



Meeting	Winchester Town Forum
Date and Time	Thursday, 26th January, 2023 at 6.30 pm.
Venue	Walton Suite, Winchester Guildhall

Note: This meeting is being held in person at the location specified above.
Members of the public should note that a live video feed of the meeting will be available from the council's YouTube channel (www.youtube.com/winchestercc) during the meeting.

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 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 9 November 2022** (Pages 5 - 10)
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, 20 January 2023** via democracy@winchester.gov.uk or (01962) 848 264 to register to speak and for further details.

6. **Local Design Codes (Presentation)** (Pages 11 - 40)

7. **Winchester Town Account Budget for 2023/24 (to be recommended to Cabinet) (WTF314)** (Pages 41 - 52)

8. **Informal Group - Verbal & Briefing Note Updates** (Pages 53 - 54)

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

9. **Work Programme** (Pages 55 - 56)

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

**Laura Taylor
Chief Executive**

All of the Council's publicly available agendas, reports and minutes are available to view and download from the Council's [Website](#) and are also open to inspection at the offices of the council. As part of our drive to minimise our use of paper we do not provide paper copies of the full agenda pack at meetings. We do however, provide a number of copies of the agenda front sheet at the meeting which contains the QR Code opposite. Scanning this code enables members of the public to easily access all of the meeting papers on their own electronic device. Please hold your device's camera or QR code App over the QR Code so that it's clearly visible within your screen and you will be redirected to the agenda pack



18 January 2023

Agenda Contact: Claire Buchanan, Senior Democratic Services Officer
Tel: 01962 848 438 Email: 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 = 5 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 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 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 from the Council's YouTube channel. 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](#). Please note that the video recording is subtitled, but you may have to enable your device to see them (advice on how to do this is on the meeting page).

Public Document Pack Agenda Item 4

WINCHESTER TOWN FORUM

Wednesday, 9 November 2022

Attendance:

Councillors

Craske (Chairperson)

Becker
Batho
Ferguson
Learney
Radcliffe

Reach
Scott
Tippett-Cooper
Thompson
Tod

Apologies for Absence:

Councillors Edwards, Green and Westwood

[Full audio recording and video recording](#)

1. **APOLOGIES**

Apologies for the meeting were noted as above.

2. **DISCLOSURES OF INTERESTS**

Councillor Tod declared a personal (but non prejudicial) interest concerning agenda items that may be related to his role as a County Councillor.

3. **CHAIRPERSON'S ANNOUNCEMENTS**

The Chairperson announced that he had asked the Chairperson of each Informal Group to provide a brief written update report going forward for circulation with the agenda pack to increase transparency of the work carried out by the groups and to facilitate the verbal updates currently provided.

In addition, the Chairperson also announced that he had recently attended the 878 AD – Step into Anglo-Saxon Winchester Experience ran by Hampshire Cultural Trust which he recommended to the Forum.

4. **MINUTES OF THE PREVIOUS MEETING**

RESOLVED:

That the minutes of the meeting adjourned on 15 September 2022 and reconvened on 22 September 2022 be approved and adopted.

5. **PUBLIC PARTICIPATION**

Ian Tait spoke in relation to item 7 (Town Bus Shelters). His comments are summarised under the relevant item below.

6. **WINCHESTER TOWN ACCOUNT MEDIUM TERM FINANCIAL POSITION (WTF313)**

Councillor Learney provided an overview of the report as member of the Town Accounts Informal Group who had reviewed the medium term financial position. Councillor Learney made reference to the notable increases to contract inflation and utilities which had a significant impact on the Town Account during 2022/23 and going forward. It was recognised that there were currently uncertainties regarding the level of income that may be available to the town at this stage and that there would be expenditure challenges moving forward with reference made the reduction of discretionary expenditure and capital funding options and a review of fees and charges for further consideration going forward.

The Finance Manager (Strategic Finance) provided an update on the key elements of the report, the current budget setting options and considerations for the four year medium term period from 2023/24 to 2026/27. It was noted that this planning would enable the Forum to recommend a budget precept for 2023/24 to Cabinet early next year. In addition, he stated that the Winchester Town Forum Accounts Informal Group had met recently to consider options and priorities for the budget process and their continued feedback, together with the comments of the Forum would be incorporated in the final paper for consideration by the Forum at its next meeting on 26 January 2023, prior to its approval by Cabinet in February 2023.

The Finance Manager (Strategic Finance) responded to detailed questions from Members in relation to playground expenditure for refurbishment/replacement, the additional recreation grounds and open spaces budget, the importance of play park facilities in the community in line with wider objectives, income generation from user charges, sponsorship and commercial use of new pavilion facilities and the effects of increasing the town precept for council tax in 2023/24 which it was recognised had risen significantly less than parish council precepts over recent years throughout the district.

RESOLVED:

1. That the report be received and the budget issues identified be noted for consideration; and
2. That the comments of the Forum be noted and reported back to Cabinet in relation to the wider budget consultation.

7. **UPGRADES/REPLACEMENTS TO BUS SHELTERS (WTF312)**

Ian Tait spoke during public participation as summarised briefly below. Mr Tait queried why the forum was only responsible for 62 bus shelters across the five town wards when there were many more in the town area and asked what criteria was for a bus shelter as he had assumed it was a Hampshire County Council responsibility to supply them? In addition, he asked whether the £10,000 bus shelter budget covered damage caused by vandalism such as the one opposite Kings School/Kings Road. In conclusion, he stated that in poor weather conditions the provision of bus shelters was an important benefit for users and should be continued if the council wished to encourage use of bus services.

In response to points raised during public participation, Councillor Learney clarified that, whilst Hampshire County Council (as transport authority) had responsibility for bus poles, timetable cases and passenger information, the provision of bus shelters were the responsibility of parish or district councils. In its capacity as the non parished part of the city council, the forum did have responsibility for 62 of the bus shelters across the five town wards. In addition, other bus shelters in busy prominent locations across the town were cleaned and maintained by 'Clear Channel UK' in exchange for billboard advertising displays in these locations. It was noted that the current £10,000 budget was sufficient to clean and maintain the 62 existing bus shelters but would not cover replacement or refurbishment costs.

Councillor Learney introduced the report which provided an update on bus shelters in the town area following a recent assessment and sought approval for an additional budget to refurbish and replace ageing bus shelters. It was recognised that several of the shelters were now in need of replacement or significant repair and that an additional budget of £10,000 would be sufficient to slowly repair and replace the affected bus shelters over time, as set out in the report. It was emphasised that without an additional budget in place, it was likely that shelters would be removed once they reached their end of life.

Councillor Learney and the Service Lead: Engineering responded to detailed questions from Members in relation to the consideration of the use of CIL funding for the provision of additional bus shelters and associated maintenance going forward, bus shelter use and increases to bus services in City Road, changes to the size and design of advertising boards, further exploration of shared repair costs with partners (i.e Stagecoach, Clear Channel), the benefits and importance of bus shelters to residents, the design, standard and life expectancy of replacement bus shelters with adequate seating areas and green roofed bus shelters.

RESOLVED:

1. That the report be received; and
2. That the comments of the forum, as set out above, be noted.

8. **TREE STRATEGY (CAB3351)**

Councillor Learney introduced the report which set out the need to consider additional funding to look after the trees in the town area and ensure they were maintained safely. Councillor Learney outlined the Strategy which pulled together all tree policies into one place to enable the council to address its statutory duties, both legislative and managerial, in order to protect and enhance the district's tree stock in an appropriate manner whilst recognising the significant impact and importance of trees to people and places.

In addition, the Strategy set out the challenges the council faced including tree stress due to climate change and as a result of ash dieback disease. It highlighted an approach whereby only essential maintenance would be carried out to existing tree stock and careful consideration would be given to the species and location of new planting to increase biodiversity and resilience going forward.

Councillor Learney, the Service Lead: Communities and Wellbeing and the Principal Tree Officer responded to detailed questions from Members in relation to the advice given and the legal obligation of tree owners, tree surveys of stock, revenue implications for tree replacements, maintaining tree stock going forward, tree preservation orders with extensive planning and legal resource requirements, residents' tree reporting council webpage, concerns regarding budgetary requirements as a result of ash dieback moving forward and the deliverability and maintenance of planting of new trees to meet priorities in respect of the climate emergency.

The Forum noted that the report was due to be considered by Cabinet at its meeting on 14 December 2022.

In conclusion, the Forum welcomed the strategy and thanked officers for their informative report and the work carried out to protect the council's tree stock.

RESOLVED:

1. That the budget overspend estimate of £21,864 for tree works in 2022/23, funded from the Town Account, be agreed; and
2. That the Town Accounts Informal Group be asked to consider the additional budget requirement of £11,864 for tree works to be funded from the Town Account budget from 2023/24 onwards.

9. **LOCAL PLAN UPDATE – REGULATION 18 PUBLIC CONSULTATION (PRESENTATION)**

The Strategic Planning Manager gave a presentation regarding the Regulation 18 Local Plan and set out the main changes to the draft plan, based on 'Your Place, Your Plan' which was currently out for public consultation, the key dates, stages and events to note in the local plan process, the visions and topics based on the primary focus being climate emergency, development management and

site allocations. The views of the forum were sought to feed into the consultation process before this closed on 14 December 2022. Members were encouraged to use and promote the use of the local plan website and to channel all contributions via Citizen Space to ensure all comments and common points are collated in one place to improve policies.

The Chairperson clarified that comments from all forum members regarding the local plan could feed through to the 'Planning for the future in Winchester Town Informal Group' virtually to enable a submission from the forum to be submitted into the local plan process; this would also include the involvement of one ward member from each of the five town ward areas.

The Strategic Planning Manager responded to detailed questions from Members in relation to the advertisement methods used by the council to promote the draft local plan consultation process (concern was raised regarding community Whatsapp groups not responding to the process via the necessary channels), the possibility of promotion and pop up events in schools, universities and supermarkets and the need for ward members to raise resident awareness regarding the process, with the assistance of the strategic planning team wherever possible.

In conclusion, the forum thanked the team for their active feedback, workshops and events carried out on the local plan process to date.

RESOLVED:

That the presentation be received and the comments raised above be noted.

10. 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

North Walls River Park – A technical survey had been commissioned to look at the required groundworks to implement the North Walls Park Plan to inform decisions on which elements should be brought forward first. It was reported that the council had adopted an ambitious ten year programme of improvements where soaring construction costs were creating challenges. Officers were working on costings towards the initial phase of planned works and carrying out a technical study.

St Giles Hill Park – Work was now progressing on the new management plan for the park. The plan would set out ongoing tree maintenance alongside short term improvements and longer term projects for consideration. The draft plan was due to be published in early 2023 with a public consultation to give park users the opportunity to provide feedback before it is presented to the forum for approval.

Tree officers have been conducting tree survey work at St Giles Hill which had been completed, including identifying the council's response to the presence of ash dieback on site.

Councillor Edwards – City Centre Group.

In his absence, Councillor Edwards had provided a detailed briefing note on recent work that been carried out by the City Centre Group. This update paper was circulated with the agenda and its contents were noted by the forum.

Councillor Tippett-Cooper – Heritage Group

Progress updates from the group included:

- (i) All works to the King Alfred statue were now complete.
- (ii) Temporary boarding had been placed over windows at the City Museum due to urgent repairs to take place and will be reinstalled by the end of November.
- (iii) The Buttercross - surveys for the structure had been completed and reports were to be submitted to Historic England for works including cleaning, repairs and pigeon proofing to be carried out in due course.
- (iv) Hyde Abbey Gateway surveys for the restoration works had been completed and the report was awaited for submission to Historic England with works anticipated to commence in Spring 2023, subject to Historic England's consent and public realm works due to start at a similar time with key pieces of work including the laying of the flooring to Hyde Gateway.
- (v) Pigeon proofing works had been successful with dramatic improvements noted.
- (vi) Deployment of three CCTV cameras in and around the Hyde Gate sheltered housing area to address anti-social behaviour

RESOLVED:

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

11. **WORK PROGRAMME**

The Forum considered the work programme for the remainder of the municipal year, 2022/23.

RESOLVED:

That the 2022/23 work programme be noted.

The meeting commenced at 6.30 pm and concluded at 8.52 pm

Chairperson



Local Design Codes

Adrian Fox

Strategic Planning Manager

Quality and planning

Government guidance on design quality
NPPF: Achieving well designed places;

Planning Practice Guidance

- Design: Process and Tools
- National Design Guide
- National Model Design Code and Guidance Notes

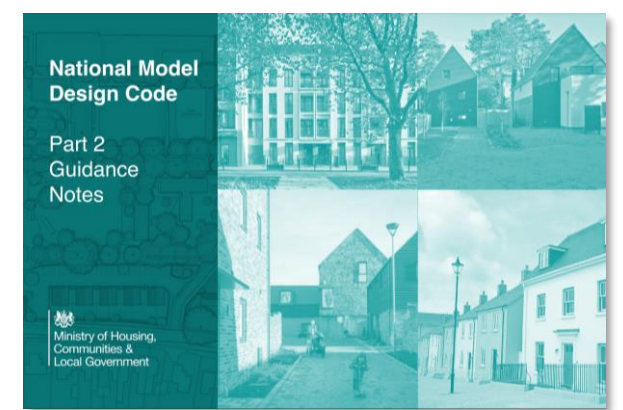
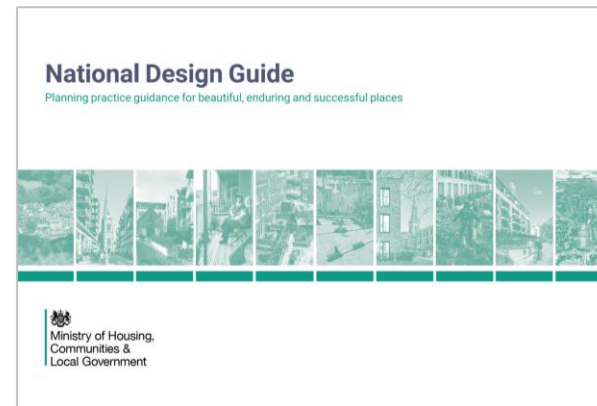
Page 12

Levelling Up and Regeneration Bill

- all local authorities will be required to produce Local Design Codes

Current public consultation on the proposed changes to the NPPF

- There is an emphasis and focus on the role of 'beauty' and well-designed places through the preparation of Local Design Codes

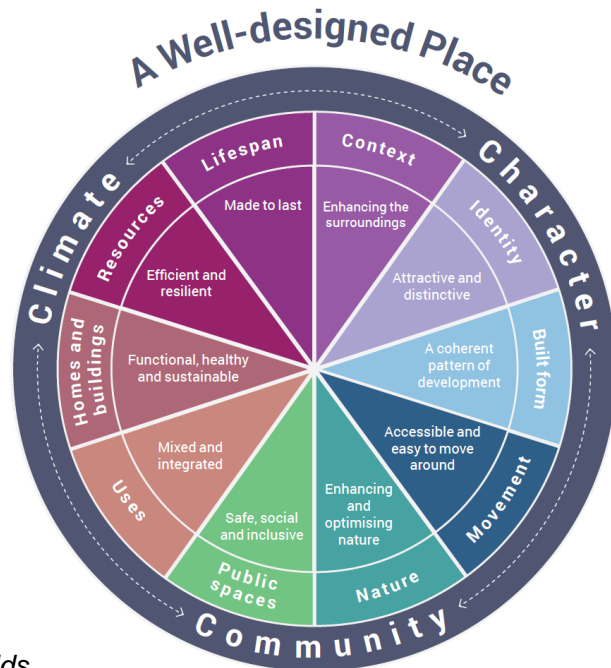


National design guidance

Objectives

'...creating healthy, safe, green, environmentally responsive, sustainable and distinctive places with a consistent and high-quality standard of design...'

'...The environmental performance of place and buildings ensuring they contribute to net zero targets...'



- **Context** – enhances the surroundings
- **Identity** – attractive and distinctive
- **Built form** – a coherent pattern of development
- **Movement** – accessible and easy to move around
- **Nature** – enhanced and optimised
- **Public spaces** – safe, social and inclusive
- **Uses** – mixed and integrated
- **Homes and buildings** – functional, healthy and sustainable
- **Resources** – efficient and resilient
- **Lifespan** – made to last

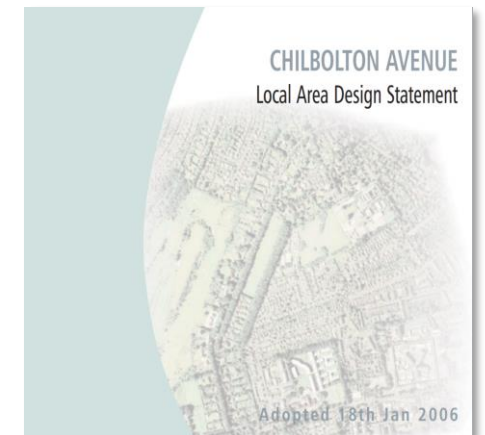
Together they contribute towards the 3Cs:

- Character
- Community
- Climate

Winchester City Council - Design quality

Local design quality related documents:

- Conservation Area Assessments
- Character Area Appraisals
- Design Guidance High Quality Places SPD
- Neighbourhood and Village Design Statements
- Local Area Design Statements
- Local design codes
- Masterplans



Vision for Winchester 2020 - 2030



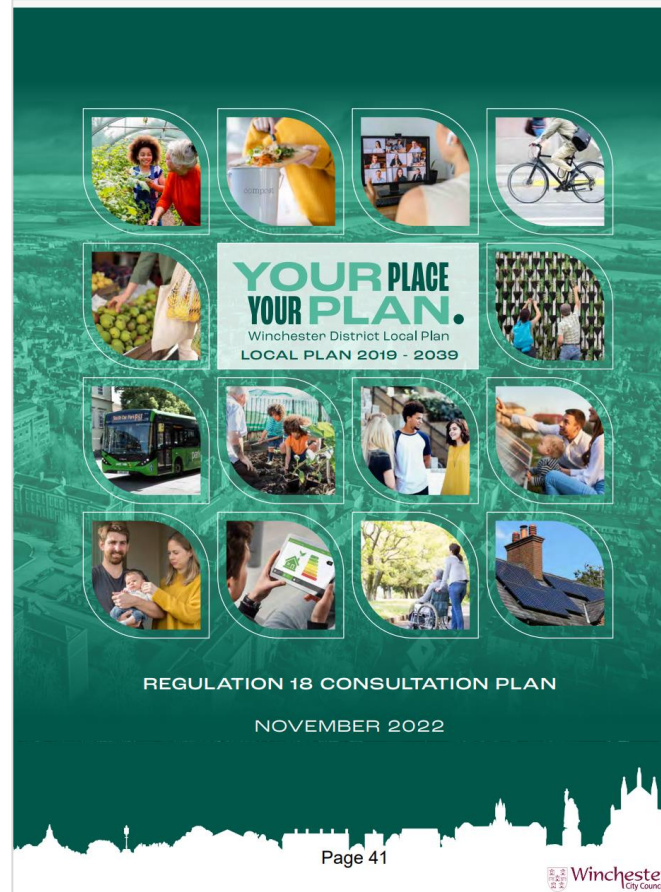
Page 15

Identified 15 neighbourhood character areas



Regulation 18 Local Plan

- Various 'hooks' in the Reg 18 LP to do more work at a granular level.
- Undertook a specific event on 'Raising bar on design' as part of the LP consultation





High Quality, Well-Designed Places and Living Well

Your Place Your Plan

Winchester stakeholder workshops
Oct/Nov 2021

Workshop 1

Key stakeholders

page 18

Workshop 2

Winchester City

Workshop 3

Market towns and rural villages



Workshop reports

WINCHESTER DESIGN WORKSHOP

5.52

In November 2021 a series of design focussed workshops were held with Design South East. The Second workshop focused on Winchester itself, and highlighted a number of opportunities for the Town area.

5.53

Areas of Opportunity are those parts of the city that hold the most potential for transformation, including opportunities for development, connectivity improvements and new open space/ public realm projects.

5.54

The Areas of Opportunity do not have distinct or exact boundaries. They are identified as general areas as some of the potential interventions are part of wider projects (particularly around movement and connectivity) that came out of the Design South East workshops. Whilst the Areas of Opportunity do not have specific Local Plan policies they should be used a starting point should any re-development proposals come forward in these areas.



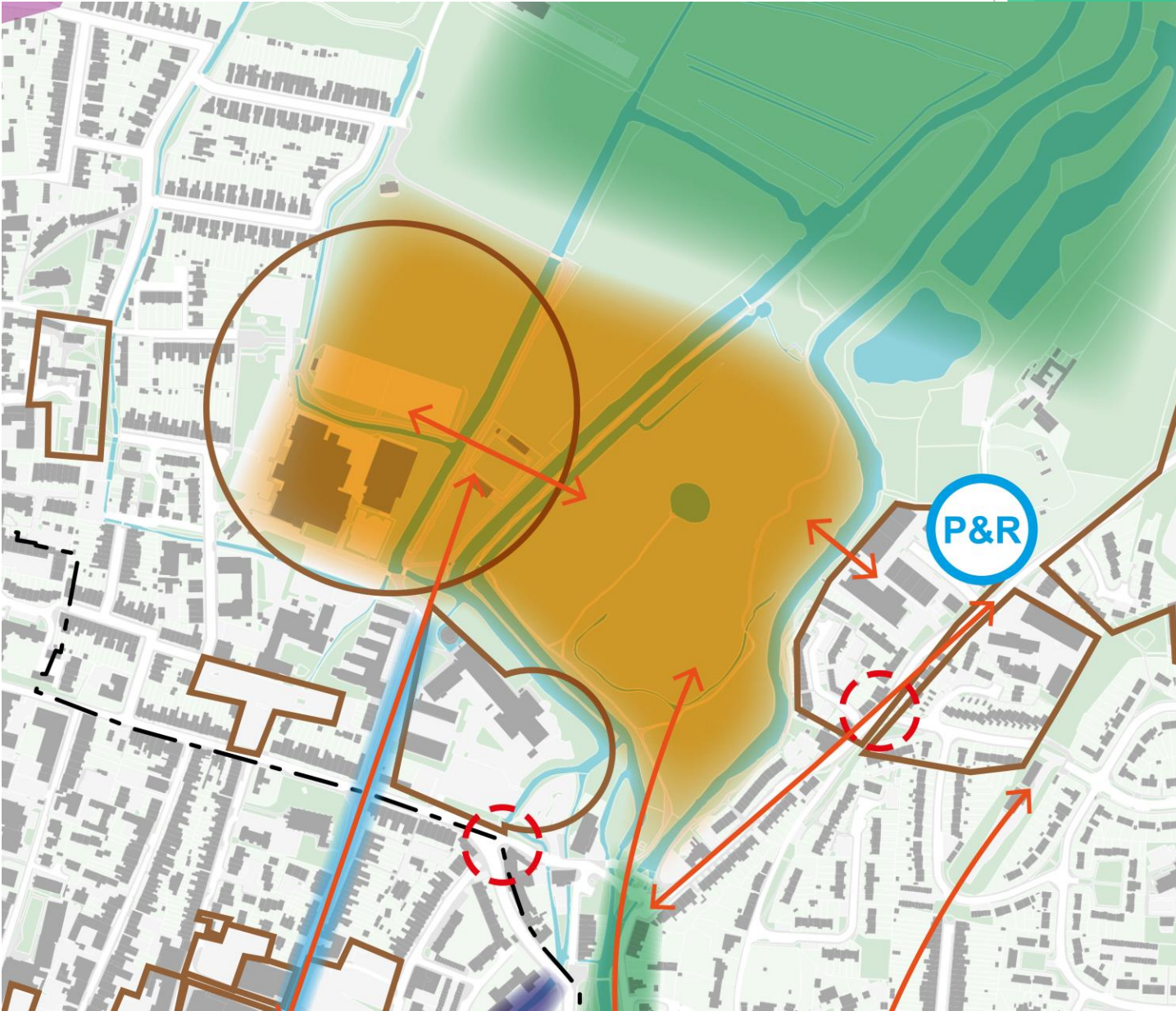
Based on the findings of the workshops, five Areas of Opportunity have been identified:

- Broadway;
- Westgate;
- Station Area;
- Bar End; and
- North Walls.

The Broadway



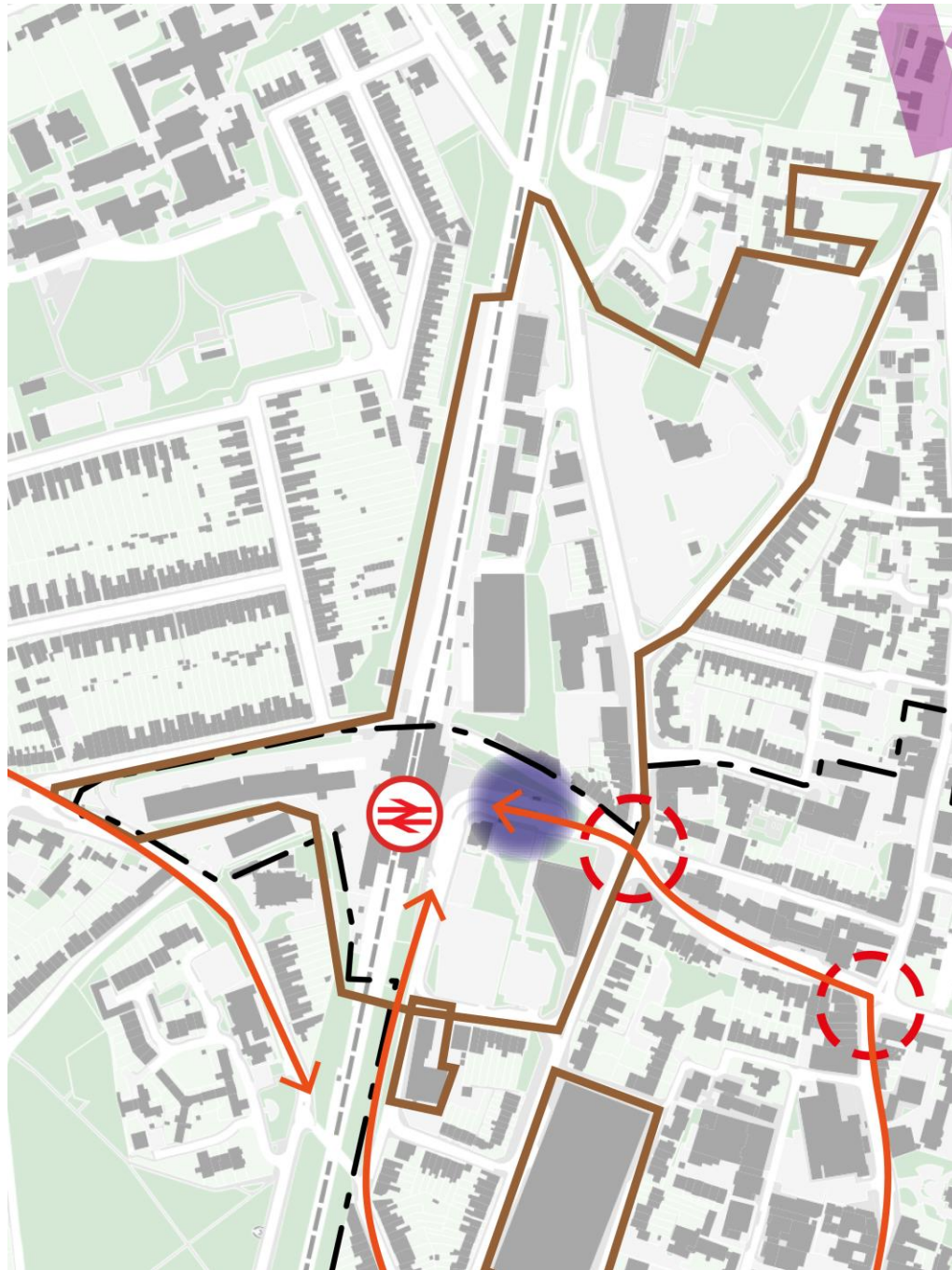
North Walls



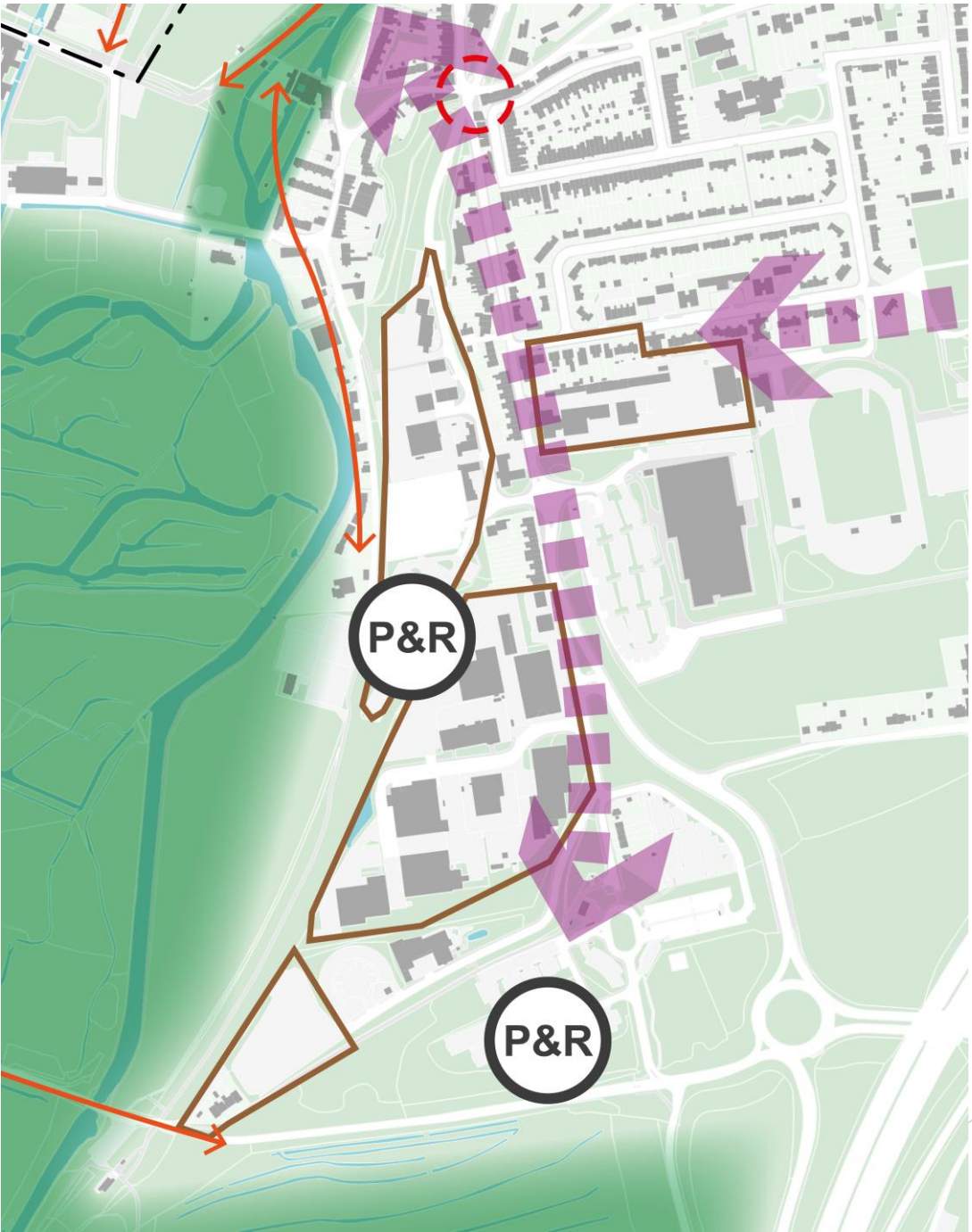
Westgate



The Station



Bar End



Design is a collaborative process

- ▶ Knowledge sharing
- ▶ Multi-disciplinary expertise
- ▶ Local knowledge and expertise
- ▶ Multiple stakeholders

Page 25



Design codes & guides

Difference between design tools:

Design guide: A document providing guidance on how development can be carried out in accordance with good design practice.

General aspirations

Design code: A set of illustrated design requirements that provide specific, detailed parameters for the physical development of a site or area.

Specific requirements



Local Design Codes

Choice of coding at different scales:

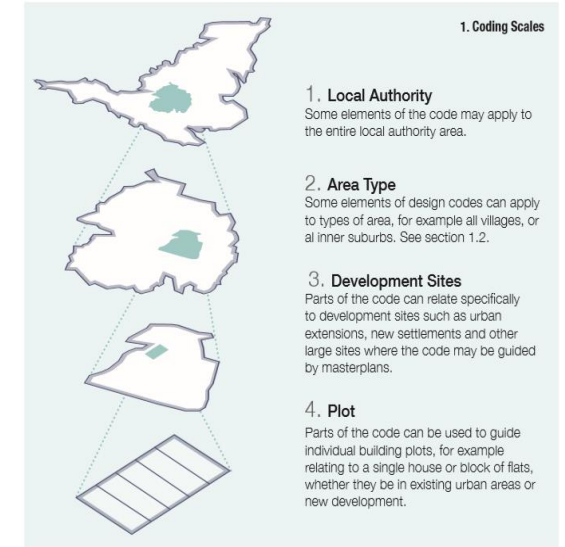
Local authority wide – across the whole area

Large development sites – urban extensions, new settlements

Defined areas within local authority – allocated sites, regeneration areas, town centres, villages

Area types – areas of similar characteristics across the local authority

Specific issues - Infill sites, historic conservation, shop fronts

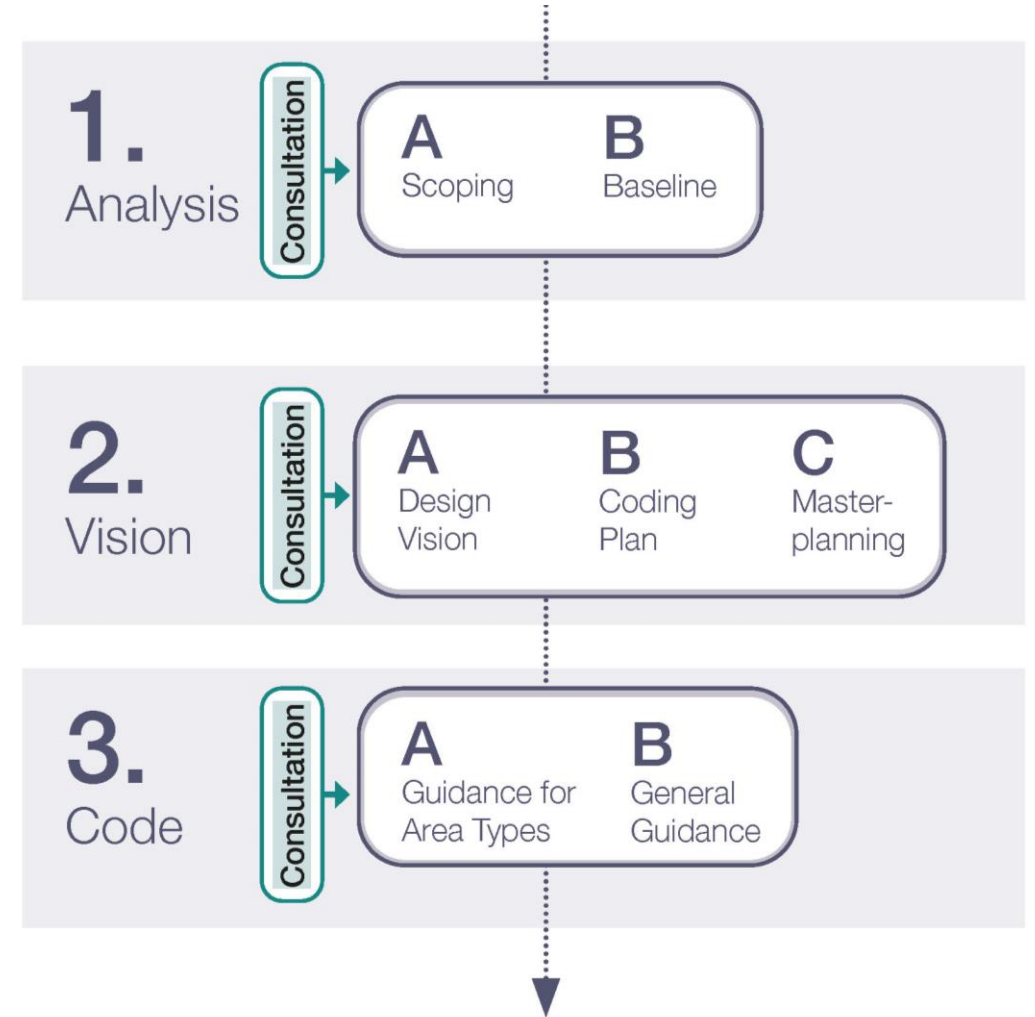


Based on the findings of the workshops, five Areas of Opportunity have been identified:

- Broadway;
- Westgate;
- Station Area;
- Bar End; and
- North Walls.

Design coding: process

- **Analysis** – scoping geographic area to be included in code, undertaking baseline analysis to inform content, based on an appreciation of existing context
- **Vision** – sets a clear design vision for an area and principles for development using coding plan or masterplan to establish key parameters.
- **Coding** – developing guidance using design parameters, setting area wide general guidance in policy.



Design parameters

- **Visual and concise** – fewer words and more images
- **Relevant** – according to context, character and scale
- **Numeric** – where possible use precise requirements
- **Clear language** – required, must vs should, could
- **Allow for creativity** – able to be creatively applied

Page 29

Context	
C.1.i	Character Types
C.1.ii	Site Context
C.1.iii	Site Assessment
C.2.i	Historic Assessment
C.2.ii	Heritage Assets
Movement	
M.1.i	Street Network
M.1.ii	Public Transport
M.1.iii	Street Hierarchy
M.2.i	Walking + Cycling
M.2.ii	Junction+Crossings
M.2.iii	Inclusive Streets
M.3.i	Car Parking
M.3.ii	Cycle Parking
M.3.iii	Services + Utilities
Nature	
N.1.i	Network of Spaces
N.1.ii	OS Provision
N.1.iii	Design
N.2.i	Working with Water
N.2.ii	SUDS
N.2.iii	Flood Risk
N.3.i	Net Gain
N.3.ii	Biodiversity
N.3.iii	Street Trees

Built Form	
B.1.i	Density
B.1.ii	Party Wall
B.1.iii	Types and Forms
B.2.i	Blocks
B.2.ii	Building Line
B.2.iii	Height
Identity	
I.1.i	Local Character
I.1.ii	Legibility
I.1.iii	Masterplanning
I.2.i	Design of buildings
Public Space	
P.1.i	Primary
P.1.ii	Local+Secondary
P.1.iii	Tertiary
P.2.i	Meeting Places
P.2.ii	Multi-functional
P.2.iii	Home Zones
P.3.i	Secured by Design
P.3.ii	Counter Terrorism

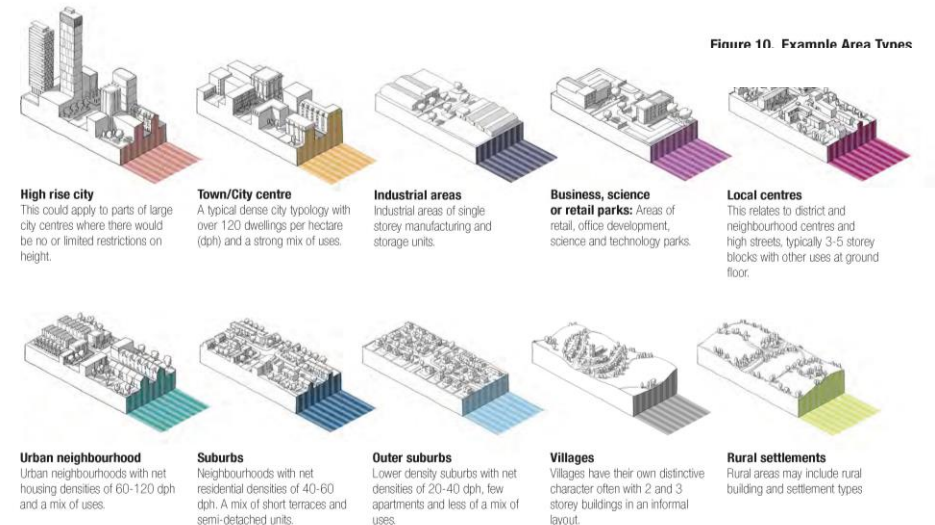
Uses	
U.1.i	Efficient Land Use
U.1.ii	Mix
U.1.iii	Active Frontage
U.2.i	Housing for All
U.2.ii	Type
U.3.i	Schools
U.3.ii	Community Facilities
U.3.iii	Local Services
Homes and Buildings	
H.1.i	Space Standards
H.1.ii	Accessibility
H.2.i	Light, aspect, priv.
H.2.ii	Security
H.2.iii	Gardens+Balconies
Resources	
R.1.i	Energy Hierarchy
R.1.ii	Energy Efficiency
R.1.iii	N'hood Energy
R.2.i	Embodied Energy
R.2.ii	Construction
R.2.iii	MMC
R.2.iv	Water
Lifespan	
L.1.i	Management Plan
L.1.ii	Participation
L.1.iii	Community

Context and character

Context survey and analysis to cover:

- **Character studies** – context studies, area types
- **Architectural heritage** – building vernacular, local materials, colour
- **Historic character** – conservation, protection
- **Landscape assessment** – natural features, topography
- **Climate** – orientation, ecology, water
- **Cultural** – heritage assets uses, arts, creatives

Page 30



Built form

A coherent pattern of development

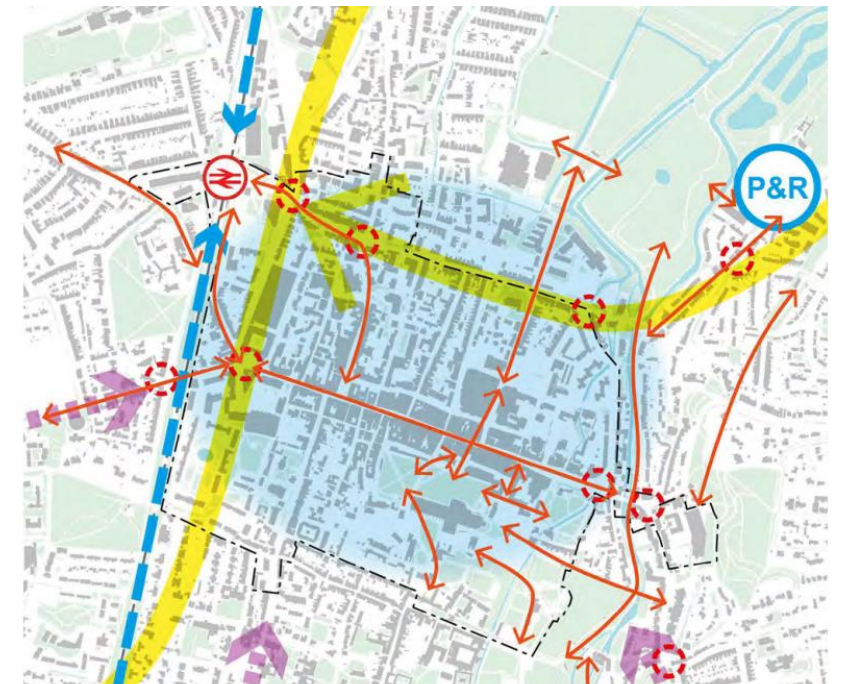
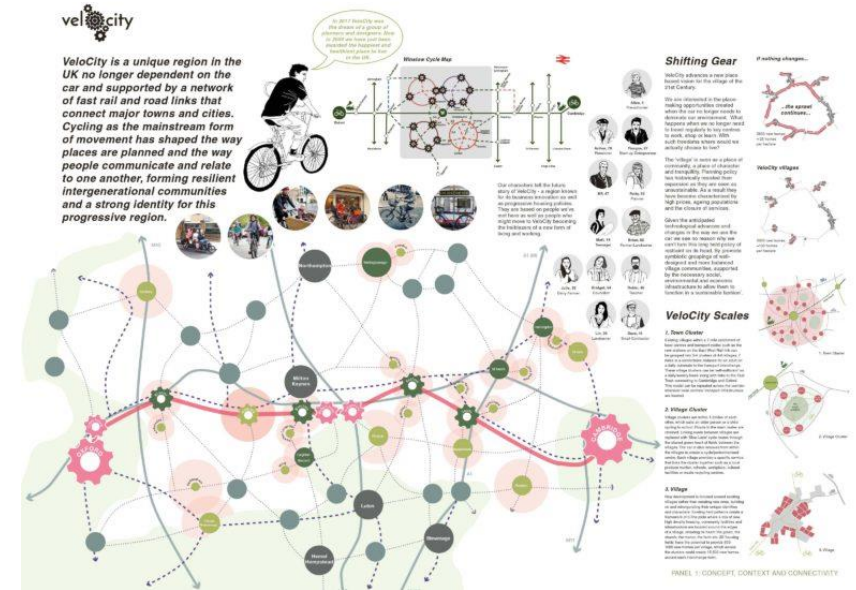
- **Responsive** – Draws from and enhances local character and identity
- **Building form** - building types, form, roofscape
- **Density** – appropriate scale and massing
- **Efficient** - Compact form of development
- **Materials** – construction, materials, detailing



Movement

A connected network of places:

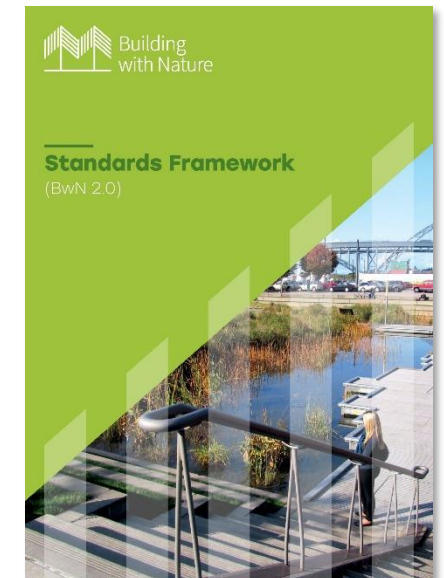
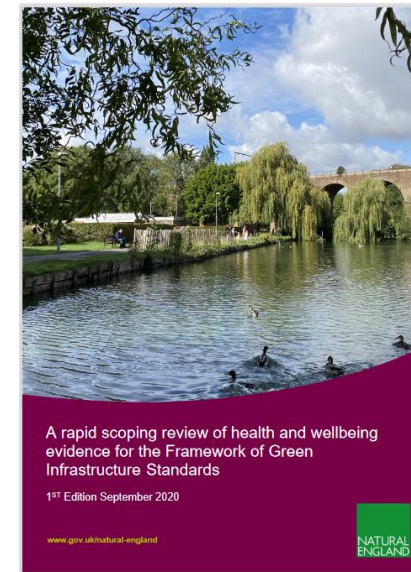
- **Winchester Movement Strategy**
- **Connectivity** – a strategic network, accessibility
- **Active travel** – sustainable transport, walking and cycling
- **Public transport** – buses, rail, connections
- **Car use** – parking, allocated and unallocated
- **Landscape** – use of landscape, parking
- **Cycling** – safety and storage



Natural environment

Respecting and enhancing natural environment:

- **Green infrastructure standards** – network of green and blue spaces
- **Green space in urban areas** – Urban Greening Factors
- **Water** – development near water
- **Drainage** – sustainable drainage systems
- **Biodiversity** – biodiversity net gain, local nature recovery strategies



Public spaces

Creating high quality public realm:

- **Streets and public spaces** – character and hierarchy
- **Enclosure ratios** – context and character
- **Materials** – quality and durability of construction, details, materials
- **Social interaction** – use of public space, pavements
- **Security** – safe routes, natural surveillance

	Town centres	Urban neighbourhoods	Suburbs
Primary streets: Designed to take through traffic and public transport See P.1.1 Primary Streets	Enclosure Ratio: 1:2 Active Frontage: 30% 25-35m	Enclosure Ratio: 1:2 Active Frontage: 10% 25-30m	Enclosure Ratio: 1:5 Active Frontage: 10% 28-35m
High streets: The focus for local shopping centres, often with traffic but sometimes traffic-free See P.1.1 Primary Streets	Enclosure Ratio: 1:1 Active Frontage: 80% 15-20m	Enclosure Ratio: 1:1.5 Active Frontage: 70% 17-23m	Enclosure Ratio: 1:3 Active Frontage: 60% 17-22m
Secondary streets: Taking local traffic into neighbourhoods and often the location of shopping parades and local services such as shops See P.1.ii Local and Secondary Streets	Enclosure Ratio: 1:1 Active Frontage: 50% 13-16m	Enclosure Ratio: 1:1 Active Frontage: 30% 13-16m	Enclosure Ratio: 1:3 Active Frontage: 20% 17-22m
Local streets: Providing vehicle access only to the properties on the street but with through pedestrian and cycle traffic See P.1.ii Local and Secondary Streets	Enclosure Ratio: 1:1 Active Frontage: 30% 10-14m	Enclosure Ratio: 1:1 Active Frontage: 0% 11-14m	Enclosure Ratio: 1:2.5 Active Frontage: 0% 14-18m



Management

Ensuring places are managed over time:

- **Stewardship** –management involving community
- **Resilient landscape** – contribution to climate change
- **Water management** – SUDs, flood risk
- **Adaption and mitigation** – adaptability as temperatures rise
- **Health and wellbeing** – role of natural environment
- **Social interaction** – places to gather, leisure, play
- **Community activity** – growing, engaging

Page 35



Achieving design quality - success factors

Capability

- Expertise and leadership and ideally, someone with experience to help co-ordinate this work

Consultation

- Positive and meaningful engagement

Communication

- Open and transparent

Collaboration

- Working with developers, landowners, local people and local amenity groups

Clarity

- Clear expectations

Confirmation

- Design service agencies e.g. Design South East

Confidence

- Quality as important as quantity

Next steps:

- ▶ There is a clear expectation from Michael Gove MP that LPA's need to start work on preparing Local Design Codes – these will take time/resources to prepare
- ▶ Need to start somewhere in an area that will experience change
- ▶ We want to lead by example and understand and learn how you can go about producing a Local Design Code
- ▶ VDS's that are produced by PC/TC's will all pivot across to Local Design Codes

Next steps

- ▶ Proposition is that it would be helpful if there was a critical friend to oversee the preparation of a Local Design Code
- ▶ The key question for the Town Forum to consider in more detail is whether preparing a Local Design Code for a part of Winchester Town is a good idea, and where would it be appropriate place to start?

Any questions?

This page is intentionally left blank

REPORT TITLE: WINCHESTER TOWN ACCOUNT BUDGET FOR 2023/24 (TO BE RECOMMENDED TO CABINET)

26 JANUARY 2023

REPORT OF FINANCE MANAGER (STRATEGIC FINANCE)

Contact Officer: Darren Kennedy Tel No: 01962 848462 Email dkennedy@winchester.gov.uk

WARD(S): ALL TOWN WARDS

PURPOSE

This report presents the current financial projections for the Town Account for the period 2022/23 to 2026/27 and financial sensitivities, in order that recommendations can be made to the Cabinet on the budget to be set within the Winchester Town area for 2023/24.

RECOMMENDATIONS:

1. Agrees the draft budget for 2023/24 and the indicative projections for the strategy period as shown in Appendix 1;
2. Considers the Council Tax precept for the Town area which it wishes to recommend to Cabinet, noting the requirement for the Council to keep within overall referendum constraints;
3. Approves the release of £50k from Town CIL as the Town Account contribution towards the KGV Park Plan Improvement Project. The total budget was approved by Cabinet in September 2022 (CAB3360) subject to Town CIL funding approval.

1 COUNCIL PLAN OUTCOME

1.1 The responsibilities of the Town Forum are delivered within wider goals of the Council Plan. The Town Forum focuses on the themes in the plan by delivering targeted services.

- a) We deliver our greener faster agenda via the open spaces we look after. We contribute to 'living well' via the careful management of open spaces, play areas, having close ties with Planning policy and looking after our heritage sites. We work very closely with Winchester City of Sanctuary, making Winchester a welcoming city to all.
- b) We support 'homes for all' by being active in our homelessness work in the city, and by supporting the energy efficiency retrofit of the homes the Council owns.
- c) By working with the BID and direct with businesses and the culture offer we have within the city, we strongly support our vibrant local economy.
- d) We are owners and advocates of the Winchester Vision and seek to give our residents and businesses options to influence our services and to have a say in where we spend our money. We welcome the public to our meetings and are promoters of 'your services, your voice'.
- e) Under the theme of pride in place, we are very focussed on service delivery for the improvement of our city centre and have demanded higher standards in cleanliness, removal of graffiti and the reduction of anti-social behaviour in the city centre. Much of our budget is focussed on keeping the city centre clean and well cared for.

This budget paper is proposed in the context of maintaining the momentum we have built up to achieve our goals, in the challenging financial times we are currently experiencing.

1.2 This report sets out the current financial position for the Forum, including the latest medium term financial projections. Budget options will be considered in line with the Council Plan.

2 FINANCIAL IMPLICATIONS

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

3 LEGAL AND PROCUREMENT IMPLICATIONS

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

4 WORKFORCE IMPLICATIONS

- 4.1 Services provided by the Town Forum are budgeted for within this paper. Any future changes to services or service levels may impact on the workforce who deliver those services. Should there be any proposed changes following the recommended review, each case for change will identify the impact on the resources.

5 PROPERTY AND ASSET IMPLICATIONS

- 5.1 None directly resulting from this paper.

6 CONSULTATION AND COMMUNICATION

- 6.1 This report has been discussed with the town account informal group and relevant staff. Recommendations agreed at town forum will go to Cabinet in February as part of the General Fund budget. To note that town budget is part of the general fund budget consultation process and Cabinet papers.

7 ENVIRONMENTAL CONSIDERATIONS

- 7.1 The budget is shaped to support the Council Plan and priorities within it.

8 EQUALITY IMPACT ASSESSEMENT

- 8.1 Whilst not impacting the budget for 2023/24 which is recommended to Cabinet, this report recommends a number of review areas in 11.8 below. In particular it is understood that changes in the play area or grants programmes may have an impact and therefore equality impact assessments will form part of those reviews and any subsequent decisions.
- 8.2 The recent census data showed an increase in children under 15 within the district, albeit a much lower percentage increase than the overall population increase (4.8% vs 9.4%). Knowing that playgrounds are important for families, consideration will be given to this changing demographic when decisions are made around this service.

9 DATA PROTECTION IMPACT ASSESSMENT

- 9.1 No personal data was used in the preparation of this budget paper.

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).

Risk	Mitigation	Opportunities
<i>Failure to set a balanced budget over the medium term.</i>	<i>Financial projections are shown up until 2026/27 and the scenario planning highlights the potential sensitivities. Planning over a longer period will help to ensure understanding of the scale of the financial challenges and early planning enables enough lead in time for the implementation of the budget options.</i>	<i>Long term strategic planning. Innovative funding streams. Transformational efficiency savings.</i>
<i>Council's service priorities are not reflected in the budget.</i>	<i>The budget planning process, including the process of outcome based budgeting and the informal account group meetings which review the detailed budgets and strategy.</i>	<i>Ensure the prioritisation of resources to best meet the outcomes of the authority.</i>
<i>High levels of contractual inflation and the continuation of current precept referendum limits.</i>	<i>Medium term financial planning and sensitivity analysis highlighting the challenges posed by high inflation.</i>	<i>Transformational efficiency savings.</i>

11 **SUPPORTING INFORMATION:**

- 11.1 This budget report has been produced at a very challenging time for the town account. High inflation levels have had a significant impact on budget projections due to high levels of contractual expenditure within the town, such as grounds maintenance. It is recognised that difficult decisions need to be taken in order to continue to deliver on existing plans whilst ensuring a balanced budget over the medium term.
- 11.2 The Winchester Town Forum (Informal Account) Group have met three times in total in order to establish the key focus of the budget process and any priority resource considerations to bring back to the Town Forum.

Winchester Town Precept

- 11.3 The town forum recommended a precept for 2023/23 of £76.71 (per band D property), which was approved at Council in February 2022. The decision on the level of council tax for 2023/24 will be taken at Council in February 2023.
- 11.4 The town will need to consider its proposed strategy for the Town Precept but will need to bear in mind that any decisions will be subject to 'referendum limits' and may be impacted by decisions taken on the level of district Council tax.
- 11.5 It has now been confirmed the overall referendum limit for the Council in 2023/24 be either 2.99% or +£5, which means +2.99% applies as the higher limit. This would mean the maximum district and town increase would be just under 3%. The maximum increase for the town or district are interrelated, for example if the district increased by a lower percentage then the town could increase by a higher percentage and still remain within the overall referendum limit.
- 11.6 The council tax base for 2023/24 was confirmed in December and has resulted in a slightly above average increase in the tax base for the town area from 14,387 to 14,666. This means an overall precept increase of around £22k before any change in the precept charge.
- 11.7 This paper assumes a precept increase of 5.5% (£4.22) to £80.93 for 2023/24. This recommendation is made in light of the extremely challenging financial situation and bearing in mind that CPI inflation remains above 10% at the time of writing this report.

Effect of increasing the Town Precept 2022/23

% MAX District Increase	% TOWN Precept Increase	Additional Income £000	Town Precept
	0%		£76.71
2.99%	2.99%	34	£79.00
2.78%	4.5%	51	£80.16
2.65%	5.5%	62	£80.93
2.15%	9%	101	£83.61

Budget Review 2023/24

Review Update

- 11.8 The informal accounts group have presented a budget forecast in Appendix 1 which currently shows shortfalls in the medium term financial strategy reserve target of 10%, despite recommending a precept increase of 5.5% for 2023/24. Informal Accounts group meetings have determined that rather than taking

drastic and short term decisions in relation to the relatively small discretionary budgets, more time is needed to develop plans to both achieve the medium term financial strategy and also deliver on the aims of the town forum. It is therefore proposed that detailed reports come back to the town forum in 2023/24 on four key areas in order to ensure the current forecast shortfalls are addressed:

- I. Play Refurbishment Programme – maintenance of good quality play areas is a high priority for the town forum. However, it is recognised that a review of the current refurbishment programme is required in order to fully understand the options for delivering a good quality programme. The review will focus on ensuring the right mix of facilities are available and also give a detailed refresh on how this can be delivered. The long term play refurbishment programme, reflected in the capital programme, shows indicative figures with assumptions on life of equipment and largely assuming the current status quo is maintained. One example could be that not all equipment in a play area needs replacing but instead a mix of replacement and refurbishment which would deliver both the play strategy aims, a reduced cost, and the potential environmental benefits of not replacing equipment which remains in good order.
- II. Open Spaces and Grounds Maintenance – it has long been recognised that this total budget accounts for almost 70% of the entire town budget. A detailed review is underway in order to fully understand these detailed costs, the drivers, and what options may exist in order to deliver cost reductions.
- III. Cemeteries – reducing income caused by reduced burials and increasing grounds maintenance expenditure has led to an increased net cost of delivering a service which aims to fully cost recover. Interim proposals to increase fees by 10% for 2023/24 are expected to deliver around £10k of additional income. A more detailed review is requested in order to give in-depth analyses of the current fee structure but also whether there are options for delivering this service in a different way.
- IV. Grants – the grants budget is a significant area of ‘discretionary’ spend. Whilst the importance of supporting the voluntary sector is recognised, reviewing discretionary budgets is unavoidable given the current financial situation. With this in mind baseline reductions to the total baseline grants budget (£80k in 2022/23) are proposed in Appendix 1. The reductions are £10k in 2024/25 increasing to £20k in 2025/26 and £30k in 2026/27 (so leaving a new baseline grants budget of £50k). These are target reductions and so a detailed plan of how these can be achieved needs to come back to the town forum.

11.9 **Community Infrastructure Levy (CIL)** – the Neighbourhood CIL (Town) receivable balance stood at £1.209m as at April 2022. Billed income is

reduced so far in 2022/23 with under £50k billed in the year-to-date. 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.
- 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.

11.10 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	2026/2027 Forecast
Assumptions:					
Contract inflation	7%	10%	5%	4%	2%
Utilities	200%	5%	5%	5%	5%
Percentage increase in tax	Actual	5.5%	3%	3%	3%
Tax Base	Actual	1.2%	1.2%	1.2%	1.2%

11.11 The sensitivity of the above assumptions is as follows:

- a) Contract Inflation is around £6k per 1%. If inflation were 15% for 2023/24 then this would cost an additional £30k per annum.
- b) Utilities costs were approximately £11k in 2021/22 so a 200% forecast increase for 2022/23 is an additional cost of £22k per annum.
- c) A 1% precept increase generates additional funding of c£11k per annum.
- d) 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

- 11.12 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).
- 11.13 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 below.
- 11.14 The following budgets are currently included within the capital programme:
- i. Changing Pavilion North Walls - £800k total budget (£727k remaining over 2022/23 and 2023/24) 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 - £914k from 2022/23 to 2025/26. A baseline projection of £100k per annum has been included in Appendix 1 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 (i.e. an annual repayment of the initial capital costs over the life of the asset, plus annual interest)

Reserves

- 11.15 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.
- 11.16 The current forecasts in Appendix 1 show a large reserve deficit building up to £148k by the end of 2026/27 (£272k short of the 10% strategy target). This will be addressed through the major reviews planned above. This does mean there will be a shortfall to the 10% target of £58k in 2023/24 unless there are any delays in the current capital projects.
- 11.17 The increased risks identified in this report and caused mainly by contractual inflation have led the informal accounts group to consider whether a 10%

balance remains sufficient. An increase to 15% would give a greater buffer from any risks and uncertainties but would also further increase the already challenging budget process. Whilst the current forecasts highlight the importance of reviewing the reserve balance, this review needs to take place next year alongside the major reviews planned.

- 11.18 Currently the capital budget forecasts listed above, particularly the significant programme of play area refurbishments are 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.

12 OTHER OPTIONS CONSIDERED AND REJECTED

- 12.1 A lower proposed increase in precept was considered but rejected due to inflation levels currently above 10% and the ongoing baseline impact which would mean even greater medium term savings to be identified.

BACKGROUND DOCUMENTS:-

Previous Committee Reports:-

Winchester Town Account Medium Term Financial Position – WTF313 – November 2022

Winchester Town Account Financial Planning – WTF310 – September 2022

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

Other Background Documents:-

None

APPENDICES:

Appendix 1: Medium Term Financial Projections

This page is intentionally left blank

WINCHESTER TOWN ACCOUNT - Financial Projections

	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
Assumptions:					
Contract inflation	7.0%	10.0%	5.0%	4.0%	2.0%
Utilities	100%	5%	5%	5%	5%
Percentage increase in tax	4.5%	5.5%	3%	3%	3%
Tax Base	14,387	14,666	14,841	15,020	15,200
Cost of Services					
Recurring Budgets:					
Allotments	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
Bus Shelter Cleaning / Maintenance / New Provision	10,000	10,000	10,000	10,000	10,000
Cemeteries	86,163	83,028	87,039	91,180	95,455
Christmas Lights	7,500	7,500	7,500	7,500	7,500
Neighbourhood Service Officers (Contribution)	45,000	45,000	45,000	45,000	45,000
Footway Lighting	30,357	33,043	33,873	34,745	35,660
Grants and Vision Delivery	80,000	80,000	70,000	60,000	50,000
Support Costs for Grant Scheme	2,000	2,000	2,000	2,000	2,000
Maintenance Work to Council Owned Bridges	5,500	5,500	5,500	5,500	5,500
Night Bus Contribution	10,935	12,029	12,630	13,136	13,398
Public Conveniences (Contribution)	50,000	50,000	50,000	50,000	50,000
Recreation Grounds & Open Spaces	719,274	746,802	793,264	820,868	838,627
Recreation Grounds & Open Spaces - Additional Tree Maintenance	20,000				
Recreation Grounds & Open Spaces - Tennis Courts			9,000	9,000	9,000
Recreation Grounds & Open Spaces - Additional Budget	50,000	50,000	50,000	50,000	50,000
Town Forum Support	5,000	5,000	5,000	5,000	5,000
Budget Options 2023/24					
Recreation Grounds & Open Spaces - Additional Tree Maintenance	21,864	11,864	11,864	11,864	11,864
Bus Shelter Maintenance and Renewals		10,000	10,000	10,000	10,000
Total Recurring Budgets	1,139,593	1,147,766	1,198,671	1,221,792	1,235,004

	2022/2023 Forecast	2023/2024 Forecast	2024/2025 Forecast	2025/2026 Forecast	2026/2027 Forecast
One-off Budgets:					
Community Infrastructure	100,000				
Tree Survey Works					
Total One-off Budgets	100,000				
Total Cost of Services*	1,239,593	1,147,766	1,198,671	1,221,792	1,235,004
<i>*To note that Cost of Services includes staff costs of approximately £400k in total in 2023/24</i>					
Taxation and Non-specific grant income					
Council Tax Income	(1,103,623)	(1,186,879)	(1,237,186)	(1,289,581)	(1,344,272)
Interest on Balances	(14,860)	(11,988)			
Total Taxation and Non-specific grant income	(1,118,483)	(1,198,867)	(1,237,186)	(1,289,581)	(1,344,272)
Transfers to/(from) Earmarked reserves					
(Surplus added to Reserves) / Deficit taken from Reserves	121,110	(51,101)	(38,516)	(67,789)	(109,268)
Capital Expenditure funded by Town Reserve	100,000	394,000	200,000	120,000	100,000
Release from Town Community Infrastructure Levy Reserve	(100,000)				
Opening Reserve Balance (at 1st April)	(455,699)	(399,589)	(56,690)	104,795	157,005
Closing Reserve Balance (carried forward)	(399,589)	(56,690)	104,795	157,005	147,737
Closing Reserves forecast as % of net expenditure (Target = 10%)	35%	5%	-9%	-13%	-12%
TAX					
Tax at Band D	£76.71	£80.93	£83.36	£85.86	£88.44
Increase over previous year (£)	£3.30	£4.22	£2.43	£2.50	£2.58
Sensitivity					
Council tax % increase required to fund £10,000 expenditure		0.89%			
Council tax £ increase required to fund £10,000 expenditure		£0.68			
+/- 1% increase in Council Tax (£'s)		£11,250			
Band D equivalent (£) per +/- 1% increase in Council Tax		£0.77			

Winchester Town Forum 26 January 2023

Report of Planning for the future in Winchester Town Informal Group and Chairperson of Winchester Town Forum, Councillor Mike Craske

14 December 2022

I am writing on behalf of the Town Forum to express our support for the Winchester Local Plan.

We believe this plan will help to ensure the sustainable growth and development of our town, while also preserving it's unique character and heritage

The confidence we have in the plan stems from the robustness of the process. Notably this includes:

- The initial work on the Vision for Winchester 2020-2030, sponsored by the Winchester Town Forum – and the public engagement exercise, which among other points raised the concept of the 15-minute city and the value of local walking and cycling access to services and facilities.
- The learnings that were taken in regards subsequent public engagement, notably new approaches including measures to engage with those who may not historically have participated in these types of consultations. These in turn resulted in the Planning Department receiving the RTPI South East Award for Excellence in Plan Making Practice and also the Overall RTPI South East Winner for innovative consultation.
- The Council hosting three Local Plan design workshops which included feedback on the existing Design Policies, Areas for opportunity, Movement, Open Space and Public Realm. These specifically comprised an invitational event for local architects, property developers as well as the City of Winchester Trust and Winchester Action on Climate Change (WinACC) – along with open sessions for residents.
- The identification and regular connection to key stakeholders, notably the Winchester Town Forum and the City of Winchester Trust.
- The innovation within the Plan itself to ensure it is effectively future-proofed – via policy 'hooks' to enable Local Design Codes, Masterplans, Design Statements and other planning detail to be produced. This is particularly notable given the recent announcement from the Secretary of State for Levelling Up, Housing and Communities that Councils are '**to prepare design codes now**'.

Notably we support and are pleased with the overall strategy to prioritise brownfield first. In addition to delivering appropriate sustainability in terms of both land use and access to services and facilities, it recognises the degree to which Winchester is compromised in regards the natural and local environment, and the transport

options. There are few options for development outside of the existing town area that are acceptable for development and/or that will not overburden our already congested infrastructure. The HCC/WCC Movement Strategy is testament to this fact and much needs to be done to deliver the recommendations within, before any further expansion of the town can be considered

It is important to acknowledge the policies on Student Accommodation and Houses in Multiple Occupancy. Again, these are policies that look to the future and the expansion of education provision that is planned across the town.

These policies also respond to Winchester's Housing affordability challenge. We welcome that the delivery of affordable housing remains a key priority of the Local Plan and the overarching requirement to achieve 40% as a proportion of market schemes. The thinking that has gone into including St Peter's Car Park in the Plan is an important opportunity to quickly demonstrate this commitment and will hopefully create a blueprint for further development across the town.

We also expect this site to be a proving ground for the new Policy for Parking for New Developments where developers will need to demonstrate why they are planning for the number of car parking spaces in their developments. We see this as exciting innovation while recognising that it will require time and precedent for it to evolve.

In summary we appreciate the Local Plan for its focus on providing a range of housing options to meet the needs of different people and families. This is important because it will help to create a diverse and inclusive community where people of all ages and backgrounds can thrive. We also appreciate the plan's emphasis on protecting and enhancing our natural environment. This is crucial not only for the well-being of our residents but also for the health of the planet

In short we believe that the Winchester Local Plan is a well thought out and forward thinking document that will benefit our town for years to come.

Cllr Mike Craske
Chair Winchester Town Forum

WINCHESTER TOWN FORUM – SCHEDULED ITEMS OF BUSINESS ETC

Page 55

26 JANUARY 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	Local Design Codes	Adrian Fox	26 January 2023		Presentation
	Winchester Town Account Budget for 2023/24 (to be recommended to Cabinet)	Darren Kennedy	26 January 2023		WTF314
13 MARCH 2023					
	BUSINESS	LEAD OFFICER	COMMITTEE DATE		STATUS/COMMENT
	St Giles Hill Park Management Plan	Richard Smith	13 March 2023		
	Winchester Town Vision - Progress Update	Susan Robbins	13 March 2023		

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

Agenda Item 9

