferguson	– Cabinet Member for Local Economy & Climate Emergency
Councillor Learney	– Cabinet Member for Housing and Asset Management
Councillor Porter	– Cabinet Member for Built Environment and Wellbeing
Councillor Prince	– Cabinet Member for Sport, Leisure and Communities
Councillor Tod	– Cabinet Member for Service Quality and Transformation

Others in attendance who addressed the meeting:

Councillors Brook, Godfrey, Horrill and Lumby

Audio recording of the meeting

A full audio recording of this meeting is available via this link:

[Full audio recording](#)

1. DISCLOSURE OF INTERESTS

Councillors Tod and Porter declared personal (but not prejudicial) interests in respect of various agenda items due to their roles as County Councillors.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 11 MARCH 2020

RESOLVED:

That the minutes of the previous meeting held on 11 March 2020 be approved and adopted.

3. PUBLIC PARTICIPATION

Patrick Davies spoke regarding report CAB3244 and his comments are summarised under the relevant minute below.

4. **THE LEADER TO APPOINT CABINET MEMBERS AND ALLOCATE RESPONSIBILITIES FOR 2020/21**

The Leader announced the following Cabinet Members and responsibilities for 2020/21:

Councillor	Responsibility
Cutler	Finance & Risk
Ferguson	Climate Emergency & Local Economy
Learney	Housing & Asset Management
Porter	Built Environment & Wellbeing
Prince	Sport, Leisure & Communities
Tod	Service Quality & Transformation

RESOLVED:

That the Cabinet Member appointments and responsibilities set out above be noted.

5. **LEADER AND CABINET MEMBERS' ANNOUNCEMENTS**

The Leader and Cabinet members made a number of announcements as summarised briefly below.

Councillor Thompson

Welcomed everyone to the second virtual meeting held by the Council under the arrangements of the Coronavirus Act 2020.

Councillor Porter

Work would commence shortly on the Durngate flood defence scheme with a planned finish date by December 2020.

A new Local Enforcement Plan had been approved under Officer delegated powers.

A number of Community Infrastructure Levy (CIL) applications had been received from parish councils and community groups which would be assessed in due course.

Councillor Cutler

The discretionary grant scheme would be launched on 25 May 2020.

Councillor Ferguson

Four new wildflower areas would be planted in residential areas of Badger Farm and Stanmore as a part of improvements to the district's biodiversity.

6. **RESPONDING TO THE CORONAVIRUS OUTBREAK**
(CAB3244)

Councillor Thompson introduced the report which detailed the council's response to the COVID19 pandemic. She thanked all council staff for their work in ensuring that key services were maintained throughout as well as responding to new challenges. She also welcomed the involvement of parish councils and various local voluntary and community groups. The potential considerable financial impact on the council's budget was also emphasised.

Patrick Davies spoke during public participation as summarised briefly below.

He queried whether all planning decisions previously designated for elected member decision would continue be made at Planning Committee meetings. The ongoing work on the Vision for Winchester, as discussed at the Winchester Town Forum on 19 March 2020, was not readily available via the council's website. Requested further information on the likely impact of the COVID19 pandemic on the Local Plan timetable and welcomed the review of proposals for the Station Approach site.

At the invitation of the Leader, Councillors Lumby, Horrill, Godfrey and Brook addressed the meeting as summarised briefly below.

Councillor Lumby

As shadow cabinet member for the local economy welcomed the report and its intentions which should be translated into actions as soon as possible. Requested a route map for reopening elements of the local economy in accordance with Government timescales. The Council must ascertain what help local businesses and communities required and the individual skills and local knowledge of all councillors should be utilised. The discretionary grant fund policy should be set up as soon as possible. Finally, the council's regulatory and licensing procedures should be simple and accessible.

Councillor Horrill

Thanked all those involved in the COVID19 response, including council officers and local voluntary and community groups. Requested that the membership of the Discretionary Business Support Panel be extended to include a member of the Conservative group. Emphasised that work on the Local Plan would need reviewing in the light of current circumstances. Where possible, regulatory requirements should be relaxed to assist the local economy. Requested that a cross party group be established to oversee work on the Restoration and Recovery Plan.

Councillor Godfrey

Acknowledged the significant financial challenges as outlined in the report. Believed the council should not rely on further government funding but should increase income through capital investments. Requested further information regarding the risks regarding financing set out in the report. Queried when the re-examination of the council's budget for 2020/21 would begin.

Councillor Brook

Requested a cross party approach in response. Key performance indicators should be established to monitor progress and Scrutiny Committee utilised. Requested further information regarding the consultation and engagement undertaken to date and that proposed. Suggested a project be undertaken to bring the work of the various agencies and local groups together and prevent duplication.

The Leader and Cabinet Members responded to the comments made above and also by Mr Davies during public participation. It was confirmed that a virtual meeting with parish and town councils would be held in June and a revised budget was intended to be presented to Council in July 2020.

The Strategic Director: Place gave further details about engagement that had already taken place and were proposed with local businesses and key stakeholders in Winchester and across the district.

The Leader proposed that the Shadow Cabinet Member Local Economy be included as a member on the Discretionary Business Support Panel and this was agreed.

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

RESOLVED:

1. That the council's response to the outbreak of coronavirus is noted.
2. That the emerging financial impacts on the city council budget are noted and a further report be prepared for the June Cabinet meeting.
3. That the Discretionary Business Support policy be developed in line with national guidance and the award of discretionary business support be delegated to the Section 151 officer following recommendation from the Discretionary Business Support Panel comprising the Cabinet Member; Finance and Cabinet Member Local Economy and Shadow Cabinet Member Local Economy, Strategic Director: Place and Corporate Head of Resources.
4. That the policy to write off qualifying commercial rents from March to June 2020 on application from premises with a valid tenancy arrangement in the council's portfolio is agreed. The decision to write off any rent be delegated to the Section 151 officer following recommendation by the Rent Abatement Panel comprising the Cabinet Member: Housing & Assets, Cabinet Member: Finance, Strategic Director Place and Corporate Head Asset Management.

5. That the outline Restoration and Recovery Plan be agreed but updated as required in the light of emerging information and local circumstances.

7. **STRATEGIC SERVICE PLANS 2020 – 25 AND PERFORMANCE REPORTING**
(CAB3230)

Councillor Tod introduced the report which provided an overview of the Strategic Service Plans and new performance reporting against the Council Plan. The Key Performance Indicators listed in Appendix 2 would be updated to reflect changes to Cabinet Members' responsibilities.

At the invitation of the Leader, Councillors Horrill, Godfrey and Brook addressed the meeting as summarised briefly below.

Councillor Horrill

Welcomed the introduction of strategic KPIs but generally believed there was a lack of detail in the report. Queried why targets had not been set for 2021. Believed that there should be a clearer link between the performance indicators and work being carried out by officers.

Councillor Godfrey

Requested reassurances that the service plans and strategic KPIs would be re-examined once the Council's response to COVID-19 was developed further. The KPIs did not reflect much of the day to day work of the Council and appeared to overly rely on partners' actions (for example, regarding the local economy).

Councillor Brook

Asked a number of detailed questions regarding elements of the specific service plans focussing on queries regarding how services would be adjusted following the impact of COVID19. Requested that members be involved in decisions regarding any new technology and that this be user friendly.

In responding, the Leader emphasised that the report included strategic KPIs and some of the questions related to operational KPIs. In addition, a Member Briefing would be arranged prior to the report's consideration at Scrutiny Committee on 2 July 2020.

Councillor Tod emphasised that Cabinet Members were happy to engage with other Councillors regarding the detail of the service plans and further discussion could also take place at Scrutiny Committee. The previous item (CAB3244) also included reference to a new KPI regarding the COVID19 response.

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

RESOLVED:

1. That the contents of the Strategic Service Plans which will monitor and evidence progress against the Council Plan 2020 -2025 priorities and drive service improvements and transformation be endorsed.

2. That the Strategic Key Performance indicators that will be reported on a quarterly basis be agreed.

8. **ANNUAL APPOINTMENTS TO CABINET FORA AND INFORMAL GROUPS 2020/21**
(CAB3232 & Addendum)

Cabinet noted that nominations for the various appointments had been received prior to the meeting and were displayed for those present at the meeting (and subsequently published as an Addendum to the report). It was noted that the Cabinet Member with responsibility for the Local Economy should be included as a member of the Local Plan Advisory Group.

At the invitation of the Leader, Councillor Horrill addressed the meeting as summarised briefly below:

Supported the nominations from the conservative group and generally emphasised the importance of cross party working in the current situation. Noted that some queries remained about the future remit of the West of Waterlooville Forum together with some opposition to the proposed renaming.

Councillor Cutler stated that there would be no decision on the proposed renaming of West of Waterlooville Forum until further discussions had been undertaken with Havant Borough Council and Newlands Parish Council.

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

RESOLVED:

1. That the following appointments to Fora and other informal groups be made for the 2020/21 Municipal Year:

- (i) Local Plan Advisory Group – Councillors Porter (Chair), Brook, Evans, Ferguson, Horrill and Thompson.
- (ii) Strategic Asset Purchase Scheme Board
Leader and Portfolio Holders with responsibility for Finance; Estates; and Business (Councillors Thompson, Cutler, Learney and Ferguson)

Finance Manager (Capital & Treasury), Corporate Head of Housing, Corporate Head of Asset Management, Strategic Director: Place and Section 151 Officer – final approver of the purchase.

- (iii) Treasury Investment Group
Cabinet Member with responsibility for Finance (Councillor Cutler) and Councillor Thompson (from Cabinet). Councillor Power (Chair of Audit & Governance Committee), Councillor Laming (member of Audit & Governance Committee) and Councillor Miller (Shadow Cabinet Member).
Finance Manager (Capital and Treasury)
(The Section 151 Officer, as final decision maker, would not be a member of the TIG).
- (iv) Kings Barton Forum
Councillors: Rutter (Chair), Godfrey, Horrill, Porter, Prince and Scott
(Deputies: Hutchison and Mather).
- (v) West of Waterlooville Forum –
Councillors: Clear (Chair), Brook, Cutler and Read (Deputies: Evans and Weston)
- (vi) North Whiteley Development Forum –
Councillors: Achwal, Bentote, Evans, Gemmell, Lumby and Miller
(Deputies: Fern and McLean)
- (vii) Central Winchester Regeneration Open Forum –
Councillors Learney (Chair), Gordon-Smith, Horrill, Hutchison and Mather (Deputy: McLean)
- (viii) Winchester Sports and Leisure Park Open Forum –
Councillors Prince (Chair), Cook, Laming, Lumby and Murphy

9. **ANNUAL APPOINTMENTS TO EXTERNAL BODIES 2020/21**
(CAB3233 and Addendum)

Cabinet noted that a list of nominations received had been distributed to Members present at the meeting (and subsequently published as an Addendum to the report).

At the invitation of the Leader, Councillor Horrill addressed Cabinet regarding this item.

Cabinet considered the appointments set out in Table 4 of the Addendum (where there more nominations put forward than vacancies) and agreed appointments as set out in the resolution below.

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

RESOLVED:

1. That the following appointments to external bodies be made for the 2020/21 Municipal Year (unless stated otherwise):

- (a) Citizens Advice Winchester District – Councillor Porter (Observer) (until May 2022)
- (b) Hampshire & Isle of Wight Association of Local Authorities (HIOWA) – Leader and Deputy Leader (Councillors Thompson and Cutler)
- (c) Hampshire County Council Annual Meeting with Parish & District Councils regarding public transport issues – Cabinet Member with responsibility for Transport (Councillor Tod)
- (d) Hampshire Cultural Trust – Cabinet Member with responsibility for Culture (Councillor Ferguson) (Trustee) and Councillor Evans (Observer)
- (e) Hampshire Homechoice Board – Cabinet Member with responsibility for Housing (Councillor Learney)
- (f) Hampshire Rural Forum – Cabinet Member with responsibility for the Economy (Councillor Ferguson)
- (g) Hospital of St Cross & Almshouses of Noble Poverty – Councillor Mather (until May 2024)
- (h) Intergr8 CIC at Unit 12 – Cabinet Member with responsibility for the Economy (Councillor Ferguson)
- (i) Local Government Association – Leader and Deputy Leader (Councillors Thompson and Cutler)
- (j) Partnership for South Hampshire (PfSH) Joint Committee – Leader and Deputy Leader (Councillors Thompson and Cutler)
- (k) Police and Crime Panel (until May 2021, confirmed annually) – Councillor Griffiths (Councillor Clear)
- (l) Project Integra Management Board – Cabinet Member with responsibility for Waste (Councillor Tod) plus Councillor Ferguson (deputy)
- (m) South East Employers – Chair of Audit & Governance Committee (Councillor Power)
- (n) South East Employers – Councillors’ Local Democracy & Accountability Network – Councillors Gottlieb & Power
- (o) South East England Councils (SEEC) – Leader and Deputy Leader (Councillors Thompson and Cutler)
- (p) Southampton International Airport Consultative Committee – Cabinet Member with responsibility for Transport (Councillor Tod) plus Councillor Bronk (Councillors Achwal & Clear)
- (q) Tourism South East – Cabinet Member with responsibility for Tourism (Councillor Ferguson)
- (r) WinACC – Cabinet Member with responsibility for Environment (Councillor Ferguson)
- (s) Winchester Business Improvement District (BID) – Cabinet Member with responsibility for Economy (Councillor Ferguson)
- (t) Winchester Churches Night Shelter – Cabinet Member with responsibility for Housing (Councillor Learney)
- (u) Winchester Housing Trust – Councillors Learney (Director) and Rutter (Observer) (until May 2022)
- (v) Winchester Road Safety Council Committee – Councillor Hutchison

- (w) Winchester Sports Stadium Management Committee – Cabinet Member with responsibility for Sport (Councillor Prince) and Councillor Laming
- (x) Winchester Welfare Charities – Councillor Power (until June 2024). NB the other trustee is Councillor McLean (until May 2022).

2. That the Governance Manager remind representatives of their responsibilities whilst representing the Council on an external organisation, as summarised in Paragraphs 11.6 – 11.9 of the report and in the [Guidance regarding serving on Outside Bodies](#).

10. **FUTURE ITEMS FOR CONSIDERATION**

At the invitation of the Leader, Councillor Horrill highlighted that there were a number of significant items proposed for consideration by Cabinet in June which had not previously been considered by Policy Committees or at Member Briefings etc. She also queried when the review of the Council's Constitution would take place.

The Leader stated that it was intended to hold Member Briefings where appropriate in the future weeks. In addition, a number of items could be considered by the Business and Housing Policy Committee on 22 June 2020.

The Strategic Director: Resources explained that work on reviewing the Constitution was well underway but Member engagement had been delayed due to priority focus on response to the Coronavirus Act 2020. However, the Constitution Working Group would be reconvened in the near future.

RESOLVED:

That the list of future items, as set out in the Forward Plan for June 2020, be noted.

The meeting commenced at 5.00 pm and concluded at 6.55 pm

Chairperson

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CAB3242
CABINET

REPORT TITLE: RIVER PARK LEISURE CENTRE DECOMMISSIONING

24 JUNE 2020

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

Contact Officer: Vervan Lyons Tel No: 01962 848596 Email vlyons@winchester.gov.uk

WARD(S): ST BARTHOLOMEW

PURPOSE

River Park Leisure Centre (RPLC) is due to close when the new Winchester Sports and Leisure Park (WS&LP) opens in the early part of 2021.

Cabinet were updated in October 2019 on the complexities and constraints of the site, as well as the results of the North Walls recreation area consultation, and the proposed next steps.

As part of that work this report outlines options for securing and decommissioning the RPLC site and recommends the preferred approach in advance of site redevelopment. There is also a need to safeguard utilities for the bowls clubs, tennis courts, astro turf pitches (ATP) and skate and play parks and an option to provide temporary toilet facilities, and consider use of the current car park.

This report does not cover the future use of the site but includes the proposed approach to develop a programme of work to explore options for the future development of the site.

RECOMMENDATIONS:

Cabinet approves:

1. That RPLC ceases to provide sports and leisure facilities and is closed to the public following the opening of the WS&LP at Bar End in the early part of 2021.

2. That RPLC be decommissioned by way of an internal soft strip and part demolition, with the timetable to be linked with the build schedule on the Winchester Sport and Leisure Park.
3. Capital expenditure in 2020/21 of up to £410,000 is approved to:
 - decommission the River Park Leisure Centre building by soft stripping and securing;
 - undertake works to ensure continued utility and services supplies to clubs remaining on site; and
 - provide temporary toilet facilities until a future use for the site is determined or other facilities become available.
4. An annual revenue budget from 2021/22 of £40,000 for CCTV hire and monitoring, building inspections, and cleaning the temporary toilets.
5. Delegated authority to the Strategic Director: Place to determine and undertake the procurement process, appoint the relevant contractors to enable the decommissioning of RPLC (including security and continuity of utility services) and the provision of temporary toilets; and to negotiate and agree contractual heads of terms with the appointed contractors.
6. Delegated authority to Service Lead Legal to enter in to contracts to carry out works to enable decommissioning of the RPLC and provision of temporary toilets.
7. That work to determine options for the future use of the site is delayed until the current budget position relating to the COVID-19 emergency is finalised and the emerging development market is better understood and to bring a report back to cabinet in Q2/Q3 2021.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

1.1 Tackling the Climate Emergency and Creating a Greener District

Leisure Centres are a large contributor of carbon emissions and previous reports indicated that the age of RPLC required the council to invest or provide alternative facilities. The new Winchester Sport and Leisure Centre is due to open in the early part of 2021 and is a much more efficient building, albeit significantly larger.

Closing RPLC and decommissioning it, as outlined in this report, would reduce its carbon footprint to near zero. The carbon impact of a future demolition and build would need to be explored, but as outlined in the environmental considerations, the negative carbon impact may be in part offset through large scale recycling.

2 FINANCIAL IMPLICATIONS

2.1 RPLC is an asset owned by the council, built in the 1970's. Significant consideration was given to the future of leisure facilities in the city area and the council determined that a new leisure centre would be built at Bar End. RPLC is an old building at the end of its operational life, and it is intended that it will close on the opening of the new Winchester Sport and Leisure Park (WS&LP). Demand assessments were undertaken as part of the WS&LP proposals and these concluded the RPLC building is surplus to requirements.

2.2 A capital budget of £1.2m, funded by the capital receipts reserve, was approved in the council's Capital Strategy in February 2020 to enable works to decommission RPLC, including demolition if required, and provide temporary toilet facilities until a permanent solution has been agreed by Winchester Town Forum (WTF).

2.3 A financial appraisal and cost estimates table of each of the options is provided at appendix 2.

2.4 The recommended option to decommission, soft strip, and secure RPLC provides the best option financially, as the cumulative cost by the end of year 2 is the lowest. Despite a higher initial capital cost than the option of decommission and secure only, soft stripping should allow the council to have the property removed from the business ratings list, providing an estimated net saving to the council of circa £136,000 per annum. There remains a small risk that the council will be unsuccessful in delisting the building despite soft-stripping, but this is considered unlikely based on the justification set out in the report.

2.5 The total estimated capital cost of the recommended option of decommission, soft strip, and secure is £410,000, with an estimated additional ongoing

revenue cost from 2021/22 of £40,000 per annum for CCTV hire and monitoring, building inspections, and cleaning the temporary toilets.

- 2.6 This option will allow £790,000 of capital receipts funding to be released back to the capital receipts reserve, which can then be used for other capital projects. It should be noted however that given the life of the building and its structure, the risk remains that full demolition may still be required at short notice. To mitigate this risk, the revenue budget requirement above includes an allowance of £10,000 per annum for regular building inspections, which will inform WCC whether the RPLC building has become structurally unsound and requires demolition.
- 2.7 A revenue budget of £150k was approved in 2018/19, Cabinet report CAB3093, to facilitate work to explore options for the RPLC site including its future use. To date, £7,500 has been spent and the remaining budget of £142,500 will be sufficient to proceed through RIBA stage 0 (strategic definition) to identify options to then develop a business case if required.
- 2.8 The challenge of the COVID-19 pandemic will present budgetary pressures for the council. This may make straightforward sale of the RPLC site an attractive option. This would provide a significant capital receipt and limit expenditure of the council directly driving forward a development.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 It is important to ensure continuous utility and service to premises such as clubs that remain operational after closure and during decommissioning and to agree the approach for the decommissioning of the River Park Sports and Leisure Centre. Consideration of the options has included by officers factors such as Control of Asbestos Regulations 2012, Building act 1984, Town and Country Planning Act 1971 and relevant health and safety regulations.
- 3.2 The award of contracts in order to implement the decommissioning shall be compliant with the Public Contracts Regulations 2015, the Contract Procedure Rules and the Financial Procedure Rules of the WCC constitution, and where relevant in accordance with the terms and conditions of a framework.
- 3.3 Prior to entering into discussions on contractual terms it is advisable to seek advice from the Service Lead Transformation and Procurement and Service Lead Legal.
- 3.4 Future uses on the site are being explored; whilst there are on-site impediments to immediate implementation of particular uses, such as a restricted covenant, the removal of such impediments is subject to a number of factors, including timeframes and budget.

4 WORKFORCE IMPLICATIONS

- 4.1 The project can be delivered from within existing resources, with additional support from external expertise if required.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 RPLC has reached the end of its economic and useable life. Due to its specialist nature, it is not practicable or cost-effective to repurpose the leisure centre building for another use, such as offices, industrial or retail.
- 5.2 The RPLC site has the potential for a wide range of uses, subject to planning and legal constraints, and there is likely to be considerable interest in the market if it was to be offered at the right time for sale by way of a freehold or long leasehold agreement.
- 5.3 The closure of RPLC in the early part of 2021 will necessitate consideration of re-provision of certain facilities that directly support users of the adjoining open spaces. These include, but are not limited to; toilets, changing facilities and a café. There are also on-going maintenance requirements, site security and issues of structural integrity.

6 CONSULTATION AND COMMUNICATION

- 6.1 An engagement event was held at North Walls recreation ground over the weekend of 22/23 March 2019. This was held to get views on how the recreation area at North Walls could be improved, and to reassure stakeholders and residents that the future of North Walls recreation ground is secure, irrespective of the future use of the RPLC site.
- 6.2 No decisions have been made as to the future use of the site and the recent COVID-19 outbreak sets a different financial climate in the property market. Therefore, the future approach to engagement is yet to be determined.
- 6.3 The Cabinet Member for Housing and Asset Management has been closely involved in the development of the approach to the decommissioning of RPLC and the Winchester Town Forum is leading work on the improvements to North Walls recreation area.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The carbon impact of RPLC is significant but carbon emissions will largely stop when the facility is closed. The site is within a flood zone, with the River Itchen within close vicinity to the north of the building. In planning terms, the site is currently outside of the settlement boundary, with the South Downs National Park close by, as is a Conservation Area to the east.
- 7.2 Advice has been sought from WCC's Ecologist/Biodiversity team as to the necessary steps to ensure the recommendation to decommission, soft strip and close RPLC is not detrimental to the existing ecology on site.

- 7.3 There is asbestos cladding the building and within it, albeit in a safe state at the moment. As part of the recommendations to decommission the building, a licensed team will remove the asbestos in an isolated environment to prevent materials escaping and contaminating the surrounding environment. The hazardous materials will be securely bagged and disposed of in line with regulations.
- 7.4 A large majority of materials forming waste products from operational construction, such as the action of soft striping, are recyclable at an increased cost. To reduce the waste impact as part of the soft-strip, where possible, this report recommends that the contractors will be required to recycle as many materials as possible, such as timber, steel and glass, and some materials may be re-sold for use in other projects. The additional cost for a high recycling rate for the soft-strip has been included in the financial appraisal.
- 7.5 The high recycling rate for these materials and their re-use in other projects will decrease the amount of 'virgin' materials required for those projects and as a result decrease their carbon footprint. A works impact assessment will be necessary and sufficient measures will be taken to ensure materials, dust and other hazardous items are disposed of properly and do not contaminate the land, affect nearby waterways and wildlife.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Currently the RPLC building provides toilets and changing facilities, this provision will end once RPLC closes. There will be demand for publicly accessible toilets, as North Walls Recreation Ground is host to a popular Park Run, cricket, rugby and football pitches and others who enjoy the recreation ground.
- 8.2 It is recommended that temporary toilets, which are fully accessible, be provided by WCC to address this need. WTF and the Open Spaces and Landscape Team are exploring options, including costs to provide a long-term, permanent solution. WTF are also considering installing water fountains.
- 8.3 An Equality Impact Assessment report will be produced, noting that public access to the RPLC building will be removed when it is closed and decommissioned. It is not proposed that any existing rights of way or access across the site will be affected.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property Building is not structurally sound and part and/or all</i>	Regular structural assessments and WCC	

<p><i>collapses.</i></p> <p><i>Utility resolution not possible before RPLC permanently closes, due to COVID-19 restrictions and SSE unable to deliver services.</i></p> <p><i>Building is adversely occupied whilst vacant.</i></p>	<p>preparing as much as possible for an emergency demolition.</p> <p>Continuous dialogue with SSE and Southern Water,</p> <p>Security doors installed post closure and CCTV remotely monitored 24/7.</p>	
<p><i>Community Support Active Community Groups, including the Hyde900 may not support proposals.</i></p>	<p>Engagement will be necessary to ensure the public's views are heard and incorporated into plans for the future use of the site.</p>	<p>To inform, engage and seek backing for future proposals</p>
<p><i>Timescales Dependent on Winchester Sport & Leisure Park opening.</i></p> <p><i>COVID-19 puts pressure on utilities resolution.</i></p>	<p>Assess cost impact and report delays to ELB and Cabinet.</p>	
<p><i>Project capacity Insufficient staff resources.</i></p>	<p>WCC has assigned sufficient internal resource to the project. Additional resource from the council's strategic advisors can be called upon if required.</p>	
<p><i>Financial / VfM Business rates are an unplanned Revenue cost that will need to be met if the building cannot be deleted from the Ratings list.</i></p>	<p>Every option will be explored; as outlined in this report, to delete from the Ratings list.</p>	
<p><i>Legal Compliance with any statutory process is required</i></p>	<p>Legal team will work closely with the implementation teams</p>	
<p><i>Innovation</i></p>		
<p><i>Reputation Public reaction to decommissioning RPLC</i></p>	<p>Communications messaging to be clear and released early.</p>	

<i>may be adverse</i>		
<i>Other</i>		

11 SUPPORTING INFORMATION:

Background

- 11.1 RPLC sits adjacent to the North Walls open space and currently provides the local residents and sports communities with leisure services and facilities. The new WS&LP is due to open at Bar End in the early part of 2021 and then the facilities provided within the RPLC building will be surplus to requirement.
- 11.2 The RPLC building is coming to the end of its economic and useable life and needs to be decommissioned, whilst a plan to establish the future use of the site is developed.
- 11.3 Due to COVID-19 restrictions, RPLC is currently closed to the public, but it is anticipated that RPLC will reopen once the situation allows. Therefore for the purpose of this report, work is being carried out to plan for the closure of RPLC in the early part of 2021. A programme has been drafted to establish tasks, potential costs and indicative timescales, but the date is dependent on when WS&LP opens.
- 11.4 Four options for RPLC post WS&LP opening have been considered; in all four options the future use of the site will be explored:
- Option 1: Retain the building and keep open to allow use of facilities, such as toilets and café
- Option 2: Decommission the building, close and secure
- Option 3: Decommission the building, close, soft-strip and secure
- Option 4: Decommission and demolish the building and leave a clear site
- 11.5 Capital cost estimates have been sought and associated revenue costs estimated for all options under consideration. A financial appraisal and cost estimates table for each of the options considered is provided at Appendix 2.
- 11.6 The majority of services and activities will transfer across to the new facility at Bar End, but there are a number of clubs and amenities that will remain and be enhanced by the Winchester Town Forum (WTF) in their current location at North Walls, as WTF oversees management and improvement of the open space.

These include;

- 1) indoor and outdoor bowls club

- 2) Skate park and play park
 - 3) Astro turf pitches (ATP) and tennis courts
 - 4) Ad hoc facilities such as car parking and lighting
- 11.7 The RPLC building also supplies utilities to all of the above and it is recommended in all four of the options presented that the utilities should be separated and their own supplies provided. On-going discussions around the anticipated costs and timings for this are underway, but it is anticipated that the utilities resolution may be delayed due to COVID-19 and pressures being faced by the utilities companies.
- 11.8 It should also be noted that the utilities separation will support the on-going work of the WTF at North Walls Recreation Ground. WTF has commissioned a Park Plan, which will explore options to improve the open space, including permanent toilets, refreshments/café and overall design/use of the space. The park plan will also take in to account the new cricket pavilion which has received funding and approval. It is anticipated that this facility will be completed in 2021.
- 11.9 In line with WCC's Parking and Access Strategy, across all four options there are no proposed changes to the car park on site. It will remain open and in use to provide parking and access for those using the clubs and visiting North Walls.

RPLC – Structural considerations

- 11.10 The current building was constructed in three major phases, and a number of extensions, refurbishments and alterations have been carried out over the years.
- 11.11 The swimming pool, changing facilities and gym were built during the 1970's. This was principally constructed of reinforced concrete to the ground floor, with load bearing masonry and structural steel superstructure. During 1980-81 a sports hall and six squash courts were added using structural steel superstructure and masonry infill panels.
- 11.12 During 1987 there was a significant fire over the Pool Hall, which inflicted considerable damage on this part of the building. The Pool Hall structure was subsequently re-built in structural steel with aluminium glass panelled curtain walling.
- 11.13 The Pool Hall has a built-up metal roof, the Sports Hall roof is part-tiled and the remainder of the building is covered by a combination of asphalt and felt flat roofs coated with liquid applied membrane.
- 11.14 Due to the age of the building a number of building elements have reached the end of their life expectancy. Inspections and surveys have been undertaken and have highlighted the building has reached the end of its

anticipated life. The structural integrity of the building, in particular the pool roof, is of concern and this continues to be monitored regularly by a consulting structural engineer.

Planning considerations

- 11.15 The RPLC site is within 60 metres of the South Downs National Park (SDNP) boundary. The SDNP has an adopted local plan which has relevant policies relating to impacts on views looking into and out of the park and these policies would need to be fully considered and assessed as part of the planning application process. Early engagement with the SDNP would be essential.
- 11.16 RPLC is in a location designated Countryside in the Adopted Winchester District Local Plan and governed by policy MTRA4 and MTRA5. The full excerpt from the Winchester District Local Plan can be seen at Appendix 1.
- 11.17 In summary, planning policy states that consent for new buildings must be in accordance with countryside/agricultural uses. External and internal advice received recommends that retaining the mass of the RPLC building in situ is preferential, as any new planning application could then be considered as redevelopment of an existing building rather than development in the countryside.
- 11.18 If constructing a new building on a clear site, the application will be considered as a new building in the countryside, which would have to comply with policy outlined in Appendix 1 and would therefore be more problematic.
- 11.19 Therefore, if the building were to be demolished ahead of any future plans, steps to mitigate this risk should be taken. These would include a study of traffic movement to and from the site and photographic records of the current building location, massing, views and skylines to document the current use, and support another use replacing the existing one.
- 11.20 The potential to change the settlement boundary as part of the Local Plan review has been explored. Significant justification, including its potential use is needed and here is not yet sufficient information on the future of the site to enable this course of action.
- 11.21 The possibility of including the RPLC site in the Strategic Housing and Economic Land Availability Assessment (SHELAA) has also been explored. However, RPLC sits within flood zones 2 and 3 and therefore cannot be included in the SHELAA.
- 11.22 The options for the future use of the site should be developed with consideration to the Local Plan and the Vision for Winchester.

Recommended approach for decommissioning RPLC

- 11.23 Four options as outlined in 11.4 have been identified and considered with regard to decommissioning the RPLC building. The recommended approach

is Option 3: RPLC is closed, a partial demolition carried out (soft strip) and then the building is secured while the future of the site is determined.

- 11.24 Once the current operator, Places Leisure, has vacated, RPLC would be closed to the public and cease to provide leisure and sports facilities. An internal soft strip and part demolition would be carried out at an estimated cost of £249,000, including preliminaries and contingency.
- 11.25 This work, ahead of full demolition, would include removal of internal services such as kitchens and toilets and structures such as stair cases, and would allow for an application to be made, seeking to have RPLC deleted from the Valuations Office (VO) Ratings List.
- 11.26 If successful, this would remove the business rates liability of circa £170,000 per annum (£136,000 net after allowing for 20% retention by the council). The application to the VO can be made once work starts on site and needs to outline the reasoning behind the application.
- 11.27 The justification for removal from the rating list of RPLC would include:
- 1) The building is redundant because of the new WS&LP and therefore there would be no market for a building of this nature in Winchester.
 - 2) The building is of a specialist nature and repurposing it for other uses such as offices or industrial is not possible.
 - 3) It is uneconomical to keep the building open and in safe repair.
 - 4) Works carried out during soft strip are in preparation for full demolition and include intrusive survey and removal of asbestos, removal of some external parts for the building for safety reasons and the separation of utilities which supply other clubs in the immediate vicinity.
 - 5) A demolition programme has been prepared and can be supplied as the structure, particularly the roof, may deteriorate to a state that demolition is required ahead of future plans for the site being finalised.
 - 6) The future use of the site is not yet determined but there are ongoing discussions.
- 11.28 Any application to the VO can be a lengthy process but, if successful, the decision is applied in retrospect so all rates paid during the process will be refunded.
- 11.29 To facilitate the soft strip, an intrusive asbestos survey needs to be carried out to identify the extent and type of asbestos in the building. Due to the nature of the survey this cannot take place until RPLC is permanently closed.
- 11.30 It is anticipated that some asbestos removal will be necessary to enable the soft strip. The cost of the asbestos survey is up to £5,000, but the actual cost

of removal is unknown at this stage, as this will depend on what asbestos is present and how much needs to be removed to enable the soft strip. It is estimated it could cost up to £20,000 in this option.

- 11.31 Upon completion of the works, the building would be secured and monitored while the future of the site is explored. The anticipated cost to install metal shutters for all access points and installation of CCTV, together with removal of the staircases is estimated to be £52,000, with ongoing hire and monitoring costs for the CCTV of £18,000 per annum.
- 11.32 Attention would have to be paid to parking arrangements and current access routes around the site to ensure access to North Walls recreation ground and remaining clubs is maintained.
- 11.33 Utilities that are currently supplied to clubs on site from RPLC would need to be separated and dedicated supplies arranged. Costs and timings have been sought, but it is not clear what the exact costs are for this until utility companies have quoted for the work. They are currently not taking on new work due to COVID-19 restrictions but it is estimated however that these works would cost up to £75,000 and can be carried out prior to closure.
- 11.34 Temporary toilets would also need to be provided until the permanent solution has been agreed and delivered by the WTF. A quote has been sought to carry out this work. To provide a modular steel cabin would be an estimated one-off cost of £22,500 including installation and an ongoing, estimated cleaning cost of £12,000 per annum.
- 11.35 Planning permission for this option is not required; the closure, soft strip and securing is permitted development. By retaining the building, the previously identified risk of losing the height and massing and then planning precedence is mitigated.
- 11.36 An on-going risk with options 1 - 3 is that the structure of RPLC becomes unsafe. The building requires continued regular inspections. If the structure is deemed unsafe due to the findings during inspection it will be necessary to demolish and clear the site.

Programme to explore future use of the site

- 11.37 The future use of the site has not been considered in this report and the RPLC site is affected by planning and legal restrictions that require careful consideration.
- 11.38 In the current COVID-19 situation, the approach to determining the future of the site may prove challenging due to the intention to hold engagement with residents and stakeholders as to what options can be considered. It is also challenging at the current time to conduct site visits, studies and surveys.
- 11.39 Another consideration is that there are other major projects currently ongoing specifically Central Winchester Regeneration and the opening in the early part

next year of the new Winchester Sport & Leisure Park. Each of these projects will be holding intensive periods of engagement through the remainder of 2020 and early 2021 and it might be prudent to wait until these have been conducted to start work on the future of RPLC.

- 11.40 As the recovery begins after COVID-19, council will be considering priorities and options. There is revenue budget to enable work on the future of the site, but considering the points above this spend could fall back in to financial year 21/22.
- 11.41 Options to consider include a sale of the site and direct development by the council. Both options will prove challenging at this moment due to uncertainty as to what life after COVID-19 looks like. Markets, contractors and consultants are all watching and waiting to see how things develop.
- 11.42 The recommendation is that options are explored once we emerge from the COVID-19 restrictions and a paper brought back to Cabinet in Q2 or Q3 of 2021.

Conclusion

- 11.43 The current situation regarding COVID-19 creates uncertainty around the council's short term financial situation and therefore careful consideration should be given to decisions with financial implications.
- 11.44 Demolition is a costly process, but retaining the building in its current condition could prove costly over the coming months and years. The option to decommission the current site and strip out internally is the most cost effective approach for the current financial year, 2020/2021.
- 11.45 An application to the VO will be made seeking to delete RPLC from the business rate list with a view to mitigating the ongoing liability. Initial indications are that an application would be successful.
- 11.46 The recommended course of action, based on the contents of this report, is that RPLC is closed, an internal soft strip carried out then secured and monitored while the future use of the site is explored.
- 11.47 Timing for this approach is as follows but may change depending on the WS&LP programme;

When:	Event:
24 June 2020	Cabinet decision on approach to RPLC closure
June 2020 onwards	Explore options to retain and develop the site
Tbc – prior to RPLC closure	Utilities resolved
Tbc – prior to RPLC closure	Temporary toilets provided
Early part of 2021	WS&LP opens and RPLC closes to the public
5 month duration post RPLC closure	Places leisure and WCC clear the building Asbestos survey carried out and report produced

	Soft strip carried out Building fully secured and monitoring begins
Q2/Q3 2021	Option paper on future use to Cabinet

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Option 3: decommission, soft strip and retain is being recommended. Three other options were identified, considered and rejected with regard to decommissioning RPLC and are as follows;

- 1) Retain the building and keep open to allow use of facilities
- 2) Decommission the building but close and secure while the future of the site is determined.
- 4) Demolish the building and leave a clear site once RPLC has closed.

Option 1: Retain and keep open - for facilities such as changing rooms, toilets and café

- 12.2 The option to keep the RPLC building open once the new WS&LP opens has been considered. This would enable continued use of the changing rooms, toilets and café, while the future of the site is identified and the park plan being undertaken by the WTF is implemented.
- 12.3 The option of keeping only part of the building open has also been explored, but due to internal layout and access this is not possible.
- 12.4 A decision would need to be made on the operation of the building and whether it should fall to the council or be contracted out. Retaining and keeping the building open would result in significant ongoing revenue costs to cover services such as cleaning, staffing, supplies and utilities. Insurance costs and considerable business rates would also become payable.
- 12.5 In addition to these ongoing costs, there will be an ongoing maintenance cost. The RPLC site is coming to the end of its life and the structure of the building currently requires regular inspection and maintenance works. It is estimated maintenance could cost up to £100,000 per annum if the building remains open.
- 12.6 By retaining the building mass and traffic movement in and out of the site this would minimise the identified planning risk, but this option has been rejected due to the uncertainty around ongoing costs to keep RPLC open and concerns around the structural integrity of the building.

Option 2: Decommission and secure

- 12.7 Decommissioning, securing and monitoring the RPLC building has been considered. RPLC is currently closed due to COVID-19 but, at present, it is expected that it will re-open when current restrictions are lifted.

- 12.8 Once the current operator, Places Leisure, has vacated the site, the building would be secured and monitored while the future of the site is explored. As with the recommended approach outlined beginning with paragraph 11.23, installation costs of necessary measures highlighted in paragraph 11.31 is estimated to be £52,000 with ongoing hire and monitoring costs for the CCTV of £18,000 per annum.
- 12.9 Utilities will need to be separated for the clubs remaining on site as in the recommended approach, with the same estimated cost of up to £75k.
- 12.10 Temporary toilets would also need to be provided until the permanent solution has been agreed and delivered by the WTF. As in the recommended approach, the estimated cost is £22,500 including installation.
- 12.11 The car park would remain open to service visitors to North Walls recreation ground and remaining clubs. It would be necessary to maintain access, car park maintenance and lighting.
- 12.12 If the building were to remain in place, albeit secured and monitored, business rates will become payable. There is a 3 month exemption period from when the building is vacated before business rates are payable. The council will be responsible for payment once this period has ended. The business rates liability for the year 2020/2021 is £170,000 (£136,000 net after allowing for 20% retention by the council) and will increase annually in line with the business rate multiplier. While the council continues to retain 20% of business rates, the net cost to the council is circa £136,000.
- 12.13 This approach would mitigate the identified planning risk, but factors such as ongoing revenue costs and the condition of the building would remain. The building would require continued regular inspections and if the structure becomes unsafe, it will be necessary to demolish and clear the site.
- 12.14 This option has been rejected due to uncertainty on the future of the site and the cost of ongoing business rates liability while the future plans are determined. The business rate and maintenance liability will fall to the council and it is estimated that the total cumulative cost will exceed the soft-strip option by the end of year 2.

Option 4: Demolish and clear site

- 12.15 The final option available is full demolition of RPLC once closed.
- 12.16 Once Places Leisure vacates the building, an asbestos survey would be carried out. Prior to demolition, all asbestos would need to be safely removed. The survey cannot be carried out while RPLC remains open because of health and safety concerns around the intrusive nature of the work.
- 12.17 Once the extent and type of asbestos is identified, removal would be included in any demolition contract. This would provide certainty with regard to timing

and costs. The contract could be let ahead of the asbestos report, but a large contingency would have to be included to cover removal.

- 12.18 Cost estimates for demolition have been sought to demolish RPLC and leave a clear site, the estimated cost (not including asbestos removal) is just under £1,000,000 including preliminaries and contingency. While the cost of asbestos removal is unknown until the survey is carried out, it is estimated that costs could amount to up to £100,000 in a worst case given the age and nature of the building.
- 12.19 Provision for providing temporary toilets and securing utilities to clubs remaining on site would need to be carried out prior to closure and demolition. A procurement process in line with PRC2015 and the Council's Contract Procedure Rules would be carried out.
- 12.20 If this route was followed and a demolition contractor was not in place before RPLC closes, it is estimated that the procurement process, demolition and site clearance would take at least 12 - 15 months. Time could be reduced if the demolition contractor was procured prior to RPLC closing, but the asbestos would be unknown and the costs associated with its removal would be uncertain.
- 12.21 This option has been rejected due to the uncertainty around the asbestos and costs to safely remove it. It has also been rejected due to the total estimated cost of demolition of just under £1,000,000 and total overall costs estimated at just under £1.2m. The COVID-19 situation has changed the financial position for the council in the short to medium term and this needs to be a key consideration.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF283 – MARCH 2020 - Park Plan for North Walls Recreation Ground

WTF287 – MARCH 2020 - Vision for Winchester Update

WTF278 – JANUARY 2020 - North Walls and King George V sports pavilions update report

CAB3190 – OCTOBER 2019 – River Park Leisure Centre – Future use of Site

CAB3082 (LEISURE CENTRE) – FEBRUARY 2019 - Winchester Sport and Leisure centre – full business case

CAB3093 – OCTOBER 2018 - River Park Leisure Centre – Future Use of Site

CAB3031 – JUNE 2018 – Winchester Sport and Leisure Centre – Procurement of a Centre Operator

CAB2914 (CABINET) – MARCH 2017 - RPLC essential repairs

CAB2708 (CABINET) – SEPTEMBER 2015 - Options for River Park Leisure Centre

Other Background Documents:-

None

APPENDICES:

Appendix 1: Countryside policy excerpt from the Adopted Local Plan 2013.

Appendix 2: Financial appraisal

Appendix 1: Countryside policy excerpt from the Adopted Local Plan 2013.

Planning policy is set out within the Winchester District Local Plan Joint Core Strategy, adopted March 2013. The RPLC site is located within the Countryside.

[Local Plan web link - please see pages 65 - 66](#)

“The Countryside

6.30 Very small communities which are no more than a collection of houses or isolated dwellings are not covered by the above policies and are considered to be within the wider countryside. Development will be limited to that which has an essential need to be located in the countryside. This may include development which is necessary for agricultural, horticultural or forestry purposes, and certain types of open recreational uses which require a countryside location.

6.31 In addition, there are a number of existing buildings within the countryside of the District, some of which are no longer in use and others which are occupied by existing users or businesses which may need to expand. These existing structures are often an accepted part of the landscape and it is considered appropriate to provide for them to be used productively, through re-use, or for them to be redeveloped.

Policy MTRA 4 - Development in the Countryside

In the countryside, defined as land outside the built-up areas of Winchester, Whiteley and Waterlooville and the settlements covered by MTRA 2 and 3 above, the Local Planning Authority will only permit the following types of development:

- development which has an operational need for a countryside location, such as for agriculture, horticulture or forestry; or
- proposals for the reuse of existing rural buildings for employment, tourist accommodation, community use or affordable housing (to meet demonstrable local housing needs). Buildings should be of permanent construction and capable of use without major reconstruction; or
- expansion or redevelopment of existing buildings to facilitate the expansion on-site of established businesses or to meet an operational need, provided development is proportionate to the nature and scale of the site, its setting and countryside location; or
- small scale sites for low key tourist accommodation appropriate to the site, location and the setting.

Development proposed in accordance with this policy should not cause harm to the character and landscape of the area or neighbouring uses, or create inappropriate noise/light and traffic generation.

6.32 Across the District there are a number of large commercial and educational/training establishments set in the wider countryside: IBM (Hursley), Defence establishments (Winchester, Worthy Down and Southwick), Sparsholt College (Sparsholt), Marwell Wildlife (Colden Common), and Arqiva (Crawley). These establishments are primarily involved in business and training activities which support the District's economy and it is important that they can continue to thrive. They also employ large numbers of people with a range of skills that the Council wishes to retain locally.

6.33 Increasingly these organisations are looking to meet modern business needs through adaptation and expansion of their existing buildings. Often these establishments occupy former country estates outside of any defined settlement, where development would normally be constrained. Marwell Wildlife (Colden Common) also lies within the South Downs National Park. However, the City Council and the NPA recognises the value of these organisations and their contribution to the local economy and wish to work with them to plan for their future needs.

Policy MTRA 5 - Major Commercial and Educational Establishments in the Countryside

The Local Planning Authority will support the retention and development of major commercial and educational establishments which occupy rural locations in the District, where this will help them continue to contribute to the District's economic prosperity. Because of their sensitive rural locations, masterplans should be prepared prior to development which identify the site opportunities and constraints, promote sensitive land and building stewardship, promote sustainable development, and maximise sustainable transport opportunities, whilst limiting impacts on the surrounding environment and communities."

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Financial Appraisal

Once the new Winchester Sport & Leisure Park is complete, the following options have been considered for the existing leisure centre at River Park:

- 1 - Retain and keep open - for facilities such as changing rooms, toilets and café
- 2 - Decommission and secure
- 3 - Decommission, soft strip and secure
- 4 - Demolish and clear site

Option 1 has a much lower capital cost but would require ongoing maintenance of the building, business rates, and a significant staffing cost. Keeping it open would allow the continued provision of a café; it is unknown at this stage whether a café in this location without the leisure centre would be profitable but it is anticipated that any profit/loss would be marginal and therefore a breakeven position has been assumed for the financial appraisal.

Option 2 incurs some capital cost in provision of temporary toilets, the removal of the outside staircases, and securing the site. Significant ongoing maintenance costs will no longer be required but there would be the annual cost of securing the site as well as a significant business rates cost following the 3 month period of empty property relief.

Option 3 includes the same capital costs above with the addition of the cost of soft-stripping. It is anticipated that this would allow the property to be removed from the ratings list providing considerable savings on business rates. There remains a small risk that the council would be unsuccessful in removing the property from the VO business rates list but this is considered unlikely.

Option 4 has no associated ongoing costs other than cleaning the temporary toilets but the capital cost of demolition would be significant.

The following table details the impact by financial year of each of the four options (NB the actual timing will depend on the opening date of the Winchester Sport & Leisure Park) as well as the cumulative impact.

By the end of year 2, the cumulative cost of **option 3** (decommission, soft strip and secure) is the lowest and therefore from a financial perspective is the **recommended option**.

Capital & revenue costs					
	2021/22	2022/23	2023/24	2024/25	
	Yr 1	Yr 2	Yr 3	Yr 4	
£000	£000	£000	£000	£000	£000
Option 1 - Retain and keep open - for facilities such as changing rooms, toilets and café					
Capital (funded by capital receipts)	75				
Revenue (impact on the general fund budget)		390	390	390	390
Total cost	75	390	390	390	390
Cumulative cost	75	465	855	1,245	1,635
Option 2 - Decommission and secure					
Capital (funded by capital receipts)	194				
Revenue (impact on the general fund budget)		196	196	196	196
Total cost	194	196	196	196	196
Cumulative cost	194	390	586	782	978
Option 3 - Decommission, soft strip and secure					
Capital (funded by capital receipts)	410				
Revenue (impact on the general fund budget)		60	60	60	60
Total cost	410	60	60	60	60
Cumulative cost	410	470	530	590	650
Option 4 - Demolish and clear site					
Capital (funded by capital receipts)	1,187				
Revenue (impact on the general fund budget)		12	12	12	12
Total cost	1,187	12	12	12	12
Cumulative cost	1,187	1,199	1,211	1,223	1,235

Cost estimates

		Option 1	Option 2	Option 3	Option 4
Comments		£000	£000	£000	£000
Capital					
Temporary toilets	Modular steel cabin	-	23	23	23
Asbestos:					
- Survey		-	5	5	5
- Removal if reqd	Estimate of maximum cost	-	10	20	100
Internal soft strip (removal of staircase only in option 2)	Includes an additional 20% in costs to allow more environmentally friendly works	-	15	184	-
Demolition & planning fees		-	-	-	679
Secure site including CCTV installation		-	37	37	-
Utilities		75	75	75	75
Preliminaries, professional fees and contingency		-	29	66	305
Total capital		75	194	410	1,187
Revenue (per annum)					
Toilets cleaning	Extension to existing contract	-	12	12	12
Security – ongoing costs	Hire and monitoring of CCTV	-	18	18	-
Building maintenance - up to	Options 2 & 3 covered by existing maintenance budgets	100	20	20	-
Building inspections		10	10	10	-
Business rates (net)	Allowing for 20% business rates retention	136	136	-	-
Staff costs – 6* FTE	Excludes café. Provide security and cleaning; 2 shifts per day including weekends. Based on WCC grade 2	144	-	-	-
Café - net operating costs	Viability unknown - for purposes of appraisal assumed breakeven	-	-	-	-
Total revenue		390	196	60	12

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REPORT TITLE: VAULTEX PARK AND RIDE EXTENSION

24 JUNE 2020

REPORT OF CABINET MEMBER: Councillor Martin Tod, Cabinet Member for Service Quality and Transformation

Contact Officer: Andy Hickman Tel No: 01962 848105 Email ahickman@winchester.gov.uk

WARD(S): ST. MICHAEL'S

PURPOSE

This report provides an update to Cabinet on the Vaultex Park & Ride (P&R) proposals and seeks approval of additional Capital funding required to deliver the surface car park, which adds 135 spaces to park and ride capacity for the city.

A planning application for the surface car park was submitted in March 2020 and has been approved. The additional spaces which will be provided initially as a surface car park will be in an excellent location to encourage walking into the City centre utilising improved links being provided through the Winchester Movement Strategy and the Sport and Leisure Park development.

This report provides an update on the delivery timescales, risks and costs of the project to date for both the surface car park and the longer term objective of a decked car park.

A Business Case was submitted to the EM3 Local Enterprise Partnership (LEP) to request funding to deliver a decked P&R at Vaultex, as part of recommendations of the City of Winchester Movement Strategy. The LEP Board has agreed to provisionally enter into a legal agreement with the Council to deliver a decked Vaultex Park & Ride facility and allocate £5,647,676 for this project, in the form of a grant. This however is subject to sufficient additional funding being allocated to the LEP from Central Government. The LEP has requested that a funding agreement is drafted in preparedness for future funding allocations. A further report will be brought to Cabinet once more certainty over funding is provided to agree the next steps required in order to progress a decked car park.

RECOMMENDATIONS:

1. Approve a supplementary capital estimate and expenditure of £230,000 for the surface car park.
2. That Cabinet approve the advertisement of the Parking Places Order, consider responses and make the Order for the management and enforcement required for the car park.
3. That the Vaultex car park will be run as part of the overall park and ride provision, ie users will pay to park and use the bus, but with encouragement of walking and cycling into the City for those who are able to do so.
4. Agrees that authority is delegated to the Head of Programme in consultation with the Cabinet Member for Service Quality and Transformation to negotiate and agree parking arrangements within the car park for residents of 67 to 89 Bar End Road.
5. Agrees that authority is delegated to the Head of Programme to enter into and award the works contract for the surface car park.
6. Agrees that authority is delegated to the Strategic Director of Place to prepare and enter into the EM3 Local Enterprise Partnership (LEP) funding agreement pending award of Government funding for a grant from the LEP and to further progress that project, subject to funding and detailed approval.
7. Approve expenditure of £35,000 for signing and lining for the Coach Park at the appropriate time.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

1.1 Tackling the Climate Emergency and Creating a Greener District

- a) Delivering additional Park & Ride (P&R) to the East of Winchester city centre is a direct recommendation and action of Winchester City Council's Climate Neutrality Action Plan (CNAP).
- b) Increased P&R will reduce traffic and pollution within the city centre and encourage more people to walk and cycle into the city centre. The Council Plan states that delivering the City of Winchester Movement Strategy (WMS) is crucial to tackle the Climate Emergency. The WMS recommends additional P&R to the east of Winchester, to reduce traffic on the road network, congestion, pollution and delays. Vaultex is a key development to achieve this.
- c) Improved connectivity and wayfinding is proposed as part of Winchester Sport & Leisure Park (WS&LP) development. The Winchester Movement Strategy has also identified the improvement of cycling and walking routes between the Railway station, City Centre and the Sport and Leisure Park at Bar End. This will be progressed jointly with the County Council. Vaultex users will benefit from these improvements and signage will highlight alternative methods to travel into city centre, such as on foot or by bicycle.

1.2 Vibrant Local Economy

Increased P&R enables commuters to park further out of the city centre and save money, while giving higher priority to shoppers and visitors to access and use our centres directly by car, public transport and through walking and cycling;

1.3 Living Well

Vaultex is within 1km of the city centre and passengers will be encouraged to use active travels methods, such as walking and cycling. Bicycle storage will be available at Vaultex to support this. Vaultex will also support the Winchester Sport and Leisure Park as it can provide additional parking spaces during high volumes of use, such as sporting competitions.

2 FINANCIAL IMPLICATIONS

- 2.1 An original capital budget of £2,091,000 was approved by the Strategic Asset Purchase (SAPs) Board in September 2017, for the purchase of the site, demolition of the existing building and construction of a surface car park on the Vaultex site to meet increasing demand for P&R and support proposals to reduce city centre traffic.

- 2.2 Following its purchase, the site was temporarily leased back to its original owners after they vacated, the building was then demolished in preparation for conversion to a car park. Following detailed design of the surface car park an updated and detailed cost estimate has been produced and it is estimated that up to an additional £230,000 is required to carry out the construction as detailed in the table below.

	£'000	£'000
Original capital budget (September 2017)		2,091
Purchase		(1,676)
Demolition		(115)
Remaining budget		300
<i>Revised estimate for construction of surface car park</i>		
Detailed design, planning fees, transport assessment	23	
Construction	497	
EV charging point	10	
	530	
Additional budget required		230

- 2.3 Excluding the cost of the site purchase, it is estimated that the surface car park will generate a surplus of circa £17,000 per annum after costs (assuming a return to normal usage from April 2021 post COVID-19). Further details are provided in the financial appraisal at Appendix 1.

2.4 **Coach Park**

- 2.5 A capital budget of £400,000, funded by the car parks property reserve was approved in February budget for the construction of a coach parking facility within the St Catherine's Park and Ride site. Following review and a piloting of a more cost effective alternative, it is now anticipated that the majority of this budget is no longer required. The alternative preferred coach park can be in the central roadway in the South Winchester Park and Ride site. This arrangement has already been utilised at Christmas last year which worked well.

- 2.6 This involves very little in terms of engineering changes, with the exception of up to £35,000 of expenditure for signing and lining. This will be implemented at an appropriate time in respect of changes in the city economy and demand for coach parking.

- 2.7 This represents an approximate overall saving of £365,000 against original budget which will be released back to the car parks property reserve.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 The Council are required to obtain a Parking Places Order under section 32 of the Road Traffic Regulation Act 1984 (the Act). An order under the Act enables the Council to provide off-street parking, access and egress, and to

maintain the parking area at the Vaultex site. For such an order to be valid it must be for the purpose of relieving traffic congestion of traffic.

- 3.2 The Act sets out a statutory process to be followed for a valid order to be made that includes public advertisement with an invitation to submit comments, and the consultation of statutory consultees, including the Highways Authority and police.
- 3.3 The GEN 4-2 Civil Engineering, Highways and Transportation Infrastructure Framework is being used to tender for the required contractor for the surface car park works. The terms and conditions of the framework, Council Procedure rules and Financial Procedure Rules and the Public Contract Regulations will be adhered to throughout the tender and subsequent award of any contract.
- 3.4 The associated procurement route for the design and construction of the decked car park needs to be determined once more certainty on the funding is established.
- 3.5 The Council's legal team will assist with the drafting and provide advice in respect of the LEP funding agreement.

4 WORKFORCE IMPLICATIONS

- 4.1 The project can be delivered from within existing resources. Enforcing parking controls at this new car park will be undertaken by the parking team but will require this to be considered alongside other new requirements and demands on enforcement.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The previous building on the Vaultex site has been demolished and the site cleared in preparation for development. The necessary maintenance of the car park will be managed by the Parking team and funded from the parking account.

6 CONSULTATION AND COMMUNICATION

- 6.1 As part of the planning application process the statutory 21 days notice period was observed. Consultation with local residents in Bar End Road has been undertaken about parking issues.
- 6.2 A range of officers are engaged to inform the wider project and planning application, in particular the Natural Environment and Resources team, Parking, Estates, Legal and Finance. Hampshire Swifts and the Bat Conservation Trust UK were consulted and the design amended to ensure a Biodiversity Net Gain on the site, in line with advice from the Council's ecologist.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The existing ecology of the site and its location in relation to the River Itchen has been evaluated and steps have been taken within the surface car park design and planning application to ensure neither is negatively impacted.
- 7.2 The disposal of surface water, quality and pollution control has been considered. The car parking spaces will be porous and therefore this will comply with the water quality indices in the Sustainable Drainage Systems (SuDS) manual. The drainage documents and modelling has been accepted by the Planning Authority.
- 7.3 All of the existing trees and shrubbery on the site will remain; with additional green planting, including trees and grass being proposed. Bat and bird boxes have also been included in the proposals, to encourage and support more wildlife to occupy the site. The Council's ecology officer has advised that there will be a Biodiversity Net Gain.
- 7.4 The car park will support the WMS objectives of reducing traffic movements through and into the City centre and will support the CNAP, where the expansion of P&R capacity at Vaultex was detailed in the December 2019 Adopted Plan. The CNAP sets out that the initial 135 spaces provided by the surface car park contributes to the reduction of carbon emissions, followed by further reductions due to the increased spaces provided by a decked car park in the future.
- 7.5 It is anticipated that with 135 spaces and a 5km round trip to the city centre, 6 days a week x 50 weeks a year; at an average Co2e per car of 285g/km, will result in 57 tonnes of CO2 saved per year.
- 7.6 It is intended that the future decked car park will include Photovoltaic panels and electric vehicle charging points, to support the Council's carbon reduction targets. Consideration will also be given to cycle parking and charging.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 The Public Sector Equality Duty has been considered for this project. An appropriate amount of Disabled Only spaces have been provided within the surface car park detailed design, these are located close to the Parking Information signage, ticket machine and entrance/exit to the car park.
- 8.2 These spaces will have clear signage to discourage non-blue badge holders from parking there and where necessary, will be enforceable under the Parking Places Order.
- 8.3 Park and Ride buses are fully accessible.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required.

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Community Support Public opposition to increased car parking provision.</i>	Public opportunity to oppose on planning application. Continue to engage local residents near Vaultex site.	No objections received on planning application. Vaultex supports WCC's carbon neutral objectives, Carbon Neutrality Action Plan and Winchester Movement Strategy.
<i>Timescales COVID-19 restrictions on construction sites may slow down progress.</i>	Additional time built into the programme and project team rapidly progressing work.	Continuing to progress Vaultex P&R supports wider city centre return to work post COVID-19 restrictions.
<i>Project capacity Insufficient staff resources.</i>	WCC has assigned sufficient internal resource to the project.	
<i>Financial / VfM Additional budget required – surface car park</i>	Funded from borrowing, business case assessed and implications understood.	Generate revenue through P&R, supports wider city centre & District ambitions.
<i>Legal A challenge on the basis that the correct statutory procedure and consultation is not followed to secure the works contracts or the parking Order.</i>	The precise following of the statutory and standing order requirements will mitigate any risk of challenge.	Public consultation and correct following of procedure enhances the council reputation.

11 SUPPORTING INFORMATION:

- 11.1 The Council purchased the Vaultex site to develop additional Park & Ride (P&R) capacity to the east of the city centre. The existing building on the site was demolished at the end of 2019 and the site cleared.
- 11.2 In December 2019 a detailed design was undertaken and a planning application for a 135 space surface car park submitted, which has now been approved.
- 11.3 This increase in P&R capacity helps to deliver the first priority of the WMS, which is to reduce city centre traffic. Initial modelling work completed as part of a P&R feasibility study; part of the WMS work, suggests that increasing overall P&R capacity in the periphery of Winchester could reduce city centre traffic by 10%.

- 11.4 On average the existing P&R sites are operating at near 100% capacity during weekdays and present a barrier to achieving the 10% reduction target. The increase of P&R spaces at the Vaultex site is therefore instrumental in achieving this target.
- 11.5 The WMS park and ride study shows that there is demand of between 1,500 spaces in a high growth scenario, and 1,200 spaces in a low growth scenario by 2030. The study highlighted several locations where P&R services could be expanded to accommodate anticipated future demand, where the Vaultex site was one of the key corridor locations to start providing additional P&R capacity. Additional sites are being considered to assist with the remaining demand.
- 11.6 The provision of Electric Vehicle Charging Points (EVCP) on the site is being explored, using work from the Council's Electric Vehicle (EV) Strategy and discussions with WCC's delivery partner JoJu. This work will confirm whether there is demand/need for EVCPs on Vaultex, both now and in the next few years. The necessary cabling to support EVCPs will be installed when the construction takes place this year, to ensure that an opportunity to install EVCPs will not be missed.
- 11.7 The project has been reviewed in light of the COVID-19 pandemic and has continued to progress. The planning application and procurement route has so far not been affected by the pandemic. The construction of the car park is dependent on multiple elements; adherence to the Government issued advice, Health & Safety of those involved, SSE; who are experiencing delays and the availability of materials.
- 11.8 The tenders for the work will be received by the end of Summer 2020 and it is anticipated there will be greater clarity around delivery challenges and opportunities after this. It is recognised that currently demand for car parking has been significantly reduced, but it is anticipated that demand will return to normal in the future and additional P&R capacity will still be required.
- 11.9 There are 12 properties fronting Bar End Road (67 – 89) which experience parking difficulties. They have for many years parked on forecourts in front of their properties but this has been stopped due to highway safety issues raised by the County Council. A temporary arrangement allowing them to park in Barfield P&R has been put in place. Discussions with residents regarding this matter are ongoing.
- 11.10 Cabinet is asked to agree that the Head of Programme, in consultation with the Cabinet Member for Service Quality and Transformation, can negotiate and agree parking arrangements within the car park for residents of 67 to 89 Bar End Road, including the associated charges.

Background and project update – decked car park

- 11.11 Alongside the surface car park, emerging outputs from the WMS recommend that increased P&R capacity will be necessary to meet its aims in the future. Vaultex is an ideal location for this.
- 11.12 A Business Case to request £5.65M in funding from the EM3 Local Enterprise Partnership (LEP) was submitted in March 2020 and provisionally approved on the 30th May 2020 subject to LEP funding being made available.
- 11.13 The bid includes funding for the design, planning and construction of a 300+ space P&R, 30 double Electric Vehicle Charging Points (EVCP) and a Photovoltaic Array (PV) and battery to support the electricity demand on site. The proposed EVCPs are expected to meet the 2028-2030 predicted demand for EVCPs and encourage P&R users to be early adopters of electric vehicles.
- 11.14 Proposed delivery of the decked P&R assumes LEP funding becomes available by May 2021 and delivery takes approximately 18 months, including procurement, design and construction.
- 11.15 The EM3 LEP do not currently have funding available, but having an approved Business Case and request for funding reduces delays and increases chances of receiving funding when/if it becomes available in the future.

Next steps and advice from the EM3 LEP

- 11.16 An estimated cost and programme to develop the decked car park proposals, from RIBA stages 0 – 3; where a full planning application would be submitted has been sought to inform this paper.
- 11.17 In order to carry out the necessary work to submit a full planning application for a decked car park, site investigations, a detailed design and preparation of supporting planning documents would be required.
- 11.18 The EM3 LEP Project Board have agreed to provisionally enter into the legal funding agreement with the Council to deliver the decked P&R, in the form of a £5.65m grant. This is subject to sufficient funding being allocated to the LEP from Central Government.
- 11.19 Drafting of the funding agreement with the LEP is being recommended, as this would put all parties in a good position to progress quickly if and when funding is allocated to the decked Vaultex project, but no further expenditure beyond requested in this report would be committed until funding becomes available from the LEP and is confirmed for the project. At this point a further report will be brought to Cabinet to consider the required steps to progress a decked car park on the site.

11.20 There is active dialogue with EM3 LEP as this project may benefit from funding released as part of government action to boost the economy following COVID-19.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Another option considered and rejected was to delay delivery of the surface car park until 2021.

12.2 Forward funding the design of the decked car park, at an approximate cost of £150,000 was considered. This would be at risk initially pending receipt of LEP funding; this cost could then be reclaimed from the LEP allocation. Depending on when funding becomes available, this approach would accelerate the implementation time by about 6 – 9 months. This option was rejected in the light of the current adverse financial impacts of COVID–19 on council finances.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

None.

Other Background Documents:-

[Planning application submission for surface car park.](#)

APPENDICES:

Appendix 1 – financial appraisal

Financial Appraisal

Revised Capital Budget									
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Whole life	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Demolition	115	0	0	0	0	0	0	0	115
Construction									
Detailed design, planning fees, transport assessment	6	17	0	0	0	0	0	0	
Construction	0	497	0	0	0	0	0	0	
EV charging point	0	10	0	0	0	0	0	0	530
Total	121	524	0	0	0	0	0	0	645
Financed by:									
Prudential borrowing	121	524	0	0	0	0	0	0	645
Total	121	524	0	0	0	0	0	0	645

Revised Revenue Consequences									
	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26	Whole life	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000
Income	0	0	72	72	72	72	72	1,440	1,800
Expenditure	0	0	(18)	(18)	(18)	(18)	(18)	(360)	(450)
Net surplus/(deficit)	0	0	54	54	54	54	54	1,080	1,350
Financing costs									
Interest payments	0	(2)	(19)	(19)	(18)	(18)	(17)	(190)	(283)
Minimum Revenue Provision (MRP)*	0	0	(18)	(18)	(19)	(19)	(20)	(551)	(645)
Net impact on the General Fund balance	0	(2)	17	17	17	17	17	339	422

*Borrowing need is reduced over the life of the asset by applying MRP annually from revenue

Net Present Value/(Cost) £000:

295

Discounted payback period:

15 years

Incremental Impact of Capital Investment Decisions*	2020/21 Estimate	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
	£	£	£	£	£
General Fund - equivalent to increase/(decrease) in annual band D Council Tax	0.05	(0.34)	(0.33)	(0.33)	(0.32)

*This is an indicator of affordability that shows the impact of capital investment decisions on Council Tax.

Assumptions

Appraisal period	25 years	Estimated useful economic life
Discount Factor	3.00%	Estimated cost of capital
Asset type	Operational land and buildings	
Income	Based on approved increase to park & ride fees and 135 spaces	From 1 April 2021. Estimated to be complete earlier but income likely to be depressed due to Covid-19
Expenditure	Estimated business rates, maintenance, and management	No inflation applied Maintenance & management estimated at 15% of income
Notional interest	3.00%	Rate based on long term borrowing rates available to WCC including margin for prudence
Minimum Revenue Provision	3.00% on annuity basis	As above; applied in the year following asset acquisition over estimated life

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CAB3221
CABINET

REPORT TITLE: FIRE SAFETY IN COUNCIL HOUSING

24 JUNE 2020

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

Contact Officer: Janette Palmer Tel No: 01962 848 120 Email
jpalmer@winchester.gov.uk

WARD(S): ALL

PURPOSE

Following the Grenfell Tragedy of June 2017 the Housing Service set up a Project Group to consider its approach to fire safety within the district but especially as regards Housing Revenue Account (HRA) stock.

The Project Group had the brief to:

- Review existing policies and processes that had a fire safety element
- Assess against regulations and good practice
- Bring together all elements into one place
- Be ready to respond to recommendations and changes coming from the Grenfell investigations.

This report presents the outcomes from that review and provides an update for members on Housing Service Fire Safety Policy and management arrangements.

RECOMMENDATIONS:

1. That the updated Fire Safety Policy be approved.
2. Subject to obtaining any necessary building regulation and listed building consent that fire safety works recommended with the Fire Safety policy be implemented which includes the fitting of fire rated front doors.

3. Note that provision has been made within the HRA budget for £2m for expenditure on capital fire related works (£1m 2019/20 and £1m 2020/21).
4. That delegated authority be given to the Corporate Head of Housing to make minor amendments to the Policy in consultation with Cabinet Member for Housing and Asset Management.

IMPLICATIONS:

1 COUNCIL PLAN

- 1.1 Council Plan 2020 -2025 priority – Homes for All. The provision of homes that meet decent homes standards and are compliant with building regulations and health and safety rating standards.

2 FINANCIAL IMPLICATIONS

- 2.1 £1m has been included in the 2019/20 HRA budget to fund additional works required to ensure appropriate fire safety measures are maintained to communal housing stock.
- 2.2 An additional £1m has also been included in the 2020/21 budget. It is proposed that all uncommitted monies from the 2019/20 Fire Safety Capital budget be carried forward to supplement this allocation. The amount of any carry forward will be confirmed in the July report on the 2019/20 HRA Outturn report.
- 2.3 Additional costs are likely to be around:
- New build – changes in regulations will impact on the design and standards applied in new build and this may impact on the feasibility of sites. For example the requirement to install sprinklers to projects over 11m in height.
 - Works to existing council properties –The communal flat front door replacement programme is being completed as part of planned maintenance works. Changes to standards with potential financial implications are likely to continue as the Government announces updates to regulations in response to the Grenfell Inquiry recommendations. An additional £2m (£1m for 2019/2020 and £1m 2020/2021) has been set aside for capital fire safety related works such as sprinklers and alarm works if required.
 - Meeting competency requirements – an action plan task is to complete a Training and Competency audit. It is anticipated that meeting gaps and training needs identified will be within the capacity of existing budgets. Critical for maintaining competency includes ensuring officers have to access specialist information, such as IHS Account (Construction Information Services (CIS)). These specialist resources can come at a significant cost. However costs can be shared with other council departments who benefit from this access.
 - Providing resident Information – implementation of the Resident Engagement Strategy – including updating leaflets and signage, information initiatives such as commissioning a video.

- 2.4 Whether costs, including training, IT and communication, can be met from operational budgets will become clearer as tasks are completed.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Fire safety for residential accommodation is regulated by both the Housing Act 2004 and the Regulatory reform (Fire Safety) Order 2005. The (Fire Safety) Order 2005 places duties on housing providers to risk assess fire safety in their properties, to take adequate precautions to reduce that risk of fire and to manage that risk which remains. The duties apply to a range of property types. However in HMO's, flats, maisonettes and sheltered accommodation in which personal care is not provided, these duties only apply to the communal parts of the residential property, such as stairs, corridors, shared kitchen, bathroom and lounges.
- 3.2 Legal and procurement support will be required through the implementation of the flat front door replacement programme. A procurement process will be conducted in-line with the Council's Contract Procedure Rules and Public Contract Regulations 2015 with contract(s) planned to start from 2020. Legal support will be required in relation to securing access to complete works and setting out an approach to leasehold properties pending central government announcements on changes to requirements and the availability of legal remedies to support this.
- 3.3 The current Leaseholder Service Project, with legal and housing working collaboratively, is undertaking a review of all current leases, templating future leases and establishing a strategic and operational approach to the carrying out of improvements works including those works which relate to fire safety.

4 WORKFORCE IMPLICATIONS

- 4.1 The Housing Service has been conducting the review within existing resources and the task has been a priority within service plans. This will continue as the actions arising are implemented.
- 4.2 There is the potential for significant workforce implications not just for the Housing Service but for support services too depending on the outcome of Govt consultation and how the recommendations from the Grenfell Inquiry will be translated into changes in compliance requirements.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 There is no ACM cladding within the council housing stock.
- 5.2 The Council focus is on maintaining/enhancing the integrity of the existing compartmentation/escape routes wherever possible/reasonable. Communal and flat entrance doors are key to compartmentation. All tenant front doors would have met the relevant building regulation standards at the time of build, or when replaced. Following a flat front door survey in October 2019; over the next four years a Door Replacement Programme will focus on the front doors

of flats which may no longer meet modern standards. This programme will only deal with the flat/maisonette front doors opening into common parts. This programme has been prioritised by door condition, number of storeys and age of building.

- 5.3 Guidance is awaited for other changes which may have implications for existing properties such as fitting sprinkler systems in buildings of certain height. Although building regulations are not usually expected to apply retrospectively the Council may decide to upgrade.
- 5.4 For new buildings there has already been a change to requirements. Buildings of 11m or above will require sprinkler systems. The only development of this height currently planned within the district is at Winnall.
- 5.5 Existing buildings over 11m include Winnall flats which has partial systems in the bin areas and Chesil Lodge, Winchester which has a system in the corridors. Further review of Victoria Court, Victoria Road, Winchester is required to determine if the basement car park means it qualifies as 11m along with Parmiter House, Wales St, Winchester.

6 CONSULTATION AND COMMUNICATION

- 6.1 Comprehensive consultation and communication has been fundamental to this project.
- 6.2 At the start of the process discussions were held with TACT about how they wished to be involved. They expressed an interest in being part of the sub group discussions and many of these meetings had a TACT representative present.
- 6.3 TACT also asked what the Council was doing in response to the Grenfell tragedy and in response regular updates have been presented to TACT and to wider audiences through the tenant newsletter, survey feedback and focus group feedback, in addition to a presentation at the TACT AGM in November 2019 at which members were present.
- 6.4 A survey was compiled with tenant involvement. Tenants, licensees and leaseholders were invited to complete this survey. This survey was conducted in a variety of formats – digital, hard copy, surveys were translated into key languages and home visits were carried to a sample of sheltered and temporary accommodation households.
 - 428 tenants (6.7% of all tenants) and 30 leaseholders responded to the survey.
 - 20 returned a paper survey
 - 15 households returned a translated survey form (Polish and Nepalese)

- 6.5 A programme of focus groups were held in January 2020 which included households from across the district, tenure and property types.
- 6.6 Further details of how the views collected were used to inform the policy and management plan are set out in the Resident Engagement Strategy – Part 1 Research and Consultation.
- 6.7 Resident Engagement Strategy – Part 2; sets out the next stage of process applying the feedback to the information the Council provides.
- 6.8 Discussions have also taken place with other council departments such as Building Control, fire risk assessors, Hampshire Fire and Rescue and fire safety consultants.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Fire Safety Management Plan has limited environmental implications overall other than usual service delivery aspects such as keeping paper use and travel to a minimum.
- 7.2 Online resources for information sharing will be employed wherever possible especially as it is easier to manage control of current guidance through this medium. Hard copy information will be provided where required to meet format needs and where shown to be the most effective form for messages to be communicated.
- 7.3 In addition focus groups reported that hard copy information should be kept short to be effective.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Equality issues are key element of the fire safety management especially around accessible information.
- 8.2 Dame Judith Hackitt and Rt Hon Sir Martin Moore-Bick in their reports from the Grenfell Tower Investigation and Inquiry have made reference to the importance of the provision of signage and information in an accessible manner and `in a form that the occupants of the building can reasonably be expected to understand`.
- 8.3 The MHC&LG Government Consultation Para 254 (page 81) sets out that the accountable person will need to make proportionate special provision (in buildings of 18m or more) for residents who may be vulnerable or have additional needs. For example, residents who have a physical or visual impairment, have other disabilities or who do not speak English. Guidance is pending on how best to do this. The only stock WCC has which is 18m or above is Winnall Flats.
- 8.4 The evidence and documentation covering the equality issues was prepared in advance of a virtual meeting on 1 May 2020 with officers from general

needs, sheltered and property services. This meeting considered the evidence and checked that the appropriate measures were in place for all groups. Temporary accommodation officers were invited to comment through email.

8.5 Initial discussions have been held with Hampshire Fire and Rescue around working together to meet diverse needs. Further meetings are planned when the current social distancing working arrangements due to COVID-19 are lifted.

8.6 The main findings of the equality impact assessment were that without mitigating measures some households could be disadvantaged. The main issues were the format of information and household needs to leave the building safely if required.

The main groups to consider were:

- Older tenants
- Hearing and visual impairment
- Cognitive impairment
- Learning disabilities
- Physical impairment and long term illness that impacted on mobility
- Poor literacy skills
- Language needs
- Digitally excluded
- Young carers
- Hoarders

8.7 The Council has some general standards in place that recognise that people have particular needs to take into consideration when providing information for example large print, hard copy for those who are digitally excluded, translation of key documents, Plain English, telephone numbers in dialling code and 3 digit format, along with Housing Service standards - application of the Word readability statistics, checking information with the Readers' Panel. The Group accepted that these standards should be applied by all services at all times. Actions centred on improvements to information collection and reporting to enable targeting of service delivery to be improved.

8.8 Processes are also in place to ensure that vulnerable households in sheltered accommodation are likely to be identified and able access to support or be signposted effectively; general needs households with needs are not so easy to identify and actions are already included in the action plan to address this with reference to current guidance (LGA - Fire safety in purpose built blocks of flats – May 2012) and pending Government requirements.

9 DATA PROTECTION IMPACT ASSESSMENT

9.1 A data impact assessment was completed on 22 April 2020.

9.2 The main findings were that the actions amounted to processing information that WCC already had in a slightly different way. A pragmatic approach was

agreed that data protection issues would be checked at the implementation stage of tasks with data protection implications.

- 9.3 Pending further guidance on the requirements around personal evacuation plans – there is a potential change to current practices which it was recognised could prove challenging. It would require collecting and keeping data on leaseholders and subtenants. This will also affect leaseholder and right to buy functions, in terms who has what responsibility at the time of purchase to supply personal information and keep updated.

10 RISK MANAGEMENT

- 10.1 The Fire Safety Management Plan has been prepared in readiness for recommendations introduced by the Government in response to the Grenfell Tragedy Inquiry.
- 10.2 Government announcements may have an impact on resources, finances and supporting services such as Legal. Systems and processes are being prepared to enable the Service to respond to effectively as much as possible to announcements when they happen.
- 10.3 Some actions such as the flat external door programme are being taken ahead of Government announcements of changes to compliance requirements.
- 10.4 Other risks are that processes and information are not sufficiently robust to deliver their objectives of protecting people and property. The mitigation relies on the Fire Safety Management Group effectively managing compliance with the delivery Plan.

Risk	Mitigation	Opportunities
<p><u>Property</u> <i>Processes fail to prevent fire stopping measures being compromised when works are carried out.</i></p>	<p>Task and Finish Group looking at all aspects of property related functions to ensure processes in place to understand the impact of works on all buildings especially new build.</p> <p>Briefing sessions being organised by New homes team for property related staff to understand latest fire stopping technology.</p> <p>Staff communication plan and Training and Competency audit.</p> <p>Other processes such as Permissions which could have a negative impact being reviewed.</p>	

<p><i>Fire Risk assessment risk category inappropriate and therefore assessment too infrequent.</i></p> <p><i>Alarm maintenance and management fails to meet objectives.</i></p> <p><i>Competency of trade operatives completing fire safety works.</i></p> <p><i>Understanding of those processing works on fire stopping measures such as Housing Hub operatives</i></p>	<p>Leaseholder Service Review and task of lease review and internal inspections and enforcements options</p> <p>Definition set and monitored through the Fire Safety Management Group</p> <p>Task and Finish Group looking at all aspects to ensure processes in place.</p> <p>Post inspection regime being reviewed.</p> <p>Procurement Process.</p> <p>Staff communication plan and Training and Competency audit.</p>	
<p><u>Community Support</u> None</p>		
<p><u>Timescales</u> Linked to Project Capacity below</p>		
<p><u>Project capacity</u> Project requires substantial input from most housing services teams to implement and deliver the actions. Delays will occur if resource implications not fully appreciated and dispensation not adequately taken account of within other tasks allocated to job roles.</p> <p>Competent contractors – availability of competent contractors to meet requirements of property work programmes may result in delays.</p>	<p>All Housing Services have made provision within their Service Plan for Fire Safety Management Plan implementation.</p>	

<p><i>Financial / VfM</i> Govt requirements could lead to compliance requirements that have financial implications for the HRA</p>	<p>Current focus on compartmentation ahead of Government announcements – flat external door replacement programme – already underway and provision made within HRA</p>	
<p><i>Legal</i> Risk if compliance requirements are not known, understood or met</p>	<p>Membership of the IHS Account (Construction Information Services (CIS) recently reinstated to provide access to current regulations announcements and plans.</p> <p>Training and Competency audit part of the Implementation process.</p> <p>The Fire Safety Management Plan sets out the processes to ensure compliance requirements are met.</p>	
<p><i>Innovation</i> Ability of achieving primary objective i.e. managing the risks associated with fire effectively will be reduced if WCC fails to invest in modern systems, fails understand new technologies and systems, is not aware of the current options for delivering compliance.</p>	<p>Membership of the IHS Account (Construction Information Services (CIS) recently reinstated to provide access to current guidance.</p> <p>Training and Competency audit part of the Implementation process and includes a section on keeping up to date.</p> <p>Briefing sessions being organised by the New homes Team to develop understanding of new fire stopping systems and specifications and how these can be compromised.</p> <p>Property Services Service Plan includes action around evaluating investment in IT module to improve monitoring of maintenance servicing, compliance and generating alerts around mean failure date of components.</p>	<p>Look to capitalise on making information available digitally.</p> <p>Commission a video to communicate fire safety information in a different format which can be used for other tenancy information.</p>
<p><i>Reputation</i> Low levels of satisfaction with information on fire safety and feel safe. <i>Complaints not</i></p>	<p>Resident Engagement Strategy should address residents' needs around information.</p> <p>Document has been formatted in reference to recommendations from Grenfell inquiry.</p>	<p>Comprehensive approach to consultation has provided the opportunity for tenants to be involved in</p>

<i>progressed effectively. Impact of incidents of fire not reduced to a minimum.</i>	Fire Safety Management Group will monitor delivery of above and Fire Management Safety Plan.	the Council's approach to fire safety.
<i>Other People Fires will happen.</i>	<i>Management plan looks to prevent fires occurring as much as possible through the provisions of keeping safe messages; however if fires do take place the plan aims to minimise the impact.</i>	

11 SUPPORTING INFORMATION:

11.1 Background

The Grenfell Tragedy in June 2017 led to building safety investigations and inquiries along with housing providers reviewing the approach they took to fire safety.

The Council was fortunate that no buildings were covered in ACM cladding or meet the definition of high rise. However a review was still advisable and in the expectation of changes to the compliance requirements preparations were made to be able to effectively respond to fire safety announcements.

A Fire Safety Project Group was established in February 2019. The brief for the group was to:

- Review existing policies and processes that had a fire safety element
- Assess against regulations and good practice
- Bring together all elements into one place
- Be ready to respond to recommendations and changes coming from the Grenfell investigations

Given the breadth and complexity of the topic the Project Group set up various sub groups to explore key elements as follows:

- Resident information
- Evacuation Strategy and fire risk assessment
- Construction and Property related processes – both new build and existing properties
- Alarm system maintenance and management (extended to include all fire safety equipment)
- Mobility scooter storage and charging
- Leaseholder issues
- Permissions Policy
- Rubbish chutes

- Insurance
- Learning from fires

There was insufficient capacity to tackle all topics simultaneously and therefore the work of the final two groups is in phase 2 of the project. The issues around leaseholders were incorporated in to the work to the Leaseholder Service Review.

A special meeting with the Cabinet Member for Housing and Asset Management and service leads in addition to the Project Team was held in October 2019 to discuss proposals coming out of the Group's work and agree priorities and approach. Future proposals will be taken forward by the newly established Fire Safety Management Group.

11.2 **Completed actions** since the Grenfell tragedy include:

- Winnall chute consultation and action 2017
- Fire shutter doors and sprinklers installed in the bin stores at Winnall Flats 2017
- Parmiter House – safety measures installed in the chute area
- Reissue of fire safety information
- WCC Fire Policy refresh – April 2018 (no specific changes required)
- Alarm system survey 2019 – programme of works nearing completion
- Flat front door survey – programme of works set out
- New working arrangement with building control around fire safety and new developments
- New clerk of works processes for new build developments over a certain size.
- Process for health and safety checks updated
- Mobility scooter policy prepared

11.3 **Legislation** details are set out in Appendix 1 of the Fire Policy; along with headline announcements from the Government regarding the Building Safety Bill and the Fire Safety Bill.

11.4 **Building height and high risk**

There is no specific Building Control definition of what constitutes a 'high risk building'. The scope of the new regulator under the 'Building a Safer Future' regime is multi-occupied residential buildings of 18m (or buildings of more than 6 storeys in height). The height regulations for different build elements can vary or continue to be under consultation.

The only blocks within the WCC stock of 18m and over are the Winnall flats. 5 storey buildings includes a further 4 buildings: Parmiter House, possibly Chesil Lodge and Victoria Court x 2 blocks (subject to definition of basement car parks being included in the storey height). Most council buildings are 3 storey and below.

From the outset the Project Group set the scope of fire safety review as all HRA residential buildings and therefore the service is well placed to respond to further requirements and good practice recommendations.

However height and risk are used to prioritise the programmes of work as set out below.

11.5 Programme of Work

- **Winnall** - This is the Council's primary higher risk site and will come within the scope of the new Building Safety Regulator and requirement for Building Safety File. Therefore actions will focus on what's required to be compliant at this site which is as follows:
 - Premises information boxes to include
 - Floors plans
 - Building safety information
 - Vulnerable groups information
 - Signage
 - Personal safety plans
 - Resident information – evacuation plans
- **Resident Information** – actions around meeting residents' information needs are set out in the Resident Engagement Strategy and informed by good practice guidance, Grenfell Inquiry recommendations and WCC resident engagement. This includes developing site specific evacuation information and an approach to personal safety plans.
- **Property works**
 - Front doors opening onto internal communal spaces – as a key element to maintain compartmentation
 - Smoke detectors – recently updated policy to introduce more rigorous testing.
 - Consumer units – focusing on modern units to protect against electrical usage and portable units.
- **Leaseholders** – Leaseholders are a key part of maintaining the safety of blocks and many issues were raised in relation to leaseholders during the review. These have been included in the wider Leaseholder Project and centre around reviewing leases and processes for building improvements. Much of the policy is as relevant for leaseholders as it is for tenants. E.g.

information, guidance and support, signposting to the Safe & Sound Survey etc.

11.6 Conclusion

- The Housing Service had a sound basis to develop its approach to fire safety in that it has:
 - Good asset management information
 - Good core processes for fire risk assessment and alarm testing
 - Expertise and knowledge of staff
 - Good relationship with tenants
- Effective fire safety management is a complex function that crosses all housing teams.
- The Fire Safety Project has achieved the following outcomes:
 - Fire Safety Policy supported by a Fire Safety Management Plan
 - Clarification of basis of policy
 - Service delivery plan
 - Consolidation of all fire related policies, standards and processes
 - Provides a structure to take forward the recommendations from the Grenfell investigations and be ready for further announcements from the Grenfell Inquiry
 - Establishing a Fire Safety Management Group – to ensure a coordinated approach continues along with monitoring performance and action plan delivery.
 - A Resident Engagement Strategy – to deliver resident information needs and set out with reference to the Governments consultation document 'Building a Safer Future. Proposals for reform of the building safety regulatory system. A consultation'.
 - Service Improvements around
 - Processes
 - Information
 - Cross team communication

- While clarification and basis of policy has been necessary in some areas and while this has meant the development of an understanding of how to follow good practice recommendations; significant changes are not required such as installation of alarm systems.
- The Council is well placed to respond to further announcements and changes to regulations and to operate under the new Building Safety Regulator regime and have work in progress in preparation. There are areas where further guidance will be required before further action.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Throughout the project options for existing and enhanced service have been debated.

12.2 Higher level elements were discussed with the Strategic Director (Services), Corporate Head of Housing, Service Leads and the Cabinet Member for Housing and Asset Management at a special meeting on 18 October 2019 and detailed records made of discussion outcomes along with justification for acceptance, rejection and held pending.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB2742 – Fire Safety in Council Housing – 25 November 2015

Other Background Documents:-

None

APPENDICES:

Appendix 1 – Housing Fire Safety Policy – May 2020

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Winchester City Council – Fire Safety Policy – May 2020

Contents

Section	Title	Page
1	Introduction	3
2	Policy statement	3
3	Legislation	3
4	Roles & Responsibilities	3
5	Fire Risk Assessment (FRA)	5
	• Compliance officer role	6
	• FRA - Type	6
	• FRA - Property Risk Categorisation	6
	• FRA - Schedule	7
	• FRA - Remedial works	7
	• FRA - Resident information	8
6	Alarm provision and management	8
	• Alarm System Testing & Maintenance	9
7	Fire Alarm Testing	9
8	Fire Drills	9
9	Smoke detection	10
10	Fire extinguishers	11
11	Compartmentation	11
12	Evacuation	11
	• Vulnerable tenants and PEEPs	
	• Personal Safety Plans	
13	Arson	12
14	Residents Information	12
15	Meeting diverse needs	13
16	Training and Competency	13
17	Other Policies with fire Safety elements	13
	• Management of Communal areas	
	• Storage of Mobility Scooter	
	• Permissions	
	• Leaseholders	
18	Fire Safety Management Group	14
19	Fire Safety Management Plan	15
20	Future Proofing	15
	Definitions	15
	Glossary	16

Appendices

1	Legislation	17
2	Fire Risk Assessment Schedule and Category of Alarm	20

Headline Summary of Fire Safety Policy – May 2020

Introduction

The document sets out the core elements of Winchester City Council's Fire safety policy.

It present the standards and approach taken along with the basis of policies.

The delivery of the Policy is set out in a series of policy and procedure documents which cover the operational details new and existing members of staff would need to be able to fulfil their role as it relates to fire safety.

This Fire Safety Policy is supported by the Fire Safety Management Plan (FSMP) which sets out how WCC's approach to fire safety will be monitored.

Purpose/aim

To provide a quick reference to headline policies around fire safety and demonstrate how WCC complies with the Fire Regulations.

To bring together in one place –

- The policy and approach to fire safety elements
- The basis of WCC policies.
- Compliance requirements and standards, definitions, categorisations that apply to sites within the HRA stock
- Enables the Housing Service to review its approach to fire safety and alongside sector recommendations and changes to compliance requirements.

Scope

Covers every housing team, all structures and tenures (except owner occupiers).

1. Introduction

This Policy ensures that Winchester City Council manages and controls the fire risks for all Housing Properties and ensures that there are suitable and sufficient arrangements for fire safety management in place. It is supplemented by the Housing Fire Safety Management Plan which includes document links, operational details and Action Plans to deliver Fire safety.

WCC Fire Policy is updated biennially and this was last done in April 2018. CAB 2742 'Fire Safety in Council Housing' 25.11.15 set out the fire safety measures in the Council housing stock.

2. Policy Statement

Winchester City Council Housing Service shall ensure, so far as is reasonably practicable, that fire safety management arrangements comply with the Management of Health and Safety at Work Regulations 1999, the Regulatory Reform (Fire Safety) Order 2005, Housing – Fire Safety Guidance - Local Authorities Coordinators of Regulatory Services (LACoRS), and other appropriate regulations. Relevant Government guidance will be followed, for example the Local Government Association Fire Safety in Purpose-built blocks of flats (2011), and the National Fire Chiefs Council Fire Safety in Specialised Housing which is applicable to sheltered and extra care schemes.

Winchester City Council is committed to the effective management of risk, and the prevention of any associated injury or ill health to tenants, staff, visitors, contractors, and any persons affected by the premise including Fire and Rescue personnel.

3. Legislation

Currently fire safety in existing residential accommodation is regulated by:

- The Regulatory Reform (Fire Safety) Order 2005
- The Housing Act 2004: part 1 – the housing health and safety rating system (HHSRS). 29 categories of potential hazard are considered; Hazard 24 is fire
- Building Regulations - Part B: Fire Safety is given in Approved Document B 2010 amended in 2019.

The government have made recent announcements around the Building Safety Bill on 20 January 2020 and Fire Safety Bill on 19 March 2020. Headline statements are set out in Appendix 1 along with further legislative details.

4. Role and Responsibilities

- **The Responsible Person**

The **Chief Executive** as the person with overall responsibility for fire safety issues for WCC properties is the Responsible Person (*detailed in the RR(FS)0-2005*).

- **The Corporate Head of Housing**

The **Corporate Head of Housing** has control over the whole Housing Stock, and shall ensure the following management arrangements are in place:

- That the Fire Safety Policy is implemented in buildings under the control of the Housing Service, e.g. sheltered schemes, which have communal areas;
- That the Fire Safety Management Plan is implemented.
- That nominated **appointed persons** (see below) are available to undertake the statutory fire safety checks/ tests and the recording of all such actions as required in the Fire Safety Logbook/ Checklists for the building;
- That appointed persons receive training deemed necessary to ensure they are competent to carry out their duties with regard to fire safety;
- The correct implementation and monitoring of the fire safety management system for those buildings, including the Fire Risk Assessments and Weekly/ Monthly Fire Safety Checklist, and Evacuation Plans (where appropriate);
- That other Housing Service staff and contractors are trained and competent to carry out their duties with regard to fire safety, e.g. ACASA Care Support Staff.

- **The Compliance Officer**

Fire safety advice will be provided by the **Compliance Officer (in the role of the Competent Officer)** internally, with additional **external advice** occasionally sought from competent fire safety consultancy's e.g. Premier Fire.

- **Housing Service Leads**

Ensure that this policy is known and acted upon by staff directly under their control. Fire safety can only be dealt with correctly when all stakeholders play their part, which includes tenants, property services maintenance contractors and all Housing Services staff.

Team responsibilities - The Fire Safety Management plan sets out detailed responsibilities for all Housing teams, it's the Service Leads responsibility to ensure their teams are compliant with these elements.

- **Appointed Persons**

- Take ownership for the completion of relevant fire safety checks and management of the site.

- Ensure that the routine Fire Safety checks are carried out within and around their building, although this can be achieved by delegation to other team members.
- Ensure that planned monitoring of all elements is carried out in accordance with the frequencies determined by WCC on a site by site basis e.g, daily, weekly, and monthly as specified.
- The Appointed Persons uses a checklist on Photobook app for completing health and safety inspections that can be adapted to render it 'site specific' for the monitoring works undertaken on site. The checks completed will depend upon the size, complexity and use of the building, and those employees and type of tenants who will use the building. The Appointed Person must ensure the relevant checklists are completed, stored and available for inspection by any authorised officer of the HFRS or appropriate WCC staff.
- **Fire Risk Assessment (FRA) Systems Administrator**
 - Inputs all remedial works both property based and tenancy based onto FRA Remedial Actions Log (currently being developed)
 - Allocates officers with lead responsibility for the different types of remedial works likely to be identified through a FRA so that they can populate the FRA Remedial Actions Log with Service Leads with responsibility to ensure completion and target dates.
 - Provide updates and escalation via Compliance Officer and Fire Safety Management Group.
- **All relevant staff** shall ensure that they are aware of and follow recognised procedures for fire safety. They shall inform their manager or team leader of any concerns regarding fire safety, and participate in fire safety training as agreed with their manager / team leader.

5. Fire Risk Assessments (FRA)

Hampshire Fire and Rescue Service (HFRS) website sets out that a fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

This is split into five steps:

- Identify fire hazards
- Identify people at risk
- Evaluate, remove, reduce and protect from risk
- Record, plan, inform, instruct and train
- Review

- **Fire Risk Assessment - Compliance Officer Role**

The Compliance Officer leads on the Fire Risk Assessment (FRA) programme, and reviews the reports for Housing Services buildings which have communal areas. The Compliance Officer completes all the high risk assessments and arranges for a competent organisation to complete low risk assessments.

- **Fire Risk Assessment – Type**

The four types of fire risk assessment are detailed in the LGA Fire Safety in Purpose-Built Blocks of Flats guidance and set out in Table 1 below:

Table 1 – Type of Fire Risk Assessment

Type		Details
Type 1	Common parts only (non-destructive)	The inspection of the building is non-destructive and considers, as far as is reasonably practicable, the separating construction between the flats and the common parts, this is non-invasive.
Type 2	Common parts only (destructive) –	These assessments are similar to those outlined in type1, except there is a degree of destructive inspection, carried out on a sampling basis.
Type 3	Common parts and flats (non-destructive)	The assessment includes the work involved in a type 1 assessment, but goes beyond the scope of the ‘Regulatory Reform [Fire Safety] Order 2005’ and considers fire safety within a sample number of flats. This assessment may be appropriate if there is reason to suspect serious risk to residents in the event of a fire in their flat
Type 4	Common parts and flats (destructive)	These assessments are similar to those outlined in type 3, except there is a degree of destructive inspection, in both the common parts and the flats, carried out on a sampling basis

WCC will initially undertake type 1 Fire Risk Assessments on its entire property portfolio with common areas. As part of the review Level 3 FRA were proposed and the decision was to hold pending the further national guidance. If the Type 1 FRA recommends a higher level of assessment should be carried out to investigate potential breaches in compartmentation, then that higher assessment will be recorded and monitored in the FRA system as a remedial action.

- **Fire Risk Assessment – Property Risk Categorisation**

Winchester City Council housing properties are categorised as A, B, OR C according to risk. Appendix 2 sets out the Categories for each Winchester City Council block.

Risk is determined by examining the hazards and fire safety measures present on a site by site basis. Consideration is given to the complexity of the building for e.g. Winnall flats with due to the number the storeys, the fire measures in place that require checking for e.g. alarm systems, the profile of

the residents for e.g. if there are a high number of residents with reduced mobility such as for extra care. Fire Risk Assessments are carried out to blocks considered to represent a higher risk on an annual basis.

It must be remembered that categorisation remains fluid and can be changed due to the finding of a FRA itself or other changes to structure and occupancy. The WCC Compliance Officer assesses each site and allocates a FRA Category.

- **Fire Risk Assessment - Schedule**

Appendix 2 sets out the current FRA schedule.

The annual review of the fire risk assessment will in most cases just require a simple assessment of the changes that have occurred to the building (if any), and how the building is used as a workplace, or how care is provided. If there have been no building changes, and the staffing working patterns and type of use has not changed then the FRA will remain fit for purpose.

Where there are significant changes (to the building or occupant type), or if there is any reason to suspect that it is no longer valid it is likely that the completion of a new FRA will be required. This will be organised by the Compliance Officer.

Resources are prioritised on the higher risk properties such as the extra care schemes. Higher risk properties will have FRA report reviewed annually by the Compliance Officer, with the update report being sent to the relevant Service Lead/appointed person. The report will be sent through as soon as possible, and ideally within 10 working days.

- **Fire Risk Assessment - Remedial actions**

The outcome of the fire risk assessment will be set out in an action plan listing physical and managerial measures necessary to ensure that fire risk is maintained at, or reduced to, an acceptable level.

The actions are categorised according to risk

- High
- Medium
- Low

The FRA executive summary sets out high and medium remedial actions with target completion times determined by the fire risk assessor.

The recommended remedial works will be reviewed and monitored by the Service Lead appropriate to the work required.

Any high or medium risk remedial works/ improvements detailed within the FRA remedial action plan relating to building structure, or detection and alarm systems will be implemented by the Property Services Team as part of a rolling programme of works.

Justification for not actioning non-compliances within the FRA action plan must be recorded.

- **Fire Risk Assessment - Resident Information**
 - Online FRA - A programme is underway to ensure all high and medium risk FRA are available online.
 - New Tenants – the Service aims to ensure new tenants are given the FRA at the start of their tenancy, this action is set out in the Resident Engagement Strategy.

6. Fire alarm provision

Each site will be considered on a case by case basis for a whole property (communal areas) Fire Detection and Alarm System. However, it is only likely to require installation where the site it is identified as having a vulnerable occupancy onsite.

WCC Policy is to follow sector guidance (LGA Fire safety in purpose built blocks of flats and HM Government Fire Safety risk assessment: residential care premises. Produced by Dept. of Communities and Local Government (2006)) in that apart from sheltered housing schemes (where a `stay put` policy is normal), purpose built blocks of flats are not normally provided with communal fire detection and alarm systems. In general needs blocks of flats designed to support a `stay put` policy, it is generally regarded (Ref – LGA – Fire safety in purpose built blocks of flats section 20) as unnecessary and undesirable for a fire alarm system to be provided for the following reasons:

- A communal fire detection and alarm system will inevitably lead to proliferation of false alarms
- This in turn imposes a burden on the fire and rescue services
- This may also lead to residents ignoring warnings of genuine fires
- Managing a fire alarm system requires management on site staff to silence and rest the system
- Guidance prior to Grenfell was that evacuation from areas remote from the fire was not desirable unless and until these areas themselves become threatened. Outcome of the Grenfell enquiry may have an impact on this advice.

Fire Detection Standards: Guidance has been produced by central government such as the Fire Safety Risk Assessment: Residential care premises (Fire Safety Employers Guide), which gives guidance on the way fire risks should be managed and fire detection systems designed. Regard will be given to this guide and relevant British Standards (e.g. BS 5839-1:2002, A2:2008) when fire safety provisions are reviewed as part of the Fire Risk Assessments.

The standard of the fire detection and alarm system may vary from one scheme/property to another, it is dependent on the complexity of the building, the occupying tenants, and the evacuation strategy for that building (which may be a Stay Put/ Delayed Evacuation Policy) which the FRA will review.

Appendix 2 sets out the category of alarm at each WCC site.

Alarm system installation and maintenance

- A building's Fire Risk Assessment in reference to national guidance will determine whether or not a fire alarm system is required.
- Once a system has been determined as being required, **Building Regulations Document B** will provide guidance on the type of system required for different premises, but the selection and installation of a system in domestic premises is covered by BS5839 - Part 6 (Code of Practice for the Design, Installation, Commissioning and Maintenance of Fire Detection Systems in Domestic Premises), which includes standalone systems such as the individual mains/battery backup detectors we have in standard general needs properties, as well as the central fire alarm systems we have in common areas. The minimum standards for maintenance for these systems is also laid out in this document.
- The actual selection of a system type for a building should be carried out by qualified and experienced personnel.
- Standards have been established for life expectancy and mean time before failure have been set to ensure systems continue to operate. The policy is to carry out an assessment when alarm systems reach 10 years old. The assessment will determine whether the system and its components remain fit for purpose and meet current British standards and guidance. If a system component fails this assessment the system or element will be replaced. The Keystone database holds the date of installation to enable the asset management team to plan for replacement.

7. Fire Alarm Testing

Responsibility for fire alarms testing sits with the Neighbourhood Services team as part of their Health and Safety site visits at general needs and sheltered sites, with the Sheltered Housing Team for extra care sites and with the Temporary Accommodation Team at temporary accommodation sites. Fire alarm testing is carried out weekly at all sites with a fire alarm panel. Monthly tests are done for smoke alarms that are in communal areas at general needs sites – either in a common room or on a communal landing.

8. Fire Drills

Fire drills are not practical or necessary in most sheltered or extra care settings, except where there are extensive communal amenities such as

kitchens/hairdressers etc where this is more a work place fire drill requirement than for residential occupants.

Fire drills would not be appropriate in any Stay Put schemes (general needs or otherwise).

Drills are applicable only where simultaneous evacuation policy in place and drill is monitored – i.e. temporary accommodation and minimally staffed supported housing.

Frequency is determined by aiming to provide at an opportunity to practice once a year and therefore 6 monthly is ideal, but in blocks where resident turnover is high such as temporary accommodation more frequent drills may be required.

WCC blocks where drills take place are set out in the Table below.

Building	Accommodation Type	Drill	Basis of drill & Frequency
Chesil Lodge	Extra Care	6 monthly for open working places and day centre	Open to the public, workplace communal amenities – kitchens /hairdressers
Barnes House	Temporary accommodation	6 monthly	High resident turnover
Brittany House	Temporary accommodation	6 monthly	High resident turnover
Eastgate Street	Temporary accommodation	6 monthly	High resident turnover
Gordon Watson House	Temporary accommodation	6 monthly	High resident turnover
Milford House	Temporary accommodation	6 monthly	High resident turnover

9. Smoke detection

The smoke detector provisions has been reviewed and upgraded in Sept 2019. The current standard and approach is as follows:

- Provision - dwellings to have at least one smoke detector per storey. Multiple systems to be linked.
- Upgrades & replacements - automatically upgraded in accordance with current building regs / British standards when
 - property void or
 - when 5 year electrical test carried out
 - at any other logical operational opportunity
- Testing

- hard-wired battery-backups tested annually by disconnecting the mains power/circuit
- battery only and hard-wired (with removable battery backup) detectors - new batteries will be fitted during every annual test visit and when void/empty (i.e. irrespective of suspected age of existing battery)
- All properties when void, or at least once every five years, will be upgraded in accordance with the current building regulations/British Standards at that time

10. Fire extinguishers

Fire extinguishers will only be provided if identified by the buildings Fire Risk Assessment, which is a requirement of the Regulatory Reform (Fire Safety) Order 2005, and where there are staff onsite to use them.

National Guidance such as the *Local Government Association Fire Safety in Purpose-built blocks of flats* (2011) has stated that fire extinguishers are 'not normally necessary' in common parts of flats. It is also accepted that heavy fire extinguishers should not be used by frail residents, or those who do not understand the different category types of fire extinguishers and which fires they should be used on.

11. Compartmentation

WCC's focus is on maintaining/enhancing the integrity of the existing compartmentation/escape routes wherever possible/reasonable. Compartmentation elements include fire collars (which expand when heated around pipework and stop fire travelling along a melted pipe, usually up a riser cupboard), fire retardant sockets (so if a fire corridor has flats either side of the corridor it stops fire from entering the cavity), fire proof ironmongery on the fire doors e.g. letter boxes.

Communal and flat entrance doors are key to compartmentation. Flat front doors would have met the relevant building regulation standards at the time of build, or when replaced. Following a flat front door survey in October 2019; over the next 4 years a Door Replacement Programme will focus on the flat front doors which may no longer meet modern standards. This programme will only deal with the flat/maisonette front doors opening into common parts. This programme has been prioritised by door condition, number of storeys and age of building.

The replacement doors will be composite ones certified with a minimum 30 minutes fire rating.

12. Evacuation

The range of WCC general needs, sheltered and supported housing schemes means a single Evacuation Plan model cannot fit all sites.

An Evacuation Plan will be completed for a site with the assistance of the Compliance Officer, taking into account the fire risk assessment, fire safety measures present (such as fire alarms), the local environment, occupancy, and

complexity of the premise, whether it can be considered a workplace, e.g. extra care scheme. This may include a designated Fire Assembly Point.

For those sites considered a work place such as extra care and temporary accommodation where there is permanent staff presence as opposed to a drop in presence; the appropriate Service Lead for the site i.e. either Housing Operations & Community Safety Manager or Housing Options Manager must ensure as a minimum, an emergency evacuation procedure addresses:

- Actions taken upon discovering a fire;
- Actions upon hearing the alarm (where present);
- Actions by appointed persons, e.g. Sheltered Housing Officer;
- Evacuation of persons with special needs/ reduced mobility;
- Collection of the Fire Safety Documents Folder/ pack, where applicable.

Vulnerable people & Personal Emergency Evacuation Plans (PEEPs)

PEEPs are currently the responsibility of the care provider; although it is recognised that responsibilities may change through the Fire Safety Bill. The sheltered team have a role in collecting information about vulnerable sheltered and extra care residents at the start of tenancy and update this at least annually. For buildings with alarm system this information is made available to the HFRS at point of building access. Care providers at extra care and sheltered sites have fire procedures in place regarding each building and these are reviewed from a landlord perspective. Care providers update the fire information at extra care sites, the sheltered team update for sheltered sites where there is a fire alarm present.

Personal Safety Plans

A template is being prepared to enable tenants to populate their own fire safety plans. WCC have agreed with the HFRS to signpost residents to the Safe and Sound survey available on the HFRS website. This enables them to get an assessment of their risk level, get advice on how to improve their fire safety and see if they qualify for a personal visit from the fire service.

13. Arson

Consideration should be given to taking measures to reduce the likelihood of arson occurring on site. Local measures can be taken to reduce the likelihood of arson which must be followed as an integral part of the site specific fire safety management checks e.g. management of the wheelie bin storage. Arson is considered as part of the FRA process and recommendations for improvements would be included in the Report.

14. Residents' Information

WCC approach to resident information is set out in the Fire Safety Resident Engagement Strategy (RES) and is part of the Fire Safety Management Plan and is monitored by the Fire Safety Management Group.

A Resident Engagement Strategy has the following aims:

- Understand what information residents need
- Understand what makes residents feel safe

- Meet residents information needs as regards
 - Evacuation strategies
 - How to keep safe and minimise risk
 - Resident responsibilities
 - WCC and other landlord responsibilities
 - Approach to enforcement action
 - How to raise a complaint / concern around fire safety; and how to escalate that complaint
- Be effective in communicating all of the above (reach all resident groups)
- Collect views on proposals for policy changes and service improvements – the fire safety offer.

The Strategy is in 2 parts

- Part 1 – Research and Consultation - engaging residents to find out what they want to know and how they want this information, plus collecting their views on service standards and the fire safety offer. Along with looking at good practice.
- Part 2 – Implementation - the delivery which sets out how WCC will meet the needs identified through consultation along with meeting the recommendations and good practice from the Grenfell Investigations and June 2019 Govt proposals.

15. Meeting Diverse Needs

Engaging with all residents has been key to this policy and a recommendation from Dame Judith Hackitt makes reference to meeting diverse needs.

Consideration of diverse needs informed the approach taken to collect views as part of the activities in Part 1 of the Residents Engagement Strategy, for example translated surveys, door knocking with hard copy survey to supplement online option. Part 2 – sets out details of the further considerations required in the implementation of the fire safety information.

Performance against meeting diverse needs will be tested through the Biennial Tenant Satisfaction Survey.

16. Training & Competency

The Fire Safety Management Action Plan includes the task of carrying out an audit of current approach to ensure all those with a role to play in maintaining fire safety have the required skills and training for their role. This includes record keeping, monitoring and how competency is kept up to date.

17. Other Policies with Fire Safety Elements

- **Management of Communal areas**

This document outlines the policy for minimising risk associated with items being stored or dumped in communal areas of blocks of flats owned by Winchester City Council.

The risk of fire from combustible and flammable items in internal communal areas and in sheds and other structures erected by residents in communal gardens and the obstruction of fire exits.

The Council's policy is to aim for a 'zero tolerance' approach towards items left in communal areas.

- **Storage of Mobility Scooter**

The aims and objectives of this policy are to ensure mobility scooters do not cause an obstruction and do not increase the risk of fire spread or block an escape route in the event of a fire.

Permission will be refused where:

- there is no safe storage in the tenant's property, and no Council mobility scooter store is provided at the sheltered housing scheme/general needs site;
- it is unreasonable to make alterations to the physical features of the building/property

- **Tenant Permissions**

This policy and its procedures ensures fire stopping measures aren't compromised when approving tenant permissions. Changing front doors onto communal areas is not permitted. Fitting cat flaps into doors on communal areas is not permitted. Approval for replacement letterboxes requires checking to ensure replacements meet the fire stopping specification.

- **Leaseholders**

There are specific issues that need to be addressed separately for leaseholders including building improvement works, permissions and lease provisions.

18. Fire Safety Management Group

The Terms of reference for this Group are set out in the Fire Safety Management Plan.

This Group is responsible for ensuring Winchester City Council meets its fire safety responsibilities and considers future provision. The following comes under the remit of this group:

- Review WCC Fire Safety Management Plan to ensure fit for purpose and future proofed
- Review the policies which are part of the Fire Safety Management Plan
- Monitor progress of tasks on the Action Plan
- Monitor progress with FRA remedial works
- Identify funding/budget implications
- Monitor performance against the KPIs

- Delivery of the Resident Engagement Strategy
- Monitor fire related complaints
- Ensure competency/training standards are met

19. Fire Safety Management Plan

Sets out

- Fire Safety Management Group Terms of Reference
- Action Plan
- Resident Engagement Strategy (RES)
- Basis of Policy & Process Library
- Performance Monitoring & KPIs
- Training & Skills Matrix

20. Future proofing

The Fire Safety Management Group will have the responsibility to ensuring WCC fire safety offer continues to be current and embraces sector advances.

Definitions

Term	Definition
Regulatory Reform (Fire Safety) Order 2005	The main regulatory legislation which sets standards for the control measures to be taken for fire safety, including the need for all work places to have Fire Risk Assessments undertaken. General measures include: a) Reduce the risk of fire occurring on the premises and the risk of fire spread; b) Measures in relation to the means of escape from the premises; c) Measures for assuring that, at all material times, the means of escape can be safely and effectively used; d) Measures in relation to the means of fighting fires; e) Measures in relation to the means for detecting fire on the premises and giving warning in case of fire on the premises; f) Instruction and training of employees, and providing tenants with relevant information. Abbreviated to RR(FS)O
Responsible Person	Detailed in the RR(FS)O, as the person who has responsibility for fire safety matters on site. The Responsible Person (RP) is required to ensure that fire risk assessments have been undertaken and the relevant site checks are carried out to the right frequency. Fire Safety management arrangements are likely to be delegated down to an Appointed Officer(s), who are those staff regularly visiting site.
Fire Risk Assessment	A formal written document which records the following:- a) Fire hazards (sources of ignition, fuel and oxygen); b) People at risk (people in and around the premises, and those especially at risk, e.g. those with reduced mobility); c) Evaluate, remove/ reduce and protect from significant risk (of fire starting, risk to people from fire, remove/ reduce fire

	<p>hazards, remove/reduce risks to people from fire, protect by providing fire precautions – active and passive);</p> <p>d) Record, plan, inform, instruct and train (major findings and action taken, discuss and work with others, prepare an emergency plan, inform and instruct, or training staff);</p> <p>e) Review: review the assessment annually, and make changes as necessary.</p> <p>Abbreviated to FRA</p>
False Alarm	An alarm activation from a fire detection/ warning system, resulting from Fire Safety Policy Version 3 April 2018 6 of 11 a cause other than a fire. Creates <i>Unwanted Fire Signals</i> (UFS)
Fire safety checklists	In order to demonstrate the management system is work correctly for fire safety it is necessary for standardized checklists/ monitoring forms to be completed. Having access to maintenance records, building plans, evacuation procedures and information on specific arrangements for disabled/ dependent building occupants is also vital. Provides assurance and compliance with parts of the RR(FS)O.
Manual suppressions systems	Fire Extinguishers: water; foam, carbon monoxide; & powder forms. These extinguishers are used on different fire types, and the primary purpose is to ensure a small fire does not become a large fire. Staff using extinguishers must have received appropriate training &/ or instruction.
Compartmentation	A key element of passive fire protection in buildings, based on the principles of subdividing a building into fire resistant compartments which can contain or limit the spread of fire, smoke and other dangerous gases, from entering other compartments for a period of time.
Personal Emergency Evacuation Plan	The Regulatory Reform (Fire Safety) Order 2005 (where it applies) requires the responsible person to make provisions for the safe evacuation of disabled people and those with impaired mobility in the event of a fire.
	Abbreviated to PEEP

Glossary

Abbreviation	
HFRS	Hampshire Fire and Rescue Service
HHSRS	Housing Health and Safety Rating System
FRA	Fire Risk Assessment
PEEPs	Personal Emergency Evacuation Plan
PSP	Personal Safety Plan
RES	Resident Engagement Strategy
UFS	Unwanted Fire Signal

Appendix 1**Legislation****Legislation: The Fire Safety Order**

The Regulatory Reform (Fire Safety) Order 2005 came into effect 1st October 2006, and is enforced by the Hampshire Fire and Rescue Service (HFRS) locally. The key actions of this Order are detailed below. This Order replaced all previous fire legislation, and gives Hampshire Fire and Rescue Service powers to visit and inspect for fire safety issues within any Winchester City Council Housing Services schemes as part of normal routine, or where there is believed to be just cause, i.e. via a formal complaint.

The Localism Act 2011 has introduced legislative changes which allow a fire and rescue service to charge for Unwanted Fire Signals (UFS). Although HFRS has not introduced any charges currently, WCC must continue to stop any UFS from our properties.

The key actions under the Regulatory Reform (Fire Safety) Order 2005 are:

- A Fire Risk Assessment is required for each place of work, with an action plan to manage any deficiencies/ recommendations identified by the assessment, undertaken by a 'competent' Fire Risk Assessor. As a Social Landlord WCC is required to undertake a Fire Risk Assessment covering the communal areas of a property, and consider who may be harmed by a fire;
- Fire Risk Assessments are reviewed regularly and revised when significant operational or property changes have occurred;
- The appointed Fire Risk Assessor should have their competency assessed against relevant national standards (Ref. *Fire Risk Assessment Competency Council: Guide to Choosing a Competent Fire Risk Assessor 29th April 2014*);
- The 'Responsible Person' shall ensure there is an Appointed Person for each supported/ sheltered scheme site, and given suitable training and instruction, and sufficient time for the role;
- Fire Awareness training is required for all staff, which is achieved via the WCC e-learning portal. Additional fire extinguisher training will be provided as necessary;
- Firefighting equipment, smoke/ heat detection and alarm systems must be tested and maintained;
- An Evacuation Plan will be in place for relevant sites e.g. extra care schemes;
- In house Fire Safety checks and monitoring should be detailed in the Fire Safety Logbook, via the *Weekly/ Monthly Fire Safety Checklist*. Items of non-compliance should be raised up the management chain for resolution;

- All visits by HFRS inspections should be reported to the Corporate Health and Safety Adviser and Compliance Officer (Property Services). Correspondence will usually follow their visits.
- **The Housing Act 2004:** part 1 – the housing health and safety rating system (HHSRS). 29 categories of potential hazard are considered;
 - Hazard 24 is fire
 - The HHSRS is the principal tool for assessing fire safety risk and regulating standards in all types and tenures of residential accommodation. The underlying principle of the HHSRS is that any residential premises should provide a safe and healthy environment for any potential occupier or visitor. The HHSRS provides a means of assessing dwellings which reflects the risk from any hazard and allows a judgement to be made as to whether that risk, in those particular circumstances, is acceptable or not. For these purposes, for example, it would consider the likelihood of an uncontrolled fire (and associated smoke) and the severity of the outcome (e.g. illness; injury; death; etc.). The enforcing authority for the Housing Act 2004 is the local housing authority.⁽³⁾
- **National Fire Chiefs Council (NFCC) - Fire Safety in Specialised Housing – May 2017** – applies to sheltered and extra care
- **HM Government Fire Safety risk assessment: residential care premises -** Dept. of Communities and Local Government (2006)

Regulations

- **Building Regulations**
Guidance on compliance with Building regulations Part B: Fire Safety is given in Approved Document B 2010, 2019 edition. Functional requirements:
 1. Means of warning and escape
 2. Internal fire spread (linings)
 3. Internal fire spread (structure)
 4. External fire spread
 5. Access and facilities for the fire service
- **Furniture and Furnishings (Fire) (Safety) Regulations 2010**
- **Electrical Equipment (Safety) Regulations 1994**
- **Gas Safety (Installation and Use) Regulations 2018** (Landlord duties covered by regulation 36)
- **The Electrical Safety Standards in the Private Rented Sector (England) Regulations 2020** – apply from June 2020 to private rented tenures

Guidance, Standards and Codes - Including

- Fire Safety in Purpose built blocks of flats – LGA – May 2012
- Housing – Fire Safety: Guidance on fire safety provisions in certain types of existing housing - Local Authorities Coordinators of Regulatory Services (LACoRS), in partnership with the Chief Fire Officers Association and the Chartered Institute of Environmental Health - July 2008

Recent Government Announcements

- **Fire Safety Bill – 19 March 2020**

The bill will amend the Fire Safety Order 2005 to clarify that the responsible person or duty-holder for multi-occupied, residential buildings must manage and reduce the risk of fire for:

- the structure and external walls of the building, including cladding, balconies and windows
- entrance doors to individual flats that open into common parts

This clarification will empower fire and rescue services to take enforcement action and hold building owners to account if they are not compliant.

The bill will provide a foundation for secondary legislation to take forward recommendations from the Grenfell Tower Inquiry phase one report, which stated that building owners and managers of high-rise and multi-occupied residential buildings should be responsible for a number of areas including:

- regular inspections of lifts and the reporting of results to the local fire and rescue services
- ensuring evacuation plans are reviewed and regularly updated and personal evacuation plans are in place for residents whose ability to evacuate may be compromised
- ensuring fire safety instructions are provided to residents in a form that they can reasonably be expected to understand
- ensuring individual flat entrance doors, where the external walls of the building have unsafe cladding, comply with current standards

- **Building Safety Bill - 20 January 2020**

Provides clearer accountability and stronger duties on those responsible for high rise buildings. Measures include:

- new Building Safety Regulator within the Health and Safety Executive
- clarified and consolidated advice for building owners, proposal to extend cladding ban, update on fire sprinklers

Appendix 2 - Fire Risk Assessment Schedule and Category of Alarm

Address	Accommodation type	WCC Risk Level <i>See table 1 for definition</i>	FRA Type	FRA Assessor	FRA Frequency	Fire Alarm System Category <i>See table 2 for summary of definitions</i>
Chesil Lodge, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L1 Communal & Dwellings connected
Danemark Court, Gordon Rd, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected
Matilda Place, Gordon Rd, Winchester	Extra Care	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected
Winnall Flats (Braxton Hse, Earle Hse, Dennet Hse, Craddock Hse), Winchester	General Needs	Cat A	Type 1	WCC	Annual	No alarm
Albert Court, Andover Rd, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	L3 Communal areas only
Forder Court, St Cross Rd, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	L4 Communal areas only
Greyfriars, Eastgate St, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
James Howell Court, Bere Rd, Denmead	General Needs	Cat C	Type 1	External	5 years	No alarm

Knowle Halt Lodge, Mayles Lane, Wickham	General Needs	Cat C	Type 1	External	5 years	No alarm but AOVs
Meon House, Milland Rd, Highcliffe	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Pound Road, Kingsworthy	General Needs	Cat C	Type 1	External	5 years	No alarm
Parmiter House, Wales St, Winchester	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Riverside House, Water Lane, Winc.	General Needs	Cat C	Type 1	WCC	5 years	No alarm
Test House, Milland Rd, Highcliffe	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Trussell Cres, Weeke	General Needs	Cat C	Type 1	WCC	5 years	No alarm
The Valley, Stanmore	General Needs	Cat C	Type 1	WCC	5 years	No alarm
Victoria Court, Victoria Rd, Winchester	General needs	Cat B	Type 1	External	2-3 years	L4 Communal areas only only, linked to alarm monitoring service
Woodrow House, St James Terrace, Winchester	General Needs	Cat C	Type 1	Ext/WCC	5 years	No integrated alarm (stand alone smoke alarms in communal areas)
Woolford Close, Stanmore	General Needs	Cat B	Type 1	WCC	2-3 years	No alarm
Barnes House, St Cross Rd, Winchester	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected

Brittany House, Station Close, Wickham	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L2 Communal & Dwellings connected
27 Eastgate Street Flats 1- 4, Winchester	Temporary Accommodation	Cat B	Type 1	WCC	2-3 years	L1 Communal & Dwellings connected
Gordon Watson Hse, 71 Christchurch Rd, Winchester	Temporary Accommodation	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected
Lent Hill Court, The Valley, Stanmore	Temporary Accommodation	Cat C	Type 1	External	5 year	No alarm. No communal areas, other than laundry room.
Milford House, 71 Christchurch Rd, Winchester	Temporary Accommodation	Cat A	Type 1	WCC	Annual	L1 Communal & Dwellings connected
Eastacre, Bereweke Rd, Weeke	Sheltered	Cat B	Type 1	WCC	2-3 years	L2 Communal & Dwellings connected, 1 block only.
Greens Close, Bishops Waltham	Sheltered	Cat C	Type 1	WCC	5 years	No alarm
Godson House, Lawn St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Hyde Gate, Hyde St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Hyde Lodge, Worthy Lane, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected

King Harold Court, Christchurch Rd, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	L3 Communal & Dwellings connected
Lawn House, Lawn St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in communal lounge linked to Tunstall.
Makins Court, Windsor Rd, Alresford	Sheltered	Cat B	Type 1	WCC	2-3 years	L4 + linked to Tunstall (system recently upgraded). Communal areas only
Mildmay Court, Eastgate St, Winchester	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in lounge and kitchen/ laundry room linked to Tunstall.
Normandy Court, Station Close, Wickham	Sheltered	Cat B	Type 1	WCC	2-3 years	No alarm Smoke detectors in lounge linked to Tunstall.
Richard Moss House, St Peter St, Winchester	Sheltered	Cat A	Type 1	WCC	Annual	L4 Communal areas only
White Wings House, Ashling Park Rd, Denmead	Sheltered	Cat A	Type 1	WCC	Annual	L3 Communal & Dwellings connected

All other blocks are Category C – Type 1 - FRA – frequency 5 years – no alarm provision

Table 1 – WCC Fire Risk Assessment - Categorisation of buildings

WCC Risk Level	Site details	Frequency of assessment	Assessment completed by
Cat A	<p>Higher risk</p> <ul style="list-style-type: none"> • Complex buildings – including shared lounge and kitchen • Usually more significant fire safety measures present. • High resident vulnerability profile. • High risk resident profile such as temporary accommodation • High resident turnover • Office on site that's a permanent place of work permanent place of work 	annual	WCC Compliance Officer
Cat B	<p>Medium risk</p> <ul style="list-style-type: none"> • TA where only shared facilities are a laundry and no office. • Areas of communal space which needs to be monitored, or • Communal fire-doors which need to be periodically surveyed. 	2 -3 years	WCC & External
Cat C	Low risk	5 yearly	5 years or when structural change
New build	-	Prior to handover	WCC Compliance officer
Property subject to structural or layout alterations which materially alters or compromises the fire compartmentation systems	-	on completion of the work	WCC Compliance officer

Table 2 - Categories of Fire Alarm system

Guidance on the design, installation and maintenance of fire detection and warning system contained in BS 5839: Part 1. Where automatic detection of fire is provided for life safety, the system will be designated as a category L system, within which there are subdivisions L1 to L5. See Table below which presents a summary of the information from BS 5839 Part 1.

Categories	
L1	Installed throughout all areas of the building
L2	A system designed to give warning before escape routes are impassable but with enhanced coverage in specified areas
L3	A system designed to give a warning before escape routes are impassable
L4	A system which provides warning of smoke within escape routes
L5	Installed in specific locations to satisfy a specific fire safety objective

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CAB3238
CABINET

REPORT TITLE: ENERGY SUPPLY CONTRACTS

24 JUNE 2020

REPORT OF CABINET MEMBER: Cllr Kelsie Learney, Portfolio Holder for Housing and Asset Management

Contact Officer: Paul Cooke, Energy Manager Tel No: 07990 564939 Email: pcooke@winchester.gov.uk

WARD(S): ALL

PURPOSE

In April 2020 a Green Tariff was negotiated for the supply of electricity under the Council's existing contract. This energy contract for the supply of electricity and gas is due to expire on 30th September 2020.

This report explains how the contract has been re-tendered and seeks Cabinet approval to enter into a new energy contract for four years under a Laser framework agreement.

This new contract will enable the Council to continue using the Renewable Energy Guarantees Origin (REGO) backed renewable electricity tariff maintaining current benefits.

Coupled with carbon offsetting by the supplier, this will enable the Council to reduce its net carbon emissions by approximately 19%¹. This report provides information on how the Council can procure its gas and electricity from October 2020 in accordance with Public Contract Regulations 2015 and the Councils own Contract Procurement Rules. Evidence is given to support how a new contract delivers best value by obtaining competitive energy prices with the least financial risk and an approach that supports the Council's carbon neutrality plan.

¹ Figures are based on the draft 2018/19 Carbon Footprint report

RECOMMENDATIONS:

That Cabinet:

1. Approve procurement of electricity and gas via Hampshire County Council and the LASER framework.
2. Agree that authority is delegated to the Strategic Director - Place and Service Lead - Legal to negotiate terms and to enter into and to execute third party deeds of agreements with supplier terms and conditions under the LASER framework providers for gas and electricity for the period 01 October 2020 – 30 September 2024.
3. Agree that energy is purchased in a flexible manner through the method known as “Purchase In Advance”.
4. Delegate authority to the Strategic Director – Place the option to procure water in addition to gas and electricity through the same framework and enter into relevant contractual arrangements.

IMPLICATIONS:**1 COUNCIL PLAN OUTCOME****1.1 Tackling the Climate Emergency and Creating a Greener District**

The Council currently procures renewable electricity through the existing framework agreement. A new agreement with Hampshire County Council and LASER would enable Winchester City Council to continue to meet its objective for the purchase of green electricity via Renewable Energy Guarantee Origin (REGO) certificates. REGO certificates are issued per megawatt-hour of renewable generation fed into the UK's national grid. The electricity is largely generated from wind, hydro, biomass, sewerage/landfill gas or solar sources. The supplier (NPower) matches the equivalent certificates with the Council's consumption. The Business Energy product (supplying the REGO's) from NPower meet stringent carbon reporting requirements and have been verified by an independent sustainability body. The purchase of certificated green/renewable energy coupled with supplier offsetting will enable the Council to reduce its net (versus gross) carbon emissions by approximately 19%. The purchased green tariff energy coupled with the supplier offset is deducted from overall gross emissions to arrive at a net figure. This will then provide a carbon saving in tonnes. Furthermore, Hampshire County Council has the ambition to purchase energy directly from renewable energy generators in the medium term.

2 FINANCIAL IMPLICATIONS

2.1 The approximate annual value of the contract is £500k for electricity and £100k for gas.

2.2 There is a premium to be paid for the renewable electric tariff which is £0.60p/MWh which equates to £1506 per annum. This will increase from April 2021 at which time the rate could be 0.75p/MWh. The approximate annual cost for the supplier to offset 50% of carbon emissions from the tariff is £5208.

2.3 The management cost involved is incorporated within the unit price and fixed costs. Of the total contract value, this equates to 2% for LASER and 0.5% for Hampshire County Council (£13k per annum).

2.4 The approximate value of the contract for water is £131k.

3 LEGAL AND PROCUREMENT IMPLICATIONS

3.1 The LASER Energy Framework Agreement to which this report relates was established in accordance with the provisions of Regulation 33 of the Public Contracts Regulations 2015 and is fully compliant with the Public Contract Regulations 2015 and the Council's own Contract Procedure Rules.

3.2 The Council may select one or more Contractors from a Framework established by a public body where the Council has been identified in the

OJEU Contract Notice as an approved user. The Council is permitted to use the framework without having to run separate OJEU tender processes for either the appointment of energy suppliers or contract management services.

- 3.3 The Council will enter into gas and electricity supply third party deeds of agreement on supplier terms and conditions with framework providers for a 4 year period through HCC and LASER Framework to enable gas and electricity to be procured

4 WORKFORCE IMPLICATIONS

- 4.1 It is proposed that the works will be managed and administered by officers within the Asset Management Team.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The Council's operational properties will benefit from the supply of renewable electricity. These include offices, sheltered housing schemes, communal areas such as stairwells within Council housing blocks, public conveniences, sport pavilions, sewage treatment works and car parks. Sites that are excluded are River Park and Meadowside leisure centres, Brooks Shopping Centre underground car park, Tower Street car park, Basepoint and street lighting.

6 CONSULTATION AND COMMUNICATION

- 6.1 Consultation has taken place with Hampshire County Council's energy Framework Manager, WCC Procurement Manager, WCC Procurement and Contract Solicitor and the Carbon Neutrality Action group

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Contracting with LASER would contribute toward fulfilment of the Winchester Climate Emergency Carbon Neutrality Action Plan. The plan calls for the sourcing of 100% of all electricity purchased by the Council to come from renewable sources by 2021. Through the LASER framework the Council is able to purchase Renewable Energy Guarantee Origin (REGO) certificates.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 None

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None

10 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property</i>		
<i>Community Support</i>	Not required	
<i>Timescales</i> Contract not agreed prior to existing contract expiring in September 2020	This cabinet report recommends the replacement contract is in place prior to expiry.	
<i>Project capacity</i> Insufficient staff resources to implement the contract.	Both WCC and HCC have already allocated resources to implement and monitor the contract.	
<i>Financial / VfM</i> There is a risk prices will fluctuate as differing factors effect the energy market	Over the course of the contract it would be more likely to cost more for a fixed tariff.	
<i>Legal</i> A risk of a challenge on procurement grounds	The use of the framework reduces the risk of a procedural challenge and speeds up the process to ensure a contract is in place prior to expiry.	To enter into a new contract with a supplier on updated terms.
<i>Innovation</i>		
<i>Reputation</i> Should a contract not be in place, there is a risk that supplies be cut off.	This cabinet report recommends the replacement contract is in place prior to expiry. This method of procuring green energy demonstrates the council's commitment to sustainable energy sources. .	
<i>Other</i>		

11 SUPPORTING INFORMATION:

11.1 Background

The Council currently procures electricity (green/renewable) and gas via a third party agreement with Hampshire County Council (HCC). HCC have in turn contracted with Laser Energy Buying Group under an Access Agreement for the supply of energy through a Framework Agreement to administer the purchase of energy supplies. The supplier of electricity is NPower and the

supplier of gas is Total Gas. This framework contract is due to expire 30 September 2020. The Council's approximate annual spend is £500k electricity and £100k for gas.

Winchester City Council's electricity usage under contract is 4233.89 MWh. Using the Department for Business, Energy and Industrial Strategy's emission factors and a 'location based' calculation, this equates to 770 tonnes CO₂e. However, by electing to procure renewable energy, this reduces to 0 tonnes CO₂e, using a 'market based' calculation.

11.2 Details of proposal

HCC have conducted a benchmarking exercise undertaken by their energy procurement specialists in the HCC Energy Team. They have reviewed alternative routes to the energy market for Winchester City Council, HCC and its associated partners. They have concluded that the new LASER framework offers the best value, strong cost management expertise, access to additional energy efficiency products and services with minimum disruption.

LASER was established in 1989 to manage Kent County Council's energy purchasing and has since grown to become the second largest Professional Buying Organisation in the UK. They have experience in purchasing for the public sector and achieving savings through significant aggregation of over 180 authorities.

Contracting with LASER would aid the fulfilment of the Winchester Climate Emergency Carbon Neutrality Action Plan. The plan calls for the sourcing of 100% of all electricity purchased by the Council to come from renewable sources by 2021. LASER are able to meet the Council's aspirations for the purchase of renewable energy via Renewable Energy Guarantee Origin (REGO) certificates. The purchase of certificated renewable energy coupled with supplier offsetting will enable the Council to reduce its net carbon emissions by up to 19%. The Business Energy product (supplying the REGO's) from NPower meets stringent carbon reporting requirements and have been verified by an independent sustainability body.

11.3 Value for money

LASER offers a service of either managed or unmanaged (procurement only) services. WCC currently has a managed service which is via HCC. The benefits of having a fully managed service are that we have access to technical expertise to ensure the contracts are providing value for money. For example, in 2018 HCC carried out work to establish if there was any financial savings that could be made through capacity cost optimisation. HCC identified that the capacity allowance could potentially be reduced at five properties. Ultimately the decision to reduce the capacity by half at one of the Council properties resulted in a £869 per annum saving. In addition, HCC have carried out an unbundling of costs exercise on their own portfolio which has resulted in significant savings. HCC have advised that they would be able to apply this to the WCC portfolio. Furthermore, HCC purchases energy on behalf of itself,

East Hants District Council, New Forest District Council, Test Valley Borough Council and Havant Borough Council. Purchasing all the Council's energy through HCC will allow the Council to benefit from HCC's buying power. This can help with lowering fixed costs as the shape of the energy profile is flattened. HCC also provide portfolio management and advice

LASER is a consortium that tenders and negotiates prices on behalf of around 180 local authorities. The consortium tenders prices with energy suppliers based on energy supplies worth £450m (approximately 2% of the UK's non-domestic energy demand) rather than with just the Council's i.e. discounted prices are secured through the aggregation of demand of all participants. LASER provides a risk-managed approach through flexible purchasing recommended by Government and provides expertise in energy-buying for local authorities.

Flexible purchasing options through LASER come via Purchase Within Period (PWP) and Purchase In Advance (PIA). PWP is when a proportion of energy is purchased in advance with the remainder of energy purchased during the 6 month supply window. Energy market prices tend to get lower the closer one gets to the point of delivery. As such PWP has performed well over the past 10 years, out performing PIA by 2% on wholesale prices. However, using PWP does not safeguard one as well as PIA does in times of rising market prices which have occurred in more recent years. PIA facilitates the purchase of all site volume prior to the delivery period. Tranches of energy can be purchased in advance when prices are considered favourable. HCC are now moving all their supplies over to PIA and are recommending that WCC does the same. Market prices are currently close to a 10 year low and a number of LASER's customers want to lock in to take advantage of this. The PIA style product will secure proportionately more volume at the current market prices, effectively locking in a discount against the previous years prices. Although, this is not to say that PWP would not be able to take advantage of further dips in the market. WCC would have the option to move volumes back to PWP should it wish to do so.

11.4 Conclusion

The recommendation to procure energy through the HCC contract with an option to flexibly purchase under the Purchase In Advance arrangement represents best value for the Council. HCC's energy specialists have undertaken benchmarking exercises of the energy market and determined that LASER presents the best option for itself and its associated partners. Furthermore, risk in terms of price fluctuations can be reduced where LASER buys energy under a flexible purchasing arrangement, rather than at the point of contract renewal. The Council will also benefit from the purchasing power of a Professional Buying Organisation.

12 OTHER OPTIONS CONSIDERED AND REJECTED

12.1 Option 1 – Do nothing

The consequences are unattractive because once out of our current agreement with LASER, the council is likely to find itself paying higher off-contract prices for the energy for its buildings after October 2020.

12.2 Option 2 – Procure our own energy by direct tender

This option is possible, but it would involve the Council undertaking a standalone OJEU tender to secure its own energy independent of a Central Purchasing Body (CPB) such as LASER or any other intermediary.²

With this option, the Council would be contracting directly with the selected energy provider(s). This approach is unlikely to produce the best results due to the small scale of our portfolio compared to a large purchasing organisation and is unlikely to offer value for money. In addition a direct tender would require the Council to engage additional resources (skilled energy traders and potentially additional staff for contract management) and provides greater risk of exposure to energy price fluctuations.

The Council could look to procure collaboratively with other Councils. However, Central Purchasing bodies are already realising the maximum benefits of joint procurement.

12.3 Option 3 – Other Frameworks

There are a number of other organisations that have set up OJEU compliant tendered frameworks. Some frameworks are restricted to authorities in specific parts of the public sector such as higher and further education or specific geographical areas which are not available for the Council's use.

These OJEU frameworks have been reviewed in more detail and offer a full range of brokerage, consultancy, and energy management services which are provided by a separate organisation who partners the framework providers.³ The suppliers listed on the framework are invited to partake in a reverse e auction process and submit pricing based on WCC's portfolio and requirements on an agreed day. The costs are then fixed for a set period, typically two - three years. The framework's partners would be procuring for Winchester only and therefore would not have the same buying power as a

² A Central Purchasing Body is an organisation within the public sector whose primary purpose is to buy goods and services, or put in place commercial arrangements, on behalf of or for use by other organisations.

³ OJEU – stands for Official Journal of the European Union. This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation, must be published.

consortium as they cannot aggregate the Council's volume with other customers in order to achieve further economies of scale. Furthermore, it is considered that such a fixed term model does not offer long term risk management in a volatile market.

Crown Commercial Services were approached. However, at the time of writing insufficient information was available to enable comparison. Further delay would risk securing a seamless renewal of the existing contract on new terms.

12.4 Option 4 – Third Party Intermediary

A third party intermediary is an independent energy consultancy who would procure the Council's energy requirements on its behalf. The consultancy would be procured via a competitive tender based on a fee for their services, or a gain/share arrangement based on the savings made. This does not bring any advantages and is unlikely to be as competitive as the recommendation.

BACKGROUND DOCUMENTS:-

None

Other Background Documents:-

None

APPENDICES: None

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CAB3247
CABINET

REPORT TITLE: DEVELOPMENT APPROACH - NEW DOCTORS' SURGERY

24 JUNE 2020

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

Contact Officer: Geoffrey Coe Tel No: 07776 681761 Email gcoe@winchester.gov.uk

PURPOSE

In July 2019 Cabinet authorised the progression of work on the new surgery scheme, including detailed work on a lease with the St Clements' GP practice, and subsequent to that further design and development work for the project.

Joint work with the GP practice, Clinical Commissioning Group (CCG), district valuer and professional advisors, and an assessment of the financial implications of changed borrowing rates, led to consideration of alternative delivery approaches.

In order to enable build to happen as efficiently as possible, and to minimise risks and further delays to the Council and GP Practice, this report identifies an alternative delivery method via a sale of the site to a specialist primary healthcare developer. Approval is therefore sought to select a preferred specialist primary healthcare developer and to sell the freehold or long leasehold interest in Upper Brook Street Car Park.

RECOMMENDATIONS:

1. Approve the freehold or long leasehold disposal of the Upper Brook Street car park to a specialist primary healthcare developer to enable delivery of a new doctors surgery, instead of direct development by the Council.
2. Approve the arrangements detailed in this report for the marketing and selection process for disposal of the Upper Brook Street car park site.
3. Authorise the Strategic Director – Place to undertake marketing and the selection process for disposal of the Upper Brook Street car park site, in

consultation with the Cabinet Member for Housing and Asset Management, based on the disposal methodology set out in this report, involving a shortlist of specialist primary healthcare developers.

4. Authorise the Strategic Director – Place in consultation with the Cabinet Member for Housing and Asset Management to select a preferred purchaser and negotiate and agree suitable heads of terms.
5. Authorise the Service Lead Legal to enter into legal agreements to dispose of the site to deliver a new doctors surgery.
6. Agree that final Cabinet approval is to be sought to approve the final heads of terms and the appointment of the preferred purchaser.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

1.1 Tackling the Climate Emergency and Creating a Greener District

The new medical facility will be constructed to meet BREEAM Excellent standards as a minimum (a condition of planning consent). The successful purchaser of the site will be encouraged to exceed this standard where possible to meet the Council's emerging Net Carbon Zero initiative.

The site is located within the city centre; access is possible by foot and the bus and train stations are short walking distances away. Travel to the site by car is therefore unnecessary; there will be minimum parking bay requirements (e.g. disabled bays).

1.2 Vibrant Local Economy & Living Well

Provision of a new building used by doctors and healthcare workers will contribute towards the physical and economic regeneration of Winchester City centre. It will serve as an important new centre of excellence and provide a hub of services to support the health and wellbeing of residents.

2 FINANCIAL IMPLICATIONS

2.1 In July 2019 (CAB3180) Cabinet approved a revised budget of £4,526,000 for the construction of a replacement to St Clement's surgery. To date, just under £200,000 has been spent on pre-construction fees including architects, structural engineers, planning, survey and environmental fees. This sum also includes the retaining boundary wall that was installed as a planning condition.

2.2 In the February 2020 Capital Strategy, the revenue consequences were revised and it was estimated that, following completion, a small surplus of £13,000 per annum would be generated after allowing for borrowing costs and estimated lost net income from the closure of the Upper Brook Street car park.

2.3 Following a review of the feasibility and capability of the council to deliver this specialised building, a soft market testing exercise (by means of expressions of interest) was undertaken to determine whether market interest existed to deliver a new surgery independently of the council. Based on the expressions of interest received, a financial appraisal of the leasehold and freehold options has been undertaken and is provided at exempt appendix 1. This indicates that a freehold disposal is of more value to the council; however, a further appraisal will be required prior to any actual disposal.

2.4 It is assumed that the capital receipt on disposal will be used to fund the expenditure to date with the balance remaining to reduce the cost of borrowing associated with other capital projects. After allowing for estimated

lost car park income, a disposal is estimated to result in a small annual deficit of between circa £10,000 and £30,000 per annum rising with inflation.

- 2.5 However, the financial impact needs to be considered in the context of the risks to the council of constructing the surgery itself. In addition to the non-financial risks, disposal transfers the risk of any increase in the cost of construction. For example, a 10% rise in the cost of construction would add an estimated £20,000 per annum to the cost of borrowing turning an estimated small surplus to a deficit. Disposal would also avoid the cost of borrowing in 2021/22 (estimated at £100,000) during construction and before any income is generated.

Further detail is provided in exempt appendix 1.

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 This report recommends a land disposal by the Council and Council has authority to dispose of land under the general power of competence provided for in section 1 of the Localism Act 2011, and section 123 of the Local Government Act 1972.
- 3.2 The Public Contracts Regulations 2015 (PCR 2015) oblige the Council to pursue an OJEU process where works above a value of £4.733m are being procured. The PCR 2015 will also not apply where the main object of the transaction is land disposal. In cases where the value of the works is above the threshold value, the PCR 2015 will require an OJEU process only if the purchaser is under an enforceable obligation to carry out specified works (conferring a pecuniary benefit on the authority). Here, the works involved fall below this threshold and the Council will only require the purchaser to carry out development in accordance with the planning consent (and related requirements), with the main object of the transaction being a land disposal. Notwithstanding that the new facility involves construction costs below the threshold (above), the Council will not specify the design or impose any requirement to carrying out the works.
- 3.3 In pursuing an agreement with the purchaser the Council will observe its statutory duties, including the duty to obtain best consideration on the land disposal, and duties to consult. By carrying out an appropriate competitive process to select a purchaser to acquire the site, the Council will be in a stronger position to demonstrate compliance with the statutory duty to obtain best consideration.
- 3.4 Legal risks include a potential challenge brought under PCR2015 on the basis of ineffectiveness and a risk of judicial review challenge to the process being outside the PCR 2015. Recent case law establishes the tests to be applied for bringing successful challenges. In order to mitigate the risk of any challenge, the Council should follow the procedural steps below:
- a) Ensure a fully documented audit trail to justify the transaction being undertaken outside the PCR2015 is maintained;

- b) Conduct a competitive process to select a purchaser which clearly demonstrates the intention to enter into a land transaction subject to the PCR 2015;
- c) Ensure that the legal agreement entered into satisfies the relevant tests for being a land sale and is not a contract for works or services; and
- d) Critically, advice will be taken from the legal and procurement team at each relevant stage of the process.

4 WORKFORCE IMPLICATIONS

- 4.1 The recommended approach to disposal of the site will be managed within existing resources, supplemented with expert advice as required.
- 4.2 If the council were to directly develop the site, additional fixed term resource would be needed to supplement the establishment to manage the detailed design process and secure agreement with the GP's, CCG, Valuation Office and NHS England, which will be a time consuming and complex process.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 Delivering a new surgery via a sale of the site to a suitable developer would require a freehold or long leasehold disposal. In both cases a capital receipt would be secured albeit with a discounted sum for a long leasehold sale.
- 5.2 A freehold sale would generate the highest current value and remove all the development risk associated with a direct development by WCC.

CONSULTATION AND COMMUNICATION

- 5.3 A strong collaborative relationship has been cultivated with the GP practice who are keen to secure new premises.

The planning process to secure planning permission included consultation with key stakeholders.

6 ENVIRONMENTAL CONSIDERATIONS

- 6.1 The existing surgery building in Tanner Street was built in the 1970's when the environmental performance of buildings was given very limited consideration. The NHS requires new buildings to deliver a high environmental performance.
- 6.2 The location of the health facility in the city centre will mean that it remains accessible to a wide section of the local community. During the design process careful consideration was given to the impact of the design on the neighbouring environment.
- 6.3 The decommissioning of the existing surgery will bring the opportunity of building a state-of the art BREEAM accredited surgery, with the ambition of

being a net-zero emission building. The building will be designed to minimise heating and cooling demand; enabling the demand to be matched by the on-site generating technologies, including heating fed by renewable sources and electricity generated by solar panels.

- 6.4 The site will be built to include a biodiversity net gain of greater than 10%.
- 6.5 Access to the surgery will be encouraged by foot, minimising emissions and air quality issues from car transport to the site. Parking on-site will be limited to minimal requirements to ensure disabled access

7 EQUALITY IMPACT ASSESSEMENT

- 7.1 Location of the proposed health premises in the City Centre will enable health services to be accessed by a wide range of the local community, including those who have to rely on public transport.
- 7.2 In relation to Article 1 of the First Protocol of the European Convention of Human Rights, there is a case in the public interest to continue to facilitate this development and, as demonstrated by the Council the delivery of improved health facilities in the city centre and the procuring of a delivery partner to deliver the health facilities is important to the continued well-being of residents both within the immediate community and those with access to and reliant upon public transport.

8 DATA PROTECTION IMPACT ASSESSMENT

- 8.1 None required at this stage of the process. However data protection is ongoing and will be continuously re-evaluated, in particular throughout the selection process.

9 RISK MANAGEMENT

Risk	Mitigation	Opportunities
<i>Property The preferred developer cannot reach agreement with the GP Practice and other parties.</i>	WCC to support where possible and undertake direct development if developer route fails	
<i>Community Support GP Practice do not agree to HOTs</i>	Collaborative working in place	
<i>Timescales Developers may insist on a finite period in which to reach agreement with all</i>	WCC to support where possible.	

<i>parties.</i>		
<i>Project capacity</i>		
<i>Financial / VfM</i> An increase to the capital cost or the cost of borrowing could move the project to an annual net cost.	Selling the site to a specialist developer removes this risk	
<i>Legal</i> <i>Challenge brought under the PCR2015 or a judicial review</i>	Seek legal advice continually through the process	To ensure a sound disposal process and new doctors surgery
<i>Innovation</i>		
<i>Reputation</i> <i>Further unnecessary delay will not reflect well on WCC</i>	WCC to support where possible	This alternative delivery route is intended to avoid further delays by using specialist knowledge and experience
<i>Other</i>		

10 SUPPORTING INFORMATION:

Cabinet Report History:

- 10.1 The Council has long held an aspiration to support provision of improved health care premises in the city centre. Under CAB 2964 of 12 September 2017, Cabinet authorised: the development of the surgery, the grant of leases to the Practice and Lloyds Pharmacy, the appointment of Architecture PLB to design the surgery up to RIBA Stage 4, the appropriation of the land to planning purposes, the closure of the car park, the appointment of consultants and contractors and to accept tenders for the construction works.
- 10.2 Under CAB 3180 of 17th July 2019, Cabinet authorised: the provisionally agreed outline terms for letting the surgery; an increase in the budget of £250,000; an alternative health use to be found for the 'pharmacy' space; design to be developed to facilitate tendering of the works; the appointment of a full consultant team; obtain construction tenders; and appointment of building contractors.

Current Position

- 10.3 Planning consent was implemented by the construction of a boundary retaining wall in 2019.
- 10.4 In February 2020 the revenue consequences of the project were revised as part of the capital strategy and the estimated surplus in the first full year following completion reduced to circa £13,000 per annum from the £43,000 reported in CAB 3180.

- 10.5 Following meetings in February 2020 with the St Clements GP practice and the Clinical Commissioning Group (CCG), the Property team undertook a review of lease terms and the build arrangements for the new surgery. As part of that work, procurement options and risks associated with the delivery of a new 17,000 sq ft doctor's surgery on the Upper Brook Street car park have been considered in detail.
- 10.6 It was evident that (i) build costs are rising and this would be a risk for the council, (ii) there is potential for a long void on the pharmacy space without rental income, (iii) the process for agreeing CCG funding and sign off as a pre-cursor to completing an Agreement for Lease with the GP Practice, is complex, protracted and requires specialist experience and knowledge. The council does not have this experience or resources, (iv) there are specialist primary healthcare developers in the market far more capable of delivering a new surgery in accordance with the planning consent obtained.
- 10.7 The conclusion has been that in order to enable build to happen as efficiently as possible, and to minimise risks and further delays to the Council and GP Practice, a third party delivery method is preferred via a sale of the site to a specialist primary healthcare developer.
- 10.8 PLB Architects high level drawings were sufficient for the planning application but a detailed building specification has yet to be prepared and agreed. It will be important that the GP partners are advised professionally on the detailed specification. The GP practice has now appointed a Surveyor to act for them.
- 10.9 The District Valuer (DV) has seen draft HOTs and has given advice to the CCG on likely level of rent to be reimbursed. Because this is below the Current Market Rent (CMR) the CCG have agreed in principle to provide a supplement to bring it to the level approved in the July 2019 Cabinet Report. There is no guarantee this will prove adequate if building costs increase.
- 10.10 Hampshire NHS Hospital Trust has shown positive interest in the surplus accommodation of 127 sq m (previously to be occupied by the pharmacy) but there has been no specific user identified.
- 10.11 A detailed cost plan will not be available until a full specification is prepared and agreed after an internal re-design of the space. A re-design of internal space is required because the exiting layout is now five years out of date and the coronavirus pandemic has meant that further revisions are necessary for infection control purposes.
- 10.12 Outline HOTs were provisionally agreed with the GP partner's but have been reviewed by the new Surveyor and require amending.
- 10.13 A draft Building Agreement and Agreement for Lease was issued by WCC lawyers last year and the GP lawyers submitted a draft lease to WCC at the end of December 2019.

11 Review of outstanding actions and risks

11.1 The Council had previously intended to develop the site for the GPs but this presents a number of risks.

Risk	Action required
Ground conditions	Additional surveys required
Freehold held under multiple titles	To be verified
Tenant fit out	Specification and obligations of parties to be agreed
Full detailed design and cost plan to be completed	Specification and costs tba by all parties
Lease Heads of terms with GP Practice	tba
Building Agreement	Tba with all parties
Lease documentation and Agreement for Lease	Tba with all parties
Full design team costs	Team to be appointed. Cost at risk until Agreement for lease is completed
Viability and rising build costs	Further appraisals required when detailed cost plan is available. Viability final sign off required with CCG, Valuation Office and NHS England. .
CCG, Valuation Office and NHS England approvals	Required for detailed specification/cost plan and Agreement for lease, occupational lease and building agreement. Specialist experience required.
Planning application for previous pharmacy space	Change of use application required.

Therefore an alternative proposal of disposal of the land to an experienced primary health care facility developer has been evaluated

11.2 Construction and management of buildings occupied for medical purposes have their own unique challenges where specialist knowledge and experience is required. Public health sector funding presents numerous hurdles and bureaucratic processes to navigate, often involving multiple stakeholders and gatekeepers. The buildings themselves have to be designed to be compliant in different ways such as for infection control, utility services, waste disposal, privacy, security and accessibility. The current pandemic means that many of these specifications are evolving and are being addressed by specialists in the sector.

11.3 In March this year, a soft-market testing exercise was undertaken (by means of interviews and expressions of interest) and four of the UK's largest and most experienced primary healthcare developers were shortlisted and invited to interview by WCC and the GP practice. The developers were asked to

present their approach to developing a new surgery. This was very helpful and revealed how much work there is yet to be done to secure CCG funding, negotiate and complete legal agreements and redesign the interior of the new building.

- 11.4 Expressions of Interest were subsequently sought from all developers attending the interviews plus a non-specialist developer put forward by the GP Practice. The responses have confirmed a positive interest in acquiring the Upper Brook Street site for construction of a doctor's surgery. There are relatively few specialist primary healthcare developers in the UK due to the complex funding nature of this market and the unique building design involved. For this reason, the soft market testing undertaken and Expressions of Interest sought was limited to four of the largest and most experienced developers. Two of these developers eventually declined to submit expressions of interest.
- 11.5 The recommendation is that the marketing shortlist of developers be limited to the three developers who submitted expressions of interest, two of whom are specialist primary healthcare developers. The third is a developer that the GP practice has put forward as their preferred developer.
- 11.6 This approach will save time in selecting a preferred partner and avoid the unnecessary complication and delay of inviting bids from inexperienced developers.
- 11.7 A S123 valuation report would be secured from a specialist valuer to make sure that a preferred offer for sale of the site is for best consideration.

12 **Funding and documentation complexities**

- 12.1 The following section explains the complex process necessary for agreement with public health bodies before construction works can be tendered and construction works started.
- 12.2 Primary Care Premises Funding changed in 2004 when a new GP contract was introduced and this affected the way new surgeries were procured. The rent and rates reimbursement element of GP costs became cash limited at this point which had the effect of giving the NHS total control to curb new expenditure on GP premises.
- 12.3 The process of developing new premises is now governed by the NHS (General Medical Services – Premises Costs) Directions 2013. (This is currently subject to review by NHS England who published a General Practice Premises Policy Review in June 2019. One of the recommendations is to pilot a 'new premises provision' by removing the current bureaucratic reimbursement system. This means that the mechanics of how rent is paid could possibly change in the foreseeable future and may affect lease drafting).

12.4 At the start of any new development an outline business case must be submitted to the CCG. If approved in principle then a full business case has to be prepared for further approval and must include plans, specification, costs and a reasoned argument as to why the project is good value for money. There is considerable onus on the GP partners to address technical and financial detail and this often slows the process down or can lead to inadequate business cases being submitted. The most successful schemes are where GP partners are represented by property professionals.

12.5 Following approval of the full business case, the process then moves on:-

1. An agreed draft lease has to be forwarded to the CCG, who then send this to the District Valuer (DV) with a request for their advice on the terms of the lease. The DV does not always agree the detailed provisions of the lease which makes further negotiations a protracted undertaking. .
2. A full set of plans and a specification is also sent to the CCG for approval. They will take advice from NHSE (NHS England) in this regard before giving approval.
3. If the GP's (and the landlord) agree to the changes in the terms of the lease suggested by the DV, then the CCG will ask to DV to prepare a valuation in relation to the rent to be paid by the partners for the premises. The landlord can make representation in this regard, or even meet with the DV to discuss, but the DV is not obliged to talk to anyone other than the NHS
4. There is no appeal on the DV's estimated initial rent.
5. If the rental assessment is accepted then the CCG will write to the GP's setting out the terms upon which rent and rates will be reimbursed to them, and the level of that rent.
6. At practical completion of the building, the DV will visit and measure to assess the Net Internal Area (NIA) for rental purposes. The NIA is achieved by removing certain areas, different to that of an office – eg. patient WC's are included. It is therefore up to the Developer to ensure that the building is constructed accurately because the estimated initial rent can go down, but not up!

13 OTHER OPTIONS CONSIDERED AND REJECTED

13.1 Direct Development by WCC remains an option but is considered to have an unacceptable high risk due to the potential for increases in construction costs and further delays in agreeing documentation with multiple parties. The risks have been highlighted above and distil to financial risk and the council not having the necessary experience in primary healthcare development.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

CAB 3180 Replacement GP Surgery update – 17 July 2019 (part exempt)

CAB 2964 Replacement Doctors Surgery, Winchester - 12 September 2017 (part exempt)

CAB 2786 St Clements Doctors Surgery, Winchester - 29 March 2016 (part exempt)

CAB 2709 St Clements Surgery, Winchester - 17 September 2015 (Exempt)

CAB 2609 Silver Hill Update - 10 September 2014 (part exempt)

Other Background Documents:-

None.

APPENDICES:

Exempt Appendix 1 – Financial Appraisal



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Forward Plan of Key Decisions

July 2020

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

This is the Forward Plan prepared for the period **1 - 31 July 2020** and will normally be replaced at the end of each calendar month.

The Plan shows the Key Decisions likely to be taken within the above period. Key Decisions are those which are financially significant or which have a significant impact. This has been decided, by the Council, to be decisions which involve income or expenditure over £250,000 or which will have a significant effect on people or organisations in two or more wards.

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

The Plan has been set out in the following sections:

Section A – Cabinet

Section B - Individual Cabinet Members

Section C - Officer Decisions

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



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

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

Cllr Lucille Thompson

Leader of the Council

1 June 2020

Cabinet Members:	Title
• Cllr Lucille Thompson	Leader & Cabinet Member for Communications
• Cllr Neil Cutler	Deputy Leader & Cabinet Member for Finance & Risk
• Cllr Paula Ferguson	Local Economy & Climate Emergency
• Cllr Kelsie Learney	Housing & Asset Management
• Cllr Jackie Porter	Built Environment & Wellbeing
• Cllr Malcolm Prince	Sport, Leisure & Communities
• Cllr Martin Tod	Service Quality & Transformation

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number	
Section A Decisions made by Cabinet											
Page 115	1	Q4 Financial & Performance Monitoring	Deputy Leader and Cabinet Member for Finance and Risk	Expenditure > £250,000	All Wards	Simon Howson	Cabinet report	Cabinet	Jul-20	9-Jul-20	Open
		Housing Revenue Account 2019/20 Outturn Budget	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	All Wards	Gillian Knight	Cabinet report	Cabinet	Jul-20	9-Jul-20	Open
	3	Proposals for new Garden Waste service	Cabinet Member for Service Quality and Transformation	Expenditure > £250,000	All Wards	Steve Tilbury	Cabinet report	Cabinet	Jul-20	9-Jul-20	Part exempt 3

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
4	General Fund Budget 2020/21 – Proposed Revisions	Deputy Leader and Cabinet Member for Finance and Risk	Expenditure > £250,000	All Wards	Richard Botham	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open
Page 116	Strategic Issues & Options Consultation	Cabinet Member for Built Environment and Wellbeing	Significantly effects 2 or more wards	All Wards	Adrian Fox	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open
6	Local Plan Engagement Strategy	Cabinet Member for Built Environment and Wellbeing	Significantly effects 2 or more wards	All Wards	Adrian Fox	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open
7	Updated SHELAA	Cabinet Member for Built Environment and Wellbeing	Significantly effects 2 or more wards	All Wards	Adrian Fox	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
8	Nitrate Neutrality - Update	Cabinet Member for Built Environment and Wellbeing	Significantly affects 2 or more wards	All Wards	Julie Pinnock	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open
9	Bar End Depot Marketing Plan	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	St Michael	Geoff Coe	Cabinet report	Cabinet	Jul-20	22-Jul-20	Open
10	Land Transaction	Cabinet Member for Housing and Asset Management	Expenditure > £250,000	All Wards	Geoff Coe	Cabinet report	Cabinet	Jul-20	22-Jul-20	Part exempt 3
Section B Decisions made by individual Cabinet Members										
11	None									

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
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Section C

Decisions made by Officers

12	Treasury Management - decisions in accordance with the Council's approved strategy and policy	Deputy Leader and Cabinet Member for Finance and Risk	Expenditure > £250,000	All Wards	Designated HCC Finance staff, daily	Designated working papers	Designated HCC Finance staff, daily	Jul-20	Jul-20	Open
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Notification of addition to the July 2020 Forward Plan

On 10 June 2020, the following additional item was notified for inclusion in the July 2020 Forward Plan:

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
Section A Decisions made by Cabinet										
Page 119	Garrison Ground, Winchester drainage improvements to sports pitches	Cabinet Member for Sport, Leisure and Communities	Expenditure > £250,000	St Michael	Andy Hickman	Cabinet Report	Cabinet	Jul-20	22-Jul-20	Open

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Notification of addition to the July 2020 Forward Plan

On 16 June 2020, the following additional item was notified for inclusion in the July 2020 Forward Plan:

	Item	Cabinet Member	Key Decision	Wards Affected	Lead Officer	Documents submitted to decision taker	Decision taker (Cabinet, Cabinet Member or Officer)	Date/period decision to be taken	Committee Date (if applicable)	Open/private meeting or document? If private meeting, include relevant exempt paragraph number
Section A Decisions made by Cabinet										
14 Page 121	Leisure Centre Update (provisional)	Cabinet Member for Sport, Leisure and Communities	Expenditure > £250,000	All Wards	Strategic Director: Place	Cabinet report	Cabinet	Jul-20	22-Jul-20	Part exempt 3

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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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