



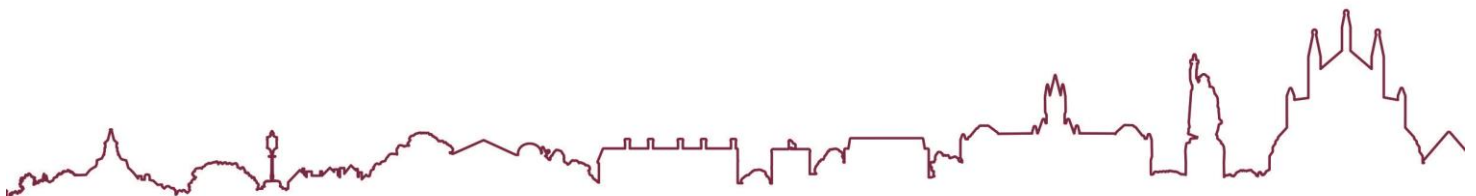
<b>Meeting</b>	Winchester Town Forum
<b>Date and Time</b>	Thursday, 15th September, 2022 at 6.30 pm.
<b>Venue</b>	Walton Suite, Winchester Guildhall

**Note:** *This meeting is being held in person at the location specified above and the following arrangements apply. Members of the public should note that a live audio feed of the meeting will be available from the councils website ([www.winchester.gov.uk](http://www.winchester.gov.uk)) and the video recording will be publicly available on the council's YouTube channel shortly after the meeting.*

*For members of the public who are unable to utilise this facility, a limited number of seats will be made available at the above named location however attendance must be notified to the council at least 3 clear working days before the meeting. Please note that priority will be given to those wishing to attend and address the meeting over those wishing to attend and observe*

## **AGENDA**

- 1. Apologies**  
To record the names of apologies given
- 2. Disclosures of Interests**  
To receive any disclosure of interests from Members and Officers in matters to be discussed.  
Note: Councillors are reminded of their obligations to declare disclosable pecuniary interests, personal and/or prejudicial interests in accordance with legislation and the Council's Code of Conduct.  
  
*If you require advice, please contact the appropriate Democratic Services Officer, prior to the meeting.*
- 3. Chairperson's Announcements**
- 4. Minutes of the previous meeting held on 16 June 2022** (Pages 5 - 12)  
That the minutes of the meeting be signed as a correct record.



5. **Public Participation**

To receive and note the questions asked and statements made from members of the public on issues relating to the responsibility of this Forum.

Members of the public and visiting councillors may speak at the Forum, provided they have registered to speak three working days in advance. Please contact Democratic Services **by 5pm on Friday, 9 September 2022** via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or (01962) 848 264 to register to speak and for further details.

6. **Winchester Town Account Financial Planning 2022/23 (WTF310)** (Pages 13 - 24)

7. **Town Forum Grant Programme (WTF311)** (Pages 25 - 36)

8. **KGV New Build Pavilion - Request for additional budget (CAB3363)** (Pages 37 - 48)

9. **Informal Group - Verbal Update**

Optional: The Chairs of any of the informal groups may briefly update the Forum on any recent developments from their group.

10. **Work Programme 2022/23** (Pages 49 - 50)

To note the current version of the Work Programme for 2022/23

**Lisa Kirkman**  
**Strategic Director and Monitoring Officer**

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7 September 2022

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

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

## **MEMBERSHIP**

**Chairperson:** Craske (Liberal Democrats)

**Vice-Chairperson:** Becker (Liberal Democrats)

### **Liberal Democrats**

Batho  
Edwards  
Ferguson  
Green  
Learney  
Radcliffe  
Reach  
Tippett-Cooper  
Thompson  
Tod  
Westwood

### **Conservatives**

Scott

Quorum = 4 members

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

## **PUBLIC PARTICIPATION**

A public question and comment session is available at 6.30pm for a 15 minute period. There are a few limitations on the questions you can ask. These mainly relate to current applications (including grants), personal cases and confidential matters.

To reserve your place to speak, you are asked to register with Democratic Services three clear working days prior to the meeting –Please contact Democratic Services via [democracy@winchester.gov.uk](mailto:democracy@winchester.gov.uk) or (01962) 848 264 to register to speak and for further details.

## **VOTING**

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

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

### **Disabled Access**

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

### **FILMING AND BROADCAST NOTIFICATION**

This meeting will 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](#).

## **WINCHESTER TOWN FORUM**

**Thursday, 16 June 2022**

Attendance:

Councillors

Craske (Chairperson)

Batho  
Becker  
Edwards  
Ferguson  
Learney

Radcliffe  
Reach  
Thompson  
Tippett-Cooper  
Westwood

[Full audio recording and video recording](#)

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1. **APPOINTMENT OF THE CHAIRPERSON AND VICE CHAIRPERSON FOR THE 2022/23 MUNICIPAL YEAR**

RESOLVED:

That Councillor Craske be elected Chairperson and Councillor Becker be appointed Vice-Chairperson for the 2022/23 municipal year.

2. **APOLOGIES**

Apologies for absence were received from Councillors Green, Scott and Tod.

3. **DISCLOSURES OF INTERESTS**

No disclosures of interest were made at the meeting.

4. **CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson welcomed all newly elected and returning members of the Forum to the first meeting of the new municipal year. In addition, he congratulated Councillor Derek Green on becoming the 823<sup>rd</sup> Mayor of Winchester and wished him well during his mayoral year.

5. **MINUTES OF THE PREVIOUS MEETING HELD ON 17 MARCH 2022**

RESOLVED:

That the minutes of the previous meeting held on 17 March 2022 be approved and adopted.

6. **PUBLIC PARTICIPATION**

Patrick Davies and Ian Tait spoke during public participation, as summarised below. In addition, Jeremy Mortimer (on behalf of Cycle Winchester) also addressed the forum regarding Item 9 (Bike Parking and Security). A summary of his representation was outlined under the relevant item below.

Mr Davies made reference to the representation he gave at Cabinet on 23 May 2022 regarding to the way the council operates, in particular, how the council deals with issues in the town area. He suggested that the role, function and duties of the Winchester Town Forum be reviewed.

Mr Davies also considered the appointment of informal groups that met in private, with limited open feedback to the public, to be an inappropriate way of addressing major issues that arise in the town area. He also referred to Cabinet's review of the governance for major projects and he queried how this would be done?

In response to Mr Davies, the Chairperson advised he would endeavour to review the role of the Forum and its informal groups regarding engagement, in line with the constitution, and advised that he would discuss the concerns raised regarding major projects with Mr Davies in due course.

Mr Tait made reference to ongoing concerns regarding anti-social behaviour in the city centre, particularly around Kings Walk, where recent works had resulted in the displacement of street drinking to other areas in the town. He made reference to the alcohol exclusion zone which he stated needed to be enforced, and also referred to the need for positive intervention, help and support.

Following Mr Tait's deputation, the Cabinet Member for Community and Housing reported that the council sponsored organisations to help with outreach programmes and advised that she would draw the comments of any worsening situation to their attention.

In addition, Councillor Tippet-Cooper referred to the availability of multiple services and organisations such as Trinity Winchester, Two Saints, Bid Rangers and the police who provided assistance and positive intervention where necessary.

At the conclusion of public participation, the Chairperson thanked Mr Davies and Mr Tait for their comments and contribution.

7. **TO NOTE THE DATE AND TIMES OF FUTURE MEETINGS:**

RESOLVED:

That the date and times of meetings for 2022/23, as set out on the agenda, be noted.

8. **DRAFT BID BUSINESS PLAN AND BALLOT PROPOSAL  
(PRESENTATION FROM DR PAUL SPENCER, EXECUTIVE DIRECTOR,  
WINCHESTER BID)**

The Chairperson welcomed Dr Paul Spencer, Executive Director of Winchester Business Improvement District (BID) to the meeting. Dr Spencer gave a presentation setting out the draft BID business plan and proposals for the ballot process due to take place again during Autumn 2022.

Dr Spencer provided an update on the work of the BID, including setting out the achievements since it was established 15 years ago. He outlined the ballot process and drew member's attention to the BID draft business plan for 2023/28 which was currently available online and open for feedback.

Following the presentation, Members asked a range of comments and questions which were responded to by Dr Spencer. These included, the performance of Winchester in comparison with other cities, business barometers, vacancy rates, business mix, business support services throughout Winchester including the periphery areas, the city centre economy in attracting businesses, creative industries, partnership working and shared visions.

During debate, the forum emphasised the positive impact that the BID had delivered to Winchester over the years and highlighted its continued support going forward.

In conclusion, the Chairperson thanked Dr Spencer for his informative presentation and wished Winchester BID well with the ballot process.

RESOLVED:

That the contents of the presentation be noted.

9. **BIKE PARKING AND SECURITY (WTF309 AND PRESENTATION)**

Jeremy Mortimer (on behalf of Cycle Winchester) spoke during public participation as summarised briefly below.

Mr Mortimer stated that Cycle Winchester welcomed the opportunity to work with the council. He also welcomed that increasing the amount of cycle parking in convenient and secure locations had been identified as an objective in Appendix 1 of Cycle Parking in the City. He believed that convenient locations would generally be more secure as they were in areas of "natural surveillance".

In addition, Mr Mortimer expressed concern regarding parking locations in Middle Brook Street which he suggested would need to align with any pedestrianised area as part of the Central Winchester Regeneration and Winchester Movement and Access Strategy.

In conclusion, Mr Mortimer suggested that police data on bike thefts be considered when selecting locations for cycle racks, with Winchester Railway Station currently listed as having the highest record number of bike thefts over recent months.

The Transport Planner gave a presentation which set out the reasons for producing a cycle parking plan, how it would support policies such as the Parking and Access Strategy, the Winchester Movement Strategy and the Carbon Neutrality Action Plan and highlighted cycle parking locations, identified additional capacity and gaps and priority locations, outlining the partnership working that was taking place.

The Cabinet Member for Climate Emergency introduced the report. In summary, it was highlighted that the council were listening to the views of others and was looking at the cycle provision and facilities on offer at other local authorities. It was recognised that bike security was increasingly an issue due to high value bicycles (standard and electronic bikes) which were an attractive target for criminals.

At the invitation of the Chairperson, Chief Inspector Jon Turton of Hampshire Constabulary addressed the Forum regarding bike security and cycle theft. He reported that instances of theft had increased steadily throughout the pandemic, with 182 bicycles reported as stolen from the town centre since August 2021. He made reference to work that had been carried out on education of bike security, marking, overt patrols and the positioning of cameras at specific locations such as the leisure centre. He indicated that the focus on the preventative measures was key to tackling bike crime, together with informed plans of where best to locate secure bike parking going forward.

In response to the points raised during Mr Tait's deputation above, Chief Inspector Jon Turton outlined a number of measures that were taking place to prevent homelessness, including any associated anti-social behaviour and the displacement of these groups within the town centre. He reported that these were often vulnerable individuals with complex mental health issues and/or substance dependencies that needed professional specialised support and help to review at their lifestyle and that a significant number of positive interventions were in place to assist with these issues, in addition to the use of the criminal justice system, where it was deemed necessary.

Members asked a range of comments and questions which were responded to by the Cabinet Member, Chief Inspector Jon Turton, the Head of Programme and the Transport Planner. These included cross checking of proposed pedestrian and cyclist road crossings, relative funding provision and costs, footfall in car parks, long term bike storage facilities for residents, disabled bike parking locations, sensor lighting at secured cycle parking facilities and engagement on the variety and use of bike locks.

In conclusion, the forum supported the cycle parking plan and welcomed the offer from Cycle Winchester to provide further input to the ongoing development of the plan. The Chairperson encouraged the Winchester Town Forum (City Centre) Informal Group to continue dialogue with representatives of Cycle Winchester going forward.

RESOLVED:

1. That the report be received and the comments of the forum on the development of the cycle parking plan, be noted.

10. **WINCHESTER TOWN FORUM - 2022/23 INFORMAL GROUP APPOINTMENTS AND WORK PROGRAMME (WTF308)**

The Forum agreed the work programme as set out in the report, subject to noting that the Local Plan would come forward to the September meeting of the forum with the possible reorganisation of agenda items for this particular meeting date.

Regarding the informal groups, it was agreed that a Town Vision Informal Group be established for 2022/23 as suggested at the previous meeting of the forum to underpin, engage and support all of the informal groups going forward. It was agreed that the Town Account Grants Informal Group be merged into the work of the newly established Town Vision Informal Group going forward. The proposed terms of reference and governance for this particular informal group were outlined.

In addition, it was agreed that the North Walls and KGV Informal Groups be combined (to include the St Giles Hill park area) to form the newly named 'Parks and Recreation Informal Group'. The membership of these newly appointed and newly combined informal groups and the other existing informal groups for 2022/23 was agreed as set out below.

RESOLVED:

1. That, subject to the inclusion above, the 2022/23 work programme be approved and authority be delegated to the Strategic Director, in consultation with the Chairperson, to further set the detailed work programme for the municipal year.
2. That membership of the Forum's informal groups for 2022/23 be approved as stated above and set out below:
  - (i) Planning for the future in Winchester Town:  
**Members:** Becker, Craske, Edwards, Reach, Scott (tbc) and Westwood  
**Lead Officer:** S Finch

- (ii) Winchester Town Forum (North Walls) (KGV) and (St Giles Hill) Informal Groups – combined to form newly named Winchester Town Forum (Parks and Recreation) Informal Group  
**Members:** Batho, Becker, Ferguson, Learney, Radcliffe and Tippet-Cooper.  
**Lead Officer:** S Croker
- (iii) Winchester Town Forum (City Centre) Informal Group  
**Members:** Batho, Edwards, Learney, Radcliffe, Thompson and Tod  
**Lead Officer:** S Finch
- (iv) Winchester Town Forum (Account Informal) Group  
**Members:** Ferguson, Learney, Reach and Tod.  
**Lead Officer:** D Kennedy
- (v) Winchester Town Forum (Heritage) Informal Group  
**Members:** Radcliffe, Thompson, Tippet-Cooper & Westwood  
**Lead Officer:** R White
- (vi) Winchester Town Forum (Outdoor Swimming) Informal Group  
**Members:** Becker, Tod and Tippet-Cooper  
**Lead Officer:** S Croker
- (vii) Winchester Town Forum (Town Vision) Informal Group (newly established to include the Town Accounts Grants  
**Members:** Batho, Becker and Craske  
**Lead Officer:** S Robbins

## 11. **INFORMAL GROUP - VERBAL UPDATE**

The Forum received individual updates from the Chairpersons of various Town Informal Groups. Each summarised the work that had been carried out by the respective groups over the previous two-month period.

### **Councillor Radcliffe – Parks and Recreation Informal Group**

This group now consolidated the work of the previous North Walls and KGV Informal Groups, together with the St Giles Hill Park in order for officers to provide strong support on these three projects. It was reported that North Walls were currently moving from the planning to the implementation stage and that KGV was underway with improvements and the build out of a new skate park with the next stages being the construction of the new pavilion, improvements to the pitches and an upgrade to the playground area. Councillor Radcliffe welcomed the support of the Forum for an ambitious new management plan at St Giles Hill, where it was hoped restoration would commence going forward.

### **Councillor Edwards – City Centre Group.**

It was noted that a street scene officer had recently been appointed to oversee proactively address issues throughout the city centre.

St Maurice's Covert lighting and the ceiling works were now complete and the art commission for the mural had three accepted proposals which were available to view on the council's website before 24 June for comments.

**Councillor Tippet-Cooper – Heritage Group**

Ongoing works were taking place at Hyde Gate which would be a key focus for the rest of the year. A construction stone engineer had recently been contracted to undertake restoration works to the gate which was due to commence shortly once necessary consents had been obtained. Work was due to commence to carry out the waxing of King Alfred over the coming weeks. Works had also been carried out to reattach the kite to the kite flyer in Parchment Street, additional bracing had been installed and a thorough clean had taken place.

**RESOLVED:**

That the updates received from the Town Informal Groups, be noted.

The meeting commenced at 6.30 pm and concluded at 9.00 pm

Chairperson

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REPORT TITLE: WINCHESTER TOWN ACCOUNT FINANCIAL PLANNING  
2022/23

15 SEPTEMBER 2022

REPORT OF FINANCE MANAGER (STRATEGIC FINANCE)

Contact Officer: Darren Kennedy Tel No: 01962 848464 Email  
[dkennedy@winchester.gov.uk](mailto:dkennedy@winchester.gov.uk)

WARD(S): ALL

## PURPOSE

To provide an update of the current financial position of the Winchester Town Account and financial projections over the medium and long term. This supports the development of a refreshed financial strategy and final budget recommendations in January 2023.

## RECOMMENDATIONS:

1. That the Town Forum notes the financial projections in Appendix A, and agrees the budget timetable for 2023/24.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME

- 1.1 This report sets out the current financial position and latest medium and long term projections, along with detailed sensitivity analysis. This analysis will help to guide and inform budget planning work and the options for delivering the Council Plan.

2 FINANCIAL IMPLICATIONS

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

3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 No legal or procurement implications are identified at this time through this report, as projects are brought forward legal and procurement input may be required.

4 WORKFORCE IMPLICATIONS

- 4.1 None directly from this paper

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly from this paper

6 CONSULTATION AND COMMUNICATION

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

7 ENVIRONMENTAL CONSIDERATIONS

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

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 This document is part of the budget consultation process and equality impact assessments will be considered alongside any relevant budget options.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 None required

## 10 RISK MANAGEMENT

- 10.1 The main source of funding for baseline recurring expenditure is the town precept. As a stable source of funding overall financial risk is therefore relatively low but consideration must be taken of the requirement for the town to keep within government referendum limits (a restriction not currently applicable to parish councils).
- 10.2 In recent years one-off expenditure (capital or revenue) has been funded up-front from the town reserve or external funding. This reduces risk by lowering the baseline revenue budget requirement.

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<i>Failure to set a balanced budget over the medium term</i>	<i>Financial projections are shown up until 2026/27 and the scenario planning highlights the potential sensitivities. Planning over a longer period will help to ensure understanding of the scale of the financial challenges and that early planning enables enough lead in time for the implementation of budget options.</i>	<p><i>Long term strategic planning</i></p> <p><i>Innovative funding streams</i></p> <p><i>Transformational efficiency savings</i></p>
<i>Council's service priorities are not reflected in the budget</i>	<i>The budget planning process, including the implementation of Outcome Based Budgeting and the informal account group meetings which review the detailed budgets and strategy.</i>	<i>Ensure the prioritisation of resources to best meet the outcomes of the authority</i>
<i>One-off projects increase the baseline recurring revenue budget requirement with limited ability to increase the town precept due to government referendum limits.</i>	Identify all project requirements over the medium term (such as the play strategy) and ensure that funding is available for these projects.	Identifying project requirements over the medium term enables enhanced prioritisation and engagement.
<i>Current high inflation rates continue or increase even higher than existing expectations.</i>	<p>Sensitivity analysis shows the impact of changes to inflation estimates.</p> <p>The budget planning process considers current</p>	Ensuring the town reserve has sufficient resilience to deal with unexpected events.

	budget pressures when planning budget proposals.	
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## 11 SUPPORTING INFORMATION:

### **Background**

- 11.1 A revision of the terms of reference for the Winchester Town Forum (WTF) in 2007 gave the Forum a greater role in developing the Town Account Budget. To help it fulfil this role, the Town Forum set up an informal member group to give early consideration to budget setting issues.
- 11.2 The overall aim of the Medium Term Financial Plan is to provide the Town Forum with early consideration of the current financial projections, any possible impacts from Government consultations, and any other possible financial implications in respect of the Town Account Budget.
- 11.3 The Medium Term Financial projections will be influenced by actions within the Council's control and external factors. A sensitivity analysis, showing a range of possible scenarios is included for consideration.
- 11.4 The district budget setting process is currently underway and any resulting options will be included for consideration within the Town budget setting process.
- 11.5 The core budget timetable remains in line with previous years, with initial budget proposals considered at November Town Forum and final recommendations made at January Town Forum.
- 11.6 In accordance with Section 35 of the Local Government Finance Act 1992 – "Special Expenses" are levied by the Council to cover the costs of local services in the Winchester Town area which elsewhere would be dealt with by parish councils, as there is no parish council for the Town area of Winchester.

### **Community Infrastructure Levy Funding Bids**

- 11.7 A request has been made for £50k of CIL funding from Town CIL for the park plan improvements in relation to KGV open space.
- 11.8 KGV New Build Pavilion – a September Cabinet report (CAB3363) identifies that following initial tenders an additional budget requirement of £1m for this project. The proposed split is £200k from Town CIL and £800k from District CIL. This would take the total Town CIL contribution to £450k.

### **Updated Medium Term Forecasts and the impact of rising inflation**

- 11.9 The town accounts group met at the end of August to review the latest forecasts and to start planning the focus of budget preparations. It was noted that forecasts have changed significantly since the budget was set in February. The budget was set based on maintaining the 10% reserve balance whilst also including some flexibility within the budget to address recreation and open space requirements.
- 11.10 The budget forecast shown in Appendix 1 has been updated to reflect:
- a) Revised inflation forecasts – with CPI inflation reaching 10.1% in July 2022 with no sign that this will drop back down to the long term 2% target in the near future, it is clear that forecasts must be increased. Revised assumptions are shown under 11.12 below and reflect increases to contractor and special maintenance charges which currently total around £600k per annum. It is clear that forecast inflation of around £60k per annum from just 2023/24 (10%) is a considerable budget pressure for the town account.
  - b) Based on the Cemeteries outturn in 2021/22 it has been necessary to reduce income forecasts by £20k per annum and increase contractual expenditure forecasts by £20k per annum. This is a considerable net increase to the Cemeteries budget caused by lower than expected burials (with the trend continuing in 2022/23) and also a detailed review of the IdeVerde contract has identified additional expenditure relating to Cemeteries, specifically the recent extension.
  - c) Urgent Tree maintenance expenditure is rapidly increasing after being identified during the current tree survey programme. It is expected that essential works will mean an £50k overspend on 22/23 budgets and a baseline growth bid is expected to be required from 23/24 onwards.
  - d) Bus Shelter maintenance works are under review and costed proposals are due back shortly.
- 11.11 The inflationary pressures are considerable and are having a material impact on the medium term financial projections shown in Appendix A. To give an indication of this the 10% inflation forecast for 2023/24 brings an increased expenditure pressure of c£60k per annum. This equates to a precept increase of over 5% purely to cover inflation alone.
- 11.12 Resources need to be considered for the North Walls Park Plan (WTF303). The plan identifies significant resource requirements to be phased over the medium to long term. Given the scale of the resource requirements it is clear that significant external funding will be required.
- 11.13 The refreshed forecasts show that despite an assumed 3% annual precept uplift the town reserve will fall below the 10% strategy target during 2023/24. Based on current assumptions increases in income/funding or expenditure savings of around £150k per annum, before additional pressures such as tree

maintenance, would need to be achieved from 2023/24 in order to ensure the town reserve maintains a 10% balance by the end of 2026/27.

- 11.14 Due to increasing financial risks particularly in relation to rising inflation, the informal accounts group have determined to review the current target reserve balance of 10% to consider whether it is sufficient or needs increasing.

## Identifying Resources

- 11.15 **Winchester Town Precept** – The 2022/23 tax base is 14,386.95 with a precept of £76.71.

- The Council Tax Referendum limits for 2023/24 will be announced alongside the settlement. For modelling purposes it is currently anticipated that this will remain at either below 3% or £5 for lower tier authorities.
- Referendum limits prevent the Council increasing Council Tax above the Government's advised level, except with a referendum. Whilst parish tax amounts are currently excluded from these calculations the Winchester Town tax is included.
- Appendix A shows the financial projections up until 2026/27, including illustrative increases in the precept which present a balanced overall position.

- 11.16 Fees and Charges are reviewed on an annual basis and feed into the budget setting process. The key existing fees and charges relating to the Town Account are:

- Cemeteries – an income budget of just over £140k supports annual expenditure of just over £220k.
- Open Spaces (including sports pitches) – expenditure of c£740k per annum is supported by income of just over £40k.

- 11.17 **Community Infrastructure Levy (CIL)** – the Neighbourhood CIL (Town) receivable balance stood at £1.209m as at April 2022. Commitments include £0.295m towards North Walls Pavilion; £0.250m towards KGV Pavilion, £0.099m Fencing and Floodlighting improvements at North Walls; £0.050m towards a proposal from Abbotts Barton Scouts; £0.073m towards Weeke access road; and a £0.010m Milland road bid.

- The principles for spending the Winchester Town Forum's share of CIL were approved in November 2016 (see WTF245), in order to provide for the community led improvement of the environment and infrastructure in the Winchester Town.
- A budget of £100k has been set for 2022/23 in order to progress the awarding and payment of CIL contributions to agreed projects.

- Planning is underway to understand the facilities required at North Walls after the closure of River Park Leisure Centre. Additional infrastructure plans will be considered for CIL funding allocations.
- Based on historic receipts around £150k to £200k of town CIL is expected per annum. There are risks around relying on this funding as reductions in development in the town area or changes to the CIL scheme could significantly impact on future receipts. As such this future forecast is used for planning purposes but is not to be committed to schemes as certain funding.

11.18 The following central case assumptions have been used in the financial forecast shown in Appendix 1:

	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast
<b><u>Assumptions:</u></b>				
Contract inflation	7%	10%	6%	3.5%
Utilities	200%	5%	5%	5%
Percentage increase in tax	3%	3%	3%	3%
Tax Base	1.2%	1.2%	1.2%	1.2%

11.19 The sensitivity of the above assumptions is as follows:

- Contract Inflation is around £6k per 1%. If inflation were 15% for 2023/24 then this would cost an additional £30k per annum.
- Utilities costs were approximately £11k in 2021/22 so a 200% forecast increase for 2022/23 is an additional cost of £22k per annum.
- A 1% precept increase generates additional funding of c£11k per annum.
- A 1.2% tax base increase generates additional funding of c£13k per annum. Whilst 1.2% is a reasonable long term forecast increase per annum, there can be significant year-on-year deviations to this average.

## Capital Expenditure

11.20 Capital expenditure is either funded directly from the Town Account Earmarked Reserve, external funding such as CIL, or through the General Fund and repaid over the life of the asset (along with interest).

11.21 In January 2017 (WTF250) the Town Forum approved a strategy to fund the long term requirements of the play area refurbishment up until the end of 2024/25, from the Town Account Earmarked Reserve. Play area refurbishments in the town make up the largest proportion of town capital expenditure as shown in 11.15 below.

11.22 The following budgets are currently included within the capital programme:

- i. Changing Pavilion North Walls - £800k total budget (£727k remaining 2022/23 budget) funded by CIL of £295k, S106 Open Space funding of £256k, £205k external funding and Winchester Town Reserve of £44k.
- ii. King George V Pavilions - £228k of S106 Open Space funding has been earmarked towards this project as well as £250k of Town CIL.
- iii. Play Area Refurbishments - £834k from 2022/23 to 2025/26. A baseline projection of £150k per annum has been included in Appendix A from 2026/27 onwards.
- iv. North Walls floodlight and fencing upgrade - £99k funded by Town CIL (of which £72k remaining to spend in 22/23).
- v. North Walls tennis courts surface upgrade - £150k funded by annual capital financing costs.

11.23 In light of the forecast budget pressures identified in this report it is considered appropriate to review the financing of future capital expenditure such as play area refurbishments. One option could be to borrow from the district for future expenditure plans rather than funding the entire amount up-front from the town reserve. The effect of this would be to increase baseline expenditure to cover the principal repayment of the loan plus interest, but it would release significant reserve funds over the medium term.

## **Reserves**

11.24 The Winchester Town Account earmarked reserve is available to support planned one-off expenditure over the medium term as well as a contingency balance of 10% of the total annual net expenditure which is set aside to deal with any urgent / unexpected requirements.

11.25 The capital budget forecasts listed in 11.13 above, particularly the significant programme of play area refurbishments is planned to be funded from the Town reserve. It is therefore important that long term planning ensures funding is in place to support these projects.

11.26 It should be noted that the forecast reserve balance shown in Appendix A does fluctuate on a year-by-year basis and individual end of year balances are impacted by 'lumpy' one-off expenditure such as the play area refurbishments.

11.27 Action will need to be taken during the budget planning process in order to address the current forecast shortfalls in the reserve commencing 2023/24.

## **12 OTHER OPTIONS CONSIDERED AND REJECTED**

12.1 None, this paper sets out the current financial position

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Town Account Budget for 2022/23 – WTF306 – January 2022

Other Background Documents:-

None

APPENDICES:

Appendix A: Medium Term Financial Projections

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**WINCHESTER TOWN ACCOUNT - Financial Projections**

	2021/22 Outturn	2022/2023 Original Estimate	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
<b>Assumptions:</b>							
Contract inflation			7.0%	10.0%	6.0%	4%	2%
Utilities			200%	5%	5%	5%	5%
Percentage increase in tax			4.5%	3%	3%	3%	3%
Tax Base			14,387	14,560	14,734	14,911	15,090
<b>Cost of Services</b>							
<b>Recurring Budgets:</b>							
Allotments	(3,879)	(1,864)	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Bus Shelter Cleaning / Maintenance / New Provision	7,516	10,000	10,000	10,000	10,000	10,000	10,000
Cemeteries	81,252	41,520	86,163	98,028	102,039	106,180	110,455
Christmas Lights	7,500	9,463	7,500	7,500	7,500	7,500	7,500
Neighbourhood Service Officers (Contribution)	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Footway Lighting	19,078	21,540	30,357	31,127	31,936	32,786	33,678
Citizens Advice Grant	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Other Grants	7,000	7,000	7,000	7,000	7,000	7,000	7,000
Grants Funding Process and Vision Delivery	0	33,000	33,000	33,000	33,000	33,000	33,000
- Theatre Royal (Contribution)	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Support Costs for Grant Scheme	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Maintenance Work to Council Owned Bridges	4,637	5,500	5,500	5,500	5,500	5,500	5,500
Night Bus Contribution	5,360	10,629	10,935	12,029	12,751	13,197	13,461
Public Conveniences (Contribution)	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Recreation Grounds & Open Spaces	663,120	675,684	719,274	749,216	800,750	826,029	853,892
Recreation Grounds & Open Spaces - Additional Tree Maintenance			50,000				
Recreation Grounds & Open Spaces - <b>Tennis Courts</b>		0	0	9,000	9,000	9,000	9,000
Recreation Grounds & Open Spaces - <b>GROWTH BID</b>		50,000	50,000	50,000	50,000	50,000	50,000
Town Forum Support	5,000	5,000	5,000	5,000	5,000	5,000	5,000
<b>Total Recurring Budgets</b>	<b>933,584</b>	<b>1,004,472</b>	<b>1,147,729</b>	<b>1,150,400</b>	<b>1,207,476</b>	<b>1,238,192</b>	<b>1,271,486</b>
<b>One-off Budgets:</b>							
St Maurice's Covert	5,787						
Community Infrastructure		100,000	100,000				
Local Plan	25,000						
<b>Total One-off Budgets</b>	<b>30,787</b>	<b>100,000</b>	<b>100,000</b>				
<b>Total Cost of Services*</b>	<b>964,371</b>	<b>1,104,472</b>	<b>1,247,729</b>	<b>1,150,400</b>	<b>1,207,476</b>	<b>1,238,192</b>	<b>1,271,486</b>
<i>*To note that Cost of Services includes staff costs of approximately £390k in total in 2022/23</i>							

	2021/22 Outturn	2022/2023 Original Estimate	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
<b><u>Taxation and Non-specific grant income</u></b>							
Council Tax Income	(1,006,776)	(1,103,623)	(1,103,623)	(1,150,353)	(1,199,078)	(1,249,850)	(1,302,724)
Interest on Balances	(3,272)	(1,816)	(1,539)	(516)	(118)	923	1,470
<b>Total Taxation and Non-specific grant income</b>	<b>(1,010,048)</b>	<b>(1,105,439)</b>	<b>(1,105,162)</b>	<b>(1,150,869)</b>	<b>(1,199,196)</b>	<b>(1,248,927)</b>	<b>(1,301,255)</b>
<b><u>Transfers to/(from) Earmarked reserves</u></b>							
(Surplus added to Reserves) / Deficit taken from Reserves	(45,677)	(967)	142,567	(469)	8,280	(10,734)	(29,769)
Capital Expenditure funded by Town Reserve	84,000	310,000	310,000	80,000	200,000	120,000	150,000
Release from Town Community Infrastructure Levy Reserve		(100,000)	(100,000)				
<b>Opening Reserve Balance (at 1st April)</b>	<b>(386,526)</b>	<b>(363,274)</b>	<b>(455,699)</b>	<b>(103,132)</b>	<b>(23,601)</b>	<b>184,679</b>	<b>293,944</b>
<b>Closing Reserve Balance (carried forward)</b>	<b>(348,203)</b>	<b>(154,241)</b>	<b>(103,132)</b>	<b>(23,601)</b>	<b>184,679</b>	<b>293,944</b>	<b>414,176</b>
Closing Reserves forecast as % of net expenditure (Target = 10%)	<b>36%</b>	<b>15%</b>	<b>9%</b>	<b>2%</b>	<b>-15%</b>	<b>-24%</b>	<b>-33%</b>
<b><u>TAX</u></b>							
Tax at Band D			£76.71	£79.01	£81.38	£83.82	£86.33
Increase over previous year (£)			£3.30	£2.30	£2.37	£2.44	£2.51
<b><u>Sensitivity</u></b>							
Council tax % increase required to fund £10,000 expenditure				0.90%			
Council tax £ increase required to fund £10,000 expenditure				£0.69			
+/- 1% increase in Council Tax (£'s)				£11,169			
Band D equivalent (£) per +/- 1% increase in Council Tax				£0.77			

REPORT TITLE: TOWN FORUM GRANT PROGRAMME

15 SEPTEMBER 2022

REPORT OF CHAIR OF THE TOWN FORUM: Cllr Mike Craske

Contact Officer: Melissa Fletcher Tel No: 01962 848492 Email  
mletcher@winchester.gov.uk

WARD(S): TOWN WARDS

PURPOSE

This paper reports on the Town Forum community grants awarded in 2021-22 and proposes the grant programmes for the current financial year 2022-23.

RECOMMENDATIONS:

That Town Forum notes:

1. the achievements and successes of the small grants programme in 2021-22;
2. the impending review of the Crowdfund contract;
3. the important role of Members in supporting the community engagement process and encouraging grant applications; and

That Town Forum approves:

4. delegated authority be given to the Corporate Head of Economy and Community to approve the grant criteria and allocations, in consultation with the Town Forum Informal Vision Group
5. reopening the small grants scheme with immediate effect with the following updates:
  - a) increasing the maximum award from £500 to £1,000 to in response to the

- cost of living crisis and rising inflation
- b) amending the criteria to include an element of core costs, where the cost of living is having an impact on the organisation
- 6. reopening the Crowdfund Winchester Town Community Fund with immediate effect until 15 November 2022 with the following updates:
  - a) amending the criteria to include an element of core costs, where the cost of living is having an impact on the organisation
- 7. the £40k grant budget is used flexibility to allocate funds between different grant programmes to meet the demand for small grants and crowdfunding

**IMPLICATIONS:****1 COUNCIL PLAN OUTCOME**

- 1.1 Tackling the Climate Emergency and Creating a Greener District
- 1.2 The Town Community Fund supports projects that contribute to this outcome through the Environment priority
- 1.3 Homes for all
- 1.4 The Town Community Fund supports projects that contribute to this outcome through the Inclusion priority and the Town Forum Small Grants support projects that contribute to this outcome through the Community Benefit priority.
- 1.5 Living Well
- 1.6 The Town Community Fund supports projects that contribute to this outcome through the Wellbeing priority and the Town Forum Small Grants support projects that contribute to this outcome through the Community Benefit priority.
- 1.7 Your Services, Your Voice
- 1.8 The funding programmes aim to be open, transparent and inclusive. Winchester Town Forum (Town Vision including Town Account grants) Informal Group are consulted as part of the assessment process.
- 1.9 The Crowd funding platform makes effective use of technology to enable community projects to raise the funds they require. It leverages additional funding to extend the reach of Council-funded projects and enable projects to gain publicity for their work.

**2 FINANCIAL IMPLICATIONS**

- 2.1 The small grant and crowdfund programmes form part of the Town Forum grant budget for 2022/23, which remains the same as the previous year and as noted in budget paper WTF306:

<b>FUND:</b>	<b>2021/2022</b>	<b>2022/2023</b>
Strategic Fund:		
Citizens Advice Winchester District	£20,000	£20,000
Play to the Crowd	£20,000	£20,000
Crowdfund Winchester:	£33,000	£33,000
Winchester Town Community Fund		
Small grant programme	£7,000	£7,000
Contribution from General Fund	£1,500	£1,500
<b>TOTAL</b>	<b>£81,500</b>	<b>£81,500</b>

- 2.2 The Town Fund contributes a total of £40,000 towards the small grant and crowdfund programmes, with a further £1,500 coming from the General Fund in recognition of the district wide benefit.
- 2.3 In order to support the cost of living crisis and to address the rise in inflation in the recommendations we are proposing to increase the level of the small grant award from £500 to £1000.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 Section 1 of the Localism Act 2011 gives the Council a general power of competence, to enter into a grant agreement provided there is good reason to do so. Authority to enter into the agreement is under the scheme of delegation to Service Lead – Legal in Part 3.4 of the Council Constitution.
- 3.2 All funding must have sufficient checks in place to ensure that the funds are applied for the purpose to which the Council provide the grant. Grant agreements include safeguards such as monitoring requirements.
- 3.3 There are no procurement implications as a result of these recommendations.

### 4 WORKFORCE IMPLICATIONS

- 4.1 There are no workforce implications as these programmes are managed within the existing staff resources.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None

### 6 CONSULTATION AND COMMUNICATION

- 6.1 The Town Forum's Informal Group discussed the proposals set out in this report at a meeting on 31 August 2022.
- 6.2 The council's grant programme was consulted upon as part of the review in 2018. This included the proposal to launch a crowd funding platform to enable eligible local groups and organisations to raise funds for projects. The contract with Crowdfunder ends in December 2022 and a review of the scheme is in progress, the results of which will be discussed at Health and Environment Policy Committee in December.
- 6.3 There is an ongoing programme of publicity for the grants programme including promotion of schemes in newsletters, social media and at funding events.
- 6.4 Currently in discussion with the Cabinet Member for Housing and Communities regarding applying the relaxed criteria to general fund grants.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 Projects that have negative or detrimental impact on the environment or are counter to the Council's declaration of a Climate Emergency will not receive council grant support.

## 8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 The Council has a duty of care under the Public Sector Equality Act to consider the impact of the decision on vulnerable groups /persons. In the case of these grants, this consideration takes place at the point of the decision making.

## 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 Small grant applications are managed through a bespoke system, which has been designed with in-built data controls that are in line with the GDPR regulations and the council's Data Protection Policy.
- 9.2 The Crowdfunder platform has passed the council's pass or fail requirements in terms of data security and processing.

## 10 RISK MANAGEMENT

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<b>Financial Exposure</b>  The cost of the Crowdfunder platform does not give the expected return in terms of additional investment generated via fundraising, and efficiency of staff time in administering funds.	Support from the supplier and from officers helps organisations to succeed in generating funds.	
<b>Exposure to challenge</b>  Challenge of decision to award funds	Clear and transparent assessment process with defined criteria.  Dialogue with applicants to support organisations through the process.	Signposting to alternative funding sources increases potential to lever in funding to sustain services.
<b>Innovation</b>  Risk that organisations are not innovative with the funding provided	Innovation encouraged through dialogue	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
<b>Reputation</b>  Failure or misuse of the Crowdfunding platform causes negative press and public sentiment	The service/system specification requires the monitoring and vetting of content and projects to ensure no bogus or inappropriate material is posted on the site	The innovative use of online systems that gives greater access to funding and can potentially support a greater number of local projects
<b>Achievement of outcome</b>  Funding does not result in expected outcomes that align with council criteria and priorities.	Clear application criteria, grant allocation process and monitoring will ensure grant scheme outcomes are met.	
<b>Community Support</b>  Local organisations and communities do not respond to the crowd funding opportunity or small grants.  Community opposition to decisions that are made.	The Council and Crowdfunder will provide support and will extensively promote the grants to applicants.  Clear and transparent grants processes	Local groups and organisations can develop their own campaign and be actively involved in putting forward projects for grant funding and Crowdfund Winchester.  Promote the positive outcomes achieved by funded organisations.
<b>Timescales</b>  Only 6 months of the financial year now remain and there is a risk that not all budget will be spent	Allow flexibility in allocation of funds between different grant programmes  Member involvement to help promote grant schemes	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
Project capacity  Insufficient staff available to implement the changes to the grant systems and process.	Changes required are minor and project timeline including updates required will minimise impact on resources.	

## 11 SUPPORTING INFORMATION:

### **Town Forum Small Grants**

- 11.1 Appendix 1 summarises the 24 applications received and the resulting 19 grant awards made from the Town Forum small grants budget in 2021-22
- 11.2 The small grants programme continues to be a success, receiving a good number of applications from a variety of organisations across all five town wards. However, there has been anecdotal feedback from the voluntary sector that increasing costs mean that an upper grant limit of £500 can be a disincentive.
- 11.3 This rise also includes a request for a proportion of core costs where the cost of living is having an impact on the organisation. This should enable and encourage organisations to deliver small scale projects more effectively and increase their service delivery.
- 11.4 It is proposed that the Town Forum Small Grant Scheme opens with immediate effect, with some small changes as follows:
- a) increasing the maximum award from £500 to £1,000 to address the cost of living crisis and rising inflation
  - b) relaxing the criteria to include core costs where the cost of living is having an impact on the organisation – this is consistent with the approach being considered for district Small Grants

### **Crowdfund Winchester – Town Community Fund**

- 11.5 Appendix 2 summarises the projects supported by the Town Community Fund since the launch of Crowdfund Winchester in early 2020, No Crowdfunder awards were made from the Town Fund budget in 2021-22. Like this year, the Grant programme was only opened in September and anecdotal evidence suggests there was low interest in the Crowdfunding platform due to groups in recovery mode from the financial effects of COVID.
- 11.6 Appendix 3 summarises the Crowdfunder match-funding grants awarded to projects in the town area in 2021-22. These were made from the General

Fund as the applications were made while the Town Community Fund was closed.

- 11.7 The Crowdfund Winchester platform contract ends in December 2022 and a review is being undertaken to decide the next steps beyond this. Members of the Town Forum Informal Vision Group will be consulted as part of this review and the outcome of this work will be discussed by the Housing and Environment Policy Committee in December.
- 11.8 In the meantime it is proposed to reopen the Town Community Fund immediately, for applications until 15 November 2022, allowing campaigns sufficient time to secure match funding before the end of the contract period.
- 11.9 It is proposed to relax the criteria to include core costs where the cost of living is having an impact on the organisation – in line with other Crowdfund Winchester grant programmes.

### **Ensuring Budget Spend**

- 11.10 Since only half the year remains to make grant awards, a number of steps will need to be taken to ensure that the grants budget is allocated as fully as possible within the boundaries of the grant schemes.
- 11.11 There will be an ongoing programme of publicity for the grants programme including promotion of schemes in newsletters, social media and at funding events. In addition, Town Forum Members are well placed to assist in the promotion of grants to organisations in their wards. To help with this, a grants information pack for Members will be created to ensure they have all the information required to enable them to speak with confidence to local organisations about the programme.
- 11.12 Grants advice to organisations will continue to be given by the Funding and Development Officer. In addition, funding advice drop-in sessions will be run to help advise potential applicants and support them through the application process.

## **12 OTHER OPTIONS CONSIDERED AND REJECTED**

- 12.1 The grant budgets could remain closed while work continues to identify plans for implementation of the Winchester Vision. This would further delay the award of grants in the town area, so is not felt to be a viable option. When the vision planning work is commissioned and executed, it will happen with the oversight of the Forum's Informal Vision and Grants Group.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

WTF276: WINCHESTER TOWN FORUM GRANT ALLOCATION PROPOSAL; 11 SEPTEMBER 2019

WTF285: TOWN FORUM GRANT PROGRAMME UPDATE; 19 MARCH 2020

WTF302: CORE FUNDING GRANTS PROGRAMME 2022-2025; 10 NOVEMBER 2021

Other Background Documents:-

None

APPENDICES:

1. Small grant applications received and grant awards made from the Town Forum small grants budget in 2021-22
2. Projects supported by the Town Community Fund, Crowdfund Winchester, 2020-21
3. Crowdfunder matched funding grants awarded in 2021-22 from the General Fund

## Appendix 1

Organisation	Application Value	Grant Awarded	Ward	Notes
Winchester StreetReach	£499.00	£499.00	St Barnabas	Football goals
MUNCH	£500.00	£500.00	St Bartholomew	Cooking equipment for workshops
Unit 12 CIC	£500.00	0	St Bartholomew	Application withdrawn
Redeemer Winchester CIO	£500.00	0	St Paul	Unsuitable - declined
MHA Communities –	£499.20	£500	St Michael	Equipment to make venue covid-safe
Pregnancy Crisis Centre	£500.00	0	St Bartholomew	For replacement item – invited to reapply
WINACC	£500.00	£316.00	St Michael	Part funded-some items already purchased
Hyde900	£272.40	0	St Bartholomew	Funds already spent. Invited to reapply
Friends of the Family	£500.00	£500	St Michael	Help to set up new group
Unit 12	£500.00	£500.00	St Bartholomew	Equipment for events
Winchester Mediation Service	£500.00	£500.00	St Bartholomew	Publicity materials
Two Saints	£489.95	£489.95	St Bartholomew	Equipment
Pregnancy Crisis Centre	£500.00	£500.00	St Bartholomew	Publicity costs
MUNCH	£500.00	£0.00	St Bartholomew	Previously funded
Winchester Go LD	£496.00	£496.00	St Bartholomew	Equipment and marketing material
Stanmore Community Assoc.	£500.00	£500.00	St Luke	Projector
Friends of St Cross Hospital	£500.00	£500.00	St Michael	IT equipment
The Carroll Centre	£500.00	£500.00	St Luke	Air purifier to make venue Covid safe
St Cross Cricket Club	£264.00	£264.00	St Michael	Sanitary bins
Winchester Castle FC	£500.00	0	St Bartholomew	Not set up- reapplied in 2022-23
Weeke Community Association	£500.00	£500.00	St Barnabas	Equipment for children's club
Home-Start Winchester	£500.00	£500.00	St Barnabas	Phones to enable remote family support
Young Carers	£500.00	£500.00	St Michael	Wellbeing packs
Party in the Park	£500.00	£500.00	St Luke	Equipment hire to support event
Total	£11,521	£8,565		

## Appendix 2

<b>2020-2021 Awards to town based organisations from Town Fund</b>				
<b>Organisation</b>	<b>Project</b>	<b>Total Raised</b>	<b>WCC Match</b>	<b>No. unique backers</b>
The Winchester Lido Sports Association	The Lido heritage facade restoration project	£9,810	£3,000	97
ENCORE Youth Theatre	Dark and Bright Musical	£6,370	£1,000	74
Unit 12	Covid-19 Survival	£18,504	£1,500	86
Winchester Young Carers	Wellness Packs for Young Carers	£4,550	£2,000	26
Happy Healing Hut	Creating our new team	£6,175	£1,125	17
Move Momentum	#MoveMomentumMarch - Help us keep classes running!	£9,601	£1,000	77
<b>Total</b>		<b>£55,010</b>	<b>£9,625</b>	

## Appendix 3

<b>2021-22 Awards to town based organisations from General Fund</b>				
<b>Organisation</b>	<b>Project</b>	<b>Total Raised</b>	<b>WCC Match</b>	<b>No. unique backers</b>
Winchester Poetry Festival	Poet on the High Street	£4,582	£1,500	69
Blue Apple	Summer Show	£4,010	£750	107
Vineyard Churches	Vineyard Youth Bus	£5,100	£1,500	38
<b>Total</b>		<b>£13,692</b>	<b>£3,750</b>	<b>214</b>

CAB3363  
CABINET  
WINCHESTER TOWN FORUM

REPORT TITLE: KGV NEW BUILD PAVILION – REQUEST FOR ADDITIONAL BUDGET

CABINET - 14 SEPTEMBER 2022

WINCHESTER TOWN FORUM – 15 SEPTEMBER 2022

REPORT OF CABINET MEMBER: Cllr Paula Ferguson, Deputy Leader and Cabinet member for Community & Housing

Contact Officer: Graeme Todd Tel No: 01962 848282 Email gtodd@winchester.gov.uk

WARD(S): ALL

PURPOSE

The provision of a new pavilion at the KGV recreation ground has been considered for some years and we have reached an important milestone in terms of seeing the scheme come to fruition. The new pavilion, adjacent to the new Winchester Sport & Leisure Park and the University of Winchester Bar End Sports Stadium, looks to create a hub of high-quality sports and community facilities. That will benefit communities across the city and district.

The proposed pavilion would replace two out-dated, underused and inaccessible pavilions with a single larger, accessible, modern facility designed with sustainability and carbon saving measures. The pavilion also looks to support the development of 'grass roots' football, with a particular accent on women's, girls' and youth football. The facility would be further enhanced by the inclusion of a club room that can be used independently for community and social events and activities.

The purpose of this report is to request an additional capital expenditure of £1m following procurement of the main contract associated with delivery of the proposed new build KGV Pavilion. This additional expenditure relates to recent significant increases in the cost of construction projects – in terms of materials and resources.

RECOMMENDATIONS:

That Cabinet recommends to Council:

1. To approve an additional capital budget of £1m funded from CIL (Town Forum £200k, District £800k CAB 3360 refers) to enable the proposed new build KGV Pavilion, bringing the total budget for this project to £3.3m.

That Cabinet:

2. Approves expenditure of up to £3.3m under Financial Procedural Rule 7.4 subject to Council approval of the revised budget.
3. Delegates authority to undertake value engineering with all bidders to ensure the new build KGV Pavilion is built within the revised £3.3m budget, but if necessary delegate authority to the Strategic Director: Services to undertake a new procurement exercise to obtain bids by contractors for the new build KGV Pavilion.
4. Delegates authority to the Strategic Director - Services to appoint the relevant contractors and to negotiate and agree contractual heads of terms with the contract appointment.
5. Delegates authority to the Service Lead: Legal to prepare and enter into all relevant agreements, negotiate the contractual agreements and see them to completion to enable the proposed new build KGV Pavilion.

That Winchester Town Forum:

6. Approves an additional £200,000 Town CIL funding, bringing the total funding from Town CIL to £450,000.

IMPLICATIONS:1 COUNCIL PLAN OUTCOME1.1 Tackling the Climate Emergency and Creating a Greener District

1.2 By providing a more energy efficient, local accessible community facility, this new scheme aligns to the following climate emergency priorities:

- a) Winchester City Council to be carbon neutral by 2024
- b) The Winchester district to be carbon neutral by 2030
- c) An increase in the proportion of journeys taken by walking, cycling and public transport

1.3 Details of the environmental measures that will be incorporated into the design specification of the new building are set out in section 7 of this report. This includes both energy reduction and energy generation approaches. In addition to these 10% of the tender evaluation criteria will be allocated to environmental matters.

1.4 Living Well

1.5 There are four key health and wellbeing outcomes this project will directly contribute towards providing:

- a) A key aim and objective for the new KGV Pavilion is to deliver reduced health inequalities; by providing increased access to playing pitches.
- b) Access to a wide range of physical and cultural activities for all ages and abilities, leading to further development of and participation in women's and girls' football, youth football and cricket, and increasing use by local clubs.
- c) Increased use of the KGV park with attractive public facilities and green spaces including areas for relaxation and play, reconfigured pitches and an enhanced more accessible environment.
- d) The development of the new KGV Pavilion and potential community uses, focuses on well-being activities that will provide opportunities to support mental well-being and physical health. The enhancement of the new KGV and future activities at the Pavilion provide a valued community space which will support the development of cohesive communities.

## 2 FINANCIAL IMPLICATIONS

- 2.1 A budget of £2.3m to enable works to take place was approved as part of the Capital Strategy in February 2021, based on initial estimates of the cost of the works provided by consultants. To date, £160k has been spent on: feasibility studies; site investigations; the development of a planning application; and detailed design work. It should be noted that should the council decide not to proceed, these costs will become abortive and be written back to revenue.
- 2.2 A grant of £450,000 was awarded from the Football Foundation towards the cost of these works and was formally awarded in June 2022.
- 2.3 The tender for the construction of the new KGV Pavilion was published on the Central Government's Contracts Finder website, which opens the opportunity to the full market. There is a great deal of interest from Contractors for the construction of the new Pavilion with eight tenders being returned, the range of tenders received were all competitively within a close range of each other, The tender returns are currently being evaluated based on the published evaluation model, along with financial checks.
- 2.4 The revised budget is formed of:
  - a) Construction, including contingency, £3.1m
  - b) Professional and statutory fees £175k

### **Rounded revised cost forecast: £3.3m**

- 2.4 Initial tenders received were higher than anticipated, due to increased global demand in the construction sector, combined with the multiple and complex impacts of the pandemic and logistic issues, which have resulted in unprecedented shortages, delays and ultimately, increased prices of materials and labour across the economy. Within the UK, complications resulting from Brexit have exacerbated this situation, affecting various aspects of trade and labour availability. The repercussions of these various factors are acutely impacting the UK construction sector and their costs.
- 2.5 The approved budget is based on previously estimated cost of construction for the new KGV Pavilion had been estimated to be £2.3m including professional fees and demolition of existing buildings.

- 2.6 The **current** approved source of funding is as follows:

Table 1. Project funding sources

<b>KGV Pavilion funding sources</b>	£000	% contribution	status
Town Forum Sports Open Space fund	228	10.2%	Approved
Town CIL	250	10.8%	Approved
District CIL	450	19.5%	Approved
Football Foundation grant	450	19.5%	Agreed
Capital receipts	922	40%	Approved
<b>Total build cost</b>	<b>2,300</b>		

- 2.7 As set out above, if the project is to proceed, an additional £1m of funding is required. With council finances subject to the current inflationary pressures, it is proposed to increase provision from CIL funding rather than from unrestricted reserves, capital receipts or borrowing. CAB3360 elsewhere on this agenda sets out the current CIL funding available and recommends that an additional sum of £800,000 to support this project be funded from “district CIL”. It is also recommended that the remaining £200,000 be met from the “Town CIL” funds (15% of CIL generated from city development is retained by the Town Account with the remainder going towards “district CIL” funding).
- 2.8 The proposed funding of the **requested revised** budget is as follows:

Table 2. Revised Project funding sources

<b>KGV Pavilion funding sources</b>	£000	% contribution	status
Town Forum Sports Open Space fund	228	7%	Approved
Town CIL	450	14%	Applied for
District CIL	1250	38%	Applied for
Football Foundation grant	450	14%	Agreed
Capital receipts	922	27%	Approved
<b>Total build cost</b>	<b>3,300</b>		

- 2.9 Winchester City Council has enquired with the Football Foundation to seek additional funding to support the increase in construction costs of the project. They advise that the majority of the schemes they are currently supporting are exceeding initial budget forecasts, and they are unable to provide any further funding at this stage. Winchester City Council will continue to seek additional funding wherever possible.

### 3 LEGAL AND PROCUREMENT IMPLICATIONS

- 3.1 To ensure best value a competitive procurement process for a design and build JCT contract has been undertaken in accordance with the council's Contract Procedure Rules which was undertaken through an open tender process. The Procurement team will continue to provide advice on this matter and ensure that the process is undertaken in accordance with the city council's Contract Procedure Rules and the Public Contract Regulations 2015.
- 3.2 It is intended to use a standard design and build JCT form of contract which will be managed in accordance with the council's contract management framework.

### 4 WORKFORCE IMPLICATIONS

- 4.1 There are no additional workforce requirements associated with the pavilion development. Estates will provide client resources from within existing staffing and the Natural Environment & Recreation team will provide support for engagement, communication and liaison with funding bodies, local clubs and community stakeholders from within existing staff resources, working with the Communications team where appropriate.
- 4.2 Following completion of the new pavilion, ongoing management and maintenance will be resourced from existing staffing with these three teams.

### 5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 The new KGV Pavilion will be built on council owned land and will become a council owned asset with the council responsible for its ongoing maintenance. The proposed pavilion is to replace two existing council owned pavilions on the site and which will be demolished due to fact they have reach the end of their life, approval for which was given as part of the planning permission.

### 6 CONSULTATION AND COMMUNICATION

- 6.1 Public consultation has been carried out by the council's Natural Environment & Recreation team about the use of KGV Playing Fields. The first was in 2018 and the most recent between February and March 2021. The aim of the consultation was to seek feedback on the council's proposals for improvement relation to:
  - a) Site entrance
  - b) Wider site
  - c) Play area
  - d) Skatepark
  - e) Pavilion

- 6.2 The following insights and comments were received via a consultation with local people on the proposals for an upgrade to the KGV Pavilion:
- a) 54% of respondents currently used the existing pavilions, with a further 23% that would use the new facility;
  - b) “Will be a great boost to all the players, parents and supporters who use KGV regularly”;
  - c) “Should be accessible to all park users for toilets and drinking water”;
  - d) “A well designated and well equipped pavilion would enhance KGV and the investment would also signify serious ongoing support for youth and specifically girls football”;
  - e) “The pavilion should be designed to merge into the environment using sensitive colour schemes.”
  - f) “Would like to hire for kids football parties”;

6.3 Further consultation was undertaken by RW Sport consultants on behalf of the city council as part of the grant funding application to the Football Foundation. The consultation was carried out with eight existing user clubs and leagues, to gain their views on the current and proposed facilities, how they use the facilities and what impact this has on their development and the growth of football in the local area. The following two questions and responses highlight the need for improved facilities:

- a) How would you like to access the new pavilion?
  - (i) 87.5 % - use of toilets on match day
  - (ii) 75% - use of changing rooms on match days
- b) What is preventing you accessing the existing pavilion?
  - (i) 75% - toilets are poor quality
  - (ii) 62.5% - changing rooms are of poor quality

At its 23 January 2020 meeting, Winchester Town Forum considered and recommended to support an approach to the provision of the pavilion at King George V recreation ground that explored the level of funding that could be made available from Town Account reserves and/or, Town Forum Community Infrastructure Levy.

6.4 Winchester Town Forum established the King George V (KGV) Informal Group of officers and members to review progress on the project. The Town Forum received a report updating on progress at its 21 January 2021 meeting including details of consultation feedback and seeking approval for the Corporate Head of Assets to submit a planning application for the new

pavilion. A further progress up-date was provided at the Winchester Town Forum meeting on 24 June 2021 when support was given for the submission of the planning application.

## 7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The Design and Access Statement from Stride Treglown that accompanied the permitted planning application, highlights that the design and construction of the new pavilion would “achieve an energy efficient and sustainable building through the use of ‘fabric first’ principles and a renewable energy source”. High performance insulation to the walls, floor and roofs will be specified, along with high performance double glazing for the windows, doors and curtain walling in order to limit heat loss and reduce solar gain. LED lighting is to be provided throughout the building and lighting controls and absence detectors will be considered to help further reduce energy consumption. There is a proposal for the use of photo voltaic panels which will be located on an area of flat roof on the eastern end of the building.
- 7.2 The planning permission Decision Notice (21/02789/FUL) also requires that:
- “No development shall take place until a "BREEAM excellent" design stage certificate for the whole development is submitted to and approved in writing by the Local Planning Authority. The development shall be built in accordance with the approved details.”

## 8 PUBLIC SECTOR EQUALITY DUTY

- 8.1 The existing pavilions do not meet the required standards for accessibility and is one of the drivers in the need for replacement. Accessibility forms part of the basic design brief for all new pavilions and the provisions of the Equality Act 2010 will be adhered with and Part M of the Building Regulations.
- 8.2 The completed redevelopment will provide a positive benefit to all protected groups through improved design of buildings to increase accessibility by design.
- 8.3 Consultation and engagement have not given rise to representations that there will be adverse effects from the proposed development on protected groups.
- 8.4 Due regard has been given to the council's duties as set out above and an EqIA has been completed. The decision to be taken in this report is considered to contribute towards advancing equality of opportunity and is consistent generally with the public sector equalities duty and its objectives.
- 8.5 The present main user of KGV football pitches is the Hampshire Girls Youth Football League which draws teams from all over the county. Winchester

Flyers has over 25 youth teams and others from the district include Littleton, the Worthies and Compton

- 8.6 70% of users are from Winchester itself (all areas), Littleton, The Worthies, Otterbourne, Kings Worthy Compton, Bishops Waltham and Sutton Scotney. The remaining 30% are from the surrounding areas of Basingstoke, Chandlers Ford, Eastleigh, Southampton, Stockbridge, Andover and Salisbury.

## 9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 There are no data protection impacts associated with the development of the pavilion. However, the management of the booking system for hire of the pavilion and the pitches must meet GDPR standards as this will require personal and financial information about people hiring the facilities.

## 10 RISK MANAGEMENT

- 10.1 This scheme is in line with the council's current overall and Living Well priority risk appetite of moderate.

Risk	Mitigation	Opportunities
<p>Financial Exposure <i>Build costs increasing resulting in more expensive tenders</i></p> <p><i>Risk to funding pledged by community if current project proposal does not proceed</i></p>	<p><i>A risk to both options. A re-design would seek to reduce build costs by adopting a "panel" method of construction and by procuring on a "design and build" basis</i></p> <p><i>Both options set out in the report aim to retain community funding. If a re-design is approved, the Pavilion project will be actively involved through the Project Board.</i></p>	
Exposure to challenge		
Innovation	Effective working in partnership with users and stakeholders takes time to development and	Engage with community and stakeholders in the long-term running and development of the

Risk	Mitigation	Opportunities
	reach a position of trust and genuine joint working	operation of the pavilion to optimise its contribution to physical and mental well being.
<b>Reputation</b> Negative response to new scheme not progressing Damage to relationship with Football Foundation who have invested in bringing the scheme forward Local clubs and users feel unsupported if opportunity to expand and develop is not provided by new facilities	Extensive pre-development concept, design and project preparation has taken place to ensure the scheme is deliverable and supported. Planning permission has been given. Budget allocation has been identified.	
Achievement of outcome		
<b>Property</b> Existing dilapidated pavilions fall into further disrepair and attract vandalism. Cost of up-keep and frequency of repair increases.	New facility will replace the existing pavilions.  Demolition is part of the construction estimate so will be the first step at commencement of construction	
<b>Community Support</b> <i>If the pavilions are not replaced we can no longer support the clubs' use of the facilities resulting in reduced participation in sport</i>	The new pavilion will support existing users but also actively seek to encourage wider participation at a time of increased profile for elements of the sport.	
<b>Timescales</b> <i>Ongoing delay in delivery of new pavilion could result in vandalism, reputational damage to the Council and frustration among users and local residents.</i>	<i>Continued programme of engagement and demonstration of commitment to provide new facilities.</i>	

<b>Risk</b>	<b>Mitigation</b>	<b>Opportunities</b>
Project capacity <i>The Council is unable to deliver the replacement pavilions within existing resources.</i>	<i>Provision of additional resources to deliver pavilion projects.</i>	
Other		

## 11 SUPPORTING INFORMATION:

- 11.1 The project was identified within the council's adopted Playing Pitch Strategy 2018, which states that there "a need to mitigate the loss of playing field land through the improvement and upgrade of ancillary provision at King George V Playing Fields (to the latest FA specifications) which should include both changing facilities and toilets. Additionally, pitch improvements should be made to the site to increase capacity of pitches for match play". The requirement for investment into the facility is also identified within Hampshire FA's Winchester Local Football Facilities Plan. The LFFP highlights that investment is required for the refurbishment of the changing pavilions.
- 11.2 The options for the development of a new pavilion on the KGV playing fields was first considered at Winchester Town Forum in early 2020 as the existing pavilions are no longer fit for purpose.
- 11.3 The existing two pavilions do not provide adequate or accessible changing facilities and do not meet safeguarding standards, and EQIA benefit. They were constructed in the 1960s and are now not fit for purpose and beyond viable improvement. The lack of appropriate facilities restricts the use of the playing fields and this issue has been identified through the public and club consultations concerning the future use of the site and pavilions.

## 12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 The council could delay the commencement of the construction works until an alternative funding source for the £1m is identified. A delay in the commencement could result in the existing grant funding of £450k from the Football Association being withdrawn if their requirement to complete by 2023 are not met. A significant delay could also result in a new planning application being required to be submitted and potential for further inflationary construction costs.

- 12.2 The council could choose not to proceed with the project. However, the two existing pavilions have reached the end of their lifespan and are beyond economical repair so this would lead to a cessation of facilities for existing players in our community.
- 12.3 Replacing both pavilions like for like was rejected as being more costly than replacement with a single larger facility, with efficiencies also gained in on-going management and maintenance.
- 12.4 The council could decide to value engineer the existing scheme to reduce the extent of works so it fits within the existing approved budget. The potential changes to the building would need to be significant to reduce the budget sufficiently to fit within the approved budget, this would likely require a new planning application and would require an element of redesign work to be undertaken as well as retendering of the works to all contractors. It is not possible to undertake a value engineering negotiation with the current preferred contractor, as the changes would be too significant from the original tendered scheme. There is a risk that the additional time it takes to value engineer and reprocure any savings may be wiped out by inflation.

#### BACKGROUND DOCUMENTS:-

##### Previous Committee Reports:-

CAB 3341: REPORT TITLE: KING GEORGE V (KGV) PAVILION FUNDING 9 MARCH 2022

WTF298: REPORT TITLE: NORTH WALLS AND KING GEORGE V SPORTS PAVILIONS UPDATE REPORT 24 JUNE 2021

WTF295: REPORT TITLE: NORTH WALLS AND KING GEORGE V SPORTS PAVILIONS UPDATE REPORT; 28 JANUARY 2021

WTF278: REPORT TITLE: NORTH WALLS AND KING GEORGE V SPORTS PAVILIONS UPDATE REPORT: 23 JANUARY 2020

##### Other Background Documents:-

Significant Officers Decision for supplementary budget of construction cost.

[Community consultation at KGV, Feedback in relation to the pavilion 2018](#)

Planning application: 21/02789/FUL | Proposed demolition of two existing pavilions. Replacement with one new build pavilion and associated car parking.

<https://planningapps.winchester.gov.uk/online-applications/applicationDetails.do?keyVal=R1QCRBBP11200&activeTab=summary>

APPENDICES: None.

# WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

15 SEPTEMBER 2022					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
			Original Date	Revised Date	
	Winchester Town Account Financial Planning 2022/23	Darren Kennedy	15 September 2022		WTF310
	Town Forum Grant Programme	Melissa Fletcher/ Jane Chuhan	15 September 2022		WTF311
	KGV New Build Pavilion – Request for additional budget	Graeme Todd	15 September 2022		CAB3363
9 NOVEMBER 2022					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
			Original Date	Revised Date	
	Winchester Town Account Medium Term Financial Position	Darren Kennedy	9 November 2022		
	Upgrades/Replacements to Bus Shelters	Andy Hickman	9 November 2022		WTF312
	Magdalen Hill Cemetery Memorial Garden Update	Karen Vincent/Marriam Baxendale	9 November 2022		WTF286

<b>26 JANUARY 2023</b>					
	<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>STATUS/COMMENT</b>
	Winchester Town Account Budget for 2023/24 (to be recommended to Cabinet)	Darren Kennedy	26 January 2023		
<b>13 MARCH 2023</b>					
	<b>BUSINESS</b>	<b>LEAD OFFICER</b>	<b>COMMITTEE DATE</b>		<b>STATUS/COMMENT</b>
	St Giles Hill Park Management Plan	Richard Smith	13 March 2023		

**Any other items provisionally listed to come forward to Winchester Town Forum during 2022/23 as follows:**
